



University of Windsor Science Society

Policy Manual

Ratified 2004

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Article 1: Purpose & Definitions

- 1.1 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 The Policy Manual herein provides procedural guidelines on the matters not explicitly stated in the Constitution of the Society.

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

- “Committee” means a committee of the Council;
- “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;
- “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 1st - April 30th of the following year;
- “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 1st - April 30th of the following year;
- “President” means the President and Chief Executive Officer of the Science Society Council;
- “Representatives” means the Year and/or Department Representatives;
- “Science Society” means the collective members of the Science Society, as defined in Article 1, Section 3 of the Constitution;
- “Society” means the Executives, CRO, CAO, Year Representatives, Department Representatives, and Coordinators;
- “VP Communications” means the Vice President Communications of the Science Society Council;
- “VP External” means the Vice President External of the Science Society Council;
- “VP Finance” means the Vice President Finance of the Science Society Council;
- “VP Internal: means the Vice President Internal of the Science Society Council;

- “VP Social” means the Vice President Social of the Science Society Council; and
- “VP Student Advocacy” means the Vice President Student Advocacy of the Science Society Council.

Article 2: Responsibilities of the Executives

The Executives shall consist of the following positions. One person shall occupy each position. Individuals filling these positions are elected into office, and are granted voting rights for all Council decisions, not including the CAO and CRO. The term of office for the Executives is May 1st following the date of election to April 30th of the following year, not including the CAO and CRO. The CAO and CRO are recruited by Article 7, Sections 1 and 2 of the Policy Manual.

2.1 President

The President shall:

- 2.1.1 Be a member of the Science Society entering their third year or above during their term of office.
- 2.1.2 Have previously served a full term as a member of the Executives, Department Rep, Year Rep, CRO, CAO, or any appointed Coordinator.
- 2.1.3 Represent Science Society to organizations outside of the Society.
- 2.1.4 Attend Faculty of Science Council meetings.
- 2.1.5 Attend the Society Presidents’ Council meetings as called by the UWSA President.
- 2.1.6 Ensure cooperation between Science Society and the Faculty of Science Office.
- 2.1.7 Be responsible for the direction and integration of the Executives.
- 2.1.8 Arrange all executive meetings in order to keep all Executives up to speed and informed on the different projects Science Society is working on.
- 2.1.9 Direct the CAO and CRO in daily duties.
- 2.1.10 Assist the CRO throughout elections.
- 2.1.11 Ensure all delegated tasks are completed in a timely manner.
- 2.1.12 Submit a transition report at the end of the Council Year outlining progress notes of the position and details for the following President.
- 2.1.13 Act as the Ontario Science Games Director for the University of Windsor. This role can also be delegated to another member of Science Society at the discretion of the President.
- 2.1.14 Be one of the signing authorities.

2.1.15 Any other responsibilities as necessitated by the Society.

2.2 Vice President Internal

The Vice President Internal shall:

- 2.2.1 Perform the duties of the President in their absence or at their request.
- 2.2.2 Automatically assume the office of the President if the position is vacated during the academic year.
- 2.2.3 Be a liaison between Science Society and the departmental student associations.
 - i. Keep an updated list of the organization's contact information
 - ii. Oversee monthly meetings with the Presidents of each departmental student association.
- 2.2.4 Assist the CRO when needed throughout elections.
- 2.2.5 Oversee the following positions. In the event that a position is vacated, the VP Internal shall assume their responsibilities:
 - i. MySci Coordinator
 - ii. Academic Coordinator
- 2.2.6 Oversee the following committee(s):
 - i. Academic
 - ii. Governance and Policy
- 2.2.7 Be one of the signing authorities.
- 2.2.8 Any other responsibilities as necessitated by the Society.

2.3 Vice President External

The Vice President External shall:

- 2.3.1 Oversee the following positions. In the event that a position is vacated, the VP External shall assume their responsibilities:
 - i. Alumni Coordinator
 - ii. Sponsorship Coordinator
- 2.3.2 Oversee the following committee(s):
 - i. External Affairs Committee
- 2.3.3 Be responsible for maintaining liaison with professional groups and

organizations outside of the Faculty of Science and the University. This can include, but is not limited to:

- i. The UWSA
- ii. The elected charity of the year
- iii. The Ontario Science Students' Association (OSSA)

2.3.4 Act as the Ontario Science Students' Association (OSSA) Director for the University of Windsor.

2.3.5 Be responsible for facilitating and organizing any events with external organizations. This includes, but is not limited to facilitating booths at events when required:

- i. UWSA Clubs' Day booth
- ii. Let's Talk Cancer booth
- iii. Science Rendezvous booth

2.3.6 Oversee and organize the Externship program with the USci Network. This includes but is not limited to:

- i. Coordinating with the volunteers and making a concerted effort to secure at least one (1) Externship per month during the school year.
- ii. Ensuring the participants are informed of the Externship date, time and location.
- iii. Following up with the participants after the program to fill out the feedback survey.
- iv. Keeping track of the participants' names and the Externship they attended.

