



Constitution & Bylaws of the Carleton Science Student Society

Last Updated: August 2020 by Sarah Ivanco, Max Kabongo, and Millie Close

Ratification: **September 30th, 2020**

TABLE OF CONTENTS

PREAMBLE

SECTION ONE – The Society

- Article 1 – Objectives of the Society
- Article 2 – Equitable & Fair Treatment
- Article 3 – Dissolution of the Society
- Article 4 – Disclosure of Official Documents and Records
- Article 5 – Non-Voting Members of the Society
- Article 6 – Terms of Membership in the Society
- Article 7 – Obligations of Membership

SECTION TWO – Council

- Article 1 – Composition
- Article 2 – Councillors/Active Members
- Article 3 – Selection & Removal of Active Members/Councillors
- Article 4 – Impeachment of a Departmental Representative
- Article 5 – Powers
- Article 6 – Meetings
- Article 7 – Remuneration

SECTION THREE – Core Executives

- Article 1 – Composition
- Article 2 – Selection & Eligibility
- Article 3 – Duties
- Article 4 – Powers
- Article 5 – Impeachment of an Executive Member

SECTION FOUR – Committees

- Article 1 – Standing and Select Committees
- Article 2 – Committee Meetings

SECTION FIVE – Legal Matters

- Article 1 – Indemnities
- Article 2 – Execution of Documents
- Article 3 – Books and Records

SECTION SIX – Financial Matters

- Article 1 – Fiscal Year
- Article 2 – Auditing
- Article 3 – Banking
- Article 4 – Remuneration for External Agents
- Article 5 – Budget
- Article 6 – Records, Archive, & Access
- Article 7 – Cash Management & Investments
- Article 8 – Signing Authorities
- Article 9 – Spending
- Article 10 – Contracts

SECTION SEVEN – General

- Article 1 – Constitution
- Article 2 – By-Laws
- Article 3 – Interpretation

CONSTITUTION OF THE CARLETON SCIENCE STUDENT SOCIETY

PREAMBLE

WE THE UNDERGRADUATE STUDENTS enrolled in the Faculty of Science at Carleton University do recognize the Carleton Science Student Society with a Constitution as follows:

SECTION ONE - THE SOCIETY

Article 1 – Objectives of the Society

- 1.1 The primary objectives of the Society shall be to promote and foster a collective community for the purposes of personal, social, and intellectual growth within the Faculty of Science at Carleton University and throughout the University campus at large pursuant to any directives of the Membership of the Society.

Article 2 – Equitable & Fair Treatment

- 2.1 The Society in its affairs shall strive to ensure equitable treatment of all individuals without discrimination based on personal beliefs or characteristics, race, political views, nationality or ethnic origin, colour, religion, sex, sexual orientation, gender identity, age, residency, language, mental or physical disability.
- 2.2 The Society will function as a safe space for all students within Carleton University, and place this as a guiding principle during all decision making processes.
- 2.3 The Society actions will not be in contrary to the Ontario Human Rights Code

Article 3 – Dissolution of the Society

- 3.1 Dissolution will occur when the Society Council has approved a referendum question to be asked to the Regular Members.
- 3.2 Upon dissolution of the Society all monetary funds, after payment of liabilities, shall be donated to a recognized charity as determined by a referendum question. Further, all physical assets shall be listed on the society's website and be given to any science-related club or society upon request at no charge; should no science-related club or society express interest, they may be given to other student groups at no charge.

Article 4 - Disclosure of Official Documents and Records

- 4.1 The Core Executive, primarily the VP Internal shall provide to anyone, on request, free of charge, and within a reasonable time frame,
 - 4.1.1 Governance documents including the Constitution and By-laws;
 - 4.1.2 The Minutes from any Council Meeting;
 - 4.1.3 Any Documents tabled at any Meeting of the Members;
 - 4.1.4 Any Documents tabled at any open Meeting of the Council or the Core Executive Committee; and
 - 4.1.5 The Society's Financial Policies
- 4.2 The Vice President Internal shall not be obliged to release information, Documents or Minutes concerning discussions or motions provided,
 - 4.2.1 If no action was taken; or
 - 4.2.2 If actions taken or decisions made were done so *in camera*.
- 4.3 The VP Communications shall ensure that the most recent versions of governance documents are available for download on the CSSS Website.

Article 5 – Non-Voting Members of the Society

- 5.1 Non-voting members shall be any student enrolled at Carleton University and shall;
 - 5.1.1 Be eligible to hold peripheral executive position within the society so long as they meet additional eligibility requirements for that position, however preference will be given to students enrolled in the Faculty of Science;
 - 5.1.2 Be allowed to attend society meetings, but not meetings of the Executive Committee;
 - 5.1.3 Should a meeting move in camera, the non-voting member may be permitted to remain present as long as a motion is passed allowing the non-voting member to do so
 - 5.1.4 Be allowed to speak at society meetings if at least 50% of voting members present grant them permission to do so;
 - 5.1.5 Not be permitted to vote on, or second motions at any time.

Article 6 – Terms of Membership in the Society

- 6.1 There shall be five classes of membership in the society namely:
 - 6.1.1 Regular members, which shall;
 - 6.1.1.1 Be any and all students in the Faculty of Science at Carleton University will be regular members of the society;
 - 6.1.1.2 Be the voting body for any and all Core Executive elections and referenda the society hosts;

