

# Official Constitution of the Dalhousie Science Society

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# Article 1: Definitions

- a. Agenda – the list of activities and motions to be undertaken during a Meeting of the Society.
- b. AGM – Annual General Meeting of the Society.
- c. Committee – a group of Members appointed to carry out a specific interest or objective of the Society.
- d. Constitution – the constitution of the DSS, unless otherwise qualified or stated.
- e. Council – the council of the Society and includes all Councilors.
- f. Councillor - A Member who is elected as a representative on the Dalhousie Science Society Council.
- g. Council Meeting – a Council Meeting of the society held in accordance with this Constitution.
- h. Departmental Society – a ratified Department level Society of the DSU that is a science departmental club/society.
- i. DISP – Dalhousie Integrated Science Program, a first year intensive science program.
- j. DSS – the Dalhousie Science Society.
- k. DSU – the Dalhousie Student Union.
- l. DSU Council – the Council of the DSU as stated by the DSU Constitution.
- m. DSU Rep – a Member of the Society that represents the interests of the Society on the DSU Council.
- n. 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. This may also refer to the body of executive members as a whole.
- o. Executive Meeting – an Executive meeting of the Society held in accordance with this Constitution.
- p. F&G – The Finance and Grants Committee.
- q. 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."
- r. General Meeting – a General Meeting of the Society held in accordance with this Constitution.
- s. 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.
- t. Impeach – to remove a person from office, leaving that office vacant.
- u. Member – a member of the Society as defined in this Constitution.
- v. Membership – refers to members of the Society.
- w. Meeting of the Society – an Executive Meeting, Council Meeting, or a General Meeting.
- x. Minutes – the official record of the proceedings of Meetings of the Society, as kept by the Director of Communications and approved by Council.
- y. Plurality – a simple majority of 50% plus one (1) of eligible voters at a meeting of the Society.

- z. Regular Meeting – a General Meeting or a Council Meeting.
- aa. Reps – an elected Member of the Society appointed to the Council by their respective Departmental Society in accordance with the Departmental Society's Constitution.
- bb. 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.
- cc. 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.
- dd. 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.
- ee. Shall – that the performance of an act or the fulfillment of any requirement is necessary.
- ff. The Society – the Dalhousie Science Society.
- gg. Undergraduate Student – an Undergraduate Student registered at Dalhousie University or the University of King's College.
- hh. University – Dalhousie University, Halifax, Nova Scotia.

# Article 2: Name, Objectives, and Regulations

## 2.1 Name

The name of the organization shall be the Dalhousie Science Society, hereinafter referred to as the Society.

## 2.2 Objectives

The objectives of the Society shall be to:

- a. To represent science students of Dalhousie University and The University of King's College at the Faculty and Student Union levels. Students not in science at Dalhousie University or at The University of King's College at the Faculty and Student Union levels may also be represented if the Science Society Fee is paid.
- b. To administer and distribute the Science Society Fee in accordance with this Constitution.
- c. To provide a resource base for departmental societies within the Faculty of Science in terms of information and funding.
- d. To provide a resource base for individual science students within the Faculty of Science in terms of information and funding for special projects.
- e. To provide a social outlet for science students.
- f. To promote an awareness of the Society and the resources available to its Members.
- g. To promote science and science education in the University and community.

## 2.3 Regulations

- a. The society's activities must not infringe upon federal, provincial, or municipal laws
- b. The society's activities must not infringe upon the Bylaws and Policies of the University or of the Union

## **Article 3: Membership**

3.1: 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.

3.2: 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.

3.3: Membership in the Society is not limited by age, gender, race, religion, or sexuality.

# Article 4: Constituent Societies

## 4.1 Constituent Societies

- a. The constituent societies of the Society are student organizations that represent academic programs within the Faculty of Science and have been granted constituent society status by the Society.
- b. The constituent societies of the Society are:
  - 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;
  - vi. Dalhousie Undergraduate Mathematics and Statistics Society;
  - vii. Dalhousie Undergraduate 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;

## 4.2 Constituent Society Rights and Responsibilities

- a. Constituent societies must:
  - i. Ratify annually with the DSU;
  - ii. Abide by the DSU By-Laws and all DSU Policies;
  - iii. Comply with this Constitution in all of their activities and operations;
  - iv. Send one (1) representative to sit on the Council; and
  - v. Provide the Director of Communications with current contact information for the society and its executive. It is the responsibility of each constituent society to update this information with the Director of Communications whenever it changes.
- b. The Treasurer of each constituent society will sit on the Finance and Grants Committee.
- c. Constituent societies are entitled to a disbursement at the beginning of the Fall and Winter semesters, as outlined in Article [Reference Section].

## 4.3 Constituent Society Regulations

- a. Any ratified society may apply to be a constituent society of the Society by submitting a written notice to the Executive. Upon receipt of the notice, a motion to recognize the applicant society as a constituent society will arise automatically at the following Council meeting. If this motion passes, a corresponding constitutional amendment will arise at

the following General meeting. The applicant society will be recognized as a constituent society if this amendment passes.

