

# Constitution of the Dalhousie Science Society

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### **Article I: Name**

The name of the organization shall be the DALHOUSIE SCIENCE SOCIETY, hereinafter referred to as the Society.

### **Article II: Objectives**

The objectives of the Society shall be:

1. To represent science students of Dalhousie University and The University of Kings College at the Faculty and Student Union levels.
  - a) Students not in science at Dalhousie University or at The University of Kings College at the Faculty and Student Union levels may also be represented if the Science Society Fee is paid.
2. To administer and distribute the Science Society Fee in accordance with this Constitution.
3. To provide a resource base for departmental societies within the Faculty of Science in terms of information and funding.
4. To provide a resource base for individual science students within the Faculty of Science in terms of information and funding for special projects.
5. To provide a social outlet for science students.

6. To promote an awareness of the Society and the resources available to its Members.
7. To promote science and science education in the University and community.

### **Article III: Definitions**

1. Agenda – the list of activities and motions to be undertaken during a Meeting of the Society.
2. AGM – Annual General Meeting of the Society.
3. Committee – a group of members appointed to the group, who act in the interest of the Society.
4. Constitution – the constitution of the DSS, unless otherwise qualified or stated.
5. Council – the council of the Society and includes all Councilors.
6. Councilor – the Executive(s) and Representative(s) of the Society.
7. Council Meeting – a Council Meeting of the society held in accordance with this Constitution.
10. DASSS – the Dalhousie Arts and a Social Sciences Society.
11. Departmental Society – a ratified Department level Society of the DSU that is a science departmental club/society.
12. DISP- Dalhousie Integrated Science Program, a first year intensive science program
13. DSS – the Dalhousie Science Society.
14. DSU – the Dalhousie Student Union.
15. DSU Council – the Council of the DSU as stated by the DSU Constitution.
16. DSU Rep – a Member of the Society that represents the interests of the Society on the DSU Council.
17. Executive – an Executive of the Society including the President, Vice-President, Vice-President of Finance, Director of Communications, Director of Marketing and Public Relations and Chair.
18. Executive Meeting – an Executive meeting of the Society held in accordance with this Constitution.

19. F&G – The Finance and Grants Committee.

20. Faculty of Science: the academic program defined by the undergraduate calendars of Dalhousie University and the University of King's College under the heading "Faculty of Science."

21. General Meeting– a General Meeting of the Society held in accordance with this Constitution.

22. Honoraria– A voluntary donation for consideration of services, distinguished from payment for hire or compensation of services rendered, for which no remuneration can be collected by law.

23. Impeach – to remove a person from office, leaving that office vacant.

24. Member – a member of the Society as defined in this Constitution.

25. Membership – refers to members of the Society.

26. Meeting of the Society– an Executive Meeting, Council Meeting, or a General Meeting.

27. Minutes– the official record of the proceedings of Meetings of the Society, as kept by the Director of Communications and approved by Council.

28. Plurality– a simple majority of 50% plus one (1) of eligible voters at a meeting of the Society.

29. Regular Meeting– a General Meeting or a Council Meeting.

30. Reps– an elected Member of the Society appointed to the Council by their respective Departmental Society in accordance with the Departmental Society's Constitution.

31. Robert's Rules– the procedures by which Meetings of the Society shall be conducted based on the most recent edition of Robert's Rules of Order as recognized by the Chair.

32. Science Society Fee – the fee as levied as part of the DSU fee collection during registration at the beginning of the Fall and Winter semesters.

33. Simple Majority – a method of voting where the candidate or resolution receiving 50% plus one (1) of votes is elected or selected OR in group representation, where 50% plus (1) of affiliated individuals are present.

34. Shall – that the performance of an act or the fulfillment of any requirement is necessary.

35. Society – the Dalhousie Science Society.

36. Undergraduate Student – an Undergraduate Student registered at Dalhousie University or the University of King's College.

37. University – Dalhousie University, Halifax, Nova Scotia.

#### **Article IV: Membership**

1. Membership in the Society is open to those full time and part time Dalhousie Undergraduate Students in the Faculty of Science, as outlined in the Dalhousie Undergraduate Calendar who pay the Science Society Fee.

2. Membership in the Society is also open to those students registered in another Faculty at Dalhousie and who pay the Science Society Fee as outlined in the Dalhousie Undergraduate Calendar.

#### **Article V: Councilors**

The voting seats of the Council shall be composed of the following:

1. Twenty-six (28) Reps from the science departmental clubs/societies, as appointed by the departmental Societies in accordance with their Constitutions;

(a) Two (2) Reps from each of the following Societies:

- i) Dalhousie Association of Biology Students;
- ii) Dalhousie Association of Marine Biology Students;
- iii) Dalhousie Association of Psychology Students;
- iv) Dalhousie Biochemistry Students' Society;
- v) Dalhousie Undergraduate Economics Student Association; and
- vi) Dalhousie Undergraduate Mathematics and Statistics Society;
- vii) Dalhousie University Physics Society;
- viii) Dalhousie University Undergraduate Chemistry Society;
- ix) Dawson Geology Club;
- x) Environmental Programs Student Society;
- xi) Society of Immunology and Microbiology Students;
- xii) Undergraduate Neuroscience Society;
- xiii) Dalhousie Oceanography Undergraduate Society.
- xiv) Medical Sciences Society of Dalhousie University

2. The Executive of the Council shall be:

- a) The President;
- b) The Vice-President;
- c) The Vice-President of Finance;
- d) The Director of Communications;
- e) The Chair;

- f) The Director of Student Life; and
- g) The Director of Marketing and Public Relations

3. One (1) DSU Rep.
4. One (1) Academic Affairs Rep.
5. One (1) First-Year Rep.
6. One (1) King's Science Student Representative from the King's Student Union.
7. One (1) DISP rep.
8. One (1) Environmental Affairs rep.
9. One (1) Senate rep.

