

University of Waterloo Science Society
Chair's Agenda for November 9th, 2017

Members: G. Thai (Minutes), R. Beena Kumary (President), K. Walden (VPFA), A. Richard (VPI),
M. Chung (VPA), Biochemistry Student Association (BSA), Biomedical Student Association
(BMSA), Biology Undergraduate Society (BUGS), Chemistry Club (ChemClub), Physics Club
(PhysClub), Materials &
Nanoscience Society (MNS), Science and Business Students' Association (SBSA) Waterloo
Undergraduate Student Geological Society (WatRox), FEDS Councillors

Announcements

Call to Order

Move to begin the orders of the day.
BSA seconded by BUGS

Old Business

1. *Motion* approve last meeting minutes
 - BSA seconded by BUGS
2. *Move* to discuss ChemClub General Meeting.
 - VPI apologizes that he could not make it, had meetings at work all day
 - Anyone want to account what happened?
 - Lilli: went over the BOD message and went through the constitution and had general meeting about that and passed new constitution with new amendments
 - Held elections for VPA and VPAF
 - With celine, who will be planning events
 - Their voting power was approved at the GM
3. *Move* to a moderated caucus where any additional old business items may be brought up.
 - No old business
4. *Move* to conclude Old Business.

Public Session

1. *Move* to open question period from members-at-large. *Note:* Any Society members can speak during this time, including the Board members.
 - BSA: what do you mean by public session?
 - VPI: technically supposed to have public sessions, replacing GM (have bad turnout), may be improved going forward, is a failure as of right now
 - President: meeting before, discussed info session during the day for students to come in and ask questions
 - VPI: if anyone has any suggestions on how to improve attendance? Please let us know
 - VPAF: have done GM before, with food (donuts and coffee) and still no turnout
 - BSA: how are we advertising for these meetings?
 - VPI: could probably be improved
 - BUGS: where would these GM be?
 - VPAF: upstairs meeting room!
 - President: probably holding it in Atrium will have a better turnout
 - VPI: come up with ideas to present next meeting and try to build that for next term

Committee, Clubs, & Societies Reports

Move to close Public Session and proceed to in camera session.

1. University-wide Committees

- Co-op Education Council and Co-op Student Council — Briefing by the Vice President Academic and FEDS Councillors.
 - VPA not here at the moment
- FSF Committee & WatSEF — Briefing by the President.
 - WatSef meeting on November 16
 - Generally, just emails being sent out for things to be approved
 - FEDs counsellors have put out a post listing the details for this event
 - Watsef is where students can decide how their money is spent! (lab equipment money) you pay \$50 per term for this
 - SciSoc will likely make a post about this, please share accordingly
- FEDS President's Committee (President) — Briefing by the President.
 - No meeting until November 21
 - Previous meetings: currently looking into getting fobs for events (society presidents) will be able to sign out fobs so we don't have to get a projectionist for \$70
 - Right now, cannot sign out a fob from Sandy, need to go through FEDs application 2 days before event (using the fob costs money because they have to send someone to look after it) is a flat fee and then a fee for every hour you need the specialist at the event
 - VPI: trying to do something about this so no one needs to be subjected to it
 - BUGs: have a prof at our event do we still need this?
 - VPI: no, if you have a prof, go through them if they're willing to use their fob for the event
 - President: this is only if we need a fob without a professor with a willing fob
- Other, as needed.
 - No concerns

Move to a Moderated Caucus where any additional university-wide items can be brought up during this time.

2. Executive Updates

- President:
 - This month has been pretty slow, majority of events were in October
 - Wellness Wednesday
 - SciBall tickets still on sale
 - Christmas market tickets on sale starting Monday (only 46 tickets)
 - Collab event with SBSA (holiday grams)
- Vice President Finance & Administration
 - Just remind coordinators to pick up cheques (they do expire)
 - Seneca brought up 2 meetings ago to put money into mutual fund/TFSA
 - Spoke to accountant and she said no because we need that money available to us and can't keep taking it out
 - Budgets: it's hard to have an indicator for how much money clubs have in the term (can give rough estimate because people haven't picked up refund cheques yet so it fluctuates
 - Final amount: \$1844.10 per club

