

CONSTITUTION OF THE MATERIALS AND NANOSCIENCE SOCIETY OF THE UNIVERSITY OF WATERLOO

ARTICLE I PREAMBLE

The name of this organization shall be the University of Waterloo Material and Nanoscience Society and it shall be herein referred to as the “MNS Society”. The MNS Society shall be self-governing and shall be accountable to and report to University of Waterloo Science Society and Federation of Students. Members of the MNS Society shall be served through the process of democratic representation and policies of the Society shall be enforced by the Executive Committee. The motto of the MNS Society shall be, ‘*There’s plenty of room at the Bottom*’ by Richard Feynman.

ARTICLE II PURPOSES

WHEREAS, the University of Waterloo MNS Society aims to provide resources to enrich the learning and development of students by:

- a. bringing together students interested in the field of Materials and Nanoscience,
- b. strengthening relationships between professors and students,
- c. bridging the gap between students in different academic years and streams,
- d. promoting the field of Materials and Nanoscience to future students,
- e. providing opportunities for research and professional career development, peer mentorship and support through the society, and international outreach;

ARTICLE III MEMBERSHIP

SECTION I - Definitions

WHEREAS, members of the MNS Society shall be those undergraduate students, who are:

- a. full-time or part-time students at the University of Waterloo, in the current term,
- b. on international exchange, in the current term,
- c. a co-op student in the current term who was a voting member in the previous term,
- d. a voting member in the previous term who is to be a student in the next term and is not currently engaged in academic study;

SECTION II - Rights and Privileges

HEREBY, general members of the MNS Society have the right to:

- a. hold office on the Executive Committee of the MNS Society,
- b. cast one vote in General Meetings of the MNS Society, and in the election of Executive

Officers,

- c. cast votes on all financial transactions greater than or equal to the amount of two-hundred and fifty dollars (CAD \$250),
- d. participate in all MNS Society activities and events,
- e. inspect the records and transactions of the MNS Society,
- f. access the full student facilities and resources of the MNS Society;

ARTICLE IV

ADMINISTRATION AND OFFICERS

SECTION I - Definitions

WHEREAS, the Executive Committee shall be defined as the council of elected Executive Officers of the MNS Society, shall be responsible for the management of all dedicated funds and matters of the MNS Society, and shall conduct the business of the Society and that of general meetings;

WHEREAS, a nonmember of the MNS Society may not hold a position on the Executive Committee;

WHEREAS, the social media accounts and emails of the Society are a responsibility of the Executive Committee, and ought to be protected and held in trust for the benefit of the society;

SECTION II - Administrative and Executive Positions and Authorities

HEREBY, the Executive Officers of the MNS Society shall be responsible for safeguarding the interests of the MNS Society's general members through the enforcement of established MNS Society policies and procedures, hereafter enumerated, and to maintain the regular function of the MNS Society;

HEREBY, the Executive Officers are defined in voting order:

1. The Office of President shall,
 - a. be the chief executive officer of the Executive Committee,
 - b. be responsible for oversight of all MNS Society operations and condition of the MNS Society office,
 - c. have the power to call General Meetings of the MNS Society providing at minimum seventy-two (72) hours notice is given to all members,
 - d. be responsible for all Society-Program relations as well as liaise between general members, the Science Society, and University of Waterloo Faculty,
 - e. attend or, in his/her absence, appoint a representative to all Science Society Board of Directors meetings and General meetings,
 - f. be required to attend the Science Society Budgeting Meeting for that fiscal and academic term of the University of Waterloo,
 - g. assist the other Executive Officers in the execution of their duties;

