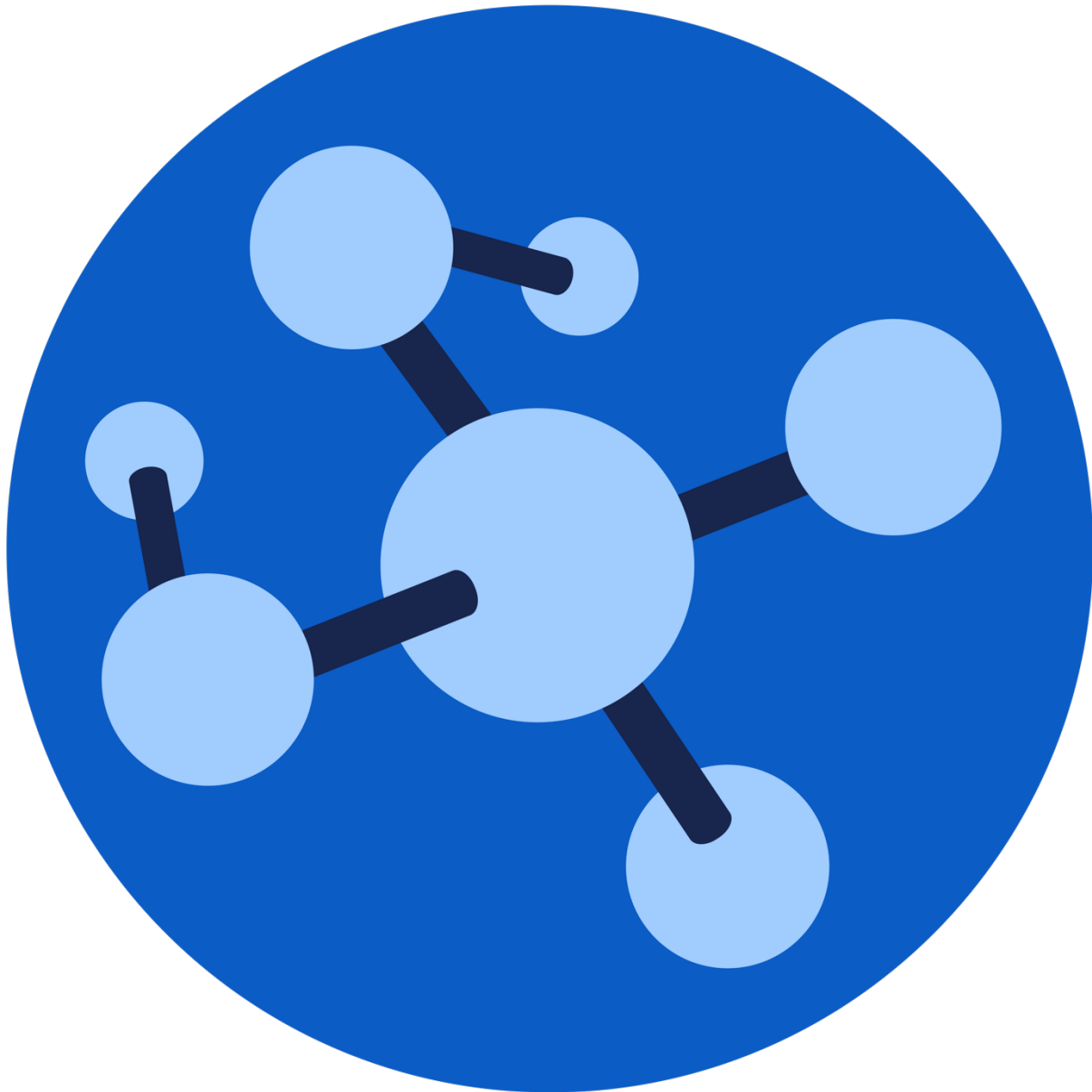


# Science Society

## Constitution



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## ARTICLE I – IDENTIFICATION

The name of this self-governing organization shall be the University of Waterloo Science Society and it shall be commonly referred to as SciSoc. Members of this Society shall be served through the process of democratic representation. The Science Society motto is Veritas in Naturas, Sepientia in a genus hominum (Truth in Nature, Wisdom in the human race).

## ARTICLE II – PURPOSES

The University of Waterloo Science Society shall exist for the following purposes:

- a. To provide a channel of communication between the faculty and the undergraduate body of the Faculty of Science of the University of Waterloo.
- b. To encourage, support and provide a channel of communication between the Departmental Clubs of the Faculty of Science of the University of Waterloo.
- c. To continuously initiate, encourage and support academic, social, wellness and initiatives within the Faculty of Science of the University of Waterloo.
- d. To promote, in general, the interests and welfare of the undergraduate body of the Faculty of Science of the University of Waterloo.
- e. To encourage and provide a channel of communication between the undergraduate body of the Faculty of Science and the Waterloo Undergraduate Student Association (WUSA), the Faculty of Science, all other faculties on campus, the Graduate Students Association, the University of Waterloo Senate, University of Waterloo's residences, affiliated colleges or any of its community partners, and any and all other parties which serve, interact with, or otherwise engage undergraduate students in the Faculty of Science.