- 6.1.1.3 Not permitted to vote on, move or second, matters discussed at society council meetings;
- 6.1.1.4 Be allowed to speak at society meetings if at least 50% of voting members present grant them permission to do so;
- 6.1.1.5 Apply for any volunteer/paid employment opportunities within the society for which they are eligible.
- 6.1.2 Active member, which shall be;
 - 6.1.2.1 Any student who holds an elected or appointed position on the council, namely Departmental Representatives, and Society Representatives;
 - 6.1.2.2 Permitted to vote in society meetings;
 - 6.1.2.3 Permitted to speak in society meetings;
- 6.1.3 Peripheral Executive members, which shall;
 - 6.1.3.1 Be any student who was appointed by the Core Executive to hold a position on the peripheral executive;
 - 6.1.3.2 Be permitted to attend society meetings;
 - 6.1.3.3 Not be permitted to vote on, or second motions at any time;
 - 6.1.3.4 Be permitted to speak at society meetings;
 - 6.1.3.5 Be permitted to remain in the meeting should a meeting move in camera;
 - 6.1.3.6 Be permitted to attend a meeting of the Core Executive Committee should the Core Executive grant such permission
- 6.1.4 Core Executive members, which shall;
 - 6.1.4.1 Be any student elected by the Regular members and holds a Presidential or Vice-Presidential title;
 - 6.1.4.2 Be required to attend society meetings and Core Executive committee meetings
 - 6.1.4.3 Be permitted to vote in society meetings;
 - 6.1.4.4 Be permitted to speak in society meetings;
 - 6.1.4.5 Be permitted to remain in the meeting should a meeting move in camera;
 - 6.1.4.6 Be permitted to chair society meetings so long as a motion has passed through council, stating such;
 - 6.1.4.7 Pay the levy fee to the Science Society.
- 6.1.5 Alumni members, which shall;
 - 6.1.5.1 Be any graduate from the Faculty of Science who previously held Active, Peripheral, or Executive membership;
 - 6.1.5.2 Be permitted to attend society meetings;

- 6.1.5.2.1 Should a meeting move in camera, the Alumni member may be permitted to remain present as long as a motion is passed allowing the member to do so
- 6.1.5.3 Not be permitted to vote on, or second motions at any time;
- 6.1.5.4 Be allowed to speak at society meetings if at least 50% of voting members present grant them permission to do so;
- 6.2 Any persons, previously expelled from any class of membership, shall be forever ineligible to hold any class of membership above Regular Member.
- 6.3 There shall be strict terms of membership for the Society as follows:
 - 6.3.1 Membership shall commence:
 - 6.3.1.1 In the case of Regular membership, upon enrolment as an undergraduate student in the Faculty of Science;
 - 6.3.1.2 In the case of active membership, upon appointment to the CSSS council OR upon the ratification of election results for departmental representatives
 - 6.3.1.3 In the case of Peripheral executive membership, upon their appointment by the Executive committee;
 - 6.3.1.4 In the case of Core Executive membership, at 00:00 on May 1st of each year following the ratification of the elections
 - 6.3.1.5 In the case of Alumni membership, upon graduation from the Faculty of Science
 - 6.3.2 Membership shall terminate:
 - 6.3.2.1 Any active, peripheral executive, or alumni member may terminate their membership at any time by submitting written resignation to the Vice President Internal, or President;
 - 6.3.2.2 Upon the expulsion of a member;
 - 6.3.2.3 In the case of Regular membership, when the Member ceases to be an Undergraduate science student registered at Carleton University;
 - 6.3.2.4 In the case of active membership, at 23:59 on April 30th of each year;
 - 6.3.2.5 In the case of Peripheral executive membership, at 23:59 on April 30th of each year;
 - 6.3.2.6 In the case of Executive membership, at 23:59 on April 30th of each year;
 - 6.3.2.7 In the case of Alumni membership, membership shall be for life, unless the member opts out.

- 6.4 Suspension & Expulsion of Members:
 - 6.4.1 The Society may, by a resolution adopted by a simple majority of the voting members present at a meeting, call for a suspension lasting for a period of up to one (1) year, if a member:
 - 6.4.1.1 Displays conduct or engages in activities which are deemed detrimental to the wellbeing or functioning of the Society
 - 6.4.1.2 Behaves, at a Science Society event, in a way that endangers the wellbeing of fellow students

Article 7 – Obligations of Membership

- 7.1 Each Member shall uphold, conform to and abide by the Constitution and By-laws, and other rules and regulations governing the conduct of the Society and Membership therein.
- 7.2 Each Member shall abide by Carleton University’s Human Rights Policy.
- 7.3 Each Member shall be expected to;
 - 7.3.1 Act in a manner consistent with the ideals and ethics of their respective Profession, and of Carleton University.
 - 7.3.2 Show respect towards all individuals in accordance with the Society’s provisions on Equitable Treatment and all relevant Policies of the University in that regard.

SECTION TWO - COUNCIL

Article 1 - Composition

- 1.1 The property and business of the Society shall be managed by a Society Council consisting of 37 voting members, distributed as such:
 - 1.1.1 The President (Core Executive);
 - 1.1.2 The six (6) Vice Presidents (Core Executive);
 - 1.1.3 Sixteen (16) “Departmental Representatives” distributed as such;
 - 1.1.3.1 Two (2) Representatives from the School of Computer Science Representative
 - 1.1.3.2 Two (2) Representatives from the Institute of Biochemistry;
 - 1.1.3.3 Two (2) Representatives from the Department of Chemistry (includes Food Science & Nanoscience);
 - 1.1.3.4 One (1) Representatives from the Department of Earth Sciences;
 - 1.1.3.5 Two (2) Representatives from the Department of Health Sciences;
 - 1.1.3.6 One (1) Representatives from the Interdisciplinary Science & Practice;

- 1.1.3.7 One (1) Representatives from the School of Mathematics & Statistics;
- 1.1.3.8 Two (2) Representatives from the Department of Neuroscience;
- 1.1.3.9 One (1) Representatives from the Department of Physics;
- 1.1.3.10 Two (2) Representatives from the Department of Biology;
- 1.1.3.11 One (1) Representatives from the Institute of Environmental Science;
- 1.1.4 Ten (10) “Society Representatives”, appointed by their society as such:
 - 1.1.4.1 One (1) representative from Carleton Computer Science Society
 - 1.1.4.2 One (1) representative from Carleton Chemistry & Biochemistry Society
 - 1.1.4.3 One (1) representative from the Carleton University Geology Society
 - 1.1.4.4 One (1) representative from the Health Sciences Society
 - 1.1.4.5 One (1) representative from Carleton University Mathematics and Statistics Society
 - 1.1.4.6 One (1) representative from Carleton Neuroscience Society
 - 1.1.4.7 One (1) representative from Carleton University Physics Society
 - 1.1.4.8 One (1) representative from Carleton University Biology Society
 - 1.1.4.9 One (1) representative from Carleton Food Science Students Society
 - 1.1.4.10 One (1) representative from Environmental Science Student Association
- 1.1.5 Three (3) First Year Representatives enrolled in an undergraduate degree within the Faculty of Science at Carleton University.
 - 1.1.5.1 A First Year Representative shall be a student in first-year standing at the time of election or appointment in the Faculty of Science at Carleton University.
- 1.2 Should the Faculty of Science gain or lose a Department, the composition shall be amended by Council to reflect such a change for the next General Election.
- 1.3 Core Executives will be supported in their roles by Peripheral Executives, description of Peripheral Executive positions can be found in Appendix A of this constitution.
 - 1.3.1 Core Executive may add/remove peripheral executive positions, or adjust position descriptions to meet goals outlined by incoming Core Executive.
 - 1.3.2 Candidates for Peripheral Executive positions will apply via form directly to the Core Executive; successful candidates will be hired following interviews if necessary.

