

**THE CONSTITUTION
OF
THE SCIENCE STUDENTS' COUNCIL
OF
THE UNIVERSITY OF WESTERN
ONTARIO**

WHEREAS the Science Students' Council of the University of Western Ontario has been established to enhance the educational experience of all undergraduate Science and Basic Medical Sciences students of the University of Western Ontario, by:

Providing Science and Basic Medical Sciences students with representation within the University community;

Providing representation on academic issues within the Faculty of Science and Schulich School of Medicine and Dentistry to all students;

Pursuing social and political issues which impact the greater good of students;

Acting as a catalyst of change and influence on student issues;

Providing opportunities to gain experience and marketable skills; and

Allocating available resources in an equitable, efficient and effective manner.

AND WHEREAS it is in the best interests of the Science Students' Council to rescind all previous constitutions, by-laws, policies and procedures relating generally to the conduct of business and affairs of Council;

BE IT ENACTED THAT this document represents the sole and supreme Constitution of the Science Students' Council of the University of Western Ontario.

ARMSTRONG / Kilby

Interpretation

In the Constitution and all other policies and procedures, unless it is stated otherwise or the context requires otherwise:

“Academic Year” means the period between the 1st of September until the 30th of April of the following calendar year;

“Constitution” means the Constitution of the Science Students’ Council of the University of Western Ontario;

“Council” means the Science Students Council, which includes all Members listed under Section 1. of the Constitution;

“Duly Called Meeting” means a General Meeting called pursuant to the notice provisions as provided for in the Constitution, whether or not the meeting meets quorum;

“General Meeting ” means a Duly Called General Meeting at which quorum is met pursuant to the notice provisions as provided for in the Constitution,

“Executive” means the President and all Vice-President positions on Council;

“Ex-Officio” means a Member by virtue of position;

“Member” means a duly elected, acclaimed, or appointed Member;

“Non-Voting Member” means anyone who holds a position listed in Section 1. d. of the Constitution;

“Voting Member” means anyone who holds a position listed in Section 1. c. of the Constitution;

“Quorum” means fifty percent plus one (50% + 1) of the Voting Members of Council;

“Senator” means a student member of the Senate of the University of Western Ontario;

“Science Student Body” means all full- or part-time undergraduate students registered in either the Faculty of Science or the Schulich School of Medicine & Dentistry at the University of Western Ontario;

“HBA1/Science Students” means students currently enrolled in the first year of an Honours Business Administration program at the Ivey school of business, who were enrolled in the UWO Faculty of Science or Schulich School of Medicine and Dentistry in the previous academic year.

“SSC” means the Science Students’ Council;

“Simple Majority” means a vote by more than one-half (1/2) of the persons entitled to vote, excluding blanks and abstentions;

“Two-Thirds Vote” means a vote by at least two-thirds (2/3) of the persons entitled to vote, excluding blanks and abstentions;

“USC” means the University Students’ Council of the University of Western Ontario;

“**University**” or “**UWO**” means The University of Western Ontario;

“**Upper Year**” means any Member of the Science Student Body who will have completed two academic years by September of the year of ratification;

Words, phrases, or sentences written in the singular form include the plural;

Words, phrases, or sentences written in the feminine form include the masculine.

Mission Statement

To enhance the educational experience and quality of life for all undergraduate Science and Basic Medical Sciences students at the University of Western Ontario;

Vision Statement

The Science Students’ Council will be the forerunning faculty council at the University of Western Ontario. It will continue to grow its ability to act as the voice for all undergraduate students in the Faculty of Science and Schulich School of Medicine and Dentistry through increased and more efficient communications with both students and administrators. Its capital budget will expand while simultaneously growing in its scope to provide programming for the Science Student Body. The Science Students’ Council will continue to be dynamic and innovative, and will not tolerate stagnation, apathy, or the status-quo.

1. Membership

- a. All Members of Council must be members of the Science Student Body or HBA1/Science students;
- b. Membership of Council shall be composed of the Voting and Non-Voting Members described below:
- c. The Voting Membership of Council shall be:
 - i. The President;
 - ii. The Vice-Presidents of: Academic, Communications, Finance, and Student Events;
 - iii. Twenty-one (21) department representatives:
 1. one (1) Applied Math/Math Representative;
 2. three (3) Second Year Biology/Neuroscience/Basic Medical Sciences Representatives;
 3. three (3) Upper Year Biology Representatives;
 4. two (2) Chemistry Representatives
 5. One (1) Second Year Chemistry Representative;
 6. One (1) Upper Year Chemistry Representative

7. one (1) Computer Science Representative;
 8. one (1) Earth Science Representative;
 9. one (1) Environmental Science Representative;
 10. two (2) IMS/Epidemiology/Medical Biophysics/Medical Health Informatics Representatives
 11. one (1) Physiology/Pharmacology Representative;
 12. one (1) Microbiology/Biochemistry Representative;
 13. one (1) Anatomy and Cell Biology/Pathology Representative
 14. one (1) Upper Year Neuroscience Representative;
 15. one (1) Physics & Astronomy Representative;
 16. one (1) Stats/Act Sci/Financial Modelling Representative;
 17. one (1) Western Integrated Science Representative;
 18. five (5) first year representatives;
- iv. USC Councillors; the amount of which determined under By-Law #1 of the USC
- d. The Non-Voting Membership of Council shall be:
 - i. The Speaker of Council;
 - ii. The Internal Affairs Officer;
 - iii. The Secretary;
 - iv. Two (2) Charity Commissioners;
 - v. The Internet Commissioner;
 - vi. The Services Commissioner;
 - vii. The Orientation Commissioner;
 - viii. *The Current* Editor;
 - ix. Two (2) Student Events Commissioners At-Large;
 - x. The Student Support Commissioner;
 - xi. The Communications Commissioner At-Large;
 - xii. The Council Photographer;
 - xiii. The SciWiki Commissioner;
 - xiv. The Advocacy Commissioner
 - xv. Two (2) Science Senators;
 - xvi. One (1) Medical Sciences/Schulich Senator
 - e. The *Ex-Officio*, Non-Voting Membership of Council shall be:
 - i. The President of the University Students' Council;
 - f. The *Elections Policy* (Appendix I) shall govern the election/appointment of all Members of Council;
 - g. All Members of Council are subject to and bound by the contents of the *Roles and Responsibilities* document

