

Call to Order – 2:30 pm, November 3, 2014 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Executive Officer (*chair*)..... Darwin Binesh
Board of Directors Representative Shadnam Khan
Board of Directors Representative Shirin Escarcha
Board of Directors Representative Rebecca Langmead
Board of Directors Representative Adam Potvin
Councilor Gursheer Sidhu
Councilor Marija Jovanovic
Student At-Large.....

Society Staff

Campaigns, Research, and Policy Coordinator Pierre Cassidy
Minute Taker Dion Chong

Guests

Board of Directors Representative Deepak Sharma

Absent

Student At-Large..... Gaganjot Lidhran

2. Adoption of the Agenda

MOTION CPR 2014-11-03:01

Langmead/Amended Potvin

Be it resolved to adopt the agenda as amended.

Motion for SUS item added

CARRIED AS AMENDED

3. New Business

a. Science Undergraduate Society Constitution and Bylaws

MOTION CPR 2014-11-03:02

Potvin/Amended Langmead/Potvin

Be it resolved that the Constitution and Policy Review Committee recommend the Science Undergraduate Society Constitution and Bylaws to BOD for approval as presented, contingent upon minuted approval of the Science DSUs, as well as the following changes:

- special resolution requirement for removal from office within Bylaw 10
- change of all SFSS policy crossreferencing to document names
- changing FTE references for referendum from numbers to percentages of membership

CPR had originally been polled for initial feedback on the documents. The Sciences Representative had presented the document to the Science membership and a number of resources with the student society, all of whom reviewed the document and suggested changes.

The Council identified issues with the use of pronouns. The Sciences Representative deferred to the student society. The CPRC indicated that Out on Campus had recommended one of two options: their and zir, for greater inclusion. The CRPC preferred the latter, but changes could easily be made. It was expressed that “they” would be more inclusive, as it would include all other alternative pronouns in use within the LGBTQ+ community.

The definition of membership was recommended by the Science, and SURO. The committee was reminded that any changes to the SFSS definition of FSU membership would automatically supersede the FSU’s own definitions

- Bylaw 8.21 – 300 ballots cast for referendum results to pass was of concern, particularly given the potential for changes to the definition of membership or the number of members within the Faculty. The original language reflected a recommendation from the Student Union Resource Office relating to analyses of FTEs, since matters such as student union funding was already sourced from FTEs. Members have recommended a change to a percentage of the membership, particularly given potential changes. The percentage would be based upon the percentage of the membership as defined by the membership bylaw.
 - SURO utilizes the FTE to define the funding provided.
 - Concern was raised that change to 5% of membership would drastically increase the number of ballots required for a referendum to pass, given the current method of defining membership.
- Bylaw 10 – Impeachment requires 50% of Council – The Campaigns, Research, and Policy Coordinator has recommended that the impeachment require an SGM or AGM. It would read “by special resolution”.
- Bylaw 2 Membership – there may be a desire to change the reference to names of bylaws as opposed to numbers. The Campaigns, Research, and Policy Coordinator recommended avoiding the cross-referencing as much as possible, with the whole document being recommended at most.
- Year representative requirements may need to be defined. The University would use credit hours, however flexibility may be sought.
 - Business Administration Student Society utilized credit hours in line with the university system, while Society of Arts and Social Sciences used self-identification to enable students to represent the demographic they most closely identified with.

MOTION AMENDED

A VP Internal position has been vital in other similar student unions and was recommended.

CARRIED AS AMENDED

b. BOD – Board of Directors Set Meeting Time

An alternative to setting permanent meeting times within the policy, which could be changed, could be that the President and Committee Chairs simply making a strict decision on the meeting time.

MOTION CPR 2014-11-03:03

Potvin/Amended Langmead

Be it resolved to recommend to BOD to add a clause to R-12 which read: All Board Meetings shall be set on Wednesdays from 2:30pm.

The positives of setting a fixed meeting time included the following:

- For candidates running for a position, advanced knowledge that they would have to schedule their time around these necessary meeting times would ensure total representation.
- Allow the membership to know exactly when meetings were occurring

Board meetings could be up to 3 hours, but the hope was that meeting would be efficient and last 2 hours at maximum, and would end early to accommodate Council on weeks where they intersected.

Alternatively, harmonization of the meeting time at 4:30 to 6:30 could ensure clarity for both Council and Board. However, Council occasionally will call meetings more than once a month. There was a desire for a clause to establish a deadline to set all committee meeting times by certain deadlines, such that flexibility could be maintained.

While there was concern around long days of meetings should a Board meeting precede a Council meeting, it was expressed that Board members ran for their positions aware of the responsibilities that accompanied the role.

As a result of delay related to policy changes, and since course registration has already begun, the new proposed time would only apply for the following administration. However, the president could make the decision to call the meeting for the next semester in harmony with the proposed policy.

The committee was reminded that the policy would only be successful with the board was in favour, as policy only existed to provide best practices.

CARRIED

4. Attachments

SUS Package.pdf

5. Adjournment 3:31pm

DC | CUPE 3338

Dear CPRC,

I would like to request an Agenda Item to be added for the CPRC meeting on Monday, October 27th 2014 (Today).

Be it resolved that CPRC recommend the Science Undergraduate Society Constitution and Bylaws for approval as presented. Contingent upon minuted approval of the Science DSUs.

Rationale:

On October 6th, 2014 a discussion item was added to the CPRC agenda in regards to the SUS Constitution and Bylaws. Since this meeting the key recommendations that CPRC had provided was for **"The Sciences Representative was recommended to speak to the CRP Coordinator, the Student Union Organiser, and the Sciences membership."**

Since the initial meeting with CPRC, I have received the suggestions made by our CRP Coordinator. Have spoken to the Student Union Organiser in regards to the SUS membership. Have continuously attended DSU meetings, and spoken to the membership (which I have been doing since June). I have also been in contact with the *SFU Enrollment Executive*, and the *Faculty of Science Deans office* in regards to SUS membership. The document I am requesting to be approved for recommendation today is as suggested by the CRP Coordinator, Student Union Organiser and the Sciences membership.

