



The Constitution of the Undergraduate Science and Business Students' Association of the University of Waterloo

Last Revised: April 29th, 2024

Article I

Purpose

SECTION I. Statement of Purpose

The Science and Business Students' Association of the University of Waterloo shall exist for the following purposes:

- A. Encouraging, supporting, and organizing social and academic activities within the Department of Science and Business at the University of Waterloo.
- B. Fostering interest in and portraying a positive image of the Science and Business field, both collectively and individually, both within and beyond the University of Waterloo's Department of Science and Business.
- C. Carrying out the above responsibilities ethically, with a focus on inclusion (irrespective of gender, race, nationality, year of study, sexual orientation, ethnicity, religion, or creed), and adhering to the laws and regulations of the Science Society of the University of Waterloo, the Waterloo Undergraduate Student Association, the University of Waterloo, and the governments of Waterloo, Ontario, and Canada.

SECTION 2. Mission & Vision Statement

Mission: "To Empower students by offering them opportunities to prioritize their well-being, including physical, mental, and social health."

Vision: "Fostering a strong sense of community within the Science and Business, Biotechnology/Economics, and Biotechnology/CPA programs. Through this, we aim to cultivate a shared identity and belonging among students."

SECTION 3. Duties

The Undergraduate Science and Business Students' Association of the University of Waterloo has the following responsibilities:

- a. To uphold the values and mandates contained in the constitution of the society.
- b. To comply with regulations stipulated by superior societies or organizations, including the Undergraduate Science Society, the Department of Science and Business, and the Faculty of Science.

Article II

Executive Team

The following is the description of the current executive positions viewed and approved by Brandon Nguyen & Dr. Okey Igboeli.

SECTION 1. PRESIDENT

- Responsible for the day to day operations and conduct of the Society office when the SBSA office is open for operations.
- Oversees and approves all initiatives being undertaken by the executive team.
- Responsible for all Society/Faculty relations and Society/Student relations
- Responsible for reviewing SOPs and ensuring the team is following them.
- Responsible for getting events approved by Dr. Okey & Brandon Nguyen during Round Table Meetings.
- Responsible for recruiting the executive team for the current term and the next term.
- Responsible for planning and facilitating meetings with Professors, the Executive Team and the entire SBSA team.
- Attend bi-weekly SciSoc BOD Meetings (mandatory)
- Responsible for contacting WUSA (event form) and/or Athletics services to book rooms or equipment if Event Coordinators are unable to.

SECTION 2. VICE PRESIDENT INTERNAL

- Supports and works with President in day-to-day operations of SBSA
- Responsible for taking meeting minutes during weekly meetings.
- Attends SciSoc BOD Meetings (voluntary)
- Responsible for managing and supporting all other executive team members in daily tasks
- Works alongside President to review SOPs
- Works alongside President to recruit next executive team
- Responsible for training and supporting new executives
- Responsible for contacting WUSA (event form) and/or Athletics services to book rooms or equipment.

SECTION 3. VICE PRESIDENT FINANCE

- Shall manage the events department, specifically focusing on the financial aspect of events. Any long-term event planning questions should be directed to the President(s), by a communication line facilitated by VP Finance.
- Shall assist the President in the execution of their duties which includes and is not limited to:
 - Setting term objectives

- Communicating with Professors and students from the program
 - Maintaining a professional and friendly demeanor as the head of the Science and Business Student Association
- Shall maintain an accurate record of all financial transactions of this Society, which includes:
 - Creating, tracking, and managing the SBSA budget
 - Submitting check request forms, handling refunds, and gift card prizes for events
- Shall communicate and be in contact with SciSoc finance when faced with uncertainty and report back to the president and team
- Shall alternate in taking meeting minutes alongside the VP Internal.
- Shall, in the absence of the President and/or VP Internal, attend the Science Board of Director Meetings.

