

CONSTITUTION OF THE CARLETON SCIENCE STUDENT SOCIETY

PREAMBLE

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

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I. THE SOCIETY

1. Objectives of the Society

- 1.1. The Objectives of the Society shall be to promote and foster a collective community growth within the Faculty of Science at Carleton University and protect the interests of the membership within Carleton University

2. Equal Treatment

- 2.1. The Society in its affairs shall strive to ensure equal treatment of all individuals without discrimination based on personal beliefs or characteristics, and in particular, without discrimination based on race, political views, national or ethnic origin, colour, religion, sex, sexual orientation, age, residency, language, mental or physical disability or any other group set out by Carleton University.

3. Dissolution of the Society

- 3.1. Upon dissolution of the Society, all its remaining assets after payment of its liabilities shall be distributed to one or more recognized charitable organizations as determined by the Members prior to dissolution.

4. Major Amendments

- 4.1. Significant amendments to this document were made by:
 - (a) Andrew Kwai (President), 2011-2012
 - (b) Owen Hovey (VP Internal) 2013-2014

III. MEMBERS

1. Classes of Membership

- 1.1. There shall be three classes of membership in the Society, namely:
 - (a) Honorary;
 - (b) Alumni; and,
 - (c) Regular.
- 1.2. Honorary membership shall,
 - (a) be bestowed upon those persons in recognition of their outstanding contribution to science and the sciences upon ratification at a Meeting of the Members duly called for said purpose;
 - (b) be granted permanent speaking rights at a Meeting of the Members; and,
 - (c) Shall not be eligible to hold a council position within the Society.
- 1.3. Alumni membership are graduates of the faculty of science at Carleton University.
- 1.4. Regular membership shall be extended to all Undergraduate Students enrolled in the Faculty of Science at Carleton University.
- 1.5. Any persons, previously expelled from any class of membership, shall be forever ineligible to hold any class of membership.

2. Conditions of Membership

- 2.1. Membership in the Society shall,
- (a) be limited to persons eligible for membership in the Society;
 - (b) be limited to persons interested in furthering the Objectives of the Society; and,
 - (c) consist of anyone whose application for admission as a Member is accepted by the Society.
- 2.2. Membership in the Society is non-transferable.

3. Term of Membership

- 3.1. Membership in the Society shall commence
- (a) in the case of Honorary membership, will be given to those who receive at least one half (1/2) vote in favour by the voting member of the executive committee;
 - (b) in the case of Alumni membership, upon graduation from the Faculty of Science at Carleton University; or,
 - (c) in the case of Regular membership, upon enrollement as an Undergraduate Student in the Faculty of Science at Carleton University.
- 3.2. Membership in the Society terminates at the completion of the term of membership, upon withdrawal, upon expulsion from the Society or withdrawal of dues. The term of Honorary and Alumni membership in the Society shall be for life. The term of Regular membership shall end when the Member ceases to be a science student registered at Carleton University.
- 3.3. A Member may terminate his or her Membership in the Society by delivering a written resignation to the Vice-President (Internal).

4. Suspension and Expulsion of Members

- 4.1. The Society Council may, by a resolution adopted by at least two-thirds (2/3) of the Councillors at a Society Council meeting duly called for the purpose, suspend for a period of up to one (1) year, a Member,
- (a) who fails to comply with any by-laws, rules, regulations, or policies of the Society; or,

(b)whose conduct or activities are deemed detrimental to the wellbeing or functioning of the Society.

4.2. A resolution to expel a Member from the Society shall be moved only by at least two-thirds (2/3) of the Executive.

4.3. A Member shall cease to be in good standing with the Society when suspended.

5.Rights of Membership

5.1. Every Member of the Society in good standing with the Society shall be entitled to attend,

(a)Meetings of the Members, and participate in any debates thereat; and,

(b)open meetings of the Council.

5.2. A Regular member in good standing with the Society shall be entitled to,

(a)move or second motions at Meetings of the Members;

(b)vote on any and all questions arising at Meetings of the Members;

(c)vote in elections for elected positions for which that Member is eligible;

(d)seek and hold any position within the Society for which that Member is eligible; and,

(e)Apply for any employment opportunities within the Society.

5.3. The rights and privileges of all Members, or of a class of Members, in good standing with the Society may include such other rights and privileges as the Council may confer from time to time, provided that at no time shall the rights and privileges of Honorary or Alumni members exceed those of Regular members.

5.4. All rights and privileges granted to the Membership classes are subject to the provisions of the Constitution.

6.Obligations of Membership

6.1. Each Member shall uphold, conform to and abide by the Constitution and By-laws, and other rules and regulations governing the conduct of the Society and Membership therein.