I understand the untimely nature of my request. However the Sciences membership has shown a large amount of concern on how the SUS membership would be defined. This led me to pursue contacting the *SFU Enrollment Executive*, and the *Faculty of Science Deans office*. After receiving feedback from them, and confirming with the CRP Coordinator and Student Union Organiser on how the SUS membership would be defined. I hope this gives the committee an understanding of why I was unable to request an addition of this agenda item in a timely manner.

I would also like to bring to the committee's attention that I will be unable to attend the CPRC meeting today, as I have a prior Academic commitment (Statistics midterm worth 40%). I would assume if my request is granted, this message would act as my motivation. In addition members of the Sciences will be present at today's meeting to motivate and further respond to any questions you may have.

Lastly, I hope the committee does not take my request lightly as the item I am requesting acts as one of the Board of Directors priority. I also ask the committee to recognize I have acted upon all the recommendations made by CPRC.

Thank you for your time.

Kind Regards,
Deepak Sharma

Call to Order – 2:31 pm, October 6th, 2014 | MBC 2296

1. Roll Call of Attendance

Committee Composition

Executive Officer (*chair*) Darwin Binesh
President (*ex officio*) Chardaye Bueckert
Board of Directors Member Shadnam Khan (*late*)
Board of Directors Member Shirin Escarcha
Board of Directors Member Adam Potvin
Board of Directors Member Rebecca Langmead
Councilor Marija Jovanovic
Student At-Large Gaganjot Lidhran

Society Staff

Campaigns, Research, and Policy Coordinator Pierre Cassidy
Minute Taker Dion Chong

Guests

Board of Directors Member Deepak Sharma

Regrets

Councilor Gursher Sidhu

Absent

Student At-Large Kelley Furey

2. Approval of the Agenda

MOTION CPR 2014-10-06:01

Potvin

Be it resolved to approve the agenda as presented.

CARRIED

3. Ratification of Regrets

MOTION CPR 2014-10-06:02

Langmead

Be it resolved to ratify regrets from:

Councilor Gursher Sidhu (*employment*)

CARRIED

4. Matters Arising from the Minutes

MOTION CPR 2014-10-06:03

Be it resolved to approve the minutes of 2014-09-15

POSTPONED TO NEXT CPR

Langmead

5. Business

a. Financial Requirements Policy

MOTION CPR 2014-10-06:04

Potvin

Be it resolved to recommend to Board to create the Financial Requirements Policy as presented

Khan entered 2:34pm

At present, only a single policy for macro financial matters for the Society existed. The auditors have requested a comprehensive financial policy be developed for the organization. The draft policy presented to the committee consisted of three points: the contents of AP-7.5 speaking to operating equity (AP-7.5 would be transferred to the new proposal), limits on cash to expense towards operating expenditures (avoiding any cash depletion issues), and a mandate of financial analysis (via cashflow statement) to ensure sufficient liquidity for Society operations as per scheduled expenditures.

The Vice President Finance was currently developing an investment policy. Inclusion of references to the Society's investment policy within the draft policy was identified as an issue until such a policy already existed. Further, the motion did not refer to a deletion of AP-7.5

The Committee requested written documentation of the auditor's review (auditors only identify potential issues and do not actively provide approval), as well as a letter from the Staff Liaison Officer indicating that the Finance Office could handle any additional workload that may ensue from this policy.

A consolidated recommendation, coming from a total review of Society financials, were requested to create a fully coherent set of policies which covered the gamut of financial practices and reporting/requisition mechanisms across the organizations (with a particular goal of ensuring that the processes and their interactions with committees and board/staff were understandable by the layman). Policies (whether singular or multiple) could be created to serve the full vision of the Vice President Finance of Society finances and consolidate all financial policies.

MOTION WITHDRAWN

b. Interfund Loan Policy

MOTION CPR 2014-10-06:05

Potvin

Be it resolved to recommend to Board to create an Interfund Loan Policy as presented

MOTION WITHDRAWN

6. Discussion

a. Science Undergraduate Society Constitution and Bylaws

One of the FARM goals for the year was to pursue the establishment of FSUs. Copyproofing issues were identified for the benefit of the committee. Discussions ensued around the approval of the constitution from the students within the Faculty of Science. Clarity was sought around the requirements of approval at an AGM, particularly when the SUS does not yet exist can thus could not hold an AGM. The committee had consensus that the approval of the Science DSUs constituted sufficient approval to fulfill this purpose.

Science DSUs have brought in a number of concerns and recommendations during the development of the document, including whether FSUs were the proper channels of representation (given the varying sizes of DSUs with Sciences). The Science Representative prepared the document based upon the recommendations of the DSUs, and has requested motions of support. It was desired for the document to establish an FSU which provides the Faculty of Sciences with a lynchpin for collaboration and large-scale event planning. Potential Faculty Student Union levies were identified as a potential area of great concern, as there was a desire for SFSS members to avoid paying multiple FSU levies. The SFSS may choose to potentially shift the definition of faculty membership to match those of SFU (as identified within academic transcripts) for greater administrative cohesion. As the university collects the funds on behalf of the student society, administration may be difficult under the current model of faculty membership. However, there issues were identified of the ability of SUS to represent and provide services to students intending to transfer into the faculty.

Context of the FSU membership systems reviewed by CPR in 2010-2011 was provided, including the full/associate/honorary system (Society of Arts and Social Sciences) and associate-to-full membership via fee payment system (Faculty of Applied Sciences Student Union).

A number of clubs with Science mandates would be represented by the respective DSUs. It was projected that clubs such as SCI Crew, which organize events that fall under the mandate of the FSUs, would integrate into a new SUS.

An opportunity was presented for SUS to place a moratorium on pursuing levy for 5 years such that the organization is given time to develop. However, should an ambitious FSU executive enter the SUS, they could change the bylaws to allow for the pursuit of a levy, thus negating the effects of such a moratorium.