2. The Office of Vice President shall,
 - a. in the event of the absence of a President, inherit the duties of President, enumerated in Article IV, Section II, Title 1, clauses [a] through [d],
 - b. oversee coordination and planning of events and activities involving the Faculty of Science, the Materials and Nanoscience Program, and the MNS Society,
 - c. maintain and keep confidential a contact list for the members of the MNS Society,
 - d. with the assistance of the President, be responsible for all MNS Society-Student relations,
 - e. manage events and public outreach of the MNS Society,
 - f. with the assistance of the Executive Committee at large, assess and provide opportunities for research and professional career development, peer mentorship and support through the MNS society;
3. Chancellor of the Exchequer (Treasurer) shall,
 - a. be responsible for the financial matters of the MNS Society, including but not limited to,
 - i. the management and record of revenue and expenditure,
 - ii. the development and proposal of a sustainable closed-form budget at the beginning of each term for that term,
 - iii. the acquisition of funds, via grant or investment, for the promotion of MNS Society activities,
 - iv. the processing of cheque requests for MNS Society purchases through the Science Society,
 - b. with the assistance of the President and Vice President, propose an agenda for all MNS Society General and Executive Committee Meetings,
 - c. for purchases greater than the Science Society maximum seek approval from the Board of Directors of Science Society,
 - d. be responsible for communicating with the financial officers of other societies and the Vice President of SciSoc Finance and the Science Society Board of Directors,
 - e. have the authority to call emergency meetings of the Executive Committee providing that twenty-four (24) hours notice is given to all Officers,
 - f. is herein required to attend the Science Society Budgeting Meeting for that fiscal and academic term of the University of Waterloo,
 - g. in conjunction with the President, be given the power of suffrage as the representative of the MNS Society at the Board of Directors meetings of the Science Society;
4. Office of Parliamentarian (Chairperson) shall,
 - a. be responsible for the arrangement of General Meetings and provision of materials for meetings,
 - b. be responsible for running and moderating debate at meetings,
 - c. be the speaker of all meetings and be addressed as “The Chair”,
 - d. at General Meetings enforce, in accordance with the *Robert’s Rules of Order*

Revised,

- e. with the assistance of the President, Vice President, and Treasurer, propose an agenda for all MNS Society General and Executive Committee Meetings, and ensure all points are addressed,
 - f. keep the air of all meetings polite and appropriate in the context of the agenda;
5. Office of Secretary shall,
- a. be responsible for the record and provision of public access of MNS Society minutes,
 - b. in conjunction with the Vice President, be responsible for media exposure and soliciting of the Society,
 - c. be responsible for the maintenance of the MNS Society website and social media accounts held by the Society;
6. International Partnership Program Representative (IPPR)* shall,
- a. be elected solely by the international students participating the Partnership Program with the University of Waterloo MNS program,
 - b. be tasked with the representation of the International Students and to ensure their integration into the Waterloo science community,
 - c. be a voting member of the Executive Committee;

[*] IPPR only exists in the event that International Partnership Program with the Materials and Nanoscience program exists in that term, and has at minimum 10 participating students.

HEREBY, in the event of a tie decision of the Executive Committee, the Chancellor of the Exchequer receives the tie breaking vote in all exclusively financial matters; in all other matters pertaining to the Society, the President holds the authority of the tie breaking vote;

SECTION III - Powers of the Executive Committee

HEREBY, the duties and powers of all Executive Officers are:

- a. to make themselves available to the membership at regular and reasonable hours*,
- b. to be responsible for the co-ordination and implementation of the decisions and objectives of the MNS Society,
- c. to be responsible for the orderly conduct and maintenance of the business of the MNS Society and its office;

[*] Reasonable hours is hereby defined as 09:00 - 17:00, Monday through Friday, with the exception of statutory or religious holidays.