2.3.7 Any other responsibilities as necessitated by the Society.

2.4 Vice President Communications

The Vice President Communications shall:

2.4.1 Be responsible for the oversight and execution of the Science Society Brightspace.

2.4.2 Be responsible for the execution and oversight of all Science Society social media platforms which includes, but is not limited to:

- i. Facebook
- ii. Instagram
- iii. Twitter
- iv. TikTok

- 2.4.3 Oversee the execution of any promotional material.
- 2.4.4 Oversee and encourage promotional waves each week for Science Society events to boost engagement and participation.
- 2.4.5 Oversee the following positions. In the event that a position is vacated, the VP Communications shall assume their responsibilities:
 - i. Communications Assistant
 - ii. Communications Coordinator
 - iii. Marketing Coordinator
 - iv. Website Coordinator
 - v. Merchandising Coordinator
- 2.4.6 Oversee the following committee(s):
 - i. Communications
- 2.4.7 Any other responsibilities as necessitated by the Society.

2.5 Vice President Finance

The Vice President Finance shall:

- 2.5.1 Submit the proposed budget based on the projected enrollment of science students for the Fall and Winter semesters to Council for approval by September 1st.
- 2.5.2 Be responsible for handling all matters relating to expenses, reimbursements, and transactions regarding the Society's financial affairs.
- 2.5.3 Maintain a current record of all financial transactions of the Society.
- 2.5.4 Review all requests for financial support from clubs and individuals and present these proposals for assessment at the council meetings.
- 2.5.5 Approve and coordinate all finances for sales and purchases conducted by the Society.
- 2.5.6 Coordinate and cooperate with the UWSA, which handles the Science Society accounts.
- 2.5.7 At the end of each year, make an effort to ensure that each departmental club receives their allotted amount of club funding based on the approved Science Society budget of that year.
- 2.5.8 Ensure that the Society finances are made public to students at least one week prior to the Annual General Meeting.

2.5.9 Submit an annual report to the Council at the end of the Council Year.

2.5.10 Oversee the following positions. In the event that a position is vacated, the VP Finance shall assume their responsibilities:

- i. Logistics Coordinator
- ii. Merchandising Coordinator
- iii. Sponsorship Coordinator

2.5.11 Oversee the following committee(s):

- i. Finance

2.5.12 Be one of the signing authorities.

2.5.13 Any other responsibilities as necessitated by the Society.

2.6 Vice President Student Advocacy

The Vice President Student Advocacy shall:

2.6.1 Be responsible for communicating with all University related student mental health groups and communicating all relevant information to the student body.

2.6.2 Be responsible for the advocacy of all cultures, races, disabilities and identities in an effort to improve the student body's understanding and awareness of diverse needs and perspectives, this may include, but is not limited to:

- i. Communicating with related student groups to promote an inclusive and respectful environment for the student body.

2.6.3 Bring to the attention of the Faculty of Science students' academic concerns.

2.6.4 Oversee the following positions. In the event that a position is vacated, the VP Student Advocacy shall assume their responsibilities:

- i. Volunteer Coordinator

2.6.5 Oversee the following committee(s):

- i. Awards
- ii. Wellness

2.6.6 Any other responsibilities necessitated by the Society.

2.7 Vice President Social

The Vice President Social shall:

2.7.1 Oversee the execution and head the committee of the annual Science Charity Gala.

- 2.7.2 Provide possible charities that the Science Society will support throughout the Council Year, which is voted on by Science Society.
- 2.7.3 Oversee the following positions. In the event that a position is vacated, the VP Social shall assume their responsibilities:
 - i. Events Coordinator
 - ii. Sponsorship Coordinator
- 2.7.4 Oversee the following committee(s):
 - i. Events
- 2.7.5 Any other responsibilities necessitated by the Society.

2.8 Chief Administrative Officer (CAO)

The CAO shall:

- 2.8.1 Maintain the scisoc@uwindsor.ca email account and forward incoming emails addressed to the appropriate council members.
- 2.8.2 Keep a record of attendance of all members attending council meetings.
- 2.8.3 Establish calendar meeting dates for the semester with the approval of the Executives.
- 2.8.4 Send out meeting dates and meeting minute reminders at least seven days prior to the meeting. This includes council meetings, but is not limited to committee meetings and executive meetings.
- 2.8.5 Notify the Council of a council member's resignation when required.
- 2.8.6 Be the official holder of editable versions of documents which includes but is not limited to:
 - i. Council meeting minutes
 - ii. Executive meeting minutes
 - iii. Committee meeting minutes
- 2.8.7 Be responsible for recording points for missed meetings and hours of committee specific work, informing the President and CRO.
- 2.8.8 The CAO is the only executive member allowed to add points. Any executive member who wishes to award points to a Council member must go through the CAO to do so.