**Article VI[A]: The Duties and Functions of Councilors:**

1. Attend all Regular Meetings of the Society.
2. If a councilor is unable to attend a Meeting, a letter of regret shall be submitted to the Director of Communications before the Meeting and a suitable replacement sent in his or her stead who shall be a Member of the D.S.S.
  - a) The replacement, hereinafter referred to as 'proxy', will have voting privileges, as long as a letter of regret was completed following the stipulations of Article VI[A], Section 2.
  - b) Each society must have two (2) reps present at each meeting; if a society misses three (3) meetings without (2) reps, then the Finance and Grants committee must vote if said society loses 10% of their semester's disbursement.
  - c) Each society may only elect two representatives and must each have an appointed proxy who must serve as a representative on their behalf (proxy *must* be a member their D-Level society)
  - d) Each society must have one councilor stay till the end of the meeting to provide a report to the council. Otherwise it will be considered an absence.
3. To partake in at least one committee (which can be on the D.S.S. or D.S.U.).
3. To perform additional duties as recommended by the Executive and approved by Council.
4. The duties and functions of Reps, shall be:
  - a) To attend their respective Departmental Society meetings;
  - b) To carry out the duties and responsibilities as determined by the Constitution of their respective Departmental Society, in accordance with DSU or DSS policy;

- c) To provide a written or oral report to his or her respective Departmental Society including updates and events discussed by the Council;
  - d) To provide a written or oral report to the Council from his or her respective Departmental Society at each Regular Meeting;
  - e) To ensure that two (2) reps will attend each council meeting; and
  - f) To pass on their new society executive contact information at the end of the academic year.
5. The duties and functions of DSU Rep, shall be:
- a) To attend DSU meetings;
  - b) To carry out the duties and responsibilities of a student representative to Council as determined by the Dalhousie Student Union Constitution;
  - c) Perform the duties of the Chair in the absence or disability of this executive, prior to the re-election of this position;
  - d) To act as a liaison between the Society and the DSU.
6. The duties and functions of the First-Year Representative shall be:
- (a) To be a first year student;
  - (b) To keep the Society informed of the various events taking place on campus;
  - (c) To inform first year students at the beginning of each month of major events being held by the DSS and D-level societies;
  - (d) To be a liaison between first year science students and the DSS;
  - (e) To carry out the duties and responsibilities designated by the council and/or executive.
  - (f) Be the chair of the First Year Committee
7. The duties and function of the DISP rep shall be:
- (a) To be a member of the Dalhousie Integrated Science Program;
  - (b) To attend Science council and general meetings of the society;
  - (c) To inform DISP student at the beginning of each month of major events being held by the DSS and it's D-level societies;
  - (d) To be a liaison between DISP students and the DSS;
  - (e) To carry out the duties and responsibilities designated by the council and/or the Executive.
8. The duties and functions of the Environmental Affairs rep shall be:
- (a) Liaise with environmental organizations on and off campus, the Executive, and the Science Council;
  - (b) Inform Council members of local environmental issues;
  - (c) Present relevant environmental developments on campus in Science Council meetings; and
  - (d) Prepare a one-paged final report to be given to his/her successor.
9. The duties and functions of the Senate rep shall be:
- (a) To be well prepared for meetings;

- (b) To raise issues of students during Senate meetings;
- (c) To maintain confidentiality where necessary.

## **Article VI[B]: The Duties and Functions of the Executive**

1. The Executive shall be responsible and accountable to the general body of the Society.
2. Attend all Meetings of the Society.
3. If unable to attend a Meeting, a letter of regret shall be submitted to the Director of Communications no later than twenty-four (24) hours before the Meeting.
4. Submit a report as per Article VIII (1) to his or her successor.
5. Maintain office hours every day there are university classes for science undergraduate students scheduled during the fall and winter semesters, hours being under their own discretion.
6. The Executive shall consist of:
  - (a) The President, who shall:
    - i) Have primary responsibility for the administration of the Society, its Council, and its Executive;
    - ii) Call all meetings of the Society, the Council, or of the Executive;
    - iii) Be responsible for the promotion of Annual General Meetings;
    - iv) Be the official spokesperson for the Society;
    - v) Act as a signing officer of the Society;
    - vi) Sit on the Faculty of Science council
    - vii) Sit on the Constitution Committee;
    - viii) Act as an alternate Representative with voting privileges to the DSU; should the Vice-President or DSU Rep be unable to attend these meetings;
    - ix) Ensure the Society is ratified with the DSU each year;
    - x) Sit on the Scholarship Selection Committee;
    - xi) Submit a report to the Council at every meeting; and
    - xii) Perform additional duties as recommended by the Executive or by the Council, including attending DSU meetings if the Vice-President cannot attend.
    - xiii) Be responsible for the coordination and long term planning of the activities sponsored by the society
  - (b) The Vice-President, who shall:
    - i) Perform the duties of the President, the Vice-President of Finance, the Chair, and the Director of Communications in the absence or disability of these executives, prior to the re- election of these positions;
    - ii) Act as a signing officer of the Society;