- Under-budgeted so how have additional \$6000
- Factor this under your account as needed (70%)
- Haven't deposited it yet, but when it does please spend 70% of this value
- Vice President Internal
 - Had therapy dogs/Dog Ross Paint Night partnered with CHEM and PHYS:
 - Went really well, bought additional 30 on the day of but still wasn't enough
 - Dogs: went really well, over 150 people and had great partnership with UW MATES (were wonderful to work with)
 - Didn't have any huge problems except for not being able to show the video because the lights were too bright
 - Movies for Mental Health with ASU
 - Collab went fantastic
 - Turnout was not as expected but it is a touchy topic and was held later at night; hard to get students to come out to a mental health event late at night
 - What happened at the event was great
 - Feedback that Art with Impact collected was really good
 - People thought it was a productive event
 - Look towards doing further in our faculty collaborations in the future
 - Past few weeks: been dealing with CHEM
 - Working with advocacy coordinators to plan candy grams with SBSA
 - Few clubs have asked about updating constitutions, have been giving information about this and will look at existing constitutions:
 - Hopefully will be doing that this weekend
 - BSA: what will be happening on the weekend
 - VPI: will be reading over the constitutions and see where ideas will be best implemented, don't need to send edits yet, just going over what you have and to help clubs do it and give suggestions as needed on how to go about doing it
 - VPI: 72 hours at least for GM for ratification for constitution and then has to be ratified at BOD meetings as well
 - BSA: what is the timeline for VPI?
 - VPI: at least 24 hours before GM, VPI have changes 72 hours before
 - BUGS: holding next GM next Thursday Nov 16 earlier in the day about constitutional stuff about coordinator (conflict with WatSEF meeting)
 - Changed to Nov 17th, time TBD
 - VPI: just make sure to give club 72 hours notice and submit VPI edits 72 hours before meeting
 - BSA: does Nov 20th work for BSA GM time TBD
 - President: put in calendar!
 - WatRox: get something going for Nov 29th, SciSoc still needs to plan Wellness Wednesday for that day, would be happy with WatRox would like to join the meeting for planning
 - WatRox: would like to have communication with both presidents instead of just one or the other for communication purposes
 - WatRox: with the constitutions, was told that SciSoc has all of the constitutions so could we have a scisoc constitution bank?
 - VPI: passed this in a meeting before that requires this, but will be implemented next term so before next term, must make sure that all constitutions are in one place

- VPI: Will work with SBSA to create one
- CHEM: we have one now but we talked about every year in January to go over it in GM to just be like ok here it is we have it this is our constitution. Thinks that this would be good for all clubs
 - President: yes, think this would be good for all clubs to implement
- Vice President Academic
 - Not present, at iGEM event in Boston
- Executive Coordinators (Administrative Coordinator & Financial Associate)
 - No updates

Move to a Moderated Caucus where any additional executive items can be brought up during this time.

- WatRox: how do we update our website?
 - President: will attend training seminar by Tuesday to update our website (Note: This got delayed, will keep everyone updated)
 - VPI: note that every club has their own individual pages on the scisoc website, can use this to showcase your clubs on the scisoc page, take a look at it and see if you would like to update it: scisoc.uwaterloo.ca
 - President: once we have all constitutions together, we can put them all on the scisoc page
- BUGS: can we update the posters in front of the CnD, all the posters are from 2013, can't access them because there is the glass lock
 - President: need the hexagonal key to open, have gotten in touch last term and they said I can do it if I have the tools

3. Departmental Clubs/Societies Updates

- BMSA:
 - Not a club yet
 - Dealing right now with an Australian company who can come in to talk about studying overseas
- BSA:
 - Student prof night went really well
 - Pumpkin carving went really well
 - Amino Acid Bingo today, had way more people showed up than expected (30)
 - EOT: have a few tickets left but might now spend more because we know we have more! Planned and good to go. If we add more tickets or add an event, will let everyone know
- BUGS:
 - Bonfire went really really well, hoping for 40 people, ended up with 30 (even with rain), many first years, everyone who went really enjoyed it
 - Probably need to order more food for next year, no one was bothered by it, no one went empty handed
 - Events planned:
 - WatRox and PHYS bowling collab
 - Prof Talk with Laura Hug on November 27th from 5-7pm or TBD
 - Talk will be an hour and half
 - STC 0500
 - EOT: on Nov 29th at East Side Marios, huge food thing with kareoke
 - Tickets go on sale next Monday
 - VPI: posters are amazing! Thank you Natalie

