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Science Undergraduate Society of the University of British Columbia

Constitution

We, the undergraduate students of the Faculty of Science at the University of British Columbia (Vancouver), in order to promote the academic, physical and social well-being of, foster a measure of pride and spirit in, create a community of friendship and goodwill for, maintain good relations with other communities on campus on behalf of, and extend a welcome to all students enrolled in our Faculty, do hereby ordain and establish this Constitution for the Science Undergraduate Society of the University of British Columbia (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 clubs.
2. To sponsor events of general interest to all Science undergraduate 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 undergraduate students, on campus and in the community.
6. To ensure full and proper student representation for all Science undergraduate students.
7. To assist incoming first year Science undergraduate students and to orient them to university life.
8. To provide services promoting the academic, physical, and social well-being of the Science undergraduate students.

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:
 - **Ad Hoc** shall mean a committee formed on a critical basis to discuss immediate issues that the Society may face
 - **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
 - **Commission** shall mean a body comprised of appointed individuals for administrative purposes
 - **Committee** shall mean the equivalent of either a standing committee or an *ad hoc* committee; a body comprised of Councillors
 - **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
 - **Councillor** shall mean any elected and voting, departmental, general, first year or club representative
 - **Executive** shall mean the eight voting members of the Executive Committee
 - **Extraordinary** shall mean a category of working group of which is active for only a portion of the year before dissolving when its corresponding event ends or shall mean a working group that is formed and is active only until the turnover of Executives in the following year
 - **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
 - **Recall** shall mean the termination of a position within the Science Undergraduate Society
 - **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
 - **Staff** shall mean individuals that have been hired and may be paid an honorarium in order to ensure the functioning of the Society
 - Individuals outside of the Faculty of Science may be hired, however, preference must be given to applicants who are members of the Society.

- **Standing** shall mean a committee or working group mandated to be active continuously as long as the Society is active
- **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
- **Working Group** shall mean the equivalent of either a standing working group or an Extraordinary Working Group; a body that meets for the purposes of event planning

3. In this document, the hierarchy of items shall be:

- Bylaw – Titled Arabic Numerals
- Section – Arabic Numerals
- Subsection – Roman Numerals
- Paragraph – Letters
- Subparagraph – Arabic Numerals

Bylaw 2: Membership

1. The active members of the Society shall be all current undergraduate students of UBC who are registered in the Faculty of Science.
2. Honorary members may be designated by resolution of Council.
3. 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. Honorary members are exempt from membership fees.
4. 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.
5. A member may be expelled by a Two-Thirds (2/3) Resolution of the Council if in the best interest of the Society. Upon expulsion, the former member shall not have their fees refunded.

Bylaw 3: General Meetings and Referenda

1. General Meetings shall be held at least once a year.
 - i. The Annual General Meeting of the Society (AGM) shall be held on the last meeting of Council at the end of Winter Session, with notice given 30 days 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; and

- iv. If quorum is not reached within 30 minutes of the Call to Order, then the only business possible is discussion or adjournment.
2. 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 Associate Vice-President Administration.
 - i. An Extraordinary General Meeting shall be called five (5) to fifteen (15) business days after the petition is received; and
 - ii. Notice of an Extraordinary General Meeting shall be given at least five (5) business days prior.
3. A referendum for the Society shall be called by the President upon a Resolution of Council, or if a petition signed by one-tenth of the active membership of the Society is received by the Associate Vice-President Administration.
 - i. A referendum shall be called 15 to 30 business days after the petition is received;
 - ii. All members of the Society shall have the right to vote in Society referenda; and
 - iii. Quorum for referenda shall be as outlined in the AMS Code of Procedures.

Bylaw 4: Council

1. The Board of Directors of the Society shall consist of the voting members of the Science Undergraduate Society Council. Council and its substituent Committees and Commissions shall be responsible for the management, administration, and control of the affairs of the Society, 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 two (2) First Year Representatives, who shall be active members with a First Year Science standing, the First Year Transfer Student Representative, and the three (3) AMS Representatives; and
 - iii. The duly elected Program Representatives of the following departments or programs:
 1. *Astronomy*
 2. *Behavioural Neuroscience*
 3. *Biochemistry*
 4. *Biology*
 5. *Biophysics*
 6. *Biotechnology*
 7. *Cellular, Anatomical, and Physiological Sciences*
 8. *Chemistry*
 9. *Cognitive Systems*
 10. *Combined Major in Science*
 11. *Computer Science*
 12. *Earth, Ocean and Atmospheric Sciences Council (EOAS) Representative*
 13. *First Year Focus*
 14. *Forensic Sciences*
 15. *Geography*

- 16. *Integrated Sciences*
- 17. *Mathematics*
- 18. *Microbiology & Immunology*
- 19. *Pharmacology*
- 20. *Physics*
- 21. *Science One*
- 22. *Statistics*
- 23. *Vantage College*

3. The non-voting members of Council shall be:
 - i. The Science Student Senator; and
 - ii. The members-at-large.

Bylaw 5: Executive

1. The Executive of the Society shall be:
 - i. The President;
 - ii. The Vice-President External;
 - iii. The Vice-President Internal;
 - 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 the 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 accordance with the AMS Election Guidelines.
 - ii. The election and nomination period shall be conducted and set by the Elections Administrators, in accordance with the provisions outlined in Code.
 - iii. The term of office for Executive Positions is from inauguration at the AGM to the AGM of the following year.
 - iv. The term of office for AMS Representatives is from May 1st to April 30th of the following year.
 - v. The term of office for the Science Student Senator is from April 1st to March 31st of the following year.
 - vi. The appointment motion for the Executive shall be passed at their AGM of inauguration. The appointment motion for the AMS Representatives and Science Student Senator shall be passed at the first Council meeting after the start of their term.
 - vii. Vacancies in any positions arising after elections will follow Article 11(4) or 11(13), depending on when in the year the vacancy arose.
 - viii. In the event that an eligible member is elected to an Executive position during the Spring Elections and loses SUS membership (e.g. by transferring to another Faculty)

before Fall Elections, that executive must notify the President and resign immediately. A by-election will be held as outlined in Article 11(4), compliant to the following criteria:

1. 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;
 2. The ballot forms for the by-election will clearly state the Faculty/Program of all candidates, regardless if any other candidates are running; and
 3. If the former Member wins, they will automatically become an honorary member of SUS for their elected term.
3. The duties of the Executive shall be as outlined in the Code.

