

The Constitution of The Science Students' Council of The University of Western Ontario

March 2021

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 for academic issues within the Faculty of Science and Schulich School of Medicine and Dentistry;

Pursuing social and political causes relevant to the needs 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, timely, 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.

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Contents

Preamble 7

Interpretation 7

Mission Statement 8

Vision Statement 8

Core Constitution 9

1 Membership 9

2 Removal of Members 11

3 Meetings 11

4 Committees of Council 12

5 Additional Appendices 13

6 Amendments 13

Appendix I: Elections Policy 14

7 General Guidelines 14

8 President 15

9 USC Councillors 15

10 Nominations 15

11 Administration of Elections 15

12 Voting/Ballots 16

13 Vice-President 17

14 First Year Representative 18

15 Department Representative 19

16 The Speaker of Council 20

17 Commissioner 20

Appendix II: Roles and Responsibilities	21
18 The Executive	21
19 The President	21
20 The Vice-President Academic	22
21 The Vice-President Communications	23
22 The Vice-President Finance	24
23 The Vice-President Programming	24
24 The Vice-President Student Support	25
25 Department Representatives	26
26 First Year Representatives:	26
27 USC Science Councillors	27
28 The Speaker of Council	27
29 Deputy Speaker of Council	38
30 The Internal Affairs Officer	29
31 Secretary	30
32 The Advocacy Commissioner	30
33 The Research & Policy Commissioner	31
34 Director of Communication	31
35 Director of Videography	32
36 Director of Photography	32
37 Internet Commissioner	33
38 The Editor-in-Chief of <i>The Current</i>	33
39 Student Services Commissioner	34
40 Student Events Commissioner At-Large	34
41 Charity Commissioners	35

42 Environmental Commissioner	35
43 Wellness Commissioner	36
44 International Outreach Commissioner	36
45 Director of First Year Initiatives	37
46 The Orientation Commissioner	37
47 Senators	38
48 Educational Policy Committee (EPC) Student Representatives	39
Appendix III: Attendance	40
49 Responsibilities	40
50 Attendance Formula	40
51 Regrets	41
52 Proxies	42
53 Sanctions	42
Appendix IV: Standing Committees of Council	43
54 Administration and Membership of Committees	43
55 Wellness Committee	43
56 International Outreach Committee	43
57 Communications Committee	44
58 <i>The Current</i> Committee	44
59 Finance Committee	44
60 Student Events Committee	45
61 Charity Committee	45
62 Research & Policy Committee	45
63 Advocacy Steering Committee	46
64 Science Student Donation Allocation Committee	46

65 Executive Honoraria Committee	47
66 Council Award Committee	48
67 Governance Review Committee	48
68 The Science Student Group and Opportunity Funds Committee	49
Appendix V: Finance Policy	50
69 Budget	50
70 Financial Procedures	50
71 Sponsorship	50
Appendix VI: <i>The Current Policy</i>	52
72 Purpose	52
73 Editorial Board	52
74 Responsibilities	52
Appendix VII: Honoraria Policy	54
75 Purpose	54
76 Definition	54
77 Honoraria and Award Amounts	54
78 Criteria for Honoraria and Award Eligibility	54
79 Executive Honoraria Process	55
80 Council Award Process	55
81 Disbursement	56
Appendix VIII: Travel Policy	57
82 Application	57
83 General Guidelines	57
84 Guidelines for Transportation Expenses	57
85 Guidelines for Accommodation and Meals Expenses	58

86 Guidelines for SSC Representatives	58
87 Travel Expenses	59
88 Approvals and Responsibilities	59
89 Appendix to SSC Travel Policy	60

Preamble

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;

“**CRO**” means the Chief Returning Officer of an election;

“**Deputy CRO**” means the Deputy Chief Returning Officer of an election;

“**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;

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

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

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

“**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.

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

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

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

“**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;

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

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

“SSC” means the Science Students’ Council;

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

“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;

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

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

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

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.

Core Constitution

1. Membership

- a. All Members of Council elected internally must be members of the Science Student Body. Externally elected positions on USC and Senate must be in accordance with their respective constitution;
- b. Students who are on internship during the academic year are not eligible to be Members of Council;
- c. Students who are on exchange during the academic year are not eligible to be Members of Council;
- d. Membership of Council shall be composed of the Voting and Non-Voting Members described below:
- e. The Voting Membership of Council shall be:
 - i. The President;
 - ii. The Vice-Presidents of: Academic, Communications, Finance, Programming, and Student Support;
 - iii. Twenty-three (23) departmental representatives:
 1. One (1) Math Representative;
 2. Two (2) Second Year Basic Medical Sciences Representatives;
 3. Three (3) Biology Representatives;
 4. One (1) Chemistry Representative;
 5. One (1) Computer Science Representative;
 6. One (1) Earth Science Representative;
 7. One (1) Environmental Science Representative;
 8. Two (2) Interdisciplinary Medical Sciences (IMS) Representatives;
 9. One (1) Epidemiology and Biostatistics Representative;
 10. One (1) Medical Biophysics Representative;
 11. One (1) Physiology and Pharmacology Representative;
 12. One (1) Microbiology and Immunology Representative;
 13. One (1) Biochemistry Representative;
 14. One (1) Anatomy and Cell Biology Representative;
 15. One (1) Pathology Representative;

16. One (1) Neuroscience Representative;
 17. One (1) Physics and Astronomy Representative;
 18. One (1) Statistical and Actuarial Sciences Representative; and
 19. One (1) Western Integrated Science Representative.
- iv. Three (3) senators:
 1. 2 Science Senators
 2. 1 Schulich Senator
 - v. Five (5) first year representatives; and
 - vi. USC Councillors; the amount of which is determined under By-Law #1 of the USC.
- f. The Non-Voting Membership of Council shall be:
- i. The Speaker of Council;
 - ii. Seventeen (20) Commissioners:
 1. The Internal Affairs Officer;
 2. The Secretary;
 3. The Deputy Speaker
 4. Two (2) Charity Commissioners;
 5. The Internet Commissioner;
 6. The Student Services Commissioner;
 7. The Orientation Commissioner;
 8. The Editor-in-Chief of *The Current* ;
 9. Two (2) Student Events Commissioners At-Large;
 10. The Wellness Commissioner;
 11. The International Outreach Commissioner;
 12. The Research & Policy Commissioner;
 13. The Director of Communications;
 14. The Director of Videography;
 15. The Director of Photography;
 16. The Director of First Year Initiatives
 17. The Advocacy Commissioner; and

18. The Environmental Commissioner.

- g. The election/appointment of all Members of Council shall be governed by Appendix I: *Elections Policy*; and
- h. All Members of Council are subject to and bound by Appendix II: *Roles and Responsibilities* and Appendix III: *Attendance Policy*.

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 for each occurrence of each offence;
- e. In the event of a member leaving council mid-term, procedures will be followed in accordance with Appendix I: *Elections Policy*.