6.2. Each Member shall abide by Carleton University's Human Rights Policy.

- 6.3. Each Member shall be expected shall,
- (a) act in a manner consistent with the ideals and ethics their respective Profession, and of Carleton University.
 - (b) show respect towards all individuals in accordance with the Society's provisions on Equal Treatment and all relevant Policies of the University in that regard.

7. Annual Membership Fee

- 7.1. The Society Council may afix from time to time an annual membership fee for Regular membership such that,
- (a) any change in the annual membership fees be approved by current Members by means of referendum question; and,
 - (b) any change in the annual membership fee shall not come into effect until the commencement of a new Society Year following the successful return of the referendum question.
- 7.2. The Society Council shall determine from time to time the manner in and dates by which the annual membership fee shall be collected and paid.
- 7.3. A Regular member who fails to pay the annual membership fee in the manner or by the dates prescribed shall cease to be in good standing with the Society until such time as all fees due are paid in full.
- 7.4. A Regular member may request to withdraw their fee and from the Society by submitting written resignation to the Vice President (Internal)

8. Disclosure of Official Documents and Records

- 8.1. The Vice President (Internal) shall provide to any Member, in good standing with the Society, on request, free of charge, and within a reasonable time frame,
- (a) the Constitution and By-laws;
 - (b) any other rules, or regulations of the Society;
 - (c) the Minutes from any Meeting of the Members;
 - (d) the Minutes from any open meeting of the Society Council or the Executive Committee;

- (e)any Documents tabled at any Meeting of the Members; and,
- (f)any Documents tabled at any open Meeting of the Council or the Executive Committee.

8.2. The Vice President (Internal) shall not be obliged to release information, Documents or Minutes concerning discussions or motions provided,

- (a)no action was taken; or,
- (b)any actions taken were done *in camera*.

IV. COUNCIL

1.Composition

- 1.1. The property and business of the Society shall be managed by a Society Council consisting of,
 - (a)the President *ex officio*;
 - (b)the three (3) Vice Presidents *ex officio*;
 - (c)eleven (11) Representatives from Departments and Schools within the Faculty of Science such that each Department or School have exactly one (1) Representative (***“Department Representative”***);
 - (d)two (2) Representatives of First Year Students within the Faculty of Science (***“First Year Representative”***);
- 1.2. The Council shall also consist of the following members that have non-voting rights at all Society meetings:
 - (a)the Dean of Science *ex officio*, or from time to time his or her designate; and,
 - (b)the immediate Past President as Senior Advisor, or should no Past President exist or be available, one of the Past Vice Presidents, *ex officio*.
- 1.3. Should the Faculty of Science gain or lose a Department, the composition shall be amended by Council to reflect such a change for the next General Election.

2.Eligibility

- 2.1. Councillors must,
 - (a) be Regular members in good standing in good standing with the Society;
 - (b) be available to attend regularly scheduled and emergency meetings of the Council in person or by proxy;
 - (c) be available to complete tasks required of their position; and,
 - (d) in the case of a Department Representative, maintain registration as an Undergraduate Student within that Department.
- 2.2. Any Regular member may hold at most one (1) position on the Council at a time.
- 2.3. A First Year Representative shall be a first year student at the time of election.

3. Selection and Removal

- 3.1. Executives shall be elected at an election for a term ending on the last day of the Society Year.
- 3.2. Department Representatives shall be elected at an election for a term ending on the last day of the Society Year.
- 3.3. First Year Representatives will be elected at the earliest convenience of the Society at the beginning of the academic year.
- 3.4. A Councillor may be removed at any time by a resolution passed,
 - (a) by at least two-thirds (2/3) of Regular members present at a Meeting of the Members duly called for that purpose; or,
 - (b) by at least two-thirds (2/3) of the Councillors at a meeting duly called for that purpose.
- 3.5. The office of Councillor shall be automatically vacated,
 - (a) upon passage of a resolution calling for that Councillor's removal;
 - (b) if the Councillor ceases to be a Regular member in good standing with the Society;
 - (c) if the Councillor resigns by delivering a written resignation to the President;
 - (d) Upon passage of a resolution calling for that Councillor's removal;

- (e)where the Councillor is an Executive, when that Councillor ceases to be an Executive;
 - (f)where the Councillor is a Department Representative, if that Councillor ceases to be enrolled in the science programs that Councillor is assigned;
 - (g)if the Councillor is found by a court to be a lunatic or of unsound mind; or,
 - (h)on death.
- 3.6. If a vacancy shall occur in the office of the President, the Vice President (Internal) shall take over all of the President's duties and responsibilities until Council passes a resolution to fill the position for the balance of the term.
- 3.7. If a vacancy shall occur in the office of a Vice President, the President shall appoint a member to take over all Vice President's duties and responsibilities until Council passes a resolution to fill the position for the balance of the term.
- 3.8. If a vacancy shall occur in the office of a Department Representative, the Vice President (Internal) shall appoint an eligible member to take over all of the Department Representative's duties and responsibilities until Council passes a resolution to fill the position for the balance of the term.

