

Science Society

Policies and Procedures



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INTRODUCTION

The Science Society Policies and Procedures Manual describe operating procedures and guidelines for the administration of Science Society.

To maintain consistency of policy interpretation, the President has responsibility for interpreting policies. If the Speaker does not concur with the President's interpretation, the Speaker may use prerogative to call the question by the Board of Directors, here forth called the Board.

In the event of inconsistency or conflict, the Science Society Constitution shall supersede policies and procedures laid out in this manual.

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SECTION 100 – GENERAL ADMINISTRATION

POLICY 101 – OFFICE HOURS AND OFFICE REPRESENTATIVES

The Science Society office shall be open as often as possible, as long as volunteer office representatives are available.

POLICY 102 – ADVERTISEMENT APPROVAL AND STAMPING

Advertisements put up in Science buildings listed below are subject to Science Society approval. Science Society Office Representatives are empowered by the Executive Council to approve advertisements. Approved advertisements must be stamped by the Science Society and a date of removal must be included on the poster.

1. Posters must be stamped by Science Society are allowed only in the Science buildings a. Biology 1 (B1), Biology 2 (B2), Chemistry 2 (C2), Centre for Environmental and Information Technology (EIT), Earth Science & Chemistry (ESC), Physics (PHY), and Science Teaching Complex (STC).
 - b. One poster will be posted in the Science Teaching Complex (STC) blue bulletin board. No other posters may be posted anywhere else in STC as per University guidelines.
2. Maximum of 25 posters allowed for each event for all 6 buildings.
3. Materials can be posted on unpainted surfaces and bulletin boards (except windows and boards marked for The Waterloo Undergraduate Student Association (WUSA)).
4. Parties are responsible for removing your materials on the "remove on" date.
 - a. A warning will be given out if a club does not remove materials on the removal date listed. b. If a club continues to leave their posters on the wall long after the event has passed, SciSoc will not stamp their posters in their future.
 2. Posters that are put up without SciSoc's approval will be taken down by the Science Society.
 3. Posters that are exempt to this rule are:
 - a. Posters put up by WUSA.
 - b. Posters put up by the Faculty of Science.

POLICY 103 – SCIENCE COFFEE AND DONUT SHOP AND RETAIL STORE

The Science Coffee and Donut Shop (CnD) and retail store are an ancillary service of the Science Society. The Science Coffee and Donut Shop and retail store shall be managed by the CnD managers and retail store managers as appointed by the Science Society executives. Responsibilities of a Manager are listed under Policy 301.

POLICY 104 – COMMUNICATION WITH STUDENT BODY

The Vice President Communications together with the Marketing Coordinator(s) shall be responsible for communication with the student body. This includes:

- Maintenance of the Science Society email accounts Email should be responded to within a reasonable time frame.
- Maintenance of the Science Society website and all social media platforms.
- Implementation of other means of communication with the student body.

POLICY 105 – CALENDAR EVENTS AND SCHEDULING

The Science Society and all Departmental Clubs shall use an online calendar and scheduling system for all events, pursuant to the Board's "Events Scheduling Responsibility Policy" on 2 April, 2017.

All events must be added to the online Calendar upon confirmation of a date with any outside vendor within 72 hours, unless with the express permission of the VP Student Life, VP Internal or President.

The Society and its subsidiary Departmental Clubs must indicate potential events on the calendar and their corresponding dates in advance as notice for all other clubs, to increase communication and prevent potential conflicts in advance (i.e. collaborating on or delaying the date of potentially similar events).

Should these policies be neglected, the Society or responsible club shall be held accountable to the Board of Directors at the next meeting. This board must reach a clear verdict of penalty by majority vote of all unaffected clubs (e.g. funding restriction/redistribution in the form of a fine) deemed fitting based on the magnitude of the violation. For the purposes of this policy and any procedures herein outlined, an unaffected club shall be an unbiased club not involved in the matters at stake. An affected club shall be one with bias in the situation which for whatever reason derived benefit from participation in debate.

The penalty determined will only be voted on only by unaffected clubs in camera session, where affected clubs must recuse themselves or shall be requested to leave under the parliamentary privilege of Speaker. The nature of the penalty shall be open for discussion by all board members, including those in question. The Speaker of the Board and Vice President Finance, in conjunction with the Vice President Internal, shall enforce any verdict of the tribunal with any of the constitutional abilities available to them to the fullest extent possible.

POLICY 106 – EASE OF INFORMATION & PUBLIC DISCLOSURE OF EVENTS

The purpose of this policy is to address the lack of basic up-to-date information on the social media platforms of several departmental clubs and the Society, including but not limited to contact, location, executive and mandate information.

Defines 'online' to include any relevant society or club related websites and any society or club related social media platforms. Defines 'mandate' to include at minimum a club's constitution, regular activity, official policies, short and long term goals.

Public Disclosure & Transparency: The Society and all subsidiaries are required to update their contact, executive, location and mandate information, as well as any other pertinent information online at the start of every term.

POLICY 107 – OWNERSHIP AND USAGE OF INTELLECTUAL PROPERTY ACT The purpose of this policy is to address the absence of intellectual property rights and possible discipline for plagiarism within the framework of the Society, pursuant to Board Ownership and Usage of Intellectual Property Act, 2017 - Amendments to Policies and Procedures, 23 November, 2017.

'Intellectual Property' is defined to include any content created for the society, or subsidiary clubs; including but not limited to, constitutions, posters, logos, and merchandise designs.

The society grants Intellectual Property rights to the club for any materials created by or for the club or the society. The club shall claim an informal copyright over Intellectual Property for the period of five (5) years

from the original use or publication date. The club for which the original content was created, reserves the right to reuse, edit or redistribute the content as it sees fit. The Science Society and its subsidiaries may use, edit or redistribute the original content with written permission from the source.

All content created prior to the passage of the aforementioned act shall acquire the rights herein described, effective their creation date.

If any violations are noted they should be brought to the attention of the society Executive Committee and attempted to be addressed prior to deliberation by the Board of Directors. If no resolution is found, the perpetrating individual or society subsidiary will be disciplined in accordance with the severity of the violation. The maximum punishment shall involve formal reporting to the Academic Integrity Office and a removal of funding for the remainder of the term.

POLICY 108 - DARK MATTER

Effective Fall 2022, Dark Matter will be an official trade publication of Science Society. The Vice-President Communications shall oversee the Dark Matter Head Editor, who in turn shall oversee the Editorial Board who shall be in charge of creating, publishing, and distributing the Dark Matter magazine.

.Dark Matter shall exist for the following purposes:

1. To showcase the creative works and opinions of the science student body
2. To catalog and document the various events hosted by the departmental clubs
3. To provide an avenue of communication between SciSoc, the departmental clubs, the faculty, and the science student body

The Dark Matter magazine will be governed by the [Dark Matter Constitution](#), and Dark Matter's budget shall not affect the budget allocated to the departmental clubs or to external funding.

POLICY 109 - MISCONDUCT

"Misconduct" includes, but is not limited to, any behaviour found to be perpetuating or participating in discrimination, harassment, sexual harassment, or creating a hostile or intimidating environment towards any group or individual.

"Conflict of interest" is defined as when an individual's personal interests (e.g. family, friendships, financial factors etc.) could compromise their judgment, decisions, or actions.

The definition of a Science Society member is outlined in Article III, Section 1 of the Science Society Constitution.

Policy 109 outlines the steps that must be taken if there is an alleged violation of the Club's Room Code of Conduct (see Appendix A) by a Science Society Executive Officer, a Club Executive, a member of the Board of Directors, or a Science Society Member.

1. If a Director or Science Society Executive Officer is notified of any alleged incident of misconduct by another Director, Science Society Executive Officer or Science Society Member, it must be brought to the Board of Directors.
2. At the earliest possible Board meeting, by a majority vote, the Speaker shall choose a tribunal of three board members.

- a. The members of the tribunal should not have any conflicts of interest with the alleged perpetrator(s) or alleged victim(s).
3. The tribunal, with the assistance of the VP of Student Life, shall conduct an investigation into the alleged incident(s) of misconduct and present the results, summary, decision, an alternate decision and recommendation to the Board at the next Board of Directors meeting.
 - a. The tribunal should follow the steps outlined in the Procedure for Misconduct Investigation, found in Appendix B.
 - b. The tribunal may refer to a List of Possible Outcomes to Misconduct Investigations, found in Appendix C, to aid in their investigation.
4. Once the summary is presented to the Board, voting may begin. A two-thirds supermajority is needed to ratify the tribunal's decision. If the supermajority is not reached, the tribunal may suggest an alternate decision, which will require a simple majority to pass.