Bylaw 6: Records

1. The minutes of the Council and Executive Committee shall be posted on the SUS Website.
2. The minutes of the Council, Working Groups, and Committees shall be distributed via email to SUS Councillors 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, provided that the following conditions have been met:
 - i. Written notification of the amendment shall be given to the VP Administration for discussion in the Code and Policy Committee at least two weeks prior to presentation to Council.
 - ii. Any amendment shall be distributed to the Council by the VP Administration at least three (3) days 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, including bodily harm, property damage and/or property loss, by any participant in any 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.

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, First Year Transfer Student, and Program and/or Departmental Representatives of the Society are elected
 - **Spring Election** – shall mean the election in which the Executive, and AMS Representatives are elected
 - **Member-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 and/or any Committee
 - **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 consistent 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. Obtain a Two-Thirds (2/3) Resolution of Council prior to appointing any paid position.
 - iv. Obtain a Two-Thirds (2/3) Resolution of Council in order to create or modify any Job Description.
 - v. Submit a proposed budget for their term of office to the VP Finance by the date requested by the VP Finance.
 - vi. Keep and maintain no less than two (2) office hours per week during the winter session.
 - vii. Have other duties as outlined in the Bylaws or Code or assigned by Council.
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.

3. Specific Duties of the Executive:

i. The President shall:

- a. Be the main spokesperson for the Society;
- b. Chair all General Meetings of the Society and meetings of Council in the absence of the Speaker of Council;
- c. Supervise and coordinate the Executive of the Society;
- d. Be a non-voting member of all committees of Council, unless otherwise stated;
- e. Be responsible for the planning of the Society's involvement in Imagine Day, and liaise with UBC Orientations;
- f. Be responsible for the organization of the Annual General Meeting;
- g. Maintain communication with former Executives of the Society;
- h. Act as liaison to the Faculty of Science and the Dean's Office; ~~and~~
- i. Prepare a document detailing the goals of each Executive with performance indicators, and ensure that this document is accessible to Members of the Society; and
- j. Oversee the planning of the Summer and Fall General Hiring and assign the following deliverables as they see fit:
 - 1. Updating and maintaining positions descriptions;
 - 2. Communicating available positions to the membership;
 - 3. Developing and reviewing methods to ensure equitable hiring.

ii. The VP External shall:

- a. Act as a liaison with any external organizations and AMS constituencies;
- b. Chair the Executive Committee meetings in the absence of the President;
- c. Have sole signing authority alongside the President for all contracts with any external organizations;
- d. Establish long-term partnerships with external organizations to provide Science students with discounts and benefits through the Blue Card Program;
- e. Obtain different forms of sponsorship for the Society and its functions;
- f. Maintain a sponsorship database detailing the sponsor, date of sponsorship, liaising personnel of the Society and amount/type of sponsorship;
- g. Organize philanthropic and professional development events for the Science study body;

- h. Inform Science students of employment and post-graduate opportunities by acting as a liaison between the Society and the Centre for Student Involvement and Careers and/or other employment and admissions office(s);
 - i. Inform Science students of community-based opportunities through the maintenance of a virtual volunteer portal and acting as a liaison between the Society and community organizations and/or community engagement office(s);
 - j. Collaborate with departmental and AMS clubs to maintain outreach with the Science student body; and
 - k. Chair the External Standing Committee.
- iii. The VP Internal shall:
- a. Assist first year Science students in the transition to university life by:
 - 1. Forming and facilitating the First Year Committee;
 - b. Hold Councillor check-ins once a term;
 - c. Promote Council team building;
 - d. Be responsible for the appointment of the Chief Elections Administrator and Elections Administrators;
 - e. Notify Council of Councillors who have not fulfilled the duties outlined in Article 4 and recommend appropriate disciplinary action; and
 - f. Be responsible for the appointment of the Science Students Recognition Awards Chair and oversee the Science Students Recognition Awards Committee.
- 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 Ladha Centre;
 - c. Coordinate the office hours of Executives and *ex officio*;
 - d. Keep a current version of the Constitution, Bylaws and Code of Procedures, and have these documents at meetings of the Society;
 - e. 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.

- f. Oversee the annual review of standing of Science Clubs and shall
 - 1. Oversee and Chair the Clubs Commission outlined in Article 8(3);
 - g. Notify Council of clubs requiring revision of their standing with the Society
 - h. Notify Clubs of their standing on behalf of the Society;
 - i. Be responsible for the organization of one-on-one meetings with Science club representatives held at least once (1) per term;
 - j. Keep all Executive Transition Reports on file in the Society's archives; and
 - k. Be responsible for the appointment of the Sustainability Chair and oversee the Sustainability Commission.
- 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, which encompasses the fiscal year budget line for working groups;
 - c. Submit all budgets as required by the AMS Finance Commission;
 - d. Be responsible for the reimbursement of the Society's general account, which encompasses general revenue, expenses, and surpluses:
 - 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 and shall:
 - 1. Update the budget every two (2) to three (3) months;
 - h. Submit and present end of term reports to Council of all the accounts of the Society; and
 - i. Supervise the expenditures of all Committees and Commissions.
- vi. The VP Communications shall:
- a. Coordinate any publications of the Society;
 - b. Approve any press releases to the media;
 - c. Actively promote, through the SUS media outlets, vacant positions on SUS Council and SUS Committees to the Members of the Society;
 - d. Be responsible for the promotion and coverage of SUS and affiliated events;

