



THE CANADIAN  
GEOTECHNICAL SOCIETY  
LA SOCIÉTÉ CANADIENNE  
DE GÉOTECHNIQUE

## CGS Student Chapter Application

The CGS is now welcoming application for new CGS Student Chapter for the 2020-2021 school year. Applications are due **Friday May 15<sup>th</sup>, 2020**. This document outlines the application process and includes the CGS Student Chapter Proposal.

Existing Student Chapters do not need to apply. This application is for universities and students wanting to form a new Student Chapter.

### Pilot Test

A proposal for Student Chapter was submitted to the CGS in 2019. The CGS started the Student Chapters as a pilot test to assess if this initiative would gain enough interest to pursue and dedicate resources to. During the 2019-2020 school year, 7 student chapters were formed engaging 300+ students.

The pilot test will be reviewed by the CGS in May 2020 to confirm the continuance of this initiative and formerly add the Student Chapters to the CGS portfolio. In the meantime, applications for new Student Chapters are being accepted to prepare for the coming year. When submitting an application to form a new Student Chapter, the applicants understand that decisions about accepting a new Student Chapter is based on the outcomes of the pilot test review.

### Application Process

Your application for Student Chapters should be submitted to [yprep@cgs.ca](mailto:yprep@cgs.ca) by Friday May 15<sup>th</sup>, 2020. Applications will be reviewed along with the Pilot Test and applicants will be notified of the acceptance of their application early summer of 2020. The CGS will support Student Chapters in the summer 2020 to prepare for launch in September 2020.

The application shall include:

- **Cover Letter from the Student Chapter Executive Committee:** The cover letter should include the name of your Student Chapter ("University Name" *CGS Student Chapter* or "Local Section" *CGS Student Chapter*), one paragraph on your motivation to form a Student Chapter, and one paragraph on your vision for the Student Chapter and its activities (e.g. guest lectures, student competitions, workshops).

The signed letter should also include the text:

"The Student Chapter Executive Committee understands and agrees with "the foundation governance of student chapters", as presented in the CGS Student Chapter Proposal. The

Executive Committee also understands that the Student Chapter Pilot Test is being reviewed in May 2020 and decisions around accepting a new student chapter is based on the outcomes of the review.”

- **A proposed Student Chapter Executive Committee:** The Executive Committee shall include at minimum 3 positions (President, VP/Treasurer, and Secretary).

Please include the names of the executive committee members, email address, phone number, and a short biography (2-5 sentences). Please indicate which Executive Committee member is responsible for liaising with the Local Section. The President or a designate shall be responsible for liaising with the CGS Young Professional Representative.

- **A written letter of support from the Local Section:** The Student Chapter will be independent, both financially and operationally, from the Local Section; however, the Student Chapter will be connected to the Local Section for support and networking opportunities.

A letter from the Local Section organizing committee indicating their support for the formation of CGS Student Chapter and a proposal of how the Local Section will support the formation and activities of the Student Chapter (e.g. Student Chapter representative invited to attend local organizing committee meetings, name of Local Section member responsible for connecting with the Student Chapter). It is recommended the Local Section review the CGS Student Chapter Proposal.

- **Proposed Faculty Advisor:** The Faculty Advisor will provide guidance and support to the student chapter. They are responsible for ensuring that all activities and events are conducted in a professional manner and in a manner that aligns with the CGS and geotechnical community. The Faculty Advisor is a member of CGS National.

Indicate the name of the Faculty Advisor and Contact Information in either your cover letter or a separate document.

It is important to read the CGS Student Chapter Proposal (below) before writing your application. If you have any questions about the CGS Student Chapters proposal and application, please contact Vincent Castonguay, CGS Young Professionals Representative, at [yrep@cgs.ca](mailto:yrep@cgs.ca). Looking forward to receiving your questions and comments and reading your application!

## Student Chapter Proposal

The CGS can improve awareness regarding opportunities and careers in the geotechnical and geosciences fields to undergraduate and graduate students by providing opportunities for involvement in geotechnical student activities and becoming involved in the Local Sections. This also provides ancillary benefits to the Local Sections to have a stronger connection to students interested in the geotechnical and geoscience field.

The objects of CGS student chapters is to:

1. Improve awareness of geotechnical engineering and geoscience, and attract students early in their studies (e.g. undergraduate studies).
2. Provide an opportunity for extracurricular student experience activities.
3. Help students obtain meeting space and activity funding.
4. Provide opportunities to network with professionals and university students.
5. Provide exposure to the CGS and its Local Section.

Student Chapters would be independent, both financially and operationally, from CGS and the Local Section while fulfilling the CGS objectives listed above. Student Chapters could be founded by one university or multiple universities in a given Local Section.