(Appendix II), the *Attendance Policy* (Appendix III);

2. *Removal of Members*

- a. A motion of impeachment may be moved against any Member for reasons that include, but are not limited to:
 - i. Poor attendance;
 - ii. Theft, fraud or embezzlement of funds;
 - iii. Failure to fulfill their constitutional obligations;
 - iv. Just cause as determined by Council.
- b. The Member shall be notified in writing at least forty-eight (48) hours prior to the impeachment vote, and shall be given the opportunity to provide an explanation to the appropriate body before the vote is cast;
- c. A motion to impeach a Voting Member requires a Two-Thirds Vote of all Members present at a General Meeting. Such a motion shall be moved only once (1) for each occurrence of each offence;
- d. A motion to impeach a Non-Voting Member requires a Simple Majority of the Executive. Such a motion shall be moved only once (1) for each occurrence of each offence;
- e. In the event of a member leaving council mid-term, procedures will be followed in accordance to the Election Policy outlined in Appendix 1.

3. *Meetings*

- a. All Voting Members of Council are entitled to speak, propose motions, vote on all questions and in all elections of Council and otherwise participate in the meetings of Council.
- b. All Non-Voting members of Council are entitled to speak, however, Non-Voting Members shall not be allowed to move or second motions, vote on any questions or in any elections of Council at any meeting of Council;
- c. Prior to any main motion, Council must be given a presentation so that any pertinent information can be given and so that questions may be asked and answers be given.
- d. Furthermore, prior to a group of related main motions, a presentation to Council must be given so that any pertinent information can be given and so that questions may be asked and answers be given.
- e. There will be at least one (1) General Meeting in each of the months from September to April inclusive.
- f. A General Meeting may be called by:
 - i. A resolution of Council;
 - ii. The Speaker of Council; or
 - iii. The President.

4. Committees of Council

- a. There are seven (7) standing committees of Council open to students at-large, consisting of the:
 - i. Student Support Committee;
 - ii. Communications Committee;
 - iii. Finance Committee;
 - iv. Student Events Committee;
 - v. Charity Committee;
 - vi. The Current Committee;
 - vii. SciWiki Committee
- b. There are five (5) standing committees of Council open to members of council, consisting of the:
 - i. Science Student Donation Allocation Committee;
 - ii. Executive Honoraria Committee;
 - iii. Council Honoraria Committee;
 - iv. Governance Review Committee;
 - v. Policy Committee
- c. All standing committees are subject to the terms of the *Standing Committees of Council* document (Appendix IV).
- d. The Members may, by resolution of Council, create or dissolve standing committees and ad-hoc committees to most accurately reflect the needs and objectives of Council.
- e. Each committee shall report through its chairperson to Council on all matters referred to or otherwise dealt with by the respective committee.

5. Additional Appendices

- a. Publication of *The Current*, Council's periodic newspaper, and selection of its editorial board shall be subject to the terms of *The Current Policy* (Appendix V).
- b. The budget and fiscal responsibilities of Council shall be subject to the terms of the *Finance Policy* (Appendix VII).
- c. The administration of Council Honoraria and Executive Honoraria shall be subject to the terms of the *Honoraria Policy* (Appendix VIII).
- d. The allocation of Council's finances towards new initiatives and travel shall be subject to the terms of the *Travel Policy* (Appendix IX)

6. Amendments

- a. Amendments to the Constitution may be made at any General Meeting;
- b. Amendments to the Constitution require a Two-Thirds Vote of all Voting Members of Council present at a General Meeting.
- c. Amendments to Appendices to the Constitution require a Simple Majority Vote of all Voting Members of Council present at a

General Meeting.

- d. An affirmative vote of at least ninety percent (90%) of all Voting Members present at a Meeting is required to amend Section 9 of the Constitution;
- e. Any proposed amendments to the constitution shall be presented to Council in the following format:
 - i. Additions to the Constitution shall be signified by bolded underline.
 - ii. Deletions to the Constitution shall be signified by a single line strikethrough.

ELECTIONS POLICY

(Appendix I)

7. General Guidelines

- a. The purpose and spirit of these elections guidelines are:
 - i. To ensure fairness and democracy;
 - ii. To provide a manner of balloting that is efficient, effective, impartial, and confidential;
 - iii. To allow any student to be a candidate in an election, regardless of financial status;
 - iv. To raise the level of debate surrounding student issues; and
 - v. To protect the reputation of Council on campus and elsewhere.
- b. The CRO shall be responsible for determining the time and duration of the nomination period for any by-elections for vacant positions
- c. In the event of a Non-Voting member leaving council, the following actions will be taken:
 - i. The Executive shall appoint a replacement for any Commissioner who has been removed from Council;
 - ii. The replacement of Senators will be made in accordance with the Constitution of Student Senate.
 - iii. The replacement of the Speaker will be conducted through a by-election held at a General Meeting determined by the CRO.
- d. In the event of a Voting Member leaving Council, a by-election will be held, as according to Appendix 1, at a General Meeting determined by the CRO.
- e. In the event of an Executive Member leaving Council, the remaining Executive will select a temporary replacement until an election can be held.
- f. No individual shall hold more than one (1) voting position on the Science Students' Council; however:

- g. If a Non-Voting position is vacated mid-year, a current council member (already holding a position) may be an eligible candidate for appointment by the Executive, while retaining their original position, providing they satisfy the position criteria.
- h. If a Voting position is vacated mid-year, a current Non-Voting council member (already holding a non-voting position) may be an eligible candidate for a by-election, while retaining their original position, providing they satisfy the position criteria.
- i. Only Members who are present for speeches from all candidates for a particular position are eligible to vote for that position.
- j. In the case that a Voting position is not filled by the end of the academic year, a by-election will be held at the beginning of the following academic year, as determined by the CRO.