- iii) Perform additional duties as recommended by the Executive or by the Council;
- iv) Act as a resource person for the Committee chairs;
- v) Sit on the DSU Council as a representative for science
- vi) Sit on the Scholarship Selection Committee; and
- vii) Submit a report to the Council at every meeting.
- viii) Chair the D.S.S. Advocacy Committee meetings unless illness or extenuating circumstances prevent them from doing so.

(c) The Vice-President of Finance, who shall:

- i) Act as a signing officer of the Society;
- ii) Keep and maintain the financial books and accounts of the Society; containing accurate records of all financial transactions;
- iii) Supervise administration of Society funds in conjunction with the other signing officers with Council approval;
- iv) Produce statements of the Society's financial status for Meetings if necessary, or as directed by the President;
- v) Prepare a Financial Statement/Balance Sheet at the last Council Meeting before the end of each semester, providing information on expenditures and revenues;
- vi) Perform additional financial duties as recommended by the Executive and approved by the Council. including attending DSU meetings if the Vice-President cannot attend and; be an official liaison between the DSU and the D.S.S.
- vii) Keep all financial records for 3 years, and;
- viii) Submit a report to the Council at every meeting.

(d) The Director of Communications, who shall:

- i) Advise the Council of Meetings as directed by the President, no less than seven (7) days prior to a Meeting;
- ii) Record and submit, for approval by the Council, Minutes of each Regular Meeting;
- iii) Keep and maintain attendance records of all Councilors;
- iv) Have charge of the books, records, and papers of the Society other than those kept by the Vice-President of Finance;
- v) To perform the duties of Chair in his/her absence;
- vi) Manage email membership list and respond promptly;
- vii) Keep records of all meeting minutes for 3 years;
- viii) Submit a report to the Council at every meeting; and
- ix) Perform additional duties as recommended by the Executive or by the Council, including attending DSU meetings if the Vice-President cannot attend.

(e) The Chair, who shall:



- i) Preside over and chair all Meetings of the Society using Robert's Rules of Order except where an excuse warrants absence;
- ii) Preside over and chair all Finance and Grants meetings using Robert's Rules of Order except where an excuse warrants absence;
  - a. And if unable to attend the Finance and Grants meeting, the Chair must find another councilor or executive member capable of presiding over the Finance and Grants meeting;
- ii) Not voice opinion;
- iii) Vote only in the case of a tie;
- iv) Submit a report to the Council at every meeting.
- v) Perform the duties of the Vice-President in the absence or disability of the officer, prior to the re-election of this position;
- vi) Perform additional duties as recommended by the Executive or by the Council and
- vii) Be available to Chair D-Level elections in the event that they are unable to run their elections independently due to extenuating circumstances (i.e. no member is eligible to chair the societies elections due to a conflict of interest).

(f) The Director of Student Life, who shall:

- i) Organize and help to publicize all social activities of the Society;
- ii) Be the Chair of the Social Committee;
- iii) Submit a report to the Council at every meeting;
- iv) Perform additional duties as recommended by the Executive or by the Council, including attending DSU meetings if the Vice-President cannot attend; and
- v) Be available to assist D-Level societies with organizing their events under.

(g) The Director of Marketing and Public Relations, who shall:

- i) Post the Council meeting minutes on the website no later than seven (7) days after the last council meeting;
- ii) Post the Council meeting agenda on the website no later than twenty-four (24) hours before a council meeting;
- iii) Manage all Science Society social media accounts, including FaceBook, Twitter, and the website;
- iv) To be in contact with the Faculty of Science's Communication's Officer;
- v) To update the LSC Science Society display board;
- vi) To design and post all posters for DSS events and the DSS Scholarship;
- vii) To be available to all Committee Chairs and D-level societies who are in need of advertising;
- viii) Perform additional duties as recommended by the Executive or by the Council, including attending DSU meetings if the Vice-President cannot attend; and

ix) Submit a report to the Council at every meeting.

### **Article VI[C]: Impeachment**

1. No member of the executive may be recalled without just cause, or in any manner not specified in this constitution.
2. Just cause is defined by this constitution as:
  - i. Failing to attend 3 consecutive executive or general meetings.
  - ii. Failing to fulfill the majority their mandates as dictated by this constitution, within reasonable limits, and without reasonable excuse.
  - iii. Conduct likely to result de-ratification of the Society, or conduct likely to bring the Society into disrepute.
  - iv. In the case of the President, failing to submit a request for Ratification before November 1<sup>st</sup> of the year of their Presidency without reasonable excuse.
  - v. Other gross misconduct.
3. Any member may put forth a motion to impeach provided they have a petition signed by 75% of current council members.
4. A vote to impeach an executive member can only be brought forth at an AGM. If a petition has been signed, as outlined in Article VI[C](3), then an AGM can be requested.
5. Advance notice of a motion to impeach must be given to the member up for impeachment, and that member must have the ability to speak in their defence before the vote is taken.
6. A vote of 75% +1 of the council membership is required to impeach an Executive member. Voting will be conducted by secret ballot.

