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# Science Undergraduate Society of the University of British Columbia

## *Constitution*

*We, the students of the Faculty of Science at the University of British Columbia at Vancouver, in order to promote the academic, physical and social well-being of all the students enrolled in our Faculty, to promote a measure of pride and spirit for our Faculty, to provide services for our constituents, to create a community of friendship and goodwill amongst our students, to extend welcome to all who are a part of our Faculty, to promote good relations with other communities on campus, and to represent our interests as students to the administration, do hereby ordain and establish this Constitution for this, the Science Undergraduate Society of the University of British Columbia at Vancouver.*

### **Section I: Name**

1. The organization shall be called the "Science Undergraduate Society of the University of British Columbia - Vancouver".

### **Section II: Objectives**

1. To coordinate the activities of the various Science student organizations.
2. To sponsor events of general interest to all Science students.
3. To promote relations between professionals in the field of Science and Science undergraduate students.
4. To act as a liaison between Science undergraduate students and the Faculty of Science.
5. To act in the interest of Science students, on campus and in the community.
6. To uphold the rights and privileges of and ensure full and proper student representation for all Science students, as provided by the governing bodies of the University of British Columbia - Vancouver.
7. To assist incoming first year Science students and to orient them to university life.

# Science Undergraduate Society of the University of British Columbia

## *Bylaws*

### **Bylaw 1: Interpretation & Definitions**

1. In these Bylaws, unless the context otherwise requires, expressions defined in the *Society Act*, as amended from time to time, shall have the meanings so defined in that Act. Words imparting the singular shall include the plural, and vice versa.
2. In these Bylaws and the Code of Procedures, unless the context otherwise requires:
  - **AMS** shall mean the Alma Mater Society of the University of British Columbia - Vancouver
  - **Code** shall mean the Code of Procedures of the Science Undergraduate Society of the University of British Columbia - Vancouver
  - **Committee** shall mean the equivalent of either a standing committee or an *ad hoc* committee
  - **Commission** shall mean a body comprised of appointed individuals for administrative purposes
  - **Council** shall mean the governing body of the Science Undergraduate Society of the University of British Columbia - Vancouver, comprised of executive officers and other voting officers designated as delegates by the active members
  - **Councilor** shall mean any elected, voting departmental, general, first year or club representative
  - **Executive** shall mean the nine voting members of the Executive Committee
  - **Ladha Centre** shall mean the Abdul Ladha Science Student Centre
  - **Members** shall mean the active members and honorary members of the Science Undergraduate Society of the University of British Columbia
  - **Resolution** shall mean a resolution passed by the majority of the votes cast in Council, exclusive of abstentions and blanks
  - **Senate** shall mean the Senate of the University of British Columbia - Vancouver
  - **SUS** shall mean the Science Undergraduate Society of the University of British Columbia - Vancouver
  - **The Society** shall mean the Science Undergraduate Society of the University of British Columbia - Vancouver
  - **Two-Thirds (2/3) Resolution** shall mean a resolution passed by a 2/3 majority of the votes cast in Council, exclusive of abstentions and blanks
  - **UBC** shall mean the University of British Columbia - Vancouver

3. In this document, the hierarchy of items shall be:
  - Bylaw – Titled Arabic Numerals
  - Paragraph – Arabic Numerals
  - Section – Roman Numerals
  - Clause – Letters
  - Item – Arabic Numerals

### **Bylaw 2: Membership**

1. The active members of the Society shall be all undergraduate students of UBC who are registered in the Faculty of Science.
2. The honorary members shall be:
  - i. The Honorary President (as appointed by Council); and
  - ii. Other persons designated honorary members by resolution of Council.
3. Every Member shall uphold the Constitution of the Society.
4. Membership fees shall be set at a general meeting or by referendum of the Society and shall be collected in accordance with the UBC Board of Governors resolution concerning student societies.
5. A Member shall cease to be a member of the Society upon losing undergraduate status in the Faculty of Science at UBC or at the end of the Winter Session the honorary member was given their status.
6. A Member may be expelled by a Two-Thirds Resolution of the Council. Upon expulsion the former Member shall not have their fees refunded.

### **Bylaw 3: General Meetings and Referenda**

1. General meetings shall be held once a year.
  - i. The Annual General Meeting of the Society (AGM) shall be held in mid-March, and notice of the meeting shall be given 30 day prior to the event.
  - ii. All Members of the Society shall have the right to attend, speak and vote at general meetings.
  - iii. Quorum for a general meeting shall be one-tenth of the Members of the Society.
  - iv. If quorum is not reached within 30 minutes of the call to order then the only business possible is discussion or adjournment.
  - v. An Extraordinary General Meeting can be called at any date by the President at the request of Council, or if a petition signed by one-tenth of the active membership of the Society is received by the Administrative Assistant.
  - vi. An Extraordinary General Meeting shall be called 3 to 15 school days after the petition is received.

2. A referendum for the Society shall be called by the President upon a Resolution of Council.
  - i. All Members of the Society shall have the right to vote in Society referenda.
  - ii. Quorum for referenda shall be as outlined in the AMS Code of Procedures.

**Bylaw 4: Council**

1. The Board of Directors for the Society shall consist of the voting members of the Science Undergraduate Society Council. The management, administration, and control of the affairs of the Society are vested in Council and its substituent Committees and Commissions, and are subject to the Constitution, Bylaws, and Code.
2. The voting members of Council shall be:
  - i. The Executive of the Society as outlined in Bylaw 5;
  - ii. The Chief AMS Representative;
  - iii. The two (2) First Year Representatives, who shall be first year Science students.
  - iv. The four (4) General Officers;
  - v. The duly elected Program Representatives of the following Departments or Programs:
    - a. *Astronomy*
    - b. *Atmospheric Science*
    - c. *Biochemistry*
    - d. *Biology*
    - e. *Chemistry*
    - f. *Cognitive Systems*
    - g. *Combined Major in Science/General Science*
    - h. *Computer Science*
    - i. *Earth and Ocean Sciences*
    - j. *Environmental Sciences*
    - k. *Geography*
    - l. *Integrated Sciences*
    - m. *Mathematics*
    - n. *Microbiology & Immunology*
    - o. *Pharmacology*
    - p. *Physics*
    - q. *Physiology*
    - r. *Psychology*
    - s. *Statistics*
    - t. *Science One*
    - u. *Coordinated Science Program (CSP)*
    - v. *Biophysics*
    - w. *Biotechnology*

3. The non-voting members of Council shall be as outlined in Article 5, Paragraph 2 of the Code and include representatives from the following list of recognized Clubs of the Society.