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 eight (8) General Meetings per year; and
- 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. Wellness Student Support Committee;
 - ii. International Outreach Committee
 - iii. Communications Committee;
 - iv. Finance Committee;
 - v. Student Events Committee;
 - vi. Charity Committee;
 - vii. *The Current* Committee; and
 - viii. Research & Policy Committee.
- b. No student is allowed to be both a member of council and a member of one of the aforementioned committees, or to be a member of more than one of the aforementioned committees, except where stated otherwise or when filling a temporary absence;
- c. 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. The Science Student Group and Opportunity Funds Committee; and
 - vi. The Advocacy Steering Committee
- d. All standing committees are subject to Appendix IV: *Standing Committees of Council* ;
 - e. 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; and
 - f. 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. The budget and fiscal responsibilities of Council shall be subject to the terms of Appendix V: *Finance Policy*;
- b. Publication of *The Current*, Council's periodic newspaper, and selection of its editorial board shall be subject to the terms of Appendix VI: *The Current Policy*;
- c. The administration of Council Honoraria and Executive Honoraria shall be subject to the terms of Appendix VII: *Honoraria Policy*;
- d. The allocation of Council's finances towards new initiatives and travel shall be subject to the terms of Appendix VIII: *Travel Policy*.

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 6 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.

Appendix I: Elections Policy

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 I: *Elections Policy*, 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 student is allowed to hold more than one position on council, except where stated otherwise or when filling a temporary absence; 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. Applications for all positions shall be made by the completion of an nomination form;
- b. Nominations will be deemed valid only if the application 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 end of the application period.

11. Administration of Elections

- a. Elections shall be conducted and supervised by the Speaker of Council (who shall act as the Chief Returning Officer, or CRO), assisted by the Internal Affairs Officer (who shall act as a Deputy Chief Returning Officer, or Deputy CRO), 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 their 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, each Voting Member of the Council, including, where applicable, the incoming President, shall be entitled to one (1) vote per ballot for each position. Where applicable, the incoming Executive members and incoming USC Councillors 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 they prefer all of the candidates by placing a numeral one (1) beside their first preference, a numeral two (2) beside their 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 the number of candidates for a voting member position is less than or equal to the number of available positions, each candidate shall give a presentation to council followed by questions from council directed to all candidates. The length of the presentations and question period is at the discretion of the CRO;
 - g. Following the question period, each candidate must be approved by council through a simple majority vote of confidence. In the event that fewer candidates than available positions are approved, a by-election shall take place according to the election procedures outlined in the constitution.
 - 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/HBA2 Science students are eligible to run as Vice-Presidential candidates as long as they are a dual degree candidate and are a part of the Faculty of Science during their tenure:
 - i. In the case that the student is not admitted into the science dual degree program, they will be required to step down as they are not a part of the Faculty of Science; and

- ii. Dual degree candidate students will be asked to verify their Intent to Register into the dual degree program within the Faculty of Science
- d. Once the nominations for Vice-Presidential positions close (but no earlier), candidates may:
 - i. Release and edit an online platform; and
 - ii. Meet with Voting Members of council as a means to campaign.
- e. The CRO is mandated to disclose a contact list of all non-voting and voting members to the candidates running;
- f. Vice-Presidential candidates shall speak in alphabetical order by surname, subject to change by the CRO;
- g. Speeches for Vice-Presidential candidates shall be no longer than five (5) minutes;
- h. Only Members who are present for speeches from all candidates for a particular position are eligible to vote for that position;
- i. Questions from members of council may be directed to all or a specific candidate;
- j. 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 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; and
- 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 over two (2) consecutive weeks at the same time and day of the week 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, including a platform whose structure will be determined by the Executive and President-Elect, by the deadline determined by the President and/or the CRO;
- d. The submitted platform will be displayed publicly to the student body no more than forty-eight (48) hours after the close of nominations and removed from public view within twenty-four (24) hours of the second election period;
- e. Which Department Representatives will be elected on which election day, with all candidates for a position being elected on the same election day, will be decided by the President and/or the CRO based on the number of candidates per position;
- f. Subject to change by the CRO, candidates will speak in alphabetical order by surname;
- g. Candidates must prepare an introductory presentation no longer than two (2) minutes in length;
- h. Each question period will begin with a question created by the incoming and outgoing Executive. To ensure equity, no two Department Representative positions will be asked the same, pre-made question. Following this, the associated Department Club, if one exists, will be given the opportunity to pose a question to the candidates should they want to. Following this, council members will be given the opportunity to ask questions, and questions submitted by students-at-large twenty-four (24) hours in advance of each election day can be posed at the discretion of the CRO;
- i. Questions must be directed to all candidates; and
- j. 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 with the understanding that having two (2) election days allows for more questions and longer candidate responses.

16. The Speaker of Council

- a. The Speaker of Council election will take place at the first meeting after the incoming council is ratified;
- b. Candidates running for the position of Speaker must submit their application by the deadline determined by the President and/or the CRO;
- c. Subject to change by the CRO, candidates will speak in alphabetical order by surname;
- d. Candidates must prepare an introductory presentation no longer than one (1) minute in length;
- e. Questions from members of council must be directed to all candidates; and
- f. 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.

17. Commissioner

- a. The Commissioner Application Period will take place in the month of March;
- b. Any student in the Science Student Body or HBA2/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 (other than Orientation Commissioner) 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.

Appendix II: Roles and Responsibilities

18. The Executive

The Executive shall:

- a. Be composed of:
 - i. The President, as chair;
 - ii. The Vice-Presidents of: Academic, Communications, Finance, Programming, and Student Support.
- b. Have the financial powers of Council during periods outside of the regular Academic Year;
- c. Each present a report to Council at all General Meetings;
- d. Meet at least two (2) times per month;
- e. Submit a transition report via email to the Internal Affairs Officer no later than February 28; and
- f. Set up a transition meeting with their respective incoming executive.

19. The President

The President shall:

- a. Be elected in accordance with USC By-Law #2;
- b. Act in accordance with the USC Faculty President Terms of Reference;
- c. Oversee all activities of Council;
- d. Be the official spokesperson for Council and act on its behalf between meetings;
- e. Hold signing authority over all financial accounts of Council;
- f. Hold signing authority over the Undergraduate Teaching Equipment Fund;
- g. Be a Member of:
 - i. The Executive, as chair;
 - ii. The Science Student Donation Allocation Committee, as chair;
 - iii. All other standing committees of council listed in Section 4, except the Executive Honoraria Committee, *ex-officio*; and
 - iv. The Faculty of Science Council.
- h. Represent Council on the USC in accordance with USC By-Law 2;

- i. Represent Council on various ad-hoc committees established by the Faculty of Science Dean's Office;
- j. 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 Schulich Senator; and
 - vii. The Science Senators.
- k. Ensure that the Constitution is respected, upheld and enforced by all Members;
- l. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science.