2.9 Chief Returning Officer (CRO)

The CRO shall:

- 2.9.1 Be a member of the Society entering their third year or above during their term of office.
- 2.9.2 Be a previous member of the Executives or Council.
- 2.9.3 Be responsible for conveying to the Society past precedent and continuing the previous spirit of the Society.
- 2.9.4 Oversee the governance and adherence to the Society's Constitution and Policy Manual.
 - i. Review and propose necessary amendments to the Constitution and Policy Manual.
 - ii. Ensure that all actions of the Society abide by the Constitution and Policy Manual.
 - iii. Possess full knowledge of the Society's most updated Constitution and Policy Manual.
- 2.9.5 Chair and mediate all meetings in accordance to Roberts Rules of Order, but may allow informal discussion for a discussion item if requested.
 - i. In the instance of a definition of Robert's Rules of Order, see 4.2.4.i. "Clarification of Robert's Rules of Order" in the Constitution.
 - ii. In the absence of the CRO, the President will appoint a temporary Chair to take this responsibility.
- 2.9.6 Be responsible for all other electoral procedures and/or needs.
 - i. If needed, may consult the Executives for guidance.
 - ii. Act as the liaison between the Society and the UWSA CRO and VPFO with regards to elections and by-elections.
- 2.9.7 Must meet regularly with the President in order to ensure proper direction of the Society.

Article 3: Responsibilities of the Year & Department Representatives

The University of Windsor Science Society's Year and Departmental Representatives shall consist of the positions outlined in Article 2, Section 1 of the Constitution. Individuals filling these positions are elected into office and are granted voting rights for all Council decisions. The term of office for these positions is May 1st following the date of election to April 30th of the following year.

3.1 Year Representatives

The Year Representatives shall:

- 3.1.1 Be a liaison between their respective year and the Society.
- 3.1.2 Communicate all Society approved events to their constituents.
- 3.1.3 Publicize all major Society events to constituents through class talks.
- 3.1.4 Make every attempt to attend all Society events.
- 3.1.5 Join at least two committees per semester.
- 3.1.6 Advocate for the students of their respective year during council meetings.
 - i. This includes but is not limited to reporting all concerns and questions at council meetings when appropriate.
- 3.1.7 Carry out any other duties assigned by the Executives pertaining to Society matters.

3.2 Department Representatives

The Department Representatives shall:

- 3.2.1 Be a liaison between the Society and the respective club of their department.
- 3.2.2 Make every attempt to attend their respective department association meetings and update the Council on relevant matters that pertain to the Council.
- 3.2.3 Invite members from their associations to Council meetings.
- 3.2.4 Publicize all major events with their respective department/program.
- 3.2.5 Make every attempt to attend all Science Society events.
- 3.2.6 Join at least two committees per semester.
- 3.2.7 Advocate for the students of their respective department/program during council meetings.
 - i. This includes but is not limited to reporting all concerns and questions at council meetings when appropriate.
- 3.2.8 Carry out any other duties assigned by the Executives pertaining to Society matters.

Article 4: Responsibilities of the Ex-Officios

4.1 UWSA Science Representatives

The UWSA Science Representatives:

- 4.1.1 Are not obliged to fulfill any role in the Science Society Council.
- 4.1.2 Are invited to be an active member of the Council in a non-voting role.

4.2 Departmental Student Association Presidents

The Departmental Student Association Presidents or their respective proxies within the Faculty of Science:

- 4.2.1. Are not obliged to fulfill any role in the Science Society Council.
- 4.2.2. Are invited to be an active member of the Council in a non-voting role.
- 4.2.3. May present any event ideas they would like to partner up with Science Society on.

Article 5: Responsibilities of the Coordinators

The University of Windsor Science Society's Coordinators shall consist of the positions outlined in Article 2, Section 4 of the Constitution. One person shall occupy each position, with the exception of the Events Coordinator, Marketing Coordinator, Communications Coordinator, and Sponsorship coordinator, all four of which shall be occupied by two people. Individuals are recruited into these positions outlined in Article 7, Section 3 of the Policy Manual and are not granted voting rights for all Science Society decisions. Individuals are additionally required to attend Council Meetings and Committee Meetings. The Discipline for Failure is outlined in Article 5, Section 2 of the Constitution. The term of office for these positions is June 1st to April 30th of the following year, with the exception of the Alumni Coordinator whose term runs from June 1st to May 30th of the following year.