- e. Coordinate the annual First Week of the Society, to take place on the first week of the school year;
 - f. Be responsible for the appointment of the Webmasters and regularly update the Society's website;
 - g. Be responsible for the appointment of the Production Commission Chair and oversee the Production Commission; and
 - h. Be responsible for the appointment of the Sales Commission Chair and oversee the Sales Commission.
- vii. The VP Academic shall:
- a. Represent the Society on the Faculty of Science Curriculum Committee as one of the student representatives;
 - b. Chair the Academic Standing Committee;
 - c. Encourage and facilitate the creation of *ad hoc* committees for the purpose of planning academically-oriented events;
 - d. 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;
 - e. Lobby the Faculty of Science and/or relevant departments when appropriate as reflective of student feedback and shall sit on
 - 1. Faculty of Science Curriculum Committee
 - 2. AMS VP Academic Caucus
 - 3. Killam Teaching Awards Adjudication Committee
 - 4. Graduate TA Killam Teaching Awards Adjudication Committee
 - 5. Teaching and Learning Fund Committee
 - 6. Skylight Faculty Advisory Council
 - 7. And other committees that request the SUS VP Academic to sit on;
 - f. Liaise with the AMS and Associate Deans of Science to promote student feedback on courses, professors, teaching assistants and other academic issues; and
 - g. Host and promote health and wellness initiatives;
 - h. Be responsible for the appointment of the Academic Experience Chair and oversee the Academic Experience Working Group;
 - i. Be responsible for the appointment of the Health and Wellness Chair and oversee the Health and Wellness Working Group;
 - j. Be responsible for the appointment of the Mental Health Advocacy Chair and oversee the Mental Health Advocacy Working Group; and

- k. Be responsible for the appointment of the Mentoring Chair and oversee the Mentorship Working Group.
- viii. The VP Student Life shall:
 - a. Be responsible for the appointment of the Science Rxn Chair(s) and oversee the Science Rxn Working Group;
 - b. Be responsible for the appointment of the Science Week Working Group and oversee the Science Week Working Group;
 - c. Be responsible for the appointment of the Science Grad Working Group Chair(s) and oversee the Science Grad Working Group,
 - d. Be responsible for the appointment of the Sports Working Group Chair and the Social Working Group Chair and oversee those Working Groups; and
 - e. Chair the Student Life Standing Committee.

Article 3: External Representatives of Council

1. The representatives of the Society to AMS Council, as defined in the Bylaws of the AMS, shall be the AMS Representatives.
2. In the event that the Society is entitled to more than three (3) Representatives to AMS Council, or in the event that the Society has less than two (2) elected AMS Representatives, the vacancies shall be filled as outlined in Article 11(4).
3. In addition to the duties and powers as defined in the Bylaws and Code of the AMS, the AMS representatives shall:
 - i. Have completed at least one (1) academic term in the Faculty of Science at UBC;
 - ii. Represent the interests and concerns of Science students and the Society to the AMS;
 - iii. Give a report on behalf of the Society at AMS Council meetings;
 - iv. Report to Council on the proceedings of the AMS;
 - v. Inform members of the Society of the proceedings of the AMS by both verbal means; and
 - vi. 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.
4. The Science Student Senator shall:
 - i. Report to Council once per term and as requested by the President on the proceedings of the UBC Senate;
 - ii. Represent the interests and concerns of Science students and the Society to the UBC Senate; and
 - iii. Submit a detailed report of activities at the AGM to be filed in the portfolio for the Science Student Senator.

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 the minimum number of volunteer hours for Science Week, as decided under the jurisdiction of the Vice-President Student Life.
 - iii. Post and maintain the minimum number of office hours per week during the Winter Session, which shall include:
 - a. Up to one (1) office hour per week for Councillors, or
 - b. Two (2) office hours per week for Executives and Building Managers
 - iv. Attend all Council meetings;
 - a. In the event that any voting member of Council misses five (5) total, or three (3) consecutive meetings, without sending a proxy, a motion shall come to Council regarding that Councillor's recall. The VP Internal shall inform Council of this occurrence and be responsible for informing the responsible parties to arrange a replacement representative.
 - v. Submit a detailed transition report at the AGM to be filed in the portfolio for each specific position, which shall include, but not be limited to:
 - a. Summary of activities/projects undertaken by the member during their term.
 - b. Best methods to carry out duties and responsibilities.
 - c. Recommendations for future initiatives/projects.
 - vi. Be a member of a minimum of one (1) committee and may be required to sit on additional committees depending on the need of the Society;
 - vii. Regularly attend their meetings; and
 - viii. Know and uphold the Constitution of the Society.
2. 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 reports to Council;
 - ii. Liaise with their respective Faculty Administration; and
 - iii. Attend all Departmental Club meetings and report to the Club regarding the proceedings of SUS Council.

Article 5: Council Meetings

1. Regular Council meetings in the Winter Session shall be held every other week. Regular Council meetings in the Summer Session shall be held once a month, unless impractical as decided by the President.
 - i. Quorum is over half of the voting members of Council.
 - ii. Each voting member of Council shall have only one (1) vote.
 - iii. Any member who is unable to attend shall send a proxy in their place. The proxy must be a Member of the Society and shall be entitled to speak and vote on behalf of the absent member
2. Meetings of Council shall be open to all Members of the Society and members of the general public.
 - i. 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 of Council (defined in Bylaw 4(2)) may be present.
 - ii. 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, the Speaker of Council will acknowledge that the meeting is taking place on the traditional, unceded territory of the Musqueam people. This acknowledgement will be noted in the agenda.
5. 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 up to a maximum of five (5) minutes.
6. Presentations in Council are limited to a maximum of five (5) minutes, followed by a question period of up to two (2) minutes. Council may vote to extend time.
7. The Council agenda must be sent out to members of Council by the President prior to the meeting.
8. An Extraordinary meeting of Council may be called by the President or by motion of Council provided:
 - i. The matters discussed at this meeting must be of a time-sensitive nature.
 - ii. A justification of its time-sensitive nature must be provided either in the motion or the initial correspondence of the President.
 - iii. Only matters on the agenda may be discussed at the meeting; no amendments to the agenda may be proposed at this meeting.
 - iv. The President must deliver notice with an agenda to all members of Council for the meeting at least seventy-two (72) hours prior to said meeting.