8. President

- a. The Presidential election shall be governed by USC By-Law #2.

9. USC Councillors

- a. USC Councillor Elections shall be governed by USC By-Law #2.

10. Nominations

- a. Nominations for all positions shall be made by the completion of a nomination form, requiring the signature of ten (10) members of the Science Student Body which will be validated by the CRO through the USC.
- b. Nominations will be deemed valid only if the nomination form has been submitted on time and has been filled out completely and accurately.
- c. The nomination period shall be at least twelve (12) days in length, and elections shall take place at the first Meeting of Council following the close of nominations.

11. Administration of Elections

- a. Elections shall be conducted and supervised by the Speaker of Council (who shall act as the Chief Returning Officer), assisted by the Internal Affairs Officer (who shall act as a Deputy Chief Returning Officer), and the Secretary, in consultation with the incoming President of Council (where applicable).
- b. In the event of a by-election outside of the normal elections period, the current President of council will provide consultation, as opposed to the incoming President.

- c. The Speaker of Council or her designate shall:
 - i. Be responsible for the ballot counting procedure (assisted by the President or a designate) including the definition of a spoiled ballot and to make this definition known to Council prior to voting; and
 - ii. Issue official election results to candidates and Council.
- d. The Internal Affairs Officer shall take the place of the Speaker of Council where a conflict of interest may arise.
- e. The Internal Affairs Officer shall be responsible for timing the candidates during their address to council.
- f. The Vice-President Communications shall be responsible for advertising the call for nominations and publicizing the official results to the public.

12. Voting/Ballots

- a. During elections held in the regular elections period, each Voting Member of the outgoing Council, including the incoming President, shall be entitled to one (1) vote per ballot for any given position. The incoming Executive members shall be entitled to one (1) vote per ballot for Department Representative positions.
- b. In the event that the same individual fills the roles of incoming President and outgoing President, this individual will be allowed to assign a proxy to cast a second ballot.
- c. No Member shall cast more than one (1) ballot for each position.
- d. If a voting member of council is a candidate for a voting position, that member must surrender their right to cast a ballot during that voting period, and may not assign a proxy.
- e. Voting shall take place by a secret, preferential ballot whereby:
 - i. Each Member must indicate the order in which she prefers all of the candidates by placing a numeral one (1) beside her first preference, a numeral two (2) beside her second preference, and so on for every possible choice;
 - ii. In the first count, ballots are counted according to the first preference votes;
 - iii. If one (1) candidate receives a Simple Majority, that candidate is deemed to be elected. If not, the candidate with the fewest first preference votes is removed from the ballot and the ballots are recounted according to their highest preference candidate amongst those not eliminated;
 - iv. This process is repeated until one (1) candidate receives a Simple Majority of the highest preference votes remaining on the ballot;
 - v. If, at any point, two (2) or more candidates are tied for having the fewest votes, each should be dropped from all ballots; and

- vi. In the event of a tie, whenever possible the election shall be resolved in favor of the candidate with the most first preference votes, otherwise a coin toss will be employed to determine the winner.
- f. In the event that there is only one nomination for a position, the nominated candidate must be approved by Council through a Simple Majority vote of confidence.
- g. If a majority vote of non-confidence results, then the Executive shall re-open nominations according to procedure outlined above.
- h. In the event of a dispute as to whether or not a ballot is to be considered spoiled the final decision will be left to the Speaker of Council.
- i. Ballots shall be counted following the close of question period for each position.
- j. Ballots shall be counted in an area designated by the Speaker prior to the commencement of the election. This area shall be private where booking allows.

13. Vice President

- a. Vice President Elections shall take place on a date determined by Council, prior to the Department Representative Elections and Commissioner Applications
- b. Any student in the Science Student Body is eligible to run as a Vice-Presidential candidate so long as they remain an undergraduate student in the Faculty of Science or Schulich School of Medicine and Dentistry for the duration of their term.
- c. HBA1/Science students are not eligible to run as Vice-Presidential candidates.
- d. Candidates may release an online platform up to seven (7) days before the election
- e. Candidates may meet with voting members of council up to seven (7) days before the election as a means to campaign
- f. The CRO is mandated to disclose a contact list of all non-voting and voting members to the candidates running
- g. Vice-Presidential candidates shall speak in alphabetical order by surname, subject to change by the CRO.
- h. Speeches for Vice-Presidential candidates shall be no longer than five (5) minutes.
- i. Only Members who are present for speeches from all candidates for a particular position are eligible to vote for that position.
- j. Questions from members of council may be directed to all or a specific candidate.
- k. The length of question period, and length of time each candidate has to answer any particular question, shall be at the discretion of the

CRO .

14. First Year Representative

- a. First Year Representative elections will take place in the month of September
- b. Any student in the Science Student Body who is in their first year of study at Western University is eligible to run as a First Year Representative candidate
- c. Candidates running for the position of First Year Representative must submit their application by the deadline determined by the President and/or the CRO.
- d. Subject to change by the CRO , candidates will speak in alphabetical order by surname.
- e. Candidates running for the position of First Year Representative must prepare an introductory presentation no longer than one (1) minute in length.
- f. Questions from members of council must be directed to all candidates.
- g. The length of question period, and length of time each candidate has to answer any particular question, shall be at the discretion of the CRO.

