



**Handbook for**

**CSC**

**Student Chapters**

**“Promoting and enhancing the practice and application of chemistry  
and chemical education in Canada”**



## Preface

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## What is the CSC?

The Canadian Society for Chemistry (CSC) is the national technical association representing the field of chemists in industry, academia, and government. The CSC actively supports and encourages research and continuing education to advance the development of technology related to the theory, practice and application of chemistry in education, manufacturing, services and regulatory affairs. ([www.chemistry.ca](http://www.chemistry.ca))

The CSC was incorporated in 1988, has its National Office in Ottawa and is governed and funded by its membership.

As one of the Constituent Societies of The Chemical Institute of Canada (CIC), the CSC forms key strategic alliances and partnerships with the other Societies (Canadian Society for Chemical Engineering and Canadian Society for Chemical Technology), and with provincial, national and international organizations, to facilitate the achievement of common goals in chemistry, science and engineering.

### *Where are we going?*

During 1999 our Board of Directors formulated a Strategic Plan to guide the activities of the Society as we approach the new millennium. The Plan is comprehensive and stresses responsibilities of a technical Society to our members and to society as a whole.

The CSC will be the leader in Canada:

- in providing member services for the enhancement of personal careers and professional development;
- in advancing the public's understanding and appreciation of chemistry;
- in providing a national voice for chemistry in Canada to all levels of government;
- in creating and forging links among academic, industrial and government scientists;
- in recommending and scrutinizing the standards and directions of education in chemistry; and
- in recognizing and rewarding significant individual and organizational contributions to and achievements in chemistry in Canada.



## The CSC Structure

### The CSC Board of Directors

([http://www.cheminst.ca/about/directors/csc\\_directors\\_2004-5\\_e.htm](http://www.cheminst.ca/about/directors/csc_directors_2004-5_e.htm))

The Board is made up of representatives who hold portfolios in Student Affairs, Local Sections, Divisions, Employment and Human Resources, Conferences, Awards, Publications and Membership...

### The Membership

The CSC has over 3,500 members from industry, academia and government. Members are involved with Local Sections, Divisions and Student Chapters.

*Local Sections* ([http://www.cheminst.ca/sections/cic\\_index\\_e.htm](http://www.cheminst.ca/sections/cic_index_e.htm)):

Members are automatically assigned to a CIC Local Section based on their place of residence. These Sections are made up of chemists, chemical engineers and chemical technologists. Local Sections range in size from city limits (i.e. Toronto and Edmonton) to regions (i.e. Atlantic). They are the grassroots of the CSC (CIC), setting up local events such as technical lectures, social activities, plant tours, etc. for its members. Many Local Sections support student activities and present awards to local students. Each Section is run by an executive made up of volunteers, including student representatives. There are 16 CIC Local Sections.

*Subject Divisions* ([http://www.cheminst.ca/divisions/cic\\_index\\_e.htm](http://www.cheminst.ca/divisions/cic_index_e.htm)):

There are 16 Subject Divisions which bring together members with common interests: analytical chemistry, biological/medicinal chemistry, biotechnology; catalysis, chemical education, environment, inorganic chemistry, macromolecular science and engineering, materials chemistry, organic chemistry, systems and controls. Members may choose to affiliate with one or more Subject Divisions upon registering with the Society. These Divisions sponsor many of the Society's awards and are responsible for conference symposia.

*Student Chapters* ([http://www.cheminst.ca/students/cic\\_index\\_e.htm](http://www.cheminst.ca/students/cic_index_e.htm)):

The CSC invites ChemClubs to become affiliated with the Society by registering as a CSC Student Chapter. Information about the CSC and upcoming events is sent to the Chapter executive only with 2 copies of *Canadian Chemical News*, the Institute's newsmagazine. Student Chapter members are encouraged to get involved with professionals through the Local Sections, a link for students with professionals in their fields of interest.



## Student Membership ([http://www.cheminst.ca/students/csc\\_membership\\_e.htm](http://www.cheminst.ca/students/csc_membership_e.htm))

### A. *Undergraduate Students*

Undergraduate students are encouraged to get involved with their university department's Student Chapter or Chem Club. These Chapters consist of an executive who organizes social and technical events for their fellow students as well as fund-raisers to hold these events. The Student Executive may charge a membership fee for expenses incurred by the students in setting up activities. This is not a fee to the Society. Students are encouraged to become paid members of the CSC for \$25 plus GST or HST. This will entitle them to even more benefits and maintain a network of chemistry contacts.