The Sciences Representative was recommended to speak to the CRP Coordinator, the Student Union Organiser, and the Sciences membership. It was requested that DSU approval be sought prior to CPR review and recommendation to Board.

Identified Constitutional Issues

- 1a – too wordy. It was recommended to avoid excessive repetition of SFSS
- 1c – rewrite the term for simplicity.
- 1d – language changes to ensure that the purpose of any professional development programming is clearly laid out.

7. Attachments

Financial Requirements Policy.docx

Interfund Loan Policy.docx

Science Undergraduate Society-Constitution and ByLaws.docx

8. Adjournment 3:29pm

DC /CUPE 3338

Science
Undergraduate
Society

Constitution and By-
Laws

Constitution

The organization shall be known as the “Science Undergraduate Society”, a Faculty student union of the Simon Fraser Student Society at Simon Fraser University.

1. The Science Undergraduate Society exists to:
 - a) Provide an organization to unite undergraduate students enrolled in a course(s) the various departments of The Faculty of Science offer, while working in collaboration with the Simon Fraser Student Society [SFSS].
 - b) Represent the various needs of students and to advocate for student interests within the Faculty of Science to the SFSS, Faculty of Science administration, the University administration, and other organizations, that may be of interest to members of the Science Undergraduate Society
 - c) Establish a structure where members can share experiences, ideas, and where they can communicate, exchange information, thereby building a sense of community among the members in The Faculty of Science
 - d) Provide co-curricular opportunities such as research positions to complement the academic studies of its members.

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By-Law 1 — Interpretation

1. “Constitution” shall refer to the SUS Constitution.
2. “Council” shall refer to the SUS Council.
3. “DSU” shall refer to a Departmental Student Union in the Faculty of Sciences in accordance with By-Law 6.
4. “Executive” shall mean the President, the Vice President Student Life, the Vice President External, the Vice President Academic, the Vice President Communications and Marketing, and the Vice President Finance.
5. “Year representatives” shall refer to the First, Second, Third, Fourth, and Fifth year representatives in accordance with By-Law 5.
6. “General Business” shall refer to any business which does not involve changing Regulations, or the SUS budget.
7. “Voting Member(s) of Council” shall refer to members of Council as defined by By-Law 4(1).
8. “Non-voting Member(s) of Council” shall refer to members of Council as defined by By-Law 4(2).
9. “Regulation” means any Rule, Standing Order or Administrative Policy enacted by Council.
10. “SUS” shall refer to the Science Undergraduate Society of Simon Fraser University.
11. “SFSS” shall refer to the Simon Fraser Student Society.
12. “Member(s) in good standing of SUS” shall refer to individuals fulfilling the membership requirements as outlined in By-Law 2.

13. "Signing officer" shall refer to members of the Executive Committee able to represent SUS, except when entering legally binding contracts
14. "SFU" and "University" shall refer to Simon Fraser University.
15. "IEC" shall refer to the Independent Electoral Commission appointed by SUS Council.
16. "Fiscal Year" shall refer to the period of May, 1st to April 30th, inclusive
17. "Semester" shall refer to an Academic calendar semester

By-Law 2 — Membership

1. The voting membership of SUS shall be defined as individuals fulfilling all of the following criteria:
 - a. Registered and Active undergraduate students within the Faculty of Science as defined by the SFSS;
 - b. Individuals pursuing a major or minor programme within the Faculty of Science as defined by the SFSS;
 - c. Thus individuals pursuing a transfer major or minor programme within the Faculty of Science, as indicated on their official SFU advising transcript, in addition to indicated on their course calendar.
2. The voting membership of SUS shall attain full speaking privileges at all SUS council and Committee meetings and be eligible to hold a position, subject to the restrictions of all applicable By-Laws and Regulations.
3. All members of SUS are eligible to vote at SUS's Annual General Meeting, Special General Meetings, Elections, By-elections, and Referenda.

By-Law 3 — Powers and Duties of the SUS Council

1. The governing body of SUS shall be known as the Council and as such shall:

- a. Subject to the provisions of these By-Laws and the SUS By-Laws, exercise full control over all activities of SUS
- b. Recognize the significance of the SUS Constitution and be bound by it.
- c. As elected representatives by the SUS membership, be empowered to make all decisions and take action on behalf of the SUS membership.
- d. Ratify the SUS annual budget as approved by the Executive Committee.

2. As elected representatives by the SUS membership the SUS Council may:

- a. Delegate its powers, duties and obligations as it may deem fit for the conduct and operations of SUS.
- b. Subject to these By-Laws, have the power to create, or amend Regulations as it may deem necessary.
- c. Subject to these By-Laws, have power to make rulings in connection with all Regulations including any Regulation governing the conduct of its members relating to the affairs of SUS, and any such ruling made by it shall be final and binding.

3. In the event that a Council position becomes vacant;

- a. Council may by two-thirds (2/3) majority vote appoint a Member in Good Standing of SASS to assume the powers, and fulfill the duties and obligations of the position so vacated.

b. However if position that becomes vacant is also an Executive position, position must remain vacant until general election, or by election. Whichever comes first.

By-Law 4 — Members of the SUS Council

1. The voting members of Council shall consist of:
 - a. The Executive
 - b. The DSU presidents
 - c. The Year Representatives.
2. The non-voting members of Council shall consist of:
 - a. Speaker of Council
 - b. Secretary
 - c. The Liaison to the SFSS; contingent upon governance of SFSS council changing. Whereas the President of SUS would will become liaison to the SFSS. Thus “The Liaison to the SFSS” will not be a required non-voting seat on council.
 - d. Member that holds an intern or co-op position within the Faculty of Science administration.
3. Members of Council shall be Members in Good Standing of SUS.

By-Law 5 — Duties of SUS Council Members

1. The Year Representatives shall:

- a. Consist of the First (1st) year, Second (2nd) year, Third (3rd) year, Fourth (4th) year, and Fifth (5th) year representatives.
- b. Encourage and, in relation with appropriate committees, organize initiatives that will benefit SASS members as appropriate to their year at the university.
- c. Promote SUS through active recruiting efforts.
- d. Act as a liaison between SUS and the year of Faculty of Science undergraduate students of which they represent.
- f. Serve on at least one (1) committee of SUS
- g. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time.