20. The Vice-President Academic

The Vice-President Academic shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for promoting the academics, education and self-improvement of science students;
- c. Act as a liaison between Council and the Faculty of Science Dean's Office and promote communication between the deans and members of council;
- d. Work with the Associate Deans (Academic) for Science and Basic Medical Sciences towards addressing students' academic needs and concerns;
- e. Liaise with Faculty of Science Career Services;
- f. 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;
- g. Work with student senators and governors in addressing issues of academic policy and related concerns;
- h. Manage Council's involvement in Fall Preview Day and March Break Open House, run by the Faculty of Science;
- i. Be a Member of:
 - i. The Research & Policy Committee, as a resource member; and

- ii. The Advocacy Steering Committee, as co-chair.
- j. Oversee and provide guidance to:
 - i. The Department Representatives;
 - ii. The Research & Policy Commissioner;
 - iii. The Advocacy Commissioner; and
 - iv. The First Year Representatives.

21. The Vice-President Communications

The Vice-President Communications shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for promoting Council and its activities to the Science Student Body, as well as to all members of the Faculty of Science;
- c. Be responsible for maintaining regular communication with all members of Council regarding promotion of events and activities;
- d. Be a Member of:
 - i. The Communications Committee, as chair;
- e. Oversee and provide guidance to:
 - i. The Internet Commissioner;
 - ii. The Current Editor-in-Chief;
 - iii. The Director of Communications;
 - iv. The Director of Videography;
 - v. The Director of Photography.
- f. Be responsible for designing and maintaining Council bulletin boards, which shall publicize activities and programs of Council and functions of the Faculty of Science;
- g. Ensure that all material published in *The Current* is both tasteful and non-libelous;
- h. Update and enforce the use of branding guidelines for promotional material made for the Science Students' Council for all types of media; and
- i. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science.

22. The Vice-President Finance

The Vice-President Finance shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Monitor fiscal responsibilities of Council, and consult with the President;
- c. Once in October, and once again in March before the end of their term, present an update budget to Council;
- d. 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;
- e. Be responsible for the stock and inventory of all Council merchandise;
- f. Hold signing authority over all financial accounts of Council;
- g. Be a Member of:
 - i. The Finance Committee, as chair;
 - ii. The Science Student Donation Allocation Committee.
- h. Act as a liaison between Council and the USC Secretary-Treasurer;
- i. 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;
- j. 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;
- k. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
- l. Oversee and provide guidance to:
 - i. The Student Services Commissioner.

23. The Vice-President Programming

The Vice-President Programming shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for activities related to the promotion of spirit within the Science Student Body;
- c. Hold signing authority over Council General Account;

- d. Oversee and provide guidance to:
 - i. The Student Events Commissioners At-Large;
 - ii. The Charity Commissioners;
 - iii. The Environmental Commissioner; and
 - iv. All council members who wish to run an SSC supported Event.
- e. Be a Member of:
 - i. The Student Events Committee, as chair;
- f. Act as a liaison between Council and the USC Student Programming Officer;
- g. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science.

24. The Vice-President Student Support

The Vice-President Student Support shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for promoting the wellness, inclusion, and representation of science students in the Science Students' Council's programming and advocacy objectives
- c. Act as a liaison between Council and:
 - i. The USC VP Student Support and Programming for student support needs, particularly the Peer Programs portfolio;
 - ii. The USC VP University Affairs for issues pertaining to equity;
 - iii. USC-ratified clubs for collaborations emphasizing wellness, inclusivity, ethnocultural support, accessibility, gender diversity, and more!
 - iv. Campus services such as the Wellness Education Center; and
 - v. Administration such as the Assistant Dean, International and the Associate Dean, Academic
- d. Work with the VP Programming for event-based initiatives;
- e. Work with the VP Academic portfolio for advocacy-based initiatives;
- f. Organize, in conjunction with other commissioners, VPs, USC individuals or groups, or relevant campus services, at-large initiatives that promote student wellness, representation, and inclusivity;
- g. Oversee and provide guidance to:

- i. The Wellness Commissioner; and
 - ii. The International Outreach commissioner.
- h. Be a Member of:
 - i. The Wellness Committee, as chair; and
 - ii. The International Outreach Committee, as co-chair.
- i. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science.

25. Department Representatives

Department Representatives shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Be liaisons to the constituents in the department and year(s) that they represent;
- c. Give direction to the advocacy component of the Vice-President Academic portfolio of the SSC, derived from constituent interests and needs;
- d. Maintain active communication with their Departmental Club, if one exists;
- e. Work with the Council to organize a minimum of one social or educational initiative per Department Representative, that will benefit the students in that Representative's Department;
- f. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
- g. Submit a transition report to the Internal Affairs Officer no later than February 28;
- h. Attend and be an active member of monthly round tables with the Advocacy Commissioner and/or Vice-President Academic; and
- i. Partake in check-ins with the Advocacy Commissioner and/or Vice-President Academic, whenever deemed necessary by the Advocacy Commissioner and Vice-President Academic.

26. First Year Representatives:

First Year Representatives shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Be liaisons to First Year students in the Science Student Body;

- c. Give direction to the advocacy component of the Vice-President Academic portfolio of the SSC, derived from constituent interests and needs;
- d. Work with the Council to organize a minimum of one social or educational initiative that will benefit the First Year students in the Science Student Body;
- e. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
- f. Submit a transition report to the incoming Internal Affairs Officer no later than February 28;
- g. Attend and be an active member of monthly round tables with the Advocacy Commissioner and/or Vice-President Academic; and
- h. Partake in check-ins with the Advocacy Commissioner and/or Vice-President Academic, whenever deemed necessary by the Advocacy Commissioner and Vice-President Academic.

27. USC Science Councillors

USC Science Councillors shall:

- a. Be elected in accordance with USC By-Law #2;
- b. Act as a liaison between the Council and the USC;
- c. Act in accordance with the USC Councillor Terms of Reference;
- d. Represent the concerns of the Science Student Body on both the Science Students' Council and the University Students' Council;
- e. Sing the Western song at the beginning of every meeting of Council as a display of school pride and tradition;
- f. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- g. Submit a transition report to the Internal Affairs Officer no later than February 28.

28. The Speaker of Council

The Speaker of Council shall:

- a. Be elected in accordance with Appendix I: *Elections Policy*;
- b. Assume the role of Chief Returning Officer (CRO) during elections, by:
 - i. Producing secret ballots for all elections; and

- ii. Administering elections protocol, including the counting of ballots, consistent with Appendix I: *Elections Policy*.
- c. Not hold any Voting position on Council but may bring forward motions before Council;
- d. 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;
- e. Attend all Council meetings, and when they cannot attend, shall inform the President and the Secretary of Council at the earliest possible moment;
- f. Have possession of all important documents of Council;
- g. Submit a transition report to the Internal Affairs Officer no later than February 28th;
- h. Draft and revise the agenda for all General Meetings of Council in consultation with the President, and make the agenda available to council no less than 48 hours before each meeting;
- i. Educate all members in the proper application of Robert's Rules of Order no later than October 1;
- j. Be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy; and
- k. Organize a re-calculation of the Department Representative structure two months prior to elections, depending on enrollment data from Western Databook from the previous year.