15. Department Representative

- a. Department Representative elections will take place in the month of March, prior to Commissioner Applications
- b. Department Representatives must be enrolled in a major, specialization, or honors specialization module in the department they wish to represent during their term.
- c. Candidates running for the position of Department Representative must submit their application by the deadline determined by the President and/or the CRO.
- d. Subject to change by the Speaker, candidates will speak in alphabetical order in alphabetical order by surname.
- e. Candidates running for the position of Department Representative must prepare an introductory presentation no longer than one (1) minute in length
- f. Questions from members of council must be directed to all candidates
- g. The length of question period, and length of time each candidate has to answer any particular question, shall be at the discretion of the CRO.

16. Commissioner

- a. The Commissioner Application Period will take place in the month of

March

- b. Any student in the Science Student Body or HBA1/Science is eligible to apply for a Commissioner position so long as they remain an undergraduate student in the Faculty of Science or Schulich School of Medicine and Dentistry or Richard Ivey School of Business for the duration of their term
- c. Candidates running for a Commissioner position must submit their application by the deadline determined by the President and/or the CRO.
- d. Interviews for Commissioner positions will be held at a date determined by the Executive.

ROLES AND RESPONSIBILITIES

(Appendix II)

17. The Executive:

- a. The Executive shall:
 - i. Be composed of:
 - 1. the President, as chair;
 - 2. the Vice-Presidents of: Academic, Communications, Finance, and Student Events.
 - ii. Have the financial powers of Council during periods outside of the regular Academic Year;
 - iii. each present a report to Council at all General Meetings;
 - iv. meet at least two (2) times per month; and
 - v. submit a transition report via email to the Internal Affairs Officer no later than February 28 and,
 - vi. set up a transition meeting with their respective incoming executive.

18. The President

- a. The President shall:
 - i. Be elected in accordance with USC By-Law #2;
 - ii. act in accordance with the USC Faculty President Terms of Reference;
 - iii. oversee all activities of Council;
 - iv. be the official spokesperson for Council and act on its behalf between meetings;
 - v. hold signing authority over all financial accounts of Council;
 - vi. hold signing authority over the Undergraduate Teaching

- Equipment Fund;
- vii. be a Member of:
 - 1. the Executive, as chair;
 - 2. the Science Student Donation Allocation Committee, as chair; and
 - 3. the Governance Review Committee
 - 4. the Policy Committee
 - 5. the Faculty of Science Council.
- b. Choose to represent Council on the USC in accordance with USC By-Law 2;
- c. Represent Council on various ad-hoc committees established by the Faculty of Science Dean's Office;
- d. oversee and provide guidance to:
 - i. the Speaker of Council;
 - ii. the Internal Affairs Officer;
 - iii. the Secretary;
 - iv. the Orientation Commissioner;
 - v. the USC Councillors;
 - vi. the First Year Representatives; and
 - vii. the Charity Commissioners
 - viii. Ensure that the Constitution is respected, upheld and enforced by all Members.
 - ix. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science

19. The Vice-President Academic:

- a. The Vice-President Academic shall:
 - i. be elected in accordance with the Elections Policy;
 - ii. be responsible for promoting the academics, education and self-improvement of science students;
 - iii. act as a liaison between Council and the Faculty of Science Dean's Office and promote communication between the deans and members of council;
 - iv. work with the Associate Deans (Academic) for Science and Basic Medical Sciences towards addressing students' academic needs and concerns;
 - v. liaise with Faculty of Science Career Services;
 - vi. organize, in conjunction with Science Career Services, the Faculty of Science, and the Schulich School of Medicine & Dentistry, a minimum of two events that engage students in

- areas of their education and future career paths;
- vii. work with student senators and governors in addressing issues of academic policy and related concerns;
- viii. Manage Council's involvement in Fall Preview Day and March Break Open House, run by the Faculty of Science
- ix. be a Member of:
 - 1. the Student Support Committee, as co-chair;
- x. oversee and provide guidance to:
 - 1. the Department Representatives;
 - 2. the Student Support Commissioner
 - 3. the Advocacy Commissioner

20. The Vice-President Communications:

- a. The Vice-President Communications shall:
 - i. be elected in accordance with the Elections Policy;
 - ii. be responsible for promoting Council and its activities to the Science Student Body, as well as to all members of the Faculty of Science.
 - iii. be responsible for maintaining regular communication with all members of Council regarding promotion of events and activities.
 - iv. be a Member of:
 - 1. the Communications Committee, as chair;
 - v. oversee and provide guidance to:
 - 1. the Internet Commissioner;
 - 2. the Current Editor-in-Chief;
 - 3. the Sci Wiki Commissioner
 - vi. be responsible for designing and maintaining Council bulletin boards, which shall publicize activities and programs of Council and functions of the Faculty of Science;
 - vii. ensure that all material published in The Current is both tasteful and non-libelous.
 - viii. attend either Fall Preview Day or March Break Open House run by the Faculty of Science.

21. The Vice-President Finance:

- a. The Vice-President Finance shall:

- i. be elected in accordance with the Elections Policy;
- ii. monitor fiscal responsibilities of Council, and consult with the President;
- iii. Once every calendar month, over the course of the academic year of her term, provide a full and complete presentation on the current fiscal situation of the science students' council, and will include:
 - 1. An overview of all revenue.
 - 2. An overview of all expenses including reimbursements and grant approvals.
- iv. be responsible for the upkeep of the cashbox in the council office, including, but not limited to the maintenance of a float and depositing excess cash.
- v. be responsible for the stock and inventory of all Council merchandise;
- vi. hold signing authority over all financial accounts of Council;
- vii. be a Member of:
 - 1. the Finance Committee, as chair;
 - 2. the Science Student Donation Allocation Committee;
- viii. act as a liaison between Council and the USC Secretary-Treasurer;
- ix. keep records of all financial transactions of the SSC and render, on two weeks of notice, a record of all financial transactions to Members of Council upon request ;
- x. assist in seeking out sponsorship for Science Students' Council events and advertising agreements for all relevant parties, so long as the autonomy of the Council and the quality of its events, services and publications is uncompromised in doing so
- xi. attend either Fall Preview Day or March Break Open House run by the Faculty of Science
- xii. oversee and provide guidance to:
 - 1. the Student Services Commissioner.