- ChemClub:
 - Is marko allowed to come to these meetings?
 - President: yes but as a non-voting member
 - Upcoming events:
 - Mocha Mondays will be continuing, will be recording student IDs
 - ChemPire: supposed to be next Thursday, don't know how well it has been planned, don't think there is a paper copy for that and there was no budget
 - President: can look over it on BOD page, it should be there
 - Is there policies regarding advertisement? (For EOT)
 - VPI: yes, on the scisoc page
 - President: 5 days before event if free event and 3 weeks in advance if ticketed
 - Latest can hold an event?
 - President: VPAF submits cheques at a certain time, so if it was later, you might have to wait longer to get back money due to exams
 - VPAF: also during exams there might not be a big turnout, in terms of cheque requests, once scisoc BOD ends, scisoc doesn't run past last day of school, so must be submitted before if you don't want to wait a month
 - Wanted to do ticketed event to Molly Blooms:
 - VPI: Classes end December 4, 3 weeks from now is Nov 30th
 - President: there is a calendar (with chem club gmail), the only problem is many clubs are running their EOTs last 2 weeks
 - VPI: find a time that doesn't conflict with other clubs
- MNS:
 - Student prof night with PHYS, huge success (100 people and a lot of/more than 10 professors)
 - MNS movie night next Tuesday:
 - External funding \$350
 - Also sell tickets \$2 for science \$5 non-science
 - Can get ticket to the movies and popcorn and drinks
 - Please feel free to come everyone
- PhysClub:
 - Lots of collaborations
 - Dog Ross went very well
 - Instead of having dog ross in the Atrium, have it in 1012 because can control lighting and have projector screens and post the Bob Ross video online beforehand
 - Dogs were amazing
 - Student prof night: went very well
 - Think that the card against humanity with the profs was good, made the profs feel more human for the first years
 - Pancake giveaway: 67 people from different parts of faculty
 - Issue was not enough supplies (plates etc.)
 - Couldn't keep the room because of booking issues for video playing
 - Upcoming:
 - Dark matter newsletter (PHYS news letter for dark matter writing session) should be coming out soon next week or so
 - Bowling night with WatRox/BUGs
 - Movie night on campus on November 28th

- SBSA:
 - Everything has been going well, nothing too new
 - Midterm breakfast tomorrow 9:30-11:30 in SBSA office! Everyone is welcome
 - Merchandise:
 - Whoever orders is paying, not for profit, just face-value price
 - SBAT/SBSA holding speed networking event on November 14th
 - All students welcome
 - Helping them with budget, co-hosting
 - Will add on calendar
 - Candy Grams on November 13-22nd week
 - 50 cents and all proceeds going towards mental health
 - EOT: can increase budget now with the extra money, didn't realize how expensive food at bomber is so this is good
 - President: do you have cash box for Candy Grams?
 - SBSA: no, the one we have is for merchandise, but will double check
 - SBSA: if we were to get another one, how would that happen
 - President: can figure it out, don't recommend splitting it with the current cash box
 - Will connect with VPI for constitution
- WatRox:
 - Had trivia from last night (came up with 137 questions)
 - Was telling everyone in WatRox it was November 8, but everyone just realized they had their STAT 202 midterm that day
 - Had oreos, gave out prizes
 - In the future, try to plan it a little better
 - Upcoming:
 - Rock climbing: November 19th of November on Sunday
 - Have a professor in attendance as well
 - Ticket sales are going well
 - Bowling on Nov 23 with PHYS and BUGs
 - Started advertising
 - EOT: confirmed at Molly Blooms on Friday the 1st after PHYS EOT
 - Food for 40 people
 - Can afford pitchers as well for the constituents

Move to a Moderated Caucus where any additional executive items can be brought up during this time.

- President: general note:
 - Posters: hopefully the coordinators tell you what the rules are:
 - No painted walls, no glass, no doors (across campus, these rules don't apply in club rooms except for painted walls)
 - WatRox: why is there rules for the doors?
 - BUGs: cannot have flammable stuff on doors as it is an escape route
 - VPI: comes from faculty