SECTION 4. VICE PRESIDENT MARKETING

- Responsible for designing content for social media platforms (Instagram, Facebook, LinkedIn, Twitter).
- Use design tools (i.e., Canva and Adobe) to create graphics that will be posted on SBSA social media pages, websites, and Learn page.
- Create captivating captions to accompany these graphics for the posts and for Learn.
- Accurately and effectively communicate details on graphics in an organized manner while making sure the design is aesthetic and consistent with the rest of the social media page.
- Responsible for designing the SciSoc Newsletter SBSA Page
- Responsible for updating Linktree
- Responsible for creating promotional descriptions for Learn and emails
- Responsible for recording footage and taking photos during events
- Responsible for updating the SBSA webpage
- Responsible for creating the content to be put in the SciSoc Newsletter's SBSA Page
- Responsible for posting for social media platforms (Instagram, Facebook, LinkedIn, Twitter).
- Responsible for contacting other clubs to promote events/initiatives.
- Responsible for managing social media accounts and addressing questions, as well as replying to direct messages from students or other clubs (If needed, communicate with other executives to reply)
- Devising and presenting ideas and strategies for developing and optimizing social media pages
- Responsible for weekly takeovers and bi-weekly short, fun, and engaging events on Instagram
- Responsible for developing and implementing a marketing plan
- Responsible for setting targets and implementing incentives to ensure they are achieved.

- Responsible for finding ways to improve engagement and brand awareness
- Responsible for getting approval from the President and Brandon Nguyen before posting content on any platform or starting promotional efforts.

SECTION 5. EVENT COORDINATOR

- Responsible for planning events and creating an event schedule for the entire semester.
- Manages all logistical details for SBSA's events and communicates matters with VP Internal and VP Finance.
- Responsible for working alongside VP Finance to ensure event budgets are approved and doable.
- Responsible for creating event outlines for each event, to share with the SBSA team.
- Accountable for ensuring all University guidelines and protocols are abided by when conducting events.
- Responsible for maintaining communication with the President, to verify that all emails and forms are approved before submitted.
- Responsible for coordinating information regarding events with marketing, ensuring appropriate social media & learn posts are created.
- Responsible for contacting WUSA (event form) and/or Athletics services to book rooms or equipment if the President and VPI are not able to.
- Responsible for creating sign-up & registration forms for events.

SECTION 6. FIRST YEAR REPRESENTATIVE

- The First-Year Representative must be a student enrolled in the Science and Business or Biotechnology & CPA/Economics program during their first year.
- Responsible for informing SBSA executives of the first-year schedules including regular assignments or quizzes, upcoming tests, and course time slots to facilitate event planning.
- Responsible for promoting SBSA among first-year students through publications, endorsements, and awareness.
- Serve as the primary liaison between first-year students and the club, addressing their concerns and complaints and acting as their "voice" within the organization.
- Responsible for Inventory Management alongside the Education Coordinator

SECTION 7. MENTAL HEALTH ACTIVITIES COORDINATOR

- The Education Coordinator is responsible for championing the mental health aspect of the Science and Business student community, actively seeking ways to enhance their well-being.
- Tasked with exploring innovative approaches to provide valuable tips and resources aimed at improving the mental health of students through content on social media.
- Responsible for designing content for social media platforms (Instagram, Facebook, LinkedIn, Twitter) for Takeovers & Mental health posts.

- Working closely with the VP Marketing Team, the Education Coordinator and President, oversees the management of Instagram Takeovers. This involves selecting students or organizations to host takeovers and ensuring that the content they provide is informative and contributes to student success.
- Responsible for creating 1-2 events (online or in-person) in regard to mental health awareness. Event options can be:
 - Dog Therapy
 - Coffee & Chats
 - Mental Health Workshops
- Responsible for Inventory Management alongside the First-Year Representative

SECTION 8. VOLUNTEERS

The responsibilities of the volunteers are as follows:

- Any number of eligible SBSA volunteers are responsible for keeping the SBSA room open during operating (office) hours in accordance with their office hours.
- Volunteers are responsible for ensuring the SciSoc Code of Conduct is adhered to.
- Volunteers are responsible for ensuring individuals maintain the cleanliness and orderliness of the SBSA room.

Please review Article IV, Section C for more information.

Article III

SOPs

SECTION 1. SOPs FOR EVENT COORDINATORS

The following information was taken by the original creator of this SOP, Naba Ahsan, and was updated and modified to adhere to the current operation standards of the SBSA executive team.

