

University of Waterloo
Optometry Student Society
Bylaws

LAW I

Meetings of the Society

1. The President of the Society shall call and chair all meetings of the Society in accordance with Robert's Rules of Order.
 - a) In the case of the President being unable to chair a meeting of the Society, the VP-Internal of the Society shall assume the duty.
 - b) In the case of both the President and VP-Internal being unable to chair a meeting of the Society, the VP-Communications of the Society shall assume the duty.
 - c) In the case of the President, VP-Internal, and VP-Communications being unable to chair a meeting of the Society, the VP-Finance of the Society shall assume the duty.
 - d) If no members of the Executive Committee are able to chair a meeting of the society, a designated chairperson, appointed by the President in accordance with Law IV, 2, e, shall assume the duty.
2. The President of the Society shall call a meeting of the Society:
 - a) at the direction of Council, or;
 - b) upon the presentation of a petition bearing bona fide signatures of ten percent (10%) of the voting members of the Society, or;
 - c) at his/her own discretion.
3. Notice of a meeting of the Society shall be posted to all voting members of the Society not less than forty-eight (48) hours in advance of said meeting. Notice shall include an agenda of the meeting.
4. In the event that a quorum (25%) is not present for a meeting of the Society, any business that was to be dealt with at said meeting shall be dealt with at a meeting of Council to be held not less than five (5) days after the meeting of the Society.
5. Extenuating circumstances requiring immediate action may cause the President to have a meeting of the Society called without having posted forty-eight (48) hours notice.
 - a) "Extenuating circumstances" must be outlined by the President upon calling the meeting to order. Should a majority of the voting members of the Union present at the meeting not agree that the situation dictates "extenuating circumstances" needed for such a meeting, that meeting will be immediately adjourned. A motion to this effect may be put forward at any point during the meeting by a voting member of the Union.

LAW II

Meetings of Council

1. The Council shall meet regularly and upon call of the President, not less than once each month. Meetings shall be chaired by the ranking member of the Executive Committee in the same manner as meetings of the Society (Law I, clause 1). The chair shall conduct the business of the meeting in accordance with Robert's Rules of Order.
2. All members of the Society shall be entitled to attend meetings of Council and, upon permission of the chairperson of the meeting, may be allowed a hearing by the meeting.

- a) If a member of the Society attends a Council meeting, that person must abide by the rules of order, and may be asked to leave if they fail to do so, at the discretion of the chairperson.
3. Law II, 2, notwithstanding, a motion to go *in camera*, if passed, shall close a meeting to all but the voting and non-voting members of Council. A motion passed by simple majority will allow for any person whom Council may request to remain throughout the *in camera* session.
4. Notice of the meeting of Council shall be given to members at least forty-eight (48) hours in advance of said meeting. Said notice shall include an agenda for the meeting.
5. Extenuating circumstances requiring immediate action may cause the President to have a meeting of Council called without having posted forty-eight (48) hours notice.
 - a) "Extenuating circumstances" must be outlined by the President upon calling the meeting to order. Should a majority of the voting members of Council present at the meeting not agree that the situation dictates "extenuating circumstances" needed for such a meeting, that meeting will be immediately adjourned. A motion to this effect may be put forward at any point during the meeting by a voting member of Council.
6. Quorum for a meeting of Council shall consist of fifty percent (50%) of the voting members from first three years. In the event that quorum is not present for the meeting, any business that was to be dealt with at said meeting shall be dealt with at a future meeting of Council to be held not more than three (3) days after said meeting was held.
7. At a meeting of Council in which at least a quorum of the voting members are present, motions may be passed by an affirmative vote from a simple majority of said members unless otherwise specified in the constitution or bylaws. Each voting member shall have one vote; if any person holds more than one office, they shall only have one vote (one member, one vote). If the person chairing the meeting is also a voting member of Council, he/she will only vote in the case of a tie.
8. A member is required to send a proxy to the meetings he/she will not attend. A member shall forfeit his/her position after missing two meetings without proxy or just cause in accordance with Law V.
9. The Student Council is not required to meet during the months of April, May, June, July, August or December.
10. Members of the Faculty may request or be requested to attend meetings of Council from time to time. Faculty members may be allowed a hearing at the discretion of Council. Council may require Faculty member(s) to leave the meeting should business be conducted *in camera* (in accordance with Law II, 3) or for any other reason.