- b. Any constituent society may relinquish their status as such by a two-thirds (2/3) majority vote with two weeks notice at a general meeting of the constituent society. If this vote passes, the society will no longer be considered a constituent society and all privileges and responsibilities of being a constituent society will cease immediately.
- c. Any dispute arising between the Society and a student organization that cannot be resolved by Council will be referred to the DSU Society Review Committee.
- d. A constituent society is considered inactive if it fails to ratify with the DSU or it does not send a representative to the Council for one entire academic term. Inactive constituent societies do not receive disbursements and do not get a seat on the Council.

# Article 5: Council

## 5.1 Composition

The Council shall be composed of the following members:

- a. The President
- b. The Vice-President
- c. The Vice-President of Finance
- d. The Director of Communications
- e. The Director of Student Life
- f. The Director of Marketing and Public Relations
- g. Fourteen (14) Departmental Reps, one representing 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;
  - vi. Dalhousie Undergraduate Mathematics and Statistics Society;
  - vii. Dalhousie Undergraduate 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;
- h. One (1) DSU Rep
- i. One (1) First-Year Rep
- j. One (1) DISP Rep
- k. One (1) King's Rep
- l. One (1) Environmental Affairs Rep
- m. One (1) STEM Outreach Rep
- n. One (1) Senate Rep
- o. One (1) Professional Development Rep
- p. Two (2) Course Rep Coordinators
- q. One (1) Equity Rep

All as elected in accordance with Article 7.



## 5.2 Council Term

The term of office of the Council and its Committees shall be from 1 May to 30 April of the following year.

## 5.3 Duties of Councillors

- a. All Councillors shall:
  - i. Act honestly and in good faith with a view of the best interests of the Society in respect of matters for which the Council has the authority to act
  - ii. Use reasonable efforts to advance the interests of the constituency that they represent, having regard for their duty under Article 5.3(a.i).
  - iii. Act as a liaison and in consultation between their constituency and the Council, and vice-versa
  - iv. Sit on at least one committee of the Society of DSU OR Faculty of Science;
  - v. Attend all meetings of Council and any Committees to which they are elected, appointed, or sit ex-officio;
  - vi. Attend all General Meetings;
  - vii. Attend all meetings of any Society or University bodies to which they sit ex-officio;
  - viii. Provide a report to the Council at each Council Meeting
  - ix. Carry out such other duties as Council may from time to time determine
  - x. Submit a turnover letter to the Chair
- b. Departmental Reps shall also:
  - i. Attended meetings of the societies they represent
  - ii. Carry out the duties and responsibilities as determined by the Constitution of their respective societies, in accordance with DSU policy.
  - iii. Provide a report to their respective societies including updates and events discussed by the Council.
  - iv. Pass on their new society executive contact information at the end of the academic year.
  - v. Attend a councilor training session provided by the society executive
- c. The DSU Rep shall also
  - i. Attend DSU Council meetings
  - ii. Act as a liaison between the Society and the DSU
  - iii. To carry out the duties and responsibilities of a student representative to Council as determined by the DSU By-Laws
  - iv. Perform the duties of the Chair in the absence or disability of this executive, prior to the re-election of the position.

- d. The First-Year Rep shall also:
  - i. Be a first year student
  - ii. Inform first year students at the beginning of each month of major events being held by the Society and Constituent Societies.
  - iii. Act as a liaison between first year science students and the Society.
  - iv. Responsible for overseeing and running the Dalfirstyearsience instagram account.
  - v. Be the Chair of the First Year Committee
- e. The DISP Rep shall also:
  - i. Be a member of the Dalhousie Integrated Science Program
  - ii. Inform DISP Students at the beginning of each month of major events being held by the Society and Constituent Societies
  - iii. Be a member of the First Year Committee.
- f. The Environmental Affairs Rep shall also:
  - i. Liaise with environmental organizations on and off campus, the Executive and the Council.
  - ii. Inform Council members of local environmental issues.
  - iii. Responsible for overseeing and running the Dss\_environment instagram account.
  - iv. Be the Chair of the Environmental Affairs Committee.
- g. The Senate Rep shall also:
  - i. Be well prepared for meetings
  - ii. Raise issues of science students during Senate meetings
  - iii. Maintain confidentiality where necessary.
- h. The Professional Development Rep shall:
  - i. Assist the President and Vice President in planning workshops for students to foster their development of career planning and professional skills.
  - ii. Notify the Director of Marketing and Public Relations of any events relevant to the professional development of science students, for subsequent promotion through appropriate channels.
  - iii. Be a member of the Advocacy committee.
  - iv. Assist with the recruitment, training and execution of the Peer Mentorship Program.
- i. The Course Rep Coordinators (2) shall:
  - i. Organize the course representative program with the support of the Associate Dean (Students & Programs; Academic Process)
    - 1. This program aims to improve communication between students and instructors by providing an anonymous channel through which students can relay concerns

- ii. Not be required to attend Council meetings but submit a monthly report to the President
- j. The Equity Rep shall:
  - i. Assist the Vice President with advocacy related event programming, specifically to do with raising awareness of or addressing issues faced by students from marginalized communities.
  - ii. Notify the Director of Marketing and Public Relations of any events or resources relevant to advocating for science students part of marginalized groups.
  - iii. Be a member of the Advocacy Committee.
  - iv. Be a member of the Faculty of Science Equity Committee.