5.1 Communications Assistant

The Communications Assistant shall:

- 5.1.1 Report to the VP Communications.
- 5.1.2 Assist the VP Communications, Communications Coordinator, Marketing Coordinator, Merchandising Coordinator, and Website Coordinator in their duties of maintaining the online social forums of Science Society.
- 5.1.3 Perform a diverse range of tasks, floating to the areas that need help on the team, including but not limited to:
 - i. Managing posts of the social media accounts
 - ii. Creating promotional material
 - iii. Maintaining the Science Society website

5.2 Academic Coordinator

The Academic Coordinator shall:

5.2.1 Report to the VP Internal.

5.2.2 Work with the Academic Committee in the planning and execution of Academic Events.

This includes but is not limited to:

- i. Panel nights
- ii. Networking sessions
- iii. Post-undergraduate and research information sessions
- iv. Skill building events

5.3 Alumni Coordinator

The Alumni Coordinator shall:

5.3.1 Report to the VP External.

5.3.2 Act as a liaison between the Alumni Association, Dean's Office, and Science Society to help implement forthcoming plans that improve University of Windsor's Science Alumni engagement

5.3.3 Work with Science Society's VP External to organize Alumni-targeted events such as:

- i. Alumni panel nights
- ii. Meet and Greets
- iii. Social media posts spotlighting Science Alumni and career opportunities
- iv. Any other event seen fit

5.3.4 Be the liaison between the Science Ambassador program and Science Society and:

- i. Work with the committee in fulfilling responsibilities of Science Ambassador program

5.3.5 Optimize the graduation survey to improve alumni records and regulate the platform for alumni students.

5.4 Communications Coordinator

The Communications Coordinator shall:

5.4.1 Report to the VP Communications.

5.4.2 Work with the VP Communications in the maintenance of the social forums of Science Society that include, but are not limited to:

- i. Facebook

- ii. Instagram
- iii. Twitter

5.4.3 Work with various groups, including the Executives, to grow our presence on our social media platforms.

5.4.4 Create and maintain a promotional schedule and work with the other Executives and the Website Coordinator to ensure promotions run smoothly.

5.4.5 Ensure approval by the VP Communications is made before publishing any content.

5.5 Events Coordinator (2)

The Events Coordinator shall:

5.5.1 Report to the VP Social.

5.5.2 Assist the VP Social in the planning and execution of the annual Science Charity Gala.

5.5.3 Spearhead the Events Committee along with the VP Social.

5.6 Logistics Coordinator

The Logistics Coordinator shall:

5.6.1 Report to the VP Finance

5.6.2 Work with the VP Finance and other members of the Society to ensure proper spending and adherence to the reimbursement guidelines.

5.6.3 Create event budget template spreadsheets for every event that requires one.

5.7 Marketing Coordinator (2)

The Marketing Coordinators shall:

5.7.1 Report to the VP Communications

5.7.2 Create any promotional material required of the Society. This includes, but is not limited to:

- i. Graphics for social media promotion

5.8 Merchandising Coordinator

The Merchandising Coordinator shall:

5.8.1 Report to the VP Finance and VP Communications.

- 5.8.2 Oversee the design for the Science Society t-shirt, which are distributed to members of Science Society during the annual Welcome Week.
- 5.8.3 Be responsible for the creation and distribution of any other Science Society merchandise that may be given and/or sold to students. This includes, and is not limited to:
- i. Working with the VP Communications and Marketing Coordinator to oversee the design of the new t-shirt.

5.9 MySci Coordinator

The MySci Coordinator shall:

- 5.9.1 Report to the VP Internal.
- 5.9.2 Oversee Science Society's MySci Mentorship Program. This includes, but is not limited to the oversight of:
- i. The recruitment of upper year mentors.
 - ii. The recruitment of first year mentees. The maintenance of the program throughout the academic year.
- 5.9.3 Consult with the Associate Dean of Science regarding Faculty involvement in mentorship opportunities.

5.10 Sponsorship Coordinator

The Sponsorship Coordinator shall:

- 5.10.1 Report to the VP Finance, VP Social, and VP External
- 5.10.2 Work with the VP Finance, VP Social, VP External, and other members of the Society to secure sponsorship for the Society events from external parties.
- 5.10.3 Track and record the type of sponsorship received (ex. monetary donation, purchase discount, material donation, etc.).
- 5.10.4 Collaborate with the VP Finance, VP Social, and VP External to create the Science Society sponsorship package. This includes, but is not limited to:
- i. Working with the VP Communications and Marketing Coordinator to design the package.

5.11 Volunteer Coordinator

The Volunteer Coordinator shall:

- 5.11.1 Report to the VP Student Advocacy.
- 5.11.2 Work with the VP Student Advocacy and other members of the Society to recruit SciSquad volunteers for Society events. This includes executing the proper training of these SciSquad members prior to volunteering at Science Society events.
- 5.11.3 Collaborate with external local charities to encourage volunteering through the Science Serves initiative at least twice per semester. This includes, but is not limited to:
 - i. Two different external local charities should be contacted each semester (two in the Fall and two in the Winter).

5.12 Website Coordinator

The Website Coordinator shall:

- 5.12.1 Report to the VP Communications.
- 5.12.2 Be responsible for the oversight, execution, and maintenance of the Science Society website, www.uwinscisoc.com.

