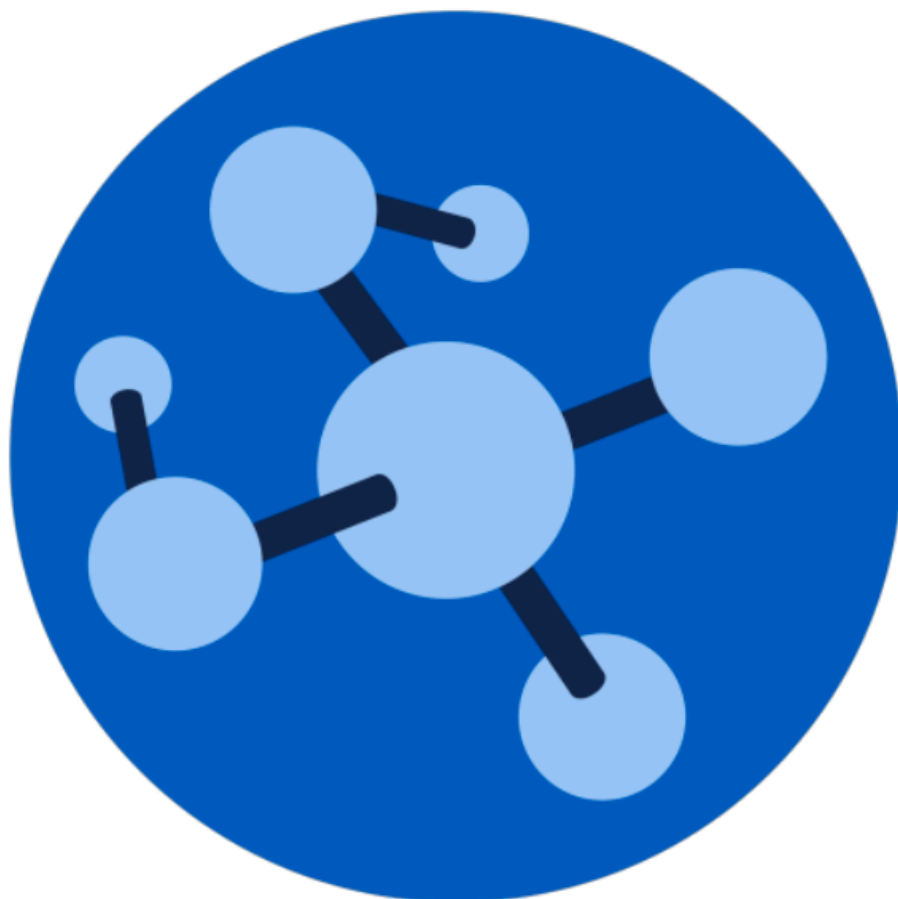


**UNIVERSITY OF WATERLOO**  
**SCIENCE SOCIETY**  
**OFFICIAL CONSTITUTION**



Created: December 1<sup>st</sup>, 1994

Updated: March 24<sup>th</sup>, 2025

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## **ARTICLE I – IDENTIFICATION**

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

## ARTICLE II – PURPOSES

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

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

# ARTICLE III - MEMBERSHIP

## SECTION 1

Full members of the Science Society shall be those undergraduate students at the University of Waterloo who are:

- a. Full- or part-time Science students in the current academic term.
- b. Science co-op student, who is on a work term, who in the previous academic term was a full- or part-time Science student.
- c. Student engaged in academic study in the most recent academic term who is to be a full- or part-time Science student in the next academic term.

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

Social members of the Science Society shall be those individuals who have opted to pay the Science Society fee as mandated by the Waterloo Undergraduate Student Association, but are not full- or part-time Science students. This includes undergraduate students at the University of Waterloo of any faculty other than Science, or other members of the University of Waterloo.

## SECTION 2

Only a full member has the right to:

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

Any member has the right to:

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

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

- a. Can participate in any event or activity given that the event requires an additional payment
- b. Can participate in any events or activities that have been advertised as open to the University of Waterloo student community unless otherwise stated that the event is not open to non-Science Society full members.
- c. Can participate in an event or activity given that the event has specified that a student who has paid the Society membership fee is allowed a guest.
- d. Non-members may hold no position on the Board of Directors or the Executive Council.