*Departmental Clubs*

- a. *Astronomy Club;*
- b. *Biochemistry, Pharmacology and Physiology (BPP);*
- c. *Biology Society (BIOSOC);*
- d. *Biophysics Students Society;*
- e. *Cognitive Science Society (CSS);*
- f. *Computer Science Students Society (CSSS);*
- g. *Combined Major in Science Students Association (CMSSA);*
- h. *Dawson Club;*
- i. *Environmental Science Students Association (ESSA);*
- j. *General Science Students Society (GSSS);*
- k. *Geography Students Association (GSA);*
- l. *Integrated Science Student Association (ISSA);*
- m. *Math Club;*
- n. *Microbiology and Immunology Student Association (MISA);*
- o. *Physics Society (PHYSSOC);*
- p. *Psychology Students Association (PSA);*
- q. *Storm Club;*
- r. *Undergraduate Chemistry Society (UCS).*

*Non Departmental Clubs*

- s. *Canadian Liver Foundation Club (CLF);*
- t. *Heart and Stroke Foundation Club (HSF);*
- u. *Pre-Dental Society;*
- v. *Pre-Medical Society;*
- w. *Pre-Optometry Society;*
- x. *Pre-Pharmacy Society*
- y. *Science Co-Op Student Association;*
- z. *Science One Survivors (SOS)*

**Bylaw 5: Executive**

1. The Executive of the Society shall be:
  - i. The President;
  - ii. The External Vice-President;
  - iii. The Internal Vice-President;
  - iv. The Vice-President Administration;
  - v. The Vice-President Finance;
  - vi. The Vice-President Communications;
  - vii. The Vice-President Academic; and
  - viii. The Vice-President Student Life.
2. Election of Executive:
  - i. The Executive shall be elected by and from the active members of the Society in a general election, which shall be held in late February or early March.
  - ii. The elections and nomination period shall be conducted and set by the Elections Committee, in accordance with the provisions outlined in the Code.
  - iii. The term of office for Executive Positions is from inauguration at the Annual General Meeting, through to the Annual General Meeting to be held 2 to 3 weeks prior to the end of classes the following year.
  - iv. Vacancies in any positions arising after elections will follow Article 10(4) or 10(13), depending on when in the year the vacancy arose.
  - v. In the event that an eligible Member is elected to an Executive position during the Spring Elections and loses eligibility in the SUS before Fall Elections, that executive must notify the President and resign upon leaving the Faculty of Science. A by-election will be held as outlined in Article 10(4). However, the former Member can still run for their position in a by-election during the Fall Elections, but is restricted to the position in which they previously won. Furthermore the ballot forms for the by-election will clearly state the Faculty/Program of all candidates, regardless if any other candidates are running. If the former SUS Member wins, they will automatically default as an honorary member of SUS.

The positions of President, AMS Representative and Senator can only be filled by a student that it is an undergraduate in the Faculty of Science.
3. The duties of the Executive shall be as outlined in the Code.

**Bylaw 6: Records**

1. The minutes of the Council and Committees shall be distributed via email to SUS Councilors, posted on the SUS Website, and copies of all minutes shall be submitted to the AMS Archivist/Researcher.

**Bylaw 7: Amendments**

1. The Constitution, Bylaws, and Code of Procedures of the Society may be amended by a Two-Thirds (2/3) Resolution of Council, providing that the following conditions have been met:
  - i. Written notification of the amendment shall be given to the VP Administration at least two weeks in advance of the Council meeting at which the amendment is to be voted upon.
  - ii. The amendment shall be distributed to the Council by the VP Administration at least two weeks in advance of the Council meeting at which the amendment will be voted upon.

**Bylaw 8: Liability**

1. The Society shall assume no liability for damages suffered, be they bodily harm, property damage and/or property loss, by any participant in any of the events sponsored by or sanctioned by the Society.
2. The Society shall assume no responsibility for any damages incurred directly or indirectly by the actions of a member of the Society unless such action has been approved by the Society.



# Science Undergraduate Society of the University of British Columbia

## *Code of Procedures*

### **Article 1: Interpretation & Definitions**

1. In this Code, unless the context otherwise requires:
  - **Fall Election** – shall mean the election in which the First Year Representatives, Program Representatives and General Officers of the Society are elected
  - **Spring Election** – shall mean the election in which the Executive, and AMS Representatives are elected
  - **Student at Large** – shall mean a Member who is eligible to serve in an appointed position by virtue of not being a voting member of Council
  - **AGM** – shall mean the Annual General Meeting
2. Unless the context otherwise requires, expressions in the Code which are defined in the Bylaws shall have the meanings so defined. Words imparting the singular shall include the plural, and vice versa.
3. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Society in all cases to which they are applicable and in which they are not inconsistent with the Society's Code or Bylaws.

### **Article 2: Executive Duties and Powers**

1. The Executive Officers of the Society shall:
  - i. Know and uphold the Constitution, Bylaws and Code of Procedures of the Society.
  - ii. Keep accurate written records of their activities during their term of office and prepare a detailed year-end report at the end of their term. This report should be presented to Council and the incoming executive at the AGM. Each report should also be filed by the VP Administration.
  - iii. Submit a proposed budget for their term of office to the VP Finance by the date requested by the VP Finance.
  - iv. Keep and maintain no less than two (2) office hours per week during the winter session.

- v. Have other duties as are outlined in the Bylaws or Code or assigned by Council from time to time.
2. Executive Committee
- i. There shall be an Executive Committee, composed of the eight members of the Executive, with the President as Chair.
  - ii. The Executive Committee shall:
    - a. Be responsible for the internal and external communications of the Society;
    - b. Present options and make recommendations to Council on matters of concern to the Society and its Members;
    - c. Ensure that all deserving members involved in the Society receive some form of recognition for their contribution and service to the Society;
    - d. Prepare and submit minutes to Council for acceptance; and
    - e. Have other duties as assigned by Council from time to time.
3. Specific Duties of the Executive:
- i. The President shall:
    - a. Be the main spokesperson for the Society;
    - b. Preside over general meetings of the Society and meetings of Council;
    - c. Vote only in the case where they can make or break a tie in a simple majority or two-thirds majority vote (except in the case of secret ballot, in which the President votes);
    - d. Supervise and coordinate the Executive of the Society;
    - e. Be a non-voting member of all committees of Council, unless otherwise stated;
    - f. Be responsible for the planning of the Society's involvement in Imagine Day, and liaise with UBC Orientations;
    - g. Be responsible for the organization of the Annual General Meeting;
    - h. Maintain communication with former Executives of the Society; and
    - i. Act as liaison to the Faculty of Science and the Dean's Office.
  - ii. The VP External shall:
    - a. Act as a liaison with any external organization and other AMS constituencies and to keep Council informed of their activities;
    - b. Inform Science students of employment opportunities by acting as a liaison between the Society and the UBC Students Career Services, and/or any other student employment office(s);
    - c. Chair Council Meetings in the absence of the President;
    - d. Inform undergraduate Science students of post-graduate opportunities; and