### Foundational Governance for Student Chapters

The key connection of the Student Chapters would be to their CGS Local Section. The Student Chapters would be established through application by founding student executive committee to CGS National and acceptance of a Founding Constitution including a set of boilerplate By-Laws. The key requirements for formal acknowledgement by CGS National of Student Chapter status would be:

1. An Executive Committee with a minimum of 3 positions with the President or delegated student responsible for liaison with the Local Section. The President will be responsible for liaison with the CGS EC Young Professional Representative.
2. Membership open to both graduate and undergraduate students.
3. Written letter of support from the Local Section to CGS National.
4. Student Chapters are financially and operationally independent from Local Sections and CGS National. Student Chapters would be responsible of all their own events and may seek sponsorship or set activity/membership fees as necessary.
5. Bi-annual reporting to the Local Section which will be included in the Local Section's reporting to CGS National.

6. Local Section and/or CGS National have authority to revoke Student Chapter status at their discretion.

An example Student Chapter Constitution has been provided in Appendix A for reference. This example constitution will be developed in more detail during and after the pilot tests. Founding by-law template and bi-annual reporting template will be developed at a future date based on the results and recommendations of the pilot test.

## **Appendix A: Example Student Chapter Constitution**

### **Article 1: Name**

The name of the Student Chapter shall be the “University Name” CGS Student Chapter or in the case where multiple universities partner to form one Student Chapter, the “Local Section” CGS Student Chapter.

For simplicity of this document, the Example Student Chapter Constitution is written for the first scenario, i.e. a student chapter involving only one university.

### **Article 2: Purpose of CGS Student Chapter**

Student Chapters are primarily focused on professional development of students and advancing the education of members in the field of geotechnical engineering. Chapters strive to improve communication between the Local Section and the student body and awareness of the geotechnical field through various public service activities. Chapters are involved in three main areas: (1) technical activities (2) community service, and (3) social events.

### **Article 3: Membership**

Membership is open to any undergraduate or graduate student of the “University Name”. Membership for the Student Chapter will be for a full calendar year (from September to September). There is no annual cost for undergraduate and graduate students to join the “University Name” CGS Student Chapter unless an annual fee is enacted through by-law revisions.

### **Article 4: Compliance with CGS Policies and Procedures**

The “University Name” CGS Student Chapter is responsible for abiding by the policies and procedures outlined in the Student Chapter requirements outlined in the CGS Administration Manual and amendments set forth by the representative Local Section.

### **Article 5: Executive Committee**

The “University Name” CGS Student Chapter is led by an Executive Committee comprised of three elected officials; the President, VP/Treasurer, and Secretary. The Executive Committee is responsible for:

- Coordinate all events undertaken by the Student Chapter
- Hold regular Executive Committee meetings
- Hold one Annual General Meeting where the new Executive Committee will be elected
- Maintain financial solvency
- Cooperate with the representative Local Section
- Fulfill reporting requirements to the Local Section and CGS National: Annual report for activities from Jul 1<sup>st</sup> to Jun 30<sup>th</sup> and the half-year report for activities from July 1<sup>st</sup> to December 31<sup>st</sup>.

The following outlines specific duties of the Student Chapter Executive Committee members:

#### President

- Plan and chair all Executive Committee meetings and Annual General Meeting
- Prepare agendas for all meetings
- Act or appoint student EC member to act as the liaison with Local Section. The president or delegated student EC member shall be a member of the Local Section.
- Liaise with the CGS EC Young Professional Representative
- Update Student Chapter calendar
- Administer Student Chapter email accounts
- Administer internal documents
- Prepare Student Chapter Annual and Half-Year Reports

#### Vice President/Treasurer

- Assist President with duties
- Compose and distribute sponsorship letters at start of school year
- Maintain ongoing budget
- Order food and drinks for Student Chapter events as necessary
- Composes budgets and applications as required by the University

#### Secretary

- Collect student membership forms
- Administer internal contact list of Student Chapter members
- Administer external contact list of “Friends of the Student Chapter”
- Distribute meeting agendas and prepare and distribute meeting minutes
- Send monthly updates to Student Chapter members indicating upcoming events

The Executive Committee can be comprised of additional positions with some of the responsibilities listed above distributed to the additional positions.

A Faculty Advisor of the “University Name” CGS Student Chapter provides guidance and support to the Student Chapter, as necessary. They are responsible for ensuring that all activities and events are conducted in a professional manner and in manner that aligns with the CGS and geotechnical community. The Faculty Advisor shall be a member of the Canadian Geotechnical Society.

At the Annual General Meeting, the Faculty Advisor is responsible for:

- Overseeing and administering the elections for the “University Name” CGS Student Chapter
- Hearing and deciding on any appeals or complaints related to the elections
- Overseeing and administering the counting of votes or ballots for the elections
- Announcing the results of the elections

## **Article 6: Meetings**

The President may call a meeting at any time, but must give the other Executive Committee members at least 72 hours notice. The following meetings will occur on an annual basis:

1. Officers Planning Meeting (end of September)
2. Officers Meeting: Updates (end of December)
3. Officers Meeting: Annual Transition (beginning of April)

## **Article 7: Amendments to the Constitution / By-Laws**

Any changes (amendments) to this constitution or the Student Chapter By-Laws must be ratified by a formal vote of the Student Chapter membership at a publicized meeting of the group and approved by the Local Section and CGS National. The proposed changes must be made available to all members of the Student Chapter at least one week before the meeting and require the support of at least two-thirds of the members present and voting at the meeting.