22. The Vice-President Student Events:

- a. The Vice-President Student Events shall:
 - i. be elected in accordance with the Elections Policy;
 - ii. be responsible for activities related to the promotion of spirit within the Science Student Body;
 - iii. hold signing authority over Council General Account;
 - iv. be a Member of:
 - 1. the Student Events Committee, as chair;
 - 2. oversee and provide guidance to:
 - 3. the Student Events Commissioners At-Large
 - 4. All council members who wish to run an SSC supported

event

- b. act as a liaison between Council and the USC Student Programming Officer;
- c. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science

23. Department Representatives:

- a. Department Representatives shall:
 - i. be elected in accordance with the Elections Policy;
 - ii. be liaisons to the constituents in the department and year(s) that they represent;
 - iii. give direction to the advocacy component of the Vice-President Academic portfolio of the SSC, derived from constituent interests and needs
 - iv. maintain active communication with their Departmental Club, if one exists;
 - v. work with the Council to organize a minimum of one social or educational initiative that will benefit the students in their Departments;
 - vi. attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
 - vii. submit a final report to the Internal Affairs Officer no later than February 28 ;
 - viii. attend and be an active member of monthly round tables with the Advocacy Commissioner and/or Vice-President Academic; and
 - ix. partake in check-ins every other month to be held by Advocacy Commissioner and/or Vice-President Academic

24. First Year Representatives:

- a. First Year Representatives shall:
 - i. be elected in accordance with the Elections Policy;
 - ii. be liaisons to the constituents in the department and year that they represent;
 - iii. give direction to the advocacy component of the Vice-President Academic portfolio of the SSC, derived from constituent interests and needs
 - iv. work with the Council to organize a minimum of one social or educational initiative that will benefit the students in their Department;

- v. attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
- vi. submit a final report to the incoming Internal Affairs Officer no later than February 28;
- vii. attend and be an active member of monthly round tables with the Advocacy Commissioner and/or Vice-President Academic; and
- viii. partake in check-ins every other month to be held by Advocacy Commissioner and/or Vice-President Academic

25. USC Science Councillors:

- a. USC Science Councillors shall:
 - i. be elected in accordance with USC By-Law #2;
 - ii. act as a liaison between the Council and the USC;
 - iii. act in accordance with the USC Councillor Terms of Reference;
 - iv. represent the concerns of the Science Student Body on both the Science Students' Council and the University Students' Council;
 - v. sing the Western song at the beginning of every meeting of Council as a display of school pride and tradition;
 - vi. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
 - vii. submit a final report to the Internal Affairs Officer no later than February 28.

26. The Speaker of Council:

- a. The Speaker of Council shall:
 - i. be elected in accordance with the Elections Policy;
 - ii. Assume the role of Chief Returning Officer (CRO).
 - iii. not hold any Voting position on Council but may bring forward motions before Council;
 - iv. preside over all Meetings of Council in a way that is consistent with the provisions of the constitution and in accordance with Robert's Revised Rules of Order;
 - v. attend all Council meetings, and where they cannot attend, shall inform the President, Deputy Speaker of Council, and Secretary of Council at the earliest possible moment
 - vi. have possession of all important documents of Council;
 - vii. submit a final report to the Internal Affairs Officer no later than February 28th.
 - viii. draft and revise the agenda for all General Meetings of Council in consultation with the President;
 - ix. educate all members in the proper application of Robert's Rules of Order no later than October 1; and,

- x. be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy.

27. The Internal Affairs Officer:

- a. The Internal Affairs Officer shall:
 - i. be appointed by the Executive in accordance with the Elections Policy;
 - ii. Assume the role of Deputy Chief Returning Officer (Deputy CRO);
 - iii. in the absence of the Speaker, preside over Meetings of Council in a way that is consistent with the provisions of the constitution and in accordance with Robert's Revised Rules of Order and the conventions established by the Speaker;
 - iv. during elections; execute the duties of Chief Returning Officer, where applicable, as defined by the USC by-laws by;
 - v. producing ballots for all elections by secret ballot;
 - vi. Administration of elections protocol, including the counting of ballots, consistent with Section II: Elections Policy;
 - vii. not hold any Voting position on Council;
 - viii. assist the Speaker in conducting Meetings of Council in any capacity at her request, including but not limited to collection and/or distribution of materials;
 - ix. maintain a level of order in Council office, and be responsible for maintaining information on current programming and initiatives in an accessible fashion in the Council office;
 - x. co-ordinate all social and team-building activities of Council;
 - xi. mediate internal conflicts between members/parties of Council;
 - xii. in the absence of the Secretary, execute their duties;
 - xiii. maintain the Constitution and be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy;
 - xiv. be a member of the Governance Review Committee, as chair;
 - xv. oversee any council renovations and maintain the council office;
 - xvi. assist the Speaker of Council and the Secretary in executing all necessary administrative responsibilities conducive to an efficient and organized Council;
 - xvii. take on other duties as assigned by incoming or current Presidents; and
 - xviii. submit a final report to the President no later than February 28. .

28. Secretary:

- a. The Secretary shall:

- i. be appointed by the Executive in accordance with the Elections Policy;
- ii. not hold any Voting positions on Council;
- iii. record, edit, and promptly distribute the minutes of all Meetings of Council;
- iv. be responsible for generating and publishing a schedule for office hours to be served by Members no later than:
 - v. the third week in September, for first semester office hours
 - vi. the second full week of January, for second semester office hours
- vii. take on other duties as assigned by incoming and current Presidents; and
- viii. submit a final report to the Internal Affairs Officer no later than February 28.