### SECTION 3

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

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

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

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

# ARTICLE IV - ADMINISTRATION AND OFFICERS

## SECTION 1

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

## SECTION 2

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

## SECTION 3

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

The Executive Officers shall be responsible for implementing Board decisions and resolutions, and upholding the constitution of the Science Society to the fullest extent possible. The interpretation of the constitution shall be subject to the discretion of the Executive Officers, provided that such discretion is exercised in good faith, in alignment with the intent of the constitution, and does not override or alter Board decisions or resolutions.

## SECTION 4

The Board of Directors may, by a majority vote, offer non-voting seats on the Board to members of the University at-large and non-undergraduate students, without the approval of the Executive Council. These non-voting members would be subject to the Speaker. In the event of a confidential discussion, an in-camera (closed-door) session would be called by either the Speaker or a simple majority vote of the Board. Should this vote pass, non-voting members must remove themselves from the room.

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

## SECTION 5

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

Their individual duties and powers are as follows:

### 1. The President:

- a. Shall be the Chief Executive Officer of this Society.
- b. Shall be responsible for the day-to-day operations and conduct of the Society office.
- c. Shall hold the position of Speaker on the Board of Directors, unless otherwise delegated.
- d. Shall have the power to call Emergency Board of Directors Meetings providing that 24 hours' notice is given to all Directors on the Board, and General Meetings providing that 72 hours' notice is given to all members.
- e. Shall, with the assistance of the Vice-President, be responsible for all Society-Waterloo Undergraduate



Student Association relations, Society-University relations, Society-Faculty relations, and Society-Student relations.

- f. Shall be responsible for the relations and communications between this Society and all other extra-Society groups or organizations.
- g. Shall preside as a non voting member of the Board of Directors, with restrictions on voting as established hereafter.
- h. Shall attend or in his/her absence appoint a representative to all Waterloo Undergraduate Student Association Committee of Presidents meetings.
- i. Shall be responsible for the planning and organization of the 3 annual Science Society large-scale events with the assistance of the Vice President Student Life.

## **2. The Vice-President Internal:**

- a. Shall, in the absence of the Speaker of the Board, preside at Science Board of Directors Meetings as Speaker.
- b. Shall assume the role of President, should the position become vacant in accordance with Article VIII, Section 8.
- c. Shall be responsible for the SciSoc Email List and the communication of Board decisions and Society affairs to all Science undergraduate students.
- d. Shall, with the assistance of the President, oversee all Science Society Coordinators (as described by the Policy and Procedures Manual) and Committees, except for Coffee and Donut (CnD) and any other financial or business operations management.
- e. Shall have the power to call Emergency Board of Directors Meetings providing that 24 hours' notice is given to all Directors on the Board, and General Meetings providing that 72 hours' notice is given to all members.
- f. Shall preside as a voting member of the Board of Directors, with restrictions on voting as established hereafter.
- g. Shall, with the assistance of the President, be responsible for all Society-Student relations.
- h. Shall assist with the coordination of events and activities between the Departmental Clubs and the Society, and in that capacity:
  - i. Keep Directors apprised of Executive actions and policy matters; Manage and maintain the Calendar of the Science Society, ensuring all events for Departmental Clubs and the Society are listed and abiding by relevant Policy & Procedural requirements.
- i. Shall under the consent and approval of the Speaker of the Board ensure that minutes are kept for all Science Society General, Board of Directors, Coordinator, and that all documentation is made available to Society members in a timely manner.

## **3. The Vice-President Academic:**

- a. Shall be responsible for Society-Faculty relations by maintaining a direct line of communication with the Associate Dean of Science, the Science Faculty Relations Manager and the Associate Dean of Co-operative Education for Science.
- b. Shall be responsible for holding a voting position within academic and co-operative education-specific groups, including but not limited to, Senate Undergraduate Council (SUC), Academic Affairs Advisory Committee (3AC), Cooperative and Experiential

Education (CEE), and Departmental Curriculum Committees.