5.13 Governance and Policy Coordinator

The Governance and Policy Coordinator shall:

- 5.13.1 Report to the President.
- 5.13.2 Be responsible for overseeing any Constitution and Policy Manual amendments and be present at all Governance and Policy Committee meetings.

Article 6: Responsibilities of the SciSquad Volunteers

The University of Windsor Science Society SciSquad volunteers are members of Science Society who assist with Science Society events throughout the year. They shall follow the recruitment process and duties outlined in Article 7, Section 4 of the Policy Manual.

6.1 SciSquad Volunteers

The SciSquad Volunteers shall:

- 6.1.1. Be responsible for volunteering at a minimum of two Society events throughout the year, with a minimum of four hours invested of maximum effort, in order to obtain the volunteer credit. This includes but is not limited to:

- i. Welcome Week events such as: Science Pep Rally, Lab Coat Tie-Dye, I Love Science Day BBQ
 - ii. Signing in with the council member in charge of the respective event, so that volunteer hours may be earned.
- 6.1.2. Be expected to represent the Society, showing science spirit and a positive attitude in assisting with the event.
- 6.1.3. Be responsible for notifying the Volunteer Coordinator if they are going to be late, with at least two hours' notice, or the hours earned will not count towards the position.
- 6.1.4. Receive a letter of recommendation from the President acknowledging their volunteer work during their time as SciSquad, to be handed out upon completion of their volunteer work.

Article 7: Recruitment Procedure

The University of Windsor Science Society CAO, CRO, Coordinators, and SciSquad volunteers are all recruited members of the Society.

7.1 Recruitment of CAO

- 7.1.1. Those interested in applying for CAO must fill out an online application form that is released to Science Society, by the following means:
 - i. Website: www.uwinscisoc.com
 - ii. Facebook, Instagram, and Twitter
- 7.1.2. The President and VP Internal must oversee the appointment of the CAO for the Council Year with the approval of the Executives.

7.2 Recruitment of CRO

- 7.2.1. Those interested in applying for CRO must fill out an online application form that is released to Science Society, by the following means:
 - i. Website: www.uwinscisoc.com
 - ii. Facebook, Instagram, and Twitter
- 7.2.2. The CRO must be a member of the Society entering their third year or above during their term of office.
- 7.2.3. The CRO must be a previous member of the Executives or Council.

- 7.2.4. The President and VP Internal must oversee the search and appointment of the CRO for the Council Year with the approval of the Executives.

7.3 Recruitment of Coordinators

- 7.3.1. Those interested in applying for a Coordinator position must fill out an online application form that is released to Science Society, by the following means:
- i. Website: www.uwinscisoc.com
 - ii. Facebook, Instagram, and Twitter
- 7.3.2. The respective VP that oversees the position must grade the applicants' submissions anonymously, using a predetermined rubric as voted on by council. The top 1/3 of applicants shall receive an interview, with no less than two individuals being interviewed for a given position.
- 7.3.3. Applicants selected for an interview shall be interviewed by the recruitment committee, which will include the respective VP, the President, and another executive member or one other member of the elected council who is not an executive member (who will remain until all of the applicants for that position have been interviewed).
- 7.3.4. The three interviewers shall use a predetermined rubric, as voted on by council, to score the responses of the applicant on predetermined questions, as voted on by council, to be asked by the hiring committee during the interview.
- 7.3.5. The applicant with the highest score on both their online application and interview rubric shall be recruited for the respective Coordinator position they have applied for.
- 7.3.6. Should two candidates for a position obtain scores within 2 points of one another, the decision will ultimately fall on the respective VP for that position.
- 7.3.7. All applicants for the Coordinator position(s) cannot be elected members of the Science Society and will not have voting rights during their term as Coordinator.
- 7.3.8. The Coordinators shall serve in office from June 1st - April 30th of the respective academic year, with the exception of the Alumni Coordinator whose term runs from June 1st to May 30th of the following year.

7.4 Recruitment of SciSquad

- 7.4.1. Those interested in applying for a SciSquad position must fill out an online application form that is released to Science Society, by the following

means:

- i. Website: www.uwincisoc.com
- ii. Facebook, Instagram, and Twitter

7.4.2. Must complete a training conducted by the VP Student Advocacy and Volunteer Coordinator.

7.4.3. Be recruited by the President, VP Student Advocacy, and Volunteer Coordinator in office at the time of the respective Welcome Week, by August 1st.

Article 8: Committees

The University of Windsor Science Society Committee guidelines are outlined in Article 8 of the Policy Manual.

8.1 Committee Guidelines

8.1.1. The Council may establish any Committee it determines necessary for the execution of the Society's responsibilities.

8.1.2. The Council may dissolve any Committee by resolution at any time.

8.1.3. All Committees shall comprise of:

- i. The Executive sitting on the Committee shall be the chair of the Committee;
- ii. Committee secretary, elected by committee members to document resolutions of the Committee, record meeting minutes, and provide any additional administrative support; and Representatives as Committee members.
- iii. There must be at least two (2) Representatives on all Committees.