9. There will be a dedicated section in the Council agenda discussing Academic concerns, facilitated by the VP Academic.
 - i. This discussion shall:
 - a. Coordinate the Society's attempts to improve academic conditions;
 - b. Oversee the organization of academic events for Science students;
 - c. Act as a liaison between the VP Academic and Science students of all departments; and
 - d. Refer to the AMS Ombudsperson or AMS Advocacy Office any Science students who have grievances in academic matters.

Article 6: Speaker of Council

1. Speaker of Council
 - i. The Speaker of Council shall be a non-voting member of Council, appointed by Two-Thirds (2/3) Resolution of Council on the recommendation of the Human Resources Coordinator(s) and one appointed councillor. The Speaker's term of office shall begin on the first Council meeting in the fall semester until the final meeting of the following summer session.
 - ii. The Speaker shall not hold any other elected, hired or appointed position in the Society, including positions within Science-affiliated clubs. A Speaker who becomes a candidate for an elected position within the Society or any of its Constituencies immediately ceases to hold the position of Speaker.
 - iii. The Speaker shall:
 - a. Chair all General Meetings of the Society and meetings of Council; and
 - b. Have such other duties as are outlined in the Code or assigned by Council.
 - iv. The Speaker shall not be the Spokesperson of Council. As stated in Code Article 2, Section 3(i)(a), the President at all times is the Spokesperson of the Society and of Council.
 - v. In the absence of the Speaker, the President or the President's designate shall chair Council meetings.

Article 7: Committees and Working Groups 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. Council may, by Two-Thirds (2/3) Resolution, establish a standing or Extraordinary Working Group, provided that no powers of Council are delegated to a Working Group.
 - iii. 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.

- iv. 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.
- v. Any *ad hoc* Committee may dissolve itself by a Two-Thirds (2/3) Resolution of its members.
- vi. All Standing Committees and Working Groups shall be dissolved upon Executive Turnover.
- vii. The following Standing Committees shall meet on a biweekly basis unless impractical:
 - a. Academic Standing Committee
 - b. Student Life Standing Committee
 - c. External Standing Committee
- viii. All the committees listed under Article 7 are Standing Committees
- ix. All the working groups listed under Article 7 are Standing Working Groups aside from the following:
 - a. Science Week Working Group;
 - b. First Week Working Group;
 - c. Science RXN Working Group; and
 - d. Science Grad Working Group.

2. Academic Standing Committee

- i. The Academic Standing Committee shall be composed of:
 - a. the VP Academic, who shall be Chair;
 - b. the six (6) Program Representatives;
 - c. the Chair of the Health and Wellness Working Group;
 - d. the Chair of the Mental Health Advocacy Working Group; and
 - e. the Chair of any Extraordinary Working Group(s) formed in the same year that has been designated to report to the Academic Standing Committee.
- ii. The Standing Committee shall:
 - a. provide oversight and accountability for the plannings of the working groups that report to them;
 - b. approve of proposals of events and financial spendings on each event;
 - c. provide feedback on the quality of events and outreach towards the Science Student Community; and
 - d. carry out any duties assigned by Council.

3. Health and Wellness Working Group

- i. The Health and Wellness Working Group shall be composed of:
 - a. the VP Academic, or their designate, who shall be chair; and
 - b. members-at-large.

- ii. The Working Group shall:
 - a. assist the VP Academic in promoting health and wellness events or initiatives;
 - b. advocate healthy lifestyles that positively influence Science students; and
 - c. report to the Academic Standing Committee.
- 4. Mental Health Advocacy Working Group
 - i. The Mental Health Advocacy Working Group shall be composed of:
 - a. the VP Academic, or their designate, who shall be chair; and
 - b. members-at-large.
 - ii. The Working Group shall:
 - a. host mental health and wellbeing events or initiatives;
 - b. advocate for positive mental health of students in the Faculty of Science; and
 - c. report to the Academic Standing Committee.
- 5. Mentorship Working Group:
 - i. The Mentorship Working Group shall be composed of:
 - a. the VP Academic, or their designate(s), who shall be chair(s); and
 - b. members-at-large.
 - ii. The Working Group shall:
 - a. work in close partnership with the Graduate Student Society;
 - b. pair undergraduate students in the Faculty of Science with graduate student mentors based on major and interests;
 - c. plan professional development and social events to foster mentor-mentee relationships; and
 - d. report to the Academic Standing Committee.
- 6. Academic Experience Working Group
 - i. The Academic Experience Working Group shall be composed of:
 - a. the VP Academic, or their designate, who shall be chair; and
 - b. members-at-large.
 - ii. The Working Group shall:
 - a. assist the VP Academic in rolling out and analyzing surveys;
 - b. host Quiet Study Sessions at Ladha Centre;
 - c. facilitate discussions on how SUS can improve the UBC Science student academic experience; and
 - d. report to the Academic Standing Committee.
- 7. Grants Committee
 - i. The Grants Committee shall be composed of:

- a. the VP Finance, who shall be Chair;
 - b. six (6) members of Council; and
 - c. 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 Clubs; and
- iii. The members of the Grants 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 Grants 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 Grants 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.