2. Chair of Council:

- a. Is the neutral Chair of Council
- b. Is a non-voting council member appointed by Council of SUS at the first meeting of a new term
- c. Shall have such other duties as are outlined in Regulation.

3. The Secretary shall:

- a. In conjugation with the Chair, prepare the agenda of Council.
- b. Take the minutes of Council.
- c. Oversee the preparation of the minutes of SUS meetings
- d. Transmit the minutes to the Executive Committee
- e. Shall have such other duties as are outlined in regulation.

By-Law 6 — Departmental Student Unions

1. SUS Council may recognize Department Student Unions (DSUs) in accordance with the provisions in the SFSS By-Laws.
2. Each Department Student Union shall be entitled to one (1) seat on Council, filled by the president of the DSU.
 - a. SUS Council shall ratify the DSU president upon presentation of authorizing minutes at a quorate Council meeting
 - b. In the occurrence of the absence of a DSU president, an executive member of the DSU may act as alternate upon approval of the DSU president.

By-Law 7 — Meetings of Council

- 1. The Council shall hold at least one (1) meeting per month.
 - a. This shall not apply in the months of April, August and December.
- 2. Council meetings shall be open to the public.
 - a. Council may, when deemed necessary, conduct in camera meetings, with a vote of two-thirds (2/3) of the Council in favour of such a motion.
- 3. Council meetings shall be such that only Voting Members of Council may move or second motions, as defined in By-Law 2.2
- 4. Except where otherwise specified in this Constitution and By-Laws, meetings shall be conducted in accordance with the latest edition of *Robert’s Rules of Order Newly Revised*.
- 5. Notice of all Council meetings shall be given to all members of Council at least five (5) business days in advance.
 - a. In pressing and substantial cases, the Executive Committee may call an emergency meeting no less than twelve’s (12) hours in advance.

By-Law 8 — Quorum for Meetings

1. Quorum for a meeting of Council shall be majority of the seats filled of the Voting Members of Council including at least four (4) Executive Officers.
2. If, fifteen (15) minutes after the beginning of the meeting, quorum is not met, Council may conduct general discussions, but may not conduct any business.
3. Should there be a tie in council; the Speaker in Council shall cast the tie-breaking vote.

By-Law 9 — Powers and Duties of Executive Officers

1. The Executive Committee shall facilitate communication between Council and the members of SUS.
2. The Executive Committee shall liaise with and work in collaboration with the SFSS.
3. The Executive Committee shall oversee the day to day operations of SUS and execute functions and projects as mandated by Council.
4. For the purpose of room booking on SFU and SFSS property, all executive officers shall be considered Room Booking Authorities.
5. The President shall:
 - a. Coordinate and supervise the affairs of SUS.
 - b. Be the official spokesperson and formal representative for SUS in a manner consistent with established Regulations.
 - c. Maintain relationships with Faculty of Science and all Faculty of Science DSUs.
 - d. shall be the liaison between the SFSS and SUS.
 - e. Be a Signing Officer
 - f. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time.
 - h. Be responsible for the internal relations and organizational concerns of SASS.
 - i. Be responsible for monitoring adherence to the SUS Constitution, By- Laws, and Regulations.
 - j. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time.
6. The Vice President External shall:
 - a. Serve as a liaison between SUS and external organizations

- b. Be responsible for coordinating sponsorships.
- c. Be a Signing Officer.
- d. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time.
- e. Assume and carry out the rights, duties and obligations of the President during her or his absence or in the event that she or he should resign, be impeached or abandon office.

7. The Vice President Academic shall:

- a. Be responsible for all educational and curricular concerns of SUS.
- b. Be a liaison, promote and facilitate working relations between the faculty administration and Faculty of Science Students
- c. Explore opportunities for collaboration with other faculties and their respective constituencies.
- d. Represent or cause to be represented the prevailing views of Council at all Faculty Committees.
- e. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time

8. The Vice President Communications and Marketing shall:

- a. Be responsible for communicating to students the goals and activities of SUS.
- b. Aid in the production of SUS publications.
- c. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time.

9. The Vice President Student Life shall:

- a. Be responsible for the organization of social and cultural activities for the members of SUS.

b. Work with the Vice President Communications and Marketing to actively seek input on the programming interest of the members of SUS.

c. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time.

10. The Vice President Finance shall:

a. Advise the SUS Council on all financial matters of SUS.

b. Prepare and present accounting reports to members of Council

c. Prepare the yearly SUS budget and financial statement in accordance with the appropriate financial regulations

d. Be responsible for the oversight of monies received and disbursed by SUS and shall keep or cause to be kept all bills, receipts, and vouchers.

f. Be a Signing Officer

g. Have such other duties as are outlined in the By-Laws or Regulation or assigned by Council from time to time.

11. Each member of the Executive committee shall be responsible for the preparation of a transition manual for his/her/ze successor within 7 calendar days before the end of their elected term.

a. These shall include procedures, records, passwords, e-mail lists, recommendations, suggestions and previous transition documents.

By-Law 10 — Elections

1. General Elections shall be held once a year, during the Spring Semester. The Independent Electoral Commission shall set the dates for general elections following consultation with SUS Council
2. By-Elections shall be held once a year to fill vacant positions, during the Fall Semester or upon unanimous resolution by the Executive.
 - a. The Independent Electoral Commission shall set the dates for by-elections following consultation with SUS Council
3. No member of the Independent Electoral Commission may run in the elections.
4. In the case of a tie, the candidates in question shall have the opportunity to motivate for themselves again within a five (5) minute period, after which a vote shall once again occur.
 - a. Should the second vote also result in a tie, the election of the position in question shall be postponed to the next scheduled Council meeting, where a vote will be held.
 - i. Should the second vote of the second election also result in a tie, the chair of the meeting shall cast the deciding vote.
 - ii. The vote of the chair shall be final and binding
5. Candidates nominated to any office shall be members in good standing of SUS.
6. No member shall run for or concurrently hold more than one position on Council.