29. Deputy Speaker of Council

The Deputy Speaker shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Assume the role of Deputy Returning Officer (DRO) during elections, including creation and distribution of ballots, creation of election material, coordination of candidates, and enforcing processes outlined in Appendix I: *Elections Policy*;
- c. 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;
- d. Not hold any Voting position on Council;

- e. Assist the Speaker in conducting Meetings of Council in any capacity at their request, including but not limited to collection and/or distribution of materials;
- f. In collaboration with the Internal Affairs Officer, keep an up to date record of all Member's demerit points (specifically from meeting regrets), and assist the Speaker in following up with individuals with any demerit point total over 2.0;
- g. Maintain the Constitution and be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy;
- h. Be a member of the Governance Review Committee;
- i. Assist the Speaker and the Secretary in executing all necessary administrative responsibilities conducive to an efficient and organized Council;
- j. Maintain the Constitution and be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy;
- k. Appointed as Chair to any working groups put together on the council floor to more effectively debate policy;
- l. Submit a transition report to the Internal Affairs Officer no later than February 28.

30. The Internal Affairs Officer

The Internal Affairs Officer shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Assume the role of Deputy Chief Returning Officer (Deputy CRO) during elections;
- c. 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;
- d. Not hold any Voting position on Council;
- e. Assist the Speaker in conducting Meetings of Council in any capacity at their request, including but not limited to collection and/or distribution of materials;
- f. 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;
- g. Coordinate all social and team-building activities of Council;
- h. Mediate internal conflicts between members/parties of Council;

- i. In the absence of the Secretary, execute their duties;
- j. Maintain the Constitution and be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy;
- k. Be a member of the Governance Review Committee, as chair;
- l. Oversee any council renovations and maintain the council office;
- m. Assist the Speaker and the Secretary in executing all necessary administrative responsibilities conducive to an efficient and organized Council;
- n. Take on other duties as assigned by incoming or current Presidents; and
- o. Create a transition report no later than February 28.

31. Secretary

The Secretary shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Not hold any Voting positions on Council;
- c. Record, edit, and promptly distribute the minutes of all Meetings of Council;
- d. Be responsible for generating and publishing a schedule for office hours to be served by Members no later than:
 - i. The third week in September, for first semester office hours; and
 - ii. The second full week of January, for second semester office hours.
- e. Take on other duties as assigned by incoming and current Presidents; and
- f. Submit a transition report to the Internal Affairs Officer no later than February 28.

32. The Advocacy Commissioner

The Advocacy Commissioner shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for facilitating monthly department representative roundtables;
- c. Be responsible for overseeing each department representative to assess and guide their progress on a constituent specific initiative;
- d. Be under the direction of the Vice-President Academic, to communicate the outcomes of the monthly department representative roundtables;

- e. Sit on the Research & Policy Committee as a resource member;
- f. Sit on the Advocacy Steering Committee
- g. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- h. Submit a transition report to the Internal Affairs Officer no later than February 28th.

33. The Research & Policy Commissioner

The Research & Policy Commissioner shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for coordinating with the Advocacy Commissioner to identify issues in the faculty;
- c. Attend the monthly Department Representative Roundtables to take note of and contribute to working group discussions OR meet with the Advocacy Commissioner following Department Representative Roundtables to be briefed on meetings and brainstorm potential solutions to any issues described during the roundtable and working group meetings;
- d. Be responsible for policy research, gathering information to develop official stances for the SSC to take on various student issues through the Research & Policy Committee;
- e. Be a member of the Research & Policy Committee, as chair;
- f. Attend monthly Advocacy Steering Committee Meetings
- g. Be under the direction of the Vice-President Academic, to communicate the outcomes of the Research & Policy Committee meetings;
- h. Submit a transition report to the Internal Affairs Officer no later than February 28th.

34. Director of Communications

The Director of Communications shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Attend all meetings of the SSC;
- c. Be under the direction of the Vice-President Communications, and shall report all activities to them;
- d. Work closely with and assist the Vice-President of Communications;

- e. Be responsible for regular general maintenance and updating of the display case;
- f. Ensure that all activities provided to the Science Student Body are promoted and made aware to all students in an effective and appropriate manner;
- g. Be a member of the Communications Committee, as vice-chair;
- h. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- i. Submit a transition report to the Internal Affairs Officer no later than February 28th.

35. Director of Videography

The Director of Videography shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for all videography duties that the SSC requires;
- c. Be responsible for any live streaming needs of the SSC;
- d. Be a member role of the Communications committee;
- e. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
- f. Be responsible for coordinating (if necessary) with the Communications Committee to meet the videography needs of Council; and
- g. Submit a transition report to the Internal Affairs Officer no later than February 28th.

36. Director of Photography

The Director of Photography shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for any and all photographing duties that the SSC requires;
- c. Be responsible for watermarking and uploading all of the SSC photos to the SSC Facebook page;
- d. Be a member role of the Communications committee;
- e. Be responsible for the maintenance of the photos in the display case in Natural Science;

- f. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
- g. Be responsible for coordinating (if necessary) with the Communications Committee to meet the photography needs of Council; and
- h. Submit a transition report to the Internal Affairs Officer no later than February 28th.
- i. Take headshots of all council members and submit them to the Internet Commissioner by September 30th.

37. Internet Commissioner

The Internet Commissioner shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. 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;
- c. Be under the direction of the Vice-President Communications, to whom they will report all activities;
- d. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- e. Submit a transition report to the Internal Affairs Officer no later than February 28.
- f. Upload headshots of all council members on the SSC Website by October 3rd.

38. The Editor-in-Chief of *The Current*

The Editor-in-Chief shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. 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;
- c. Oversee the Managing Editor;
- d. Be a Member of the *The Current* Committee, as vice-chair;
- e. Coordinate production and distribution with the publisher;
- f. Work with the Vice-President Finance to secure paid-for advertising in the paper;
- g. Ensure that this advertising is consistent with the Finance Policy; and

- h. Report to the Vice-President Communications on a regular basis.

39. Student Services Commissioner

The Student Services Commissioner shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Be a Member of the Science Student Donation Allocation Committee, as vice-chair;
- c. Be under the direction of Vice-President Finance;
- d. 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;
- e. Be responsible for the coordination of Natural Science basement locker rentals, and the upkeep of the lockers;
- f. Coordinate student-focused projects on the behalf of council on an ad hoc basis (eg. microwaves);
- g. Organize the sales and general management of Council clothing and merchandise;
- h. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- i. Submit a transition report to the Internal Affairs Officer no later than February 28th.

40. Student Events Commissioner At-Large

The two (2) Student Events Commissioners At-Large shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Be under the direction of the Vice-President Programming, and shall report all activities to them;
- c. Work closely with and assist the Vice-President Programming;
- d. Organize social events for Members of Council;
- e. Ensure that all activities provided to the Science Student Body are accessible to all students while maintaining the high quality the students deserve;
- f. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science;

- g. Be members of:
 - i. The Student Events Committee, as vice-chairs;
- h. Submit a transition report to the Internal Affairs Officer no later than February 28th.

41. Charity Commissioners

The two (2) Charity Commissioners shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. 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;
- c. Work in cooperation with other University organizations to coordinate the efforts of campus-wide charitable activities and events to ensure the active participation of Council;
- d. Be members of the Charity Committee, as co-chair;
- e. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- f. Submit a transition report to the Internal Affairs Officer no later than February 28.