### **Article VII: Councilor Regulations:**

1. An elected Councilor may be Impeached by a petition signed by two-thirds (2/3) of Council, or may be withdrawn by the D-Society which he or she represents.
  - a) Any officer up for impeachment must be given the opportunity to speak to the general membership to defend any accusations. This opportunity must come before the vote to impeach.
2. A Councilor who fails to attend two (2) Regular Meetings throughout the academic year shall be deemed to have resigned unless:
  - (a) The Councilor sent their regrets to council prior to the meetings, and

(b) The Councilor has provided adequate representation by another Member in their place, who will represent their Society.

i) The proxy will have voting privileges as outlined in Article VI[A], Section 2a.

3. If there is no D-Rep present from a D-Society for three (3) meetings that D-Society may not receive any further disbursements or grants during that academic year. Appeals to Council can be made by a D-Society who has lost their disbursement.

## **Article VIII: Reports of the Executive, Councilors, and Committees**

1. End-of-year written reports of the Executive, of which there is no defined length, shall contain the following:

- (a) A summary of the activities for one's term in office;
- (b) General advice for the inherited position;
- (c) Problems encountered and solutions during one's term in office;
- (d) Recommendations for the future of the Society;
- (e) Honorariums will not be distributed until reports received by the acting Director of Communications.

2. A written report by the Executive Review Committee and the Environmental Committee Chair at the last meeting of the Society in the winter term, of which there is no defined length, and shall contain the following:

- (a) A summary of the activities of the Committee throughout the year
- (b) General advice for his or her successor;
- (c) Problems encountered and solutions during one's term in office; and
- (d) Recommendations for future activities.

3. A written report of the King's Science Student Representative which will be presented at the last council meeting of no defined length that will include the following:

- (a) General advice for the successor e.g. detailing the Kings rep role in the DSS;
- (b) activities of the representative;
- (c) problems encountered and solutions during one's time in office;
- (d) The representative's contact information

## **Article IX: Committees**

The standing Committees of the Society shall submit reports to Council as per Article VIII (3), and shall be:

1. Finance and Grants Committee, as outlined in Article XIII (7).

2. Constitution Committee, which shall:

- i) Advise the Council of necessary revisions to the Constitution;

- ii) Supply the President with the most recent Constitution upon request, along with the previous document;
  - iii) Shall be composed of a Chair who will be the Chair of the Society and at least one (1) other councilor;
  - iv) Meet once within a month of electing the Committee and twice thereafter during the academic year.
  - (v) Review D-Level constitutions at least once during the academic year.
- 3. Environmental Affairs Committee, which shall:
  - i) Liaise with environmental organizations on and off campus, the Executive, and the Science Council;
  - ii) Inform Council members of local environmental issues;
  - iii) Be composed of an elected Chair who will be a Member, and at least one (1) other councilor;
  - iv) Meet a minimum of once per month;
  - v) Present relevant environmental developments on campus in Science Council meetings; and
  - vi) Prepare a one-paged final report to be given to his/her successor.
- 4. The duties and functions of the Nomination Committee shall be:
  - (a) To consist of an elected chair and at least one (1) other councilor;
  - (b) To review the applicants for the Society Vice-President of Finance and Director of Marketing and Public Relations;
  - (c) To present Vice-President of Finance and applicants for the Winter Society Annual General Meeting to be voted on by council.
- 5. The duties and functions of the Executive Review Committee shall be:
  - (a) To consist of at least an elected chair and one (1) other councilor
  - (b) To conduct a formal review of the Executive of the Society, which will include the President, Vice President, Director of Communications, Chair, Director of Student Life, and Director of Marketing and Public Relations;
  - (c) The Review shall be presented to the executive at an executive committee meeting once per semester.
- 6. The duties and functions of the Scholarship Selection Committee shall be:
  - (a) To consist of a Chair and at least one (1) other councilor
    - i) the Chair must be someone other than the President and Vice-President.
  - (b) To create and manage a separate email for the Scholarship Committee to receive applications, which will consist of a cover letter, Curriculum Vitae, Letter of Support, References, and Supplementary Documents;
  - (c) To contact the Director of Marketing and Public Relations and ensure that advertising begins at the end of first semester.
  - (d) To review applications and create a shortlist of applicants to present to council;
  - (e) To conduct interviews with individuals who have been chosen by council.