7. Nominations must be submitted to the Independent Electoral Commission by a date and time specified by the Electoral Commission.
8. Nominations must contain signatures and corresponding student numbers of at least ten (10) members of SASS.
9. Nominations will close a minimum of ten (10) days after the Independent Electoral Commission declares the nominations open.
10. The terms of office for SUS Council shall be for one (1) year starting May 1st and ending April 30th

By-Law 11 — By-Elections

1. Subject to By-Law 11.2, by-elections may be called by Council to fill vacant positions of SUS Council.
2. Notwithstanding the provisions of By-Law 11, Council must call a by-election at any time of the year to fill all vacant Executive positions if the number of Executives falls below the number required for quorum as per By-Law 9.1.
3. By-elections shall occur in accordance with the procedures set out for elections in these By-Laws, and any other By-Laws or Regulations governing the conduct of elections or by-elections.
4. The terms of members elected to the Executive in a by-election shall commence on the date of the first meeting of Council following the by-election and end on April 30th

By-Law 12 — Referenda

1. Members may vote on resolutions concerning the activities of SUS by means of a referendum.
2. Any such resolution shall require a majority of the votes cast except where prohibited by these By-Laws or the Society Act.
3. A resolution may be put to referendum by a simple majority vote of Council, except where prohibited by these By-Laws, or upon presentation of a petition to the Council which contains the text of the proposed resolution and the signatures of one fifty hundred (150) of the members in good standing of SUS.
 - a. Such resolutions shall be placed on a ballot concurrently with the next regularly scheduled SUS election, or by-election.
4. The referendum shall be conducted by the Independent Electoral Commission in accordance with By-Law 13
5. Due notice shall be deemed sufficient if given at least two (2) weeks in advance of any voting.
6. No referendum shall be deemed valid or binding on SUS unless a minimum of three hundred (300) of the members in good standing of SUS have cast votes in the referendum
7. The Independent Electoral Commission shall report on the conduct and results of the referendum to Council for ratification.

By-Law 13 — Independent Electoral Commission

1. The Independent Electoral Commission (IEC) shall be responsible to ensure that SUS elections and referenda occur in the prescribed manner as set out in this constitution and By-Laws, and any regulations governing the conduct of elections or referenda.
2. The Independent Electoral Commission shall be appointed by SUS Council at a quorate Council meeting
 - a. The IEC shall be appointed a minimum of two (2) weeks prior to any election, by-election, or referenda
3. The IEC may delegate to a group of students the task of supervising polling for any positions and may appoint members in good standing of the SFSS to assist in counting the ballots.
4. The IEC may, at their discretion, set a limit for campaign expenditures for a given election, by-election, or referenda
5. The IEC shall be empowered to interpret and apply By-Laws and Regulation as relevant to elections, by-elections, and referenda

By-Law 14 — Annual and Special General Meetings

1. The Annual General Meeting of SUS shall be held during the Fall semester each year.
2. In addition to any other business set forth by the Executive, Council or members of SUS, the following business shall be conducted at the Annual General Meeting:
 - a. Appointing a Chair for the Annual General Meeting.
 - b. Receiving and filing the minutes of the previous years' Annual General Meeting and any Special General Meetings held since the last Annual General Meeting.
 - c. Receiving the Annual Report of the Executive.
 - d. Receiving the Vice President Finance's Report.
3. Notice of the Annual General Meeting or of any Special General Meeting shall be given at least twenty one (21) calendar days prior to the date on which the meeting is to be held, and all notices shall clearly state the date, time, and location. Sufficient notice will be deemed to have been given with the posting of all of the following:
 - a. A prominent notice upon ten (10) or more different bulletin boards about the Burnaby Campus, upon at least five (5) or more bulletin board at the Surrey Campus, and upon at least two (2) bulletin board at the Vancouver Campus.
 - b. Written or electronic memoranda to all DSUs
 - c. Prominent notice on the SASS website

- d. An advertisement in the student newspaper or other student publication normally available to all members of the Society.
4. Accidental omission in giving notice of the Annual General Meeting or a Special General Meeting, or the non-receipt of notice by the members of SUS, shall not constitute a violation of the proceedings of the meeting.
5. Each member in good standing of SUS fulfilling the requirements of By-Law 2 shall be entitled to vote at the Annual General Meeting or at any Special General Meeting.
 - a. In order to exercise her or his or ze vote the member shall be present at the meeting at the time the vote is put.
 - b. No votes by proxy shall be allowed.
6. If within fifteen minutes from the time appointed for the Annual General Meeting a quorum is not present, the meeting shall transact only such business as is specifically referred to in By-Law 14.2.
 - a. In such cases, quorum shall be twenty members in good standing of SUS
7. Special General Meetings may be convened at any time by resolution of two-thirds (2/3) majority vote of the Voting Members of Council.
8. The President shall convene a Special General Meeting within twenty eight (28) calendar days of receipt of a petition signed by a minimum of one hundred (100) members in good standing of SUS.
9. Resolutions of the Annual General Meeting and of any Special General Meeting shall be governed by a simple majority of votes

cast, except where the provisions of these By-Laws or the Society Act require otherwise.

10. Quorum for the Annual General Meeting and any Special General Meeting shall be seventy five (75) members of SUS.

11. Robert's Rules of Order Newly Revised shall govern the conduct of the Annual General Meeting and of any Special General Meeting.

By-Law 15 — Removal from Office

1. Any member of the SUS Council may be removed from office for impropriety, delinquency of duties or misappropriation of funds, gross violation of the provisions of the SUS Constitution, or By-Laws, or Regulations,
2. A motion to remove a member of the Council must be presented in writing to the Speaker of Council and signed by at least ten (10) voting members of SUS Council or one hundred (100) voting members of SUS and distributed to all members of the Council at a meeting of the SUS Council.
 - a. Such motion will be put on the agenda of the next Council meeting of SUS.
3. The person being removed shall be given the opportunity to respond to the motion.
4. A motion to remove a member of SUS Council from office shall require a two-thirds (2/3) majority vote at a quorate Council meeting.
5. If any member of Council has been absent three (3) consecutive scheduled meetings or five (5) within a semester, notwithstanding sending an alternate as per the respective DSU Constitution, or receiving explicit permission from the President on behalf of the Executive as per appropriate regulation, he/she/ze shall be automatically removed from office at the time of adjournment of the relevant meeting. A courtesy letter shall be sent by the chair of Council for notification, but receipt of this letter does not affect the removal from Office.