### B. *Graduate Students*

Graduate students are invited to apply to join the CSC as full-members for one-half of the full membership fee. This entitles them to all of the benefits of membership plus reduced registration fees for the annual CSC Conference. Graduate students may wish to get involved in the undergraduate Student Chapter or to set up a graduate chapter of their own, however, they must be paid members to receive the benefits offered by the Society.

## Benefits of Involvement

### *Discover Life Long Benefits*

- Develop life-long friendships and career networking contacts within academia, industry, government and with your fellow students.
- Obtain valuable insight into the working world of a chemist through Chapter activities.
- Develop the leadership and communication skills to help get you noticed.
- Meet fellow chemists across Canada
- With the support of the CSC, Student Chapters run four regional undergraduate student conferences annually (Western, Southwestern Ontario, Québec and Atlantic CSC-APICS).
- Regional graduate and undergraduate student conferences encourage students to present papers and participate in competitions.
- Present your final year project to potential employers at conference competitions.
- Expand your professional network and technical knowledge at the largest annual national chemistry conference. Participate in the Student Program organized by local students. Students in the city of the conference host are encouraged to get involved and experience the joys of setting up a program for your peers.
- Meet new people - exchange information with faculty, industry, government and other Student Chapters.
- Learn from national and international keynote speakers on future technologies and trends.
- Learn how to market yourself at career workshops.



*Win Awards and Scholarships* ([http://www.cheminst.ca/students/cic\\_awards\\_e.htm](http://www.cheminst.ca/students/cic_awards_e.htm))

- The CSC recognizes the outstanding achievements of students at the national level for both individual and Student Chapter efforts. The **CSC Silver Medal** is presented to the top third year student at each university offering chemistry.
- **The Student Chapters' Merit Award** is presented annually in April to the top Student Chapter for initiative and originality in programming. The prize consists of a plaque for the Chapter and pins for each member of the winning executive. The honourable mention Chapter receives a certificate.
- Local Sections and Subject Divisions sponsor awards and scholarships for students and many host Student Awards Nights to highlight these achievements.

*Obtain Assistance in Your Job Search* (<http://www.chemjobs.ca>)

- Students may register at no charge with the CSC's Career Services. Jobs are posted on the CSC's web site. A directory of companies employing chemists is also available from the CSC's National Office.
- The CSC hosts a Career Fair and Graduate Studies Fair at their national conference.

Student Chapters enable students to be a voice in the future of their chosen profession.

### **Setting up a CSC Student Chapter**

The first step in getting started is to register your Student Chapter with the CSC by completing the form, and submitting it to the CSC's National Office as soon as you have formed a student executive. This form will provide contact information to National Office to assist in keeping students updated on activities of the CSC throughout the school year. With this magazine, student can keep current on happenings in the chemical industry and find out what other Student Chapters across the country are doing.

Every Student Chapter/Club will have its unique identity. Activities will vary according to the courses offered, industrial requirements of the region and make-up of the Student Executive itself. We do, however, suggest that Student Chapters obtain a room, with a phone designated for the specific use of the Chapter/Club. This will greatly facilitate its development, providing students with a relaxed atmosphere in which to meet as well as being the administrative centre for the group.

The Career Services and Student Affairs Manager at CSC National Office and CSC Director, Education and Student Affairs will be your main links to the Society and may be contacted at any time during the year. The contact information is provided on the opening pages of this Handbook.



## Activities of Student Chapters

This section lists activities that have been employed with success in the past at other Student Chapters.

### *Technical Activities:*

- Host invited speakers. Faculty, undergraduate and graduate students and guests should be encouraged to attend;
- Undergraduate Student Conferences or Symposia;
- Career nights. Discussions on careers and jobs available to Chemists (invite your alumni and contact your CSChE or CIC Local Section for assistance);
- Find out about Chemistry in the news and new research results;
- « Meet Your Prof » sessions;
- Departmental activities such as Open Houses and Chemistry Shows.
- Involving students in National Chemistry Week (October) and National Engineering Week (February) will educate students to new aspects of the chemical profession as well as allow them to demonstrate their skills to their peers, the university and the general public.