- 1.3.2 Peripheral Executive positions will not hold voting rights within the Society Council and will not receive a wage.
- 1.4 Core Executives may also be supported in their roles by an Executive Advisor.
 - 1.4.1 The Executive Advisor will be a Core Executive member from the prior academic year and is responsible for providing guidance and advice at the request of the sitting/current Core Executives.
 - 1.4.2 It is up to the current Core Executive's discretion as to whether or not they want to appoint an Executive Advisor.
 - 1.4.3 An Executive Advisor will be appointed by a simple majority vote of the current Core Executives.
 - 1.4.3 The Executive Advisor will not hold voting rights within Society Council and will not receive a wage.

Article 2 - Councillors/Active Members

- 2.1 Councillors must:
 - 2.1.1 Be Regular Members with the Society prior their election or appointment;
 - 2.1.2 Be available to attend regularly scheduled and emergency meetings of the Council in person or by proxy;
 - 2.1.3 Host office hours as directed by the VP Operations;
 - 2.1.4 Be available to complete tasks required of their position;
 - 2.1.5 In the case of a Department Representative, maintain registration as an Undergraduate Student within that Department;
 - 2.1.6 In the case of a Society Representative, maintain membership within the executive or leadership of the society which they are representing.
- 2.2 Any member may hold no more than one (1) voting position on the Society Council at a time.

Article 3 - Selection & Removal of Active Members/Councillors

- 3.1 Department Representatives shall be elected during an official election period, for a term ending at 23:59 of April 30th.
- 3.2 Society Representatives shall be appointed by the society they represent before the first council meeting of the academic year for a term ending at 23:59 of April 30th.
 - 3.2.1 If a vacancy occurs in the office of a Society Representative, the VP Internal shall notify the corresponding Society leadership, and the Society shall appoint a new one.

- 3.3 First Year Representatives will be selected by the VP Internal & President at the earliest convenience of the Society at the beginning of the Fall Term, for a term ending at 23:59 of April 30th.
- 3.4 The office of Councillor shall be automatically vacated if the Councillor ceases to qualify as a Regular member in good standing with the Society.
- 3.5 A Councillor may be removed at any time by a resolution passed by a simple majority vote or:
 - 3.5.1 If the Councillor resigns by delivering a written resignation to the President and/or VP Internal;
 - 3.5.2 If the Councillor is a Department Representative, if that Councillor ceases to be enrolled in the science program to which that Councillor is assigned;

Article 4 - Impeachment of a Departmental Representative

- 4.1 Members may be removed from positions on the CSSS Council for reasons that include:
 - 4.1.1. Breach of the CSSS Constitution, Bylaw or Policy;
 - 4.1.2. Use of the position held in contravention of the legitimate rights and interests of the CSSS;
 - 4.1.3 Not completing required duties after a period of one month or more;
 - 4.1.4 Failing to respond, or make efforts to respond to communications from other Core Executive, Peripheral, members after a period of one month or more.
- 4.2 A notice of recall of any Department Representative must be supported by a unanimous executive decision.
- 4.3 The President shall provide a Notice of Recall to the Department Representative being recalled within twelve (12) hours upon acceptance of a valid decision.
- 4.4 The Department Representative being recalled will be provided the opportunity to justify their actions or resign from their position within seventy-two (72) hours of the Notice of Recall.
- 4.5 The recall must be brought to a vote within the Society Council, where it shall be accepted upon a simple majority vote in favour of the recall.
- 4.6 Vacancies created by the recall motion for all positions shall be filled through a By-Election, which must be held no later than thirty (30) days following the initiation of the recall unless the vacancy takes place between May 1st to September 1st, or after the culmination of the Fall Term exam period as defined by Carleton University.

Article 5 - Powers

- 5.1 The Society Council may administer the affairs of the Society; it may:

- 5.1.1 Make decisions regarding, but not limited to the,
 - 5.1.1.1 Administration of property and funds belonging to the Society;
 - 5.1.1.2 Authorization of significant expenditures on behalf of the Society;
 - 5.1.1.3 Discussion and approval of the budget of the Society;
 - 5.1.1.4 Enablement of the Society to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind for the purpose of furthering the goals of the Society.
- 5.3 Establish and update policies directing the Objectives of the Society.
- 5.4 Determine the rules of order used during meetings of the Society Council and the committees of the Society.
- 5.5 Pending an affirmative vote, review, alter, or reverse any act or decision of any Executive, Councillor, or Committee of the Society;
- 5.6 Alter or propose amendments to constitution and governing documents pending affirmative vote.

