



# University of Windsor Science Society

## Constitution

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## Definitions

For the purposes of this document, where the term is capitalized,

- “Appointed Executive” means the CAO or CRO as an individual or CAO and CRO as a collective;
- “Council” means the Elected and Hired Members on the Science Society Council;
- “Council Year” means the term of office of the Executives, Year Representatives, and Departmental Representatives which is May 1 - April 30 of the following year;
- “Coordinator” means a recruited position who directly reports to an Executive;
- “Departmental Student Association” means a student-led association that strictly represents a department or group of students within a department of the Faculty of Science;
- “Elected Executive” means the President or a Vice President, as an individual, or the President and Vice Presidents, as a collective;
- “Executive” means the President, a Vice President, CAO or CRO as an individual, or the President, Vice Presidents, CAO and CRO as a collective;
- “Full-term” means the term of office of the Executives, Year Representatives, and Departmental Representatives which is May 1 - April 30 of the following year
- “President” means the President and Chief Executive Officer of the Science Society Council;
- “Science Society” means the collective members of the Science Society, as defined in Article 1, Section 3 of the Constitution;
- “Society” means the Executives, Year Representatives, Department Representatives, and Coordinators;
- “VP Communications” means the Vice President of Communications of the Science Society Council;
- “VP External” means the Vice President of External Affairs of the Science Society Council;
- “VP Finance” means the Vice President of Finance of the Science Society Council;
- “VP Internal” means the Vice President of Internal Affairs of the Science Society Council;
- “VP Social” means the Vice President of Social Events of the Science Society Council; and
- “VP Student Advocacy” means the Vice President of Student Advocacy of the Science Society Council.

## **Article 1. Name, Purpose, Membership and Affiliations**

### **1.1. Organization Name**

- 1.1.1. The name of the organization shall be called the University of Windsor Science Society.

### **1.2. Governance**

- 1.2.1. The governing body shall be the University of Windsor Science Society Council. The Constitution of the Science Society governs the Society and is the ultimate authority, and will herein be referred to as the Constitution.

- 1.2.2. **Mission Statement**

To represent all students in the Faculty of Science and members of the University of Windsor. This is achieved by advocating scholastic concerns and being able to act in a manner that is effective, unbiased, and responsible. Science Society aims to provide all Science Students with a means to gather, unify, and increase student spirit through various events and celebrated scientific holidays. Science Society acts as a forum for networking and sharing resources for those interested in similar post-undergraduate opportunities. Science Society also aims to better prepare students for their scientific education by providing relevant information and guidance.

- 1.2.3. **Vision**

All members within the Faculty of Science will have full knowledge of Science Society and its various activities and opportunities for students.

### **1.3. Membership Requirements**

- 1.3.1. Eligibility for membership within Science Society comprises the following requirements:
  - i. All full-time undergraduate students enrolled at the University of Windsor in the Faculty of Science who have paid their tuition fees (excluding Computer Science students).
  - ii. Arts and Science students with a major emphasis in a program within the Faculty of Science.
  - iii. Individuals with membership are entitled to voting rights in Science Society elections and at the Annual General Meeting.
  - iv. Any undergraduate student enrolled at the University of Windsor in any Faculty regardless of course load can purchase our levy to participate in

anything funded by the Science Society budget.

1.3.2. Eligibility to be elected to the Council comprises of the following:

- i. Must follow the above-stated requirements for membership.
- ii. Have paid the Science Society levy.

1.3.3. Eligibility to be appointed to the Council comprises of the following:

- i. Must be a full-time or part-time undergraduate student at the University of Windsor in the Faculty of Science (excluding Computer Science students).

## **Article 2. Council Structure**

### **2.1. Hierarchy**

2.1.1. The hierarchy of the University of Windsor Science Society Council shall be as follows, in order of authority and responsibility:

- i. President
- ii. All other elected Executive members
- iii. Appointed Executive members
- iv. Elected Representatives
- v. Appointed Coordinators
- vi. Ex-Officios

### **2.2. Executive Positions**

2.2.1. The Elected Executive members of the University of Windsor Science Society Council shall be the following positions:

- i. President
- ii. Vice President of Internal Affairs
- iii. Vice President of External Affairs
- iv. Vice President of Communications
- v. Vice President of Finance
- vi. Vice President of Student Advocacy
- vii. Vice President of Social Events

2.2.2. All Elected Executives must hold a minimum of two (2) hours of committee specific work per week during each semester, not including the summer semester.