- e. Liaise with the representatives of the Society to the AMS Grad Class Council by organizing duties related to the Grad Class Council including but not limited to organizing the Science gift submissions and Grad Fee Rebate and advertising the Grad Class Council Annual General Meeting;
  - f. Obtain different forms of sponsorship for the Society and its different functions;
  - g. Maintain a sponsorship database detailing the sponsor, date of sponsorship, liaising personnel of the Society and sponsor and amount/type of sponsorship;
  - h. Have sole signing authority alongside the President for any contracts with external organization and sponsors; and
  - i. Be responsible for liaising and coordinating with Alumni Affairs to maintain relations and keep Science Alumni engaged in the Society.
- iii. The VP Internal shall:
- a. Organize an end-of-year recognition reception;
  - b. Assist first year Science students in the transition to university life by:
    - 1. Organizing the First Year BBQ, to be held in early September; and
    - 2. Forming and facilitating the First Year Committee;
  - c. Organize the Annual Council Retreat in the Fall of their term;
  - d. Promote Council team building;
  - e. Facilitate elections in the absence of an Elections Administrator; and
  - f. Enforce disciplinary action of Councilors when necessary from records of the Executive Assistant.
- iv. The VP Administration shall:
- a. Record the minutes of the SUS Executive meetings, keep the minutes on file in the Society's office, submit an electronic version to the SUS website, and forward a copy of the minutes to the AMS Archivist/Researcher;
  - b. Hire and supervise the Building Manager and together be responsible for the maintenance and premise bookings of the Abdul Ladha Centre;
  - c. Hire and supervise the IT Manager for the maintenance of the Society's electronic technologies;
  - d. Be responsible for the purchase and maintenance of office supplies and equipment and have UBC bookstore signing authority;
  - e. Coordinate the office hours of councilors, Executives, and *ex officious*;
  - f. Keep a current version of the Constitution, Bylaws and Code of Procedures, and have a current version of the Constitution, Bylaws, and Code of Procedures at meetings of the Society.

- g. Have the authority to renumber, reformat and grammatically correct the Code of Procedures to ensure uniformity and consistency throughout the aforementioned document.
  - 1. Changes of this nature may only be made provided the implications of Code are not altered.
  - 2. The VP Administration must inform council that they have corrected the code at the subsequent Council meeting.
- h. Oversee the annual review of standing of Science Clubs and shall
  - 1. Oversee and Chair the Clubs Commission outlined in Article 8(3)
  - 2. Provide notification of deadline and criteria of submission to Clubs
  - 3. Publish results in report to be submitted to Council
- i. Notify Clubs of their standing on behalf of the Society
- j. Be responsible for the planning and organization of one (1) Club Forum each term, preferably in the beginning of each term.
- k. Be responsible for the hiring of the Associate Vice-President of Administration;
- v. The VP Finance shall:
  - a. Be responsible for the finances of the Society;
  - b. Be the sole signing officer of the Society's main account;
  - c. Submit all budgets as required by the AMS Finance Commission;
  - d. Be responsible for the reimbursement of the Society's general account:
    - 1. Reimbursements should be processed in a timely manner (15 to 20 business days); and
    - 2. If extenuating circumstances prevent timely processing of the aforementioned reimbursements, said circumstances shall be presented to Council at the earliest notification;
  - e. Obtain estimates of all proposed expenditures;
  - f. Sign all requisitions of approved expenditures;
  - g. Work in conjunction with the incoming VP Finance and the incoming President in preparing the budget for the following term of office;
  - h. Submit and present an end of term 1 report to Council of all the accounts of the Society; and
  - i. Supervise the expenditures of all Committees and Commissions;
  - j. Be responsible for the hiring of the Associate Vice-President of Finance.
- vi. The VP Communications shall:
  - a. Coordinate the charity events of the Society;

- b. Coordinate any publications of the Society;
  - c. Approve any press releases to the media;
  - d. Actively promote, through SUS and other media, vacant positions on SUS Council and SUS Council Committees to the Members of the Society.
  - e. Be responsible for the promotion and coverage of SUS and related events;
  - f. Coordinate the annual First Week of the Society, to take place on the first week of the school year;
  - g. Hire and supervise the Webmaster to regularly update the Society's website;
  - h. Be responsible for the hiring of the Associate Vice-President of Communications.
- vii. The VP Academic shall:
- a. Represent the Society on the Faculty of Science Curriculum Committee as one of the student representatives;
  - b. Encourage and facilitate the creation of ad hoc committees for the purpose of planning academically-oriented events;
  - c. Be responsible for the organization and execution of various academic events such as conferences or information sessions targeting members of the Society ranging from first years to graduating students; and
  - d. Lobby the Faculty of Science or separate departments when appropriate as reflective of student feedback.
- viii. The VP Student Life shall:
- a. Be responsible for the appointment of the Frosh Committee Chair(s) and oversee the Frosh Committee;
  - b. Coordinate the annual Science Week, to take place during the second term of the school year and chair the Science Week Committee;
  - c. Be responsible for the appointment of the Science Grad Committee Chair(s) and oversee the Science Grad Committee;
  - d. Be responsible for the appointment of a Sports Director and Social Coordinator to chair their respective committees; and
  - e. Be responsible for the hiring of the Associate Vice-President of Student Life.

### **Article 3: AMS Council Representatives**

1. The representatives of the Society to AMS Council, as defined in the Bylaws of the Alma Mater Society, shall be:
  - i. The President; and
  - ii. The four (4) elected AMS Representatives.

2. Notwithstanding Article 3(1), the President is not required to be a representative to AMS Council if there is a conflict of interest arising from being an employee of the AMS. Vacancies in these cases will follow the procedure of Article 10(12).
3. In the event that the Society is entitled to more than five (5) Representatives to AMS Council, or in the event that the Society has less than three (3) elected AMS Representatives, the vacancies shall be filled as outlined in Article 10(12).
4. In addition to the duties and powers as defined in the Bylaws and Code of the Alma Mater Society, the AMS representatives shall:
  - i. Represent the Society, and represent the interests of Science students in general;
  - ii. Give a report on behalf of the Society at AMS Council meetings;
  - iii. Report to Council on the proceedings of the AMS;
  - iv. Inform members of the Society of the proceedings of the AMS by both verbal means; and
  - v. Ensure that a proxy is sent to AMS Council on behalf of the representative in the event that the representative is unable to attend a meeting of AMS Council.
5. The Chief AMS Representative will be chosen by the Science AMS Caucus, provided that they do not have voting power in Council by virtue of being an Executive. Their name shall be submitted to SUS Council before the first SUS Council meeting. As Chief AMS Representative, they shall:
  - i. Inform Council of any AMS rights or privileges to which the Society is entitled;
  - ii. Inform Council of any AMS policies or procedures of which the Society should be aware; and
  - iii. Keep current copies of the AMS Constitution, Bylaws and Code available on file in the Society's office.