8.1.4. Year and Department Representatives must serve on at least two (2) Committees.

- i. Coordinators may sit on up to two (2) Committees, but must make the commitment from the start of the Committee to its dissolution.

8.1.5. In cases where there is an excess number of volunteers for a particular Committee, the Council shall elect the Committee members through a vote.

8.1.6. All Committees must meet at least once per month during the Fall and Winter semesters.

8.1.7. All Committees must take minutes of the meetings.

8.1.8. Committees shall make their meeting minutes available to Council upon request.

8.1.9. Quorum for Committee meetings shall be a simple majority of Committee members.

- 8.1.10. Notice of Committee meetings shall be given seven (7) days in advance of the meeting.
- 8.1.11. An official Committee meeting agenda shall be forwarded to Committee members at least one (1) day in advance of the meeting.
- 8.1.12. Only in extenuating circumstances and with the approval of the respective VP of the Committee and the President, can Committee members switch Committees during the Council Year once.

8.2 Academic Committee

8.2.1 The Academic Committee shall be comprised of:

- i. The VP Internal
- ii. The Academic Coordinator
- iii. The MySci Mentorship Coordinator
- iv. Four (4) to six (6) additional Representatives.

8.2.2. The Academic Committee shall be responsible for:

- i. The oversight of the annual Meet the Prof Night.
- ii. The oversight of at least one relevant networking event(s) for science students per semester. This can include, but is not limited to:
 - a. Panel nights
 - b. Networking sessions
 - c. Post-undergraduate and research information sessions
 - d. Skill building events

8.3. External Affairs Committee

8.3.1 The External Affairs Committee shall be comprised of:

- i. The VP External
- ii. The Alumni Coordinator
- iii. Up to three (3) additional Representatives on Council

8.3.1 The External Affairs Committee shall be responsible for:

- i. Fostering connections with University of Windsor Science Alumni
- ii. Contacting external organizations and businesses, especially to support future sponsorship efforts.
- iii. Assist the VP External in the selection of Charity of the Year
- iv. Any other responsibilities as necessitated.

8.4 Awards Committee

8.4.1 The Awards Committee shall be comprised of:

- i. The VP Student Advocacy
- ii. Two (2) to three (3) additional Representatives.

8.4.2 The Awards Committee shall be responsible for:

- i. The oversight and execution of an online application form that must be approved by the Council for Science Society's Awards.
- ii. The predetermined rubric must be approved by the Awards Committee.
- iii. Finding one (1) representative of each department within the Faculty of Science for the anonymous ranking of the nominees.
 - a. The Awards Committee shall make an effort to recruit non-Council members; should this not be achieved, department representatives are acceptable.

8.4.3 Members of the Awards Committee are not eligible to submit a form.

8.4.4 Anyone who submits a form is not eligible to rank the forms.

8.4.5 Make a concerted effort to assemble a diverse panel that represents a wide range of races, genders, ethnicities, sexual orientations, and other markers of identity.

8.4.6 Make a concerted effort to assemble a panel with equal proportions of different genders; the panel cannot be comprised solely of people who identify with one gender.

8.4.7 Make a concerted effort to recruit at least one person with a disability, whether that be visible or invisible.

8.5 Communications Committee

8.5.1 The Communications Committee shall be comprised of:

- i. The VP Communications
- ii. The Communications Assistant
- iii. The Communications Coordinator
- iv. The Marketing Coordinator
- v. The Website Coordinator
- vi. Four (4) to six (6) additional Representatives.
 - a. These additional Representatives must oversee the photography and

calendar of the Society.

8.5.2 The Communications Committee shall be responsible for:

- i. The oversight and execution of any promotional material from the Society.

8.6 Events Committee

8.6.1 The Events Committee shall be comprised of:

- i. The VP Social
- ii. The Events Coordinator(s)
- iii. Eight (8) to ten (10) additional Representatives.

8.6.2 The Events Committee shall be responsible for:

- i. The oversight and execution of the annual Science Charity Gala.
- ii. The organization of at least one fundraising event per semester to support the charity or organization that Science Society will be supporting throughout the Council Year.
- iii. The oversight and the execution of the following events:
 - a. Mol Day
 - b. Pi Day
 - c. At least one team-building event for the Society per semester.
 - d. Any other events approved by Council

8.7 Finance Committee

8.7.1 The Finance Committee shall be comprised of:

- i. The VP Finance
- ii. The Logistics Coordinator
- iii. Two (2) to three (3) additional Representatives.

8.7.2 The Finance Committee shall be responsible for:

- i. Advising the Council on all financial matters of the Society.
- ii. If an application does not exceed \$100.00 for a Departmental Student Association for the Council Year, the Finance Committee may approve this without Council by simple majority vote.