2.2.3. The Elected Executives shall be elected following the procedure outlined

in Article 3, Section 1 of the Constitution during an election in the month of February.

2.2.4. The term of office for Elected Executives shall be from May 1 to April 30 of the following year.

2.2.5. The Appointed Executive members of the University of Windsor Science Society Council shall be the following positions:

- i. Chief Administrative Officer
  - ii. Chief Returning Officer
- 2.2.6. The hiring process for the Chief Administrative Officer and Chief Returning Officer shall follow the procedure outlined in Article 7, Section 1 and Article 7, Section 2 in the Policy Manual, respectively.
- 2.2.7. All responsibilities of the Executives are outlined in Article 2 of the Policy Manual

## **2.3. Representative Positions**

- 2.3.1. The elected representatives and voting members of the University of Windsor Science Society Council shall be as follows: Five (5) first (1<sup>st</sup>) year representatives, three (3) second (2<sup>nd</sup>) year representatives and departmental representatives, as per the numbers in Article 2, Section 2.2 of the Constitution.
- 2.3.2. The number of departmental representatives is determined by the number of students in their respective department, as per the following numbers:
  - i. 1-150 students in department: 1 representative
  - ii. 151-300 students in department: 2 representatives
  - iii. 301-450 students in department: 3 representatives
  - iv. 451+ students in department: 4 representatives
- 2.3.3. The following are departments and programs in the Faculty of Science that are represented on the Council:
  - i. Biomedical Sciences
  - ii. Chemistry and Biochemistry
  - iii. Environmental Sciences and Studies
  - iv. Economics
  - v. Forensic Sciences
  - vi. General Science
  - vii. Integrative Biology
  - viii. Interdisciplinary Arts and Sciences
  - ix. Mathematics and Statistics
  - x. Physics
- 2.3.4. If the number of students enrolled in a department is within 5% of the upper bounds of the lower tier, then the lower tier will be used in deciding how many reps will be given a position in the winter election. In the following fall semester,

if the enrollment places the department in a higher tier, the person with the next highest amount of votes will be given a position after the by-election.

- 2.3.5. All Year and Departmental Representatives must hold a minimum of one (1) hour of committee specific work per week during each semester.
- 2.3.6. The Year and Departmental Representatives shall be elected following the procedure outlined in Article 3, Section 1 of the Constitution. The term of office for representatives shall be from May 1 to April 30 of the following year, with the exception of First Year Representatives.
- 2.3.7. All responsibilities of the Year and Departmental Representatives are outlined in Article 3 of the Policy Manual.

## **2.4. Ex-Officio Positions**

- 2.4.1. The ex-officios of the Society are non-voting members. They include the following:
  - i. UWSA Science Representatives
  - ii. Departmental Club Presidents or a respective proxy from departmental clubs
- 2.4.2. All responsibilities of the ex-officios are outlined in Article 4 of the Policy Manual.

## **2.5. Coordinators**

- 2.5.1. The coordinators of the council shall be:
  - i. Academic Coordinator (x1)
  - ii. Alumni Coordinator (x1)
  - iii. Communications Assistant (x1)
  - iv. Communications Coordinator (x2)
  - v. Logistics Coordinator (x1)
  - vi. Marketing Coordinator (x2)
  - vii. Merchandising Coordinator (x1)
  - viii. MySci Coordinator (x1)
  - ix. Sponsorship Coordinator (x2)
  - x. Volunteer Coordinator (x1)
  - xi. Events Coordinator (x2)
  - xii. Website Coordinator (x1)
  - xiii. Governance and Policy Coordinator (x1)



- 2.5.2. The Coordinators of the University of Windsor Science Society Council shall be recruited, non-voting positions on council.
- 2.5.3. No person shall hold more than one coordinator position.
- 2.5.4. Elected representatives cannot apply for coordinator positions.
- 2.5.5. Coordinators are required to attend meetings. They are responsible for the duties in which they have been hired to do as outlined in the University of Windsor Science Society Policy Manual Article 5.
- 2.5.6. The term of office for Coordinator shall be from June 1 to April 30 of the following year, with the exception of the Alumni Coordinator whose term runs from June 1 to May 30.
- 2.5.7. The hiring process shall follow the procedure outlined in Article 7, Section 3 of the Policy Manual.