- c. Shall be the main point of contact for any academic and cooperative education concerns Society members may have.
- d. Shall be responsible for seeking out opportunities for academic and career development by liaising with academic, cooperative education, and academic support programs and creating partnerships with groups overseeing such programs.
- e. Shall be responsible for Society member course concerns by overseeing the execution of academic-related events which include but are not limited to review sessions.
- f. Shall have the power to call Emergency Board of Directors Meetings providing that 24 hours' notice is given to all Directors on the Board, and General Meetings providing that 72 hours' notice is given to all members.
- g. Shall preside as a non-voting member of the Board of Directors.

#### **4. The Vice-President Communications:**

- a. Shall, with the assistance of the President, be responsible for the marketing of Science Society, including but not limited to the creation and management of Official Science Society Social Media, posters and the Science Society website in a timely manner. Marketing of Science Society includes but is not limited to events, hiring opportunities, and office hours.
- b. Shall, with the assistance of the President, be responsible for seeking out opportunities for Science Society media growth and marketing development.
- c. Shall assist as needed in the creation and distribution of media created by other Executive Officers.
- d. Shall assist in the creation and management of marketing of any initiatives as requested by other Executives.
- e. Shall, with the assistance of the President, be responsible for managing the creation and distribution of media for Science Society, including promotional videos, and professional photos and videos from Science Society events.
- f. Shall preside as a non-voting member of the Board of Directors.

#### **5. The Vice-President Student Life:**

- a. Shall, with the assistance of the President, be responsible for the planning and execution of all social, advocacy, and equity events of the Science Society.
- b. Shall, with the assistance of the President, be responsible for addressing social concerns of Society members.
- c. Shall preside as a non-voting member of the Board of Directors.
- d. Responsible for organizing 1-2 large-scale events per academic term, targeting specific student groups or the general science student body.
- e. Collaborate with VP Communications to gather and promote equity and advocacy resources on social media.
- f. Work with the President and coordinators to deliver major events (e.g., SciBall, GradBall, SciChella)
- g. Support other Executive teams (VPAs/VPRs) in executing their events.
- h. Liaise with student clubs, offering assistance for their events.
- i. Organize and run town hall events to connect with the student body (when applicable)
- j. Shall be responsible for maintaining and regularly checking the official Science Society feedback channels and informing the necessary parties of complaints.

## **6. The Vice-President Finance:**

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

## **7. The Vice-President Retail:**

- a. Shall be responsible for the financial (with assistance of the VP Finance) and operational matters of the Science Society Coffee and Donut Shop, hereafter referred to as the CnD.
- b. Shall be an ex officio non-voting member of the Board of Directors.
- c. Shall oversee the CnD Managers and other subsidiary business coordinators with the assistance of the VP Internal as needed.
- d. Shall be responsible for maintaining orderly conduct of the CnD, as per Policy 206 of the Science Society Policies and Procedures.
- e. Shall communicate regularly with the WUSA Society's Accountant alongside the VP Finance, to process reimbursement cheques and update financial records for the Science CnD.
- f. Shall be responsible for distribution of Science Society and departmental club merchandise.
- g. Shall, with the assistance of the VP Finance and VP Communications, be responsible for the Science Society Retail Store.

## **SECTION 6**

The following are the duties and powers of all Executive Officers:

- a. They shall make themselves available to the membership at regular and during reasonable hours, using communication methods at the discretion of the Officer.
- b. They shall be responsible for the coordination and implementation of the decisions and

objectives of the Science Society Board of Directors.

- c. They shall be ex officio members of all Committees and Departmental Clubs of the Science Society.
- d. They shall be responsible for working with the VP Communications in order to advertise and market Science Society events, where applicable.
- e. They shall assist the other Executive Officers in the execution of their duties, where necessary.
- f. They shall be responsible for the orderly conduct of the business of the Science Society.

## **SECTION 7**

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

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

## **SECTION 8**

Any Science Society Coordinator may hold two or more Coordinator positions providing that there is a vacancy and that they fulfill the duties of all positions held. A Coordinator may not hold more than one Coordinator position on the same Executive team.

Two or more members may fill a Coordinator position, at the discretion of their respective Executive Officer as outlined by the Science Policies and Procedures.