LAW III

Elections

1. Electoral Officers:
 - a) The Chief Returning Officer shall coordinate all Society-affiliated elections.
 - b) Nominations for the position of the Chief Returning Officer will be submitted to the Executive committee, and the committee will appoint a Chief Returning Officer. Such nominations will outline qualifications and experience of the candidate along with any other information pertinent to the Executive Committee's decision.
 - c) In the event that the Chief Returning Officer is unable to perform his/her duties, the President of the Society shall act as Chief Returning Officer.
 - d) The Chief Returning Officer shall conduct the following elections throughout the course of each year:
 - i. the President-elect of the Society;
 - ii. the VP-Internal-elect of the Society;

- iii. the VP-Communications-elect of the Society;
- iv. the VP-Finance-elect of the Society;
- v. the first year Class President;
- vi. the first year Class Vice-President;
- vii. the first year sports, equipment, social, and environment representatives.

2. Eligibility to vote:

- a) For those elections in which a class officer is to be chosen, only those individuals who are members of the class for which the position(s) will be contested are eligible to vote.
- b) For all other elections/referenda, the electorate shall consist of all voting members of the Society.

3. Nominations for Election:

- a) Nominations for all class officer positions shall be called for at least four (4) days before, and close no later than one (1) day before the date on which the election is held.
- b) Nominations for Society Executive positions shall be called for at least seven (7) days before, and close no later than three (3) days before the date on which the election begins.
- c) All nominations must be made in writing to the Executive Committee and must bear the written or electronic signature of the nominee.
- d) Each nomination must be verified by the Chief Returning Officer to ensure that it satisfies the conditions of Law III, 3, b.

4. Election Timetable:

- a) The elections of first year Class President, Vice-President, as well as sports, equipment, social, and environment representatives shall be held no later than four (4) days after the first day of classes.
- b) The elections of President-elect, VP-Internal-elect, VP-Communications-elect, and VP-Finance-elect of the Society shall be held within the month of March.
- c) Notice of referendum must be given seven (7) days before a referendum can be held.

5. Election Procedures:

- a) The election of the Class President, Vice-President, and sports, equipment, social, and environment representatives shall be held during a first year class meeting, called by the Executive Committee.
- b) The election of the Society President-elect, VP-Internal-elect, VP-Communications-elect, and VP-Finance-elect shall be held over two (2) days during which classes are normally held, with polls open not less than two (2) hours.
 - i. Should the Chief Returning Officer see fit, he/she may hold the election online through the FEDS secure voting in place of holding an election on campus.
- c) All Society referenda shall be held over two (2) days during which classes are normally held, with polls open not less than two (2) hours.
 - i. For online elections, the polls shall be open over two (2) consecutive days.
- d) Referenda and elections for all Society Executives and for society council members shall be by secret ballot.
- e) For all elections for a single elected position, the candidate receiving the majority of the votes (greater than 50%) shall be declared elected. "All votes cast" shall not include those that are deemed spoiled by the Chief Returning Officer. Upon request from a candidate or scrutineer, the C.R.O. must be prepared to justify deeming it a spoiled ballot. If the candidate disagrees, he/she may make an appeal to Council, after which a recount of the votes will occur.
- f) In the event that only one nomination is put forth for a single elected position then that position shall be deemed won by acclamation.
- g) In the event that only four (4) Society members apply for the Executive Positions but two (2) of the nominees are applying for the same position, these individuals will be notified and made aware that if one (1) nominee concedes to the open position, both positions will be deemed won by acclamation.
- h) For elections in which there are multiple positions of the same type to be filled, candidates receiving the most votes will be elected to those positions in accordance with the number of positions available.