### **Article 3. Election of Council**

#### **3.1. Election Procedure**

- 3.1.1. Election of members shall be conducted through the UWSA under the direction of their Chief Returning Officer selected by the UWSA.
- 3.1.2. Science Society's CRO shall be the liaison with the UWSA's CRO.
- 3.1.3. It is the responsibility of the Society to ensure that all constituents are aware of the election at least one week prior to the nomination period through social forums including, but not limited to, those referred to in Article 9 Section 3.1 of the Policy Manual.
- 3.1.4. The nomination period must be no shorter than three (3) days and no longer than eight (8) days.
- 3.1.5. The All-Candidates Meeting must take place the weekday following the close of nominations.
- 3.1.6. The Campaign Period shall take place after the All Candidates Meeting and be no shorter than three (3) days and no longer than five (5) days.
- 3.1.7. The Voting Period must be two (2) days. Voting must open by 8:00am the first day and close at 11:59pm the second day.
- 3.1.8. The unofficial election results must be posted on social media within three (3) days of the voting close date. This does not apply if there are any pending investigations or other extenuating circumstances.

- 3.1.9. Any member of the Science Society may run for a position on Council, as stipulated by Article 1, Section 3.
- 3.1.10. All positions shall be held for one Council Year, with the exception of representatives elected in a by-election, in which case the position would be held for the remainder of the current Council Year.
- 3.1.11. The existing Council must ratify the results of the elections at the next Council meeting with the exception of pending investigations, or other extenuating circumstances.
- 3.1.12. The Executive positions shall be contested in a February Election, the Department Representatives and Second Year Representatives shall be contested in a March Election, and all other positions shall be contested in a by-election held in the Fall of the current Council Year.
- 3.1.13. All campaign rules must follow Article 9 of the Policy Manual.
- 3.1.14. Any concerns brought up about the elections that are not covered by the above stated rules shall follow the UWSA Election By-Laws.

### **3.2. Vacancies**

- 3.2.1. In the event that an Elected Executive position, excluding the President, is not filled or becomes vacant at any time, the Council may elect, through an internal anonymous election, someone within Council to temporarily fulfill the position until the position can be filled in the next election.
- 3.2.2. In the event that the President's position is vacated, the executive team will assume the role of an "executive committee" and carry out the duties of the president until the role is filled.
- 3.2.3. In this scenario, an internal anonymous election will be initiated immediately to fill the Presidential role. To be eligible for this internal election, one must be a current member on Council and qualify for the role of President as stated in the Policy Manual Article 2.1.
- 3.2.4. In the event of a tie in this internal election, a re-vote will be conducted. If, after the re-vote, a tie persists, the establishment of Co-Presidents to collectively fulfill the Presidential responsibilities will occur until the next scheduled election the following year.
- 3.2.5. The position(s) that become vacated due to this internal election must also be internally voted on to be fulfilled.
- 3.2.6. In the event that the CAO or CRO position is not filled or becomes vacant at any time, the procedures outlined in Article 7, Section 1 or Article 7, Section 2 of

the Policy Manual are followed to fill the respective position.

- 3.2.7. In the event that a year representative is not filled or becomes vacant at any time, the position remains vacant until a member from Science Society is elected into office through a by-election.
- 3.2.8. In the event that a departmental representative position becomes vacant at any time, the position remains vacant until a member from Science Society in that specific department is elected into office through a by-election.