## 5.4 Absence from a Meeting

- a. If a councillor is unable to attend a Council Meetings, a letter of regret shall be submitted to the Director of Communication before the Meeting.
- b. A proxy, who shall have voting privileges, may be sent in the stead of the Councillor.
- c. Each Constituent Society must have one (1) representative present at each Council meeting. If a society misses two (2) Council Meetings without (2) reps, then the Finance and Grants Committee must vote if said society loses 10% of their semesters disbursements as per Article 10.5.

## 5.5 Councillor Regulations

- a. A motion to impeach a councillor may be made by a petition signed by two-thirds ( $\frac{2}{3}$ ) of Council.
  - i. Any councilor 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.
- b. A Councillor may be recalled by the Constituent society they represent.
- c. A Councillor who fails to attend two (2) Council Meetings throughout an academic year shall be deemed to have resigned unless the Councillor sent their regrets prior to the meeting.
- d. If there is no representative from a Constituent Society for three (3) meetings in an academic year, that society may not receive any further disbursements during that academic year. Appeals to Council can be made.
- e. No one may hold more than one position on the Council at the same time.

# Article 6: Executive

## 6.1 Composition

The Executive Shall be composed of:

- 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
- g. The Director of Marketing and Public Relations

## 6.2 Executive Term

The term of office of the Executive shall be from 1 May to 30 April of the following year.

## 6.3 Responsibilities of the President

The President shall:

- a. Have primary responsibility for the administration of the Society, the Council, and the Executive;
- b. Call all meetings of the Society, the Council, or of the Executive;
- c. Be responsible for the promotion of Annual General Meetings;
- d. Be the official spokesperson for the Society;
- e. Act as a signing officer of the Society;
- f. Sit on the Faculty of Science Council;
- g. Sit on the Constitution Committee;
- h. Ensure the Society is ratified with the DSU each year;
- i. Sit on the Scholarship Selection Committee;
- j. Submit a report to the Council at every meeting;
- k. Perform additional duties as recommended by the Executive or by the Council; and
- l. Be responsible for the coordination and long term planning of the activities sponsored by the Society.

## 6.4 Responsibilities of the Vice-President

The Vice-President shall:

- a. 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 reelection of these positions;
- b. Act as a signing officer of the Society;
- c. Perform additional duties as recommended by the Executive or by the Council;
- d. Act as a resource person for the Committee chairs;
- e. Sit on the Scholarship Selection Committee;
- f. Submit a report to the Council at every meeting; and
- g. Chair the DSS Advocacy Committee meetings unless illness or extenuating circumstances prevent them from doing so.

## 6.5 Responsibilities of the Vice-President of Finance

The Vice-President of Finance shall:

- a. Act as a signing officer of the Society;
- b. Keep and maintain the financial books and accounts of the Society containing accurate records of all financial transactions;
- c. Supervise administration of Society funds in conjunction with the other signing officers with Council approval;
- d. Produce statements of the Society's financial status for Meetings if necessary, or as directed by the President;
- e. Prepare a Financial Statement/Balance Sheet at the last Council Meeting before the end of each semester, providing information on expenditures and revenues;
- f. Perform additional financial duties as recommended by the Executive and approved by the Council.
- g. Keep all financial records for 3 years; and
- h. Submit a report to the Council at every meeting.
- i. Must submit books to be audited by the DSU Vice-President Finance and Operations once per term.
- j. Supervise administration of bi-annual DSS Bursaries.

## 6.6 Responsibilities of the Director of Communications

The Director of Communications shall:

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

## 6.7 Responsibilities of the Chair

The Chair shall:

- a. Preside over and chair all Meetings of the Society using Robert's Rules of Order except where an excuse warrants absence;
- b. Preside over and chair all Finance and Grants meetings using Robert's Rules of Order except where an excuse warrants absence. 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;
- c. Not voice opinion;
- d. Vote only in the case of a tie;
- e. Submit a report to the Council at every Council Meeting;
- f. Perform the duties of the Vice-President in the absence or disability of the officer, prior to the reelection of this position;
- g. Perform additional duties as recommended by the Executive or by the Council; and
- h. 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 society's elections due to a conflict of interest).