29. Charity Commissioners:

- a. The two (2) Charity Commissioners shall:
 - i. be appointed by the Executive in accordance with the Elections Policy;
 - ii. be responsible for overseeing the designing, advertising and implementation of the various activities in which Council participates in order to raise funds and awareness for charitable organizations in the Western community;
 - iii. work in co-operation with other University organizations to co-ordinate the efforts of campus-wide charitable activities and events to ensure the active participation of Council;
 - iv. be members of the Charity Committee, as co-chair;
 - v. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
 - vi. submit a final report to the President no later than February 28 .

30. Internet Commissioner

- a. The Internet Commissioner shall:
 - i. be appointed by the Executive in accordance with the Elections Policy;
 - ii. be responsible for editing, publishing, and posting information to the Council website bi-weekly and ensure that all Council activities are promoted via the internet;
 - iii. be under the direction of the Vice-President Communications, to whom she will report all activities; and,
 - iv. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
 - v. submit a final report to the President no later than February 28 .

31. The Advocacy Commissioner

- a. The Advocacy Commissioner shall:
 - i. be appointed by the Executive in accordance with the Elections Policy;
 - ii. be responsible for facilitating monthly department representative roundtables;
 - iii. be responsible for overseeing each department representative to assess and guide their progress on a constituent specific initiative;
 - iv. be under the direction of the Vice-President Academic, to communicate the outcomes of the monthly department representative roundtables;
 - v. sit on the policy committee as a resource member;
 - vi. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
 - vii. submit a final report to the President no later than February 28th .

32. The Research & Policy Commissioner

- a. The Research & Policy Commissioner shall:
 - i. be appointed by the Executive in accordance with the Elections Policy;
 - ii. be responsible for coordinating with the Advocacy Commissioner to identify issues in the faculty;
 - iii. Attend the monthly Department Representative Roundtables to take note of and contribute to 'Hot Topic' discussions OR meet with the Advocacy Commissioner following Department Representative Roundtables to be briefed on ideas raised during the roundtable and brainstorm potential solutions to any issues described during the roundtable
 - iv. be responsible for policy research, gathering information to develop official stances for the SSC to take on various student issues through the Policy Committee;
 - v. be a member of the Policy Committee, as chair;
 - vi. be under the direction of the President, to communicate the outcomes of the Policy Committee meetings;
 - vii. submit a final report to the Internal Affairs Officer - no later than February 28th-.

33. Student Services Commissioner

- a. The Student Services Commissioner shall:
 - i. be appointed by the Executive in accordance with the Elections Policy;
 - ii. be a Member of the Science Student Donation Allocation

- Committee, as vice-chair;
- iii. be under the direction of VP Finance;
- iv. work alongside the President, and Vice-President Finance to ensure that the funds from the Science Student Donation are allocated fairly and effectively amongst the various departments in the Faculty of Science, and Schulich School of Medicine & Dentistry;
- v. be responsible for the co-ordination of Natural Science basement locker rentals, and the upkeep of the lockers
- vi. Coordinate student-focused projects on the behalf of council on an ad hoc basis (eg. microwaves);
- vii. organize the sales and general management of Council clothing and merchandise;
- viii. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
- ix. submit a final report to the Internal Affairs Officer no later than February 28th.

34. Student Events Commissioner At-Large

- a. The two (2) Student Events Commissioners At-Large shall:
 - i. be appointed by the Executive in accordance with the Elections policy;
 - ii. be under the direction of the Vice President Student Events, and shall report all activities to her;
 - iii. work closely with and assist the Vice President Student Events;
 - iv. organize social events for Members of Council;
 - v. ensure that all activities provided to the Science Student Body are accessible to all students while maintaining the high quality the students deserve;
 - vi. attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
 - vii. be a member of:
 - 1. the Student Events Committee, as vice-chairs; and,
 - viii. submit a final report to the Internal Affairs Officer no later than February 28th..

35. Student Support Commissioner:

- a. The Student Support Commissioner shall:
 - i. be appointed by the Executive in accordance with the Elections policy;
 - ii. work with the Vice-President Academic to promote the academics, education and self-improvement of science students;
 - iii. be responsible for overseeing the the design, advertisement and

- implementation of various activities and events to promote a community that enhances student well-being, mental health and academic success within the Faculty of Science;
- iv. assist with both Fall Preview Day and March Break Open House
- v. liaise with the Faculty of Science Academic Counseling to achieve the aforementioned goals;
- vi. be a member of the Academic Committee, as vice-chair;
- vii. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
- viii. submit a final report to the Internal Affairs Officer no later than February 28th.

36. Communications Commissioner At-Large:

- a. The Communications Commissioner At-Large shall:
 - i. be appointed by the Executive in accordance with the Elections policy;
 - ii. attend all meetings of the SSC
 - iii. be under the direction of the Vice President Communications, and shall report all activities to them;
 - iv. work closely with and assist the Vice President of Communications;
 - v. be responsible for regular general maintenance and updating of the display case;
 - vi. ensure that all activities provided to the Science Student Body are promoted and made aware to all students in an effective and appropriate manner;
 - vii. be a member of the Communications Committee, as vice-chair
 - viii. attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
 - ix. submit a final report to the Internal Affairs Officer no later than February 28th.