## ARTICLE III - MEMBERSHIP

### SECTION 1

Full members of the Science Society shall be those undergraduate students at the University of Waterloo, who are full-time or part-time science students in the current term; or a science co-op student in the current term who in the previous term was a full-time or part-time science student; or a previously engaged in academic study, who is to be a full-time or part-time science student in the next term.

Full members of the Science Society must have opted to pay the Science Society fee of fifteen dollars, or as mandated by the Waterloo Undergraduate Student Association.

Social members of the Science Society shall be those individuals who are members of the University of Waterloo who have opted to pay the Science Society fee of fifteen dollars, or as mandated by the Waterloo Undergraduate Student Association and have not reclaimed that fee; or are undergraduate students at the University of Waterloo of any faculty who have paid the Science Society fee.

### SECTION 2

Only a full member has the right to:

- a. Hold office in the elected administration of the Science Society.
- b. Nominate, second a nomination or sign a nomination form for a nominee in an election of the Science Society.
- c. Sign a petition to initiate a referendum of the Science Society.
- d. Cast one vote in General Meetings of the Science Society, in the election of Executive Officers, and in any elections of Departmental Clubs and in referenda of the Science Society.

Any member has the right to:

- a. Participate in Science Society activities.
- b. Inspect the records and transactions of the Science Society.
- c. Access the student facilities and resources of the Science Society.

Any University of Waterloo student who has not paid the Science Society fee:

- a. Can participate in any event or activity given that the event requires an additional payment
- b. Can participate in any events or activities that have been advertised as open to the University of Waterloo student community
- c. Can participate in an event or activity given that the event has specified that a student who has paid the Society membership fee is allowed a guest.
- d. Non-members may hold no position on the Board of Directors or the Executive Council.

## SECTION 3

If any member wishes to reclaim their fee, they must do so during the first fifteen school days of the term for which they are reclaiming their fee, or as otherwise outlined by the Waterloo Undergraduate Student Association Policies and Procedures.

Any member who has reclaimed their Science Society fee will lose the rights of the membership as outlined in Article III Section 2.

SciSoc student fee refunds are issued as cheques. SciSoc cheque refunds must be picked up before or on the last school day of the term for which they are reclaiming their fee. All unclaimed cheques will be voided and will not be reissued, as subject to change alongside Waterloo Undergraduate Student Association decisions.

SciSoc will continue to act as the student government for any members having reclaimed their membership fee. In this regard students having reclaimed their fee are considered participants of the student government but shall have no rights as outlined heretofore.

## ARTICLE IV - ADMINISTRATION AND OFFICERS

### SECTION 1

There shall be two bodies responsible for the management of all funds and matters of this Society: the Executive Council (composed of the Executive Officers, refer to Article IV Section 5) and the Board of Directors as outlined in this document.

### SECTION 2

In the event that the Science Society Board of Directors cannot be formed, the Executive Council shall be responsible for the administration of funds and matters of the Society, until such time as the Board of Directors can convene. The Board of Directors shall ratify these decisions at the next available meeting.

### SECTION 3

The Executive Officers shall conduct the business of the Board between the scheduled Board of Directors Meetings.

The Executive Officers shall be responsible for implementing Board decisions, resolutions, and upholding the constitution of the Science Society to the fullest extent possible, with discretion to the interpretation of the Speaker of the Board and President of the Science Society.

### SECTION 4

The Board of Directors may, by a majority vote, offer non-voting seats on the Board to members of the University at-large and non-undergraduate students, without the approval of the Executive; these non-voting members would be subject to the Speaker and may be excluded from in camera or closed-door session by either an Executive or a vote of the Board.

The Board of Directors, by a  $\frac{2}{3}$  supermajority vote, may remove a non-voting member from the Board of Directors for reasons outlined by the Board.

### SECTION 5

The following shall be the Executive Officers of the Science Society, forming the Executive Council. The role of the Executive Council shall be to safeguard the interests of Science Society members through the enforcement of established Science Society policies and procedures and to maintain the regular functioning of Science Society.

Their individual duties and powers are as follows:

1. The President:

- a. Shall be the Chief Executive Officer of this Society.
- b. Shall be responsible for the day-to-day operations and conduct of the Society office.
- c. Shall have the power to call Emergency Board of Directors Meetings providing that 24 hours' notice is given to all Directors on the Board, and General Meetings providing that 72 hours' notice is given to all members.
- d. Shall, with the assistance of the Vice-Presidents and Speaker of the Board, be responsible for all Society-Waterloo Undergraduate Student Association relations, Society-University relations, Society-Faculty relations, and Society-Student relations
- e. In conjunction with the Interfaculty Relations Representative, shall be responsible for the relations and communications between this Society and all other extra-Society groups or organizations.
- f. Shall preside as an ex officio voting member of the Board of Directors, with restrictions on voting as established hereafter.
- g. Shall attend or in his/her absence appoint a representative to all Waterloo Undergraduate Student Association Council of Presidents meetings.
- h. Shall be responsible for addressing academic concerns of Society members, responsible for communicating with the Science Faculty Council Board of Academic Affairs, Senate and the Federation of Students.
- i. Shall assist the other Executive Officers in the execution of their duties.
- j. Shall be responsible for the planning and organization of the annual Science Society SciBall and GradBall events.