8. Budget Committee

- i. The Budget Committee shall be composed of:
 - a. the VP Finance, who shall be Chair;
 - b. four (4) members of council; and
 - c. two (2) members-at-large.
- ii. The Committee shall:
 - a. evaluate the currently approved budget and, in the event it is required, propose changes to council;
 - 1. Proposed changes to the budget shall be sent to Council by the Budget Committee at least three (3) days prior to the Council meeting where they will be voted on.
 - b. review and assist the VP Finance in preparing the end of Term 1 Budget Report; and
 - c. aid the VP Finance in the preparation of the budget for the following term of office.

9. 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 to three (2-3) 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 intermittently.

10. External Standing Committee

- i. The External Standing Committee shall be composed of:
 - a. the VP External, who shall be Chair;
 - b. the four (4) Program Representatives;
 - c. the Chair of the Community Engagement Working Group; and
 - d. the Chair of any Extraordinary working group(s) formed in the same year that has been designated to report to the External Standing Committee.
- ii. The Standing Committee shall:
 - a. provide oversight and accountability for the plannings of the working groups that report to them;
 - b. approve of proposals of events and financial spendings on each event;
 - c. provide feedback on the quality of events and outreach towards the Science Student Community; and
 - d. carry out any duties assigned by Council.

11. Community Engagement Working Group

- i. The Community Engagement Working Group shall be composed of:
 - a. the VP External, or their designate, who shall be Chair; and
 - b. members-at-large.
- ii. The Committee shall:
 - a. promote the Society and its events to the UBC community; and
 - b. report to the External Standing Committee.

12. Careers and Professional Development Working Group

- i. The Careers and Professional Development Working Group shall be composed of:
 - a. the VP External, or their designate(s), who shall be Chair(s); and
 - b. members-at-large.
- ii. The Committee shall:

- a. promote and coordinate the Science Careers and Information Fair and liaise with the Faculty of Science;
- b. connect students to industry professionals through networking and career events; and
- c. report to the External Standing Committee.

13. Student Benefits Working Group

- i. The Student Benefits Working Group shall be composed of:
 - a. the VP External, or their designate, who shall be Chair; and
 - b. members-at-large.
- ii. The Committee shall:
 - a. build and maintain partnerships with external organizations to provide Science students with benefits through the 'Blue Card' Program.

14. Student Life Standing Committee

- i. The Student Life Standing Committee shall be composed of:
 - a. the VP Student Life, who shall be Chair;
 - b. the six (6) Program Representatives;
 - c. the Chair of the Social Working Group;
 - d. the Chair of the Sports Working Group;
 - e. the Chair of the Science Week Working Group;
 - f. the Chair of the Science Grad Working Group; and
 - g. the Chair of any Extraordinary Working Group(s) formed in the same year that has been designated to report to the Student Life Standing Committee.
- ii. The Standing Committee shall:
 - a. provide oversight and accountability for the plannings of the working groups that report to them;
 - b. approve of proposals of events and financial spendings on each event;
 - c. provide feedback on the quality of events and outreach towards the Science Student Community; and
 - d. carry out any duties assigned by Council.

15. Social Working Group

- i. The Social Working Group shall be composed of:
 - a. the VP Student Life, or their designate, who shall be Chair; and
 - b. members-at-large.
- ii. The Working Group shall:
 - a. coordinate and promote the social programs for Science student engagement;

- b. notify Council of social programs at least two weeks prior to the program; and
- c. report to the Student Life Standing Committee.

16. Sports Working Group

- i. The Sports Working Group shall be composed of:
 - a. the VP Student Life, or their designate, who shall be Chair; and
 - b. members-at-large.
- ii. The Working Group shall:
 - a. promote and coordinate Science student participation in these events;
 - b. keep records of participants for Science;
 - c. award Science Athletic Awards for Sports Participation and the top Men's and Women's Participants;
 - d. regulate rebates for sports participation; and
 - e. report to the Student Life Standing Committee.

17. Science RXN Working Group

- i. The Science RXN Working Group shall be composed of:
 - a. Chair(s) as appointed by the VP Student Life;
 - b. the VP Student Life; and
 - c. members-at-large.
- ii. The Working Group shall:
 - a. liaise with the Faculty of Science for Science RXN;
 - b. present a proposal and budget breakdown to the Dean's Office;
 - c. report to Summer Council;
 - d. organize training for leaders and volunteers;
 - e. promote and coordinate all the aspects of Science RXN; and
 - f. prepare a transition report for Science RXN.

18. Science Week Working Group

- i. The Science Week Working Group shall be composed of:
 - a. the VP Student Life, or their designate, who shall be Chair; and
 - b. members-at-large.
- ii. The Working Group shall:
 - a. propose a timetable of Science Week activities (to take place in one 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. promote and coordinate all of the events of Science Week;
- d. prepare a transition report of Science Week events; and
- e. report to the Student Life Standing Committee.

19. Science Grad Working Group

- i. The Science Grad Working Group shall be composed of:
 - a. Chair(s) as appointed by the VP Student Life;
 - b. the VP Student Life;
 - c. members-at-large; and
 - d. one (1) Representative from each Science Club which is interested in collaborating with Science Grad.
- ii. The Working Group shall:
 - a. liaise with the Faculty of Science for Science Grad and present a proposal and budget breakdown to the Dean's Office;
 - b. submit and present a budget breakdown to the VP Finance and Grants Committee before it is passed by Council;
 - c. promote and coordinate all the aspects of Science Grad;
 - d. prepare a transition report for Science Grad; and
 - e. report to the Student Life Standing Committee.

20. First Year Committee

- i. The First Year Committee shall be composed of:
 - a. Chair(s), as appointed by the VP Internal;
 - b. the two (2) First Year Representatives;
 - c. the Science One Program Representative;
 - d. the First Year Focus Representative;
- ii. The Committee shall:
 - a. coordinate no less than two (2) events in the Winter Session which are oriented towards active members with a First Year Science standing;
 - b. promote events and activities of general interest to active members with a First Year Science standing; and
 - c. be allocated a grant of no less than \$1.25 per first year Society member from the Society's general accounts.

