

**Department of Chemistry**  
**Chemistry Postgraduate Student Association**  
**(CPSA)**

**Constitution**

*President:*

- Organize and lead all Executive Council meetings, with a meeting being held at least once during the academic year.
- Co-sign financial documents and payment slips with the Vice President and the Treasurer.
- Be available to advise the incoming President for at least a month after the term is complete.

*Vice President:*

- Gather and communicate information about student activities, such as scholarships and grants, major conference deadlines, funding deadlines, and campus visits from journals/publishers.
- Respond to questions from postgraduate students.
- Co-sign financial documents and payment slips with the President and the Treasurer.
- Be available to advise the incoming Vice President for at least a month after the term is complete.
- Utilize email, social media, physical posters, and other methods to communicate activities relevant to Postgraduate students.

*Treasurer:*

- Sign financial documents and payment slips together with the President and the Vice President.
- Maintain the funds of CPSA and ensure a sound financial position.
- Provide budget reports to the Executive Board during Executive Board meetings.
- Report at least once a quarter and keep receipts, monthly reports and other financial documents.
- Be available to advise the incoming Treasurer for at least a month after the term is complete.

*Secretary:*

- Take minutes during the Executive Committee meetings and file them afterward.
- Assist the President and Vice President in their work.
- Be available to advise the incoming President for at least a month after the term is complete.