### *Social Events*

- Theme parties, dances, banquets to welcome new chemistry students in September, to bid farewell to graduating students at year's end, to celebrate occasions such as Halloween, Christmas, end of exams, Valentine's Day etc.;
- Skating and tobogganing parties;
- Joint parties with other student clubs at the university;
- Pizza Nights.

### *Sporting Events*

- Challenge other clubs to softball, soccer, basketball, hockey, curling bonspiels etc.;
- Ski outings.

### *Trips*

- Tours of industrial plants, research labs, etc.;
- Student symposia and conferences;
- Pleasure excursions to visit other student chemical engineering chapters.

### *Fund Raising*

- Sell lab coats, safety glasses, CSC T-shirts, etc.;
- Sponsor pubs, films;
- Run a tutoring service;
- Host a raffle, bake sale, garage sale.



### *Outside of the Department*

- University affairs (Orientation, Carnivals);
- Community enrichment by visiting primary and high schools;
- Attend the CIC Local Section meetings;
- Get involved in local Science Fairs.

### **Market Your Student Chapter:**

- Produce a Chapter newsletter for those interested in chemistry and related fields. This communication could have, for example, five issues per year, with outlined experiments, laboratory exercises, lecture demonstrations, descriptions of various pieces of apparatus, etc.;
- If a newsletter already exists within the Chemistry Department or at the University, the Club/Chapter should liaise with the Editorial Board to publish material relevant to chemistry students;
- Create bright and bold posters to advertise activities, meetings and events as well as to advertise the Chapter;
- Provide a bulletin board devoted solely to the Chapter's news;
- Publicize the Student Chapter and its activities on the campus radio;
- Report on activities which have taken place or advertise upcoming events in the Student News column in *Canadian Chemical News (ACCN)* and to local newspapers;
- Wear your CSC T-shirts.

### **Network within and outside of the Chemistry Environment:**

- Ensure that a representative of your Student Chapter sits on the Local Section executive. This will provide a link between students and local industry and academia.
- Interact with the department, i.e. student representatives sit on the curriculum committee or university Boards;
- Interact with the Student Chapter in the Chemical Engineering Department and with those in nearby Universities and Community or Technical Colleges;
- Demonstrate leadership.



## **The Student Chapter Executive**

The following is the suggested format for a Student Chapter Executive. Some Chapters find that this format is too structured and does not promote participation. Choose a format that best suits your students. Take into account whether your university has a co-op program. Two executives or a larger executive with two students in each role may be required to accommodate this type of program. A sample By-law is available should the Chapter wish a more official status.

**Faculty Advisor** Each department assigns a faculty member or graduate student as advisor to the students in their studies. The CSC also looks upon this advisor as the major link between the Society and the students. The CSC encourages the department to allow student input into the choosing of this Faculty Advisor.

- provides the Student Chapter with the introduction information and Student Handbook to assist students.
- is the CSC Champion, informing students about the existence of the Society and its benefits.
- works with the Student Chapter executive in setting up activities for the students sits on the Local Section executive or appoints a student to be the link
- provides name of student to be presented with the CSC Silver Medal.

**President** As a general rule, you are responsible for the overall coordination of all Chapter activities and more specifically for:

- planning the Chapter's activities;
- co-ordinating a Chapter membership recruitment campaign;
- establishing committees and delegating assignments;
- presiding at Chapter meetings and functions;
- managing the meetings of the Executive with the Faculty Advisor, which should be held on a regular basis;
- checking on the progress of different activities;
- encouraging participation and camaraderie;
- representing the Student Chapter at outside meetings;
- attending the CIC Local Section meetings;
- being available for suggestions and questions;
- writing a year-end report on the Chapter's activities.

**Vice-President** The Vice-President acts for the president when he or she is unable to be present at Chapter activities. The Vice-President can help by overseeing the committees and generally sharing the responsibilities of the president. The Vice-President could have specific responsibilities such as Social Program Coordinator, Program Director, etc.

