



The Science Undergraduate Society of UBC c/o Dean of Science - 6270 University Boulevard - Vancouver, BC V6T 1W5  
604-822-4235 - info@sus.ubc.ca - www.sus.ubc.ca

**Date of Meeting: Tuesday March 31st, 2015**

**Location:** Abdul Ladha meeting room

## **ATTENDANCE**

Carmen Leung, Paul McDade, Melody Saleh, Jeff Pea, Josh Ackerman

CALL TO ORDER: 7:10pm

### 1) Update from Council Meeting

Everything was passed except for the GO Position Description. Councilors believe that non-departmental clubs should have representation on Council, which is strange considering that the updated Bylaw 4 (that removed departmental club and non-departmental club seats on Council) was approved. Instead, CAPC was tasked to determine the role of non-departmental clubs in SUS and what is considered a Science or SUS-affiliated club. This report would be due by November in the upcoming school year. This would need to be a task that would be continued by the next CAPC members.

### 2) Job Descriptions

Currently, there are some inconsistencies between all of the various job descriptions, including formatting, font, and specific information. For example, the job descriptions are slightly different between various positions within the Building Management Commission (i.e. Building Manager, Event Supervisor). Likewise, the job descriptions with the Webmaster and the IT Manager are very different in terms of appearance and qualifications. To get a complete review of these job descriptions, including its duties and qualifications, it would be good to discuss with the individuals currently in those positions to get their feedback. This would be good, since currently they are in the process of writing their transition reports. Such feedback should allow the committee to readily review these job descriptions.

### 3) Bylaw 6

Currently, this is not being reinforced. Nothing needs to be changed except its lack of practice. That is something that needs to be done by the VP Administration in the future.

### 4) Bylaw 7

Currently, this Bylaw is being breached, since CAPC or the VP Administration do not distribute the amendment changes two weeks in advance. The committee believes that it is not sensible that two weeks is the minimum time, for that would be the same week of the previous Council meeting. As such, written notification of the amendment shall be given to the VP Administration at least one (1) week in advance of Council meeting at which the amendment is to be voted upon. Likewise, the amendment being distributed to Council by the VP Administration at least three (3) days in advance of the Council



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meeting at which the amendment will be voted upon. These changes are sensible and would be consistent with the current practice of both the committee and Council.

5) Education and Enforcement of Constitution, Codes, Bylaws

Lengthy discussion took place involving how Councilors and Executives can be more accountable with their duties and responsibilities that are within our Governance documents. Currently, many councilors are not very well informed about what are the official operations of the Society are. Because very few councilors go through Code, certain practices are broken and forgotten. It is unreasonable that we remove things from Code that is not being followed but should be. However, it would be better if we find that certain practices, when not utilized, are actually better in terms of the Society's operations. This issue is something that needs to be improved. In the future, it would be important to make councilors look through Code, at least the Constitution and Bylaws, prior to taking office. A good time for this, for example, would be at the SUS Retreat. At the minimum, Executives should fully know their position duties and responsibilities during Executive Retreat. The tricky part would be the enforcement throughout the school year, with the solution being quite enigmatic with the current committee. Brainstorming and feedback from both Councilors and Executives would be necessary to find a solution for this.

6) Bylaw 8

There is no need to have this within Code, since it does not actually do anything. This Bylaw doesn't necessarily protect the Society from any liability, since the victim can still technically bring the Society to court. At the same time, it would look controversial to keep this in Code. There is a strong juxtaposition in which it is not necessary to have it in Code but it is also be too problematic to remove it. In AMS, there is a very similar Code in place regarding that the AMS is not accountable for the action of its members, unless such action is approved by the Society. Many in the committee believe that this Bylaw makes us more in danger of getting into trouble. SUS is also covered by AMS Bylaw, which is actually legally binding and contains the same statement. So far, there is a lot of reasons for it hurting the Society but very little to help the Society. Technically, no one can sue SUS but rather the AMS (unless they sue the collective group of students that are the Science Undergraduate Society). This may be something to ask the AMS for feedback.

Meeting Adjourned: 8:04PM

*Carmen Leung*

Carmen Leung

VP Administration