SECTION IV - Terms of Office

HEREBY, the term of office of any elected position is hereby held from the beginning of the term for which they were elected to govern to the end of that term;

HEREBY, an election for any vacant Executive position(s) will be held on the second Tuesday of the term for which this/these positions is/are vacant;

SECTION V - Signatory Officers

HEREBY, the President and Chancellor of the Exchequer shall be the only signing Officers for the MNS Society, and one of these two officers shall sign all cheques, and the signing authority may sign their own cheque;

SECTION VI - Legal Liability Claims

HEREBY, all Executive Officers of the MNS Society shall remain indemnified, either in whole or in part, from any liability or legal action brought against it under all circumstances, provided that such member(s) act in (what they believe to be) the best interest of the Society, except where there is a conflict of interest. Any of the above members must identify a conflict of interest to an Executive Officer, and may not participate or be present during the discussion of such topics;

SECTION VII - Terms of Termination and Impeachment

HEREBY, Executive Officers may be removed from their position for gross negligence of duty or breach of security by a majority vote at a properly constituted General Meeting by super-majority voting procedure, as defined in MNS Society Policies and Procedures;

WHEREAS, an Executive Officer may be suspended from all MNS Society activities and aforementioned duties for any substantial accusations of harassment, intimidation, or abuse of authority of any sort. In this event, a report will be filed with the University and the Science Society for investigation into these claims. Based on the findings of this investigation, termination of the Executive Officer may occur;

HEREBY, any petition, of at least two individuals, charging an Executive with any grounds for termination by MNS Society policy herein defined, may be used as draft for Articles of Impeachment, defined in the MNS Society Policies and Procedures; this serves as grounds for investigation by the University of Waterloo and/or the Science Society if entailing harassment, intimidation, or abuse under University of Waterloo Policies and Procedures;

ARTICLE V **MEETINGS OF THE MNS SOCIETY**

HEREBY, meetings times and locations of the MNS Society will be determined at the beginning of each term by the Chairperson, after deliberation with the Executive Committee;

HEREBY, the meetings must be on campus and accessible in accordance with accessibility laws of Ontario and the Rules and Regulations of the University of Waterloo;

HEREBY, all Meetings shall be open to members of the MNS Society, although members may be requested to leave, by the Parliamentarian, if they are disrupting the orderly conduct of the Society's business;

HEREBY, the urgency and order of matters discussed is the exclusive right of the Parliamentarian, as advised by Executive Committee;

HEREBY, the MNS Society General Meetings adopts as its rules of procedure from *Robert's Rules of Order Revised*, except in such circumstances where it has adopted its own rules;

HEREBY, a quorum of the MNS Society shall consist of one Executive Officer and a minimum of 50% of the general membership, not including the parliamentarian. In the absence of quorum, any urgent matter on the agenda may be decided by a supermajority members present;

HEREBY, in the event of absence of the Parliamentarian, the Vice President shall inherit the duties of the Parliamentarian;

HEREBY, all matters or motions not constituting supermajority voting methods, shall be decided by simple majority;

HEREBY, in all General meetings, the Parliamentarian shall remain impartial during debate and voting, but shall have no vote unless they be equally divided;

HEREBY, the Parliamentarian has the right to overrule members' privileges to speak, may interrupt discussions, may submit important points, and may dismiss any persons disrupting the meeting in progress, as per *Robert's Rules of Order Revised*;

ARTICLE VII **ELECTIONS OF OFFICERS**

SECTION II - Election of Officers to the Executive Committee

HEREBY, elections shall be held at least two weeks before the end of term, and officers-elect shall not inherit office until the subsequent term;

HEREBY, if reasonable, votes will be cast anonymously online for one distinct period defined per election position ranking; if not possible, ballots will be cast by paper at the MNS Society Office, in confidence;

HEREBY, a Single Transferable Ranked Voting Scheme will be used for Elections for all Executive positions; this system is defined as follows:

- a. Members at large can run for any position,
- b. When running for President, the candidate with the greatest number of votes wins and carries the title of President, those not in majority (not elected) pass to the next election, for the successive next highest position, if they so choose,
 - i. ie. those who were not elected when running for President may now run for Vice President, with those who chose to run for Vice President originally;
- c. This process will carry on until the positions of Secretary, Parliamentarian and Chancellor of the Exchequer, where the losing parties must decide between one of these equally valued positions;
- d. At this point, election results are final and those elected by majority now hold positions of officers-elect, until the beginning of the next academic term, where they become Officers of the Executive Committee;