2. The Vice-President Internal

- a. Shall assist the other Executive Officers in the execution of their duties.
- b. Shall, in the absence of the Speaker of the Board and their Deputy, preside at Science Board of Directors Meetings as speaker.
- c. Shall assume the role of President, should the position become vacant.
- d. Shall be responsible for the SciSoc Email List and the communication of Board decisions and Society affairs to all Science undergraduate students.
- e. Shall, with accordance with Science Society Coordinator hiring policies, be responsible for selecting the candidate for the Speaker of the Board position, as listed in Article V Section 2.
- f. Shall, with the assistance of the President, oversee all Science Society Coordinators (as described by the Policy and Procedures Manual) and Committees, except for Coffee and Donut (CnD) and any other financial or business operations management.
- g. Shall have the power to call Emergency Board of Directors Meetings providing that 24 hours' notice is given to all Directors on the Board, and General Meetings providing that 72 hours' notice is given to all members.
- h. Shall preside as an ex officio voting member of the Board of Directors, with restrictions on voting as established hereafter.



- i. Shall, with the assistance of the President, be responsible for all Society-Student relations.
- j. Shall under the consent and approval of the Speaker of the Board ensure that minutes are kept for all Science Society General, Board of Directors, Coordinator, and that all documentation is made available to Society members in a timely manner.

3. The Vice-President Academic:

- a. Shall assist the other Executive Officers in the execution of their duties.
- b. Shall, with the assistance of the President, be responsible for all Society-Faculty relations and Society-Student relations.
- c. Shall be responsible for addressing academic and cooperative education concerns of Society members.
- d. Shall be responsible for liaising with academic, cooperative education, and academic support programs and creating partnerships with groups overseeing such programs.
- e. Shall be responsible for seeking out opportunities for academic and career development.
- f. Shall have the power to jointly with the Vice-President Finance and Vice-President Internal call Emergency Board of Directors Meetings providing that 24 hours' notice is given to all Directors on the Board, and General Meetings providing that 72 hours' notice is given to all members.
- g. Shall preside as an ex officio non-voting member of the Board of Directors.

4. The Vice-President Communications:

- a. Shall assist the other Executive Officers in the execution of their duties.
- b. Shall, with the assistance of the President, be responsible for the marketing of Science Society, including but not limited to Official Science Society Social Media, posters and the Science Society website.
- c. Shall, with the assistance of the President, be responsible for seeking out opportunities for Science Society media growth and marketing development.
- d. Shall, with the assistance of the President, be responsible for media for Science Society, including promotional videos, and professional photos and videos from Science Society events.
- e. Shall preside as an ex officio non-voting member of the Board of Directors.

5. The Vice-President Student Life:

- a. Shall assist the other Executive Officers in the execution of their duties.
- b. Shall, with the assistance of the President, be responsible for all Events and Advocacy events of the Science Society.
- c. Shall, with the assistance of the President, be responsible for working with the Vice-President Communication in order to advertise and market Science Society events.
- d. Shall, with the assistance of the President, be responsible for addressing social concerns of Society members.
- e. Shall preside as an ex officio non-voting member of the Board of Directors.

- f. Shall oversee coordination of events and activities between the Departmental Clubs and the Society, and in that capacity:
  - i. Maintain the contact list for the Board of Directors;
  - ii. Keep Directors apprised of Executive actions and policy matters; Manage and maintain the Calendar of the Science Society, ensuring all events for Departmental Clubs and the Society are listed and abiding by relevant Policy & Procedural requirements;
  - iii. Be responsible for communicating with the secretarial officers of each of the Departmental Clubs.

6. The Vice-President Finance:

- a. Shall assist the other Executive Officers in the execution of their duties.
- b. Shall be responsible for the financial matters of this Society, its subsidiaries, and all Departmental Clubs.
- c. Shall maintain an accurate record of all financial transactions of this Society.
- d. Shall prepare a budget at the beginning of each term for that term for approval by the Board of Directors, which shall then be made available to members by the end of each fiscal term.
- e. Shall be responsible for communicating with the financial officers from each of the Departmental Clubs regularly, as well as collecting and storing all financial statements and budgets from the financial officers.
- f. Shall have the power to jointly with the Vice-President Internal and Vice-President Academic call Emergency Board of Directors Meetings providing that 24 hours' notice is given to all Directors on the Board, and General Meetings providing that 72 hours' notice is given to all members.
- g. Shall preside as an ex officio voting member of the Board of Directors, with restrictions on voting as established hereafter.
- h. Shall meet weekly with the WUSA Society's Accountant to process reimbursement cheques and update financial records for Science Society.
- i. Shall follow the proper procedure as defined by the Board for cheque reimbursements and invoice payments outlined in the Policies and Procedures under the Unified Bank Account.
- j. Shall be responsible for the execution and oversight of the provision of external funding as dictated by Policies and Procedures.

7. The Vice-President Retail:

- a. Shall assist the other Executive Officers in the execution of their duties.
- b. Shall be responsible for the financial matters of the Science Society Coffee and Donut Shop, hereafter referred to as the CnD.
- c. Shall be an ex officio non-voting member of the Board of Directors.
- d. Shall, with the assistance of the President, oversee the CnD Managers and other subsidiary business coordinators.