8.7.3 Final authority on financial matters shall rest with the Council.

8.8 Governance and Policy Committee

8.8.1 The Governance and Policy Committee shall be comprised of:

- i. The President
- ii. The VP Internal
- iii. CRO
- iv. Two (2) to three (3) additional Representatives.

8.8.2 The Governance and Policy Committee shall be responsible for:

- i. The advising of the Council on matters relating to the organization's governance structure and providing recommendations for Constitution and Policy amendments.

8.9 Wellness Committee

8.9.1 The Wellness Committee shall be comprised of:

- i. The VP Student Advocacy
- ii. Four (4) to six (6) additional Representatives.

8.9.2 The Wellness Committee shall be responsible for:

- i. The organization and execution of at least two Wellness Wednesday events per semester.
- ii. The attempt to promote success for students prior to their academic examinations.

Article 9: Election Guidelines

The University of Windsor Science Society's Election Guidelines outlined are adapted from the UWSA Nomination Guidelines. Refer to Article 5, Section 1 of the Constitution for Election Procedures.

9.1 Candidate Requirements

9.1.1 Each candidate must currently be a member of the Society, as stipulated in Article 1, Section 3 of the Constitution.

9.1.2 If elected, the candidate must also be a member of the Society during their full term of office.

9.1.3 Each candidate must be officially nominated to the Science Society Chief Returning Officer by 2 individuals for a representative position or 10 individuals

for an executive position. These individuals are able to nominate multiple candidates. They must be members of the Science Society (i.e.; full-time, undergraduate science students).

- 9.1.4 Each candidate must be present, or send a proxy, to the All-Candidates Meeting prior to the campaigning period in order to be eligible to run in this election.
 - i. The proxy sent to the All-Candidates Meeting can be another candidate in the election.
- 9.1.5 In order to run for an Executive position in the Executive Election specifically, candidates must have at least 1 year of experience on Council before running.

9.2 Campaign Rules

All candidates must:

- 9.2.1 Be polite, courteous, and respectful to all members, faculty, CRO, other election staff, and the other candidates.
- 9.2.2 Respect the rights, dignity, and worth of all participants and refrain from any form of discrimination against others (including age, gender, ability, race, cultural background or religious beliefs, or sexual identity).
- 9.2.3 Avoid bullying, the use of bad language or making offensive remarks (including inappropriate use/abuse of social media or networking websites and mobile technology), making racial references, and general inappropriate behavior.
- 9.2.4 Not harass, bully, or intimidate a member to vote.
- 9.2.5 Not slander or libel any member or candidate.
- 9.2.6 Not sabotage the campaigns of other candidates.
- 9.2.7 Not aggressively campaign towards any member.
- 9.2.8 Not use drugs or alcohol as their campaign materials or campaign where drugs or alcohol are being used or served.
- 9.2.9 Not state gross misrepresentation of facts.
- 9.2.10 Not have their candidacy advertised by any student group or organization.
- 9.2.11 Not form slates, meaning students cannot run together with the same/similar platform or cross-promote any other candidates for any position. This includes any social media interaction and in-person campaigning.
- 9.2.12 Adhere to the following rule: During the Science Society elections, if you are a

candidate in an election against an individual who is simultaneously running in multiple elections (ex: UWSA elections), you are not permitted to promote or endorse them in the other elections they are contesting.

9.2.13 Not have the Executives of the Society endorse or promote their campaign.

9.2.14 All candidates must not campaign until the start of the official campaigning period, this includes promoting your platform or asking people to vote for you ahead of time. “Pre-campaigning” also refers to posting any teasers or indications of what the candidate’s campaigning materials will consist of, before the official start of the campaigning period.

9.2.15 Step down from their current role in the Science Society. This includes not having access to any Science Society email account or resources, including the Instagram or Canva accounts, and not being involved in the planning of or attending any Science Society events during the campaigning/voting period.

9.2.16 In their absence, the candidate must make sure that all responsibilities regarding their role (including office hours) are accounted for.

9.2.17 Not be present in any posts of school clubs/organizations by any means during the campaigning/voting periods. It is the responsibility of the candidate to ensure that all necessary posts are uploaded before or after the week of the election. In the case that the candidate has no control over the timing of posts, they may submit proof to the CRO regarding details about the situation as soon as possible.

9.2.18 Upon the commencement of Election Day, all candidates may:

- i. Not continue to verbally campaign on election day(s).
- ii. Not continue to use social media to self-promote on election day(s).
- iii. Have promotional materials such as posters still up on election day(s). This includes previous social media posts/stories.
- iv. Not direct people to vote for themselves or other candidates but may share the voting link.
- v. Not repost the posts of any other school clubs or organizations during the voting period.

9.3 Penalties

9.3.1 The CRO and President have full authority to issue penalties to candidates who have violated any Policy Manual terms. In the case where an appropriate penalty cannot be decided between the CRO and President, and all other options have been exhausted, the CRO is to consult with the UWSA CRO to determine a proper course of action on a case-by-case basis.