37. Council Photographer

- a. The Council Photographer shall:
 - i. be responsible for any and all photographing duties that the SSC requires;
 - ii. the duty of watermarking and uploading all of the SSC photos to the SSC Facebook page;
 - iii. be a member role of the Communications committee;
 - iv. be responsible for the maintenance of the photos in the display case in Natural Science;
 - v. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,

38. The Orientation Commissioner

- a. The Orientation Commissioner shall:
 - i. be the Science Head Soph as selected by the Orientation Selection Committee, or her designate as selected by the Science Head Soph from the remainder of the Science Head Soph Team;
 - ii. be responsible for or assist in the planning, coordination, and execution of the Science Orientation Program;
 - iii. be responsible for or assist in soph selection in accordance with the guidelines set out by the Orientation Staff and the Orientation Governance Board;
 - iv. submit a proposed budget to the Vice-President Finance and the President no later than May 31st;
 - v. submit a comprehensive report on her progress in preparations for Orientation Week, including an updated budget and pricing quotes to the Vice-President Finance and President of Council one (1) week before the submission of the Science Soph midterm report to Orientation Staff
 - vi. hold signing authority over the Science Orientation Account;
 - vii. not enter into any contracts as a representative of Council without permission of the President or Vice-President Finance; any such contracts will become the Orientation Commissioner's personal monetary responsibility;
 - viii. attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
 - ix. submit a detailed year- end report to the Internal Affairs Officer no later than February 28th;

39. SciWiki Commissioner

- a. The SciWiki Commissioner shall:
 - i. be appointed by the Executive in accordance with the Elections Policy;
 - ii. be under the direction of the Vice-President Academic and Vice-President Communications, to whom she will report all activities to
 - iii. be responsible for the design, editing, maintenance, upkeep, and growth of SciWiki course pages, and graduate/professional school pages
 - iv. chair the SciWiki Committee;
 - v. work alongside the Internet Commissioner, Vice-President Academic, and Vice-President Communications, to achieve the afore mentionned goals; and,
 - vi. attend either Fall Preview Day or March Break Open House

- run by the Faculty of Science and,
- vii. submit a final report to the Internal Affairs Officer no later than February 28th..

40. The Editor-in-Chief of the Current

- a. the Editor-in-Chief shall:
 - i. be appointed by the Executive according to the Elections Policy of Council;
 - ii. ensure the content of the paper is consistent with its stated purpose, as well as the aims, policies, vision and mission of the Science Students' Council;
 - iii. oversee the Managing Editor and Creative Director;
 - iv. be a Member of The Current Committee, as vice-chair;
 - v. co-ordinate production and distribution with the publisher;
 - vi. work with the Vice-President Finance to secure paid-for advertising in the paper,
 - vii. ensure that this advertising is consistent with the Finance Policy; and
 - viii. report to the Vice-President Communications on a regular basis.

41. Senators:

- a. The Senators shall:
 - i. be elected in accordance with the Senate guidelines and Western Student Senators Constitution;
 - ii. act as liaisons between Council and the University Senate and shall make reports to Council on the activities of Senate;
 - iii. represent the concerns of the Science Student Body on both Council and the University Senate;
 - iv. attend either Fall Preview Day or March Break Open House run by the Faculty of Science, and
 - v. submit a final report to the Internal Affairs Commissioner no later than February 28.
 - vi. Attend Science Students' Council General Meetings as a Non-Voting Member.

ATTENDANCE

(Appendix III)

42. Responsibilities

- a. All Members must attend every Meeting.
- b. All Voting Members, with the exception of Executives, are required to log office hours that equal no less than one hour per week during the

Academic Year, excluding during the December and April exam periods.

- c. A meeting of Council will require at least five (5) days notice to qualify as a Duly Called Meeting.
- d. Roll call shall be taken at the beginning of all meetings;
- e. A sign-out sheet shall be kept so as to record the names of Members who leave a meeting before it is adjourned.

43. Attendance Formula

- f. Members who do not attend Meetings and/or Office Hours will be awarded demerit points in accordance with the following:
 - vii. Missed Meeting, no regrets: 2.0 points
- a. Missed Meeting, declined regrets: 1.0 points
 - viii. Missed Meeting, approved regrets: 0.5 points
 - ix. Leaving before Adjournment, no regrets or declined regrets: 0.5 points
 - x. Leaving before Adjournment, regrets: 0.25 points
 - xi. Missed Office Hour, no regrets or declined regrets: 1.0 point
 - xii. Missed Office Hour, regrets: 0.5 points
 - xiii. Arrival at Meeting Late, no regrets: 0.5 points
 - xiv. Arrival at Meeting Late, regrets: 0.25 points

44. Regrets

- a. Written regrets are acceptable at the discretion of the President or the Speaker.
- b. Permission may be given for due cause, such as:
 - i. illness;
 - i. educational grounds; or
 - ii. other reasonable or compassionate grounds.

- c. Absenteeism due to night class is subject to the President's discretion and approval as Meeting times are set in the previous Academic Year. Members should plan their schedules accordingly.
- d. Regrets shall be recorded and filed by the Speaker
- e. The Speaker of the SSC shall maintain an updated list of points accumulated by each Member, and provide the appropriate individual with their own total upon request.

46.Sanctions

- a. A member who accumulates three (3) points will receive a written warning from the Speaker of Council.
- b. The Speaker of Council shall inform the President of such warning.
- c. A member who accumulates four and a half (4.5) points will receive a written warning from the President.
- d. When a member accumulates six (6) points the Speaker of Council shall inform the President.
- e. When a member accumulates six (6) demerit points, they are subject to a performance review with the President and the Speaker of Council;
 - i. The president, at their discretion, shall post a motion for dismissal of the member.

STANDING COMMITTEES OF COUNCIL

(Appendix IV)

47.Administration and Membership of Committees

- a. Committees listed in this document shall constitute the standing committees of the Science Students' Council;
- b. Standing committees shall be formed by their chair(s) no later than first general meeting in October, unless otherwise stated, and shall be dissolved automatically at the end of the academic year;
- c. The chair(s) of each committee shall be responsible for determining the size of its membership, the method of selection of its members, and the structure of the committee, within the guidelines of its terms set-forth in this document; and

48.Student Support Committee

- a. The Student Support Committee shall:
 - i. be composed of:
 - 1. the Vice-President Academic, as chair;

2. the Student Support Commissioner, as vice-chair; iii the President;
3. other members of the Science Student Body.
- ii. work to ensure that Council organizes strong academic events, participates in university-wide activities; and actively creates and implement new ideas and initiatives to promote academic issues in the Faculty of Science.