## 6.8 Responsibilities of the Director of Student Life

The Vice-President of Student Life shall:

- a. Organize and help to publicize all social activities of the Society;
- b. Be the Chair of the Social Committee;

- c. Submit a report to the Council at every meeting;
- d. Perform additional duties as recommended by the Executive or by the Council;
- e. Be available to assist D-Level societies with organizing their events.
- f. Sit on the Dalhousie Student Union Student Life Committee

## 6.9 Responsibilities of the Director of Marketing and Public Relations

The Director of Marketing and Public Relations shall:

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

## 6.10 Impeachment of an Executive

- a. No member of the executive may be recalled without just cause, or in any manner not specified in this constitution.
- b. 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 st of the year of their Presidency without reasonable excuse.
  - v. Other gross misconduct.
- c. Any member may put forth a motion to impeach provided they have a petition signed by 75% of current council members.

- d. 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.
- e. One week 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.
- f. A vote of 75% +1 of the council membership is required to impeach an Executive member. Voting will be conducted by secret ballot.
- g. 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 Vice-President shall be responsible.



# Article 7: Elections and Appointments

## 7.1 Eligibility

- a. All Members shall be eligible to vote in any referendum regarding any fee that applied to them.
- b. All Members shall be eligible to vote for the following positions:
  - i. Executive Members;
  - ii. DSU Rep;
  - iii. First Year Rep;
  - iv. DISP Rep;
  - v. Environmental Affairs Rep;
  - vi. Senate Rep;
  - vii. STEM Outreach Rep;
  - viii. Professional Development Rep;
  - ix. Course Rep Coordinators; and
  - x. Equity Rep.
- c. Voting for Departmental Reps will be limited to students who are members of the societies those Reps represent.
- d. All members of the Society are eligible to run for and hold office.

## 7.2 Elections Schedule

- a. The Executive, Course Rep Coordinators, Professional Development Rep, Equity Rep, and Senate Rep shall be elected at the Spring General Meeting.
- b. The First Year Rep, DISP Rep, STEM Outreach Rep, and Environmental Affairs Rep shall be elected at the Fall General Meeting.
- c. Notice of elections and nomination process be provided to members at least two weeks in advance.

## 7.3 Committee Elections and Appointments

- a. For those committees requiring an elected Chair (Article 8), the Committee Chair shall be elected at the Fall General Meeting. In the event that a Committee Chair remains vacant, the election will be tabled to the following General Meeting.
- b. Appointments of members to Committees may occur at any following Council meeting pending approval from Council.

- c. The procedure for appointments to Committees shall be as follows:
  - i. Appointment to a Committee may occur at any Regular Meeting, where quorum is met;
  - ii. Candidates must be Members; and
  - iii. Each candidate must be nominated by two members of the Society.

## 7.4 General Meeting Election Procedures

- a. The Executive, First-Year Rep, DISP Rep, Environmental Affairs Rep, Senate Rep, STEM Outreach Rep, Equity Rep, Professional Development Rep, Course Rep Coordinators (2), and the Committee Chairs must be nominated from and elected by the Membership at a General Meeting.
- b. The Chair shall administer all elections and appointments, and where each position's description will be read aloud before elections take place;
- c. 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;
- d. All voting, excluding election of The Executive may be carried out by secret ballot, vocally, or by a show of hands;
- e. Nominations and votes in absentia are permitted for the election of all positions except the Executive;
- f. If the 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;
- g. Those running for the position of President and/or Vice President must have at least one (1) year experience as a Councilor. 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.
- h. All elections shall follow the following procedure:
  - i. A candidate must:
    - 1. Be nominated by two Members of the Society;
    - 2. Accept or decline the nomination; and
    - 3. Give a short speech and answer questions from the Membership where all other candidates for the given position are absent from the room. Candidates for President and Vice President shall be given three (3) minutes for his or her speech and five (5) minutes for questions. Candidates for all other positions shall be given two (2) minutes for his or her speech and three (3) minutes for questions.
  - ii. All candidates shall be excused from the Meeting and an in-camera session may then be held.
  - iii. All candidates shall return to the Meeting, where a vote shall take place.
  - iv. If there is only one candidate for a given position, then a yes/no vote must be held.

- v. The candidate shall only be elected if they receive a plurality.

## 7.5 Election of the Vice President of Finance

The procedure for appointing a Vice-President of Finance shall be as follows:

- a. The Nomination Committee shall advertise the position for the next term of office, as per Article IX, to the Society no later than the second week of February;
- b. Resumes shall be collected, and interviews shall be held no later than one (1) week before the end of year AGM;
- c. 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
- d. The Nomination Committee shall propose the Vice-President of Finance candidate(s) at the end of year General Meeting;
- e. The Membership will then vote by secret ballot and make the final decision on the candidate(s).
- f. 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.

## 7.6 DSU Rep

- a. The DSU Rep shall be elected in the DSU General Election as per the DSU By-Laws and Elections Policy.
- b. If there are no candidates running for the DSU Science Rep position in the DSU General Election, the position shall be elected at the Winter Annual General Meeting of that academic year

## 7.7 Departmental Reps

Departmental Reps shall be elected or appointed to the Council by their respective Societies, as per their Constitutions.

## 7.8 King's Rep

The King's Rep shall be elected or appointed to Council by the King's Students' Union.