If misconduct is alleged against a Club Executive in a role that does not hold a position on the Board of Directors, the above steps will be taken, except:

1. The director of the club to which the executive belongs will not have a vote in the tribunal's decision.

If misconduct is alleged against the Speaker, then the above steps will be taken, except:

1. The VP Internal shall choose the tribunal.

If misconduct is alleged against Science Society or any Departmental Club, then the above steps will be taken, except:

1. The issue will be taken up with the Board of Directors. The President(s) will then be issued one warning from the Board of Directors.
2. An update on the situation must be given at the BOD meeting following the warning.
3. An incident report must be presented at the second following BOD meeting after the warning has been issued.
4. If the alleged behavior continues after this, steps 2 to 4 must be taken.

If misconduct is alleged against any person(s) outside of the scope of Policy 109, please refer to the list of contacts provided at the end of Appendix A.

If a student chooses not to report an incidence of misconduct, the Board must respect the student's decision and not go through with the steps outlined by Policy 109.

APPENDIX A: CODE OF CONDUCT & STUDENT SUPPORT RESOURCES

Club Rooms Code of Conduct

1. **Keep the area clean.** Please clean up after yourself once you are done or leaving the club room. There is a garbage can and a recycling bin in the room, as well as recycling/garbage in the hallways. Materials used should be put back where they are found, and anything you bring in should be taken out with you as well. Erase the whiteboards after use or write "PLO." Erase it once you no longer need it. Use the microwave cover.
2. **Be respectful of others in the room.** Please keep the noise level low if others are working, running SciSoc activities or doing anything that may require them to concentrate. If people are using the club room for different purposes, it is best to work out some ground rules between yourselves.

- 3. Keep the club room inclusive and welcoming.** If someone is new or this is their first time in the room, welcome them. All students are able to use the club room so long as they are following the code of conduct.
- 4. Discrimination, any form of harassment, or actions contributing to a hostile or unwelcoming environment are not allowed in the club room.** The definition of discrimination and harassment is taken from the Ontario Human Rights Code.

Please let a SciSoc executive know if you witness or experience any form of discrimination, harassment, or other worrying behavior in the club's hallway.

- 5. Anyone found in violation of the above rules will be asked to leave the club room.** Other actions may also be taken if repeated violations of the Code of Conduct occurs, including being refused entry to the club room.

We aim to keep Science Society a safe and welcoming place for all. Please respect, take care of, and listen to your peers. If anything is causing you concern, contact scisoc@uwaterloo.ca

Resources

- The Human Rights, Equity and Inclusion office can help you through the process of filing a human rights complaint or provide direct support from an EDI-RO team member. Contact them at equity@uwaterloo.ca.
- The Sexual Violence Prevention and Response Office provides support for those impacted by sexual violence and helps you think through your options. Contact them at svpro@uwaterloo.ca
- More resources and supports in the KW area can be found by scanning this QR code:



What counts as discrimination?

Discrimination is “any action or behavior that results in adverse or preferential treatment related to those grounds prohibited under the Ontario Human Rights Code” (OHRC.) It can be direct, indirect, or subtle (ex. microaggressions), in the form of harassment, or discrimination that leads to a poisoned environment.

Discrimination is prohibited on the grounds of:

- Age
- Ancestry
- Citizenship
- Colour
- Creed (religion or faith)
- Disability
- Ethnic origin
- Family status
- Gender identity
- Gender expression
- Place of origin
- Race
- Sex
- Sexual orientation

What counts as harassment?

Harassment is defined in the OHRC as “engaging in a course of vexatious [annoying, provoking] comment or conduct which is known or ought reasonably to be known to be unwelcome.” It may be done either intentionally or unintentionally - regardless, *if it is unwelcome, it is harassment*.

“Engaging in a course of” means that the comments would have to occur more than once to be considered harassment, but some comments - for example, slurs - need to happen only once for someone to feel unwelcome or like they will be treated as less than.

Everyone has the right to:

- The usage of chosen names and pronouns
- Accommodation of disabilities
- Accommodation of religious or spiritual beliefs, practices and observances
- To be free from ‘jokes’ or slurs related to one’s identity
- To be free from harassment or unkind comments related to one’s identity

What counts as sexual harassment?

Sexual harassment can include (but is not limited to):

- Repeatedly asking for dates and not taking no for an answer
- Demanding hugs
- Making unnecessary physical contact, including unwanted touching
- Using rude or insulting language to stereotype people based on their gender
- Calling people unkind names that relate to their sex or gender
- Making sexual comments based on a person's physical appearance or actions
- Bullying based on sex or gender

Student Support Resources

Mental Health Support

- [UW Counseling Services](#)
 - Counseling Services is a team of professionals that provides programming and services to help students lead healthy and balanced lives. They strive to provide a secure, supportive environment for students of all orientations and backgrounds.
 - They provide individual counseling appointments, group therapy, workshops, seminars, and mental health training opportunities for students **at no charge**.
- [Science Counseling Services](#)
 - Offers personal counseling to address any concerns that impact your success at university. There is **no charge** to registered students and it's **absolutely confidential and voluntary**.
 - Science Counsellor: Susan Corkill (STC 2031)
- [Empower Me](#) (Toll-Free Call: **1-833-628-5589**)
 - Empower Me is a mental health and wellness service that provides over-the-phone mental health support from professionals with various domains of expertise.
 - Empower Me calls are **available 24/7, 365 days a year**. Calls are confidential, multilingual, culturally sensitive, gender-inclusive and faith inclusive.

- [MATES](#)
 - MATES is a peer-support service for the undergraduate student population. MATES supports students experiencing social and academic challenges as well as low-level mental health concerns and stress. Appointments can be booked through their [website](#).

Sexual Health and Wellness Support

- [UW Health Services](#) (Call **519-888-4096**)
 - UW Health Services provides confidential consultation with a nurse or physician, confidential STI testing, family planning, birth control dispensary and counselling, emergency contraception (morning-after pill), pregnancy tests and gender affirmative care.
 - The Student Medical Clinic is located across from the Student Life Centre. **Appointments must be booked over the phone.** For those who are unable to call due to accessibility concerns, please e-mail hsforms@uwaterloo.ca indicating that you are unable to book by phone.
- [Sexual Violence Prevention and Response Office](#)
 - The Sexual Violence Prevention and Response Office (SVPRO) supports all members of the University of Waterloo campus community who have experienced or been impacted by sexual violence. This includes all students, staff, faculty, and visitors on the main campus, satellite campuses, and affiliated and federated Waterloo Institutes and Colleges.
 - If someone has an urgent non-crisis need, SVPRO will do their best to meet with them as soon as possible. You can connect with them at svpro@uwaterloo.ca.
- [Women's Centre](#)
 - The Women's Centre aims to provide a female-positive and supportive environment on campus for all women and trans* folks. However, their services are for everyone! Their volunteers are trained to provide peer support with an intersectional lens and can help connect you with resources about sexual health, healthy relationships, mental health, and more. They are there to listen, support, and help connect students with other resources within the university and the community.

Anti-Racism Support:

- [The Office of Equity, Diversity, Inclusion & Anti-racism \(EDI-R\)](#)
 - The EDI-R Office works with students, faculty and staff across campus to advance equity through evidence-based policies, practices and programs.
 - You may fill out their [intake form](#) for:
 - individual reasons (e.g., disclosure of harm – racism, ableism, etc., resources, general EDI-R inquiry, non-disability ORHC accommodations, training request)
 - Departmental (recommending new projects, general EDI-R inquiry, prayer spaces, washrooms, request to support a project, document review, training request)
 - Or any other questions.
- [Racial Advocacy for Inclusion, Solidarity, and Equity \(RAISE\)](#)
 - RAISE provides confidential peer support for the racialized undergraduate student community. Peer support is provided by trained RAISE volunteers, executives, and coordinators. Their peer support is student-centered and affirms the lived experiences of racialized students through an intersectional and anti-oppressive lens.