- i) In the event that the number of nominations put forth for the same position type is equal to or lesser than the number of positions available, those persons shall be acclaimed to those positions.
 - j) No paper posters, mass e-mails, or any other mass advertising methods shall be used for campaigning purposes by any candidates aside from their application and speech to the Society, which shall occur within 7 days before the election.
 - k) Counting of ballots in all elections shall be the duty of the Chief Returning Officer.
 - l) There shall be no voting by proxy, except for the fourth year students who are stationed away from the School on externships, who shall be allowed to vote online using the FEDS secure voting system.
 - m) All candidates and Executive Committee members shall have the right to observe the tally of all elections and the exact count may be revealed to the candidates and Executive Committee members only.
 - n) If a candidate desires a recount, he/she must indicate so in writing within forty-eight (48) hours of the closing of polls.
 - o) Notice as to the time and place of the polling shall be posted no later than twenty-four (24) hours prior to polls opening.
 - p) The Chief Returning Officer shall inform each candidate of all election regulations.
 - q) In the event of a tie, the results of the ballot will be annulled and a new vote will replace the previous one. This should occur not more than 7 days after the counting of the original ballot.
6. Constituted referenda shall require 2/3 of quorum in support of the motion in accordance with Article X of the Constitution in order to pass the motion.
7. All society referenda are subject to the same procedures outline in this law (Law III) where applicable.

LAW IV

Powers and Duties

1. The Council shall have the power:
 - a) to collect and hold funds paid to or appointed to the Society;
 - b) to raise funds by means authorized by the Council;
 - c) to appropriate and expend Society funds;
 - d) to establish, promote, and conduct student body activities;
 - e) to audit and examine the records and accounts of student committees within the Society;
 - f) to make recommendations to the Executive Committee to take forward to the University and School of Optometry administration and faculty in the name of the Society and its members;
 - g) to limit the activities and calendars of student organizations equitably;
 - h) to adopt bylaws governing the manner in which the Council conducts its affairs;
 - i) to conduct, with confidentiality, investigations in matters of student interest and to request the presence of student witnesses at meetings of the Council or its committees, and;
 - j) to arbitrate controversies involving members of the Society.

2. The President of the Society shall:
 - a) act as the Chief Executive Officer of both the Council and the Society;
 - b) serve a term of office from the first of May to the thirtieth of the following April;
 - c) call and chair meetings of the Council;
 - d) chair the Council's Executive Committee;
 - e) represent the Society in University/School of Optometry & Vision Science administration and Federation of Students affairs;
 - f) act as the official representative of both the Council and the Society;
 - g) represent the Society with the Federation of Students Committee of Presidents (COP) in the capacity of President of UWOSS;

- h) represent the Society with the Faculty of Science Foundation (FSF) in the capacity of President of UWOSS on the FSF Board of Directors;
- i) during the summer, complete tasks from the previous mandate as agreed to with the outgoing President;
- j) perform such duties as may be required by the Council or the Society;
- k) appoint a Society member as chairperson to preside over meetings of the Council or Society if no members of the Executive Committee are present, and;
- l) provide the President-elect with the training and information necessary to carry out the responsibilities of the President.

3. The VP-Internal of the Society shall:

- a) assist the President in his/her duties and assume the duties of Chief Executive Officer in the President's absence;
- b) serve a term of office from the first of May to the thirtieth of the following April;
- c) coordinate and assist with all committee activities;
- d) set the dates of the various UWOSS events well in advance;
- e) book the venues of the non-sports UWOSS events well in advance;
- f) communicate with the venue managers of the various non-sports UWOSS events & coordinate the basic floor plan/event detail planning for said events, in conjunction with the social representatives, when applicable;
- g) organize and supervise the UWOSS Distinguished Teaching Awards selection for the School;
- h) perform such duties as may be required by the President, Council, or Society, and;
- i) provide the VP-Internal-elect with the training and information necessary to carry out the responsibilities of the VP-Internal.