# Article 8: Committees

## 8.1 Standing Committees

- a. There shall be the following Standing Committees of the Society:
  - i. Finance and Grants Committee;
  - ii. Constitution Committee;
  - iii. Nomination Committee;
  - iv. The Executive Review Committee;
  - v. The Scholarship Selection Committee;
  - vi. The Social Committee;
  - vii. The First Year Committee;
  - viii. The DSS Advocacy Committee;
  - ix. The Environmental Affairs Committee;
  - x. The STEM Outreach Committee;
  - xi. The Peer Mentorship Committee.
- b. If a Committee's members included individuals who are not members of the Committee by virtue of a specific office, then, unless otherwise stated in this Constitution, such Committee members will be appointed by Ordinary Resolution of Council from among individuals who express an interest in sitting on the Committee and who meet any requirements as outlined in Article 8.
- c. If the Chair of a Committee needs to be elected, that Chair will be elected at the Fall General Meeting, as per Article 7.. In the event that the election does not take place, the motion will be tabled to the following General Meeting.
- d. Only Members of the Society may be a part of a Committee of the Society.

## 8.2 Finance and Grants Committee

- a. The Finance and Grants Committee shall be established and administered in accordance with Article 10.4.

## 8.3 Constitution Committee

- a. The Constitution Committee shall be chaired by the Chair of the Society.
- b. The voting members of the Constitution Committee shall be:
  - i. The Chair;
  - ii. The President; and

- iii. At least one (1) other councillor.
- c. The Constitution Committee 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. Meet once within a month of electing the Committee and twice thereafter during the academic year; and
  - iv. Review Constituent Societies' constitutions once during the academic year.
  - v. Submit a written report at the end of the academic year.

## 8.4 Nomination Committee

- a. The Nominations Committee shall be chaired by an elected chair at the Fall General Meeting.
- b. The voting members of the Constitution Committee shall be:
  - i. The chair of the Nominations Committee; and
  - ii. At least one (1) other councillor.
- c. The Nomination Committee shall:
  - i. Review the applicants for the Vice-President of Finance; and
  - ii. Present Vice-President of Finance applicants at the Winter General Meeting to be voted on by the Membership.
  - iii. Submit a written report at the end of the academic year.

## 8.5 Executive Review Committee

- a. The Executive Review Committee shall be chaired by an elected chair at the Fall General Meeting.
- b. The voting members of the Executive Review Committee shall be:
  - i. The chair of the Executive Review Committee; and
  - ii. At least one (1) other councillor.
- c. The Executive Review Committee shall:
  - i. Conduct a formal review of the Executive during the Fall and Winter Semesters
  - ii. Present to the Executive at an Executive Meetings once per semester.
  - iii. Provide recommendations for the Honorariums of Executives.
  - iv. Submit a written report at the end of the academic year.

## 8.6 Scholarship Selection Committee

- a. The Scholarship Selection Committee shall only come into effect when scholarship funds are available.
- b. The Scholarship Selection Committee shall be chaired by an elected chair at the Fall General Meeting who shall not be the President or the Vice-President.
- c. The voting members of the Scholarship Selection Committee shall be:
  - i. The chair of the Scholarship Selection Committee; and
  - ii. At least one (1) other councillor.
- d. The Scholarship Selection Committee shall:
  - i. 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;
  - ii. Contact the Director of Marketing and Public Relations and ensure that advertising begins at the end of first semester.
  - iii. Review applications and create a shortlist of applicants to present to Council;
  - iv. Conduct interviews with individuals who have been chosen by Council.
  - v. Determine finalists based on the requirements stipulated in the DSS GIFT AGREEMENT (supplementary document).
  - vi. Submit a written report at the end of the academic year.

## 8.7 Social Committee

- a. The Social Committee shall be chaired by the Director of Student Life.
- b. The voting members of the Social Committee shall be:
  - i. The Director of Student Life; and
  - ii. At least one (1) other councillor.
- c. The Social Committee shall:
  - i. Assist the Director of Student Life with regular tasks and to offer support at event set-up.
  - ii. Submit a written report at the end of the academic year.

## 8.8 First Year Committee

- a. The First Year Committee shall be chaired by the First Year Rep.
- b. The voting members of the First Year Committee shall be:
  - i. The First Year Rep; and
  - ii. At least one (1) other councillor.
- c. The First Year Committee shall:
  - i. Meet a minimum of once per month at a time specified at the beginning of the academic year.

- ii. Assist the First Year Rep with regular tasks including, but not limited to: advertising to first year students, being a liaison between first year students and the Society, and assisting and/or creating event which are relevant to first year science students.
- iii. Submit a written report at the end of the academic year.