2SLGBTQ+ Support

- [Glow Centre for Sexual and Gender Diversity](#)
 - Glow promotes a healthy attitude towards all sexual orientations and gender identities on the University of Waterloo campus by providing a wide variety of peer support, social events, advocacy work, and resources.
 - Glow is committed to serving trans-identified and gender-variant persons by making relevant resources accessible. If you or someone you know are having difficulty/have questions about accessing services and resources at the University, please reach out to Glow and they will do their best to find the information you are looking for.
- [UW Health Services for Gender-Affirming Care](#)
 - UW Health Services aims to establish gender identity supports, coordinate transition-related care, and work toward dedicating their clinic as a safe space.
 - If students are interested in gender-affirming care, further information and/or self-referral, they can schedule a confidential [Intake Appointment](#) with one of their trained nurses. Students can call in and ask for an intake appointment for “gender-affirming care”, “to talk about hormones” or “to see Deanna”.
 - If you are considering hormone therapy, UW Health Services recommends learning more about this through [Rainbow Health Ontario](#) before your medical visit, to help identify topics you would like to discuss with your primary care clinician.
 - Call **519-888-4096** or visit **Health Services** to **book a confidential Gender Affirmative Care Intake appointment.**”

Indigenous Student Support

- [Office of Indigenous Relations](#)
 - The Office of Indigenous Relations is a central hub for First Nations, Inuit, and Métis students, researchers, faculty, and staff, along with allies within the Waterloo campus community. Additionally, the Office provides the campus community with guidance, support, and resources to strengthen their shared vision of reconciliation.
- [Waterloo Indigenous Student Centre \(WISC\)](#)
 - The Waterloo Indigenous Student Centre (WISC) is a friendly space on campus where one can connect with other Indigenous (First Nation, Inuit, and Metis) students and members of the Kitchener-Waterloo community.
 - WISC provides culturally specific mental, spiritual, emotional, and physical guidance to students throughout their academic journey and beyond, bridges gaps to on/off-campus services, and advocates for equitable opportunities for Indigenous peoples to thrive and feel an unwavering sense of belonging on the land, with their people, and within themselves.
- [Manager of Indigenous Science Initiatives](#)
 - Savannah Sloat
 - savannah.sloat@uwaterloo.ca
 - 519-888-4567 x41069
 - Location: ESC 253

International Student Support

- [Immigration Consulting](#)
 - The University of Waterloo has an experienced and dedicated team of Regulated Canadian Immigration Consultants (RCICs) who are licensed with the College of Immigration and Citizenship Consultants (CICC). The consultants are happy to assist students during their time at university. **All consultations are free and confidential.**
 - They can answer questions about:
 - Study permits
 - Working on and off campus
 - Co-op work permits
 - Temporary resident visas (TRV)
 - Electronic Travel Authorizations (eTA)
 - Post-graduation work permits
 - Permits and TRVs for spouse/common-law partner and/or children
 - Requirements to enter Canada during the COVID-19 pandemic

- [International Peer Community](#)
 - The International Peer Community (IPC) is a peer-support program aimed at helping international students settle in and feel at home at the University of Waterloo.

 - Through community-based activities, the program helps students to build a support network, develop a sense of community and intercultural competencies, enhance interactional skills, and learn about Canada and other cultures.

- [International and Canadian Student Network \(ICSN\)](#)
 - The ICSN strives to make all local, international and exchange students feel welcome at the University of Waterloo, and within the Waterloo community. They run a number of events each term so that students can explore the area and make meaningful connections with people from around the world!

- [Other International Student Resources](#)

If you would like to report an incident of misconduct, you can do so by contacting the following person(s) or organizations:

1. [Associate Dean of Student Relations](#)
2. [EDI-R Intake Form](#)
3. [SVPRO Crisis Support](#)

APPENDIX B: PROCEDURE FOR MISCONDUCT INVESTIGATION

1. The tribunal will contact the Director or Science Society Executive that brought the allegations to the Board to gather and assess what information they have.
2. Any individuals involved in the incidents (witnesses, alleged victims and alleged perpetrators) must be interviewed by the VP of Student Life and a member of the tribunal.
 - a. If an involved party does not consent to be a part of the investigation, they cannot be forced to participate.
3. The VP of Student Life and tribunal member will relay the interview details to the rest of the tribunal.
4. Based on the information gathered, the tribunal will present the results, summary, decision, an alternate decision and recommendation to the Board at the next Board of Directors meeting.
 - a. An update on the situation must be given at the following BOD meeting..
 - b. An incident report must be presented at the second following BOD meeting after the warning has been issued.

After the investigation, there should be no record of names or identifying details involved in the alleged incidents. All names and identifying details should be redacted from any notes or documents made, including BOD meeting minutes.

The tribunal may refer to a List of Possible Outcomes to Misconduct Investigations, found in Appendix C, to aid their investigation.

APPENDIX C: LIST OF POSSIBLE OUTCOMES TO MISCONDUCT INVESTIGATIONS

This is a list of possible outcomes that can be made based on the results of a misconduct investigation. The tribunal may choose one or more of these outcomes to assist in making their decision, alternate decision and recommendations.

PLEASE NOTE:

- If the alleged incident occurs at the end of the current term, the penalties and outcomes may begin at the start of the next term and continue until its completion (one full term).
- If an investigation occurs, and the results are inconclusive, no action can be taken.
- If the tribunal deems the incident is beyond the bounds of the Board of Directors and Science Society, this investigation will be escalated to the Associate Dean of Student Relations.
- The tribunal should take into consideration the first offense, multiple offenses, and the severity of the events.
- The tribunal should take into consideration the context of the situation and the presence of malicious intent.

Allegations against a Science Society Member:

- Mandatory attendance and completion of any relevant equity, diversity and inclusion training.
- A temporary ban of the perpetrator for the remainder of the term from the Science Society Office and all Departmental Clubs Rooms.
- A temporary ban of the perpetrator from all Science Society and Departmental Club events for the remainder of the term.

Allegations against a Director or Science Society Executive Officer:

- Mandatory attendance and completion of any relevant equity, diversity and inclusion training.
- A temporary ban of the perpetrator for the remainder of the term from the Science Society Office and all Departmental Clubs Rooms.

- A temporary ban of the perpetrator for the remainder of the term from all Society and all Departmental Clubs events.
- Removal from their position.
- Ban from running in Science Society or Departmental club elections for one full year (Fall, Winter, and Spring terms).

Allegations against Science Society or a Departmental Club:

- Mandatory attendance and completion of relevant equity, diversity and inclusion training for all executive members.
- A formal apology to all club members from the Club/Society President(s).
- Restricted access to the Club Room only with a member of the executive team present at all times.
- Restricted access to the Club Room for one month for all members.
- Suspension from running events out of the Club Room for one month.
- Deduct Science Society Funding by 0.05% of Science Society fees allocated to that club.

Allegations against the Speaker of the Board of Directors:

- Mandatory attendance and completion of any relevant equity, diversity and inclusion training.
- Temporary suspension from their role for three Board of Directors meetings.
- Ban from holding a position on the Board of Directors for the remainder of the term.
- Removal from their position.
- Ban from holding the Speaker position for one full year (Fall, Winter, and Spring terms)

SECTION 200 – FINANCIAL ADMINISTRATION

POLICY 201 – BUDGET PROCESS

Club budgets must be approved by the Board of Directors. The approval process is as follows:

1. The Vice President Finance shall present budgeting information and requirements via email within a week of the first scheduled Board of Directors meeting of the term;
2. Club Presidents or Vice President Finances (or equivalent) must submit their proposed budget to Vice President Finance by the date required in order to receive funding for the term; clubs shall have at least a week to submit their proposed budget and shall submit it in the format the Vice President Finance Requires;
3. A Board of Directors meeting date will be set to approve the budget;
4. The Vice President-Finance will review all budgets and review changes to individual club budgets with corresponding Presidents;
5. The Vice President Finance will return reviewed budgets to all Club Presidents at least 24 hours prior to the emergency Board of Directors meeting;
6. The budgets will be reviewed and voted (2/3 of the Board) on individually at the emergency Board of Directors meeting.