21. First Week Working Group

- i. The First Week Working Group shall be composed of:
 - a. the VP Communications or their designate, who shall be Chair; and
 - b. any other members as appointed by the VP Communications.
- ii. The Working Group shall:
 - a. promote and coordinate all the events during First Week in September;
 - b. report to Summer Council;
 - c. maintain a booth on Imagine Day promoting the Society; and
 - d. support and foster Science spirit particularly on Imagine Day.

22. Science Student Recognition Awards Committee

- i. The Science Student Recognition Awards Committee shall be composed of:
 - a. the Science Student Recognition Awards Chair , who shall be responsible for the event planning;
 - b. the VP Internal, who shall be responsible for adjudications
 - c. the Presidential Representative, who shall be either the President or Assistant to the President;
 - d. the Finance Representative, who shall be either the VP Finance or AVP Finance;
 - e. the Administration Representative, who shall be either the VP Administration or AVP Administration;
 - f. a Clubs Commissioner;
 - g. a maximum of six (6) Councillors;
 - h. a maximum of three (3) members-at-large;
 - 1. None of which is eligible to be the recipient of the award; and
 - 2. The total number of committee members cannot exceed 14.
- ii. The Committee shall:
 - a. allocate funds for the Science Student Recognition Awards which are not based on academic merit;
 - b. administer and award the Teaching Excellence Award(s);
 - c. administer and award the Leadership Award(s);
 - d. be responsible for the promotion and the advertisement of the Awards;
 - e. create or moderate the rubric on a yearly basis; and
 - f. present Awards available for adjudication to Council no later than a week before nominations begin.

23. Human Resources Working Group

- i. The Human Resources Working Group shall be composed of:
 - a. two (2) Co-Chairs; and
 - b. four (4) to six (6) coordinators.
- ii. The Working Group shall:
 - a. hire volunteers for various flagship and smaller SUS events based on working group requests;
 - b. train volunteers on general guidelines on how to represent SUS and conduct themselves as volunteers;
 - c. mitigate and reduce conflict of interest issues during hiring processes; and
 - d. resolve Internal conflicts such as disputes between members and ongoing disagreements that may affect the working relationships of SUS members.
- iii. Notwithstanding Article 7 (1) (6), Coordinators may opt-in to evaluate equity-based hiring initiatives in the following Summer Hiring.

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. The specific duties of a commission shall be established by Code, and can be further expanded on by policy documents.
- iii. 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.
- iv. 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 Building Manager, Bookings and Building Staff, who shall be Co-Chair
 - b. the Building Manager, Operations and Maintenance, who shall be Co-Chair; and
 - c. Building Supervisors;
- 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. the VP Administration;
 - b. the Associate Vice-President Administration; and
 - c. two to three (2-3) 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. inform clubs of deadlines for documents including the annual transition report and grant applications;
 - d. organize at least one (1) Clubs Orientation, one in August; and
 - e. meet with club presidents at least once (1) each term.

4. Sustainability Commission

- i. The Sustainability Commission shall be comprised of:
 - a. the Sustainability Chair; and
 - b. six (6) members-at-large, as appointed by the Sustainability Chair
- ii. The Sustainability Commission shall:
 - a. consider the sustainability of all SUS events;
 - b. work with other SUS event planning groups to develop sustainability goals for each event;
 - c. meet biweekly (at a minimum) as a central committee; and
 - d. plan at least one (1) event promoting sustainable practices or increasing knowledge about sustainability in the Science student community per winter semester.

5. Administrative Assistants Commission

- i. The Administrative Assistants Commission shall be comprised of:
 - a. the Associate Vice-President Administration, who shall be Chair; and
 - b. the Administrative Assistants as appointed by the VP Administration.
- ii. The Administrative Assistants Commission shall:
 - a. have the Chair assign Administrative Assistants to various SUS working groups and commissions; and
 - b. assist in administrative duties and be active members in their respective working groups and commissions.

6. Elections Commission

- i. The Elections Commission shall be composed of:
 - a. the Chief Electoral Administrator, who shall act as the Chair and liaison with the AMS Chief Electoral Officer;

- b. Events Elections Administrators (1-2), who shall assist in marketing and elections events;
 - c. Polling Elections Administrators (1-2), who shall assist in nominations, penalties, campaign guidelines and communications with candidates; and
 - d. the VP Internal, who should oversee the committee to provide assistance and resources.
- ii. Members of the Elections Commission shall not be candidates in an election being administered by the Elections Commission, 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 Elections Commission has violated this provision, the member may be removed from the Elections Commission by a Resolution of Council, or Two-Thirds (2/3) Resolution of the Elections Commission.
 - iii. The Elections Commission shall:
 - a. be familiar with SUS Code of Procedures regarding Elections;
 - b. compile a set of guidelines for Elections and Referenda to be approved no less than one (1) week in advance of the election by SUS council;
 - c. 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;
 - d. distribute guidelines and rules for elections to nominees at the All Candidates Meeting;
 - e. conduct the All Candidates Meeting prior to the Spring Elections;
 - f. coordinate any promotional events or materials for elections;
 - g. be the sole judges of the Guidelines for Elections or Referenda after the guidelines have been approved by Council;
 - h. field complaints and appeals during elections and referenda;
 - i. make an oral presentation of results to Council and a more detailed presentation to the Executive Committee as defined in Article 11 of Code and Procedures; and
 - j. 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.

7. Corporate Relations Commission

- i. The Corporate Relations Commission shall be composed of:
 - a. the VP External, who shall be Chair; and
 - b. members-at-large.
- ii. The Commission 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.