42. Environmental Commissioner

The Environmental Commissioner shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Be responsible for overseeing the design and implementation of environmental initiatives and or events in the western science community;
- c. Sit on the events committee and consult with department representatives to act as an environmental consultant during event design and planning;
- d. Work in cooperation with other western university organizations to support campus wide environmental initiatives.
- e. Attend either Fall Preview Day or March Break Open house run by the Faculty of Science; and
- f. Submit a transition report to the Internal Affairs Officer no later than February 28.

43. Wellness Commissioner

The Wellness Commissioner shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Work with the Vice-President Student Support to promote the academics, education and self-improvement of science students;
- c. Be responsible for overseeing 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;
- d. Assist with both Fall Preview Day and March Break Open House;
- e. Liaise with the Faculty of Science Academic Counseling to achieve the aforementioned goals;
- f. Be a member of the Wellness Committee, as vice-chair;
- g. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- h. Submit a transition report to the Internal Affairs Officer no later than February 28th.

44. International Outreach Commissioner

The International Outreach Commissioner shall:

- a. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
- b. Work with the Vice-President Student Support to Provide programming specific to international and exchange students and connect with students to inform advocacy efforts;
- c. Be responsible for overseeing the design, advertisement and implementation of various initiatives, events, and advocacy efforts to promote an inclusive community for international and exchange students within the Faculty of Science;
- d. Be responsible for design, advertisement, and implementation of various initiatives, events, and advocacy efforts to promote opportunities for international and cross-culture exposure for all Science students, including but not limited to international exchanges, summer opportunities, Western Heads East, Service Trips (etc.)
- e. Liaise with Western International, the USC International Student Support Coordinator, and other relevant services to achieve the aforementioned goals;
- f. Attend either Fall Preview Day and March Break Open House run by the Faculty of Science; and

- g. Submit a transition report to the Internal Affairs Officer no later than February 28th.

45. Director of First Year Initiatives

The Director of First Year Initiatives shall:

- a. Be appointed by the Executive in accordance with Appendix I: Elections Policy;
- b. Be responsible for training first year representatives for council and meeting bi-weekly on non-general-meeting weeks;
- c. Be responsible for helping first year representatives plan initiatives throughout the year and guide their progress;
- d. Introduce first-year representatives to the governance structure and committee structure of council;
- e. Be under the direction of the Vice-President Academic, and liaise with the Vice-President Programming, Vice-President Student Support, Assistant Dean - First Year Studies, Residence Council Presidents, and the Orientation Program;
- f. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- g. Submit a final report to the President no later than February 28th.

46. The Orientation Commissioner

The Orientation Commissioner shall:

- a. Be the Science Head Soph as selected by the Orientation Selection Committee, or, if the Science Head Soph declines the position or is already a member of council or of a committee, their designate as selected from the remainder of the Science Soph Team;
- b. Be responsible for or assist in the planning, coordination, and execution of the Science Orientation Program;
- c. Be responsible for or assist in soph selection in accordance with the guidelines set out by the Orientation Staff and the Orientation Governance Board;
- d. Submit a proposed budget to the Vice-President Finance and the President no later than May 31st;
- e. Submit a comprehensive report on their 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;
- f. Hold signing authority over the Science Orientation Account;

- g. 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;
- h. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
- i. Submit a detailed year-end report to the Internal Affairs Officer no later than February 28th.

47. Senators

The Senators shall:

- a. Be elected in accordance with the Senate guidelines and Western Student Senators Constitution;
- b. Act as liaisons between Council and the University Senate and shall make reports to Council on the activities of Senate;
- c. Represent the concerns of the Science Student Body on both Council and the University Senate;
- d. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
- e. Submit a transition report to the Internal Affairs Commissioner no later than February 28;
- f. Attend Science Students' Council General Meetings as a Non-Voting Member.

48. Educational Policy Committee (EPC) Student Representatives

The student representatives to the EPC shall:

- a. Consist of:
 - i. One (1) student representative to the Mathematical/Physical Sciences EPC; and
 - ii. One (1) student representative to the Biological/Medical Sciences EPC.
- b. Be selected by the Executive;

- c. Be under the guidance of the President;
- d. Represent the Science Student Body and their academic interests;
- e. Attend EPC meetings whenever possible, and otherwise, find a proxy to attend meetings and report on what occurred at meetings; and
- f. Report to Council on the happenings of their respective EPC, at least once annually.

Appendix III: Attendance

49. 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 to record the names of Members who leave a meeting before it is adjourned;
- f. Whenever deemed necessary by the Executives, any Voting Member may be required to hold additional office hours at a location external to the SSC office, in order to promote an SSC event or to attract candidates for SSC elections; these additional office hours shall not exceed 2 hours per month; and
- g. All Voting Members must also be available for office hours by appointment whenever requested by a member of the Science Student Body.

50. Attendance Formula

Members who do not attend Meetings and/or Office Hours will be awarded demerit points in accordance with the following:

- a. Missed Meeting, no regrets: 2.0 points;
- b. Missed Meeting, declined regrets: 1.5 points;
 - i. The Speaker shall inform the member of a declined regrets, at least 6 hours before a meeting (except situations in which regrets were submitted in a shorter time gap).
- c. Missed Meeting, and approved regrets:
 - i. No proxy present: 1.0 points;
 - ii. Proxy present: 0.5 points;

- iii. Exception applies to non-voting members only if there is more than one member in their position on the Council, in which case, no proxy is needed given that at least one of the members is present.
- d. Missed Meeting due to an exam conflict, and approved regrets:
 - i. Proxy present: no points;
 - ii. No proxy present: 0.5 points.
- e. Leaving before Adjournment, no regrets: 0.5 points;
- f. Leaving before Adjournment, regrets: 0.25 points;
- g. Missed Office Hour, no regrets: 1.0 point;
- h. Missed Office Hour, approved regrets: 0.5 points;
- i. Arrival at Meeting Late (10 minutes late or later), no regrets: 0.5 points;
- j. Arrival at Meeting Late (10 minutes late or later), regrets: 0.25 points.

51. Regrets

- a. Written regrets are acceptable at the discretion of the President or the Speaker;
- b. Whenever possible, regrets must be submitted to the Speaker no less than 48 hours before a meeting;
- c. Permission may be given for due cause, such as:
 - i. Illness;
 - ii. Educational grounds; or
 - iii. Other reasonable or compassionate grounds.
- d. 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;
- e. Regrets shall be recorded and filed by the Speaker;
- f. 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.

52. Proxies

- a. All voting members of Council are entitled to vote at a meeting by means of a proxy, who cannot be a voting member of Council, but must be:
 - i. A student currently in their undergraduate degree; and
 - ii. Enrolled in either the faculty of Science or the Schulich School of Medicine and Dentistry.
- b. All non-voting Members of Council are entitled to the use of a proxy, who must be:
 - i. A student currently in their undergraduate degree; and
 - ii. Enrolled in either the faculty of Science or the Schulich School of Medicine and Dentistry;
 - iii. Exception applies if there is more than one member in their position on the Council, in which case, no proxy is needed given that at least one of the members is present.
- c. Any non-voting proxyholder is responsible for:
 - i. Conducting any presentations, or updates on behalf of the member who appointed them; and
 - ii. Relaying important information discussed at the meeting to the non-voting member that appointed them.
- d. A member assigning a proxy must inform the Speaker in writing twenty-four (24) hours in advance of the start time of the meeting;
- e. A member may revoke a proxy by informing the Speaker in writing twenty-four (24) hours in advance of the start time of the meeting;
- f. A proxyholder has the same rights as the member who appointed them;
- g. The proxy is valid only at the meeting for which it is given;
- h. Assignment of a proxy is limited to 3 times, per member, per year.