4. FEDS Report

- Science Councillors
 - Not present
- FEDS Board
 - Not present

New Business

1. *Move* to present the proposed Science Society Alcohol Policy. *Move* to vote to approve and instate the resolved policy beginning Winter 2018.
 - Note: we will finalize CHEM constitution ratification. Will post on BOD group and everyone can take 5 minutes to read through it.
3-5 minutes were allotted to reading this policy at this time
 - BUGs: alcohol at events for profs?
 - VPAF: can buy alcohol for profs NOT students
 - PHYS: have departmental funding, can use it on profs and students but it depends on what the department wants
 - BSA: didn't cover drinks at all, just supplied food
 - President: for event with drink tickets, was funded by FSF. Had tickets and FSF was just paying for drinks
 - BUGs: Section 4: is that saying we need to buy for them? In order for there to be reimbursement we need to buy it not them
 - PHYS: yes, did ticket drinks one time to go around this
 - VPAF: should be that only an exec can purchase alcohol, not just any representative
 - President: referring to second page under 4th point:
 - Suggests that speaker of the board is making the decision as a part of the society since speaker is an unbiased member. This is overstepping
 - President and VPAF is voting on behalf of scisoc, should be their names there
 - Any disagreements?
 - No disagreements
 - BSA: find any other parts with that as well for similar points
 - BUGs: found that the speaker has a lot of power that they shouldn't, just referring generally to other writings
 - SBSA would like to give approval for the alcohol policy - VPAF will be proxy
 - Regarding the coordinator changes- VPAF will be proxy
 - Section 4: Speaker of board would be changed to President
 - Section 6 as well
 - Only place to be leaving in Speaker is point 7
 - VPAF: who in clubs are able to purchase alcohol? Should it only be the execs? Any exec of legal age.
 - BSA: having people who have financial signing authority and whoever else must be over 19
 - WatRox: who do we tell about buying alcohol?
 - President: decision between VPAF, President and VPI
 - **Motion to change in writing mention of Speaker of the board in sections 4 and 6 of the resolution to President of the science society**
 - BSA second
 - All in favour: all except SBSA
 - 0 oppose
 - 1 abstain (given SBSA wasn't actually here for this motion, will abstain)
 - **Motion passes**
 - **WatRox motions to approve resolution - seconded by BUGs**
 - All in favour - SBSA proxy for yes
 - 0 oppose

- 0 abstain
- Motion passes - unanimous yes

Move to present proposed changes to Policies and Procedures Section 300 – Coordinators. *Move* to approve and instate the resolved policy beginning Winter 2018.

- Designate responsibilities and conduct of coordinators:
 - How they handle finances and statements/documents regarding society
 - Streamline it more so there is more communication between coordinators and execs
 - Asks that they sign a small memo written by VPI that says they have read and understand this section of policies and procedures if they're sending a document on behalf of science society
 - Does not imply any legal liabilities, is purely symbolic to ensure they they have read the policy and procedures that pertain to them
- **President motion to approve policy change: seconded by BUGs**
 - In favour: all in favour except President - proxy from SBSA
 - 0 oppose
 - 1 abstain - president
 - Motion passes

ChemClub constitution:

- BSA: impeachment section (section 6 article 4), 35 members is ChemClub members? Does this have to be specified? Concern: is what constitutes an extreme case? It is almost always going to be subjective but is there any guidelines?
 - CHEM: this is important to clarify, in meeting it was brought that extreme case is inability to fulfil duties determined by execs
 - WatRox: is that if everyone is unhappy and they won't step down, a means to make them vacate the spot
 - BSA: can it be reworded to specify this?
- WatRox: is there a way to make sure that they don't plagiarize? This constitution is almost word for word WatRox's constitution (slightly modified). Unfair towards Carson because he wrote the constitution and your constitution is supposed to be reflective of the club
 - CHEM: Lilli apologizes, everyone was under assumption that it was okay
 - WatRox: disclaimer: not blaming Lilli!
 - VPI: allows for borrowing formatting but definitely not allowing copy and pasting
 - VPI: can work with WatRox in making a policy to penalize clubs for plagiarizing constitutions
 - BSA: yeah, if there is no incentive to not plagiarize, then people would just plagiarize
 - CHEM: this should be reflective also in events posters
 - President: agrees but recently scisoc creative directors are uploading their templates on the drive, so if given, they are still allowed to use it
 - PHYS: would it be up to the creator or the club?
 - WatRox: creator?
 - BSA: makes sense to have it under the club and not the person
 - President: let the person know that whatever they produce can be used in the future
 - VPI: if anyone wants to come up with a resolution, can work with VPI to come