- e. Shall be responsible for maintaining orderly conduct of the CnD, as per Policy 206 of the Science Society Policies and Procedures.
- f. Shall meet weekly with the WUSA Society's Accountant alongside the VP Finance, to process reimbursement cheques and update financial records for the Science CnD.

## SECTION 6

1. The following are the duties and powers of all Executive Officers:
  - a. They shall make themselves available to the membership at regular and reasonable hours.
  - b. The Executive shall submit to the Board of Directors for confirmation hearing the appointees for coordinator positions of Administration Coordinator and Finance Associate, or other coordinators in the purview of the Board as designated.
  - c. They shall be responsible for the coordination and implementation of the decisions and objectives of the Science Society Board of Directors.
  - d. They shall be ex officio members of all Committees and Departmental Clubs of the Science Society.
  - e. They shall be responsible for the orderly conduct of the business of the Science Society.
2. The term of office for the elected members of the Society shall be commencing on the first day of May and ending on the 30th day of April. If a candidate cannot fulfil the duties of President for all three academic terms, the candidate will also have the option to run as co-candidates for president with another candidate. In this option the co-candidates will alternate the terms for which they govern, these terms will be predetermined before the election is held. The term of office for the other Science Society Executive including, the Vice President Academic, Internal, and Finance, Student Life, Retail and Communications shall be for a four-month period beginning on the first day of an academic term and concluding on the last day of that same academic term. A by-election will be held the second week of the school term to find a suitable replacement for the absent officer. A vote will be conducted at the first General Meeting. This replacement position is only held for one term.
3. An Executive Committee shall be formed during the Spring term in the absence of elected Executive Officers. This Committee should consist of at least two Executive Officers whom will have signing authority. They shall wield the powers and duties of the elected Executive Officers and shall oversee the day to day operations of the office with the consultation of the President. This Committee shall be formed through a by-election held in the first two weeks of the Spring term.
4. If an Executive Officer is not a full or part time student for up to four months during their elected term, they may maintain their position, pending the executive member pays their Science Society fee for social members, is a full or part-time student for the following term, and maintains the position's responsibilities and duties for the four months during which they are not enrolled as a full or part-time student.

## SECTION 7

The President, Vice-President Internal, Vice-President Finance, and Vice President Student Life shall be the only signing Officers for the Science Society. Two of the Four Officers must sign all cheques.

No signing authority may sign their own cheque. Signing Officers for the Science CnD shall be the President, Vice-President Finance, VP Retail.

## SECTION 8

1. Any Science Society Coordinator may hold two or more Coordinator positions providing that there is a vacancy and that they fulfill the duties of all positions held.
2. Two or more members may fill a Coordinator position, at the discretion of their respective Executive Officer as outlined by the Science Policies and Procedures.

## SECTION 9

The Executive Officers of the Science Society shall accept applications for the Science Society Coordinator positions for each term of each year, as outlined in the Science Society Policies and Procedures Manual.

Should any of the positions remain vacant in a term of office then the Executive Officers of the Society shall see that these vacancies are filled in the first month of the term, or perform the duties of the vacant position(s) themselves if deemed necessary for the essential function of the Science Society.

Coordinator positions open for applications each term are up to the discretion of the executive council, unless otherwise specified.

The Executive Officers shall appoint all Coordinators of this Society and their decisions shall be ratified at the first Board of Directors meeting of the term after appointment, as outlined in the Society Policies and Procedures.

## SECTION 10

All Executive Officers, Coordinators, Directors of the Board and any other volunteers of the Science Society or its Clubs shall remain indemnified from any liability or legal action brought against the Society or any of its affiliated Clubs; in whole or in part under all circumstances where such member(s) act in (what they believe to be) the best interest of the Society/Club, except where there is a conflict of interest.

Any of the above members must identify a conflict of interest to an Executive Officer or any member of the Board of Directors upon such realization and may not participate or be present during the discussion of such topics.

## SECTION 11

Executive Officers may be removed from their position for gross negligence of duty for failure to perform the duties of their position) by a majority vote at a properly constituted Board of Directors Meeting.

# ARTICLE V - SCIENCE SOCIETY BOARD OF DIRECTORS

## SECTION 1

1. The Science Society Board of Directors shall consist of the following permanent members:
  - a. The Speaker of the Board;
  - b. The Executive Officers of the Science Society Executive Council;
  - c. The Designate from each of the Departmental Clubs, as outlined in their constitution;
  - d. The Science Senator(s);
  - e. The Waterloo Undergraduate Student Association Science Councillors.
  - f. The finance coordinator as directed by the Vice President Finance
2. Restricts the authority of Science Senators and WUSA Councillors to vote solely on substantive matters pertaining to Faculty-Science Society, and Science Society-Waterloo Undergraduate Student Association and in all procedural matters.
3. Provides that the voting capacity of the Executive Officers on the Board shall be one vote, cast by the VP Finance for all matters pertaining to the finances of the clubs/societies and the Science Society, or one vote cast from the President for all other procedural matters, or in their absence to be cast by the VP Internal.
4. The President can vote on financial matters given that the Vice President Finance is absent from a Board Meeting.

## SECTION 2

At the first properly constituted meeting of the Board of Directors, the Board shall vote on the ratification of the candidate for Speaker presented by the Vice-President Internal, refer to Article II section 5. In the event of unsuccessful ratification, the Speaker may be nominated by any permanent voting member of the Board and must be a full member of the Science Society.