8. Productions Commission

- i. The Productions Commission shall be composed of:
 - a. the VP Communications, or their designate, who shall be Chair; and
 - b. members-at-large.
 - ii. The Commission shall:
 - a. create multimedia content geared towards the science community within UBC.
- 9. Visual Media Commission
 - i. The Visual Media Commission shall be composed of:
 - a. the VP Communications, or their designate, who shall be Chair; and
 - b. members-at-large, comprised of photographers, graphic designers, and videographers
 - ii. The Commission shall:
 - a. create multimedia content for the Society's events.
- 10. Marketing Commission
 - i. The Marketing Commission shall be composed of:
 - a. the VP Communications, or their designate, who shall be Chair;
 - b. the VP Communications, if not appointed Chair;
 - c. members-at-large.
 - ii. The Commission shall:
 - a. consider the marketing needs of the Society and Science Clubs;
 - b. consult with all standing and *ad hoc* committees of SUS on a frequent and consistent basis and handle their marketing needs;
 - c. implement and execute a year-long marketing strategy and guidelines;
 - d. meet biweekly (at a minimum) as a central committee;
 - e. cooperate with the Public Relations Committee in utilizing the social media of SUS to advertise and expand outreach; and
 - f. carry out the advertising and marketing affairs of SUS.
- 11. Sales Commission
 - i. The Sales Commission shall be composed of
 - a. the VP Communications, or their designate, who shall be Chair;
 - b. the VP Communications, if not appointed Chair; and
 - c. members-at-large.
 - ii. The Commission 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; and

- c. offer Science departments, programs of studies, clubs, sports teams uniforms, and other merchandise at cost or at discounted rates.

12. Webmasters/IT Commission

- i. The Webmasters/IT Commission shall be composed of
 - a. the VP Communications, or their designate, who shall be Chair;
 - b. the Webmaster & Digital Signage Coordinators;
 - c. and the Webmaster Support.
- ii. The Commission shall:
 - a. supervise and assist the Web/IT staff;
 - b. undergo mandatory training by the IT service;
 - c. improve the functionality and user experience of the Society's websites;
 - d. attend Web/IT meetings when requested by the VP Communications; and
 - e. update the Society's digital signage network.

Article 9: Transition Reports

1. Prior to turnover, individuals holding positions within SUS (excluding members-at-large) and any SUS committee, working group, or commission shall prepare a comprehensive transitional report:
 - i. Individuals holding positions within SUS shall include:
 - a. a comprehensive description of the position and its responsibilities, including the current items on the position's agenda, along with suggestions for the direction of the position in the coming term; and
 - b. a list of passwords and codes associated with that position.
 - ii. SUS Committees, Working Groups and Commissions shall include:
 - a. a comprehensive description of the committees, working groups, or commissions, including discussions of work done, current agenda items, and suggestions for the direction of the committee, working group, or commission in the coming term;
 - b. a list of important contacts the committee, working group, or commission had that year, whether internal or external to the SUS that enabled completion of projects; and
 - c. a list of any position (for chair) or project specific difficulties and how the working group, committee, or commission dealt with each problem encountered.
 - iii. All transition reports shall include:
 - a. a review of the successes and failures of any projects and new initiatives, including suggestions for improvements; and
 - b. a timeline indicating when recurring events are to take place and by what dates recurring or common tasks need to be completed.
2. All Executive Transition Reports are to be kept on file in the Society's archive.

Article 10: Financial Accountability

1. All expenditures of the Society's finances in excess of \$250 not allocated by the Budget shall be submitted to the Budget 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 11: Elections

1. The Executive of the Society and AMS Representatives shall be elected in the Spring Election, which shall occur during the period of time in accordance with the AMS Election guidelines.
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.
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 Council until the Fall Election occurs.
5. The Program Representatives, First Year Transfer Student Representative, and First Year Representatives shall be elected in the Fall Election, which shall occur during the period of time in accordance with the AMS Election guidelines.
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 with a First Year Science standing, excluding those members enrolled in the Science One or First Year Focus.
8. Elections of the Society shall be conducted either by secret ballot or by electronic means, at the discretion of the Elections Committee.
9. 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.
 - a. The following regulation must be set in place: Current Executives of the Society will not be permitted to advertise for candidates.
 - 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 offenses.
 - 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 offenses 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.

10. Release of Results

- i. 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.
- ii. As soon as the votes are tallied, the Elections Administrator shall release the unofficial results.
- 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.

11. 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 SUS Appeals Committee provided that the protest or complaint is submitted in writing no more than 48 hours after the Elections Committee has released their ruling.
 - a. In the event that the candidate does not agree with the decision of the SUS Appeals Committee, the appeal will be forwarded to the AMS Elections Committee.

- 12. Vacancies in any Executive positions arising after elections shall be advertised to the active membership of the Society and filled by a Departmental Club Representative at a meeting of Council.

Article 12: Recruitment and Appointments

- 1. Associate Vice-Presidents, Chairs, Coordinators, and Members-at-Large must be hired during the Summer or Fall hiring periods, which shall occur at a time determined by the SUS Executives.
- 2. Members of the previous Human Resources Working Group may opt-in to facilitate and review