HEREBY, all current full MNS Society members are entitled one vote, and students who are on a co-op work term are eligible to vote if they were a full MNS Society member during their last study term;

HEREBY, 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, with the exception of president, whose title is inherited by the Vice President and Treasurer as defined under Article IV Section II;

HEREBY, if an Officer of the 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 position becomes vacant after the first month and before the last month of the term, the position may be filled by appointment of the MNS Society Executive Committee, or the Offices powers split between Executive members;

HEREBY, in order for an election to be binding, and in part accurately reflect the wishes of the members at large, there must be least quorum;

HEREBY, campaigning rules and regulations will be defined in the MNS Society Policies and Procedures;

WHEREAS, before an election is held, candidates will be given a dedicated public debate period at a general meeting of the Society, in which they will introduce themselves, discuss their policies, and be granted a dedicated question and answer session, with times recommended by the Parliamentarian and voted on by the general membership;

ARTICLE VIII

BUDGET AND REVENUE

HEREBY, the Chancellor of the Exchequer is required to submit a budget bill in full to the MNS Executive Committee, where it will be debated and passed by simple majority vote of the

Officers;

WHEREAS, if the budget bill passes in executive session, then the budget is proposed at the next available General Meeting of the MNS Society, where it is voted on by members at large, with a passing vote of simple majority;

WHEREAS, if the budget bill is voted down in executive session, the Chancellor of the Exchequer will be provided seventy-two (72) hours to develop a revised comprehensive budget proposal, based on the concerns of the Officers, for Executive Committee review;

HEREBY, a budget must be established for every term and presented to Science Society for approval;

HEREBY, the Executive Committee will vote on any expenditure of over one hundred dollars (\$100.00 CAD), however, for all expenditure over two-hundred and fifty (\$250.00 CAD), a vote of the members at large must be held;

HEREBY, no more than half the total income of the MNS Society shall be spent on social events;

ARTICLE IX

MATERIALS AND NANOSCIENCE SOCIETY POLICIES AND PROCEDURES

SECTION I - Voting Policy

WHEREAS, a quorum of the MNS Society shall consist of one Executive Officer and a minimum of 50% of the general membership, not including the parliamentarian;

WHEREAS, voting majorities must meet quorum and shall be defined by:

- a. simple majority corresponding to more than one-half (51%) of the all voting persons*,
- b. supermajority corresponding to two-thirds (66%) of all voting persons;

[*] Voting persons shall be defined as a member who has cast a vote for the current decision.

SECTION II - Articles of Impeachment

WHEREAS, the articles of impeachment are the set of charges drafted against an Executive Officer to initiate the impeachment process;

WHEREAS, all grounds for impeachment are defined in Article 4, Section VII of this constitution;

SECTION III - Campaigning Rules and Regulations

HEREBY, the MNS Society bares no responsibility for nor endorses any candidate for a office

on the Executive Committee, including but not limited to:

- a. funding from the MNS Society for the campaign,
- b. the expression of support by current Executive Officers for any candidate,
- c. the campaigning for any office during meetings and in the MNS Society Office;

HEREBY, the MNS Society limits the maximum funding for campaigning to one-hundred fifty dollars (\$150.00 CAD) - candidates must submit receipts to the current Chancellor of the Exchequer;

HEREBY, the use of slander, libel, or defamation to advance oneself or hinder another in the campaigning process is prohibited, such offenders will not be permitted to campaign further;

HEREBY, explicitly running in conjunction with another is not permitted;

HEREBY, no campaigning that is disruptive to the University of Waterloo campus and campus activity is permitted;

HEREBY, the campaigning period will be set from two weeks prior to the defined election until twenty-four (24) hours before the point of election;

ARTICLE X

AMENDMENTS TO THE CONSTITUTION

WHEREAS, The Constitution of the MNS Society can only be amended by a General Meeting of the MNS Society;

WHEREAS, amendments shall be previously submitted to the MNS Society as a formal notice;

HEREBY, the Executive Committee will rule on whether amendments are sensible and may proceed to a vote of the general membership, at which point, the amendment must be approved by a supermajority vote of the MNS Society members.