A. Beginning of the Term - Event Ideation & Plan

At the beginning of the term, the Event Coordinator must create a well-established event plan with the dates and names of the expected events for the semester. Two events that must be conducted include BOT (Beginning of Term) & EOT (End of Term) events. The dates selected should be verified with the First Year Representative, to ensure they do not conflict with any major deadlines or exams. All the planned events should be discussed and brainstormed with the remainder of the SBSA team at the start of the semester, to ensure everyone is on board with event concepts. The event Coordinator must also work alongside the VP Finance to create appropriate budgets for each event, given the SBSA budget provided by SciSoc for the semester. This needs to be completed within the first 1-2 weeks of the term before the budget is due, to ensure there are no complications.

B. 3-4 Weeks Prior to Event: Event Planning

[WUSA Societies Event Form](#) must be filled out and sent. A brief description of the event should be included, alongside major details such as the date, time and location of the event. Please note that the procedure of securing a room is very time consuming, **DO NOT** leave it until the last minute. Please confirm with the WUSA Office if chairs and/or tables will be provided and if not, book the amount necessary.

- The form must be looked over and approved by the President prior to sending it out.
- The event coordinator should communicate with marketing to start marketing initiatives as soon as the event is approved.

[SCBUS Program Email Request](#) must be filled out and sent. This will include event description, event email subject, event email body, and event reminder email body.

- The form must be looked over and approved by the President prior to sending it out.

C. Event Outline

An event outline document must be created, including all major & minor details of the event including, date, time, location, and a description and breakdown of the event. This outline should also highlight the roles of all team members, prior, during and after so that each executive member is aware of their responsibilities and contributions to the specific event. The outline should have contingency plans for each possible thing that could go wrong.

Once the document is made it should be reviewed primarily by the President and the rest of the executive team for any feedback or suggestions they deem necessary. Additionally, send this document to Brandon Nguyen if requested.

D. Specific Event Guidelines

Events in the Athletic Facilities:

- Only one free booking is provided per term. Include booking fees in the budget for the event.
 - Rental price for CIF Gym 3 is \$140 for 2 hours.
 - Rental price for badminton rackets is \$3 per racket, total 10, but not all are available, and rackets cannot be booked ahead of time.
 - No food or drinks can enter athletic facilities (except water).
 - Forms need to be signed before the event (will receive them upon booking).
 - Email Athletics & Recreation for more information (warriorsinfo@uwaterloo.ca)

E. Post-Event

After every event, the SBSA team is responsible for meeting to discuss the overall outcome of the event. Major success factors and flaws should be recorded and added to the SBSA OneDrive for future events.

Any follow up content on Social Media & Learn platforms should be posted including pictures from the events, and other potential details such as event winners, etc.

SECTION 2. SOPs FOR VP FINANCE

The following information has been provided by the current SciSoc VP Finance, Madison Schuetze, and has been modified for simpler comprehension within the SBSA executive team. A

more detailed presentation will be presented to each club VPF at the beginning of the term. It is essential for each executive member to understand this section.

A. Budgeting: Departmental Club Budgets & BOD Meeting Timeline

Departmental Club Budgets & Carryover:

Each club will receive a budgeted amount of **4.75%** of the total SciSoc fees paid during that term, each club must spend at least **70%** of these allocated funds.

Carry over is the funds left in SBSA's account from previous terms. SciSoc VPF recommends keeping afloat of at least \$1,000 in the account so that you don't run out of funding quickly.

NOTE THAT CARRYOVER IS NOT TO BE BUDGETED IN (i.e. You can't cover an event with carryover unless you consult this with SciSoc VPF first).

BOD Meeting Timeline:

After talking to the SBSA team about all future events planned for the term, expect the following to be done:

1. Work on budgeting, plan and refine with the SBSA executive team. Use this link: [SBSA Spring 2024 Estimated Budget Sheet](#) in order to keep track of the budgeting for the rest of the term.
2. Email SciSoc VP Finance (scisocvf@uwaterloo.ca) letting them know that your budget is done.
3. SciSoc VPF reviews all budgets and sends out an email letting clubs know if there is anything outstanding that should be considered before the Budget BOD meeting. Make sure to review comments before the BOD meeting.
4. Fix all comments in your club budget and communicate with VPF if you have any questions.
5. Day of Budget BOD Meeting – approval of club budgets
6. After approval, you can start to make purchases for every item that the BOD has approved, if SBSA adds an event or wishes to use their funding on an item not previously in your approved budget (or approved otherwise), you **MUST** have it approved by SciSoc VPF or it will not be guaranteed reimbursement for that specific item.