#### **Article 4: Duties and Powers of Voting Members of Council**

1. The voting members of Council, as defined in Bylaw 4(2), shall:
  - i. Be responsible for the promotion of all Science events through such avenues as word of mouth, class announcements, and posters as requested by Council;
  - ii. Be required to contribute a minimum of three (3) volunteer hours during Science Week.
  - iii. Post and maintain no less than one (1) office hour per week during the Winter Session;
  - iv. Attend all Council meetings;
    - a. In the event that any voting member of council misses five total, or three consecutive meetings, without sending a proxy, a motion shall come to Council regarding that Councilor's recall. The VP Administration shall inform Council of this occurrence, and shall be responsible for informing the responsible parties to arrange a replacement representative.
  - v. Be a member of a minimum of two (2) committees and regularly attend their meetings; and
  - vi. Know and uphold the Constitution of the Society.

2. Further to the above duties, General Officers shall:
  - i. Post and maintain one (1) extra office hour per week (for a total of two hours);
  - ii. Submit a detailed report of activities at the Annual General Meeting to be filed in the portfolio for General Officers;
  - iii. Be active members on either Finance, Code and Policy or Academic Committee; and
  - iv. Liaise with their assigned non departmental club(s)
  - v. Under the supervision of the VP Internal, plan a minimum of one GO-led initiative in accordance with the Science Strategic Plan
  
3. Further to the above duties, Program Representatives shall:
  - i. Liaise between the Department or Program Administration and the Society by meeting with administration and providing monthly reports to Council;
  - ii. Liaise with their respective Faculty Administration;
  - iii. Attend all Departmental Club meetings and report to the Club regarding the proceedings of SUS Council; and
  - iv. Submit a detailed report of activities at the Annual General Meeting to be filed in the portfolio for each specific department or program.

#### **Article 5: Non-Voting Members of Council**

1. Council may, from time to time, appoint Members to non-voting positions by Resolution. These non-voting members shall, under the direction of the Executive, maintain a portfolio and assist Council in the execution of the Society's affairs.
2. The non-voting members include:
  - i. All elected AMS Representatives with the exception of the Chief AMS Representative. As outlined in Article 3.
  - ii. The Science Student Senator shall:
    - a. Report to Council of the proceedings of the UBC Senate;
    - b. Represent the interests and concerns of Science students and the Society to the UBC Senate;
    - c. Chair the Science Student Awards Committee and join the Academic Committee as a member;
    - d. Submit a detailed report of activities at the Annual General Meeting to be filed in the portfolio for the Science Student Senator.
  - iii. Associate Vice-President of Administration. The Associate Vice-President of Administration shall:

- a. Carry out all regular correspondence of the Society;
  - b. Compile contact information lists of the following:
    - 1. Science Club Executive as outlined in Article 12(1)(iv);
    - 2. Science Department Heads; and
    - 3. UBC Building Administration;
  - c. Record the minutes of the SUS Council meetings, keep the minutes on file in the Society's office, submit an electronic version to the SUS website and forward a copy of the minutes to the AMS Archivist/Researcher;
  - d. Ensure end of term reports are submitted by the Executive and members of Council, and compile the files;
  - e. Take attendance of members at meeting of Council;
  - f. Prepare and circulate the agenda of Council; and
  - g. Keep a minimum of one (1) office hour per week during the standard operating hours of the building.
- iv. Associate Vice-President of Communications. The Associate Vice-President of Communications shall:
- a. Represent the VP Communications should they be unable to attend in a meeting;
  - b. Oversee the Publications Committee;
  - c. Supervise the Webmaster to regularly update the Society's website;
  - d. Keep a minimum of one (1) office hour per week during standard operating hours of the building.
- v. Associate Vice-President of Finance. The Associate Vice-President of Finance shall:
- a. Send out Finance Committee agendas;
  - b. Take Finance Committee meeting minutes;
  - c. Receive grant applications;
  - d. Handle sports reimbursements;
  - e. Keep a minimum of one (1) office hour per week during standard operating hours of the building.
- vi. Associate Vice-President of Student Life. The Associate Vice-President of Student Life shall:
- a. Represent the VP Student Life should they be unable to attend in a meeting;
  - b. Oversee the Sports and Social Committees;
  - c. Keep a minimum of one (1) office hour per week during standard operating hours of the building.
- vii. Building Manager. The Building Manager shall:



- a. Be responsible for the day to day management of the Building Supervisors and IT Manager under the direction of the VP Administration;
  - b. Sit on the Building Management Commission;
  - c. Be responsible for receiving bookings applications;
  - d. Make a report to Council at the end of each term;
  - e. Keep a minimum of five (5) office hours per week during standard operating hours of the building;
  - f. Be responsible for bringing any incident in the Abdul Ladha Centre to the attention of the VP Administration;
  - g. Endeavor to promote the principles of sustainability in the operations of the Abdul Ladha Centre; and
  - h. Represent the Building Management Commission in dealings regarding the Abdul Ladha Centre with the Faculty of Science.
- viii. Elections Administrators. The Elections Administrators shall administer the Society's Elections and Referenda.
- ix. Building Supervisors. The Building Supervisors shall, under the direction of the VP Administration and the Building Manager, ensure that the Society's offices are maintained and supplies necessary for the operation of the office are obtained.
- x. IT Manager. The IT Manager shall coordinate and maintain the Society's informational and technological assets.
- xi. Sales Managers. The Sales Managers shall, under the direction of the VP Communications, facilitate the design, purchase, and sale of various merchandise bearing "Science" and UBC, as well as the Society's name and/or logo.
- xii. The Sports Director shall:
- a. Promote the participation, on behalf of the Society, of all Science students in UBC's Intramural sports program;
  - b. Inform Publications Manager and Webmaster of the activities of the Sports Committee and of any exceptional performances by SUS athletes, for publication purposes;
  - c. Provide rebates for Science teams/individuals who meet the criteria as set out by the Sports Committee; and
  - d. Promote Council team building through participation in athletic activities.
- xiii. The Social Coordinator shall:
- a. Organize, coordinate, and promote all social functions of the Society;
  - b. Coordinate the sale and distribution of tickets for the Society's functions; and
  - c. Coordinate advertising for the Society's social events.
- xiv. The Digital Signage Coordinator shall:

- a. Be the contact person of the Society in terms of digital signage;
  - b. Maintain the digital signage in the Ladha Centre;
  - c. Coordinate the training of the incoming Digital Signage Coordinator under the head digital signage coordinator of the university.
3. All non-voting members shall present a detailed report of activities at the Annual General Meeting to be filed in the portfolio of the Executive member directing the non-voting member.