- up with it to be presented next week
 - President would also like to be involved in this
- BSA: would like to specify that extreme case is refusal to step down even after believing that they are not fulfilling their duties
 - WatRox: this is different than stepping down because it needs $\frac{2}{3}$ of body not including the member at hand
- WatRox: about whiteboard, it says no hate speech (section 6 article 5)
 - VPI: takes issue with “dealt with accordingly”
 - Criminal code of Canada speaks for itself and FEDs follows most of it
 - It means nothing because apart from being involved with the law, they can’t be touched
 - BSA: can we get rid of that section, doesn’t see a purpose if it’s covered already
 - President: isn’t it still up to ChemClub to remove someone from their club room due to profanity or inappropriate speech
 - WatRox: question is based on hate speech and profanity
 - CHEM: WatRox makes a good point, had an issue with inappropriate things, should specify who can make the call, but wording should be changed
 - President: executive team should be dealing with it
 - VPI: think we should leave it because it
- WatRox: Policy 71 is it applicable to this situation?
- WatRox: article 6 section 0 is that policy and procedures can be changed by majority of execs, without need of board (first part of policy and procedures)
 - President will look over this
- VPI: policy 71 does not cover this situation (just from a quick read through of the policy) but might fall under infringing the works of others
- President: keeping in mind that this does result in serious consequences if this is something WatRox decides to do
 - VPI: also, not sure how this applies to groups specifically
- WatRox: is there a way to ask CHEM to redo the constitution?
 - President: the only problem is they have to go through the constitution again
 - VPI: they have the constitution meeting in January, where this can be implemented
 - WatRox: yeah, same outline is fine but the word for word is the problem
 - VPI: ask them to take preventative measures
- President: please bring this up with Marko since he was the writer
 - WatRox offered help to Marko for writing and instead of seeking help he copied word for word
- CHEM: in January, there would be new execs so will WatRox be able to come and help?
 - WatRox: yes both co-presidents are available to help as well
- PHYS will proxy for MNS
- *Motion* to ratify the ChemClub constitution - motion from WatRox
 - Seconded by PHYS

- All in favour: PHYS
- Oppose: BUGs and WatRox
- Abstain: BSA, SciSoc
- President: *motion* to table this discussion, given that 2 members had to leave earlier in the meeting and there is continued debate on plagiarism
 - Motion by president, seconded by PHYS
 - All in favour
 - 0 oppose
 - 0 abstain
 - Motion carries

Move to adjourn.

- Watrox second by BUGs

Next Regularly Scheduled Meeting: October 26th, 2017

A Resolution on the Provision and Reimbursement Restrictions of Alcohol from Science Undergraduate Student Fees:

The Science Society Board of Directors,

Emphasizing the necessity for a reasonable alcohol policy for reimbursements of the Science Society and its departmental clubs,

Noting relevant standing policies by the University of Waterloo Secretariat¹ and the Federation of Students (Feds) Policies and Procedures², including but not limited to:

UW Policy 21, Alcohol Use and Education, establishing the general philosophy that the university should strive to "create and environment in which the responsible use of alcohol is understood and promoted [sic]", to further education of individuals on the "risks and awareness of support programs for alcohol use", and that "the provision of alcoholic beverages for university events and bartending services for **on-campus events**" not run through certain vendors are to be handled by UW Catering; that

- 1.1. To arrange for the "service of alcoholic beverages, requests must be directed to UW Catering a minimum of three weeks prior to the date" of the proposed on-campus event,
- 1.2. "UW Catering will arrange for the purchase, delivery and safe-keeping of all alcoholic beverages required; arrange to deliver all supplies to the site of the event; provide bartender service; and, if necessary, establish prices for all alcoholic beverages sold from the bar",
- 1.3. Those groups providing alcohol have the responsibility to establish and enforce the following UW requirements pertaining to on-campus alcohol at events:
 - 1.3.1. The consumption of alcoholic beverages will not be the primary focus of the event,
 - 1.3.2. Alcohol will not be used to promote the event,
 - 1.3.3. Alternatives to alcohol will be offered,
 - 1.3.4. The service of alcoholic beverages will be managed responsibly,

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

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

1.3.5. That the agency will develop procedural methods to mitigate risks and respect appropriate consumption and use of alcohol;

Feds Board of Directors Procedure 14, that the reimbursement for travel costs of members of the Federation (and its subsidiaries) will not be made for alcoholic beverages as a food reimbursement during travel,

Highlighting that the regulation of alcohol reimbursements for the Student Societies subsidiary to the Federation of Students is entirely a matter of self-regulation under their purview as outlined *en général* in the Memorandum of Understanding between the Student Societies and the Federation,

Recognizing that other Student Societies (eg. MathSoc) fund alcoholic reimbursements,

Aiming to establish the requirements and expectations on the use of science undergraduate student fees for reimbursement of alcohol, under the provisions acknowledged from the University of Waterloo and the Federation of Students, the UW Science Society Board of Directors hereby:

1. Resolves to implement reimbursement procedures and establish restrictions on the provision of alcohol at society events and reimbursement thereof;
2. Establishes reasonable use of alcohol for events to be that which:
 - 2.1. Follows all UW and Federation policies in regards to promotion and consumption of alcohol,
 - 2.2. Follows all laws of the province of Ontario and Canada regarding the consumption and provision of alcoholic beverages,
 - 2.3. Is not the primary or sole focus of the event,
 - 2.4. Alcohol is not the sole beverage option³;
3. Authorizes the use of student fees to reimburse alcohol for non-student participants at a student focused events if approved by the Board of Directors or by the Vice President of Administration & Finance (eg. reimbursement for professors at *Pints with Profs* is an acceptable use of society funds);
4. Restricts the reimbursement for student purchase and consumption of alcohol at society events 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 the unanimous agreement of the Vice President Administration and Finance, Vice President Internal, and Speaker of the Board);

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

5. Defines the “pre-approval” 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;
6. Requires that should the organizers of any society events⁴ seek reimbursement for alcohol expenses they must notify the Speaker of the Board, VPAF, and VPI at least one (1) week prior to the event date;
7. Restricts the Speaker of the Board, VPI acting as Speaker *pro tempore*, or any agent thereof, from including petition for *post hoc*⁵ 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 place⁶;
8. Mandates that 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;
9. Mandates that 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 body⁷;
10. Establishes that any concerns or uses of this resolution which are not adequately or unambiguously addressed herein are subject for board consideration with a $\frac{2}{3}$ -supermajority on any decision;
11. Implements the entirety of this resolution as an “*Alcohol Expense Reimbursement Policy*” in the Science Society Policies & Procedures;
12. Decides to remain actively seized on the matter.

⁴Including but not limited to the events of any subsidiary of the society.

⁵After the fact / after the event.

⁶This 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.

⁷Eg. 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.

***Coordinator-Executive Communication Advancement Act, 2017 - Amendments to Policies
and Procedures***

The UW Science Society Board of Directors,

Recalling Policy 302 as the general duties and accountabilities of all Science Society Coordinators,

Emphasizing the Executive's dismay this Fall 2017 term with the actions and conduct of some of its controlled Coordinators,

Seeking to improve Executive-Coordinator communication and understanding,

Defining 'approval' to be either:

1. Written confirmation with clear intent or,
2. Verbal confirmation with clear intent requiring the presence of a third-person witness to the approval,

Defining 'formal documents' to include but not be limited to:

1. Society Event Forms,
2. Science Society Official Statements,
3. Federation of Students Forms,
4. Emails and written outreach performed by or on behalf of the Society,

Noting the need for coordinators, especially first-time coordinators, to learn the basics of event planning and policy within the Science Society and on the University of Waterloo campus, the UW Science Society Board of Directors hereby,

1. Requests that all Science Society Coordinators, of their own volition, sign a memo acknowledging that they have read and fully understand the Science Society Constitution and Policies & Procedures, particularly §300 - *Coordinators*;
2. Understands that this signed memo,
 - a. does not hold any legal implications or legal value,
 - b. does not create or shift any liabilities,
 - c. is a symbolic tool used by the executive to facilitate understanding of Science Society procedure relating to responsibilities, event planning, and external dealings;
3. Requires an Executive member to review §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;
4. Agrees that the understated shall be the memorandum of understand:

" 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].";

5. Obligates coordinators to seek the approval of at least two executive members, one of which must be Vice-President Administration & Finance (VPAF) or an agent thereof, prior to

making any financial transactions equal to or larger than an amount of *\$200 CAD*, adjusting for annual CPI fluctuation, that would be paid by the Society directly or by a Coordinator who would be reimbursed by the Society for the amount paid;

6. Obligates coordinators to seek the approval of VPAF prior to making any financial transactions less than an amount of *\$200 CAD*, adjusting for annual CPI fluctuation, that would be paid by the Society directly or by a Coordinator who would be reimbursed by the Society for the amount paid;

7. Obligates coordinators 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;

8. Requires that any coordinator or executive engaging a transaction exceeding *\$750 CAD*, adjusting for annual CPI fluctuation, 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;

9. Acknowledges VPAF's 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;

10. Notes that any coordinator may request the Board revisit and change the ruling of the VPAF if they so desire;

11. Mandates that these changes be written into Policies & Procedures by Speaker in coordination with Vice-President Internal (VPI) prior to the start of Winter 2018;

12. Recommends a regular review of this Policy every few years;

13. Decides to remain actively seized on the matter.