The Speaker of the Board shall serve as the Chief Executive of the Board and will be principally responsible for representing the Board to the University, Waterloo Undergraduate Student Association, and the Public on all matters pertaining to the purview of the Board and the Society.

The Speaker shall be responsible for oversight of the Executive Council and all minutes and agenda information at request. They serve as the Board's agent in ensuring execution of Board policy by the Executives between regular Board meetings.

The Speaker shall be responsible for the conduct of meetings as described herein. He or she will also be responsible for, in coordination with the VP Internal and relevant coordinators, the production of agenda for meetings

The Speaker may appoint a Deputy for approval by the Board of Directors. The Deputy Speaker shall inherit the duties of Speaker in the event that the speaker is unable or unwilling to perform their duties. The Deputy shall be responsible for assisting the Speaker with matters of public relations, executive oversight, and administration of the Board.

The Speaker shall have the privilege to transition debate (unless the Board is under voting procedure).

The Speaker, their Deputy, or a majority of the Board shall be responsible for redaction at their discretion of any information from the minutes of in camera session.

The Speaker is the sole constitutional commissioner of the Board; jointly with the Vice-President Internal interpreting and enforcing constitutional requirements, policies and procedures of the Society, and upholding Board resolutions. The Board may amend an interpretation by the Speaker through amendment proceedings, as per Robert's Rules of Order.

### SECTION 3

A Director of the Board may belong to multiple Departmental Clubs and be associated with them but may only be one voting entity and hold that respective position on the Board providing they fulfill the duties and responsibilities of all positions held. A Director of the Board who holds more than one voting position is entitled to only one vote.

A Director may vote by proxy in compliance with Science Society Quorum policies to permit ad absentia voting on the board, in accordance with Waterloo Undergraduate Student Association proxy voting policies.

### SECTION 4

A member of the Science Society Board of Directors is obligated to attend all scheduled Board of Director meetings. In the event that a Director of the Board is unable to attend, they must provide a minimum of 24 hours' notice to the Speaker of the Board and shall send in their stead an alternate if possible.

### SECTION 5

The Science Society Board of Directors reserves the right to dismiss any voting member of the Board of Directors for absenteeism (failing to attend two or more non-emergency Board of Directors Meetings without a twenty-four hour notice provided to the Speaker) or gross misconduct, by a  $\frac{3}{4}$  vote, at a properly convened meeting. Removal of a Board of Directors member revokes their membership for the remainder of their term, however, does not conflate to mean the removal of the Club's seat.

### SECTION 6

Any Officer or Director of the Board may be impeached for gross negligence of duty or misconduct. A unanimous vote, in the absence of that director, is required for their impeachment.

# ARTICLE VI - ORGANISED CLUBS WITHIN THE SOCIETY

## SECTION 1

An Organized Club (Departmental Club) within the Science Society is a student organization recognized by the Science Society Board of Directors. Each Club shall represent a discipline (not necessarily an actual Department). The above definition of Departmental Club will be used hereafter.

Departmental Clubs have one permanent voting seat on the Board of Directors. The list of Departmental Clubs is provided in Section 4 of this section.

## SECTION 2

1. The responsibilities of the Society to the Clubs are as follows:
  - a. For promoting and providing a reasonable opportunity for a club to be formed.
  - b. For financial support of Club operations and events open to all Society members upon written request by the Clubs and approval by the Board of Directors.
  - c. For all Club actions the Science Society Board of Directors may, by a 2/3 vote, overrule Club decisions, which are deemed to be potentially harmful to the Science Society, the Faculty of Science and/or the University of Waterloo undergraduate students.
  - d. To provide a liaison between the Society and its affiliated Clubs in terms of:
    - i. Social Activities
    - ii. General Information
    - iii. Finances
2. The Board of Directors, acting through the Executive Council, has the authority to inspect the records of the Clubs, taking reasonable measures to correct any problems encountered.
3. The Board of Directors has the authority to reverse its recognition of any Club and thereby, all of its responsibilities to that Club, if the responsibilities of the Club to the Society are not fulfilled. A 2/3 vote of the Board of Directors is needed.
4. Shall follow the proper procedure for cheque reimbursements and invoice payments outlined in the Policies and Procedures under SECTION 600 Unified Bank Account.