## **SECTION 9**

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

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

Coordinator positions open for applications each academic term are up to the discretion of the Executive Council, unless otherwise specified.

## **SECTION 10**

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

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

such topics.

## **SECTION 11**

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

# ARTICLE V - SCIENCE SOCIETY BOARD OF DIRECTORS

## SECTION 1

The Science Society Board of Directors shall:

- a. Consist of the following permanent members:
  - i. The Speaker of the Board, whose role will be undertaken by the Science Society President unless otherwise delegated;
  - ii. The Executive Officers of the Science Society Executive Council;
  - iii. The Designate from each Departmental Club, which shall be any one of the Departmental Club's President, VP Internal, or VP Finance;
    1. Should the above 3 positions not exist within the constitution of a Departmental Club, the closest analogue to each shall be considered a valid option for Designate;
  - iv. The Science Senator(s);
- b. Provide that the voting capacity of the Executive Officers on the Board shall be one vote, cast by the VP Finance for all matters pertaining to the finances of the clubs/societies and the Science Society, or one vote cast from the Vice President Internal for all other procedural matters, or in their absence to be cast by the VP Finance. In the event that the Vice President Finance is absent from a Board Meeting, the Vice President Internal can vote on financial matters in their stead.
- c. Restrict the authority of the Speaker of the Board to vote in any matter, with the exception of breaking a tie.

## SECTION 2

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

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

If the Speaker is unable to attend a Board of Directors meeting, the VP Internal shall temporarily inherit the duties of the Speaker for that meeting.

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

The Executive Officers are jointly responsible for interpreting and enforcing the constitutional requirements, policies, and procedures of the Society, and upholding Board resolutions. The Board may amend an interpretation by the Executive Officers through amendment proceedings, as per Robert's Rules of Order.

## SECTION 3

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

voting position is entitled to only one vote.

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

## **SECTION 4**

Members of the Science Society Board of Directors are obligated to attend all scheduled Board of Director meetings to the best of their ability.

In the event that a voting member of the Board is unable to attend, they must provide a minimum of 24 hours' notice to the Speaker of the Board and shall send in their stead an alternate executive member from that Departmental Club if possible. If no Executives of a Departmental Club are able to attend, another Club must be selected as a proxy. In the event that a Club is selected as a proxy, their vote shall count as 2 votes. A proxy can at most represent one other voting member.

## **SECTION 5**

The Science Society Board of Directors reserves the right to dismiss any voting member of the Board of Directors for absenteeism (failing to attend two or more non-emergency Board of Directors Meetings without a 24 hour notice provided to the Speaker) or gross misconduct, by a  $\frac{2}{3}$  supermajority vote, at a properly convened meeting. Removal of a Board of Directors member revokes their voting ability for the remainder of their term, however, does not conflate the removal of the Club's seat. Removal of a voting Board of Directors member does not affect the Club's operations throughout the term.

## **SECTION 6**

Any Officer or Director of the Board may be impeached for gross negligence of duty or misconduct. A  $\frac{2}{3}$  supermajority vote, in the absence of that director, is required for their impeachment.

# ARTICLE VI - ORGANIZED CLUBS WITHIN THE SOCIETY

## SECTION 1

An Organized Club (Departmental Club) within the Science Society is a student organization recognized by the Science Society Board of Directors. Each Club shall represent a discipline (not necessarily an actual Department). The above definition of Departmental Club will be used hereafter. Departmental Clubs have one permanent voting seat on the Board of Directors. The list of Departmental Clubs is provided in Section 4 of this section.

## SECTION 2

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

## SECTION 3

1. Clubs shall not cause a breach of any provision of the Science Society Constitution, Policies and Procedures, or of their own constitutions.
2. Clubs shall strive to carry out activities of that discipline.
3. Clubs shall submit a written proposal of planned activities at the beginning of the academic term (except in the case of an unscheduled activity where the written or verbal proposal may be submitted just prior to the advertisement of the event) for approval by the Board of Directors.
4. If no club exists at present to serve a subset of the Science student body, the group requesting authority as a Club shall present to the Board of Directors the following: a written petition for the formation of a club (with at least 10 members' (who are also full Science Society members) printed names, signatures and student ID numbers), a written constitution and a Faculty Advisor's signature. The constitution shall be ratified at the next Board of Directors Meeting following its submission to ensure that the Society's interests are maintained.