#### **Article 6: Council Meetings**

1. Regular Council meetings shall be held once per week on Thursdays at 12:45 PM during Winter Session unless impractical.
  - i. Quorum is one half plus one of the voting members of Council.
  - ii. Each voting member of council shall have only one vote.
  - iii. Any member who is unable to attend shall send a proxy in their place. This proxy shall be entitled to speak and vote in the missing member's place.
2. Meetings of Council shall be open to all Members of the Society and members of the general public. In the event that Council is required to hold an *in camera* meeting to prevent the disclosure of confidential information, Council may, by Two-Thirds (2/3) Resolution, hold an *in camera* session, during which only voting members (defined in the Bylaws) and non-voting members (defined in Article 5) may be present. The above provision notwithstanding, Council may, by Two-Thirds (2/3) Resolution, invite guests to attend an *in camera* session.
3. Rules of order at all meetings of the Society shall be as in Robert's Rules of Order, Newly Revised.
4. At the commencement of each council meeting, members of SUS may be acknowledged for any significant work that they have accomplished for the Science student body or in their respective committees to a maximum of five (5) minutes.

#### **Article 7: Committees of Council**

1. General
  - i. Council may, by Two-Thirds (2/3) Resolution, establish a standing or *ad hoc* Committee, provided that no powers of Council are delegated to a committee.
  - ii. Quorum for committees of Council shall be a majority of the voting membership of the Committee. If quorum is not present, the lack of quorum shall be noted in the minutes.
  - iii. The meetings of all committees shall be open to any member of Council and to the general public, unless otherwise specified in the Code, or by Resolution of the Committee.
  - iv. Any *ad hoc* Committee may dissolve itself by a Two-Thirds (2/3) Resolution of its members.
  - v. All standing Committees shall be dissolved upon Executive Turnover.

- vi. All the committees listed under Article 7 are standing Committees aside from the following:
    - a. Science Week Committee
    - b. Sales Committee
    - c. Publications Committee
    - d. First Week Committee
    - e. Frosh Committee
    - f. Science Grad Committee
    - g. Media Committee
    - h. Elections Committee
2. Academic Committee
- i. The Academic Committee shall be composed of:
    - a. the VP Academic, who shall be Chair;
    - b. the Program Representatives;
    - c. the Science Student Senator; and
    - d. the Chief AMS Representative.
  - ii. The Committee shall:
    - a. Coordinate the Society's attempts to improve academic conditions;
    - b. Organize academic events for Science students;
    - c. Administer and award the Teaching Excellence Award(s);
    - d. Administer and award the Leadership Award(s); and
    - e. Refer to the AMS Ombudsperson or AMS Advocacy Office any Science students who have grievances in academic matters.
3. Finance Committee
- i. The Finance Committee shall be composed of:
    - a. the VP Finance, who shall be Chair;
    - b. the AVP Finance;
    - c. six (6) members of Council; and
    - d. two (2) members at large
  - ii. The Committee shall:
    - a. Be responsible for the allocation and distribution of money from the SUS Club/Conferences Grants account to Science Clubs; and
    - b. Review and assist the VP Finance in preparing the end of Term 1 Budget Report.
  - iii. The members of the Finance Committee shall be impartial, and shall:

- a. Declare all club memberships or other possible conflicts of interest to the VP Finance upon appointment;
  - b. Submit a declaration of neutrality to the VP Finance prior to the first meeting of the Finance Committee; and
  - c. Abstain from debate and voting on any issue which directly concerns funding to any such conflict of interest in a manner decided upon by the Chair.
- iv. Meetings of the Finance Committee during which club allocations are granted shall be open only to members of the committee (or their proxy). Guests may be invited only upon a Two-Thirds (2/3) Resolution of the Committee.
4. Code and Policy Committee
- i. The Code and Policy Committee shall be composed of:
    - a. The VP Administration, who shall be Chair;
    - b. Four (4) members of Council; and
    - c. Two (2) members at-large.
  - ii. The Committee shall:
    - a. Periodically review the Society's Constitution, Bylaws and Code of Procedures, and ensure their relevance to the Society's objectives and needs;
    - b. Be responsible for the review of the adherence of Clubs to the regulations outlined in the Bylaws and Code;
    - c. Be responsible for the creation, development and review of the official policies of the Society; and
    - d. Have other such duties as assigned by Council or the Executive from time to time.
5. Elections Committee
- i. The Elections Committee shall be composed of:
    - a. The Elections Administrator, who shall be Chair; and
    - b. Two (2) active members of the Science Undergraduate Society who are in good standing, of which one will be the Electoral Public Relations Officer and the other the Electoral Secretary.
  - ii. Members of the Committee shall not be candidates in an election being administered by the Committee, and shall remain neutral in Society referenda. Members shall immediately notify Council of any apparent or possible conflict of interest. In the event that a member of the Committee has violated this provision, the member may be removed from the Committee by a Resolution of Council, or Two-Thirds (2/3) Resolution of the Elections Committee.
  - iii. Positions and Duties:
    - a. The Elections Administrator shall:
      1. Be in contact with the Dean of Science Office;

2. Send out a broadcast email informing students of elections and referenda;
  3. Inform the Dean of Science Office of the results of elections;
  4. Be in charge of approving campaign materials;
  5. Perform general duties required for running elections; and
  6. Schedule and chair the All Candidates Meeting.
- b. The Electoral Public Relations Officer shall:
1. Be in charge of advertising the opening of nominations in elections;
  2. Be in charge of advertising the voting period of elections and referenda;
  3. Advertise the results of elections and referenda;
  4. Use any allowable methods of advertisement necessary to properly ensure a large majority of Science students are aware including but not limited to: posters, classroom announcements, and website updates; and
  5. Advertise unfilled positions.
- c. The Electoral Secretary shall:
1. Record minutes of all meetings held by the Elections Committee;
  2. Record all offenses including specific infringements tabulated with their subsequent penalties;
  3. Be aware of previous records/precedents set for violations and their penalties; and
  4. Update the list of records/precedents for violations within elections.
- d. The Elections Committee shall:
1. Be familiar with SUS Code of Procedures regarding Elections;
  2. Compile a set of guidelines for Elections and Referenda to be approved no less than one week in advance of the election by SUS council;
  3. Conduct the Fall and Spring Elections of the Society, as well as any referenda which have been ordered by Council, in a fair and unbiased manner;
  4. Distribute guidelines and rules for elections to nominees at the All Candidates Meeting;
  5. Conduct the All Candidates Meeting prior to an election;
  6. Be the sole judges of the Guidelines for Elections or Referenda after the guidelines have been approved by Council;
  7. Field complaints and appeals during elections and referenda;
  8. Make an oral presentation of results to Council and a more detailed presentation to the Executive Committee as defined in Article 10 of Code and Procedures; and