4. The VP-Communications of the Society shall:

- a) maintain accurate records for the minutes of Council and Society meetings, and to manage and maintain the Society's communications and social media presence;
- b) serve a term of office from the first of May to the thirtieth of the following April;
- c) upload an electronic copy of said minutes onto the UWOSS website within seven (7) days as well as updating the UWOSS website on a regular basis;
- d) furnish a copy of these minutes to the President and Undergraduate Student Officers;
- e) manage and maintain the Society's official email account, including replying to all applicable emails and forwarding necessary emails to their appropriate recipients;
- f) manage and maintain the Society's official website, including keeping it updated with new and/or important information related to the Society or Council;
- g) manage and maintain the Society's official social media accounts (such as Facebook), including keeping them updated with new and/or important information related to the Society or Council, and by replying to questions posed by Society members;
- h) manage and maintain the Executive's cloud-based file-sharing systems, such as Dropbox, for important Society documents, records and/or photos;
- i) maintain official copies of the Society's Constitution and Bylaws and ensuring that copies are freely available at all meetings of the Society and Council, to any member of the Society upon request, and on the Society website;
- j) acquaint him/herself with the minutes of the previous two years of Council meetings in order to familiarize the Council with important past information;
- k) make available the minutes of the previous two years Council meetings at each Council meeting, and;
- l) provide the VP-Communications-elect with the training and information necessary to carry out the responsibilities of the VP-Communications;

5. The VP-Finance of the Society shall:

- a) to create appropriate budgets for every Society event, and to maintain accurate records of Society finances;
- b) serve a term of office from the first of May to the thirtieth of the following April;
- c) keep a cash float on hand for minor expenditures as approved by Council or the Executive Committee, the value of which will be determined each year by Council;

- d) manage and maintain the Society cashbox, including delivering & picking it up from Council members when used for Society event ticket sales;
 - e) handle any and all miscellaneous Society expenses;
 - f) manage and maintain the fundraising logbook;
 - g) meet monthly with the Federation of Students accountant to discuss and maintain all financial records;
 - h) audit and examine the records and accounts of student organizations and class representatives;
 - i) prepare a year-end financial report and presentation of the report at the last Council meeting of the year; and
 - j) provide the VP-Finance -elect with the training and information necessary to carry out the responsibilities of the VP-Finance. The change-over of accounts signed should happen no later than the month of April to the VP-Finance -elect.
6. The Executive-elect members shall:
- a) compose one-half of the Executive Committee, and conduct it in accordance with Law VI, Section a;
 - b) ensure they are informed of their respective duties for the following year;
 - c) The President-elect shall represent the Society in the capacity of "Student Director – Optometry" on the FSF Board of Directors;
 - d) manage and maintain the Society's Digital Signage, including keeping it updated with Society Event photos and new and/or important information related to the Society or Council; and
 - e) assist the VP-Internal in coordinating the UWOSS Distinguished Teaching Awards.
7. The Class Presidents shall:
- a) maintain lines of communication between faculty/administration and his/her class;
 - b) serve a term of office from their date of election until graduation from the Optometry program;
 - c) represent their class in meetings of Faculty Council and Undergraduate Studies;
 - d) meet individually, on behalf of their class, with the Associate Director of Academics & Research and the Director where necessary;
 - e) hold regular class meetings following Robert's Rules of Order;
 - f) collect and be responsible for the administration of a class fund, the size and management of which are to be determined in the first class meeting after election;
 - g) advocate for, and represent their class in all academic and extra-curricular matters;
 - h) act as a liaison between his/her class and outside interest groups;
 - i) communicate regularly with his/her class via email or class announcements, and;
 - j) mentor all newly-elected Class Presidents and Vice-Presidents on their duties.
8. The Class Vice-Presidents shall:
- a) assist the President in his/her duties and assume the duties of the President in his/her absence;
 - b) serve a term of office from their date of election until graduation from the Optometry program;
 - c) gather information from their class in regards to WatSEF fund allocation and communicate information to third (3rd) year Vice-President; and
 - d) in third (3rd) year, attend all WatSEF meetings on behalf of the Society.
9. The Chief Returning Officer shall:
- a) conduct all society elections and referenda in accordance with Law III;
 - b) serve a term of office from September of the year of their appointment to May first (1st) of the following year; and
 - c) be a member of either the third (3rd), second (2nd), or first (1st) year classes.
10. The Social Reps shall:
- a) compose the Social Committee, and conduct it in accordance with Law VI, Section c;
 - b) serve a term of office from their date of election to April thirtieth (30th) of their first (1st) year; and
 - c) submit a budget at the commencement of planning, and a statement outlining actual expenditures of each event they are responsible for to the VP-Finance of the Society.