4.Powers

- 4.1. The Society Council may administer the affairs of the Society in all things and make or cause to be made for the Society, in its name, any kind of contract into which the Society may lawfully enter.
- 4.2. Without restricting the generality of the foregoing, the Society Council may,
- (a)administer the property and funds of the Society;
 - (b)authorize expenditures on behalf of the Society from time to time; and,
 - (c)take such steps as it deems requisite to enable the Society to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the Objectivess of the Society.
- 4.3. The Society Council may establish policies governing the achievement of the Objectives of the Society

- 4.4. The Society Council shall determine the rules of order governing meetings of the Society Council and the committees of the Society.
- 4.5. The Society Council may at any time review, alter, or reverse any act or decision of any Executive, Councillor or committee of the Society.

5.Meetings

- 5.1. Meetings of the Council may be held at any time and place to be determined by the Society Council,
 - (a)provided the executive or any two (2) Councillors have requested such a meeting to take place, and seventy-two (72) hours notice of such meeting shall be given to each Member of the Council;
 - (b)by resolution adopted solely of the purposes of scheduling such meetings with greater certainty; or,
 - (c)that there shall be at least two (2) meeting of the Council in each half of the School Year.
- 5.2. Each Councillor is authorized to exercise one (1) vote.
- 5.3. A majority of the appointed Councillors shall constitute a quorum for meetings of the Council.
- 5.4. Any meeting of the Society Council at which a quorum is present shall be competent to exercise all or any of the authorities, power and discretions by or under the Constitution or By-laws of the Society.
- 5.5. If all Councillors consent thereto generally or in respect of a particular meeting, a Member of the Council may participate in a meeting of the Society Council by means of teleconference or other communications facilities that permit all persons participating in the meeting to hear each other, and a Member of the Council participating in such a meeting by such means is deemed to be present at the meeting.
- 5.6. At all meetings of the Society Council, every question shall be determined by a majority of votes cast unless a greater threshold is required by the Constitution or By-laws, or any rules of order adopted by the Council.
- 5.7. Meetings of the Society Council shall be open to the general membership of the Society, unless the Council resolves to move *in camera*.

- 5.8. The Minutes of the Society Council shall be available to the Members of the Council, each of who shall receive a copy of such Minutes.
- 5.9. The Minutes of the Society Council shall be approved at subsequent Society Council meetings.
- 5.10. In the event of emergency business, proper notice for a meeting may be waived by a resolution adopted at said meeting, by at least two-thirds (2/3) of all Councillors.
- 5.11. The President of the Society shall act as Chair at all Society Council meetings, unless resolved otherwise.
- 5.12. A secretary shall be appointed by the Chair with the consent of the Society Council to take Minutes at all meetings.

6.Remuneration

- 6.1. The Councillors shall serve as such without remuneration and no Councillor shall directly or indirectly receive any profit from the position as such, provided that a Councillor may be paid reasonable expenses incurred in the performance of that Councillor's duties.
- 6.2. Nothing herein contained shall be construed to preclude any Councillor from serving the Society in any other capacity and receiving compensation therefore.

V. EXECUTIVES

1.Composition

- 1.1. The Executives of the Society shall consist of,
 - (a)the President;
 - (b)the Vice President (Internal);
 - (c)the Vice President (Academic); and,
 - (d)the Vice President (Operations).

2.Eligibility

- 2.1. Executives must be Regular members in good standing with the Society.

- 2.2. The candidate for the position of President must,
- (a) have prior Council experience or have experience as an Executive of another Department Society; and,
 - (b) be of age to contract.