POLICY 202 – CLUB FUNDING DISTRIBUTION

Effective Winter 2022, The Departmental Clubs are to receive 34% of the total student fees for the term, split evenly amongst themselves. All Clubs must comply with the policies and procedures listed. The Executive Council and Board of Directors (BOD) have the right to deem improper event execution by a Club. If a Club event is deemed to have been executed improperly, funding for that event shall be removed.

In the event that the Science CnD bank account drops below \$1500 (or an amount proportional to inflation), the CnD may apply for up to 5% of the total student fees, thereby reducing the collective departmental clubs' funding from 35% to a minimum of 30% for that term. The VP Finance (VPF) of SciSoc is responsible for making a presentation to the Board of Directors at the first BOD meeting with the proposed required amount of CnD funding, which is then to be voted on. If the VPF feels that the \$1500 minimum is insufficient (due to inflation), they may petition to receive funding even if the remaining balance of the CnD account is greater than \$1500.

POLICY 203 – CLUB MERCHANDISE & SPENDING REQUIREMENTS

Departmental clubs are required to utilize 70% percent of their budget for student events and activities. Any non-SciSoc funding shall not be subject to spending requirements of these policies.

The Science Society shall allow departmental clubs/societies to utilize no more than 10% of their funding in a given term for the purchase of merchandise*, independent of their 70% expense requirement, for Science Society Funding; additional expenses for merchandise may come from carry-over savings held by the club/society.

Carry-over savings held by a club/society may be used only upon approval by Vice President-Finance. Vice President-Finance may refuse to reimburse expenses incurred by a club/society who has used all of their funding for the term.

If a departmental club/society shall fall below this mark, they may seek approval from the VP Finance to not spend the required 70% benchmark. Vice President-Finance may re-distribute the unused funding with approval from the club/society failing to spend their 70% benchmark; funds do not have to be re-allocated to the club/society that didn't meet their quota, provided that they had given approval to re-allocate their funding.

If a club fails to meet the 70% expenditure benchmark, funding will be decreased by 0.05% of Science Society's total budget the following term. If in the following term the benchmark is met, then funding will be increased by 0.05% of the Science Society's total budget to a maximum of 4.25%.

In order for a club to meet the benchmark, all cheque requests for the expenditures must be sent in throughout the term and by the due date set by the VP Finance. The due date is to be set at least one week prior to the deadline.

*Merchandise is defined as anything purchased through a departmental club/society for a specifically defined person and excludes anything purchased for the purpose of being given away at an event to an undefined person with equal opportunity of obtaining **this such** item.

POLICY 204 – CLUB FUNDRAISING

Science Society shall not govern the administration of funds raised by clubs through fundraising and sponsorship, so long as the funds are used in accordance with WUSA and University of Waterloo guidelines. The Science Society shall provide access to cashboxes and the square site to aid the club/society in fundraising. The Vice President-Finance shall oversee all cashboxes and square site sales and ensure that the funding is deposited into the club account. Science Society Policies or Procedures shall pertain only to funds

administered by the Society, or granted by the Board via external funding or by the VP Finance by a float (See Policy 603).

Clubs are not to sponsor any external clubs with any Science Society allotted funds without the recommendation of the VP Finance and BOD approval.

All external funding shall be made aware of the VP Finance and be brought to the Board of Directors.

POLICY 205 – EXTERNAL FUNDING

Science Society shall maintain a special event funding budget line each term for proposals that might arise during the term. External clubs or organizations may request funding from the Science Society Board of Directors provided that Science Students will benefit from funding them. The amount of budget shall be determined by the Vice President Finance and shall be approved by the Board of Directors. The BOD must keep in mind the best interest for Science students.

Unused amounts shall be rolled over to the following term and distributed across the budget.

External clubs/organizations retain the funding they were granted for three full terms; after this time, the funding expires and must be re-applied for by the club/organization.

Board consideration of External Funding requests to the Science Society shall be administered term-round (not on a specified meeting of the Board), to be presented to the Board at the discretion of the Speaker of the Board or President, under the approval of the Vice President Finance of the Society.

External Funding shall be open to any eligible WUSA club, Society, or other University affiliated club/organization/institution/society which are able to provide bank account information pursuant to any Board stipulations on the provision of funds. The Board may fund unaffiliated organizations consistent with their fiduciary responsibility that the investment be in the best interests of Science Students.

The execution and oversight of the provision of funds shall be at the discretion of the VP Finance .

POLICY 206 – SCIENCE COFFEE AND DONUT SHOP

The Science Coffee and Donut Shop maintains a separate bank account from the Science Society and will be responsible for all disbursements through that account. The Science Society President, Vice President Finance and the Vice President-Retail shall have signing authority. Signing officers cannot sign their own cheques.

The Science Coffee and Donut Shop shall exist as the legal incorporated subsidiary of the University of Waterloo Science Society (hereafter known as the Coffee and Donut Shop, Science CnD, or CnD). The Science Society shall be the sole legal and financial custodian of the CnD.

The CnD shall operate under a business model. The CnD shall be a fee-for-service entity ensuring its reasonable income and expenditure without appropriation of SciSoc fundings as much as necessary for effective operations, see Policy 202, such that the CnD operates as a business with the intent to make money only to further its own renovation, customer retention, and product/marketable diversity. The President and

Vice President Finance shall oversee effective business performance by fostering growth of revenue streams and introduce measures to promote surplus.

Pursuant to "Science Coffee and Donut Shop Restructuring and Refinancing Resolution" on 19 July 2016, the CnD must regularly apply for capital investment and grants from University derived sources, as well as seek corporate sponsorship or direct investment from the Society or extra-Society sources to meet the Board resolution requirements. This requirement shall be at the discretion of the Vice President Finance. The Vice President Finance and the CnD Managers shall apply for funding, or assist the external finance coordinator to seek and apply for such funding streams.

The CnD shall offer catering at competitive prices for Departmental Clubs / Events, requiring departmental clubs to purchase through CnD at first attempt. The CnD shall instate a premium on purchases to ensure CnD takes in revenue on each transaction, even for those purchases by Departmental Clubs.

The Vice President Finance in conjunction with the VP Retail and CnD Managers shall maintain data records and analytics for all sales and purchasing, revenue, and income which will be presented to Board of Directors termly upon request, this includes but is not limited to:

1. Records detailing how well individual products perform, Daily revenue (both in total and per product);
2. Termly expenditures, profits, and retained earnings;
3. Approximate records of high and low activity by the day to aid in deciding operation hours (approximate customer volume per hour of operation of CnD);
4. Metrics on the total Debt as a percentage of operating costs, and income as a percentage of debts.

The Vice President Finance shall present a Beginning of Term expectations and operational business plan and an End of Term analytics report highlighting the intended modifications, success, and financial situation of the CnD to the Board upon request by a member of the board.

POLICY 208 – PROVISION AND REIMBURSEMENT OF ALCOHOL POLICY

Note: policy adopted with involvement and consent of WUSA Vice President Operations and Finance & WUSA Societies Accountant.

The purpose of this policy is to address the necessity for a reasonable alcohol policy for reimbursements of the Science Society and its departmental clubs, pursuant to the Board Resolution on the Provision and Reimbursement Restrictions of Alcohol from Science Undergraduate Student Fees on 29 October, 2017. Note: the regulation of alcohol reimbursements for the Student Societies subsidiary to the WUSA is entirely a matter of self-regulation under their purview as outlined en général in the Memorandum of Understanding between the Student Societies and WUSA,

Those hosting events with alcohol will follow relevant standing policies by the University of Waterloo Secretariat and the WUSA Policies and Procedures.¹²

Reasonable use of alcohol for events shall be considered that which:

1. Follows all UW and WUSA policies in regards to promotion and consumption of alcohol
2. Follows all laws of the province of Ontario and Canada regarding the consumption and provision of alcoholic beverages,
3. Is not the primary or sole focus of the event,
4. Alcohol is not the sole beverage option ,³
5. Is limited for a minority of offered events;

The use of student fees to reimburse alcohol for non-student participants at student focused events is permitted, if approved by the Board of Directors or by the Vice President of Finance.