11. The Sports Reps shall:
 - a) compose the Sports Committee, and conduct it in accordance with Law VI, Section d;
 - b) serve a term of office from their date of election to April thirtieth (30th) of their third (3rd) year; and
 - c) submit a budget at the commencement of planning, and a statement outlining actual expenditures of each event they are responsible for to the VP-Finance of the society.

12. The Equipment Reps shall:
 - a) compose the Equipment Committee, and conduct it in accordance with Law VI, Section e; and
 - b) serve a term of office from their date of election to their graduation from the Optometry program.

13. The Environment Reps shall:
 - a) compose the Environment Committee, and conduct it in accordance with Law VI, Section f; and
 - b) serve a term of office from their date of election to April thirtieth (30th) of their first (1st) year.

14. All members of Council shall:
 - a) be informed of student concerns and issues, in particular at the meetings of the Council;
 - b) carry out any duties which the Council or Executive committee may assign;
 - c) be responsible for accurate and regular communication of Council policies and decisions to the Society;
 - d) facilitate the success of Council operations and services through participation;
 - e) attend all meetings of the Council. It shall be regarded as good practice for Council members who plan not to attend a specific meeting to send their regrets in writing to the President or VP-Communications, at least twenty-four (24) hours prior to the meeting. Regardless of regrets, the absentee shall be recorded as absent. At the discretion of the Executive Committee, a Council member who misses more than three (3) meetings will be required to give a full explanation to the Executive regarding the nature of the absences including those times when regrets have been sent. Discussion will follow in Council. If the Council member is found neglectful of duties as outlined in the job description proceed to Law V;
 - f) attend all committee meetings of standing committees on which they sit. Council members who are deemed to be neglectful of their committee responsibilities, by the committee chair, may be asked to give an explanation to the Council regarding their absences. It will be at the discretion of Council to determine suitable ramifications;
 - g) represent the educational, social, and personal concerns of the Society with an aim to improve student life; and
 - h) under no circumstances, be permitted entry into UWOSS events without purchasing a ticket for said event. Any attempt to do so shall be considered an abuse of power and subject to impeachment of their Council position. The only exception given is for the Environment reps, who are awarded free entry into the UWOSS events specified in Law VI, 1f.

LAW V

Removal and Resignation from Office

- 1) The Council shall have sole power to impeach its own members.

- 2) Impeachment proceedings shall be conducted by the presiding officer of the Council. When the President of the Council is the subject of the impeachment proceedings, the VP-Internal of the Council becomes the presiding officer.

- 3) Grounds for the impeachment of a Council member shall be determined by the Council upon alleged gross misconduct and/or misrepresentation of the Society by the accused member.

- 4) The presiding officer and the accused member(s) shall not have a vote in impeachment proceedings. A majority vote greater than 50% of at least three-quarters of the Council members is necessary for a finding against the accused.
- 5) Privilege and duties of office shall be suspended immediately upon impeachment.
- 6) When a vacancy occurs in the representation from any class, this vacancy shall be filled by a class election within one month. The Class President shall be responsible for determining the date and time of this election and act as Chief Returning Officer. Should the Class President resign, the Executive Committee will determine a date for a new election and the Chief Returning Officer shall dictate the election.