53. Sanctions

- a. A member who accumulates two (2) points will receive a written warning from the Speaker, and the Speaker shall inform the President of such warning. This member will meet with the President to discuss this issue.

Appendix IV: Standing Committees of Council

54. 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.

55. Wellness Committee

The Wellness Committee shall:

- a. Be composed of:
 - i. The Vice-President Student Support, as chair;
 - ii. The Wellness Commissioner, as vice-chair;
 - iii. The President, *ex-officio*; and
 - iv. As necessary, other members of the Science Student Body.
- a. Work to ensure that Council organizes strong academic events, participates in university-wide activities; and actively creates and implements new ideas and initiatives to promote academic issues in the Faculty of Science.

56. International Outreach Committee

The International Outreach Committee shall:

- a. Be composed of:
 - i. The International Outreach Commissioner, as chair;
 - ii. The Vice-President Student Support, as a resource member;
 - iii. The President, *ex-officio*; and
 - iv. As necessary, other members of the Science Student Body.
- a. Work to ensure that Council is cognisant of international and exchange students' needs, perspectives, and inclusion in programming and advocacy; and

- b. Organize events relating but not limited to academic issues and social wellness, participate in university-wide activities, and actively create and implement new ideas and initiatives.

57. Communications Committee

The Communications Committee shall:

- a. Be composed of:
 - i. The Vice-President Communications, as chair;
 - ii. Director of Communications, as vice-chair;
 - iii. The President, *ex-officio*;
 - iv. Director of Videography;
 - v. Director of Photography; and
 - vi. As necessary, other members of the Science Student Body.
- b. 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
- c. Communicate the objectives and activities of Council to the Science Student Body.

58. The Current Committee

The *The Current* Committee shall:

- a. Be composed of:
 - i. The Editor-in-Chief of *The Current*, as chair;
 - ii. All other members of *The Current* ;
 - iii. The President, *ex-officio*; and
 - iv. As necessary, other members of the Science Student Body.
- b. Generate regular submissions for *The Current*, under the direction of the *The Current* editorial board.

59. Finance Committee

The Finance Committee shall:

- a. Be composed of:
 - i. The Vice-President Finance, as chair;
 - ii. The President, *ex-officio*; and

- iii. As necessary, other members of the Science Student Body.
- b. Review any requests and/or applications for funding and make recommendations to Council; and
- c. 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.

60. Student Events Committee

The Student Events Committee shall:

- a. Be composed of:
 - i. The Vice-President Programming, as chair;
 - ii. The Student Events Commissioner At-Large, as vice-chair;
 - iii. The President, *ex-officio*;
 - iv. The Environmental Commissioner, as a resource member; and
 - v. As necessary, other members of the Science Student Body.
- b. Work to ensure that Council organizes strong social events and participates in university-wide spirit events and activities.

61. Charity Committee

The Charity Committee shall:

- a. Be composed of:
 - i. The Charity Commissioners, as co-chairs;
 - ii. The President, *ex-officio*; and
 - iii. As necessary, other members of the Science Student Body.
- b. Assist the Charity Commissioners with the organization and execution of all Council charity activities.

62. Research & Policy Committee

The Research & Policy Committee shall:

- a. Be composed of:
 - i. The Research & Policy Commissioner, as chair;
 - ii. The President, as vice-chair;
 - iii. The Vice-President Academic, as a resource member;

- iv. The advocacy commissioner, as a resource member;
- v. As necessary, other members of the Science Student Body;
- b. Be responsible for the dissemination and analysis of the bi-annual General Science Student Survey; and
- c. Be responsible for the release and/or publication of one policy paper or report per academic year.

63. Advocacy Steering Committee

The Advocacy Steering Committee shall:

- a. Be composed of:
 - i. The President, as chair;
 - ii. The Vice-President Academic, as co-chair;
 - iii. The Advocacy Commissioner;
 - iv. The Research and Policy Commissioner;
 - v. As necessary, other members of the Science Students' Council;
- b. Meet once a month;
- c. Work together in collaboration with the USC, other faculties, and third-parties to organize and implement advocacy initiatives; and
- d. Be responsible for overseeing advocacy initiatives at the Science Students' Council

64. Science Student Donation Allocation Committee

The Science Student Donation Allocation Committee shall:

- a. Be composed of:
 - i. The President, as chair;
 - ii. The Services Commissioner, as vice-chair;
 - iii. The Vice-President Finance;
 - iv. Two (2) Members of Council;
 - v. The Dean of Science, *Ex-Officio*, Non-Voting;
 - vi. The Associate Dean (Academic) of Science, *Ex-Officio*, Non-voting; and
 - vii. The Associate Dean (Academic) of Basic Medical Sciences, *Ex-Officio*, Non-Voting.

- b. Be responsible for soliciting requests for funding from all Departments in the Faculty of Science and Basic Medical Sciences;
- c. Be responsible for allocating the funds collected in the Science Student Donation for the purposes of purchasing new teaching equipment;
- d. Name the signing officers of the Undergraduate Teaching Equipment Fund (the separate interest-bearing account held by the administration) as:
 - i. The President; and
 - ii. The Vice-President Academic.

65. Executive Honoraria Committee

The Executive Honoraria Committee shall:

- a. Be composed of:
 - i. Five (5) non-executive voting members of Council who are thus not eligible for executive honoraria.
 - ii. The Speaker of Council and the Secretary
- b. Be selected by Council before March 1st;
 - i. Remain anonymous to the executive
- c. Use the guidance of a rubric that is approved by Council and formulated from the Constitution to evaluate the performances of executive members;
- d. Evaluate the performance of each member eligible for honoraria regarding:
 - i. Adherence to the SSC's "Roles and Responsibilities";
 - ii. Initiative;
 - iii. Any misconduct; and
 - iv. Any other relevant criteria.
- e. Approve honoraria allocations with a vote of at least 4/5 in favour of each honoraria;
- f. Submit the minutes of the Honoraria Committee meeting to the executive which;
 - i. Summarizes the decisions made
 - ii. Includes the finalized rubric for each decision
 - iii. Redacts any identifying information of the voting members
- g. Use their discretion in the allocation of honoraria; and

- h. Be responsible for the administration of all Council Honoraria to executive members according to the *Honoraria Policy*.

66. Council Award Committee

The Council Award Committee shall:

- a. Be composed of:
 - i. All executive members of Council.
- b. Use the guidance of Appendix IV: Council Awards Consideration Document, 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:
 - i. Adherence to the SSC's "Roles and Responsibilities";
 - ii. Initiative;
 - iii. Any misconduct; and
 - iv. 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 at least 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*.