Article 6 - Meetings

- 6.1 Meetings of the Council may be held at any time and place to be determined by the VP Internal provided:
 - 6.1.1 The President or any two (2) Councillors have requested a meeting to take place, and one week's notice is given to each Councillor;
 - 6.1.2 A motion is passed in which meetings take place at the same predetermined time and place each month;
 - 6.1.3 That there shall be at least two (2) meetings of the Council in the Fall and Winter terms, not including the General Meetings
 - 6.1.3.1 There shall be a Semi-Annual General Meeting, open to any Regular Member which takes place in the Fall Term.
 - 6.1.3.2 There shall be an Annual General Meeting, open to any Regular Member which takes place in the Winter Term, after the election of Core Executives.
 - 6.1.4 In addition to posted notice or notice sent by electronic mail, notice may also be given in-person, by telephone, by mail, by fax or in any official publication of the Society.
 - 6.1.5 Where special business is to be conducted, any notice shall contain sufficient information to permit a Member to form a reasoned judgment on the decision to be taken.
 - 6.1.6 A form of proxy or a reminder of the right to proxy shall be included in all notices for a Meeting of the Members.
- 6.2 Each Councillor is authorized to exercise no more than one (1) vote

- 6.3 To meet quorum requirements, at least four (4) Core Executives and ten (10), non-executive members must be present at a meeting in order to pass motions and exercise Council's powers
- 6.4 In all cases, the simple majority of Councillors' votes shall determine the outcome of a vote (ie. in favour, against, abstain)
- 6.5 Meetings of the Society Council shall be open to any and all Regular Members of the Society, unless the Council resolves to move *in camera*.
- 6.6 The Minutes of the Society Council meetings shall be available to all Regular and Active Members of the Council.
 - 6.6.1 A secretary shall be appointed by the Vice President Internal to take Minutes at all meetings;
 - 6.6.2 The Minutes of the Society Council meetings shall be published on the Society Website no more than 48 hours after their approval;
 - 6.6.3 The Minutes of the Society Council shall be approved at subsequent Society Council meetings.
- 6.7 In the event of emergency business, proper notice for a meeting may be waived by a resolution adopted at said meeting, by a simple majority vote.
- 6.8 The President of the Society shall act as Chair at all Society Council meetings, unless resolved otherwise by the Society Council.
- 6.9 Regular Members may submit motions to the VP Internal via email, at any time; materials submitted during the week prior to a meeting will be considered at a subsequent meeting.
- 6.10 Meeting materials must be circulated to Councillors no less than 72 hours prior to a meeting and must include:
 - 6.10.1 An agenda;
 - 6.10.2 Any relevant motions;
 - 6.10.3 Meeting minutes from previous meetings for Council approval.
- 6.11 Unless other rules are adopted in accordance with the Constitution, the rules contained in the most current edition of "Robert's Rules of Order" shall be used at all meetings so long as they are not contradicting the Constitution and By-laws of the Society.
- 6.12 No error or omission in giving notice of any meeting, or any adjourned meeting, shall invalidate such meeting or make void any proceedings taken therein and any person entitled to such notice may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

Article 7 - Remuneration

- 7.1 The voting members of the society's council shall serve without honorarium, salary or in-kind benefit. This does not limit them from serving another group without remuneration.
- 7.2 To enact any sort of remuneration for voting members (Councillors & Core Executive), a referendum question must be asked to all Regular Members at Carleton University.

SECTION THREE - CORE EXECUTIVES

Article 1 - Composition

- 1.1 The Core Executives of the Society shall consist of;
 - 1.1.1 the President;
 - 1.1.2 the Vice President Academic;
 - 1.1.3 the Vice President Communications;
 - 1.1.4 the Vice President External;
 - 1.1.5 the Vice President Internal;
 - 1.1.6 the Vice President Operations; and
 - 1.1.7 the Vice President Programming.

Article 2 - Selection & Eligibility

- 2.1 Core Executives must be Regular members in good standing with the Society.
- 2.2 All candidates for the position of President must;
 - 2.2.1 Have prior experience on Society Council; or
 - 2.2.2 Have experience as an Executive of another Departmental Society; and
 - 2.2.3 Be over the age of 18.
- 2.3 Core Executives shall be elected before the end of March of each calendar year so as to facilitate the transition period throughout April/May.
- 2.4 Those individuals seeking nominations to run for a Core Executive position must obtain ten (10) unique signatures from any Regular Member
- 2.5 Nominees must abide by all rules and regulations as outlined in the Elections Procedures.

Article 3 - Duties

- 3.1 The Executives shall exercise any power and execute all duties in accordance with the policies established by the Society Council.
- 3.2 If a vacancy shall occur in the office of a Vice President, the President shall appoint a member to absorb that Vice President's duties and responsibilities until Council passes a resolution calling for a By-Election and the results are known.

- 3.2.1 Should a vacancy arise after the culmination of Winter Term Reading week the position shall be filled at the next Core Executive election.
- 3.2 Each Executive shall;
 - 3.2.1 Perform all duties relevant to their portfolio and role;
 - 3.2.2 Have such other powers and duties if required by the Society Council;
 - 3.2.3 Execute any mandate handed to the Executives by the Society Council at a Council Meeting, unless the mandate is later revoked by the Members or by a resolution passed by the Society Council;
- 3.3 The President shall;
 - 3.3.1 be the Chief Executive Officer of the Society;
 - 3.3.2 have the general and active management of all affairs of the Society;
 - 3.3.3 see that all order and resolutions of the Council and the Executive are carried into effect;
 - 3.3.4 be a primary spokesperson for the Society;
 - 3.3.5 act as Chair of all meetings of the Executive Committee and Society, unless resolved otherwise;
 - 3.3.6 Have custody of the funds and assets of the Society in conjunction with the VP Operations;
 - 3.3.7 Complete a detailed transition report in April of each year to assist in the transition to executive-elect;
 - 3.3.8 If a vacancy shall occur in the office of the President, the Vice President Internal shall absorb the President's duties and responsibilities until Council passes a resolution calling for a By-Election and the results are known.
 - 3.3.8.1 The VP Internal must inform the Dean of Science, Associate Dean of Recruitment & Retention, as well as the Science Student Success Staff Team.
- 3.4 The Vice President Internal shall;
 - 3.4.1 During the absence or disability of the President, perform the duties and exercise the powers of the President;
 - 3.4.2 Make provisions to obtain all the names and contact information of Society Councillors;
 - 3.4.3 Oversee the workings and activities of any Internal Affairs committees of the Society;
 - 3.4.4 Give one week's notice of Society Council meetings to Councillors;
 - 3.4.5 Circulate meeting materials no less than 72 hours in advance of a meeting
 - 3.4.6 Facilitate free and fair elections through the appointment of an elections officer;