## SECTION 3

1. Clubs shall not cause a breach of any provision of the Science Society Constitution, Policies and Procedures or of their own constitutions.
2. Clubs shall strive to carry out activities of that discipline.
3. Clubs shall submit a written proposal of planned activities at the beginning of the term (except in the case of an unscheduled activity where the written or verbal proposal may be submitted just prior to the advertisement of the event) for approval by the Board of Directors.
4. If no club exists at present, the group requesting authority as a Club shall present to the Board of Directors the following: a written petition for the formation of a club (with at least 10 members' (who are also full Science Society members) printed names, signatures and student ID numbers), a written constitution and a Faculty Advisor's signature. The constitution shall be ratified at the next Board of Directors Meeting following its submission to ensure that the Society's interests are maintained.
5. Clubs shall keep an up-to-date constitution, which is available to all its members. If a Club's constitution is changed, the new version must be ratified by the Board of Directors. A copy of each Club's current constitution must be archived in the Science Society Office.
6. In the case of a conflict between a Club's constitution and the Science Society constitution, the Science Society constitution shall supersede a Club's constitution.
7. Club membership shall be open to all members of the Science Society, and there shall be no additional fee to be a member of one of the Clubs.
8. All Club meetings shall be publicly announced.
9. Each Club shall hold a minimum of three meetings per term.
10. The Clubs shall keep an up-to-date record of all financial transactions and the purposes of each expenditure. These records shall be open for inspection to the Board of Directors and all Club members. A copy of these records must be presented to the Science Society Vice-President Finance at the start of, and before the end of each term.
11. For all events for which funds from the Science Society are required, a Club must provide a budget at the beginning of the term, in writing, to the Board of Directors for approval. Included in this budget should be an approximate cost breakdown including the total cost and the amount of funding requested from the Science Society, for each event. In the case of an unscheduled event, an accurate cost breakdown must be submitted to the Board of Directors prior to the advertisement of the event. At no time are funds guaranteed for the said events.
12. Each Departmental Club must utilize their SciSoc derived funds in each term as outlined by the Policies & Procedures manual. At the end of each event a summary of the events run, costs, receipts and the number of people that attended each event must be submitted to the Science Society Vice President Finance.
13. A Club will lose its recognition automatically on October 1st, February 1st and June 1st unless a new executive member list of minimum 2 members is presented to the Science Society Executive Officers before then. Once the list is presented, the Club will be officially recognized and be able to operate.
14. It is the responsibility of all the Clubs to have a representative present at every Science Society Board of Directors Meeting.

15. No money shall be given to any Club until it has been officially recognized.
16. All the Clubs shall prepare and present a written proposal to be presented to the Board of Directors for any major purchase over \$500.00 using money provided by the Science Society from Waterloo Undergraduate Student Association Funding. This does not include expenditures for events, transportation, etc., that have been previously approved by the Board of Directors at the budget presentation at the beginning of the term. This proposal should outline the cost of the item/expenditure, how it will benefit Science students and an estimate of the number of Science students that will benefit.
17. Current elected officials shall remain impartial, professionally and personally, during the entire election process of their Departmental Club (other than in casting their vote, in which case they will not reveal for whom they voted). Failure to comply may result in invalidation of the election, at the decision of the Science Society Board of Directors with a 3/4 supermajority, in which case a re-election must be held within five school days.

## SECTION 4

The Clubs recognized by the Science Society are as follow:

- a. The University of Waterloo Biochemistry Students' Association (UWBSA)
- b. The University of Waterloo Biology Undergraduate Society (BUGS)
- c. The University of Waterloo Undergraduate Chemistry Club (ChemClub)
- d. The Physics Undergraduate Club of the University of Waterloo (PhysClub)
- e. The Science and Business Students' Association of the University of Waterloo (SBSA)
- f. The University of Waterloo Earth Sciences Undergraduate Society (WATROX)
- g. The University of Waterloo Materials and Nanoscience Society (MNS)

## SECTION 5

Establishes a permanent non-voting seat on the Board of Directors for the Biomedical Student Association ("the Association") and entitles the financial agreements discussed in the Association to all Bona Fide arrangements outlined by the binding "Resolution to Outline the Nature of Science Society Board Decision for the Removal of Biomedical Student Association (BMSA) and their future relationships".

# ARTICLE VII - MEETINGS OF THE BOARD OF DIRECTORS

## SECTION 1

Board of Directors meetings shall be held at the call of the Vice-President Internal of the Society until such time as a Speaker is elected and regular dates and times are set by a vote of the most mutual availability of the Board of Directors.

## SECTION 2

All Public Sessions of Meetings shall be open to all members of the Faculty of Science undergraduate body, and non-Director members may be given an opportunity to speak by the Speaker of the Board. They may be asked to leave, by the Speaker, during in camera sessions or if they are disrupting the orderly conduct of the Society's business.

The Executive Officers shall submit a report on the state of the Society in their portfolio at each regularly scheduled Board of Directors meeting to the Speaker and shall inform the Board.

The Board may for the purposes of effective governance, confidential information, contentious decision, or other purposes deemed necessary by the Speaker or by Executive Privilege move for in camera or closed-door sessions whereby the all non-Director members is are not permitted at meetings of the Board.

## SECTION 3

The Science Society Board of Directors adopts as its rules of procedure "Robert's Rules of Order Revised", except in such circumstances where it has adopted its own rules, which must clearly be stated in this Constitution or the Science Society Policies and Procedures.

## SECTION 4

The quorum of the Science Society Board of Directors shall consist of one Executive Officer and a minimum of 60% of the Board membership, not including the speaker, unless otherwise stated in this Constitution.

In the absence of quorum, any urgent matter on the agenda at the discretion of the Speaker of the Board, may be decided by a 2/3 supermajority vote of the Directors of the Board that are present. The matter must be brought up again at the first meeting where quorum is achieved, and ratified ex post facto at said meeting.

## SECTION 5

All matters or motions shall be decided by simple majority, except when designated by a separate vote of the Board or where indicated differently by other items in this Constitution.

The Speaker shall remain impartial and shall have no vote, except in the event of their vote changing the result of the decision. In this case, the Speaker shall cast the deciding vote.