- 3.2.9. In the event that a departmental representative position remains unfilled after the preliminary election in March, the position will be re-run in the Fall By-Elections and be available to all students in 2nd year and above in the respective department.
- 3.2.10. In the event that a coordinator position is not filled or becomes vacant at any time, an offer shall be extended to the highest ranking, unappointed candidate for the specific coordinator position. In the case that the position is still not filled, the hiring process outlined in Article 7 Section 3 of the Policy Manual shall be repeated.

## **Article 4. Meetings**

### **4.1. Annual General Meeting (AGM)**

- 4.1.1. Shall be held at the final Council meeting of each Council Year.
- 4.1.2. Notice of the AGM must be given at least seven (7) days prior to the date of the meeting and must include the day, time, place, agenda, and any supporting documents required for the meeting.
- 4.1.3. All constituents present at the meeting shall have voting rights.
- 4.1.4. Members outside of the current Council who would like to present a motion must present their motion to the Council at the meeting prior to the AGM.
- 4.1.5. Quorum shall be defined as at least one percent (1%) of the members of the Science Society. A simple majority is required for a motion to pass.

### **4.2. Council Meetings**

- 4.2.1. The meeting day, time, and place must be announced a minimum of seven (7) days in advance unless an emergency meeting is necessary.
- 4.2.2. Discussion points may be added to the agenda up until 24 hours before the scheduled meeting. If additional points need to be added within the 24 hours, it must be approved by Council at the beginning of the meeting.
- 4.2.3. In the case of an emergency meeting, at least three-quarters of the Council must be present for decisions to be binding.
- 4.2.4. The CRO shall conduct the Council meetings employing formal or informal use of Robert's Rules of Order.
  - i. Clarification of Robert's Rules of Order:
    - 1: New point, not relevant to what is being discussed
    - 2: Follow-up point

Pinky: To seek direct clarification from previous speaker

- 4.2.5. There shall be at least one Science Society Council meeting per month.
- 4.2.6. Quorum shall be defined as a simple majority of the current Council.

## **Article 5. Discipline**

### **5.1. Failure to Attend, Representatives**

- 5.1.1. The Discipline for Failure to Attend is as follows: Members who do not attend meetings, mandatory events listed in Article 5, Section 4 of the Constitution and/or hours of committee specific work will be awarded points in accordance with the following attendance formula:
  - i. Missed Meeting, no regrets (1.0)
  - ii. Missed Meeting, regrets (0.5)
  - iii. Leaving before Adjournment, no regrets (0.5)
  - iv. Did not complete assigned committee specific work ("Committee specific work" is defined as any work assigned by the Vice President of the respective Committee), no regrets (1.0)
  - v. Did not complete assigned committee specific work, regrets (0.5)
  - vi. Missed office hours, no regrets (1.0)
  - vii. Missed office hours, regrets (0.5)
  - viii. Missed Committee Meeting, no regrets (1.0)
  - ix. Missed Committee Meeting, regrets (0.5)
  - x. Missed Emergency Meeting, no regrets (0.5)
  - xi. Missed Mandatory Event, no regrets (1.0)
  - xii. Missed Mandatory Event, regrets (0.5)

### **5.2. Failure to Attend, Coordinators**

- 5.2.1. The Discipline for Failure to Attend is as follows: Members who do not attend meetings, mandatory events listed in Article 5, Section 4 of the Constitution and/or do not complete coordinator responsibilities will be awarded points in accordance with the following attendance formula:
  - i. Missed Mandatory Event, no regrets (1.0)
  - ii. Missed Mandatory Event, regrets (0.5)
  - iii. Failure to complete coordinator responsibility, no regrets (1.0)
  - iv. Failure to complete coordinator responsibility, regrets (0.5)
  - v. Missed Meeting, no regrets (1.0)
  - vi. Missed Meeting, regrets (0.5)

- vii. Leaving before Adjournment, no regrets (0.5)
  - viii. Missed Committee Meeting, no regrets (1.0)
  - ix. Missed Committee Meeting, regrets (0.5)
- 5.2.2. Failure to complete coordinator responsibility is based upon the discretion of the supervising executive.