- 3.4.7 Ensure that the governing documents of the Society are kept up to date and are reviewed regularly
- 3.4.8 Be familiar with the Society's governing documents and procedures so as to be a primary advisor for procedural matters.
- 3.4.9 Complete a detailed transition report in April of each year to assist in the transition to executive-elect.
- 3.5 The Vice-President External shall:
 - 3.5.1 Act as a community liaison between the CSSS and the Carleton Campus, and Ottawa communities;
 - 3.5.2 Communicating with the Presidents of Departmental Societies to ensure they are represented on council in the forms of Society Representatives, and aware of CSSS Activities.
 - 3.5.3 Be responsible for connecting science students to opportunities (volunteer, job, conferences, events, internships) both inside and outside of the Carleton campus;
 - 3.5.4 Organize the Carleton Science Team for Ontario Science games (OSG);
 - 3.5.5 Act as a representative of the CSSS and Carleton Science Students to the Ontario Science Student Association (OSSA) by:
 - 3.5.5.1 Acting as the OSSA Delegate and link between the Carleton Science Community and the Ontario Science Community;
 - 3.5.5.2 Coordinating a delegation of CSSS members to the OSSA Conference, which is to be held each summer;
 - 3.5.5.3 Give updates from every OSSA meeting and ensure that relevant information is communicated to students.
 - 3.5.6 Complete a detailed transition report in April of each year to assist in the transition to executive-elect.
- 3.6 The Vice President Academic shall;
 - 3.6.1 Act as CASG Faculty of Science Coordinator ex officio;
 - 3.6.2 Act as Chair for any CASG Faculty of Science Representative meetings;
 - 3.6.3 Facilitate the scholarships and awards program run by the CSSS;
 - 3.6.4 Be knowledgeable of all aspects of academics in Science; and
 - 3.6.5 Be an integral member of all academic and advocacy planning led by the Society.
 - 3.6.6 Complete a detailed transition report in April of each year to assist in the transition to executive-elect.
- 3.7 The Vice President Operations shall;
 - 3.7.1 Handle the financial matters of the Society;
 - 3.7.2 Design an annual budget to be presented to, and approved by, the Society Council;

- 3.7.3 Be in charge of all employees and volunteers of the Society;
- 3.7.4 Have custody of the funds and assets of the Society in conjunction with the President;
- 3.7.5 Keep full and accurate accounts of all assets, liabilities, receipts and transactions of the Society in files belonging to the Society.
- 3.7.6 Complete a detailed transition report in April of each year to assist in the transition to executive-elect.
- 3.8 The Vice President Programming shall;
 - 3.8.1 Be responsible for the facilitation and promotion of events;
 - 3.8.2 Oversee the workings and activities of any Programming or Events committees of the Society;
 - 3.8.3 Be responsible for developing the programming of the society for the year;
 - 3.8.4 Complete a detailed transition report in April of each year to assist in the transition to executive-elect.
- 3.9 The Vice President Communications shall;
 - 3.9.1 Be responsible for continuous social media engagement and communications pertaining to the Society; and
 - 3.9.2 Be responsible for any marketing campaigns (e.g. Facebook ads, poster designs, etc.) the Society elects to host;
 - 3.9.3 Ensure the Society has an updated website, that serves as a primary resource for the Society;
 - 3.9.4 Complete a detailed transition report in April of each year to assist in the transition to executive-elect.

Article 4 - Powers

- 4.1 During the summer semester as defined by Carleton University, the executives are allowed to select representatives to attend conferences or professional development opportunities relevant to their role, after guaranteeing minimal deficit, if any, by attending.
- 4.2 The executives are permitted to incur reasonable expenses before the beginning of the Fall Term for:
 - 4.2.1 Events intended to promote the Society,
 - 4.2.2 Events intended to engage Regular Members,
 - 4.2.3 The purposes of covering administrative costs (Website fees, etc.)
- 4.3 All Summer Term expenses must be reported in the first budget presented to Council.

Article 5 - Impeachment of an Executive Member

- 5.1 Members may be removed from positions on the CSSS Core Executive for reasons that include:
 - 5.1.1. Breach of the CSSS Constitution, Bylaw or Policy;
 - 5.1.2. Use of the position held in contravention of the legitimate rights and interests of the CSSS;
 - 5.1.3 Not completing required duties after a period of one month or more;
 - 5.1.4 Failing to respond, or make efforts to respond to communications from Core Executive, Peripheral, members after a period of one month or more.
- 5.2 A notice of recall of any Core Executive member must be supported by a petition presented to the President containing the name, signature, & student number of:
 - 5.2.1 A simple majority of the Society Council members or;
 - 5.2.2 1% of the General Membership
 - 5.2.3 In the event that the President is being recalled the petition must be presented to the Vice-President Internal
 - 5.2.3.1 The VP Internal must inform the Dean of Science, Associate Dean of Recruitment & Retention, as well as the Science Student Success Staff Team.
- 5.3 The President shall provide a Notice of Recall to the Core Executive Member being recalled within twelve (12) hours upon acceptance of a valid petition.
- 5.4 The Core Executive Member being recalled will be provided the opportunity to justify their actions or resign from their position within seventy-two (72) hours of the Notice of Recall.
- 5.5 The recall must be brought to a vote within the Society Council, where it shall be accepted upon a simple majority vote in favour of the recall.
- 5.6 Vacancies created by the recall motion for all positions shall be filled through a By-Election, which must be held no later than thirty (30) days following the initiation of the recall unless the vacancy takes place between May 1st to September 1st.
 - 5.6.1 If there is a vacancy in the President position, the Vice-President Internal shall be responsible for upholding the responsibilities of the position until a new President is elected.
 - 5.6.2 Responsibilities of the vacant position shall be distributed accordingly amongst the Core Executive.
 - 5.6.3 Vacancies of any Core Executive position between May 1st and September 1st must be filled by a by-election before September 31st.
 - 5.6.4 Should a current Core Executive member be elected to the President position, standard by-election procedures shall be followed for their vacant Core Executive position.

- 5.7 Any vacancy of a Core Executive role declared after the culmination of Winter Reading Week (as determined by Carleton University) will be filled in the upcoming Core Executive election. The responsibilities of the vacant position will be divided among the CSSS Executive for the remainder of the term.

