Contents

Faculty of Science  3
About the Science Undergraduate Society  4
History  5
Strategic Plan  6
SUS Council  7
The Executive Committee  8

Position Descriptions

President  10
Vice-President, External  11
Vice-President, Internal  12
Vice-President, Administration  13
Vice-President, Finance  14
Vice-President, Communications  15
Vice-President, Academic  16
Vice-President, Student Life  17
Science Student Senator  18
AMS Council Representative(s)  19
Faculty of Science

UBC Science faculty members conduct top-tier research in the life, physical, earth and computational sciences. Their discoveries help build our understanding of natural laws—driving insights into sustainability, biodiversity, human health, nanoscience and new materials, probability, artificial intelligence, exoplanets and a wide range of other areas.

Ranked among the world’s top 40 universities, UBC research prowess in environmental science, math, physics, plant and animal science, computer science, geology and biology is consistently rated best in Canada by international and national rankings.

UBC Science is also a recognized North American leader in advancing science education. An incubator of educational innovations at UBC and beyond, the Faculty’s teaching and learning initiatives, including Nobel prize-winning Carl Wieman’s Science Education Initiative, have transformed more than 180 science courses, improving the classroom experience of 16,000 UBC undergraduates every year.

The Office of the Dean of Science, Science Advising, and Science Student Engagement work closely with the the Science Undergraduate Society of UBC Vancouver.

For more information on the Faculty of Science, visit science.ubc.ca/about

Faculty of Science At a Glance

- **8,157** undergraduate students
- **1,338** international undergrads
- **535** staff
- **429** faculty
- **2,070** annual co-op placements
- **43,000** UBC Science alumni
About the Science Undergraduate Society

Overview

SUS is YOUR student society. Every science student is a member of SUS and pays an annual fee that is used to run all the services, events, and grant programs that SUS offers. Our mandate is to promote the academic, physical, and social well-being of all science students, generate a measure of pride and spirit for our Faculty, provide services for our students, create and foster a sense of science community, promote good relations with other communities on campus, and represent our interests as students to the administration.

SUS provides a variety of grants and awards to assist students in engaging in personal and professional development opportunities, as well as sports rebates.

SUS also manages the programming in the Abdul Ladha Science Student Centre (ALSSC). The ALSSC is a shared social and study space that is dedicated to helping UBC Science students connect and learn outside of the classroom. The Centre was made possible by a generous gift from UBC alumnus and entrepreneur, Abdul Ladha, contributions from the UBC Informal Learning Space Fund, the Dean of Science, and UBC Science students. The ALSSC is located on the traditional, ancestral, and unceded territory of the xʷməθkʷəy̓əm (Musqueam) people.

Want to get involved with your Society?

Join a SUS Committee, run in Fall Council Elections, volunteer for events, and visit our office in Abdul Ladha Science Student Centre to meet and speak with your executives.

You may find awards, grants, building and meeting room bookings, budgets, and more on sus.ubc.ca.

Connect With Us

Facebook /susubc
Twitter @susubc
Instagram @susubc
Snapchat @sus.ubc
Labrat: Facebook /labrat.sus

Find awards, grants, building and meeting room bookings, budgets, and more on sus.ubc.ca.
On January 17, 1961, the Ubyssey runs an article saying there are plans to split the Arts and Science Undergraduate Society (ASUS). It says the constitutional requirements for doing so will include approval by a general ASUS meeting, a meeting of the Undergraduate Societies Committee (an AMS body at that time), a meeting of Student Council, and a referendum. However, Mr. Sheldon Goldfarb, AMS Archivist, found no sign of a referendum on this.

According to Mr. Goldfarb, the Ubyssey may simply have been wrong; a later article then said final approval would take place at the annual spring general meeting of the AMS, but that didn’t seem to happen either.

The Arts and Science Undergraduate Society votes to split into two separate undergraduate societies.

AMS Council approves constitutions for a separate AUS and a separate SUS, after previously approving the split in principle.

The Ubyssey announces that nominations are open for elections for the SUS president and other SUS executives. Nominations to close February 20.