The reimbursement for student purchase and consumption of alcohol at society events is restricted to that which complies with the policies and procedures herein established, and is pre-approved by the Board of Directors (or in the absence or inability of the Board the⁴ unanimous agreement of the Vice President Finance, President or Vice President Internal, and Speaker of the Board). The “pre-approval” process for the reimbursement of alcoholic beverage expenses at any society event shall constitute a simple majority vote in the affirmative by a properly constituted meeting of the Board of Directors prior to the event.

Organizers of any society events who seek reimbursement for alcohol expenses must notify the⁵ Speaker of the Board, President, VPF, and VPI at least one (1) week prior to the event date. The Speaker of the Board, VPI acting as Speaker pro tempore, or any agent thereof, shall not include any petition for post hoc alcohol expense reimbursement approval on the Board of Directors agenda; and shall rule any vote on the matter under New Business out of order while this policy is in place.⁶

All society events, or events of subsidiaries thereof, if providing alcoholic beverages must provide alternatives for those students who cannot or choose not to consume alcohol. No Executive, Coordinator, Board member, departmental club executive or other affiliate of the Society shall receive reimbursements for alcohol expenses which are not at events open to the at-large science undergraduate student body .⁷

The quantity of events offering alcohol shall not exceed three (3) each term, unless otherwise approved by the Board of Directors with the consent of the VPF and either President or VPI. The Executive Committee policy restrictions and procedural requirements:

1. [None thus far]

Any concerns or uses of this resolution which are not adequately or unambiguously addressed by Executive Committee procedural requirements installed herein are subject for board consideration with a 2/3-supermajority for any decision.

POLICY 209 - UNIFIED BANK ACCOUNT PURPOSE

All club bank accounts are to be under Science Society's bank account to form a unified bank account. The purpose of this consolidation is for WUSA to be able to track the financial activities of each Society and make sure it meets CRA/accounting standards.

¹ UW Policy 21, Alcohol Use and Education, <https://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-21>

² WUSA Board of Directors Procedure 14, Travel Reimbursement, https://feds.ca/sites/ca.feds/files/uploads/files/board_of_directors_procedures_-_october_2017.pdf

³ Other beverages must be offered and made available for reimbursement to those in attendance.

⁴ eg. reimbursement for students at Pints with Profs or GradBall is acceptable

⁵ including but not limited to the events of any subsidiary of the society.

⁶ This clause specifies that those persons seeking alcohol expense reimbursements for an event which was not pre-approved cannot be added to the agenda for Board approval or brought up under new business. Thus, anyone seeking alcoholic reimbursements for their events must do so before the event in question and cannot do so after the event. ⁷ Eg. appreciation or honoraria events exclusive to a select group, such as volunteers, executives, coordinators, or board members cannot provide alcoholic beverage reimbursement; this does not include ticketed events, particularly due to limitations in event capacity.

WUSA will serve as our "bank" and each club will have a "sub account". Transactions for each club are available upon request.

POLICY 210 - DEPOSITING REVENUE

Revenue is money from all sources that includes, but is not limited to, Society funding, departmental funding, ticket sales revenue, and donations.

All revenue must be deposited into Science Society's bank account under the Club's subaccount. Science Society is not to spend the money listed under the Club's subaccount. Science Society's VP Finance is to ensure this.

Deposits are made through SciSoc's VP Finance either by signing a document indicating how much was given to the VP Finance to deposit or going to the bank with the VP Finance.

POLICY 211 - CHEQUE REQUESTS AND PICK UP FOR REIMBURSEMENTS

To receive reimbursement for club expenditures, the person must complete a club check request form (available on the website or in the SciSoc office) and hand it to the SciSoc office. Cheque requests must be submitted by the date provided by the VP Finance to ensure that all reimbursements can be available before the end of term. This date shall be provided by the VP Finance at least a week prior to the due date. Cheque requests must be handed in before the first day of exams of that term to ensure the cheque is written in a timely manner. Cheque requests handed in any time after that may experience longer than normal processing time.

Receipts may be photos, photocopies or scans of the original receipt. VISA/DEBIT transactions may be requested if further information is needed. Receipts must be the original itemized receipt. Photocopies of a receipt or a receipt from a VISA/DEBIT transaction are not valid and will not be reimbursed by SciSoc. If you paid an invoice, there must be proof that this invoice has been paid in full before reimbursement can be issued; this proof of payment may be a receipt issued from the company, a bank statement, or VISA/DEBIT/CREDIT statement. Proof can be your bank statement or an issued receipt from the company.

If the club would like SciSoc to pay in full directly to the company (eg. booking a venue), an invoice must be attached to the club reimbursement request form. Please provide at least a week's notice for these requests. If there is a last-minute request that occurs, the VP Finance and WUSA Society's Accountant will try their best to process it, but they cannot guarantee it will be done by the time requested. Also, take notice of when SciSoc's VP Finance is handing in cheque request forms each term and when he/she is picking the cheques up.

Whoever the cheque is payable to should be the one who is collecting the cheque from SciSoc. The email listed on the cheque request form should be the individual responsible for collecting the cheque from SciSoc. SciSoc will send out an email once the check is available for pick up. Any individuals who have not picked up their cheque(s) by the end of term will receive an email at the beginning of the next term with times to pick up their cheque clearly indicated. Any cheques not picked up by the last day of classes for that term will receive a reminder email, in which the person can arrange a time to meet up with VP Finance to pick the cheque up. Cheques must be picked up within 6 months of cheque request submission. Cheques must be picked up before the end of the first month of the next term. If a person would like a cheque to be mailed to them, they must notify the Science Society within 4 months of cheque request submission before the end of the first month of the next term. All unclaimed cheques will be voided and will not be rewritten.

POLICY 212 - TAKING OUT A FLOAT FROM SCISOC

In order to take out a float from SciSoc, it is mandatory to let the SciSoc's VP Finance know how much money is used for the float (Eg. \$100 – 5 x \$10, 10 x \$5). Default floats are \$100. Furthermore, meeting with SciSoc's VP Finance to take it out is also required. A document form will be filled out signed stating that the club will return the float after the event, the times of float use, the event ID that the float will be used for, the initial float amount, and at least one individual that will be overseeing the float during the times of use. Documentation will be kept for at least 7 years; this record may be digital. This documentation includes information about the individual who attends the float and counts the float on the hour every hour. This form will be kept in the SciSoc safe until the float is returned. When the float is returned, SciSoc's VP Finance will shred that form.

Each ticket sale must include a ticket number, name of ticket holder, and the amount it was sold for. It is essential to always make sure that the amount of ticket sales and float adds up at the end of each day. The float is to be returned in the exact amount to a SciSoc Executive member at the end of the event or kept under lock and key in the club room and handed over to the VPF, VPI, or President., in the exact amount, to SciSoc's VP Finance at the end of the event.

After collecting revenue from an event or sale, the VP Finance shall deposit the money to the Science Society Bank account at CIBC and return the confirmation of the deposit to the Societies Accountant.

SECTION 300 - COORDINATORS

POLICY 301 – COORDINATOR DESCRIPTIONS

Below are the outlined duties and areas of responsibility for each Science Society Coordinator and their respective committees. Each role is subject to change at the discretion of Science Society Executive Officers.