SECTION FOUR - COMMITTEES

Article 1 - Standing and Select Committees

- 1.1 The Society Council may establish Standing Committees, and specify the structure, composition, and terms of reference for each.
- 1.2 The Society Council may appoint committees to examine subjects of temporary nature and interest to the Society Council; the structure, composition, time frame, and terms of reference of such a committee shall be established at the time of appointment.
- 1.3 Any Member of a Standing or Select Committee may be removed by a resolution of the Society Council, or may resign to the Chair of the Committee or of the Society Council.

Article 2 - Committee Meetings

- 2.1 Meetings of a Committee shall be held at a time and place to be determined by the Chair of such Committee, provided that twenty-four (24) hours' notice of such meeting shall be given to all Members of the Committee.
- 2.2 Each Member of a Committee, shall be entitled to exercise one (1) vote on committee matters.
- 2.3 A majority of Members of a Committee, shall constitute a quorum.
- 2.4 At all meetings of a Committee, every question shall be determined by a simple majority of votes cast.
- 2.5 Meetings of a Committee shall be open to the Membership of the Society, unless the Committee resolves otherwise, or requires a meeting *in camera*.
- 2.6 The Minutes of a Committee meeting shall be available to the Members of the Committee, each of whom shall receive a copy of such Minutes, and to the Councillors if required by the Society Council.

SECTION FIVE - LEGAL MATTERS

Article 1 - Indemnities

- 1.1 Every Councillor and Executive of the Society, and any other person who has undertaken or is about to undertake any liability on behalf of the Society or any company controlled by it and their heirs, executors and administrators, and estate

and effects, respectively, shall be indemnified out of the funds of the society, from and against

- 1.1.1 All costs, charges and expenses which such Councillor, Executive or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against them, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by them, in or about the execution of the duties of their office or in respect of any such liability; and
- 1.1.2 All other costs, charges and expenses which they sustain or incur in relation to the affairs thereof, except such costs, charges or expenses which are obtained due to their willful neglect or default.
- 1.2 The Councillors may rely upon the accuracy of any statement or reports prepared by the Society's auditors and shall not be responsible or held liable for any loss or damage resulting from any action based upon such statement or report.

Article 2 - Execution of Documents

- 2.1 Any executive may sign contracts, documents or any instruments in writing requiring the signature of the society when acting on the council's will from a passed resolution.
- 2.2 The Council may give the Society's Power of Attorney to any registered dealer in securities for the purpose of and dealing with any stocks, bonds, and other securities of the Society.

Article 3 - Books and Records

- 3.1 The Councillors shall see that all necessary books and records of the Society required by the Constitution and By-laws, or by any applicable law are regularly and properly kept.

SECTION SIX - FINANCIAL MATTERS

Article 1 - Fiscal Year

- 1.1 The Fiscal Year of the Society shall begin on May 1st of each year, and end on April 30th of each year

Article 2 - Auditing

- 2.1 The accounts of the Society shall be maintained according to standard accounting practice and annual financial statements shall be made available to the members upon request.

- 2.2 Any Regular Member of the Society may, after obtaining 25 signatures from regular members, request an independent audit by a chartered accountant by presenting a written Motion to the Society Council. If the Motion is passed, then the audit shall be performed, with 50% of the cost being absorbed by the Society, and 50% by the mover.

Article 3 - Banking

- 3.1 The banking business of the society will be carried out by the on-campus Scotiabank until such a time that the council resolves otherwise. The society's President and Vice President Operations shall act as the financial authorities of the society.
- 3.2 Banking information shall only be shared outside of the Core Executives upon a simple majority vote of the Core Executives, excluding the annual financial statements or if an audit is conducted.

Article 4 - Remuneration for External Agents

- 4.1 The Vice President Operations and the President will approve remuneration to external agents where the costs:
 - 4.1.1 Have been discussed and approved by the Core Executive, and;
 - 4.1.2 Are directly linked to the society's mandate and/or continued operation.
- 4.2 Before spending in consistence with the above, the agent, or the Science Society Member in contact with said external agent, must first seek and receive confirmation from the Vice President Operations, and Core Executive, that the external agent in question will be remunerated. If denied, the agent, or the Science Society Member in contact with said external agent, may come before council to state their cause and a simple majority vote, on whether or not it will be binding.

Article 5 - Budget

- 5.1 The CSSS will maintain a transparent and comprehensive budget to keep track of all income, expenses, equity, assets and liabilities.
- 5.2 The Vice President Operations shall prepare and present at a Meeting of the Members a budget setting forth estimated revenues and expenses of the Society for the following Fiscal Year.
- 5.3 The Society Council shall amend or ratify the budget document.
 - 5.3.1 The ratified budget will be presented to the Associate Dean of Recruitment & Retention and the Science Student Success Team Lead.
- 5.4 Upon any budget being ratified, the Executives, Councillors, and Committees of the Society, for the Fiscal Year to which the budget relates, shall be entitled to

carry out any actions outlined by the budget and in compliance therewith, without further authorization by the Society Council.

- 5.5 The Executive may, prior to, or during the Fiscal Year to which a particular budget relates, present to the Council any amendments to the budget; any such amendment may be reviewed and amended by the Council, and shall be approved by a simple majority of the Councillors present at a meeting.
- 5.6 Non-budgeted expenditures totaling more than five hundred dollars (\$500), with or without tax, must first be approved by council by simple majority vote.
- 5.7 Non-budgeted expenditures below the threshold indicated in this same article must be reported at the next council meeting.
- 5.8 A budget may not include a budgeted allowance of Society funds that is ambiguous to its intended purpose.
- 5.9 The Science Community Fund, student awards, student initiative funding, prizes or giveaways for students at large, student support funding, combined should never be less than 30% of the entire CSSS operating expenses. A minimum of 30% of the operating budget must be directly reinvested to the students at large unless otherwise voted on at a society council meeting.
 - 5.9.1 The CSSS operating budget should be based on previous year's trends in spending

Article 6 - Records, Archive, & Access

- 6.1 Commencing in 2020, all financial records must be kept in full for five (5) years
- 6.2 The operating budget must be made fully available to students once it is ratified; the CSSS should present a simplified version of the budget on the CSSS Website
 - 6.2.1 The full budget should be made available for review upon inquiry by any student, regardless of faculty, currently registered at Carleton University.