5. Clubs shall keep an up-to-date constitution, which is available to all its members. If a Club's constitution is changed, the new version must be ratified by the Board of Directors. A copy of each Club's current constitution must be kept by the Science Society.
6. In the case of a conflict between a Club's constitution and the Science Society constitution, the Science Society constitution shall supersede a Club's constitution.
7. Club membership shall be open to all members of the Science Society, and there shall be no additional fee to be a member of one of the Clubs.
8. All Club events shall be publicly announced.
9. Each Club shall hold a minimum of three events per academic term.
10. The Clubs shall keep an up-to-date record of all financial transactions and the purposes of each expenditure. These records shall be open for inspection to the Board of Directors and all Club members. A copy of these records must be presented to the Science Society Vice President Finance at the start of, and before the end of each academic term.
11. For all events for which funds from the Science Society are required, a Club must provide a budget at the beginning of the academic term, in writing, to the Board of Directors for approval. Included in this budget should be an approximate cost breakdown including the total cost and the amount of funding requested from the Science Society, for each event. In the case of an unscheduled event, an accurate cost breakdown must be submitted to the Board of Directors prior to the advertisement of the event. At no time are funds guaranteed for the said events.
12. Each Departmental Club must utilize their SciSoc derived funds in each term as outlined by the Policies & Procedures manual. At the end of each event a summary of the events run, costs, receipts and the number of people that attended each event must be submitted to the Science Society Vice President Finance.
13. A Club will lose its recognition automatically on October 1st, February 1st and June 1st unless a new executive member list of minimum 2 members is presented to the Science Society Executive Officers before then. Once the list is presented, the Club will be officially recognized and be able to operate. No money shall be given to any Club until it has been officially recognized.
14. It is the responsibility of all the Clubs to have a representative present at every Science Society Board of Directors Meeting.
15. All the Clubs shall prepare and present a motion to be presented to the Board of Directors for any major purchase over \$500.00 using money provided by the Science Society from Waterloo Undergraduate Student Association Funding. This does not include expenditures for events, transportation, etc., that have been previously approved by the Board of Directors at the budget presentation at the beginning of the term. This proposal should outline the cost of the item/expenditure, how it will benefit Science students and an estimate of the number of Science students that will benefit.
16. Current elected officials shall remain impartial, professionally and personally, during the entire election process of their Departmental Club (other than in casting their vote, in which case they will not reveal for whom they voted). Failure to comply may result in invalidation of the election, at the decision of the Science Society Board of Directors with a  $\frac{3}{4}$   $\frac{2}{3}$  supermajority, in which case a re-election must be held as soon as possible.

## SECTION 4

The Clubs recognized by the Science Society are as approved at the Science Society Board of Directors. All

recognized clubs are voting members of the Board of Directors.

# ARTICLE VII - MEETINGS OF THE BOARD OF DIRECTORS

## SECTION 1

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

## SECTION 2

The Executive Officers in attendance as well as all voting members must provide updates of operations, events, and relevant internal business at each regularly scheduled Board of Directors meeting.

The Board may for the purposes of effective governance, confidential information, contentious decision, or other purposes deemed necessary by the Speaker or by an Executive Officer move for in-camera (closed-door) sessions whereby all non-Director members are not permitted at meetings of the Board, by a simple majority vote.

## SECTION 3

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

## SECTION 4

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

## SECTION 5

All matters or motions shall be decided by simple majority, except when designated by a separate vote of the Board or where indicated differently by other items in this Constitution. The Speaker shall remain impartial and shall have no vote, except in the event of their vote changing the result of the decision. In this case, the Speaker shall cast the deciding vote.

## SECTION 6

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

## SECTION 7

The Society will hold General Meetings as determined to be required at the discretion of the Board of Directors. General meetings may be initiated at the request of the President, Vice President Internal, or at the request of the Vice-Presidents Internal, Finance and Academic, by a  $\frac{2}{3}$  supermajority vote of the Science Society Board of Directors or by a 10% request of the membership of Science Society.