9. Compile the results of an election or referenda into a written report including all violations, their penalties and vote tallies along with recommendations for future elections and referenda, to be presented to Council.
6. Corporate Relations and Sponsorship Committee
    - i. The Corporate Relations and Sponsorship Committee shall be composed of:
      - a. The VP External, who shall be Chair; and
      - b. Other qualified students as appointed by the VP External.
    - ii. The Committee shall:
      - a. Liaise with external organizations and report any significant opportunities to Council;
      - b. Obtain sponsorship for the Society and its various events; and
      - c. Be responsible for the creation and distribution of the Sponsorship Package.
  7. Social Committee
    - i. The Social Committee shall be composed of:
      - a. The Social Coordinator, who shall be Chair;
      - b. Five (5) members of Council;
      - c. Three (3) members at-large; and
    - ii. The Committee shall:
      - a. Propose a social program for approval to Council not more than two weeks after the Social Committee is formed;
      - b. Coordinate and promote the social programs as approved by Council; and
      - c. Organize and coordinate the annual Cold Fusion concert.
  8. Sports Committee
    - i. The Sports Committee shall be composed of:
      - a. The Sports Director, who shall be Chair;
      - b. Three (3) members-at-large, who shall be known as Associate Sports Directors; and
      - c. Three (3) councilors.
    - ii. The Committee shall:
      - a. Inform Science students of the intramural programs and other sports programs offered at UBC;
      - b. Promote and coordinate Science student participation in these events;
      - c. Keep records of participants for Science;
      - d. Award Science Athletic Awards for Sports Participation and the top Men's and Women's Participants; and
      - e. Regulate rebates for sports participation.

**Comment [E1]:** Meet with Nick and/or Carmen. Ask if they wanna change the Elections Committee cause as far as I know, we don't do it like this anymore.

**Comment [E2]:** Meet with Nina. Might want to change how the social committee is.

## 9. Science Frosh Committee

- i. The Science Frosh Committee shall be composed of:
  - a. Two (2) Co-Chairs as appointed by the VP Student Life;
  - b. The VP Student Life; and
  - c. The Event, Human Resource, Logistic and Graphic Coordinators, as appointed by the Co-Chairs.
- ii. The Committee shall:
  - a. Liaise with the Faculty of Science for Science Frosh and present a proposal and budget breakdown to the Dean's Office;
  - b. Organize no less than two (2) Frosh training days for Frosh leaders and volunteers;
  - c. Promote and coordinate all the aspects of Science Frosh; and
  - d. Prepare a turnover report for Science Frosh.

## 10. Science Week Committee

- i. The Science Week Committee shall be composed of:
  - a. The VP Student Life, who shall be Chair; and
  - b. The Event, Human Resource, Marketing, Logistic and Graphic Coordinators, or any other members as appointed by the VP Student Life,
- ii. The Committee shall:
  - a. Propose a timetable of Science Week activities (to take place during the last full week of January) to Council for their approval;
  - b. Confirm the dates of these activities and inform Council of any changes as early as possible;
  - c. Inform Council of the official Science Week Charity at least one month in advance of Science Week;
  - d. Host a SUS Open House during Science Week;
  - e. Prepare a turnover report of Science Week events;
  - f. Promote and coordinate all of the events of Science Week; and
  - g. Via the Chair, act as a liaison to the Faculty of Science for Science Week.

## 11. Science Grad Committee

- i. The Science Grad Committee shall be composed of:
  - a. Two (2) Co-Chairs as appointed by the VP Student Life;
  - b. The VP Student Life; and
  - c. One (1) Representative from each Science Club which is interested in collaborating with Science Grad.

- ii. The Committee shall:
    - a. Liaise with the Faculty of Science for Science Grad and present a proposal and budget breakdown to the Dean's Office;
    - b. Fundraise leading up to Science Grad to offset costs and reduce ticket costs for students;
    - c. Submit and present a budget breakdown to the VP Finance and Finance Committee before it is passed by Council;
    - d. Promote and coordinate all the aspects of Science Grad; and
    - e. Prepare a turnover report for Science Grad.
12. First Year Committee
- i. The First Year Committee shall be composed of:
    - a. The two (2) First Year Representatives;
    - b. The Science One Program Representative;
    - c. The Coordinated Science Program Representative;
    - d. Any other interested first year member of the Society; and
    - e. The VP Internal.
  - ii. The Committee shall:
    - a. Elect, from its members, two (2) Co-Chairs;
    - b. Coordinate no less than two (2) events in the Winter Session which are oriented towards first year Science students;
    - c. Promote events and activities of general interest to first year students; and
    - d. Be allocated a grant of no less than \$1.25 per first year Society member from the Society's general accounts.
13. First Week Committee
- i. The First Week Committee shall be composed of:
    - a. The VP Communications, who shall be Chair; and
    - b. Members as appointed by the VP Communications.
  - ii. The Committee shall:
    - a. Promote and coordinate all the events during First Week in September;
    - b. Hold a SUS Open House during First Week;
    - c. Maintain a booth on Imagine Day promoting the Society; and
    - d. Support and foster Science spirit particularly on Imagine Day.
14. Public Relations Committee
- i. The Public Relations Committee shall be composed of:
    - a. The VP Communications, who shall be Chair;

**Comment [E3]:** As far as I know FYC is a bit more structured now. Ask Nick if he wants to change this to reflect the change. FYC Chair isn't even included on here.



- b. Seven (7) members of Council; and
    - c. Three (3) members at-large.
  - ii. The Committee shall:
    - a. Promote the Society and its events to the UBC community; and
    - b. Coordinate charitable events throughout the Winter Session including but not limited to at least one (1) during Science Week.
15. Sales Committee
- i. The Sales Committee shall be composed of
    - a. The Sales Manager(s), who shall be Chair;
    - b. The VP Communications;
    - c. Seven (7) members of Council; and
    - d. Three (3) members at-large.
  - ii. The Committee shall:
    - a. Actively promote the visibility of SUS and the Faculty of Science through the design, creation and sale of SUS merchandise to the UBC community;
    - b. Ensure the continued operation of the Committee in a manner that allows it to be self-sufficient from the Society;
    - c. Make two annual business proposal presentations to the Executive committee; one before September for selling merchandise during the first week of school, and a second one before Science Week for selling merchandise during Science Week.
    - d. Offer Science departments, program of studies, clubs, and sports teams uniforms/other merchandise at rates comparable to "at cost" plus operation expenses.
16. Publications Committee
- i. The Publications Committee shall be composed of:
    - a. The Publications Manager, who shall be Chair;
    - b. The VP Communications;
    - c. Five (5) members of Council; and
    - d. Three (3) members at large.
  - ii. The Committee shall:
    - a. Develop a budget for the publication needs of the Society and present the budget to Finance Committee for inclusion in the overall budget; and
    - b. Coordinate the various publications of the Society.
17. Science Student Recognition Awards Committee
- i. The Science Student Recognition Awards Committee shall be composed of:

- a. The Science Student Senator, who shall be Chair;
  - b. The President;
  - c. The VP Internal;
  - d. The VP Finance;
  - e. Three (3) councilors; and
  - f. Three (3) members-at-large
    1. None of which is eligible to be the recipient of the award.
- ii. The Committee shall:
    - a. Allocate funds for the Science Student Recognition Awards, awards not based on academic merit;
    - b. Be responsible for the promotion and the advertisement of the Award;
    - c. Create or moderate the rubric on a yearly basis;
    - d. Evaluate the applications in smaller groups composed of:
      1. One (1) executive;
      2. One (1) councilor;
      3. One (1) member-at-large.
18. Media Committee
- i. The Media Committee shall be composed of:
    - a. The VP Communications, who shall be Chair; and
    - b. Other qualified students as appointed by the VP Communications.
  - ii. The Committee shall:
    - a. Provide media coverage of SUS or related events by photo or video;
    - b. Showcase and make accessible coverage of events to Science students; and
    - c. Assist with the promotions of the Society in terms of providing photography and videography.

### **Article 8: Commissions of Council**

1. General
  - i. Commissions of Council shall be bodies charged to complete a specific task on behalf of the Society.
  - ii. Commissions shall be comprised of appointed personnel, and shall be chaired by a sitting member of the Executive or by another elected member of Council.
  - iii. The specific duties of a commission shall be established by Code, and can be further expanded on by policy documents.

- iv. Quorum for Commissions of Council shall be a majority of the voting membership of the Commission. If quorum is not present, the lack of quorum shall be noted in the minutes.
  - v. The meetings of all Commissions shall be closed, unless an invitation is granted by the Chair.
2. Building Management Commission
- i. The Building Management Commission shall be comprised of:
    - a. The VP Administration, who shall be Chair;
    - b. The Building Manager;
    - c. Building Supervisors; and
    - d. The IT Manager.
  - ii. The Building Management Commission shall:
    - a. Oversee the administration of the Ladha Centre; and
    - b. Be responsible for Bookings, in a manner to be determined by Council;
3. Clubs Commission
- i. The Clubs Commission shall be comprised of:
    - a. Two (2) members-at-large
  - ii. The Clubs Commission shall:
    - a. Review the standing of Science Clubs annually at the start of each academic year;
    - b. Be the contact point for Science Clubs with the Society;
    - c. Along with the VP Administration, organize one (1) Clubs Orientation at the beginning of the school year; and
    - d. Meet with club presidents at least once (1) each term.

### **Article 9: Financial Accountability**

1. All expenditures of the Society's finances in excess of \$250 not allocated by the Budget shall be submitted to the Finance Committee for preliminary review and presented to Council for approval.
2. All expenditures of the Society's finances less than \$250 can be allocated by Two Thirds (2/3) Resolution of the Executive Committee.

### **Article 10: Elections**

1. The Executive of the Society and the AMS Representatives shall be elected in the Spring Election, which shall occur during March.
2. The Executive of the Society shall be elected by and from the active members of the Society.

3. AMS Representatives shall be elected by all active members of the Society. Eligible candidates shall be active members of the Society, excluding the candidates for President.
4. In the event that an elected Executive or AMS Representative resigns their position after being elected before the Fall Election, a by-election will be held at the same time as the Fall Election. Temporary appointment of the position will be at the discretion of the Executive Committee until the Fall Election occurs.
5. The Program Representatives, First Year Representatives, and General Officers shall be elected in the Fall Election, which shall occur during early October.
6. Program Representatives shall be elected by and from the active members in the Department or Program.
7. First Year Representatives shall be elected by and from the active members enrolled in First Year Science, excluding those members enrolled in the Science One or Coordinated Science Program.
8. General Officers shall be elected by and from the active members of the Society.
9. Elections of the Society shall be conducted by secret ballot, either by paper or electronic means, at the discretion of the Elections Committee.
10. Violations and Penalties
  - i. The Elections Committee shall determine penalties for violations of the Elections Policy in accordance with the regulations and procedures outlined in this document.
  - ii. Rulings by the Elections Committee must be decided by a majority vote.
  - iii. Penalties shall be in proportion to the seriousness of the offence.
  - iv. Penalties shall be applied consistently to all similar offences.
  - v. The deduction and/or reallocation of votes shall not be allowed as a penalty.
  - vi. Candidates must not be penalized for failure to campaign.
  - vii. In situations where offences or irregularities may have seriously skewed the election results, the Elections Committee may declare the election invalid and call for a re-election.
  - viii. New rules written during an election will not be valid for that election.
  - ix. In accordance with the AMS Code of Procedures, all penalties must be written and approved prior to an election. All rules and penalties shall be outlined in a written document to be presented at the All Candidates Meeting.
11. Release of Results
  - i. As soon as the votes are tallied, the Elections Administrator shall release the “unofficial results”.
  - ii. The Elections Administrator shall make a presentation of the unofficial results of the election, including numbers and other points of interest, at the first Council meeting following the election. As soon as the Elections Administrator presents the results, and Council accepts them, the results shall be official and binding upon the Society. **The Elections Administrator shall announce the official results on the SUS website.**

- iii. The Elections Administrator shall give an explicit report to the Executive Committee outlining specific offenses, penalties and vote tallies.
  - iv. In the event of a tie, the winner shall be determined according to the AMS Code of Procedures.
12. Interpretations, rulings, complaints and appeals
- i. Protests or complaints of irregularities regarding candidates, or election officials may be submitted to the Elections Committee, provided that the protest or complaint is submitted in writing no more than 48 hours after the occurrence to which it relates and is signed by at least three SUS members. The Elections Committee shall make a ruling within 24 hours of receiving the protest or complaint.
  - ii. The person lodging the complaint may appeal the ruling made by the Elections Committee by appealing to the AMS Elections Committee provided that the protest or complaint is submitted in writing no more than 48 hours after the Elections Committee has released their ruling.
13. Vacancies in any positions arising after elections shall be advertised to the active membership of the Society and filled at a meeting of Council, said meeting to occur no less than two (2) weeks after first advertisement of the vacancy.