Pro Tip: add \$100 to the Discretionary Fund

B. Cheque Requests

The cheque requests will be emailed to the SBSA email by the SciSoc VPF.

Cheque requests are in a google sheet, therefore, **DO NOT** print it out and do it by hand and **DO NOT** change any boxes that have a code in them.

How to Fill a Cheque Request

- **Club Name:** Science and Business Students' Association
- **Date:** date of submission
- **Cheque Made Payable To:** recipient of cheque
- **Description of Reimbursement:** why is this request being submitted (i.e., prizes, food)
- **Event ID:** Obtained when WUSA approves your event via event form. If you are purchasing for an event (this does not include things such as office supplies) you must have an event ID to be reimbursed.
- **Requesters WATIAM ID:** the WATIAM ID of the person being reimbursed
- **Email:** the email of the person being reimbursed
- **Request Submitted by:** your name
- **Mailing:** SciSoc only mails to addresses outside the KW area

Purchases From Amazon

If purchasing from Amazon, you must include both the following to be reimbursed:

- Itemized receipt / invoice
- Verification of shipment

C. Gift Card Requests

In order to process a cheque request to winners at your event, you must fill out the SciSoc Gift Card Proposal. 1 Form = Request to purchase 1 gift card. Gift cards will be sent to the recipient via email from the University of Waterloo within 1-2 weeks.

Required Information

winner WATIAM ID (ex. v9martin)

winner Student Number (ex. 20874747)

winner waterloo email (ex. v9martin@uwaterloo.ca)

type of gift card (ex. Tim Hortons, Uber eats)

amount on gift card (ex. \$20)

D. Cash Boxes

1. Contact the SciSoc VPF that you need a cash box.
 - Include the date and hours that you will need the cash box
 - This log **MUST** be filled out every hour during your time with the cash box
2. You will be sent a **cash box spreadsheet**. Fill out the following information at least 24 hours before the event.
 - Name of the Event
 - Event ID (if applicable)
 - Hours you need the cash box for
 - Name of the person / people attending the cashbox beside their respective hours
3. Assign a representative to pick up and drop off the cash box in the SciSoc office (**STC 1023**) at the agreed upon time on the day of your event.

E. Actuals

Once an event has occurred and all transactions have taken place, update the actual budget on the [Winter 2024 Estimated Budget Sheet](#) and put the total in the SBSA - SciSoc 'Actuals' Sheet (the difference will be automatically calculated there)

F. Club Signing Authority

Club signing authority is a list of executive names and signatures for the term so that the SciSoc financial team knows who is signing off on cheque requests and that an executive member is not signing off on their own cheque request. The SciSoc VPF will send out the form to sbsa.uwaterloo@gmail.com and this must be filled in and emailed back (a due date will be given) before a cheque request will be processed for SBSA. Respective Signing Authorities are usually: President, VP Internal, and VP Finance.

SECTION 3. SOPs for Marketing

A. Social Media Content Strategy

In this section, a comprehensive set of recommendations and standards will be consistently applied throughout the term to optimize the visibility and engagement of our target audience across various social media platforms.

- Reels and TikTok Recaps: Create visually appealing and dynamic recap videos for each event, showcasing key moments, highlights, and behind-the-scenes content. Incorporate popular trends and challenges on Reels and TikTok to increase the reach and engagement of the content. Optimize content for mobile viewing by creating vertical videos, ensuring they are easily consumable on platforms like Instagram Reels and TikTok.
- Photo Recaps: Compile a collection of high-quality event photos to create visually appealing photo recaps. Use these recaps on Instagram and/or LinkedIn to provide a quick overview of the event.
- Canva Pro Integration: Utilize Canva Pro, provided by SBSA, to design eye-catching graphics, collages, and promotional material for social media posts. Maintain a consistent visual identity across all platforms.
- Social Media Posting Schedule: Develop a content calendar outlining the posting schedule for each platform, ensuring a consistent presence and engagement with the audience. Schedule posts strategically, considering peak hours and days for each platform to maximize visibility and interaction.
- Audience Engagement: Encourage audience participation by incorporating interactive elements in the content, such as polls, quizzes, and challenges. Respond promptly to comments, messages, and mentions, fostering a sense of community and connection among the audience. Usually, other departmental clubs send messages through Instagram asking SBSA to repost their events, please do so to cross-promote events and widen SBSA's reach.
- Post-Event Surveys: Implement post-event surveys to gather feedback from attendees (can be done by the First Year Representative).
- Analytics and Evaluation: Regularly monitor analytics on social media platforms to assess the effectiveness of the marketing strategy. Use insights to refine future marketing plans, focusing on what resonates most with the audience.