## SECTION 6

The Speaker has the right to overrule members' privileges to speak, to interrupt discussion, to submit an important point and to dismiss any persons disrupting the meeting in progress as per "Robert's Rules of Order Revised".

## SECTION 7

The Society will hold General Meetings as determined to be required at the discretion of the Board of directors. General meetings may be initiated at the request of the President or Speaker, Vice-President Internal, or at the joint request of the Vice-Presidents Internal, Administration & Finance and Academic, by a 2/3 vote of the Science Society Board of Directors or by a 10% request of the membership of Science Society.

Rules for the General Meetings are as follows:

1. General Meetings shall be open to the entire membership of the Science Society. At this meeting, all of the full members shall have voting rights except where indicated differently by other items in this Constitution.
2. A director may vote by proxy in compliance with Science Society Quorum policies to permit ab absentia voting on the Board, in accordance with Waterloo Undergraduate Student Association proxy voting policies.
3. Rules and procedures shall otherwise be the same as those used during Science Society Board of Directors Meetings.
4. Notice of changes to the Science Society Constitution must be provided one week in advance, including the proposed changes.
5. Quorum for a General Meeting shall be 25 voting members.
6. Decisions made at the general meeting must be ratified by the Speaker or by a simple majority of the Board of Directors at their next regularly held meeting.

# ARTICLE VIII - ELECTIONS OF EXECUTIVE OFFICERS

## SECTION 1

The Science Society shall have an election for electing Executive Officers. In the winter term before the last 2 weeks of classes, for the Offices of President, Vice-President Internal, Vice-President Finance, Vice-President Academic, Vice-President Communications, Vice-President Student Life and Vice-President Retail.

## SECTION 2

The Executive Officers and Speaker of the Board for the Society shall appoint a Chief Returning Officer, who shall be approved by the Board of Directors, prior to the start of the election proceedings. The Chief Returning Officer must be a completely unbiased, responsible full member of the Society or if unavailable, a completely unbiased, responsible member of the Society or if unavailable, a completely unbiased, responsible member of the University of Waterloo.

## SECTION 3

The duties of the Chief Returning Officer are to comply with those listed in the Policies and Procedure SECTION 700, Policy 701 Chief Returning Officer.

Students who wish to be nominated for Executive Office positions must fill out the nomination form. Details found in Policies and Procedures SECTION 702.

Candidates must comply with the campaigning rules listed in Policies and procedures SECTION 700 Policy 703.

## SECTION 4

All current full Science Society members are entitled to one vote. Students who are on a co-op work term are eligible to vote if they were a full Science Society member during their last study term.

## SECTION 5

If any of the conditions listed in Section 700 of the Science Society Policies and Procedures are violated, the Chief Returning Officer must rule on the seriousness of the violation. If the Chief Returning Officer deems it necessary, the election may be invalidated, or a candidate disqualified. A candidate may be disqualified anytime during the campaigning period, the polling period and until the election results have been officially announced and ratified at the first Board of Directors Meeting following the election.

## SECTION 6

The decisions of the Chief Returning Officer are binding and can only be challenged by the Speaker at discretion of the Executive Council. In the event that a candidate considers the Chief Returning Officer unfair, they can file a grievance to the Speaker. The matter must be brought before the Board of Directors for arbitration. The Board, if required, must vote with 2/3 supermajority to overturn a verdict of the Chief Returning Officer.

## SECTION 7

In the event that an elected member cannot assume their position at the beginning of their term, a General Meeting will be called to find a suitable replacement (excluding the President, whose position would be filled by the Vice President Internal and a suitable replacement would be found for the Vice President Internals' position Refer to Article II for regulations of General Meetings.

## SECTION 8

If an Executive Officer of the Science Society resigns within the first month of the term, a by-election shall be held conforming to all of the rules pertaining to election. If an Executive Officer position becomes vacant after the first month and before the last month of the term, the position may be filled by appointment of the Science Society Board of Directors. (Except in the case of the President, whose position shall be filled by the Vice- President Internal and a suitable replacement shall be appointed to the Vice -President Internal position). Refer to Article II for the role of President.

## SECTION 9

At least 5% of the Science Society membership must vote for the results to become binding. In the event that less than 5% of the membership votes, the Science Society Board of Directors has the power to accept the results as official upon submission by the Chief Returning Officer, if certified. If the Board does not accept the results, a re-election must be held by the Chief Returning Officer within five school days, unless the Board deems the likelihood of voter turnout insufficient for meeting quorum, in which case the Board will blindly elect the Executive Council by the Meek STV Ranked voted method at the next available Board meeting.

## SECTION 10

Current Executive Officers and Board of Directors members shall remain impartial (professionally and personally, including no visible campaigning for candidates) during the entire election process, other than in casting their vote, in which case they will not reveal for whom they voted.

Failure to comply may result in invalidation of the election, at the decision of the Chief Returning Officer, in which case a re-election must be held by the Chief Returning Officer within five school days.

Current Executive Officers that are also running in the election must temporarily withdraw from their position during the entire election process. They will resume in their position once the election is over, however they may vote for themselves.