## 8.9 DSS Advocacy Committee

- a. The DSS Advocacy Committee shall be chaired by the Vice-President.
- b. The voting members of the DSS Advocacy Committee shall be:
  - i. The Vice-President; and
  - ii. At least one (1) other councillor.
- c. The DSS Advocacy Committee shall:
  - i. Meeting a minimum of once per month.
  - ii. Collect end of term reports from Constituent Societies regarding the issues present in their respective departments.
  - iii. Assist the Vice-President with their regular tasks including, but not limited to: Advising the Society on issues that are relevant to the Society and advocating for the Society within the Dalhousie campus and within the community.

## 8.10 The Environmental Affairs Committee

- a. The Environmental Affairs Committee shall be chaired by the Environmental Affairs Representative.
- b. The voting members of the Environmental Affairs Committee shall be:
  - i. The Environmental Rep; and
  - ii. At least one (1) other councillor.
- c. The Environmental Committee shall:
  - i. Meet a minimum of once per month at a time specified at the beginning of the academic year.
  - ii. Assist the Environmental Rep with regular tasks including but not limited to being a liaison between environmental organizations on and off campus, the Executive and the Council.
  - iii. Submit a written report at the end of the academic year.

## 8.11 The STEM Outreach Committee

- a. The STEM Outreach Committee shall be chaired by the STEM Outreach Rep.

- b. The voting members of the STEM Outreach Committee shall be:
  - i. The STEM Outreach Rep; and
  - ii. The SURGE Podcast Intern
  - iii. At least one (1) other councillor.
- c. The STEM Outreach Committee shall:
  - i. Meet at least once per month;
  - ii. Facilitate projects and events related to bringing STEM to the Dalhousie community;
  - iii. Promote the science accomplishments of Dalhousie students, staff, faculty and researchers to the general public;
  - iv. Contribute to the planning of the DSS Symposium with the DSS Advocacy Committee.

## 8.12 The Peer Mentorship Committee

- a. The Peer Mentorship Committee shall be chaired by the Professional Development Rep.
- b. The voting members of the Peer Mentorship Committee shall be:
  - i. The Professional Development Rep; and
  - ii. At least one (1) other councillor.
- c. The Peer Mentorship Committee shall:
  - i. Meet at least once per month.
  - ii. Assist the Professional Development Rep in matching mentors and mentees for the DSS Peer Mentorship program.
  - iii. Plan social or informative events for members of the program to improve engagement.



# Article 9: Meetings

## 9.1 Meeting Procedures

- a. All Society meetings shall be conducted by Robert's Rules of Order.
- b. All Society meetings shall be presided over by the Chair.
- c. All Meetings may be called at the discretion of the President. Regular meetings may also be called 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.

## 9.2 General Meetings

- a. The purpose of General Meetings is to allow all members of the Society to participate in election of Committee Chairs and the Society's Representatives, as well as approve the finances and become informed on Society goals and objectives.
- b. There is to be at least one General Meeting during the Fall term and one during the Winter term.
- c. Notice of a General Meeting must be distributed at least seven days (7) in advance and must include posters on campus and posts on social media by the Director of Marketing and Public Relations (as per Article 6.9).
- d. The agenda for all General Meetings must be circulated to the Membership no later than twenty four (24) hours before the Meeting.
- e. All General Meetings are open to the public, however voting privileges are restricted to members of the Society.
- f. All members of the Society have one vote at General Meetings.
- g. The agenda for the Fall General Meeting must include:
  - i. Approval of the budget for the upcoming academic year;
  - ii. Presentation of executive goals/objectives for the year; and
  - iii. Election of Committee Chairs, First Year Rep, DISP Rep, STEM Outreach Rep, and Environmental Affairs Rep.
- h. The agenda for the Winter General Meeting must include:
  - i. Election of Executive positions, Senate Rep, Professional Development Rep, Equity Rep, Course Rep Coordinators, and DSU Rep.
- i. Quorum for a General Meeting shall be (2/3) of the numbers of seats for the current Council.
- j. There shall be no proxies present at a General Meeting.

## 9.3 Council Meetings

- a. The purpose of Council Meetings is to collectively make decisions about the Society and its functioning and to allow councillors to inform the Society of the activities and projects of their Departmental Societies.
- b. Council meetings must be held at least once every (4) weeks during the academic year;
- c. Notice of a Council Meeting must be distributed to Council at least forty eight (48) hours in advance via email to Councilors and through posts on social media by the Director of Marketing and Public Relations (as per Article 6.9).
- d. The agenda for all Council Meetings must be circulated to the Council no later than twenty four (24) hours before the Meeting.
- e. All Council Meetings are open to the public, however voting privileges are restricted to members of the Council.
- f. All members of the Council have one vote at Council Meetings.
- g. Quorum for Council Meetings shall be (2/3) of the numbers of seats for the current Council.
- h. If a Councilor cannot attend a Council Meeting a proxy may be submitted (as per Article 5.4).

## 9.4 Executive Meetings

- a. The purpose of Executive Meetings is to discuss upcoming events, recently received information and issues pertaining to the Society as a whole.
- b. Executive meetings must be held at least once week during the Fall and Winter semesters at a time scheduled by the entire Executive.
- c. All Executive Meetings are open to the members of the Executive and anyone they invite, however voting privileges are restricted to the Executive.
- d. All members of the Executive have one vote at Executive meetings.
- e. Quorum for Executive meetings shall be (5/7) of the Executive of the Society.
- f. There shall be no proxies present at Executive meetings.