67. Governance Review Committee

The Governance Review Committee shall:

- a. Be composed of:
 - i. The Speaker, as chair;
 - ii. The Internal Affairs Coordinator, as vice-chair;
 - iii. The President, *Ex-Officio*; and
 - iv. 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.

68. The Science Student Group and Opportunity Funds Committee

The Student Group and Opportunity Funds committee shall:

- a. Be composed of;
 - i. The President, as chair;
 - ii. The Vice-President Finance, as vice-chair;
 - iii. Three (3) members of council;
 - iv. A representative from the Office of the Dean;
 - v. The Student Services Commissioner, Ex-Officio, Non-Voting
- b. Be responsible for providing grants to individual students, student groups, and student clubs for initiatives and programming including but not limited to;
 - i. Academic conferences;
 - ii. Exchange programs;
 - iii. Speaker fees;
 - iv. Logistical costs for student events, and;
 - v. Extracurricular course fees.
- c. Allocate a maximum of \$12,000 annually. The Faculty of Science and the Science Students' Council contribute an annual fixed amount of \$6,000 respectively.
- d. Review applications and allocate funds no later than one (1) month after the commencement of the application period
 - a. The signing officers for the committee will be the President and Vice-President Finance.
 - b. All funds will be distributed on a reimbursement basis to the students and student groups upon their presentation of a receipt or invoice.

Appendix V: Finance Policy

69. Budget

- a. The budget of the Science Students' Council shall govern all of its expenditures;
- b. The interim budget is to be reviewed in the summer by the Vice-President Finance, in consultation with the Executive;
- c. The revised budget must be reviewed and approved by the Finance Committee before the first General Meeting in October;
- d. The final budget then must be approved by Council at least one week before the USC deadline for Council budgets;
- e. The Vice-President Finance is to create the interim budget for the following fiscal year, which shall serve as a guideline for the incoming Executive during the summer, before the end of their term;
- f. The fiscal year of Council shall be from April 1st until March 31st of the following calendar year.

70. Financial Procedures

- a. Any expenditure greater than \$100 outside of the interim budget must be approved by the Executive;
- b. Any expenditure greater than \$100 outside the final budget must be approved by Council;
- c. Requests for funding must be submitted in writing to the Finance Committee;
- d. Funding requests shall be submitted to Council for approval only after being reviewed by the Finance Committee; and
- e. The use of funds that are allocated to a particular Member's portfolio must be approved by that Member.

71. Sponsorship

- a. The Vice-President Finance shall be responsible for seeking out and approving sponsorship for Science Students' Council events and advertising agreements for *The Current* ;

- b. Any sponsorship must not compromise the autonomy of the Council or the quality of its events, services or publications;
- c. All sponsorship must be consistent with the aims, policies, vision and mission of the Science Students' Council;
- d. Advertising space in *The Current* shall not exceed approximately 15% of the total printable area.

Appendix VI: *The Current* Policy

72. Purpose

- a. *The Current* is a publication of Council which shall:
 - i. Promote the Faculty of Science and Council;
 - ii. Provide information relevant to science students;
 - iii. Aim to entertain students, faculty, and Members of the Western Science community;
 - iv. Publish new material at least once every two weeks; and
 - v. Publish a First Year Guide at the beginning of every Orientation Week, and circulate this guide widely to First Year students during Orientation Week.

73. Editorial Board

- a. The editorial board of *The Current* shall include:
 - i. The Editor-in-Chief; and
 - ii. A minimum of two (2) Senior Editors.
- b. The editorial board shall submit a transition report to the Internal Affairs Officer no later than April 1st.

74. Responsibilities

The responsibilities of the editorial board shall be as follows:

- a. The Editor-in-Chief shall:
 - i. Be appointed by the Executive in accordance with Appendix I: *Elections Policy*;
 - 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. Be a Member of the *The Current* Committee, as chair;
 - iv. Oversee all other members of the *The Current* Committee;
 - v. Coordinate production and distribution with the publisher;

- vi. Work with the Vice-President Finance to secure paid advertising in the paper, and ensure that this advertising is consistent with Appendix V: *Finance Policy*; and
 - vii. Report to the Vice-President Communications on a regular basis.
- b. The Senior Editors shall:
- i. Be selected by the Editor-in-Chief;
 - ii. Oversee the reporters and editors;
 - iii. Be a Member of the *The Current* Committee;
 - iv. Edit submissions for clarity, content, and grammar;
 - v. Be a contributing writer; and
 - vi. Report to the Editor-In-Chief.

Appendix VII: Honoraria and Award Policy

75. Purpose

- a. The Science Students' Council (SSC) recognizes that an important part of the student experience at Western University is student involvement, and that particular involvement opportunities may require greater responsibility than others. In recognition of this, executive members and two members-at-large of the SSC are eligible for an honorarium upon the completion of their term. The Honoraria Committee of the SSC will ensure that the distribution of honoraria is done in a fair and objective manner within the following framework.

76. Definition

- a. **Honorarium:** a fee paid for a normally free service.
 - i. Honorarium comes from the latin word honorary for "gift". An honorarium is a gift of a small amount of money and is meant as a "thank you" rather than a paycheque;
 - ii. Honorarium is not intended to reflect what the person's time is truly worth rather is a token of thanks and a gesture of respect which reflects one's efforts in their role.
- b. **Award:** A monetary mark of recognition given in honour of exceptional achievement.

77. Honoraria and Award Amounts

- a. The following members of the Science Students' Council are eligible for honoraria, up to the following maximum amounts:
 - i. Executive Honoraria:
 1. President: \$800;
 2. Each Vice-President: \$800.
 - ii. Two (2) Additional Members of Council:
 - i. Each Council Member: \$500.

78. Criteria for Honoraria and Award Eligibility

- a. Honoraria are available for two (2) non-executive members of Council who:
 - i. Have exceeded the expectations and requirements of their position.

79. Executive Honoraria Process

- a. The Science Students' Council shall be responsible for approving the total funds budgeted by honoraria; this shall be done as part of the annual budget process;
- b. The Honoraria Committee shall:
 - i. Be composed of;
 1. Five (5) voting members of Council;
 2. Speaker and Secretary (non-voting)
 - ii. Be selected by Council
 - iii. Conduct all correspondence through the Speaker. No members of the committee should be contacted directly by the executive.
 - iv. Not be composed of any members who are eligible for executive honoraria;
 - v. Use the guidance of a rubric that is approved by Council and formulated from the Constitution;
 - vi. Evaluate the performance of each member eligible for honoraria regarding:
 1. Adherence to the SSC's "Roles and Responsibilities";
 2. Initiative;
 3. Any misconduct; and
 4. Any other relevant criteria as outlined in the Executive Honoraria Allocation Rubric (Appendix III).
 - vii. Approve allocations by a vote of at least 4/5 members in favour for each honoraria; and
 - viii. Use their discretion in the value and allocation of honoraria.