UBC Science students elected their first SUS president.

With the split of the Faculty of Arts and Science in 1963, the Faculty of Science became the second largest faculty with nine departments.

UBC’s 12th President, Dr. Stephen J. Toope, officially opened the Abdul Ladha Science Student Centre on October 4th, 2007. The $3.4-million building becomes UBC’s largest student social space dedicated to interdisciplinary discussion and collaboration, and is home to the Science Undergraduate Society (SUS).
Community Outreach and Engagement

SUS strives to work within the Faculty to create a strong sense of community and support for students while aiming to provide students with increased opportunities to engage with SUS, one another and the external community.

Internal Affairs

SUS recognizes that in order to develop a strong society, we must first improve our internal structures and processes. This in turn will enable us to increase efficiency and transparency with our students and councilors.

Student Transition

SUS is committed to improving the overall student experience by ensuring that the student transition into and out of UBC Science is put forth as a priority in the Faculty. Student transition goes beyond orientation sessions of workshops. In order for students to feel fully supported, transition must be recognized as long term rather than short term priority.

Academic and Non Academic Lobbying

SUS is the collective representative voice of Science students. Academic and Non Academic Lobbying is our way of voicing student concerns, presenting solutions and providing a student perspective to issues in the Faculty of Science. SUS aims to use its position and relationship with the Faculty and Administration to bring forth student concerns in a productive manner.

The complete Strategic Plan can be viewed at: sus.ubc.ca/wp-content/uploads/2017/05/susstrategicplan1.pdf
SUS Council

SUS Council is responsible for the management, administration, and control of the affairs of the Society, and are subject to the Constitution, Bylaws, and Code. Council meetings are held bi-weekly during the Winter Session and once a month during the Summer Session, unless impractical.

The voting members of Council consist of the following:

The Executive of the Society
The Science Student Senator
The AMS Representatives and two (2) First Year Representatives

The duly elected Program Representatives of the following departments or programs:
- Astronomy
- Biochemistry
- Biology
- Biophysics
- Biotechnology
- Cellular, Anatomical, and Physiological Sciences
- Chemistry
- Cognitive Systems
- Combined Major in Science/General Science
- Computer Science
- Coordinated Science Program
- Earth and Ocean Sciences/Environmental Sciences/Atmospheric Sciences
- Geography
- Integrated Sciences
- Mathematics
- Microbiology & Immunology
- Pharmacology
- Physics
- Behavioral Neuroscience
- Science One
- Statistics
- Vantage College
The Executive of the Society is comprised of the elected President and seven Vice-Presidents.

The Executive Committee oversees the day-to-day governance and operations of the Society. Each Vice-President oversees a different portfolio within the Society.

The Executive of the Society consists of the following:

- The President
- The Vice-President External
- The Vice-President Internal
- The Vice-President Administration
- The Vice-President Finance
- The Vice-President Communications
- The Vice-President Academic
- The Vice-President Student Life
Position Descriptions

This document was created based on the February 24th, 2018 version of Code. Specific responsibilities of each position are subject to change.
**President**

**Main Responsibilities**

The President shall:
- Be the main spokesperson for the Society
- Chair all general meetings of the Society and meetings of Council, in the absence of the Speaker of Council
- Call for all Council agenda items and draft the agenda, in collaboration with the Vice Presidents
- Supervise and coordinate the Executive of the Society
- Be a non-voting member of all committees of Council, unless otherwise stated
- Be responsible for the planning of the Society’s involvement in Imagine Day, and liaise with UBC Orientations
- Be responsible for the organization of the Annual General Meeting
- Maintain communication with former Executives of the Society
- Act as liaison to the Faculty of Science and the Dean’s Office
- Hold a voting seat on AMS Council as one of the three AMS Representatives
- Attend and give the SUS Report at Faculty of Science meetings
- Attend AMS Presidents’ Council with the AMS, undergraduate, and post-graduate constituency presidents