- i. During or before the Campaigning Period, campaigning time may be revoked from

- candidates, if applicable, with the CRO and President having final say.
- ii. During the Voting Period, a no-tolerance policy will be issued where any infractions will result in disqualification, with the CRO and President having final say.
- 9.3.2 To report misconduct, an email must be sent to croscisoc@uwindsor.ca with your student number and all necessary details (where/when the infraction happened) and proof, if available.

9.4 Campaign Promotions

All candidates:

9.3.1. May use social media/social networks in order to make an event, a page, a website, or posts to promote their campaign, provided that the official Science Society account is followed/tagged in all social networks used:

- i. Facebook: <https://www.facebook.com/UWinSciSoc/>
- ii. Twitter: [www.twitter.com/UWinSciSoc](https://twitter.com/UWinSciSoc)
- iii. Instagram: www.instagram.com/uwinscisoc
- iv. TikTok: <https://www.tiktok.com/@uwinscisoc1>

9.4.2 Candidates may use social media platforms to message students for support privately, but they must not use group channels of other official student clubs or classes to endorse themselves. Official student clubs or classes being a channel that has pre-requisite requirements.

9.4.3 May prepare their pages in private before the start of the campaign period, but these promotional materials cannot be public until the campaign period.

9.4.4 Cannot have their candidacy advertised by any pre-existing page. This includes, but is not limited to:

- i. Student organizations that the candidate is a member of.

9.4.5 May post posters and hand out flyers around campus, provided that:

- i. Approval is met from each building when putting up posters as required.
- ii. All posters are removed the next business day after elections by 12 PM.

9.4.6 Posters may be put on walls in Essex Hall provided they are attached with painters' tape or reusable adhesive. Posters may not be put:

- i. On doors
- ii. On glass surfaces

- iii. Inside the bathrooms or elevators
 - iv. On designated bulletin boards (health & safety, Union, or University Players)
- 9.4.7 Must take into account that no reimbursements by the Society will be issued in regards to campaigning promotional materials.
- 9.4.8 Must ask permission from professors before making any class talks by emailing the professors and carbon copying (cc) croscisoc@uwindsor.ca.
- 9.4.9 Candidates must not include the Science Society logo in any of their campaign materials (including profile photos).

Article 10: Finances

“Fundraiser” an event, activity or experience that raises money for a third-party organization unaffiliated with the Science Society.

“Charity” a third-party organization that is unaffiliated with Science Society that is registered as a charity with the Government of Canada

“Student funds” money collected through the Science Society Student Levy and UWSA Society funding.

10.1 Event Budgets

- 10.1.1 All new events or initiatives must have a proposed budget completed at least one week before the scheduled event is to occur, which shall be reviewed by the VP Finance for approval.
- 10.1.2 Every effort will be made to spend funds in a manner that is judicious, responsible, transparent, and consistent with Science Society’s Mission Statement.
- 10.1.3 Council will strive to host events that are offered at no cost for all levy and UWSA society funding fee paying students to attend. Where it is not possible to host the event for free, a ticket may be charged to offset the cost of the event. We will prioritize accessibility of events.

10.2 Reimbursements

- 10.2.1 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.

10.2.2 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.

10.3 Departmental Student Association Funding

10.3.1 Each Departmental Student Association within the Faculty of Science is qualified to receive club funding once per Council Year.

- i. If an application does not exceed \$100.00 for a Departmental Student Association for the Council Year, the Finance Committee may approve this without Council by simple majority vote.

10.3.2 This funding will be for small projects and initiatives to improve and promote the association and to attract new members.

10.3.3 The association is required to submit a budget prior to the event and a report including the impact of the event after.

10.3.4 Through the funding given by the Society, the club or association must advertise the Society official logo as stipulated in Article 8 of the Constitution on any promotional material of the project and/or initiative being funded by the association.

10.4 Student Opportunity Fund

10.4.1 The Student Opportunity Fund will primarily sponsor students for professional development opportunities such as conferences, competitions, or any other reason of inaccessibility.

10.4.2 Each semester an effort will be made to promote and disperse the Student Opportunity Fund to all Science Students.

10.4.3 Each levy paying student is eligible to apply for a maximum funding of \$250 from the fund between May 1 – April 30.

- i. Each student must submit a primary application to receive approval for funding.
- ii. Each student must then provide proof of transaction that the funding was used as per their request.

Article 11: Amendments to the Policy Manual

This Policy Manual shall only be amended by:

- i. Simple majority vote of the Council at any council meeting that meets quorum.
- ii. Simple majority vote of the Council through E-voting. This refers to any amendment

receiving sufficient email or Slack reactions/replies in favour.

- iii. Simple majority vote of members of the Science Society at the Annual General Meeting.

All such amendments are effective immediately.