- (f) To determine finalists based on the requirements stipulated in the DSS GIFT AGREEMENT (supplementary document).
  - (g) This Committee will only come into effect when scholarship funds are available.
7. The duties and functions of the Social Committee shall be:
- (a) To consist of a Chair, who will be the Director of Student Life, and at least one (1) other councilor.
  - (b) To assist the Director of Student life with his/her regular tasks and to offer support at event set-up.
8. The duties and functions of the First Year Committee shall be:
- (a) To consist of a Chair, who will be the First Year Representative, and at least one (1) other councilor.
  - (b) To assist the First Year Representative with his/her regular tasks including;
    - i) Advertising to first year students
    - ii) To be a liaison between First Year students and the DSS
    - iii) To assist and/or create events which are relevant to first year science students
  - (c) To meet a minimum of once per month at a time specified at the beginning of the academic year.
9. The duties and functions of the DSS Advocacy Committee shall be;
- (a) To consist of a Chair, who will be the Vice-President, and at least one (1) other councilor;
  - (b) To assist the Vice-President with their regular tasks including;
    - i) To advise the DSS on issues that are relevant to Dalhousie Undergraduate Science Students
    - ii) To advocate for Dalhousie Undergraduate Science Students within the Dalhousie campus and within the community.
  - (c) To meet a minimum of once per month.
  - (d) To collect end of term reports from D-Level societies regarding the issues (if any) present in their respective departments.

## **Article X: Term of Office**

The term of office of the Council and its Committees shall be from April 1 to March 31 of the following year.

## **Article XI: Nominations, Elections and Appointments**

1. The Executive, DSU Rep, First-Year Rep, and the Committee Chairs of the Society shall be nominated from, and elected or appointed by the Membership.
- i) The Chair shall administer all elections and appointments, and where each position's description will be read aloud before elections take place;

- ii) All elections or appointments must be carried out at a General Meeting, which has quorum;
- iii) If there is no suitable Member nominated for a given position, then the election or appointment shall be tabled and taken up at the next General Meeting;
- iv) All voting, excluding election of The Executive, and DSU-Rep may be carried out by secret ballot, vocally, or by a show of hands;
- v) Nominations and votes *in absentia* are permitted for the election of all positions except the Executive, DSU Rep;
- vi) If the sitting Chair is running in an election, or at the discretion of Council, a non-council member of the Society may be appointed by Council to act as a witness to vote counts when voting is conducted by secret ballot;
- vii) Those running for the position of President and/or Vice President must have at least one (1) year experience in the Society council in some capacity, serving as either executive, D-level representative or executive, or a Voting Council member. If there is no other candidate(s) with one (1) year experience, then the one (1) year of experience may be waived at the discretion of the council.

2. All elections shall follow the following procedure:

(a) A candidate must:

- (i) Be nominated by two Members of the Society;
- (ii) Accept or decline the nomination;
- (iii) Give a short speech and answer questions from the Membership where all other candidates for the given position are absent from the room;
  - (1) Candidates for President and Vice President shall be given three (3) minutes for his or her speech and five (5) minutes for questions; and
  - (2) Candidates for all other positions shall be given two (2) minutes for his or her speech and three (3) minutes for questions.
- (iv) All candidates shall be excused from the Meeting and an in-camera session may then be held;
- (v) All candidates shall return to the Meeting, where a vote shall take place;
- (vi) If there is only one candidate for a given position, then a yes/no vote must be held; and
- (vii) The candidate shall only be elected if they receive a plurality.

3. The Executive (excluding the Vice-President of Finance) and DSU Rep shall be elected at the end of year Annual General Meeting of the Society.

(a) The elections shall be in the following order:

- (i) Chair;
- (ii) President;
- (iii) Vice-President;
- (iv) Director of Communications;

- (v) DSU Rep;
- (vi) Director of Student Life;
- (vii) Director of Marketing and Public Relations

4. The procedure for appointing a Vice-President of Finance shall be as follows:
  - i) The Nomination Committee shall advertise the position for the next term of office, as per Article X, to the Society no later than the second week of February;
  - ii) Resumes shall be collected, and interviews shall be held no later than one (1) week before the end of year AGM;
  - iii) The Nomination Committee shall hold a meeting to decide on which candidate(s) is (are) most suitable for the position to be proposed to the Society
  - iv) The Nomination Committee shall propose the Vice-President of Finance candidate(s) at the end of year General Meeting;
  - v) The Council will then vote by secret ballot and make the final decision on the candidate(s); and
  - vi) If Council rejects the proposed candidate, the position must be advertised and appointment tabled to the next Meeting of the Society, which shall be a General Meeting.
5. In the event that an Executive or Committee Chair, excluding the Chair of the Society resigns or is Impeached, the Chair shall be responsible for the continuity of the Society and for making arrangements for an election of the required position at the next Meeting, which shall be a General Meeting. In the event the Chair of the Society resigns or is Impeached, the DSU Rep shall be responsible.
6. The Committee Chairs shall be nominated from and elected by the Membership at the first General Meeting in the fall.
  - (a) Committee members shall be appointed at the following Regular Meeting.
7. The procedure for appointments to Committees shall be as follows:
  - (a) Appointment to a Committee may occur at any Regular Meeting, where quorum is met;
  - (b) Candidates must be Members; and
  - (c) Each candidate must be nominated by two members of the Society.
8. The First-Year Rep and the Dalhousie Integrated Science Program (DISP) Rep shall be elected at the first General Meeting in the Fall.
9. The Departmental Reps shall be elected or appointed to the Council by his or her respective Departmental Society, as per their Constitutions.