49. Communications Committee

- a. The Communications Committee shall:
 - i. be composed of:
 1. the Vice-President Communications, as chair;
 2. the President;
 3. other members of the Science Student Body.
 - ii. work to ensure that Council remains a visible and accessible body to the students in the Faculty of Science and Schulich School of Medicine and Dentistry; and
 - iii. communicate the objectives and activities of Council to the Science Student Body.

50. Finance Committee

- a. The Finance Committee shall:
 - i. be composed of:
 1. the Vice-President Finance, as chair;
 2. the President;
 3. other members of the Science Student Body.
 - ii. review any requests and/or applications for funding and make recommendations to Council; and
 - iii. assist the Vice-President Finance in drafting a proposed budget to be presented to Council in the fall for the current year and in the spring for the following year.

51. Student Events Committee

- a. The Student Events Committee shall:
 - i. be composed of:
 1. the Vice-President Student Events, as chair;
 2. the Student Events Commissioner At-Large, as vice-chair;
 3. the President;

- 4. other members of the Science Student Body.
- ii. work to ensure that Council organizes strong social events and participates in university-wide spirit events and activities.

52. Charity Committee

- a. The Charity Committee shall:
 - i. be composed of:
 - 1. the Charity Commissioners, as co-chairs;
 - 2. other members of the Science Student Body.
 - ii. assist the Charity Commissioners with the organization and execution of all Council charity activities.

53. The Current Committee

- a. The Current Committee shall:
 - i. be composed of:
 - 1. the Editor-in-Chief of *The Current*, as chair;
 - 2. other members of the Science Student Body.
 - ii. Generate regular submissions for *The Current*, under the direction of *The Current* editorial board.

54. Science Student Donation Allocation Committee

- a. The Science Student Donation Allocation Committee shall:
 - i. be composed of:
 - 1. the President, as chair;
 - 2. the Services Commissioner, as vice-chair;
 - 3. the Vice-President Finance;
 - 4. two (2) Members of Council
 - 5. the Dean of Science, *Ex-Officio*, Non-Voting;
 - 6. the Associate Dean (Academic) of Science, *Ex-Officio*, Non-voting;
 - 7. the Associate Dean (Academic) of Basic Medical Sciences, *Ex-Officio*, Non-Voting
 - ii. be responsible for soliciting requests for funding from all Departments in the Faculty of Science and Basic Medical Sciences;
 - iii. be responsible for allocating the funds collected in the Science Student Donation for the purposes of purchasing new teaching equipment;

- iv. name the signing officers of the Undergraduate Teaching Equipment Fund (the separate interest bearing account held by the administration) as
 - 8. the President;
 - 9. the Vice-President Academic;

55.Executive Honoraria Committee

- a. The Executive Honoraria Committee shall:
 - i. be composed of:
 - 1. Five (5) non-executive voting members of Council who are not eligible of executive honoraria.
 - ii. be selected by Council before April 1st;
 - iii. use the guidance of a rubric that is approved by Council and formulated from the Constitution to evaluate the performances of executive members;
 - iv. evaluate the performance of each member eligible for honoraria regarding:
 - 1. adherence to the SSC's "Roles and Responsibilities";
 - 2. initiative;
 - 3. any misconduct;
 - 4. any other relevant criteria;
 - v. approve honoraria allocations with a vote of 4/5 in favour of each honoraria;
 - vi. use their discretion in the allocation of honoraria ; and
 - vii. be responsible for the administration of all Council Honoraria to executive members according to the *Honoraria Policy*.

56.The Council Honoraria Committee:

- a. The Executive Honoraria Committee shall:
 - viii. be composed of:
 - 1. all executive members of Council.
- b. use the guidance of a rubric that is approved by Council and formulated from the Constitution to evaluate the performances of solely non-executive members; evaluate the performance of each member eligible for honoraria regarding:
 - 1. adherence to the SSC's "Roles and Responsibilities";
 - 2. initiative;
 - 3. any misconduct;
 - 4. any other relevant criteria;
- c. select only two non-executive members for council to be awarded the honoraria;
- d. approve honoraria allocations for two non-executive members with a vote of 4/5 in favour of each honoraria;

- e. use their discretion in the allocation of honoraria; and
- f. be responsible for the administration of Council Honoraria to the non-executive council members according to the *Honoraria Policy*.

57. *SciWiki Committee:*

- a. The SciWiki Committee shall:
 - i. be composed of:
 - 1. the SciWiki Commissioner, as chair;
 - 2. the Internet Commissioner, as Vice-Chair;
 - 3. the Vice-President Academic, Ex-Officio, Voting;
 - 4. the Vice-President Communications, Ex-Officio, Voting
 - 5. the President;
 - 6. other members of the Science Student Body.
 - ii. work to ensure that SciWiki remains up to date;
 - iii. contribute articles, both articles, and Graduate School/Professional School pages to SciWiki;
 - iv. ensure students at-large are informed about this service; and
 - v. upon completion of SciWiki, be responsible for making sure department representatives are maintaining their departments' courses.

58. *Governance Review Committee*

- a. The Governance Review Committee shall:
 - i. be composed of:
 - 1. the Speaker, as chair;
 - 2. the Internal Affairs Coordinator, as vice-chair
 - 3. the President, ex-officio,
 - 4. as necessary, other members of the Science Student Body
 - b. work to ensure that the Constitution remains up to date;
 - c. update the Constitution as necessary to ensure accuracy and efficacy of the Constitution;
 - d. review the Constitution every three (3) years to ensure enrollment of the science student body represents representation on the SSC

59. *Policy Committee*

- a. The Policy Committee shall:
 - i. be composed of:
 - a. The research and policy commissioner, as chair;
 - b. The president, as vice-chair;
 - c. The advocacy commissioner, as a resource member;
 - d. as necessary, other members of the Science Student Body