**Secretary** The Secretary is responsible for the recording of the minutes of all meetings, for keeping the membership records, for compiling calendars and lists of activities, for publicizing Chapter functions and handling all correspondence. The Secretary can obtain



further information and supplies from the CSC National Office and should ensure all necessary lists are forwarded to the National Office.

**Treasurer** The Treasurer is responsible for the financial affairs of the Student Chapter. This may include balancing the cheque book, reporting on expenses and income, recording all financial transactions and handling disbursements. The Treasurer should provide the President with a written report at the end of the year. The Treasurer's ledger should be checked by the Executive and the Faculty Advisor at the end of the academic year.

Other positions may be assigned by the President as required.

You may wish to charge an annual membership fee of \$5, which could be used for Club activities, advertising, refreshments, etc. This is, of course, at the discretion of the Student Chapter.



## Conferences

### Student Conferences

Student Chapters of the Canadian Society for Chemistry organize four major regional undergraduate student conference as well as smaller local student conferences at which chemistry students gather to present and hear papers of topical interest. These conferences often include social events and provide a great opportunity to network with other students, faculty and fellow scientists from across the country.

Every year, four universities volunteers to host the regional undergraduate student chemistry conferences. Graduate student conferences also take place across the country.

For a list of locations for the next conferences visit

[http://www.cheminst.ca/students/cic\\_conferences\\_e.htm](http://www.cheminst.ca/students/cic_conferences_e.htm). All chemistry students are invited to present papers, orally or poster format, to their peers, faculty, industrial representatives, etc. This is an especially valuable opportunity for final year students to present their final year projects to potential employers. It also provides experience in the oral presentation of scientific material. The papers are always of high quality and the enthusiasm of the participants is contagious. Students have an opportunity to talk to their peers and faculty members on other campuses and this helps to crystallize ideas concerning graduate school, employment and other possible areas of specialization.

Regional conferences are similar to the national conference but smaller in scale, normally involving only one or two universities. The host Chapter may apply for assistance from the **Chemical Education Trust Fund of The Chemical Institute of Canada's (CETF)** ([http://www.cheminst.ca/funding/cic\\_cetf\\_e.htm](http://www.cheminst.ca/funding/cic_cetf_e.htm)) (applications are due **December 15**). The CETF normally supplies financial support for awards and administration at the student conferences. To be eligible for support in the future, a modest registration fee must be charged, and the application should include estimated attendance and number of papers and a proposed budget. Funding will normally be favoured toward conferences involving more than one group. Funding is also available from the CSC upon written request prior to the event. Subject Divisions and Local Sections are another source of funding. For information on who to contact, go to [www.cheminst.ca](http://www.cheminst.ca) for Division and Local Section executive listings.

The **E. Gordon Young Memorial Student Prizes** are administered by the Trustees of the CETF and are awarded for the best student presentation at a conference. The prize consists of \$300 and a certificate. There is no special application form for this prize; the money is part of the overall grant that the Student Chapter receives from the CETF to support the conference.

N.B. Other educational activities may also be funded by the CETF providing they involve more than one university. Be creative and apply now!



**Canadian Chemistry Conference and Exhibition**  
([http://www.cheminst.ca/conferences/csc\\_index\\_e.htm](http://www.cheminst.ca/conferences/csc_index_e.htm))

Students are encouraged to attend the CSC's national conference for professionals and students. Students present their papers orally or in poster format, competing for prizes. Students should register and book accommodation and travel early in order to take advantage of this exciting educational experience.

**CSC Awards and Scholarships**  
([http://www.cheminst.ca/students/cic\\_awards\\_e.htm](http://www.cheminst.ca/students/cic_awards_e.htm))

**The CSC Silver Medal** Each year the CSC awards a silver-plated medal to the student with the highest marks entering his or her final year of studies at each chemistry department in Canada. To obtain the award, the Faculty Advisor or other university official must supply the Program Career Services and Student Affairs Manager with the name and permanent home address of the candidate as soon as possible after completion of the third year.

**Student Chapters' Merit Award** The Student Chapters' Merit Award is offered as a means of recognizing and encouraging initiative and originality in Student Chapter programming in chemistry. Each Student Chapter should submit to the Program Manager, Student Affairs by April 1 of each year, a report concerning the activities of the Chapter during the previous 12 months.