80. Council Award Process

- a. The Science Students' Council shall be responsible for approving the total funds budgeted by honoraria; this shall be done as part of the annual budget process;
- b. The Honoraria Committee shall:
 - i. Be composed of;
 1. The five (5) Executive members of Council

- ii. Not be composed of any members who are eligible for council honoraria;
- iii. Nominate council members who have exceeded the expectations and requirements of their position;
- iv. Use the guidance of the Council Awards Considerations Document (Appendix IV);
- v. Approve allocations by a vote of at least 4/5 members in favour for each award; and
- vi. Use their discretion from their role as an Executive in the nomination of council members and allocation of council awards.

81. Disbursement

- a. The decisions of the Honoraria Committee shall be subject to appeal as per the following conditions;
 - i. Appeals shall be submitted to the Speaker in the form of a written document no later than two (2) weeks after the Executive Honoraria Committee has made their initial decision.
 - ii. The executive member must outline which portion(s) of the honoraria allocation they would like reviewed as well as include any information they feel the committee overlooked in their initial decision.
 - iii. The Executive Honoraria Committee must meet and respond via the Speaker to any appeal within two (2) weeks of its submission.
 - iv. Each executive member may submit no more than one (1) appeal.
- b. The decisions of the Honoraria Committee and any subsequent appeals shall be made accessible to all constituents of the SSC, as is becoming of any public organization. This will be done through a report which;
 - i. Summarizes the decisions made
 - ii. Includes the voting distribution for each decision
 - iii. Redacts any identifying information of the voting members;
- c. The outgoing Vice-President Finance will disburse honoraria and awards to eligible members as per the direction of the Honoraria Committee; and
- d. Honorarium payments and Council Awards shall be received no later than May 15th of the academic year.

Appendix VIII: Travel Policy

82. Application

- a. This policy applies to all SSC travel and related expenses from all sources of funding administered by the SSC;
- b. When making travel arrangements, items such as cost, time spent travelling, and convenience should be considered in order to produce the most economical use of all resources;
- c. Individuals must obtain the approval of their immediate supervisors prior to engaging in any SSC-related travel. Their respective immediate supervisors must ensure that regular duties shall be maintained during the absence of the individuals;
- d. Travel expenses will be deemed as approved travel expenses **only** if included on an expense report accompanied by original voucher(s) and invoice(s); and
- e. Only expenses related to approved SSC business shall be reimbursed.

83. General Guidelines

- a. Any travel expenses paid for by the SSC may not be used by the claimant for income tax purposes or for any claim to another organization; and
- b. Travel itineraries must be completed for all SSC related travel. The travel itinerary must be approved by the Vice-President Finance and the President.

84. Guidelines for Transportation Expenses

- a. Reimbursement of public transportation costs shall not exceed rail fare or economy airfare. For public transportation, the original ticket receipt (third copy of the ticket) must be submitted with the claim;
- b. Use of personal automobiles should be limited to those trips where no suitable public transportation is available or for which a personal automobile is more economical considering all costs and time availability;
- c. Where a personal automobile is used strictly for personal convenience and such expenses exceed the cost of such equivalent public transportation, only the cost of such equivalent public transportation shall be reimbursed;
- d. In some cases, it may be more economical to rent an automobile than to use a personal automobile. Users should consult with the Vice-President Finance to obtain information for car rentals;

- e. Off-campus parking expenses are allowable expenses. A receipt is required for lot parking but not for metered parking; and
- f. Parking and traffic fines are not allowable expenses.

85. Guidelines for Accommodation and Meals Expenses

- a. Travelers should consult with the Vice-President Finance to obtain the most favourable room rates at major hotels;
- b. Reimbursement for hotels, motels, and other lodging shall be limited to a maximum of \$175.00 (one hundred and seventy-five dollars) per room plus tax per night plus parking for any overnight stays. If that amount is not considered reasonable, authorization must be obtained from the Vice-President Finance prior to booking accommodation at any additional rates;
- c. Expenses for meals while traveling on SSC business shall be reimbursed by a per diem allowance. Receipts shall be required to support the per diem allowance. The per diem rates currently in effect are listed in Appendix VIII: *Travel Policy*. These rates shall be reviewed and adjusted from time to time as deemed necessary under the administration of the Vice-President Finance;
- d. Any charges incurred above and beyond the maximum per diem allowance will be considered personal expenses unless such charges have otherwise been approved by the Vice-President Finance;
- e. Per Diem allowances are only applicable where food is not otherwise provided; and
- f. Claims for personal expenses that are not a necessary consequence of travel on behalf of the SSC are not allowable.

86. Guidelines for SSC Representatives

- a. Conference and Meetings:
 - i. Where a member of the Executive Council requires a member of Council to attend a conference or meeting out of town as a representative of the SSC, the SSC shall reimburse travel costs in accordance with the Travel Policy;
 - ii. Where a member of the Executive Council requires a member of Council to attend a conference or meeting out of town as a representative of the SSC, the

Executive Council member must submit an itinerary of events and a budget to the Vice-President Finance to verify that sufficient financial resources exist within their budget; and

- b. Where meal and accommodations are not provided as part of the conference fee, the SSC shall reimburse members in accordance with the Travel Policy.

87. Travel Expenses

- a. The SSC will cover travel expenses from London or alternative place of business to the end business destination as required for business purposes;
- b. The SSC will not cover travel expenses incurred from choice destinations. Where a person wishes to travel from a place other than a place of business or travel to a non-business destination, the SSC shall only pay the cost of going directly to the place of business. Any additional fees incurred will be considered personal expenses of the person; and
- c. Travel itineraries must be submitted for all travel being booked for SSC travel. The itinerary must be submitted at least 72 hours in advance of the travel taking place. All travel needs must be booked through the Vice-President Finance.

88. Approvals and Responsibilities

- a. The claimant is responsible for ensuring that claims for expenses are in accordance with SSC policy;
- b. All travel itineraries and expense reports must be signed by the claimant and approved by the Vice-President Finance and President, followed by a two-thirds vote by council;
- c. If the claimant is the Vice-President Finance, the individual to whom the claimant reports or another individual on the Executive must approve the travel itinerary; and
- d. Reimbursement of expenses does not, in itself, constitute ultimate approval and may be subject to subsequent audit adjustment.

89. Appendix to SSC Travel Policy

- a. The mileage reimbursement rates for use of a personal automobile while on approved SSC business is 48 cents per kilometer;
- b. The per diem allowance for meals, where the use of a per diem allowance has been approved by the Vice-President Finance, is as follows:
 - i. \$35.00 (thirty-five dollars) plus 15% tip for a total of \$40.25 (forty dollars and twenty-five cents) and consists of the following items:
 - a. Breakfast: \$8.00;
 - b. Lunch: \$11.25; and
 - c. Dinner: \$21.00
- c. The Vice-President Finance will review the Travel Policy yearly to assess its relevance with respect to the goals of Council. The total amount reserved for honoraria shall not exceed a cap to be determined by the Vice-President Finance in the annual SSC budget;
- d. Key Terms:
 - i. Business Destination – a destination where SSC business is being conducted. Examples could include conference sites, school visits, training sites, etc.;
 - ii. Choice Destination – a destination where no SSC business is being conducted and the individual has chosen to go for non-business purposes.