LAW VI

Standing Committees

- 1) Standing Committees serving the Society shall include:
 - a) The Executive Committee shall be composed of third (3rd) year students who were Executive-elect in second (2nd) year, and the second (2nd) year Executive-elects. The Executive-elects shall be non-voting members of the Executive Committee. The Executive-elect shall be elected by the Society in March of their first (1st) year. The Executive team shall consist of a President, a VP-Internal, a VP-Communications, and a VP-Finance.
 - i. When a vacancy occurs in the Executive Committee it shall be filled by election of the Society, or if the Executive committee decides by majority, can be left vacant for the remainder of the term.
 - ii. The Executive Committee shall be responsible for overall coordination of the Society's activities to fulfill its stated purpose. This includes overseeing the responsibilities of all the Standing Committees.
 - iii. The Executive Committee shall be responsible for coordinating the following Society Events:
 - Third (3rd) year: Slo-Pitch Tournament and Skit Night
 - Fourth (4th) Year: Formal and Grad Dinner (planned by Executive Committee alumni)
 - b) Faculty Liaison Committee shall be responsible for attending Faculty and Undergraduate Student committee meetings and reporting to the Council. This committee will be made up of each class President and Vice-President, and two Executives. In the case that neither the Class President nor the Class Vice-President are able to attend, a representative from the constituents, chosen by the appropriate Class President, will attend said meetings.
 - c) Social Committee shall include the first year social representatives and be responsible for planning the EyeScream Halloween Party and the Eyeball.
 - d) Sports Committee shall be responsible for all sporting events. It shall consist of the Sports representatives of the first, second, and third year classes. Their responsibilities include:
 - i. First (1st) year: Sands of Sahara Volleyball Tournament, organizing optometry gear for every class, organizing hockey jerseys for the first (1st) year class, and deciding on the first (1st) year class logo.
 - ii. Second (2nd) year: Optomspiel Curling Tournament.
 - iii. Third (3rd) year: Corneal Cup Hockey Tournament.
 - e) Equipment Committee shall consist of Equipment representatives from the first (1st), second (2nd), third (3rd) and fourth (4th) year classes who shall be responsible for informing their respective classes about due dates and the type of equipment needed, and contacting sales representatives from optical companies to coordinate class orders.
 - f) Environment Committee shall consist of Environment Representatives from the first (1st) year class who shall be responsible for all environmental efforts in the School of Optometry & Vision Sciences. This will include collaborative efforts through uWaterloo's Plants Operations, the Federation of Students' Sustainable Campus Initiative (SCI) and the Environment Students Society (ESS). Each year, at least one special project should be undertaken to further improve the environmental efforts of the school.

Additional responsibilities include cleaning the student kitchen area once per week, including the microwaves and refrigerators. To reward them for their efforts, each member of the Environment Committee shall receive free admission to the Eyescream Halloween Party and Skit Night in their first (1st) year.

- g) CAOS, AOSA, and VOSH President or Liaison shall be responsible for communicating the activities of these groups so they can be further communicated to the student body.
- h) The Society WatSEF representative shall be the third (3rd) year Class Vice-President and shall be responsible for liaising between the Society members and the WatSEF executive.
- i) The Standing Committees shall meet regularly, make reports to Council regularly and make a financial statement available to the Executive VP-Finance for every event, and to Council once a year.

LAW VII

Ad Hoc Committees

The Executive President can create any Ad Hoc Committee as deemed necessary by the Executive and will be responsible for ratifying an Ad Hoc committee at next meeting of Council.

LAW VIII

Summer Operations

The council will go on a hiatus over the summer semester (May, June, July & August), however the Executive Committee continues on affairs, but is not required to hold meetings. The exiting Executive is responsible for transitioning the incoming Executive into their duties during this period. The incoming Executive assumes office May first (1st), and shall continue to be responsible for communicating any affairs relevant to the Society members from the faculty, School of Optometry and Vision Science, and the University of Waterloo.

LAW IX

Constitutional Clarifications

Definitions contained in the Constitution of the Students' Union may not change without a referendum. However, should an ambiguity be present in the Constitution or should the University change a procedure which affects a definition in the Constitution, a Bylaw or Constitutional Clarification may support that definition. Constitutional Clarifications are subject to the same processes of adoption/repeal/amendments as the Bylaws.