All members of the Executive Committee are responsible for:
- Holding a minimum of 2 office hours per week
- Attending bi-weekly SUS Council Meetings in the Winter Session
- Attending weekly Executive Meetings in the Winter and Summer Session
- Presenting options and make recommendations to Council on matters of concern to the Society and its Members
- Having other duties as assigned by Council

**Time Commitment**

Approximately 20-25 hours a week

**Term of Responsibility**

April 2018 - April 2019

**Election Process**

Submit your nomination form by **Wednesday, March 7th at 4:00PM** across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

**Questions?**

Contact president@sus.ubc.ca.
Vice-President, External

Main Responsibilities

The Vice-President, External shall:

- Act as a liaison with any external organization and other AMS constituencies and to keep Council informed of their activities
- 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)
- Chair Council and Executive Committee meetings in the absence of the President
- Inform undergraduate Science students of post-graduate opportunities
- Obtain different forms of sponsorship for the Society and its functions
- Maintain a sponsorship database detailing the sponsor, date of sponsorship, liaising personnel of the Society and sponsor and amount/type of sponsorship
- Have sole signing authority alongside the President for any contracts with external organization and sponsors
- Be responsible for liaising and coordinating with Alumni Affairs to maintain relations and keep Science Alumni engaged in the Society

All members of the Executive Committee are responsible for:

- Holding a minimum of 2 office hours per week
- Attending bi-weekly SUS Council Meetings in the Winter Session
- Attending weekly Executive Meetings in the Winter and Summer Session
- Presenting options and make recommendations to Council on matters of concern to the Society and its Members
- Having other duties as assigned by Council

Projects & Committees

- Careers and Professional Development Committee
- Community Engagement Committee
- Corporate Relations Committee

Time Commitment

Approximately 20-25 hours a week

Term of Responsibility

April 2018 - April 2019

Election Process

Submit your nomination form by Wednesday, March 7th at 4:00PM across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Questions?

Contact vpexternal@sus.ubc.ca.
Vice-President, Internal

The Vice-President, Internal shall:
• Assist first year Science students in the transition to university life by forming and facilitating the First Year Committee
• Organize the Executive Retreat in the summer of their term for the outgoing and incoming executives
• Organize the Annual Council Retreat in the fall of their term
• Hold Councilor check-ins once a term
• Promote Council team building
• Facilitate elections
• Notify Council of Councillors who have not fulfilled the duties and recommend appropriate disciplinary action
• Organize an end-of-year recognition reception

All members of the Executive Committee are responsible for:
• Holding a minimum of 2 office hours per week
• Attending bi-weekly SUS Council Meetings in the Winter Session
• Attending weekly Executive Meetings in the Winter and Summer Session
• Presenting options and make recommendations to Council on matters of concern to the Society and its Members
• Having other duties as assigned by Council

Projects & Committees
- First Year Committee
- Human Resources
- Elections
- Retreats, Orientations, and Team-Building
- Science Student Recognition Awards Night

Main Responsibilities

Time Commitment
Approximately 20-25 hours a week

Term of Responsibility
April 2018 - April 2019

Election Process
Submit your nomination form by **Wednesday, March 7th at 4:00PM** across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Questions?
Contact vpinternal@sus.ubc.ca.
Vice-President, Administration

Main Responsibilities

The Vice-President, Administration shall:
- 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
- Hire and supervise the Building Manager and together be responsible for the maintenance and premise bookings of the Abdul Ladha Centre
- Have UBC bookstore signing authority
- Coordinate the office hours of councilors, Executives, and ex officious
- 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
- Have the authority to renumber, reformat and grammatically correct the Code of Procedures to ensure uniformity and consistency throughout the aforementioned document
- Oversee the annual review of standing of Science Clubs and shall oversee and Chair the Clubs Commission
- Notify Council of clubs requiring revision of their standing with the Society
- Notify Clubs of their standing on behalf of the Society
- Be responsible for the organization of one-on-one meetings with Science club representatives held once per term
- Maintain the Job Descriptions of all appointed positions of the Society