HEREBY, the Members at Large of the MNS Society, after approval by the Executive Committee and UW Science Society list amendments in order of date approved:

Amendment I: Pertaining to Events, Laboratory Policies, and Responsibility for Event Safety and Execution

Section 1 - Amendment to the Responsibilities of President:

Location - Article IV, Section II, Subclause 1, **Part h***

The Office of President shall

...

Addendum:

h. provide oversight for all safety and planning matters pertaining to laboratory events organized or managed by the Materials and Nanoscience Society, including:

- i. review of and signatory to the Laboratory Event Preparation Form,*
- ii. pre-lab disclosures, Acknowledgement of Risk waivers, and ensuring participants' relevant training (e.g. WHMIS),*
- iii. oversight of coordination with departmental authorities to ensure safety, disposal, and storage of lab events,*

Ratified: 20 June, 2016, 17:32

Section 2 - Amendment to the Responsibilities of Chancellor of the Exchequer (Treasurer):

Location - Article IV, Section II, Clause II, Subclause 3, **Part h***

Chancellor of the Exchequer (Treasurer) shall,

...

Addendum:

- h. be responsible for financial regulatory matters pertaining to laboratory events organized or managed by the Materials and Nanoscience Society, including:*
- i. coordination with the Office of President for review of Laboratory Event Preparation Form,*
 - ii. coordination with the relevant departmental faculty, in conjunction with the Chair of the Department of Chemistry or Chair of Department of Physics for approval of funding where relevant and needed to ensure financing the long term storage and disposal of materials, as detailed by the Laboratory Event Preparation Form,*

Ratified: 20 June, 2016, 17:33

Section 3 - Amendment to the Responsibilities of Administrative and Executive Authority:

Location - Article IV, Section II, **Clause IV***

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Addendum:

WHEREAS, in collaboration with the University of Waterloo Science Society and Federation of Students, an Executive Authority shall henceforth be required to submit the "Student Societies Event Form", accessible at the Federation of Students website <http://www.feds.ca/student-societies-event-form/>, within seventy-two hours of the event, for all events after proper approval and planning, where required;

Ratified: 20 June, 2016, 17:44

Section 4 - Event Rules and Regulations:

Location - Article IX, **Section IV - Event Rules and Regulations***

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Addendum:

WHEREAS, an Event is herein defined as a planned public exercise or activity of the MNS Society available to members at large or students of the University of Waterloo, such that:

- 1. any event for which the attendees require some minimum relevant training dependant on the nature of the event as well as an acknowledgement of risk, is herein termed a Laboratory Event.*
- 2. any event for which the attendees require no training and will not participate in any activities requiring indemnity* of the MNS Society or acknowledgement of risks is herein termed a Social Event;*

[] Indemnity herein defined by the University of Waterloo Science Society, Article IV:Administration and officers, SECTION 10: Indemnification and by the University of Waterloo The Federation of Students (FEDs): Memorandum of Understanding Federation of Students Societies Agreement.*

WHEREAS, the MNS Society permits any member at large to submit and participate in event design, development, and operation as an Event Organizer and/or Attendee;

WHEREAS, the Event Organizer(s) is/are herein defined as the member(s) at large designing, planning, or proposing an event to the MNS Society, to whom approval to do so has been provided by the MNS Society Executive Authority;

WHEREAS, the Attendee is any participant in attendance at an event, who depending on the nature of the event may be required to sign an Acknowledgement of Risks waiver, and has no formal management or oversight responsibilities, but who shall following the safety guidelines provided by the Event Organizer(s) whilst attending;