- equity-based initiatives, including but not limited to:
- i. Sitting in on interviews with conflicts of interest;
 - ii. Reviewing interview feedback and assisting with note-taking; and
 - iii. Reviewing hiring rubrics or other items used for applicant evaluation.
3. The application process is to be determined by the Executive and must include the following:
 - i. A resume;
 - ii. A cover letter with standardized application guidelines that are communicated to the membership; and
 - iii. An interview of the applicant.
 4. Methods of equitable evaluation must be implemented and reviewed by the Human Resources Working Group.
 5. Where practicable, an impartial third party, including but not limited to a Human Resources Coordinator or predecessor to the position, must be present at the interview of applicants to all Chair and Associate Vice-President positions.
 6. A conflict of interest comprises any relationship between an evaluator and applicant that may inhibit the objective evaluation of the applicant's application.
 - i. All conflicts of interest must be declared to the Executives and Human Resources Working Group.
 - ii. An impartial third party, including but not limited to a Human Resources Coordinator or predecessor to the position, must be present at all evaluations of the applicant and debrief the evaluator.
 - iii. Failure to comply with the above may result in recall or other repercussions depending on the severity of the offense.
 7. All appointments are to be discussed *in camera* at an Executive Committee meeting and passed by a Two-Thirds (2/3) majority vote in Council.
 8. The onboarding process of all volunteers must be standardized across all positions and must be reviewed at the start of the Executive term.
 - i. The onboarding process may be discussed and reviewed at any additional time, as determined by the Executives and Human Resources Working Group.
 - ii. All volunteers and employees must participate in an onboarding meeting to review and sign the following onboarding documents:
 - a. Discrimination Policy;
 - b. Mental Health Resources;
 - c. Community Agreement;
 - d. Harassment Policy; and
 - e. Termination Policy.

Article 13: Attendance and Recall

1. Voting 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 VP Internal 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 VP Internal 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 13(1), (2) or (3));
 - a. SUS Councillors must inform the VP Internal of their anticipated absence and their proxy's name prior to the SUS Council meeting in question.
 - b. SUS Councillors 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 by a Two-Thirds (2/3) Resolution of Council.

Article 14: Science Clubs

1. General
 - i. Departmental Clubs shall refer to clubs that represent any of the Departments or Programs outlined in Bylaw 4(2)iii.
 - ii. Non-Departmental Clubs shall refer to science affiliated clubs that do not meet the qualifications in Article 14(1)ii.
2. To qualify as a Science Club the organization in question must:
 - i. Have a membership fee and a members list;
 - ii. Have membership consisting of members of the Science students;
 - iii. Have a document containing its bylaws and constitution;
 - iv. Have a budget;
 - v. Submit a list of the Club's Executives, including contact information, to the VP Administration after their annual election; and
 - vi. Be a constituted club under the AMS.
3. Council shall not exercise control over the activities and conduct of any of the Science Clubs.

4. Council shall distribute Graduation Fee rebates to the clubs upon receipt of the necessary documents by the VP Finance.
5. At least \$2 per person registered in the Faculty of Science (excluding active members with a First Year Science standing) shall be set aside for club grants. Grants 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 VP Finance;
 - ii. Submitted an annual budget for review to the VP Finance; and
 - iii. Be in good standing and have no disciplinary action that restricts them from this grant.
6. The Society shall endeavour to offer clubs:
 - i. Advertising on Society platforms;
 - ii. Privileges to use the Ladha Centre;
 - iii. Assistance and support with various UBC governing bodies.
7. It is recommended that Science Clubs:
 - i. Liaise and be in contact with the elected Program Representative; and
 - ii. Encourage Club Executives to sit on Committees of the Society.
8. The Society shall endeavour to offer services outlined in Article 14(4) and (5) to Clubs based on the number of their warnings.
 - i. A club in good standing shall be recognized by:
 - a. Submission of required documentation to the Society as outlined in Article 14(2) and Article 14(5);
 - b. Duty of Club on SUS Clubs Day;
 - c. Attendance to the Clubs Orientation event; and
 - d. Attendance to the Club 1-on-1 meetings with Clubs Commission.
 - ii. A club in good standing is entitled to specific privileges, which include but are not limited to:
 - a. Full advertising privileges on all Society's communication channels; and
 - b. Eligibility for complimentary bookings in the Ladha Centre.
 - iii. Failure to attend all obligatory events and lack of communication with the SUS will result in disciplinary action, up to and including the revocation of status as a Science Club.
 - a. A club shall be recognized to be in bad standing or reinstated to good standing by Two-Thirds (2/3) Resolution of Council.
 - b. A disciplinary action system will be implemented to enforce attendance to mandatory events. Each failure to attend mandatory events will result in immediate disciplinary action.
 1. Departmental Club disciplinary action shall be as follows:
 - First disciplinary action:
 - Written warning issued by the society outlining in detail the disciplinary action that will occur should the club fail to carry out further mandatory

- responsibilities.
 - Second disciplinary action:
 - 50% of the benefits outlined in Article 13(9)ii(b) will be curtailed.
 - Third disciplinary action
 - None of the benefits outlined in Article 13(9)ii(b) will be afforded to the club; and
 - VP Administration will motion to Council that this club be put in bad standing.
2. Non-Departmental Clubs disciplinary action shall be as follows:
- First disciplinary action
 - Written warning issued by the society outlining in detail the disciplinary action that will occur should the club fail to carry out further mandatory responsibilities.
 - Second disciplinary action
 - None of the benefits outlined in Article 13(9)ii(b) will be afforded to the club.
 - Third disciplinary action
 - VP Administration will motion to Council that this club will be put in bad standing.
- iv. Bad standing is defined to be as follows:
- a. Departmental Clubs
 - 1. Loss of all privileges outlined in Article 13(10)ii.
 - b. Non-Departmental Clubs
 - 1. Loss of all privileges outlined in Article 13(10)ii; and
 - 2. Loss of Science Club status upon the Two-Thirds (2/3) Resolution of Council.
- v. The status of all clubs will be reset at the end of each school year, given that they:
- a. Maintain good contact with the VP Administration throughout the summer; and
 - b. Attend Clubs Orientation.

Article 15: 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. Teaching Excellence Awards, SUS Leadership Awards and SUS Clubs Awards shall be awarded by the Student Recognition Awards Committee, as outlined in Article 7(22)ii.
3. All of the available Club grant funds must be available only to clubs under the Science Undergraduate Society, and must be applied for by clubs.

Article 16: 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 discrepancies of this nature to the AMS Ombudsperson. In the event of a favorable ruling, the Code shall be seen as paramount; and a notation to this effect shall be entered into Code.