#### **Article 11: Attendance and Recall**

1. Members of Council are expected to attend all meetings of Council as well as all relevant committee meetings as defined by Article 4.
2. In the event that an Executive misses more than three (3) Council or Executive meetings during their term of office, the Internal Vice-President or President shall inform Council of the matter.
3. In the event that a non-Executive member of Council misses more than three (3) consecutive or five (5) total Council meetings during their term of office, the Internal Vice-President shall inform Council of the matter.
4. Any member of Council may be removed from office for any of the following reasons:
  - i. Resignation;
  - ii. Poor attendance (as described in Article 11(1), (2) or (3));
    - a. SUS Councilors must inform the Administrative Assistant of their anticipated absence and their proxy's name prior to the SUS council meeting in question.
    - b. SUS Councilors or their proxies must be present for the majority of the total length of the SUS council meeting to be considered present.
  - iii. Unsatisfactory performance according to a petition signed by a minimum of one-tenth of the active membership;
  - iv. Failure to carry out their duties as outlined in the SUS Constitution, Bylaws, or Code of Procedures.

5. Recall of a Member requires a Two-Thirds (2/3) Resolution of Council, including abstentions and blanks.
6. Any removed officer may run for their position again.

### **Article 12: Science Clubs**

1. To qualify as a Science Club the organization in question must:
  - i. Have a membership fee and a members list;
  - ii. Be listed in the Bylaws;
  - iii. Have membership consisting of members of the Science Undergraduate Society;
  - iv. Submit list of the Club's Executive, including contact information, to the Administrative Assistant; and
  - v. Be a professional Club or represent any of the Departments or Programs outlined in Bylaw 4(2)v.
2. Council shall not exercise control over the activities and conduct of any of the Science clubs.
3. Council shall distribute Grad Fee rebates to the clubs upon receipt of the necessary documents by the Director of Finance.
4. At least \$2 per person registered in the Faculty of Science (excluding first year students) shall be set aside for club grants. Finance Committee shall recommend to Council a proposed distribution of this club grant. Clubs shall receive a portion of this grant provided that they have:
  - i. Submitted a membership list including student numbers to the Director of Finance prior to the November meeting of the Finance Committee;
  - ii. Submitted an annual budget for review to the Director of Finance prior to the November meeting of the Finance Committee;
  - iii. Attended the November meeting of the Finance Committee;
  - iv. Maintained a club booth and held event(s) during Science Week in January.
5. The Society shall endeavor to offer clubs:
  - i. Advertising in Society publications;
  - ii. Registration and accounting for Intramural teams; and
  - iii. Assistance and support with various UBC governing bodies;
6. Council may, by a Two-Thirds (2/3) Resolution, constitute a new Science Club, providing that:
  - i. The Club meets all the criteria listed in Article 12(1) above;
  - ii. A representative (or representatives) of the Club has regularly attended Council for a period of at least twelve (12) months prior to applying for constitution; and
  - iii. The Club has submitted a formal request for constitution to Council. This request shall outline the goals and objectives of the Club and the Club's relevance to Science students.

- a. Upon which the Club shall be considered a SUS Guest club, which will:
  1. Be eligible for 25% discount on bookings in the Ladha Centre;
  2. Be eligible for limited advertising privileges in all of the Society's communication channels;
  3. Be ineligible for grant applications.
7. It is recommended that Science Clubs
  - i. Appoint a representative as outlined by Article 5(2);
  - ii. Liaise and be in contact with the elected Program Representative for departmental clubs or the assigned General Officer for non-departmental clubs; and
  - iii. Encourage Club Executives to sit on Committees of the Society.
8. The Society shall endeavour to offer services outlined in Article 12(4) and (5) to Clubs in good standing.
  - i. A Club in good standing shall be recognized by:
    - a. Attendance by Club Representatives to all Club Forums;
    - b. Submission of required documentation to the Society as outlined in Article 12(1)iv and Article 12(4)j, ii; and
    - c. Duty of Club in Science Week as outlined by Article 12(4)v.
    - d. Submission of an annual report as instructed by the VP Administration to be reviewed by the Clubs Commission to evaluate the standing of the Club.
  - ii. A club in Good Standing is entitled to specific privileges, which include but are not limited to:
    - a. Full advertising privileges in all Society's communication channels;
    - b. Eligibility for 100% discount on bookings in the Ladha Centre;
    - c. Eligibility for grants.
  - iii. Failure to maintain good standing will result in disciplinary action up to and including the revoking of status as a Science Club.
    - a. A club in Bad Standing shall:
      1. Be eligible for limited advertising privileges in all of the Society's communication channels;
      2. Be required to pay the full rates when booking the Ladha Centre;
      3. Be ineligible for grants.

### **Article 13: Awards**

1. The Society shall present non-monetary Executive Awards each year in recognition of service rendered to the Society by its members. Recipients and awards shall be selected at the discretion of the Executive.
2. Non-monetary Athletic Awards shall be awarded by the Sports Committee.

3. Teaching Excellence Awards and SUS Leadership Awards shall be awarded by the Academic Committee.

**Comment [E4]:** Double check with Carmen, Nick, Maddy or the others. This seems redundant or could possibly be worded better.

#### **Article 14: Policies**

1. Council may create external and internal policies as well as combined policies.
2. External Policies
  - i. Council may express an opinion, sentiment or principle about external matters by means of an external policy.
  - ii. An external policy shall contain:
    - a. A preamble explaining the reasons for expressing an opinion, sentiment or principle; and
    - b. A resolution declaring the opinion, sentiment or principle.
3. Internal Policies
  - i. Council may establish principles for the Society, or for some part of the Society, along with procedures for implementing those principles, by means of internal policies.
  - ii. An internal policy shall contain:
    - a. A preamble explaining the reason for the policy; and
    - b. The policy itself, including the principles being established.
    - c. An internal policy may also contain procedures for implementing the principles established by the policy.
4. Combined Policies
  - i. Council may create combined policies that both express an opinion, sentiment or principle in the manner of external policies and establish principles for the Society in the manner of internal policies.
  - ii. A combined policy shall contain:
    - a. A preamble explaining the reason for expressing an opinion, sentiment or principle about an external matter and for implementing the internal aspects of the policy;
    - b. A resolution declaring the opinion, sentiment or principle; and
    - c. The internal aspects of the policy.
5. Expiration
  - i. A policy shall remain in effect for three (3) years from its date of adoption, unless Council specifies that it is to be in effect for a shorter period.
  - ii. When a policy expires, the Code and Policy Committee shall review it and at its discretion may recommend that Council renew it.
6. Policies, whether external, internal, or combined, may only be adopted, amended, renewed, suspended, or rescinded by a Two-thirds (2/3) Resolution of Council.



7. All policies, including internal, external, and combined policies, shall be documented in a Policy Manual, as maintained by the VP Administration.

**Article 15: Warnings**

1. In the unlikely event of a conflict, the AMS Constitution, Bylaws, and Code of Procedures shall supersede this document.
2. The Executive of the Society shall have the right to appeal any challenges of this nature to the Student Court. In the event of a favorable ruling, the Code shall, in this case, be seen as paramount, and a notation to this effect shall be entered into Code.