HEREBY, the MNS Society reserves the right to deny access of any Attendee or other individual to any event for which that individual lacks qualifications to participate, insofar that the MNS Society must maintain the safety of Attendees and comply with University of Waterloo policies and governmental regulations regarding occupational health and safety;

WHEREAS, the MNS Society will provide a disclosure inclusive of any necessary accommodations (ie. Allergies, Food Limitations, and Disabilities) available for students for events;

HEREBY, sets the following specific regulations for all Laboratory Events:

- 1. Event Planning and Preparation by an Event Organizer,*
 - a. must have financial availability and be considered a safe event as determined by the MNS Society Executive signing authorities, through the use of the MNS Society Laboratory Event Preparation Form,*
 - b. must include the submission of the "Student Societies Event Form" to the UW Science Society and UW Federation of Students, by a signing authority,*
- 2. Any event advertised or offered by the MNS Society must be approved by a simple majority of standing Executive Officers,*

- 3. Outline of Acknowledgement of Risk waiver and qualifications necessary for the Laboratory Event must be produced by the MNS Society Executive Authority and listed prior to holding the event, including sign-up rosters detailing Acknowledgement of Risk and acknowledgement of up-to-date relevant training certifications as outlined by the University of Waterloo laboratory policies,*
- 4. All Laboratory Event Attendees are required to follow standard laboratory conduct and safety protocols as per University of Waterloo requirements and policies; all parties not engaging in a safe manner can and will be removed at any time,*
- 5. For every event, the Event Organizer, in conjunction with faculty coordinators or MNS Society Executive Officers, must produce Safety Data Sheets or other relevant safety documentation for all materials in use,*
- 5. The Event Organizer and MNS Society Executives in conjunction with the event's faculty coordinator shall be responsible for a pre-lab safety address to discuss risks and enumerate cautions during the event,*
- 6. Materials used and produced in the laboratory events, as well as equipment, may not be removed by Attendees from the lab unless specifically authorized by faculty and MNS Society Executives organizing the event;*
- 7. Materials produced or purchased from or by the University of Waterloo must be adequately disposed of or safely stored by university faculty on campus, unless otherwise indicated by the faculty coordinator for the event and the MNS Society;*
- 8. The discussed Laboratory Event Preparation Form must be submitted to the Executive Officers within the first month of term, or otherwise specified by simple majority of standing Executive Officers;*

Ratified: 20 June, 2016, 18:02

Amendment II: Pertaining to Advertising and Member Input on Amendments

Ratified: 20 June, 2016, 17:28 - Vote of 8 to 0

Amendment III: Pertaining to First Year Representative for Student Engagement

- Laise between MNS Exec/VP and First Year Students
- Partnership in event coordination

Ratified: 20 June, 2016, 17:58

Amendment IV: Pertaining to Breach of Duty and Gross Negligence

HEREBY, the MNS Society Executive Officers can, independent of the General Members, begin proceedings for Articles of Impeachment against an Executive Officer with a super-majority of Executives not currently under consideration for impeachment;

Ratified: 20 June, 2016, 18:13

Amendment V: Pertaining to Budget and Revenue Management

Location - *Article VIII, Section V*

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Amendment:

Article VIII, Section V will be hereby invalid and replaced with the following:

WHEREAS, expenditure shall be defined as the total cost of related budgetary items for an event, merchandise or other item as designated by the Executive Committee;

HEREBY, the Executive Committee will vote on any continued expenditure which surpasses budgetary limits set during the termly budget meeting if and only if such expenditure surpasses ten percent (10%) of the budgeted limit; else if spending surpasses the limit but is in excess of less than or equal to 10% it shall be considered specific discretionary spending; a vote of the General Members at large must be called for any expenditure above five hundred dollars (\$500.00 CAD);

Ratified: 20 June, 2016, 18:19

Ratified and Approved by the University of Waterloo Science Society Board of Directors on Tuesday 5 July, 2016.