## SECTION 11

The Chief Returning Officer shall not vote except in the case of a tie, in which case they shall cast the deciding vote. The Chief Returning Officer's ballot shall be filled out ahead of time and set aside and only looked upon in the event of a tie. If there is no tie the ballot shall be destroyed. In the case of more than two candidates for one position, the Chief Returning Officer's ballot shall consist of a ranked order of candidates to make sure any tie is broken.

## SECTION 12

Elections for the Science Society shall not be conducted in teams, and thus candidates shall instead run as individuals, unless following Article IV Section 6, regarding co-presidents.

## SECTION 13

Co-presidents who will serve on off terms from one another may run in election; if no co-presidents are running, then the president must preside over Science Society on campus year around.

## SECTION 14

If the Board of Directors deems it necessary, new Executive Officer positions may be created or removed by the board.

To create a new Executive Officer position(s) the current executive team will need to propose the title and purpose of the new executive position(s) as well as outline why the position(s) are required and what responsibilities the position(s) would take from the current executive positions at a regular board meeting.

The Board then requires a  $\frac{3}{4}$  majority vote to create the position(s). The motion then needs to be brought up at a general meeting where a  $\frac{2}{3}$  supermajority vote in favour of the creation of the position(s) is passed.

To remove an Executive Officer position(s) from the executive team, the current executive team needs to propose the removal at a board of directors meeting and outline the reasons why the position(s) need to be removed as well as what responsibilities the other Executive Officer positions would absorb from the position(s) in question. The board then requires a  $\frac{3}{4}$  majority vote in favour of removing the position(s) for the motion to pass. The motion then needs to be brought up at a general meeting where a  $\frac{2}{3}$  supermajority vote in favour of the removal is required to remove the position(s) from the executive team. The motion will then be ratified at the next Board of Directors meeting.

The process of which to remove an Executive Officer position from the Science Society is not meant to remove an individual from their seat but rather to eliminate an unneeded position from the Science Society.

## SECTION 15

Any modifications made to the election process of Science Society executives or the executive positions themselves will be officially implemented at the start of the next election cycle.



# ARTICLE IX - REFERENDA OF THE SOCIETY

## SECTION 1

1. A referendum shall be a binding piece of legislation on which every full member may vote. A referendum shall pose a question requiring a simple yes or no answer.
2. It may be initiated upon petition of any full member of the Science Society. The petition shall contain the name, student ID number, and signature of not less than 10% of full members, or  $\frac{2}{3}$   $\frac{3}{4}$  supermajority of the Board.
3. No referendum shall be held unless the matter has first been discussed with the Science Society Board of Directors.
4. The Executive Officers shall appoint a Chief Returning Officer. Following the guidelines from Article VII Section
5. The Chief Returning Officer's duties shall be as follows:
  - a. Announcing the referendum question(s) at least two weeks before the voting date.
  - b. Announcing the voting date of the referendum and advertising the referendum to all Science Society members and the entire University of Waterloo.
  - c. Preparing the voter's list.
  - d. Preparing the ballots.
  - e. Certifying that all votes are accurately counted.
  - f. Declaring, in an announcement, the outcome of the referendum.
  - g. Setting up one polling station to be open for at least 6 hours during reasonable hours.
6. All full Science Society members are entitled to one vote.
7. The referendum shall not be binding unless a minimum of 10% of the membership has cast their ballots.
8. The Board of Directors may withdraw the initiation for referendum in favour of binding resolution up to the beginning of the campaign period.
9. The Board of Directors may decide by a unanimous vote to suspend the above rules and install in their place a more comprehensive set of rules, moved by a  $\frac{3}{4}$  supermajority vote, to cover the situation at hand. All changes must be finalized before the referendum campaign period begins.

# ARTICLE X - SCIENCE SOCIETY POLICIES AND PROCEDURES

## SECTION 1

The Science Society Policies and Procedures Manual governs the general administration of Science Society. This is subject to change by Executive Officers at the needs of the Science Society.

## SECTION 2

Amendments to the Science Society Policies and Procedures Manual shall require the approval of the Board of Directors.

## ARTICLE XI AMENDMENTS TO THE CONSTITUTION

The Constitution of the Science Society shall be amended at a General Meeting of the Science Society. Amendments shall be previously submitted to the Science Society Board of Directors as a formal motion. The amendment must be approved by a  $\frac{3}{4}$  majority vote of the Science Society Board of Directors with 60% quorum and by a  $\frac{3}{4}$  majority vote at a General Meeting.

Ratified By	Date of Amendment
Science Society Board of Directors	December 1 <sup>st</sup> , 1994
Science Society Board of Directors	July 30 <sup>th</sup> , 1999
Science Society Board of Directors	2002
Science Society Board of Directors	October 15 <sup>th</sup> , 2003
Science Society Board of Directors	April 3 <sup>rd</sup> , 2007
Science Society Board of Directors	July 14 <sup>th</sup> , 2010
Science Society Board of Directors	June 9 <sup>th</sup> , 2011
Science Society Board of Directors	May 22 <sup>nd</sup> , 2012
Science Society Board of Directors	July 10 <sup>th</sup> , 2013
Science Society Board of Directors	February 10 <sup>th</sup> , 2015
Science Society Board of Directors	March 16 <sup>th</sup> , 2017
Science Society Board of Directors	February 5 <sup>th</sup> , 2020