## 9.5 Emergency meetings

- a. Organizing the date, time, and location of the emergency meeting will be at the digression of the Executive.
- b. There will be no penalty to councilors who are not able to attend
- c. Notice of the emergency meeting will be given a minimum of 48 hours in advance
- d. The agenda for the emergency meeting will be sent out a minimum of 24 hours in advance

- e. Quorum for an Emergency Meeting shall be (2/3) of the numbers of seats for the current Council.

## 9.6 Order of Business

The order of business for a General or Council Meeting shall consist of the following applicable points at the discretion of the Chair:

- 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. Acceptance of the minutes;
  - i. Approval by Council of the Minutes of the previous meeting, making them official.
- d. Election by Council;
  - i. Elections of Executive and Committee Chairs.
- e. Appointment to Committees;
  - i. Appointing Members to fill the positions on the Society's Committees
- f. Communications Received;
  - i. A short overview of all correspondence received by the Society.
- g. Business of the Executive;
  - i. A report from each of the President, and the Vice-President to the Council or the Membership and a report from the Vice-President of Finance including Finance and Grants meeting updates if applicable or Director of Communications may also be given if required.
- h. Reports from the D-Societies and Standing Committees;
  - i. A report given by any Councilors or Committee Chairs to the Council or the Society.
- i. Question Period;
  - i. All questions from the previous reports given may be asked at this point.
- j. Old Business;
  - i. Motions previously debated by the Council or the Membership that has not come to resolution.
- k. New Business;
  - i. New motions to be brought before the Council or the Membership to be debated.
- l. Amendments to the Constitution;
  - i. Amendments to the Constitution as recommended by the Constitution
- m. Announcements;
  - i. Announcements that may include upcoming events, upcoming meetings, et cetera.

- n. Adjournment.

## Article 10: Finance

### 10.1 Fiscal Year

The fiscal year of the society shall be from November 1 to October 31

### 10.2 Budget Composition

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

- a. 13% to the Society for events, photocopying and other office and operational expenses of the Society.
- b. 9.7% for Honoraria as per Article 11.
- c. 22% is to be divided among the personal and conference grants at the discretion of the Finance and Grants Committee;
- d. 51% to be given as D-Society disbursement, equally accessible to the Departmental Societies.
- e. 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 (a) through (c).
- f. Excess funds from personal and conference grants in the previous fiscal year will be split into two bursary cycles in the middle of each semester. Bursaries will be allotted as a lottery system.

### 10.3 Budget Regulations

- a. A budget for each fiscal year shall be presented for perusal at the Fall General meeting. In the event that the budget is not passed at this meeting, the motion will move to the following Council Meeting.
- b. The Executive-elect must present a budget for the Summer (April 1 to October 31) expenses at a meeting between the Executive and Executive-elect after the Spring General Meeting 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 April 30.

- c. 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 1 to October 31).
- d. Surplus funds collected by the Society by way of secondary fundraising activity, sponsorship, or funds deducted from disbursements as per Article 10.5 may be used at the discretion of Council.

## 10.4 The Finance and Grants Committee

- a. The Finance and Grants Committee shall be chaired by the Chair of the Society, who shall only vote in the event of a tie.
- b. The voting members of the Finance and Grants Committee shall be:
  - i. The President;
  - ii. The Vice-President of Finance;
  - iii. The President of each Constituent Society of the Society; and
  - iv. The Treasurer of each Constituent Society of the Society
- c. The Finance and Grants Committee shall have the authority to:
  - i. Allocate Personal Grants;
  - ii. Allocate Conference Grants;
  - iii. Adjust disbursements of Constituent Societies; and
  - iv. Discuss the financial operations of the Society.
  - v. Determine the number and amount of bursaries based on excess personal and conference grant funds in the previous fiscal year.
- d. Quorum for Finance and Grants Committee meetings shall be two-thirds ( $\frac{2}{3}$ ) of Constituent Societies.
- e. The Finance and Grants Committee shall have no fewer than two (2) meetings per academic term.
- f. The first meeting of the Finance and Grants Committee shall take place after the approval of the budget of the Society.
- g. During the first Finance and Grants Committee Meeting:
  - i. A Secretary shall be elected who shall take minutes for the academic year.
  - ii. The budget of the Society shall be presented.
  - iii. Constituent Societies shall present their budgets for perusal.
- h. The Finance and Grants shall take on the responsibility of reviewing the competency and fulfillment of duties with respect to the Vice President of Finance.

## 10.5 Finance and Grants Committee Discipline

- a. If a D-level President or Treasurer of the Finance and Grants Committee is unable to attend a meeting, a proxy from that D-level society may be sent in their place.
- b. If a Constituent Society fails to send two councillors to two meetings of the Finance and Grants Committee, a motion be penalized that 10% of their disbursement for each meeting missed shall automatically be added to the next Finance and Grant Committee meeting agenda.