## **Article XII: Meetings**

1. The Society shall hold no less than one (1) General Meeting in both the Fall and Winter semesters. Regular Meetings may be called at any time with a maximum time span between Regular Meetings, not exceeding four (4) weeks during Fall and Winter semesters, excluding holidays. Executive Meeting will be held once a week during the Fall and Winter semesters at a time scheduled by the entire executive; the purpose of these meetings is to discuss upcoming events, recently received information and issues pertaining to the society as a whole.
2. Meetings are called at the discretion of the President of the Society, or when the President is presented with a bona fide petition for a meeting that has been signed by 50% plus one (1) members of the sitting Council.
3. Quorum: No motion may be moved or voted upon at any Meeting without quorum.
  - i) A Council Meeting will have quorum when at least two-thirds (2/3) of the seats on the current Council is present;
  - ii) A General Meeting will have quorum when the number of Members present is greater than or equal to two-thirds (2/3) of the number of seats on the current Council (as per Article V);
  - iii) An Executive Meeting will have quorum when at least four-fifths (4/5) of the Executive (as per Article V (1)) is present;
  - iv) Any Council seat that is vacant shall not be used for the purposes of determining quorum at Regular Meetings, but shall be used for the purposes of determining quorum at General Meetings; and
  - v) Financial matters from Finance and Grants require a vote of two-thirds (2/3) of the Councilors present at a Regular Meeting in favour to pass.
4. Voting privileges
  - i) All Council Meetings are open to the Membership, but voting privileges are restricted to the seats of the Council, or their proxy (as outlined in Article VI[A], Section 2a]) excluding the Chair as per Article V;
  - ii) All General Meetings are open to the Membership with all Members having voting privileges, excluding the Chair; and
  - iii) All Executive Meetings are open to the Executive and any other person(s) whom they invite, but voting privileges are restricted to the Executive, excluding the Chair.
5. All Society meetings shall be conducted by Robert's Rules of Order.
6. All Society meetings shall be presided over by the Chair.
7. Any Councilor wishing to add or amend the Agenda must submit the request to the Chair no later than forty-eight (48) hours before the Meeting. The Chair must prepare and circulate the Agenda no later than twenty-four (24) hours before the Meeting



8. The order of business of a Regular Meeting shall consist of all applicable points below at the discretion of the Chair, although General Meetings contain all points. The order of business shall be:

- (a) Roll Call;
  - i) A simple list of Councilors in attendance, listed by Executive, Reps, or other Members.
- (b) Acceptance of the Agenda;
  - i) Here any last minute business may be added to the Agenda at the discretion of the Chair. Any amendments to the Agenda must be approved unanimously by Council.
- (c) Business arising from the minutes;
  - i) Taken from the posted minutes of the previous meeting, any corrections that need to be made, such as the spelling of a name, shall be addressed.
- (d) Acceptance of the minutes;
  - i) Approval by Council of the Minutes of the previous meeting, making them official.
- (e) Reading of the minutes brief;
  - i) As the minutes from the previous meeting will be posted this is a simple summation of what occurred at the previous meeting;
- (f) Election by Council;
  - i) Elections of Executive and Committee Chairs and
  - ii) Elections shall proceed as per Article XI.
- (g) Appointment to Committees;
  - i) Appointing Members to fill the positions on the Society's Committees
- (h) Communications Received;
  - i) A short overview of all correspondence received by the Society.
- (i) Business of the Executive;
  - i) A report from each of the President, and the Vice-President to the Council or the Membership; and
  - ii) A report from the Vice-President of Finance including Finance and Grants meeting updates if applicable
  - (iii) or Director of Communications may also be given if required.
- (j) Reports from the D-Societies and Standing Committees;
  - i) A report given by any Councilors or Committee Chairs to the Council or the Society.
- (k) Question Period;
  - i) All questions from the previous reports given may be asked at this point.
- (l) Old Business;
  - i) Motions previously debated by the Council or the Membership that has not come to resolution.
- (m) New Business;
  - i) New motions to be brought before the Council or the Membership to be debated.
- (n) Amendments to the Constitution;

- i) Amendments to the Constitution as recommended by the Constitution
- (o) Announcements;
  - i) Announcements that may include upcoming events, upcoming meetings, et cetera.
- (p) Adjournment.

### **Article XIII: Finance**

1. The major source of Society funds will be the Science Society Fee.
2. The signing officers of the Society shall be the President, the Vice President and the Vice-President of Finance. The President-elect shall arrange for transfer of signing authority, to take effect April 1.
3. Signing authority guidelines are as follows:
  - (a) At least two signing officers (as per Article XIII 2) are needed to authorize a cheque.
  - (b) No Executive member can sign or authorize a cheque if they are the intended recipient.
4. Fiscal year and budget stipulations:
  - (a) The fiscal year shall be from November 1 to October 31 of the following year,
  - (b) The Executive must present a budget to be passed by Council (as per Article XIII 7) before commencement of the fiscal year. This budget shall allot funds for all planned expenditures from the commencement of the fiscal year to until the election of the new Council in the spring;
  - (c) The Executive-elect must present a budget for the summer (April 1st to October 31st) expenses at a meeting between the Executive and Executive-elect after the final AGM and is subject to approval by the Executive;
    - (i) The Elective-elect's budget for the summer shall not exceed \$3500.00 and must be approved by the Executive by March 31st.
  - (d) The executive will maintain records of finances for a minimum of three years.
5. The approved budget will be shown to the F&G Committee before voting on Departmental Society budgets (as per Article XIII (7)) begins.
6. The outgoing Council in the spring shall leave a lump sum of no less than \$4000.00 to cover summer expenses as well as to fund activities for the new University year. The incoming executive may not exceed \$4000.00 in their Summer Term expenses (April 1st to October 31st).
7. As a Society under the DSU, the books must be audited by the DSU VP of Finance and Operations before the Society may receive their levy.
8. The F&G Committee:

- (a) The Committee shall be composed of the President and Vice-President of Finance of each Departmental Society, and the Chair, Vice President of Finance and President of the Dalhousie Science Society;
- (b) In the event the President or Vice-President of Finance of a Departmental Society is not able to attend a meeting, a suitable alternative representative from the D-Society Executive may attend in their absence and is subject to the approval of the Committee Chair. The Committee Chair must be notified of the change no later than twenty-four (24) hours before the meeting;
- (c) One member of the Committee shall be appointed Director of Communications, and shall take minutes. Alternatively, a non-Committee member may be appointed Director of Communications, but will not vote;
- (d) The Chair of this Committee shall be the Chair of the Dalhousie Science Society. He or she will only vote in case of a tie. The Vice-President of Finance and President of the DSS, in the presence of the DSS Chair, is able to vote.
- (e) Voting on all financial motions will pass if there is a (2/3) majority in favour;
- (f) A F&G Committee meeting will have quorum if at least 2/3 of the Departmental Societies are represented by at least one person. If an individual Departmental Society is not represented fully as stated in Article XIII (7.a), their funds will be dispersed elsewhere at the discretion of the Executive and Council;
- (g) The D-Societies shall submit their budgets to the DSS Vice-President of Finance no later than the second DSS meeting of the first term, and the second meeting of the second term, or at the Vice-President of Finance's discretion.
- (h) The Committee will have no fewer than two meetings, each of which will be advertised at least seven (7) days in advance;
- (i) The first Committee meeting will take place after the Society has passed the DSS budget, and moneys have been allocated for D-Society grants and disbursements;
- (j) At the first Committee meeting, the DSS budget and Departmental Society budgets will be presented to the Committee for perusal. The Executive may make recommendations to the Departmental Societies at this time. Any modifications will be discussed, and each Departmental Society will defend its budget. Budgets will then be voted on. Following the meeting, the Committee will forward its recommendations to the Society;
- (k) F&G Committee recommendations will be voted on at the first Council Meeting after the second F&G meeting, If they are rejected, they shall be returned to the F&G Committee for alteration and then undergo resubmission;
- (l) Each Departmental Society shall be allowed a maximum disbursement of 3.923% of the Science Society Fee in the Fall and Winter semesters each, subject to approval of the Committee;
- (m) Each Departmental Society shall be allowed a maximum grant of \$1000.00 for conferences or journal publications for each fiscal year. After the completion of the conference or publication of the journal, all receipts must be submitted to the Society for audit purposes, and all unused portions of grant funding, or unaccounted for moneys must be returned to the Society. Any moneys not

returned to the Society shall be removed from that Departmental Society's next disbursement;

i) The purpose of these grants is to encourage and support Departmental Societies to host conferences and engage discussion in their disciplines at the University; and

ii) No grant moneys may be spent in the purchase of alcohol.

(n) Each Member, shall be allowed a maximum personal grant of \$500 for each fiscal year;

i) The purpose of personal grants is to encourage and support students in endeavours who present Dalhousie based research at Science Conferences or represent Dalhousie in a panel discussion at a Science Conference

ii) Personal grants can be used to help subsidize the costs of the following:

1) Travel expenses (Flight/Train tickets to and from location of conference and/or car rental/fuel costs);,

2) Accommodations (Hotel/Motel costs, **this does not include food expenses**) and;

3) Registration fees.

iii) No grant moneys may be spent in the purchase of alcohol.

iv) Each individual grant is to cover no more than 50% of the total cost of Article XIII 8 (n) ii).

(o) Personal grant funding is only available to Members as per Article IV;

(p) The King's Science Student representative shall be eligible for one (1) grant with a cap of \$500.00 per fiscal year. Application for the grant will be conducted in the same methods as for Article XIII 8(n);

(q) If a President, Vice-President of Finance, or suitable alternative representative from a given D-Society fails to attend two (2) meetings of the F&G Committee, that society shall be penalized 10% of their disbursement for each meeting missed, with the funds being reallocated at the discretion of the Executive and Council.

i) If a society misses two (2) council meetings without having two (2) reps present, as outlined in Article VI [A] 2b, the Finance and Grants committee will vote on a 10% disbursement deduction.

ii) Any discussions related to disbursement deductions at Finance and Grants committee meetings must be recorded.