- The Creative Directors and Marketing Coordinator(s) shall be responsible for the publicity of all Society information, events, activities and services, the Society itself and extra-Society information, events, activities and services that may be relevant to the Society membership. Shall be responsible for maintenance of all Society bulletin boards. Shall be responsible for maintaining Science Society's online social media accounts. They shall be innovative and forward-thinking, implementing creative and fresh ways of advertising to both first year and upper year science students. Shall hold at least 3 office hours a week.
- The Event Coordinator(s) shall be responsible for coordinating Society events and activities (including the End of Term event every term). Shall consult with Science students so that events being held are relevant to the current student body. Shall collaborate with other faculties if desired to establish interfaculty events. Shall hold at least 3 office hours a week. Shall be responsible for coordinating Science Society events and activities, including but not limited to the following: beginning of term, midterm giveaways, bus trips, and end of term events. Shall report to the executive team in order to make decisions on venue, catering, budgeting, etc.
- The Administrative Coordinator(s) Shall manage the office and assist in management of the office coordinators. Shall attend all Board of Director meetings and act as secretary during said meeting, taking minutes and providing them to the Speaker of the Board as outlined in the Constitution. Shall hold at least 5 office hours a week. Shall be responsible for ensuring that the office is stocked with supplies and assist with the organization and tidiness of the office. Shall serve at the pleasure of the Speaker of the Board and report to Vice President Internal and the Board of Directors.
- The SciBall Coordinator(s) shall be responsible for setting up and organizing the SciBall Committee, which will oversee the successful execution of a SciBall in the Fall term. Shall hold at least 3 office hours a week during the Fall term. Shall be responsible for the planning, organization, and execution of the annual Science SciBall Semi Formal. Shall report to the executive team in order to make decisions on venue, catering, budgeting, etc.
- The Scichella Coordinator(s) shall be responsible for setting up and organizing the Scichella Committee, which will oversee the successful execution of a Scichella in the Spring term. Shall hold at least 3 office hours a week during the Spring term. Shall be responsible for the planning, organization, and execution of the annual event. Shall report to the executive team in order to make decisions on venue, catering, budgeting, etc.
- The GradBall Coordinator(s) shall be responsible for setting up and organizing the GradBall Committee, which will oversee the successful execution of a Graduate Ball in the Winter term. GradBall coordinators will be recruited in the Fall term. Shall hold at least 3 office hours a week during the Fall and Winter terms. Shall be responsible for the planning, organization, and execution of the annual Science GradBall Formal. Shall be responsible for setting up and organizing the GradBall Committee. Shall report to the executive team in order to make decisions on venue, catering, budgeting, etc.
- The CnD Manager(s) are responsible for the day to day operation and financial matters of the Science Coffee and Donut Shop (CnD), and for recruiting and managing CnD volunteer staff. In the event that a volunteer cannot show up for their shift, the CnD Manager is responsible for finding a replacement or filling the shift themselves. The Managers ensure that the Science CnD must meet health and safety standards. It is the CnD Manager's responsibility to maintain the cleanliness and organization of the Science CnD.
 - The CnD Financial Manager is responsible for ensuring revenue deposits are made on a weekly basis. This shall be done each Friday, (latest Monday or the next school day in the event of a Monday holiday). This individual must meet with the WUSA Societies Accountant weekly to hand in deposit slips and write cheques to pay our vendors.

- The CnD managers are also responsible for ordering products in a timely manner and ensuring that the Science CnD is sufficiently stocked and order logs are kept up to date. Responsible for organizing and holding a Volunteer Appreciation at the end of the term. Shall hold at least 2 office hours a week.
- The Media Coordinator is responsible for managing all media aspects of the Science Society. They shall be responsible for photographing Science Society events throughout the term. Shall be responsible for managing all media aspects of the Science Society. Shall hold at least 2 office hours a week.
- The External Coordinator shall be responsible for relations and communications between the Science Society and organizations outside of the Faculty of Science (i.e. with other faculty societies) and outside of the University of Waterloo (ex. other universities, companies, and third parties). Duty is to seek out funding from external sources outside of the Science Society. In collaboration with the President, shall contact, communicate with, and deliver invitations to members of the Faculty of Science. Shall hold at least 2 office hours a week.
- The Financial Associate shall be responsible for creating administrative forms pertaining to financial matters of the Society and the departmental clubs as well as inputting data as a means of storing information electronically for future reference. Shall be responsible for assisting clubs with financial inquiries should the VP Finance become unavailable. Shall report directly to the VP Finance regularly with finance updates, or other tasks appointed to them by the VP Finance. They shall accompany the VP Finance to the weekly meetings with the WUSA Society's Accountant. Shall hold at least 2 office hours a week.
- The Advocacy Coordinator shall introduce, organize, and execute events that pertain to the mental health and general wellness of Science students. Shall be responsible for finding and creating events and initiatives in order to raise funds and awareness for charitable organizations. Shall report directly to the VP Student Life.
- The First-Year Representatives shall introduce, organize, and execute events that pertain to the interest of first year Science students. Shall coordinate class talks as a means of advertising upcoming Science Society events to students, especially to large first year class sections (i.e. BIOL 130, CHEM 120/123, etc). Shall consult with and advocate for first year science students by innovating new initiatives and expressing their concerns or suggestions to the Science Society. Shall ensure that events being held are relevant to the current student body. Shall report directly to the VP Academic.
- The Equity Coordinator works with the VP Student Life to advise in event planning and organization while advocating for marginalized groups in the Science student community . The Equity Coordinator will collaborate with WUSA, the Faculty of Science, Science Society Board of Directors and BIPOC student advocacy groups on campus and in the community to strive towards implement student feedback to make Science Society events more inclusive
- The Dark Matter Head Editor communicates with Science Society, printing companies, and other publications and runs and assembles the Dark Matter team at the start of the term. They have the final veto power in case of a disagreement within the Dark Matter Editorial Board.
- The Peer Mentor Coordinators work with the President to organize and manage the Science Society Peer Mentorship program. They are the first point of contact for supporting the mentors throughout the term, collect and distribute materials/resources to mentors and mentees regarding various topics, and Facilitate the bi-weekly check in meetings with mentors.
- The Tech Coordinator manages and maintains all communications across the Science Society Discord server and facilitates weekly virtual events on the Discord server
- The Webmaster updates Science Society website on a regular basis with contact information, updated documents and ensures accessibility of Science Society website by thoroughly checking for broken links and improving overall website design. This is a year-long position starting each Fall term, held until the end of the immediately following Spring term.
- The Retail Managers work with the VP Retail to manage the online Science Society Retail Store and oversee transactions. The Retail Managers also manage logistics for a unified online retail platform for Science Society and departmental clubs including purchases, sales, and website content and work with departmental club executives to bring club-specific merchandise to the online Science Society Retail Store
- The Academic Coordinator(s) work with the VP Academic to organize, plan and execute academic

events geared towards all science students and assist the VP Academic in their events as required. They report directly to the VP Academic.

- The Survey Coordinator works with the VP Internal to create the Student Feedback Survey that is released near the end of each term. They are responsible for creating survey questions and meeting with the VP Internal biweekly to ensure the survey will provide quantitative information regarding the experience of science faculty students with regards to the Science Society and its departmental clubs.

POLICY 302 – COORDINATOR ACCOUNTABILITIES

The general duties of all Coordinators are to:

1. Attend mandatory coordinator training, dates to be specified upon hiring.
2. Form a Committee, when applicable, of which they are representative.
3. Call meetings of that Committee so as to plan activities and events.
4. Operate the planned events.
5. Represent the Society on all extra Society committees in their area of responsibility.
6. Report to the appropriate Executive regularly regarding their area of responsibility.
7. Hold the minimum number of office hours and CnD volunteer hours decided at the beginning of the term.
8. Attend all Coordinator Meetings and General Meetings, and if relevant, Board of Director Meetings. If all the coordinators of a subgroup are not able to attend the meetings, they must ensure at least one of the coordinators from the subgroup is present at all SciSoc meetings.
9. Participate at some level in most to all Science Society activities at the University of Waterloo.
10. Create a transition document outlining how they fulfilled their role that term for incoming coordinators' reference.

The purpose of this amendment of Policy 302 – Coordinator Accountabilities is to improve Executive-Coordinator communication and impose enumerated financial constraints for Society expenditure, pursuant to Board Coordinator-Executive Communication Advancement Act, 9 November 2017.

Hereafter, 'approval' shall be defined as either: written confirmation with clear intent or verbal confirmation with clear intent requiring the presence of a third-person witness to the approval. Similarly, 'formal documents' shall be defined to include but not limited to: Society Event Forms, Science Society Official Statements, WUSA Forms, emails and written outreach performed by or on behalf of the Society.

All Science Society Coordinators are required to sign a memo acknowledging that they have read and fully understand the Science Society Constitution and Policies & Procedures, particularly Section 300 - Coordinators. The memo shall read:

"I [insert name here], have read the Science Society Policies & Procedures and I understand 'Section 300 - Coordinators' of the Society. I understand that I may for whatever reason ask any Executive member of the Society to review the Section 300 Policy with me to ensure complete understanding of the individual roles and requirements of all the Coordinators. Signed [Signature] & Dated [DD/MM/YYYY].";

An Executive member is required to review Section 300 - Coordinators of the Policies & Procedures with a Coordinator upon a Coordinator's request and at first hire in a one-on-one Q&A session.