## 10.6 Constituent Society Disbursements

- a. Each Constituent Society shall be allowed a maximum disbursement of 3.923% of the Science Student Fee in the Fall and Winter semesters each, subject to approval of the Finance and Grants Committee.
- b. 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.
- c. The following documentation must be submitted to the Vice-President of Finance:
  - i. Bank statements;
  - ii. Bank reconciliations;
  - iii. Transaction records (including receipts);
  - iv. Chequebook with two signatures per cheque;
  - v. Deposit books (optional);
  - vi. A signed copy of the accepted budget by both the Vice-President of Finance and the president of the D-level society; and
  - vii. The minutes of the AGM in which the budget was passed.

## 10.7 Signing Authority

- a. The signing officers of the Society shall be the President, the Vice President and the Vice-President of Finance.
- b. The President-elect shall arrange for transfer of signing authority, to take effect April 1.
- c. At least two signing officers (as per Article XIII 2) are needed to authorize a cheque.
- d. No Executive member can sign or authorize a cheque if they are the intended recipient.
- e. The signing officers may make expenditures under \$250 to cover the day-to-day expenses of the Society.

- f. 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.

## 10.8 Personal Grants

- a. The purpose of personal grants is to encourage and support students in their academic and extracurricular endeavours, be it presenting research, representing Dalhousie in a panel, planning an event, or adjusting to the move to online schooling;
- b. Personal grants may be used to help subsidize the costs of the following items, provided they cover no more than 50% of the total costs:
  - i. Travel expenses (Flight/Train tickets to and from location of conference and/or car rental/fuel costs);
  - ii. Accommodations (Hotel/Motel costs, this does not include food expenses); and
  - iii. Registration fees.
  - iv. Event hosting costs, such as materials, securing a location, and promotion.
  - v. Costs associated with the move to online schooling and related adjustments; such as upgrading technology, workspace, home workout equipment or other items deemed appropriate by the Finance and Grants Committee that would support that student's learning, academic success and mental health.
- c. Each Member shall be allowed a maximum of \$500 in personal grants per fiscal year.
- d. No grant money may be spent on the purchase of alcohol
- e. Personal grants are only available to Members of the Society as outlined in Article 3.
- f. If the treasurer is not contacted within 3 months after writing a cheque, that cheque is to be voided and the recipient will not be eligible to collect the grant money.
- g. Personal grants may be awarded over the summer term if funds remain from the previous year, and will be voted upon via email vote.
- h. Personal grants may be awarded over the summer to students who paid the DSS Society fee in the academic year previous to the summer term where the application has taken place.

## 10.9 Conference Grants

- a. Each Departmental Society shall be allowed a maximum grant of \$1000.00 for conferences or journal publications for each fiscal year.
- b. 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 monies must be returned to the Society.
- c. Any moneys not returned to the Society shall be removed from that Departmental Society's next disbursement;

- d. The purpose of these grants is to encourage and support Departmental Societies to host conferences and engage discussion in their disciplines at the University;
- e. No grant moneys may be spent in the purchase of alcohol

## 10.10 King's Rep Grants

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 10.8 (b).



# Article 11: Honoraria

## 11.1 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 this 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 11.2, for their 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.
- d. The Honorarium of the Vice-President of Finance shall be allocated by the Finance and Grants Committee as per 10.4 (h).

## 11.2 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 1.3% 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.
- h. All Candidates:
  - i. Shall not be present at Council while the disbursement of their Honoraria is being discussed and voted on; and
  - ii. Shall not be eligible for Honoraria if he or she has not fulfilled their duties as outlined in Article 6.
- i. No Honoraria shall be disbursed until the Director of Communications-elect has received the candidate's end of year report.

## Article 12: Constitutional Amendments and Revision

12.1: 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.

12.2: 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.

12.3: All amendments of the constitution must be submitted to the DSU's Society Ratification Committee (SRC) for approval.

12.4: Provisional amendments to the constitution recommended by the Vice-President of Internal Affairs of the DSU for ratification may be temporarily passed by a vote of the executive with all in favour. These amendments will be constitutionally binding until they can be voted on by the general membership at a General Meeting.

## Article 13: Society Regulations

13.1 Any attempt to impeach a D-level society executive member or member holding any other position must:

- a. Notify the individual that they are not fulfilling their responsibilities
- b. Have a discussion with the individual in question regarding their performance of duties.
  - i. The individual may choose to have another party present.
- c. Provide at least one warning to the individual prior to commencing impeachment procedures.
- d. Allow the individual or a representative of the individual to provide an explanation to the society members as to why they have not fulfilled their responsibilities during the impeachment meeting.
- e. Have an impartial individual act as chair during the meeting in which impeachment voting occurs.
- f. The impartial chair shall not have a vote and will count all closed-eye votes for the impeachment procedure.