(r) Shall take on the responsibility of reviewing the competency and fulfillment of duties with respect to the Vice President of Finance

9. All motions relating to dispersal of funds and other financial issues require a vote of at least two-thirds (2/3) in favour a Regular Meeting with quorum to pass

10. The Society shall only use its funds in accordance with its Objectives, as per Article II.

11. The signing officers may make expenditures under \$250 to cover the day-to-day expenses of the Society. The signing officers shall only be authorized to make

expenditures in excess of \$250 in accordance with the approved budget as per Article XIII (3), or at the direction of the Council. The Vice-President of Finance shall report all expenditures to Council.

12. The moneys collected as the Science Society Fee shall be allocated as follows:

- i) 15% to the Society for events, King's Science Society grant, photocopying and other office and operational expenses of the Society;
- ii) 9.5% for Honoraria as per Article XIV;
- iii) 20% is to be divided among the personal and conference grants at the discretion of the F&G Committee; and
- iv) 51% to be given as D-Society disbursement, equally accessible to the Departmental Societies, as per Article XIII (7.1).
- v) If there are surplus funds encountered from the budget, the finance and grants committee can reallocate up to 10% of the society fee that were allocated to (i) through (iii).

13. Surplus funds collected by the Society by way of secondary fundraising activity, sponsorship, or funds deducted from disbursements as per Article XIII (7.p) and Article XIII (13), may be used at the discretion of Council.

14. For a Departmental Society to receive its disbursement or conference grant, where applicable, from the Society, it must pass an audit conducted by Vice-President of Finance of the Society. This audit must demonstrate good and responsible use of funds. The failure of the audit shall result in a required resubmission of the failing Departmental Society's books. A second failure of the audit or failure to submit the proper documentation (see below) will result in the Departmental Society receiving only a portion of the disbursement at the discretion of the F&G Committee. The following documentation must be submitted to the Vice-President of Finance:

- (a) Bank statements;
- (b) Bank reconciliations;
- (c) Transaction records (including receipts);
- (d) Chequebook with two signatures per cheque;
- (e) Deposit books (optional);
- (f) A signed copy of the accepted budget by both the Vice-President of Finance and the president of the D-level society; and
- (g) The minutes of the AGM in which the budget was passed.

#### **Article XIV: Honoraria Regulations**

1. Jurisdiction:

(a) The jurisdiction of this Article extends to Society Honoraria only, as per Article XIII (11b).

2. Administration of the Honoraria:

- a) The Society is not required to pay partial honoraria for partial terms served,

though Council may from time to time deem it necessary to do so,

b) Honoraria shall only be granted upon the review and approval of the Council, at which time:

- i) The reasonable performance of the duties of the candidate shall be considered;
  - ii) These duties considered shall include, but not be restricted to, those outlined in the description of the position the candidate holds as per the Constitution;
  - iii) The candidate may speak on his/her behalf before Council;.
  - iv) The Council shall determine whether the candidate shall receive all, some, or none of the Honoraria allowed as per Article XIV (3), for his or her position. This will be determined by a vote of 2/3 majority.
- c) If the candidate is not satisfied with the Council's decision, he or she may appeal for a hearing before the DSU Council, which may:
- i) Order a new Council debate on the issue;
  - ii) Order the disbursement of the Honoraria, as per Article XIV (3) ;
  - iii) Affirm the original decision of the Council; and
  - iv) Once the DSU Council has become involved, all parties are required to adhere to the ruling of the DSU Council.

### 3. Candidates for Honoraria and stipulations:

- (a) The President shall be entitled to Honoraria, which shall usually amount to but not exceed 1.8% of the annual science student levy each;
- (b) The Vice President shall be entitled to Honoraria, which shall usually amount to but not exceed 1.5% of the annual science student levy each;
- (c) The Vice-President of Finance shall be entitled to Honoraria, which shall usually amount to but not exceed 1.7% of the annual science student levy each;
- (d) The Director of Communications shall be entitled to Honoraria, which shall usually amount to but not exceed 1.1% of the annual science student levy each;
- (e) The Chair shall be entitled to Honoraria, which shall usually amount to but not exceed 1.0% of the annual science student levy each;
- (f) The Director of Student life shall be entitled to Honoraria, which shall usually amount to but not exceed 1.3% of the annual science student levy each; and
- (g) The Director of Marketing and Public Relations shall be entitled to Honoraria, which shall usually amount to but not exceed 1.1% of the annual science student levy each.

(g) All Candidates:

- i) Shall not be present at Council while the disbursement of his or her Honoraria is being discussed and voted on; and
- ii) Shall not be eligible for Honoraria if he or she has not fulfilled his or her duties as outlined in Article VI[A]- VI[B].

(h) No Honoraria shall be disbursed until the Director of Communications-elect has received the candidate's end of year report.

## **Article XV: Constitutional Amendment and Revision**

1. Notice that amendments to the Constitution are to be made must be given at the Council Meeting preceding the meeting at which the amendments will be voted upon, and followed in writing at least seven (7) calendar days prior to the meeting at which the amendments will be voted upon. The written copy of the notice of a Constitutional Amendment must be circulated to all Councilors and posted in a prominent place for Members to read.
2. All amendments of the Constitution must be passed by a vote in favour of at least three-quarters (3/4) of all those present at a General Meeting, which will include quorum of Council.
3. All amendments of the constitution must be submitted to the DSU's Society Ratification Committee (SRC) for approval.