Article 7 - Cash Management & Investments

Preamble: The CSSS may generate revenue by placing funds to be used in future projects or initiatives into interest bearing investments. A cash management and investment policy ensures that the CSSS receives interest revenue without jeopardizing its means to meet its goals. The policy achieves this by establishing an acceptable level of risk management fit for the organization.

- 7.1 The CSSS will only invest funds into investments that are deemed legal by relevant laws.
- 7.2 All funds invested by the CSSS will seek to achieve the following:
 - 7.2.1 Safety: All investment decisions by the CSSS must acknowledge that its funds are to be used for the greater benefit of the Regular Members.

Therefore, these decisions must ensure the preservation of said capital.

Decisions must:

7.2.1.1 Avoid losses incurred through the purchase or disposal of an investment; and,

7.2.1.2 Not invest in securities where a decline in the principle amount can reasonably occur.

7.2.2 Liquidity: Due to the criteria outlined in the previous objective, appropriate investments will be of lesser liquidity than other high- risk investments. The CSSS must ensure that its investments mature in a manner that will not interfere with its cash needs

Article 8 - Signing Authorities

8.1 The CSSS must have exactly three (3) signing authorities.

8.2 All cheques must have two (2) of three (3) signatures from the signing authorities to be valid.

8.3 The Individuals in the following positions will assume roles as signing authorities:

8.3.1 President

8.3.2 Vice-President Operations

8.3.3 Associate Dean of Recruitment and Retention or a designated proxy from the Office of the Dean of Science

8.4 A cheque valued over two-thousand dollars (\$2000) must have a signature of the The Associate Dean of Recruitment and Retention or a designated proxy from the Office of the Dean of Science

Article 9 - Spending

9.1 The operating budget that is ratified by the Society Council must be followed unless amended or

9.1.1 Each Core Executive is permitted to move money around in their own budget, but must notify the Core Executive team why this was done

9.1.2 Core Executives may not transfer money between each other's budgets, even if one is under budget, without a vote of the Core Executive team

9.1.3 All changes to the budget require a majority vote of the Core Executives

9.1.4 The VP Operations should not reimburse money to someone if any of the above statements have been violated

9.2 Miscellaneous Spending

9.2.1 Core Executives may have a "Miscellaneous" expense line item for cases when funds were required for unforeseen circumstances, including but not limited to a new project or an initiative going over budget

- 9.2.2 Any miscellaneous spending over \$200 must be approved by a simple majority vote of the Core Executives
- 9.2.3 Miscellaneous Expenses as a line item may not exceed \$500 at any time
- 9.2.4 Any Core Executive member who utilises, in total, more than \$200 in funds for Miscellaneous purposes, must justify this use of funds to both the Core Executive committee and the wider Society Council at the subsequent Council Meeting.
- 9.3 Signing Authority Spending
 - 9.3.1 In order for any of the signing authorities to be reimbursed, a simple majority vote of the Executives is required to approve the reimbursement, and the Associate Dean of Recruitment and Retention should be notified.
- 9.4 A report of expenses must be available for review at the beginning of Fall Term, Winter Term, and the Summer Term, as defined by Carleton University.
- 9.5 Any staff member of the Office of the Dean of Science may request to see the account history for the Carleton Science Student Society operating budget and the VP Operations has to deliver it within ten (10) business days
- 9.6 No money may be spent, used or transferred out of the CSSS Bank Account through any way that is not a cheque (this does not include giving change after a cash purchase)

Article 10 - Contracts

- 10.1 Before any contract is signed, the terms of agreement must be discussed amongst the Core Executives, and approved by a simple majority vote of Core Executives. Details of any contract entered into by the CSSS must be relayed to the VP Operations who will notify the Science Student Success Team Lead of the contract's details. These details may include, but are not limited to the:
 - 10.1.1 Amount of the contract
 - 10.1.2 Payment terms of the contract
 - 10.1.3 Alternatives to said contract
 - 10.1.4 Justification for entering the contract

SECTION SEVEN - GENERAL

Article 1 - Constitution

- 1.1 The Constitution of the Society shall have full force until amended or repealed by a simple majority vote at a Society Council Meeting.

Article 2 - By-Laws

- 2.1 The By-laws of the Society may be enacted, repealed, or amended by a simple majority vote at a Society Council Meeting.
- 2.2 By-laws, and all terms and provisions, of the By-laws shall enter force upon amendment or enactment, and shall cease to have force upon being repealed or upon being found to be in contravention of any term or provision of the Constitution.

Article 3 - Interpretation

- 3.1 In the Constitution and By-laws, and in any other rules and regulations of the Society hereafter passed, unless the context otherwise requires, the following definitions shall apply;
 - 3.1.1 "Constitution" shall refer to this Document;
 - 3.1.2 "The Society" shall refer to the Carleton Science Student Society;
 - 3.1.3 "Department" shall refer to one of the subsidiary departments, schools, or institutes of the Faculty of Science;
 - 3.1.4 "Science student" means a student registered in any Undergraduate degree in the Faculty of Science;
 - 3.1.5 "Executive-elect" means the Members elected as Core Executive who have not yet assumed office;
 - 3.1.6 "Faculty" means the Faculty of Science at Carleton University;
 - 3.1.7 "First Year Student" means a student who has first year standing as defined by Carleton University;
 - 3.1.8 "Members present" means Members present in-person or via teleconference;
 - 3.1.9 "School day" means a weekday on which Carleton University is open and classes are scheduled, but not a day during an official examination period.
 - 3.2 In this Constitution, and in all other By-laws, rules, or regulations of the Society hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender and vice versa, and references to person shall include firms and corporations.
-

Enacted at Carleton University on this ____ day of _____, 2020.