Rules for the General Meetings are as follows:

1. General Meetings shall be open to the entire membership of the Science Society. At this meeting, all of the full members shall have voting rights except where indicated differently by other items in this Constitution.

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

# **ARTICLE VIII - ELECTIONS OF EXECUTIVE OFFICERS**

## **SECTION 1**

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

## **SECTION 2**

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

## **SECTION 3**

The duties of the Chief Returning Officer are to comply with those listed in the Policies and Procedures.

Students who wish to be nominated for Executive Office positions must fill out the nomination form.

Candidates must comply with the campaigning rules listed in Policies and Procedures.

## **SECTION 4**

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

## **SECTION 5**

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

## **SECTION 6**

The decisions of the Chief Returning Officer are binding unless challenged by a voting member of the Board of Directors. In the event a decision is challenged, rejection of the decision must be put forward as a motion and passed as  $\frac{2}{3}$  supermajority vote.

In the event that a candidate considers the Chief Returning Officer unfair, they can file a grievance to the Speaker. The complaint will be brought to WUSA's attention and WUSA's CRO will review the matter to determine next steps.

## **SECTION 7**

If an Executive Officer of the Science Society resigns or cannot fill their role within the first month of the academic term, a by-election shall be held conforming to all of the rules pertaining to election. If an Executive Officer position becomes vacant after the first month and before the last month of the academic term, the position must be filled by appointment by the Science Society Board of Directors. If an

Executive Officer position becomes vacant within the last month of the academic term, an Executive Committee shall be formed in accordance with Article IV, Section 6.

In the case of the President resigning or being unable to fill their role after the first month or before the last month of any academic term, the position shall be filled by the Vice President Internal and a suitable replacement shall be appointed by the Board of Directors to the Vice President Internal position. The current Vice President Internal is responsible for presenting the candidate(s) to the Board of Directors. If the role of the President becomes vacant within the last month of the academic term, the Vice President Internal shall fill the role of President and an Executive Committee shall be formed to replace the Vice President Internal in accordance with Article IV, Section 6.

## **SECTION 8**

Results of an election are binding. If an Executive Officer position remains vacant after an election, the Board of Directors will determine by a simple majority vote if a by-election is held or if a candidate will be appointed instead. If multiple Executive Officer positions remain vacant after an election, it is at the Board of Director's discretion which positions are appointed and which will hold by-elections.

## **SECTION 9**

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

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

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

## **SECTION 10**

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

## **SECTION 11**

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

## **SECTION 12**

The term of office for the elected members of the Society shall be commencing on the first day of May and ending on the 30th day of April. Science Society Executives once elected will remain in office for a full year.

- a. Ability to co-run: The Science Society shall maintain a designated number of Executive positions to oversee its day-to-day affairs. Each Executive position shall have the following attributes:

- i. The ability to co-run with another member for an Executive position shall jointly assume the responsibilities and duties of that position. Each Executive position may simultaneously hold a maximum of two Executive officers within the Science Society.
- b. Any eligible Science Society member may apply with the requirement that the candidate have at least 1 academic term of Science Society experience or leadership experience which is not limited to experience within a departmental club, WUSA clubs, Science Orientation or other equivalent experience. Candidates for VP Retail are recommended to have CnD volunteer experience but are not required.
- c. If an Executive Officer is not a full or part time student for up to four months during their elected term, they may maintain their position, pending the Executive member pays their Science Society fee for social members, is a full or part-time student for the following academic term, and maintains the position's responsibilities and duties for the four months during which they are not enrolled as a full or part-time student.

## SECTION 13

In the absence of an elected Executive Officer, an Executive Committee shall be formed during the Spring term. This Committee should consist of at least two elected Executive officers. They shall wield the powers and duties of the absent elected Executive Officer and shall oversee the day to day operations of the office with the consultation of the President. If an Executive Officer currently in office with a co-Executive is elected to the Executive Committee it is only the elected Executive Officer that will be required to fulfill the duties of the Executive Committee.

The appointment of the Committee shall be ratified by a simple majority Board of Directors vote.