The memo's undersigned individual shall be made aware that signing this memo does neither hold any legal implications or value, nor does it create or shift any liabilities, but that it is a symbolic tool used by the

executive to facilitate understanding of Science Society procedure relating to responsibilities, event planning, and external dealings.

Coordinators are obligated to seek the approval of VPF prior to making any financial transactions less than an amount of \$200 CAD that would be paid by the Society directly or by⁸ a Coordinator who would be reimbursed by the Society for the amount paid. Coordinators are obligated to seek the approval of at least two executive members, one of whom must be Vice President Finance (VPF) or an agent thereof, prior to making any financial transactions equal to or larger than an amount of \$200 CAD that would be paid by the Society directly or by a Coordinator who would be reimbursed by the Society for the amount paid.

Any coordinator or executive engaging in a transaction exceeding \$750 CAD that has not been expressly approved as discretionary portfolio expenditure at the regular Beginning-of-Term budget meeting must submit a spending request to the Board for approval.

Coordinators are obligated to seek the approval of at least two executive members, one of which must be President, prior to the submission of any formal documents bearing the representation of the Science Society in any way, shape or form.

The VPF shall have final discretionary authority over all financial transactions engaged in by coordinators of the society, including but not limited to the right to refuse reimbursement if one of the above criterion is not met. Any coordinator may request the Board revisit and change the ruling of the VPF for financial reimbursement or expense approval if they so desire.

POLICY 303 - COORDINATOR DISMISSAL

1. A coordinator may be dismissed from their role for gross negligence of duty or for misconduct.
2. Before a coordinator can be considered for dismissal, the supervising Executive Officer must hold a formal meeting with the coordinator in order to provide the coordinator an opportunity for growth.
3. In order for a coordinator to be dismissed, records of repeated negligence of duty or misconduct must be presented to the Executive Officers. Five out of the seven Executive Officers must agree to dismiss the coordinator.
4. In order for the dismissal to be official, the supervising executive and another executive must hold a meeting with the coordinator and inform them of their dismissal. If the coordinator is not responding to a request for the dismissal meeting, delaying the meeting in bad faith, or otherwise avoiding the meeting, the supervising executive officer shall send a dismissal email to the coordinator, and that shall be deemed an official dismissal of the coordinator.
5. If a Coordinator is dismissed, the Executive Officer may choose to hire a new coordinator or leave the role vacant.

“Gross negligence” is defined as: 3 or more absences from coordinator or team meetings without notice to any Executive Officer - 3 or more absences from office hours without notice to any Executive Officer.

Clear negligence of duties, for which the supervising Executive Officer must give specific examples.

⁸ All values herein listed shall be assumed to adjust for annual CPI fluctuation.

“Misconduct” includes but is not limited to engaging or perpetuating discrimination, harassment, or sexual harassment as defined in the University of Waterloo’s Policy 33 - Ethical Behaviour.

400 – SCIENCE SOCIETY EVENTS

POLICY 401 – EVENT PROMOTION

All Science Society events must be announced and promoted at least 5 school days before the start of the event, to the best of organizational ability. Ticketed events shall be promoted at least 3 weeks before the start of the event, and ticket sales must be held for at least 10 school days to the best of organizational ability.

POLICY 402 – EVENT PARTICIPATION

Science Society events shall give preference to Science Society members, followed by members of the University of Waterloo community, and lastly, members of the public. Any giveaways or prizes paid for at an event by SciSoc fees may only be given to SciSoc members. This does not include items such as packages, food, etc. which are given to all members at an event, provided that SciSoc members are still given priority.

Preference can be in the form of restricted participation, reduced ticket pricing and/or priority entrance. 20

SECTION 500 – ORGANIZED CLUBS

POLICY 501 – CLUB ACTIVITY REVIEW

Club Executives, with the aid of the Vice President Internal and President, shall conduct regular activity and constitutional reviews to ensure club activity is in compliance with the aims and goals of Science Society, and within the bounds of the Science Society Constitution.

Regular activity is defined as twice a term at minimum. Regular policies and procedures review and Constitutional review is defined as once every 6 terms at minimum.

POLICY 502 – EVENT PROMOTION

Club event promotion must occur for every club event. Minimum expectations for event promotions are posters at locations designated by the Science Society Executives or posting on social media. Posters must be put up at least 5 days before the event, to the best of organizational ability.

POLICY 503 - SPONSORSHIP

Clubs may seek external sponsorship for their events or operations within the bounds of WUSA regulations. The Science Society must be involved in the sponsorship process to uphold the best interests of the student body.

Clubs that wish to seek external sponsorship must inform the Vice President Finance of their intentions via email. Clubs may independently oversee the acquisition of their funding. Clubs must report to the Board of Directors and the Vice President Finance if sponsorship was obtained; failure to communicate any external funding and details that the VP Finance requires may result in the funding not being deposited into the club account in question.

Clubs may not sponsor external clubs or organizations with funds derived from the Science Society. Any sponsorship requests from an external club or organization should be brought to the Board of Directors (see Policy 205).

See Policy 204 for further clarification and details pertaining to financial sponsorship.

POLICY 504 - CLUB EVENT RECOGNITION

In order for a club event to be recognized as completed, clubs must submit an event form prior to the event to the Science Society and WUSA. Following the event, clubs must submit receipts to the Science Society. Club events that are not recognized in this form shall not receive any funding, even if funding was budgeted for it.

POLICY 505 - AUDITING

Pursuant to Board Resolution on Auditing, 23 November 2017, this policy shall come into effect during times of egregious periods of instability and shall provide a set of guidelines and procedures for acting auditors. Definitions of 'egregious periods of instability' to include but not be limited to:

- a. The eviction or willful departure of more than one club executive member when no immediate risk mitigation or management plan is set; and
- b. Great financial concern, distress or mismanagement with reasonable evidence given to support such a claim; and
- c. Exceedingly poor quality of multiple events with reasonable evidence given to support such a claim; and
- d. The act of any single or multiple club executive(s) formally calling on the Science Society to appoint an auditor to that club's executive.

The Vice President Internal, during egregious periods of instability determined by a 66%-supermajority of the Board of Directors, shall receive emergency powers to audit the unstable club or subsidiary for a period of time the Board of Directors sees fit that an agreed upon period of time.

If the Vice President Internal is deemed partial by a simple majority vote, then the speaker shall appoint another member of the board, including themselves, to audit the unstable club.

During this auditing period, the Vice President Internal or an agent thereof acting as an ex officio member, shall be entitled to the following information: formal club executive communications pertinent to the nature of the audit, event plans, assets, receipts and up-to-date budget actuals.

The Vice President Internal or the agent acting as auditor remains impartial through the following regulations, active only during the audit period:

- a. Auditor may not give to another person their personal opinions regarding a departmental club and its executive;
- b. Auditor may not support and may not rebuke any resolutions, formal motions, bills, or other forms of legislation that would at the consideration of the auditor directly impact the current state of the auditee;
- c. Auditor may not actively seek to undermine or disrupt the activities of the auditee in a destructive manner;
- d. Auditor may, only if asked or deemed necessary or relevant by the auditor, reveal information or details about the ongoing investigation for,
 - I. Information clarification or correction purposes,
 - II. Providing guidance to Board members of club executives associating with the auditee, III. Adherence to the University of Waterloo or WUSA policies. The Vice President Internal acting as auditor is required to submit, no more than two weeks after the auditing period has ended, an audit report consisting of:
 1. A description of the situation that led the Board to appoint an auditor (i.e. the egregious instability);
 2. The findings and investigation details of the auditor;
 3. The auditor's post-audit recommendations to the departmental club executive, to the Board of Directors, and/or to other relevant persons.

The Board shall employ the auditor's report to affect punitive or corrective action in any constitutionally viable method as approved by the Speaker of the Board and a 2/3-supermajority vote.

POLICY 701 - CHIEF RETURNING OFFICER

The Chief Returning Officer (CRO) is appointed by the Board of Directors. Their responsibility are to:

1. To meet with the Science Society Advisor when necessary to carry out the election as smoothly as possible.
2. To announce the election at least 2 weeks (10 school days) before voting day.
3. To prepare the nomination forms and make them easily accessible to all members of the Society.
4. To prepare the voters list and ensure all students who signed the nomination form are full Science Society members (Refer to Science Society's Constitution Article III).
5. To certify that the votes are accurately counted.
6. To declare the outcome of the election.
7. To arbitrate any disputes before, during or after the election.
8. To work with the Science Society Marketing Coordinators to ensure adequate advertisement of the election.
9. To communicate the rules and regulations for the campaigning period to all candidates. In addition, they must host a mandatory candidate only information meeting immediately after nominations have closed to ensure all candidates are aware of the rules of the election.