PRESIDENT

VP INTERNAL

APPENDIX A - Peripheral Executives

Article 1: Selection & Removal of Peripheral Executives

- 1.1 Core Executives may hire any/all of the peripheral executive officers listed below depending on need for the year. The descriptions listed below are the positions hired during the 2020/21 academic year. Core Executives may also add new peripheral executive positions if needed.
- 1.2 Should a peripheral executive routinely fail to complete their duties, the manager of their portfolio may ask that the peripheral executive in question step down from their role, which will result in denial of CCR credit

Article 2: Peripheral Executive Descriptions

- 2.1 Vice President Academic Peripheral Positions are as follows
 - 2.1.1 Advocacy Coordinator shall:
 - 2.1.1.1 Assists with the planning and implementation of various academic advocacy campaigns
 - 2.1.1.2 Aim to promote understanding of students' academic rights and responsibilities
 - 2.1.1.3 Assist in the production of social media campaigns
 - 2.1.1.4 Help to prioritize and inform the advocacy focus areas of the CSSS
 - 2.1.2 Awards Officer shall:
 - 2.1.2.1 Support the implementation of new scholarships and awards for science students
 - 2.1.2.2 Consult with the equity and sustainability officer to ensure opportunities are available for all students
 - 2.1.2.3 Assist in the application and selection processes of the scholarships as well as assist in the anonymization of scholarship applications
 - 2.1.2.4 If applicable, chair the scholarships selection committee
- 2.2 Vice President Communications Peripheral positions are as follows
 - 2.2.1 Social Media Director shall:
 - 2.2.1.1 Increase social media outreach and analyze insights
 - 2.2.1.2 Guide the implementation of social media campaigns for various VP portfolios
 - 2.2.1.3 Help to maintain a strong, consistent, and professional presence on the CSSS social media platforms
 - 2.2.1.4 Innovate and implement new ways to engage students through social media
 - 2.2.2 Photography and Media Production shall:

- 2.2.2.1 Attend CSSS events and take photographs to be used for marketing
- 2.2.2.2 Lead the production of media projects for various portfolios
- 2.2.2.3 Photograph students for student spotlight and linked in events
- 2.2.2.4 Showcase science students and research at Carleton
- 2.2.3 Webmaster shall:
 - 2.2.3.1 Assist and consult on the design of a user-friendly CSSS website
 - 2.2.3.2 Maintain the website on a weekly basis throughout the year
 - 2.2.3.3 Webmaster will receive a stipend of \$300 upon successful completion of the job at the end of the academic year
- 2.2.4 Graphic Designer shall:
 - 2.2.4.1 Help solidify a consistent CSSS brand
 - 2.2.4.2 Create quality graphics for CSSS events and services
- 2.3 Vice President External Affairs Peripheral Executive positions are as follows
 - 2.3.1 Sponsorship Officer shall:
 - 2.3.1.1 Secure sponsorship opportunities and develop relationships with sponsors
 - 2.3.1.2 Contribute to the development of a CSSS sponsorship package
 - 2.3.1.3 Help to find opportunities for the CSSS to sponsor other student groups
 - 2.3.2 Outreach, SciSoc Blog Coordinator shall:
 - 2.3.2.1 Spearhead outreach to students and student groups
 - 2.3.2.2 Find and highlight opportunities for the CSSS to be present in the Carleton Community
 - 2.3.2.3 Lead the production of the CSSS blog by reaching out to students and student groups
- 2.4 Vice President Internal Affairs Peripheral Executive positions are as follows
 - 2.4.1 Policy and Bylaws Officer shall:
 - 2.4.1.1 Work of program societies to ratify them under the CSSS
 - 2.4.1.2 Support the review of the constitution and related documents
 - 2.4.1.3 Help produce motions and meeting materials
 - 2.4.1.4 Create one-pager help sheets for key CSSS documents
 - 2.4.2 Equity and Sustainability Officer:
 - 2.4.2.1 Define areas and way to improve the equitability of the CSSS
 - 2.4.2.2 Help to implement sustainable and equitable practices
 - 2.4.2.3 Advise on ways to improve sustainability of CSSS events and services
 - 2.4.3 Secretary shall:

- 2.4.3.1 Takes minutes at all CSSS council meetings and prepare them to be sent for publication on the website
 - 2.4.3.2 Arrange for replacement secretary if they are unable to attend a meeting
 - 2.4.4 Elections Officer shall:
 - 2.4.4.1 Facilitate CSSS elections and by-election processes
 - 2.4.4.2 Liase with the VP Internal and Senate Officers to ensure correct information is present on ballots
 - 2.4.4.3 Liase with nominees and candidates for various positions
 - 2.4.4.4 Monitor CSSS elections and campaigns to ensure there are no violations of electoral code
- 2.5 Vice President Operations Peripheral Executive positions are as follows
 - 2.5.1 Science Community Fund (SCF) Director shall:
 - 2.5.1.1 Oversee selection of representatives of SCF committee and chair committee meetings
 - 2.5.1.2 Review and consolidate applications for SCF on a rolling basis
 - 2.5.1.3 Evaluate and propose changes to the SCF
 - 2.5.1.4 Monitor the approved projects and events; refer them to communications team for branding assistance
 - 2.5.2 Internal Finance Officer
 - 2.5.2.1 Help to manage the budget for the CSSS
 - 2.5.2.2 Assist in tracking and monitoring receipts and reimbursements
 - 2.5.2.3 Implement an audit procedure and assist in building standard operating procedures for the CSSS
 - 2.5.2.4 Work with VP Operations to implement budget tracking and organization strategy
- 2.6 Vice President Programming Peripheral Executive positions are as follows
 - 2.6.1 Marketing Director shall:
 - 2.6.1.1 Guide marketing initiatives and work closely with the communications team to develop materials for event promotion
 - 2.6.1.2 Ensure website contains information about upcoming events
 - 2.6.2 Special Events Director shall:
 - 2.6.2.1 Assist the VP Programming in implementing large scale events for science students
 - 2.6.2.2 Work with external organizations to secure event spaces and other logistical considerations
 - 2.6.2.3 Guide planning efforts for all CSSS events
 - 2.6.3 Wellness Director shall:

- 2.6.3.1 Assist the VP Programming in implementing wellness events for science students
- 2.6.3.2 Coordinate logistics for wellness events
- 2.6.3.3 Lead planning and execution of events that promote wellbeing and balance for science students