B. Posting Timeline for Events: Instagram

1-2 weeks Before Event:

- Prepare three drafts of the event announcement for discussion during the weekly meeting.
- Upon approval from the President and VPI, share the announcement on the SBSA Instagram Page.
- Schedule a reminder post and story to be published at least 3 days before the event.
- Develop a walkthrough of the event venue to be posted on the day of the event, ensuring attendees know where to find it.

During the Event

- Share the previously prepared walkthrough content.
- Capture engaging photos and videos based on the agreed-upon marketing plan.
- Encourage attendees to participate in photo opportunities.

After the Event

- Compile a comprehensive event recap utilizing content gathered during the event.

SECTION 4. SOPs for Recruitment

1. Provide a timeline to Brandon Nyugen through outlook (cc Dr. Okey) with the following
 - a. Applications Open → create application form
 - b. Applications Close
 - c. Review Applications & Send Out Interview Invitations
 - d. Schedule All Interviews (based on applicant's response/availability)
 - e. Interviews are Conducted
 - f. Final Decisions are Made
2. Once timeline is approved, VP Marketing should have the post ready and are also ready to put the form in the linktree.
3. The President and Vice President should do a process of elimination while reviewing each candidate, and decide which of those should receive an interview.
4. Examples of general interview questions are given below:
 - a. Tell me about yourself
 - b. What ideas do you want to implement in SBSA?
 - c. Tell us about your previous leadership roles and how they have shaped who you are today.

Article IV Code of Conduct

The code of conduct has a limited domain of applicability. It is restricted to the SBSA room, the online platforms associated with SBSA, SBSA events, and the internal work ethic of SBSA.

A. Breach of Science Society Code of Conduct

If a community member violates the Science Society code of conduct, the aim is to address the issue efficiently and constructively. Enforcers should avoid alienating the offender(s) while emphasizing the seriousness of the breaches. Actions and measures will be taken as deemed necessary.

For minor breaches

- A verbal warning is issued, including pointing out missteps and providing education on why the actions or statements go against the values in the mission statement and/or the Science Society code of conduct.
- A second verbal warning is given, with the individual informed that another violation will result in an incident report and removal from all SBSA activities for the rest of the day.
- An incident report is created, and the individual is removed from SBSA activities for the day, with a warning of potential initiation of a Science Society Policy 109 case.
- A Science Society Policy 109 case may be opened against the individual. The SBSA Executive team can expedite this process in severe cases.

If the member doesn't change their behavior, a SBSA executive may ask them to leave SBSA spaces and events.

For major breaches

- If a community member is found to be making serious breaches to the mission statement, Science Society code of conduct, or the spirit of these documents, a Science Society Policy 109 case may be initiated.

Incident Report

- In cases of moderate or severe breaches or repeated minor breaches, SBSA executives may file an incident report for reference, evidence, or an official statement in case of escalation.

Grievance:

- Community members who believe they are treated unfairly can file a grievance, reviewed by a Science Society Executive. Mediation and remedial action will be taken based on the executive's recommendation.

B. SBSA Executive Access Agreement

This agreement is entered into by and between the Executives of the Science and Business Students' Association (SBSA) from *Term* of *Year*, and it pertains to their access to the SBSA room code. All Executives are bound by the terms and conditions outlined herein:

1. Responsibilities

By agreeing to receive the access code to the SBSA room, each Executive hereby acknowledges and agrees to the following responsibilities:

1.1 Supervision and Monitoring: Executives are obligated to supervise and monitor the SBSA room during their respective office hours. This includes ensuring that the room is utilized in accordance with SciSoc rules and guidelines.

1.2 Replacement Responsibility: In the event an Executive is unable to fulfill their supervisory duties during office hours, they are responsible for finding a replacement from among the undersigned Executives who can cover their shift. It is the duty of the Executive in need of a replacement to coordinate and communicate this arrangement effectively.