By-Law 16 — Freedom of Information

1. All documentation of Council and its Committees shall be public, except those minutes and documents from and relating to a confidential in-camera session
2. All physical documentation of SUS shall be kept at the SUS storages or SUS offices
3. Requests to see the minutes and documents of Council and its Committees shall be addressed to the Vice President External.
4. Freedom of Information shall further be regulated as per appropriate SFSS Regulation.

By-Law 17 — Amendments to the Constitution

1. The Constitution and By-Laws may only be amended by a seventy-five percent (75%) majority of voters in a quorate Annual or Special General Meeting, in accordance with By-Law 14.

By-Law 18 — Disputes

1. Disputes as to the interpretation of this Constitution and By-Laws shall be decided by the President, the Executive, or Council, with the ultimate authority residing in Council.
2. In the event of a dispute, the Executive or Council may appeal in accordance with current SFSS policies.

By-Law 19 — Superseding Clause

1. This Constitution repeals and supersedes all previous constitutions.
2. If conflicts arise between this Constitution and the SFSS Constitution and By-Laws, the SFSS Constitution shall supersede this Constitution in those conflicting areas.

Interfund Loan Policy

Any borrowing between funds (interfund loans) may only transact in case of emergency or non-discretionary event. A request for an interfund loan must be accompanied by a repayment plan. The repayment of interfund loans must be completed when the borrower has sufficient funds to cover future budgeted cash disbursements. An interfund loan must be approved by Board and by the Executive Director. The outstanding balance on the interfund loan will not bear interest.

Financial Requirements Policy

1. To protect the Society from major, unexpected expenses, the annual operating budget of the Society shall maintain, at a minimum, a net surplus or return to members' equity (unrestricted fund balance) in the General Fund in an amount equal to or greater than 5% of the Society's net student activity fee revenue for that fiscal year. This requirement shall remain in force and effect until such time as the members' equity (unrestricted fund balance) of the Society, as indicated by the audited financial statements of the Society, is equal to or greater than the equivalent of 3 months of the Society's General Fund net annual operating expenditures.
2. To ensure sufficient liquidity, the SFSS shall maintain, at a minimum, an amount available in its General Fund operating transactional account that can sustain the next 12 months of operating net cash outflows. Before any non-operating cash disbursement from the General Fund is made (such as an investment or an interfund loan/transfer), a cash flow statement must be prepared by the Financial Coordinators to investigate the feasibility pertaining to the liquidity of the General Fund.
3. All cash in the General Fund that is not invested in the financial securities specified in the Society's investment policy shall remain in the Society's General Fund operating transactional account.

Constitution and Bylaws

Updated October 24, 2014

Science Undergraduate Society

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Constitution

The organization shall be known as the Science Undergraduate Society.

The purposes of the organization shall be to:

1. Promote and represent the interests of the members of the faculty of science at Simon Fraser University
2. Promote a shared experience and exchange of ideas
3. Advocate for an increase in the research opportunities available to its members.

Bylaws

Bylaw 1 – Interpretation

1. “Year representatives” shall refer to the first year, second year, third year, fourth year, and fifth year representatives.
2. “Regulation” means any rule, standing order, or administrative policy enacted by Council.
3. “SUS” shall refer to the Science Undergraduate Society of Simon Fraser University.
4. “SFSS” shall refer to the Simon Fraser Student Society.
5. “Signing officer” shall refer to members of the Executive Committee able to represent SUS. These individuals may not enter into any contracts as representatives of the Science Undergraduate Union.
6. “Society” shall refer to the “Science Undergraduate Society.”
7. “University” shall refer to the Simon Fraser University.

Bylaw 2 – Membership

1. All members of the Science Undergraduate Society are members as defined by the Simon Fraser Student Society By law 9 and By Law 10, and are members in Good Standing as defined by the SFSS.
2. Membership shall cease when:
 - a. a member fails to register for undergraduate courses at the University for two consecutive registrations, or
 - b. a member fails to be a member in good standing as defined by the SFSS.

Bylaw 3 – Council

Composition

1. Council shall consist of voting and non-voting members.
 - a. The voting members shall consist of the:
 - i. executive committee,
 - ii. departmental student representatives, and
 - iii. year representatives,
 - b. The non-voting members shall consist of a:
 - i. speaker, and
 - ii. secretary.

Powers and Responsibilities

2. Council shall exercise full control over all activities of the Society subject to these bylaws, including:
 - a. the ratification of the annual budget as approved by the executive committee ,
 - b. the creation and amendment of all Society regulations,
 - c. the delegation of its powers, duties and obligations as it may deem fit for the conduct and operations of SUS.
3. Council may also make rulings in connection with all Society regulations, including any regulation governing the conduct of its members.

Bylaw 4 – Executive Committee

Composition

1. The Executive Committee shall consist of the:
 - a. President,
 - b. Vice President Student Life,
 - c. Vice President External,
 - d. Vice President Academic,
 - e. Vice President Communications and Marketing, and
 - f. Vice President Finance.