In the event that an eligible Science Society member wishes to fill the position of the absent elected Executive Officer whose position is currently filled by an Executive Committee during the Spring term after the first month and before the last month of the academic term, the Board of Directors may appoint the role to the applicant if the motion is passed by a simple majority. If the motion passes, the newly elected Executive Officer will fill the position for the remainder of the year and follow all policies related to their role.

In the case that the position remains unfilled by the start of the next academic term, a by-election for the absent elected Executive Officer shall be held at the start of the next academic term to replace the Committee.

Appointment of a new Executive is done in the event that an co-Executive position becomes vacant due to resignation, removal or any other reason, a by-election will be held until the end of the Winter term until Science Society does their yearly elections again. This is limited to any executive position within the Science Society.

If one of two co-Executives steps down, the remaining Executive reserves the right to step down, but will be allowed to maintain their role pending approval from the Board of Directors as a simple majority vote.

## SECTION 14

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

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

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

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

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

## **SECTION 15**

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



# ARTICLE IX - REFERENDA OF THE SOCIETY

## SECTION 1

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

# **ARTICLE X - SCIENCE SOCIETY POLICIES AND PROCEDURES**

## **SECTION 1**

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

## **SECTION 2**

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

## **ARTICLE XI - AMENDMENTS TO THE CONSTITUTION**

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

This Constitution was ratified at a Science Society Board of Directors Meeting on Thursday December 1, 1994.

This Constitution was ratified at a Science Society Board of Directors Meeting on Friday July 30, 1999.

This Constitution was ratified at a Science Society Board of Directors Meeting in 2002.

This Constitution was ratified at a Science Society Board of Directors Meeting on October 15th, 2003.

This Constitution was ratified at a Science Society Board of Directors Meeting on Tuesday April 3, 2007.

This Constitution was ratified at a Science Society Board of Directors Meeting on Wednesday, July 14, 2010.

This Constitution was ratified at a Science Society Board of Directors Meeting on Thursday June 9, 2011.

This Constitution was ratified at a Science Society Board of Directors Meeting on May 22, 2012.

This Constitution was ratified at a Science Society Board of Directors Meeting and General Meeting on July 10, 2013.

This Constitution was ratified at a Science Society Board of Directors Meeting on February 10, 2015.

This Constitution was ratified at a Science Society Board of Directors Meeting on March 16, 2017.

This Constitution was ratified at a Science Society Board of Directors Meeting on February 5, 2020.

This Constitution was ratified at a Science Society Board of Directors Meeting on November 14, 2023.

This Constitution was ratified at a Science Society Board of Directors Meeting on March 24, 2025.

## APPENDIX I - DEFINITIONS

**Academic term:** Either the Winter, Spring, or Fall term as determined by the University of Waterloo Academic Calendar of Dates.

**Blind vote:** A vote where voters cannot see each other's decisions.

**Executive Council:** The group composed of all current Executives.

**Executive Team:** A subsection of SciSoc composed of an Executive and a set of coordinators as determined by the Executive. This may include all of an Executive's coordinators, or only a subset.

**Ex Officio:** A position held by virtue of holding another office. In this constitution, ex officio positions on the Board of Directors are held by Executives. Executives were voted in to hold their positions (ex: VPA), and also happen to be able to sit on the Board. No matter who is holding that office, they are allowed to be on the Board.

**Ex Post Facto:** Decision applied retroactively. Literally "from a thing done afterward".

**In camera:** A confidential session (literally "in chambers"). Topics in camera are confidential, as are the discussions that follow. Procedures for an in camera session are in Article VII, Section 2.

**Meek STV Ranked vote:** A method of counting votes in a Single Transferable Vote (STV) election that recalculates vote transfers to ensure proportional representation by continuously adjusting surplus.

**Simple majority:** A majority in which the highest number of votes cast wins. In the case of a binary vote, this would mean a greater than 50% majority.

**Supermajority:** A specified proportion of votes in excess of a simple majority.

**Term:** A term refers to the full fiscal year in which an Executive holds office (from the start of a Spring term to the end of the following Winter term). Not to be confused with academic term.