POLICY 702 - NOMINATIONS

Nominations must be open for at least 5 school days. There must be at least 5 school days between the closing of nominations and Election Day for campaigning purposes.

Students who wish to be nominated must complete a nomination form. Nomination forms will be made publically available at the CRO's discretion.

Completed nomination forms require:

1. The nominator's identification (who must be a full member of the Science Society).
2. A seconder's identification (who must be a full member of the Science Society).
3. The nominee's identification (who must be a full member of the Science Society).
4. Ten members' printed names, signatures and student ID numbers (who must be full members of the Science Society).
5. The position being run for.
6. The signature and date of the Chief Returning Officer.

Identification refers to: the printed name, the signature, the student ID number, and the UW email address of the person.

POLICY 703 - CAMPAIGNING

Prototypes of each campaign material must be submitted to the CRO for approval. Unapproved materials are a violation to the election rules. Candidates will be given a first warning. Upon a second offense, candidates may be disqualified, at the discretion of the CRO.

SciSoc apparel or merchandise are prohibited during the campaigning period. The SciSoc Logo is to be visible somewhere on the poster. Please see Policy 102 regarding putting up posters.

Candidates are allowed up to \$40 for campaign materials, which will be reimbursed by the Science Society. Candidates must submit an election budget complete with original itemized receipts to the Chief Returning

Officer for all approved campaign materials. Any candidate spending over \$40 will be disqualified and will not be reimbursed.

Candidates must submit a platform/mission statement to the CRO by email. Statements will be compiled on the SciSoc website and the SciSoc social media within a week before voting.

Candidates are not to campaign during voting day, unless otherwise approved.

Elections for the Science Society shall not be conducted in slates (ie. teams), and thus candidates shall instead run as individuals. Voting will be per individual basis.

This election policy shall not be construed to disallow the running of co-presidents. Co-presidents are defined as individuals who coordinate serving on off terms from one another. If no co-presidents are running, then the president must preside over the Science Society on campus year around.

Potential candidates may run for no more than 1 Board of Director voting position.

Candidates may not be endorsed by anyone on the current SciSoc Executive Team as they are to remain impartial.

POLICY 704 – ELECTION QUORUM FAILURE AND BOARD APPOINTMENT OF EXECUTIVES

Under Section 11, Article VII, of the Science Society Constitution:

“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 (CRO), if certified. If the Board of Directors does not accept the results, a re-election must be held by the Chief Returning Officer within five school days, unless the Board of Directors deems the likelihood of voter turnout insufficient for meeting quorum, in which case the Board of Directors will blindly elect the Executive Council by the Meek STV Ranked voted method at the next available Board meeting.”

If quorum fails to be met, and due to the likelihood of continued quorum failure or at the recommendation of the CRO the Board of Directors refuses to endorse the election results, the Board of Directors will appoint the Executive Council members.

Appointments shall be made in blind voting by the Meek STV Ranked voting system at the next properly constituted Board of Directors Meeting, or at an emergency Board meeting called by the CRO or Speaker of the Board.

Candidates will be given ample time, at the discretion of the Speaker of the Board, to present their platforms and positions to the Board of Directors. During this time, any other candidates for the Executive Council may be nominated by one of two methods:

1. Either a Board of Directors Member at Large,
2. Or by nomination from the closure of general elections by the CRO until the Board's vote for the Executive Council.

Board Directors are not prohibited from nominating themselves or one another to fill the position. However, this Director must recuse themselves for the Board's election process on the position they are running for, and

thus cannot vote. Standing Executives and WUSA Councillors (ex officio Directors) who are not running for re-election (or election, respectively) may nominate other candidates as well. Any nominated candidate shall be given the opportunity to present to the Board of Directors until such time as the vote is called by the CRO and Speaker of Directors.

In the event of a tie, pursuant to constitutional requirements, the CRO will split the tie with their ballot. The Speaker shall have no vote. The Executive shall announce the results of the Election, signed by the CRO and certified by the Board of Directors, within 72 hours of the decision.

In the event that the Board cannot come to a consensus or refuses to endorse the results of the Board of Directors appointment of the Executive Council, the incumbent Executive will remain in power until a re-election is held by the CRO.

POLICY 705 - ROLE REABSORPTION IN ABSENTEE OF EXECUTIVE OFFICERS

In the event that no student has put their name forward as Vice President Academic, then the Vice President Communications shall be responsible for the redistribution of the role throughout the rest of the Executive Officer team on a term to term basis. The Vice President Communications will have first priority towards selecting the portfolio items they would like to have transferred from the Vice President Academic portfolio to their own.

Similarly, the Vice President Student Life portfolio will be redistributed among Vice President Internal and President and the rest of the Executive Officer team on a term to term basis. The Vice President Internal and President obtain first priority for the portfolio items they wish to transfer to their own for the given term.

In the event that Quorum for elections is satisfied and there are empty Executive Officer seats available, the Board of Directors reserves the right to nominate students to fulfill the empty positions. All Science Society Executive Officer roles are subject to being filled and reabsorbed on a term by term basis at the discretion of the Board of Directors, as outlined in Science Society Constitution.

POLICY 706 - CLUB ELECTIONS

Clubs which hold elections for their executive positions must inform the Vice President Internal of their CRO by the deadline set by the Vice President Internal.

Club CRO's have the following role:

1. A club CRO may not vote in the election for which they are the CRO, as they must tally the votes of other students during in person voting
2. A club CRO is responsible for communicating the process of election, pertinent information during elections period, and the results of the election to both the candidates and the Vice President Internal
3. A club CRO may run in an election for which they are not the CRO
4. If there is a tie between two candidates for the same role, the club's CRO may cast the deciding vote to break the tie.

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Clubs are responsible for the promotion of their nomination form and elections. All club elections will be held on the same day, if in person, and on the same election form, if online. Elections must be completed no more than three weeks after the first day of the term.

Clubs may decide to only have some positions that use these guidelines for election - election or appointment via other means is also acceptable, so long as the Vice President Internal is made aware.

SECTION 800 - CLUB SPACES

POLICY 801 - DOOR CODES

All Clubs within the Science Teaching Complex will have the door code of their respective club space changed on a termly basis by the Science Undergraduate Office. The Science Society President will inform club executives within 24 hours once the President is aware of the new code change and date of change. Club spaces located outside of the STC can change their door code at their own discretion between Spring and Fall terms.

Science Society Executives will keep a record of all students that have access to the door codes in all Science Society club rooms - to be provided by interdepartmental clubs, to the best of the organization's ability. I

It is recommended that the door code be kept only to the executive team, and that a code of conduct be added to each room, at the club's discretion.

POLICY 802 - STUDENT PROPERTY

Science Society and all Clubs governed under Science Society are not responsible for the security and safety of any item stored by any individuals in the club spaces and affiliated areas (i.e. lockers, storage spaces, etc).

AMENDMENTS

Policies and Procedures last amended and ratified at a Board of Directors meeting, June 28, 2010.

Policies and Procedures last amended and ratified at a Board of Directors meeting, June 9, 2011. Policies

and Procedures last amended and ratified at a Board of Directors meeting, July 17, 2013. Policies and Procedures last amended and ratified at a Board of Directors meeting, January, 13, 2015. Policies and Procedures last amended and ratified at a Board of Directors meeting, May 13, 2015. Policies and Procedures last amended and ratified at a Board of Directors meeting, November 18,2015. Policies and Procedures last amended and ratified at a Board of Directors meeting, January 24, 2017. Policies and Procedures last amended and ratified at a Board of Directors meeting, April 2, 2017. Policies and Procedures last amended and ratified at a Board of Directors meeting, January 5, 2018. Policies and Procedures last amended and ratified at a Board of Directors meeting, March 11th, 2020. Policies and Procedures last amended and ratified at a Board of Directors meeting, December 2nd, 2022. Procedures last amended and ratified at a Board of Directors meeting, February 22nd, 2023.