1.3 Managing Misconduct: In the event of misconduct or rule violations within the SBSA room, Executives shall take appropriate action to address and rectify the situation. This may include addressing conflicts, reporting incidents, or seeking assistance from SBSA President or Vice President Internal; or SciSoc authorities as necessary.

1.4 Room Maintenance: Executives shall make reasonable efforts to maintain the cleanliness and organization of the SBSA room during their office hours. This includes tidying up and ensuring that the room is left in an orderly condition for the next executive.

1.5 Access Code Confidentiality: Executives shall NOT, under any circumstances, share the access code to the SBSA room with anyone outside the designated Executives.

2. Consequences for Breach

In the event of a breach of any of the responsibilities outlined in Section 1, Executives shall be subject to the following consequences using a three-strike warning system:

2.1 First Strike: Upon the first documented breach of this Agreement, the Executive will receive a written warning and counseling on the importance of compliance.

2.2 Second Strike: A second documented breach will result in a second written warning, and the Executive will be required to attend a meeting with the President & other Program Authorities to address the issue and explore corrective measures.

2.3 Third Strike: A third documented breach will lead to the termination of the Executive's access to the SBSA room, and they will be subject to removal from their position within SBSA.

Please Note: Breaching responsibility 1.5, which pertains to Access Code Confidentiality, will result in an **automatic issuance of a second strike** without the need for a prior warning. Moreover, the agreement remains in effect until any change in the SBSA room code. This implies that executives must adhere to Section 1.5, even if they no longer hold executive positions in the subsequent term, while still retaining room privileges.

3. Acknowledgment and Acceptance

By signing this document, each Executive acknowledges that they have read, understood, and agreed to comply with the terms and conditions outlined in this Access Agreement. Each Executive further understands the consequences associated with breaches of this Agreement.

C. SBSA Volunteer Access Agreement

This agreement is established between the President and the SBSA Office Hours Volunteers for *Term of Year*. It outlines their collective responsibilities during the corresponding office hours. All volunteers are obligated to adhere to the terms and conditions specified herein.

1. Responsibilities

By accepting this position, each Volunteer hereby acknowledges and agrees to the following responsibilities:

1.1 Supervision and Monitoring: Volunteers are obligated to supervise and monitor the SBSA room during their respective office hours. This includes ensuring that the room is utilized in accordance with SciSoc rules and guidelines.

1.2 Replacement Responsibility: In the event a Volunteer is unable to fulfill their supervisory duties during office hours, they are responsible for finding a replacement from among the undersigned Volunteers and/or Executives who can cover their shift. It is the duty of the Volunteer in need of a replacement to coordinate and communicate this arrangement effectively to the SBSA President.

1.3 Managing Misconduct: In the event of misconduct or rule violations within the SBSA room, Volunteers shall take appropriate action to address and rectify the situation. This may include addressing conflicts, reporting incidents, or seeking assistance from SBSA President or Vice President Internal; or SciSoc authorities as necessary.

1.4 Room Maintenance: Volunteers shall make reasonable efforts to maintain the cleanliness and organization of the SBSA room during their office hours. This includes tidying up and ensuring that the room is left in an orderly condition for the next executive.

Please Note: The SBSA Room Access Code WILL NOT be provided to volunteers. It is crucial for volunteers to attend their office hours shift punctually to receive room access from the respective SBSA executive before their departure.

2. Consequences for Breach

In the event of a breach of any of the responsibilities outlined in Section 1, Volunteers shall be subject to the following consequences using a three-strike warning system:

2.1 First Strike: Upon the first documented breach of this Agreement, the Volunteer will receive a written warning and counseling on the importance of compliance.

2.2 Second Strike: A second documented breach will result in a second written warning, and the Executive will be required to attend a meeting with the President & other Program Authorities to address the issue and explore corrective measures.

2.3 Third Strike: In the event of a third documented breach, the Volunteer may face removal from their position within SBSA.

3. Acknowledgment and Acceptance

By signing this document, each Volunteer acknowledges that they have read, understood, and agreed to comply with the terms and conditions outlined in this Access Agreement. Each Volunteer further understands the consequences associated with breaches of this Agreement.