This report should be written by the President and/or other members of the Student Chapter and should be accompanied by a covering note from the Faculty Advisor. It should be a comprehensive, concise and factual account of Club activities and statistics. These reports will be used as a basis for choosing the Student Chapter that has shown the greatest initiative and originality in their programming. Students are encouraged to include photographs samples of their newsletters, etc. in their submissions.

The winning Chapter will be announced approximately one month after the submissions are received. The winning Chapter will receive a plaque and Society pins for each member of its executive. The honourable mention Chapter will receive a certificate as well as the Society pins.

**Faculty Advisor's Award**

Thank your Faculty Advisor for his/her support given throughout the year. CSC will annually award a plaque to the top Faculty Advisor from chemistry programs in Canada.



### **Prizes Given by CIC Local Sections and Divisions**

The Faculty Advisor, or the President of the Student Chapter, should make inquiries about prizes awarded by the Local Section in their region and Divisions. As well, check the Student, Local Section and Division Columns of *Canadian Chemical News* for announcements concerning these awards.

### **Awards for Excellence**

The Society also offers several prestigious student awards:

Pestcon Scholarship

Alfred Bader Scholarship

Bio-Méga Award

Ichikizaki Scholarship



**Appendix A**  
**Student Chapter Registration Form**

**PROGRAM INFORMATION**                      **Year** \_\_\_\_\_

Name of University/College: \_\_\_\_\_

Department: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

Department Head: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chapter President: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chapter Vice-President: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Chapter Name: \_\_\_\_\_

Chapter Web Page: \_\_\_\_\_

Do you have a Co-op Program? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of Students: 1<sup>st</sup> Year\* \_\_\_\_\_ 2<sup>nd</sup> Year \_\_\_\_\_ 3<sup>rd</sup> Year \_\_\_\_\_ 4<sup>th</sup> Year \_\_\_\_\_

\*(include **all** students in 1st year not just those in the degree/diploma program)

Month(s) of Graduation: \_\_\_\_\_

Student Chapters will receive two copies of the Institute's newsmagazine *ACCN (Canadian Chemical News)*, courtesy of the CSC. These copies will be shipped to the Faculty Advisor for general use by the Student Chapter.

Please return this sheet as soon as possible to register your Student Chapter with the Canadian Society for Chemistry. **Fax to Gale Thirlwall-Wilbee, Career Services and Student Affairs Manager at 613-232-5862.**

Check out the web at [www.chemistry.ca](http://www.chemistry.ca) for student information.





**Appendix B**  
**Sample Constitution and By-laws of a Student Chapter**  
**of the CSC**

*Constitution*

**I NAME**

This Student Chapter of the CSC shall be known as: The University of Anywhere (UA) Student Chapter of the CSC (or Student Chemistry Club) hereinafter referred to as the Club.

**II OBJECT**

The object of the Club is to provide the structure within which the Chemistry students may have financial autonomy to organize such activities as symposia, social and sporting events, competitions, field trips, etc.

**III MEMBERSHIP**

- A. Full membership in the Club shall be open to any full-time Student studying Chemistry at UA. This member has full voting privileges.
- B. Associate membership shall be open to any other full-time student on the UA Campus. This member has no voting privileges.
- C. Honourary membership may be granted to a student and/or faculty member that the Club wishes to recognize.

*By-laws*

**IV FEES**

The annual membership fee shall be \$5.00.

**V FISCAL YEAR**

The fiscal year of the Chapter shall be from September 1st to August 31st.

**VI OFFICERS**

- 1. The officers of the Chapter shall consist of:
  - a) President
  - b) Vice-President
  - c) Treasurer
  - d) Secretary



These officers shall form the Executive Committee of the Club.