Powers and Responsibilities

2. The Executive Committee shall:
 - a. oversee the day-to-day operations of the Society and execute functions and projects mandated by Council,
 - b. book rooms with the SFSS on behalf of the Society,
3. The President shall:
 - a. coordinate and supervise the affairs of the Society,
 - b. act as the official spokesperson and representative of the Society,
 - c. be a signing officer,
 - d. manage internal relations,
 - e. monitor adherence to the constitution and bylaws, and
 - f. perform any other duties assigned to him/her/zir by Council.
4. The Vice President External Relations shall:
 - a. act as a liaison with the SFSS Board of Directors, Council, and Committees,
 - b. coordinate Society sponsorship programs,
 - c. be a signing officer,
 - d. assume the responsibilities of the President during his/her/zir absence, or in the event that he/she/ze should resign, be impeached, or abandon office, and
 - e. perform any other duties assigned to him/her/zir by Council.
5. The Vice President Academic shall:
 - a. be responsible for all educational and curricular concerns of the Society,
 - b. act as a liaison with the faculty of science students,
 - c. explore opportunities for collaboration with other faculties and their respective constituencies,
 - d. represent or cause to be represented the prevailing views of Council at all faculty committees,
 - e. have such other duties as are outlined in the bylaws or regulations or assigned by Council from time to time,
6. The Vice President Communications and Marketing shall:
 - a. be responsible for communicating to students the goals and activities of the Society,
 - b. aid in the production of Society publications, and
 - c. perform such other duties as are outlined in the bylaws or regulations, or assigned by Council from time to time.
7. The Vice President Student Life shall:

- a. be responsible for the organization of social and cultural activities for the members of the Society,
 - b. work with the Vice President Communications and Marketing to actively seek input on the programming interest of the members of the Society,
 - c. perform such other duties as are outlined in the bylaws or regulations, or assigned by Council from time to time.
8. The Vice President Finance shall:
 - a. advise Council on all financial matters of the Society,
 - b. prepare and present accounting reports to the members of Council,
 - c. prepare the yearly Society budget and financial statement in accordance with the appropriate financial regulations,
 - d. oversee the monies received and disbursed by the Society, and keep or cause to be kept all bills, receipts, and vouchers,
 - e. be a signing officer, and
 - f. perform other duties as are outlined in the bylaws or regulations, or assigned by Council from time to time.
9. Each member of the Executive committee shall be responsible for the preparation of a transition manual for his/her/ze successor within 7 calendar days before the end of his/her/zir term.
 - a. These manuals shall include procedures, records, passwords, e-mail lists, recommendations, suggestions and previous transition documents.

Bylaw 5 – Departmental Student Union Representative Committee

Establishment

1. Council may recognize department student unions in accordance with the provisions of the SFSS bylaws.

Composition

2. Each department student union shall be entitled to one (1) seat on Council, filled by the president of the DSU.
 - a. Council shall ratify the DSU president as the DSU representative upon presentation of minutes authorizing his/her/zir function at a quorate Council meeting.
 - b. Where no President is available to hold the position, an executive member of the DSU may act as alternate upon approval of the DSU executive.

Bylaw 6 – Year Representative Committee

Composition

1. The Year Representative Committee shall consist of the:
 - a. First-Year Representative,
 - b. Second-Year Representative,
 - c. Third-Year Representative,
 - d. Fourth-Year Representative, and
 - e. Fifth-Year Representative.

Powers and Responsibilities

1. The members of the Year Representative Committee shall:
 - a. organize initiatives that will benefit Society members as appropriate to their year at the university,
 - b. promote the Society through active recruiting efforts,
 - c. act as a liaison with the members of year of Faculty of Science on the basis of the year of their program,
 - d. serve on at least one (1) committee of the Society, and
 - e. perform such other duties as are assigned by Council from time to time.

Bylaw 7 – Non-voting Council Members

Powers and Responsibilities

1. The Chair shall:
 - a. remain neutral,
 - b. be appointed at the first meeting of a new term, and
 - c. perform other duties as outlined in the Society regulations.
2. Secretary shall:
 - a. prepare the Council agenda in conjunction with Council chair, and
 - b. take meeting minutes.
3. SFSS liaison shall:
 - a. Transmit the minutes of the Executive Committee to the rest of the Society.

Bylaw 7 – Council Meetings

1. The Council shall hold at least one (1) meeting per month, not including April, August and December.
2. Council meetings shall be open to the public.
 - a. Council may, when deemed necessary, conduct in camera sessions where two-thirds (2/3) of the Council in favour of such a motion.
3. Council meetings shall be such that only voting members of Council may move or second motions.
4. Except where otherwise specified in the Constitution and bylaws, meetings shall be conducted in accordance with Robert's Rules of Order.
5. Notice of all Council meetings shall be given to all members of Council at least five (5) business days in advance.
 - a. The Executive Committee may call an emergency meeting no less than twelve's (12) hours in advance.

Quorum

6. Quorum for a meeting of Council shall be majority of the seats filled of the voting members of Council, including at least four (4) executive officers.
7. Council chair may vote on a Council motion in the event of a tie.

Bylaw 8 – Elections

Elections

1. General Elections shall be held once a year, during the spring semester. The Independent Electoral Commission shall set the dates for general elections following consultation with Council.
2. By-Elections shall be held once a year to fill vacant positions, during the fall semester or upon unanimous resolution by the executive committee.
 - a. The Independent Electoral Commission shall set the dates for by-elections following consultation with Council.
3. No member of the Independent Electoral Commission may run in the elections.
4. In the case of a tie, the candidates in question shall have the opportunity to motivate for themselves again within a five (5) minute period, after which a vote shall once again occur.
 - a. Should the second vote also result in a tie, the election of the position in question shall be postponed to the next scheduled Council meeting, at which an additional vote will be held.
 - b. Should the second vote of the second election also result in a tie, the chair of the meeting shall cast the deciding vote.
 - c. The vote of the chair shall be final and binding
5. Candidates nominated to any office shall be members in good standing of the Society.
6. No member shall run for or concurrently hold more than one position on Council.
7. Nominations must be submitted to the Independent Electoral Commission by a date and time specified by the Electoral Commission.
8. Nominations must contain signatures and corresponding student numbers of at least ten (10) members of the Society.
9. Nominations will close no less than ten (10) days after the Independent Electoral Commission declares the nominations open.
10. The terms of office for Council shall be for one (1) year starting May 1st and ending April 30th.