All members of the Executive Committee are responsible for:
- Holding a minimum of 2 office hours per week
- Attending bi-weekly SUS Council Meetings in the Winter Session
- Attending weekly Executive Meetings in the Winter and Summer Session
- Presenting options and make recommendations to Council on matters of concern to the Society and its Members
- Having other duties as assigned by Council

Time Commitment
Approximately 20-25 hours a week

Term of Responsibility
April 2018 - April 2019

Election Process
Submit your nomination form by Wednesday, March 7th at 4:00PM across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Questions?
Contact vpadministration@sus.ubc.ca.
Vice-President, Finance

The Vice-President, Finance shall:
- Be responsible for the finances of the Society
- Be the sole signing officer of the Society’s main account at the AMS
- Be a liaison with the AMS Office on all financial matters
- Submit all budgets as required by the AMS Finance Commission
- Be responsible for the reimbursement of expenditures made by society members
- Obtain estimates of all proposed expenditures
- Sign all requisitions of approved expenditures
- Work in conjunction with the Budget Committee in preparing the budget for the following term of office in Term 2
- Submit and present end of term reports to Council of all the accounts of the Society
- Supervise the expenditures of all Committees and Commissions
- Submit contracts to be signed by the AMS executives
- Draft independent contractor agreements for all paid staff hired by the society and be responsible for payment of honorariums and wages
- Oversee the grant application review process in conjunction with the Associate Vice President, Finance as chair of the Grants Committee
- Oversee the budget amendments requested by executives from other portfolios as chair of the Budget Committee

All members of the Executive Committee are responsible for:
- Holding a minimum of 2 office hours per week
- Attending bi-weekly SUS Council Meetings in the Winter Session
- Attending weekly Executive Meetings in the Winter and Summer Session
- Presenting options and make recommendations to Council on matters of concern to the Society and its Members
- Having other duties as assigned by Council

Main Responsibilities

Approximately 20-25 hours a week

Term of Responsibility

April 2018 - April 2019

Election Process

Submit your nomination form by Wednesday, March 7th at 4:00PM across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Questions?

Contact vpfinance@sus.ubc.ca.
Vice-President, Communications

The Vice-President, Communications shall:
• Coordinate any publications of the Society
• Approve any press releases to the media
• Actively promote, through the SUS media outlets, vacant positions on SUS Council and SUS Committees to the Members of the Society
• Be responsible for the promotion and coverage of SUS and affiliated events
• Coordinate the annual First Week of the Society, to take place on the first week of the school year
• Regularly update the Society’s website

All members of the Executive Committee are responsible for:
• Holding a minimum of 2 office hours per week
• Attending bi-weekly SUS Council Meetings in the Winter Session
• Attending weekly Executive Meetings in the Winter and Summer Session
• Presenting options and make recommendations to Council on matters of concern to the Society and its Members
• Having other duties as assigned by Council

Main Responsibilities

Projects & Committees
- Visual Media Commission
- Web/IT Department
- Marketing Committee
- Sales Committee
- First Week Committee

Time Commitment
Approximately 20-25 hours a week

Term of Responsibility
April 2018 - April 2019

Election Process
Submit your nomination form by Wednesday, March 7th at 4:00PM across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Questions?
Contact vpcommunications@sus.ubc.ca.
Vice-President, Academic

Main Responsibilities

The Vice-President, Academic shall:
- Represent the Society on the Faculty of Science Curriculum Committee as one of the student representatives
- Chair the Academic Committee
- Encourage and facilitate the creation of ad hoc committees for the purpose of planning academically-oriented events
- 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
- Lobby the Faculty of Science and/or relevant departments when appropriate as reflective of student feedback
- Liaise with the AMS and Associate Deans of Science to promote student feedback on courses, professors, teaching assistants and other academic issues
- Host and promote health and wellness and mental health initiatives

All members of the Executive Committee are responsible for:
- Holding a minimum of 2 office hours per week
- Attending bi-weekly SUS Council Meetings in the Winter Session
- Attending weekly Executive Meetings in the Winter and Summer Session
- Presenting options and make recommendations to Council on matters of concern to the Society and its Members
- Having other duties as assigned by Council

Time Commitment

Approximately 20-25 hours a week

Term of Responsibility

April 2018 - April 2019

Election Process

Submit your nomination form by **Wednesday, March 7th at 4:00PM** across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Questions?