2. A Faculty Advisor (if one is not already in place) shall be appointed by the Club.
3. Duties of the officers:
  - a) The President shall:
    - (i) Preside at meetings of the Club and of the Executive Committee.
    - (ii) Have general supervision of the affairs of the Club.
    - (iii) Sign cheques in payment of authorized accounts and bills.
    - (iv) Sign the Minutes immediately upon their confirmation.
    - (v) See that a report of the Chapter's activities during the year is in the hands of the Faculty Advisor or sent directly to the National Office for publication in *Canadian Chemical News*.
  - b) The Vice-President shall:
    - (i) Assist the President in all of his/her duties.
    - (ii) Assist the Treasurer and Secretary in all of their duties.
    - (iii) Assume, in the absence of the President, all of the duties of the office of the President.
  - c) The Treasurer shall:
    - (i) Receive all monies, issue and sign cheques for all authorized expenditures and present such cheques to the President for signature.
    - (ii) Keep a proper account of all financial affairs of the Club. Report and/or present financial statements at meetings as required.
  - d) The Secretary shall:
    - (i) Handle the correspondence of the Club and report thereon to the Executive.
    - (ii) Give due notice of all meetings of the Chapter and Executive Committee.
    - (iii) Keep adequate Minutes of the proceedings of the meetings of the Club and the Executive.
    - (iv) Keep the membership roll of the Club.
    - (v) Write news releases of the Club's activities for local media and/or *Canadian Chemical News*.

## VII MEETINGS

1. Meetings of the Club shall be called by the President. They shall normally be held bi-weekly.
2. A quorum at the meetings of the Executive Committee shall be 50%.
3. A quorum at all meetings of the Club shall be 50%.
4. Special meetings may be called by the President or, on written request of five members of the Club.



## VIII AMENDMENTS

1. The Constitution may be amended by a two-thirds majority vote of members present at any meeting.
2. Notice of motion indicating the intention of any proposed amendment to the Constitution of the Club is required two weeks in advance of that meeting at which the Constitution is to be discussed.
3. All amendments to the Constitution shall be subject to approval of a simple majority of Student Members.

## IX VOTING

1. A voting member shall be any full-time student who qualifies under Section III A of this Constitution and who has paid his/her annual membership fee.
2. The officers shall be elected by the voting members before the end of February, and their names filed with the Faculty Advisor/Supervisor and/or CSC National Office on or before the 30th day of March of each year.
3. The officers shall hold office for one year or until their successors are elected. They shall be eligible for re-election.
4. Call for elections must be posted two weeks prior to the election being held.
5. The President shall normally be a fourth-year student and the Vice-President a third-year student. The Secretary and Treasurer may be in any year.

## X COMMITTEES

Committees may be formed at any meeting of the Club to handle special activities or events planned by the Club. Chairs of Committees shall regularly report at both Executive Committee and Club Meetings.



## **CSC Student Chapter Faculty Advisor Award Guidelines**

*sponsored by McGraw-Hill Ryerson*

1. The Award shall be presented on an annual basis to one Faculty Advisor from the Canadian Society for Chemistry who has demonstrated exceptional performance working with students to plan and implement Student Chapter activities.
2. The criteria for the Award shall include the following:
  - evidence of outstanding leadership by the Faculty Advisor in creating enthusiasm among Student Chapter members.
  - evidence of creating sustained interest in professional societies.
  - evidence of continuing involvement in Student Chapter affairs.
3. The Award will be presented at the annual Canadian Society for Chemistry Conference.
4. The Award shall be a commemorative plaque.
5. The Award winners shall be selected from the teaching faculty at any Canadian university, or two year college that has a Student Chapter in chemistry, which is registered in good standing with the Society.
6. Nominations for this Award shall be made by the Student Chapter at the university or college at which the Faculty Advisor teaches.
7. The nominations shall be made in writing on the appropriate form and shall be signed by the President and one other member of the Student Chapter and by the Head or Chair of the Department of Chemistry. The nomination form shall be sent to the Career Services and Student Affairs Manager of Canadian Society for Chemistry.
8. Nomination forms shall be accompanied by supporting documentation, including:
  - a biographical sketch, curriculum vitae and other pertinent information about the nominee.
  - a summary of Student Chapter activities over the past three years, especially those attributable in whole or in part to the efforts of the Faculty Advisor.
  - a list of Student Chapter involvement in public or off-campus activities.
9. Previous winners of the Award shall not be eligible to receive the award.
10. Faculty Advisors currently serving as Directors or as Officers of the CIC or any of its Constituent Societies shall not be eligible until they have completed their terms.
11. The nominations shall be submitted by March 15 of the year before the Award is presented. Each nomination shall remain in force for three years and will be considered annually by the Selection Committee.
12. There shall be a Selection Committee consisting of the CSC Director, Student Affairs who will chair the committee plus two additional Board members from the CSC.