By-Elections

11. By-elections may be called by Council to fill vacant positions of Council.
12. Notwithstanding the provisions of these bylaws, Council must call a by-election at any time of the year to fill all vacant executive committee positions if the number of executive committee members falls below the number required for quorum.
13. By-elections shall occur in accordance with the procedures set out for elections in these bylaws, and any other bylaws or regulations governing the conduct of elections or by-elections.
14. The terms of members elected to the executive committee in a by-election shall commence on the date of the first meeting of Council following the by-election and end on April 30th.
15. 3. In the event that a Council position becomes vacant, Council may, by two-thirds (2/3) majority vote, appoint a member in good standing of the Society to assume the powers, and fulfill the duties and obligations of the vacant position.
 - a. However if position that becomes vacant is also an executive position, that position must remain vacant until the general election, or by-election, whichever comes first.

Referenda

16. Members may vote on resolutions concerning the activities of the Society by means of a referendum.
17. Any such resolution shall require a majority of the votes cast except where otherwise established by these bylaws or by the Society Act.
18. A resolution may be put to referendum by a simple majority vote of Council, except where prohibited by these bylaws, or upon presentation of a petition to the Council which contains the text of the proposed resolution and the signatures of one fifty hundred (150) members in good standing of the Society.
 - a. Such resolutions shall be placed on a ballot concurrently with the next regularly scheduled Society election or by-election.
19. The referendum shall be conducted by the Independent Electoral Commission in accordance with these bylaws
20. Due notice shall be deemed sufficient if given at least two (2) weeks in advance of voting.
21. No referendum shall be deemed valid or binding on the Society unless a minimum of three hundred (300) members in good standing of the Society have cast votes in the referendum.
22. The Independent Electoral Commission shall report on the conduct and results of the referendum to Council for ratification.

Bylaw 9 – Annual and Special General Meetings

Business

1. Robert's Rules of Order shall govern the conduct of annual general meetings and special general meetings.
2. The annual general meeting shall be held during the fall semester each year.
3. In addition to any other business set forth by the Executive Committee, Council, or Society members, the following business shall be conducted at the annual general meeting:
 - a. Appointing a chair for the annual general meeting
 - b. Receiving and filing the minutes of the previous annual general meeting and any special general meetings held since the last annual general meeting
 - c. Receiving the Annual Report of the Executive.
 - d. Receiving the report of Vice President Finance

Notice

4. Notice of the annual general meeting and special general meetings shall be given at least twenty one (21) calendar days prior to the date on which the meeting is to be held.
5. All notices shall clearly indicate the date, time, and location of the meeting.
6. Sufficient notice will be deemed to have been given with the posting of the following:
 - a. a prominent notice upon at least ten (10) different bulletin boards about the Burnaby Campus, upon at least five (5) bulletin boards at the Surrey Campus, and upon at least two (2) bulletin boards at the Vancouver Campus,
 - b. a written or electronic memoranda to all DSUs,
 - c. a prominent notice on the Society website, and
 - d. an advertisement in the student newspaper or other student publication readily available to all students.
7. Accidental omission in giving notice of the Annual General Meeting or a Special General Meeting, or the non-receipt of notice by the members of SUS, shall not constitute a violation of the proceedings of the meeting.

Participation

8. Each member in good standing of the Society shall be entitled to vote at the annual general meeting and special general meetings.
 - a. In order to exercise his/her/zir vote, the member shall be present at the meeting at the time of the vote.
 - b. No votes by proxy shall be allowed.
9. If within fifteen minutes from the time appointed for the annual general meeting a quorum is not present, the meeting shall transact only such business as is explicitly listed in this bylaw as a minimum requirement.
 - a. In such cases, quorum shall be twenty members of the Society in good standing.
10. Special general meetings may be convened at any time by resolution of two-thirds (2/3) majority vote of the voting members of council.
11. The President shall convene a special general meeting within twenty eight (28) calendar days of receiving a petition signed by at least one hundred (100) members in good standing of the Society.

12. Resolutions shall be governed by a simple majority of votes cast, except where the provisions of the Society Act or these bylaws require otherwise.

Quorum

13. Quorum for the Annual General Meeting and any Special General Meeting shall be seventy five (75) members of SUS.

Bylaw 10 – Removal from Office

1. Any member of Council may be removed from office for impropriety, delinquency of duties, or misappropriation of funds, as well as any gross violation of the provisions of the constitution, bylaws, or regulations.
2. A motion to remove a member of Council must be:
 - a. presented in writing to the chair of Council, and
 - b. signed by at least ten (10) voting members of Council or one hundred (100) voting members of the Society.
3. Such a motion must be distributed to all members of Council by the chair of Council.
4. Such a motion must be put on the agenda of the Council meeting that follows its submission.
5. A motion to remove a member of Council from office shall require a two-thirds (2/3) majority vote at a quorate Council meeting.
6. Any member of Council that has been absent three (3) consecutive scheduled meetings or five (5) within a semester, unless that councillor has provided for an alternate DSU representative, or receiving explicit permission from the President on behalf of the executive committee, he/she/ze shall be deemed to have submitted their resignation, and had that resignation approved. A notification letter shall be sent by Council chair.

By-Law 11 – Society Records

1. All Council records, including those of its committees shall be public.

With the exception of:

a. an in camera session

2. All physical documentation of SUS shall be kept at the SUS storages or SUS offices

3. Requests to see the minutes and documents of Council and its Committees shall be addressed to the Vice President External.

By-Law 12 – Amendments to the Constitution

1. The constitution or bylaws of the Society may only be amended by a seventy-five percent (75%) majority of voters in a quorate annual or special general meeting.

By-Law 13 – Disputes

1. The President, executive committee, or Council will resolve any disputes regarding the constitution or bylaws of the Society.
2. In the event of an ongoing dispute, the executive committee or Council may appeal to the SFSS as a mediator.

By-Law 14 – Superseding Clause

1. This Constitution repeals and supersedes all previous constitutions.
2. If conflicts arise between this Constitution and the SFSS Constitution and By-Laws, the SFSS Constitution shall supersede this Constitution in those conflicting areas.