Contact vpacademic@sus.ubc.ca.

Projects & Committees

- Mental Health Advocacy Committee
- Health and Wellness Committee
- Academic Committee
- Mentorship Program*
- Conference Committee *
Vice-President, Student Life

**Projects & Committees**

- Science RXN (formerly known as frosh) Committee
- Science Week Committee
- Science Graduate Committee
- Social Committee
- Sports Committee
- Creative Committee
- AMS “Blue and Gold Society” liaising

**Main Responsibilities**

The Vice-President, Student Life shall:
- Be responsible for the appointment of the Science First Year Orientations Committee Chair(s) and oversee the Committee
- Be responsible for the appointment of the Science Week Committee Chair and oversee the Science Week Committee
- Be responsible for the appointment of the Science Grad Committee Chair(s) and oversee the Science Grad Committee
- Be responsible for the appointment of the Sports Committee Chair, the Creative Committee Chair, and the Social Committee Chair and oversee those Committees

All members of the Executive Committee are responsible for:
- Holding a minimum of 2 office hours per week
- Attending bi-weekly SUS Council Meetings in the Winter Session
- Attending weekly Executive Meetings in the Winter and Summer Session
- Presenting options and make recommendations to Council on matters of concern to the Society and its Members
- Having other duties as assigned by Council

**Time Commitment**

Approximately 20-25 hours a week

**Term of Responsibility**

April 2018 - April 2019

**Election Process**

Submit your nomination form by **Wednesday, March 7th at 4:00PM** across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

**Questions?**

Contact vpstudentlife@sus.ubc.ca.
Science Student Senator

The Science Student Senator shall:

• Report to Council of the proceedings of the UBC Senate
• Represent the interests and concerns of Science students and the Society to the UBC Senate
• Inform members of the Society of the proceedings of the UBC Senate
• Be a member of Academic Committee and regularly attend their meetings
• Be responsible for the promotion of all Science events through such avenues as word of mouth, class announcements, and posters as requested by Council
• Be required to contribute a minimum of three (3) volunteer hours during Science Week
• Post and maintain no less than one (1) office hour per week during the Winter Session
• Attend all Council meetings
• Submit a detailed transition report at the Annual General Meeting to be filed in the portfolio for each specific position
• Be a member of one (1) standing committee and regularly attend their meetings
• Know and uphold the Constitution of the Society

Main Responsibilities

Time Commitment
Approximately 5-10 hours a week

Term of Responsibility
April 2018 - April 2019

Election Process
Submit your nomination form by Wednesday, March 7th at 4:00PM across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Questions?
Contact senator@sus.ubc.ca.

Projects & Committees

UBC Senate
Academic Committee
One (1) SUS Standing Committee
The AMS Council Representative(s) shall:

- Uphold the duties and powers as defined in the Bylaws and Code of the Alma Mater Society
- Represent the Society, and represent the interests of Science students in general
- Give a report on behalf of the Constituency (i.e., Science/SUS) at AMS Council meetings
- Report to Council on the proceedings of the AMS
- Inform members of the Society of the proceedings of the AMS
- 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
- Be responsible for the promotion of all Science events through such avenues as word of mouth, class announcements, and posters as requested by Council
- Be required to contribute a minimum of three (3) volunteer hours during Science Week
- Post and maintain no less than one (1) office hour per week during the Winter Session
- Attend all Council meetings
- Submit a detailed transition report at the Annual General Meeting to be filed in the portfolio for each specific position
- Be a member of one (1) standing committee and regularly attend their meetings
- Know and uphold the Constitution of the Society

Approximately 10-15 hours a week

April 2018 - April 2019

Submit your nomination form by **Wednesday, March 7th at 4:00PM** across the front desk at the Abdul Ladha Science Student Centre. Nomination forms can be picked up at the Abdul Ladha Science Centre or printed at sus.ubc.ca/elections.

Contact info@sus.ubc.ca.