### **5.3. Regrets**

- 5.3.1. Written regrets or regrets via email are acceptable at the discretion of the Executives.
- 5.3.2. Permission of absence may be given for reasons such as: illness, educational grounds or other reasonable or compassionate grounds.
- 5.3.3. Absenteeism due to night class is subject to the President's approval as meeting times are set in the previous academic semester. Members should plan their schedules accordingly.
- 5.3.4. The President, in granting a request may take into account whether:
- i. The class taken is a program requisite.
  - ii. The class taken is the only available time in the Member's schedule for that course without presenting a conflict.
- 5.3.5. Regrets shall be recorded and filed by the CAO.
- 5.3.6. Regrets shall be submitted to the CAO no later than 24 hours prior to the start of the Council meeting unless there is an emergency situation.
- 5.3.7. Regrets for lateness or permission to leave early are to be acknowledged in the same manner as regrets sent for an absence from a meeting.

### **5.4. Mandatory Events**

- 5.4.1. The following are considered mandatory events and must be attended by ALL elected Science Society Representatives. Failure to do so will result in points being awarded to that individual. They are:
- i. One Welcome Week Event of their choosing.
  - ii. Meet the Prof Night
  - iii. One Frost Week Event of their choosing.
  - iv. Mandatory External event as decided by the VP External (this can be an External event such as a panel event or Speaker Series, depending on what the current VP External decides).
  - v. Charity Gala

- vi. Respective committee events

## **5.5. Violations**

- 5.5.1. The CAO must update members by email when they reach a whole number of points and must provide a breakdown of points to that member if requested.
- 5.5.2. A member who accumulates 2.5 points will receive a written warning from the CAO.
- 5.5.3. The CAO shall inform the President and CRO of such a warning.
- 5.5.4. If a member accumulates 3.0 points, they will have a meeting with the President to discuss their points.
- 5.5.5. When a member accumulates 4.0 points, the CAO shall inform the President and they will be removed from Council. The president may have an exit meeting with the Council member. Point totals will be reset at the beginning of each new academic semester.
- 5.5.6. Failure to fulfill your responsibilities on Council, as determined by the Executives through a vote where majority rules, will result in obtaining 2 points for that semester.
- 5.5.7. If a member of council accumulates 4.0 points and is thereby dismissed from council, the individual is also no longer able to campaign in the proceeding election period or apply for coordinator position selection.

## **Article 6. Finances**

### **6.1. Signing Authority**

- 6.1.1. The authorized signing authorities shall be the following three positions:
  - i. President
  - ii. Vice President of Finance
  - iii. Vice President of Internal Affairs
- 6.1.2. If one more signee is required, then the Vice President of External Affairs shall be the additional signing authority.

### **6.2. Maintenance of Funds**

- 6.2.1. All financial transactions shall be conducted through the UWSA.
- 6.2.2. The fiscal year shall be defined as May 1 to April 30 of the following year.
- 6.2.3. The proposed budget for the year must be approved by Council by August 1.

### **6.3. Disbursement of Funds**

- 6.3.1. All internal requests for funding must be accompanied by the proper paperwork and must be approved by two of the signing-authorized Society officers.

### **6.4. Reimbursements**

- 6.4.1. All reimbursements for expenses must be submitted within two weeks of the scheduled date of the event, unless permission is granted by the VP Finance. All reimbursements submitted after this date will not be reimbursed.
- 6.4.2. In the case where an event/initiative does not have a pre-approved budget and the expense was not approved by the VP Finance prior to the purchase, the reimbursement will not be issued.

## **Article 7: The Official Logo**

- 7.1. The official logo of the Society shall only be used on merchandise and documents produced by the Society or organizations ratified with the Society.
- 7.2. Permission to use the official logo on any other product shall be granted by the Executives.

## **Article 8: Amendments to the Constitution**

- 8.1. All Science Society members may propose amendments.
- 8.2. Amendments must be proposed at a Council meeting, through email/Slack, or at the Annual General Meeting.
- 8.3. Amendments shall only be approved with quorum (simple majority) at either a Council meeting, through email or Slack, or the Annual General Meeting. Please refer to Article 4 for additional meeting and quorum details.