3. Duties

- 3.1. The Executives shall exercise any power and execute all duties in accordance with the policies established by the Society Council.
- 3.2. Each Executive shall,
- (a) perform all duties inherent and incident to their offices;
 - (b) have such other powers and duties as may be required by the Society Council from time to time;
 - (c) execute any mandate handed to the Executives by the Members at a Meeting of the Members, unless the mandate is later revoked by the Members or by a resolution passed by the Society Council;
 - (d) have custody of the funds and securities of the Society;
 - (e) keep, or cause to be kept, full and accurate accounts of all assets, liabilities, receipts and disbursements of the Society in the books belonging to the Society; and,
 - (f) render to the Society Council, at regular meetings, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Society.
- 3.3. The President shall,
- (a) be the Chief Executive Office of the Society;
 - (b) have the general and active management of the affairs of the Society;
 - (c) see that all order and resolutions of the Council and the Executive are carried into effect;
 - (d) wherein otherwise unspecified, be a non-voting member *ex officio* of all boards and committees of the Society.

(e) be chief spokesperson for the Society.

3.4. The Vice President (Internal) shall,

(a) during the absence or disability of the President, perform the duties and exercise the powers of the President;

(b) oversee the working of the different committees of the Society, and coordinate the activities of those committees;

(c) wherein otherwise unspecified, be a non-voting member *ex officio* of all boards and committees of the Society.

(d) give notice of all Meetings of the Members; and,

(e) give notice, minutes and announcements to council in a timely manner.

(f) handle the financial matters of the Society;

(g) design an annual budget;

3.5. The Vice President (Academic) shall,

(a) act as CASG Faculty of Science Coordinator *ex officio*;

(b) act as Chair for all CASG Faculty of Science Representative meetings;

(c) liaise with the Science Student Success Centre;

(d) be knowledgeable of all aspects of academics in Science; and,

(e) be an integral member of all academic planning lead by the Society.

3.6. The Vice President (Operations) shall:

(a) be in charge of all employees and volunteers of the Society;

(b) be an integral member of all social planning lead by the Society;

(c) work with the University in the organization of Frosh events pertaining to the Faculty of Science; and,

(d) communicate with the Department Societies to ensure successful and accessible social events.

4. Remuneration

- 4.1. The Executives shall serve as such without remuneration and no Executive shall directly or indirectly receive any profit from the position as such, provided that an Executive maybe paid reasonable expenses incurred in the performance of that Executive's duties.
- 4.2. Nothing herein contained shall be construed to preclude any Executive from serving the Society in any other capacity and receiving compensation therefore.

VI. DIRECTORS

1. Composition

- 1.1. The Executives of the Society shall consist of,
 - (a) Director of events
 - (b) Director of communications
 - (c) Webmaster

2. Eligibility

- 2.1. Directors must,
 - (a) be Regular members in good standing in good standing with the Society;
 - (b) be available to complete tasks required of their position; and,
- 2.2. Any Regular member may hold at most one (1) position on the Director at a time.
- 2.3. Are not a member of current member of council

3. Duties

- 3.1. Webmaster,
 - (a) Maintains website and servers used by the society.
 - (b) Monitors forms present on website
 - (c) Reports to President and Vice President (Internal)
- 3.2. Director of Events,

- (a) Assist in the organization and execution of events.
 - (b) Reports to Vice President (Operations)
- 3.3. Communications,
 - (a) Design promotional material for society
 - (b) Reports President and Vice President (Operations)

VII. COMMITTEES

1. Standing and Select Committees

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

2. Meetings

- 2.1. Meetings of a Committee shall be held at time and place to be determined by the Members of such Committee, provided that twenty-four (24) hours notice of such meeting shall be given to all Member of the Committee.
- 2.2. Each Member of a Committee, except Non-Voting Members, shall be entitled to exercise one (1) vote.
- 2.3. A majority of Members of a Committee, except Non-Voting Members, shall constitute a quorum.
- 2.4. If all Members of a Committee, except Non-Voting Members, consent thereto generally or in respect of a particular meeting, a Committee Member may participate in a Meeting of the Committee by means of teleconference or other communications facilities that permit all persons participating in the meeting to hear each other, and a

Committee Member participating in such a meeting by such means is deemed to be present at the meeting.

- 2.5. At all meetings of a Committee, every question shall be determined by a majority of votes cast unless the consent of a greater number is required by any rules of order adopted by the Society Council.
- 2.6. Meetings of a Committee shall be open to the Membership of the Society, unless the Committee resolves otherwise or the Society Council requires a meeting *in camera*.
- 2.7. The Minutes of a Committee shall be available to the Members of the Committee, each of whom shall receive a copy of such Minutes, and to the Councillors if required by the Society Council.

3.The Executive Committee

- 3.1. The Executive Committee shall be composed of the following voting members,
 - (a)the President;
 - (b)the Vice President (Internal);
 - (c)the Vice President (Academic);
 - (d)the Vice President (Operations);
- 3.2. When votes of the executive committee shall tie the senior advisor of the time will act as a fifth voting member.
- 3.3. The Executive Committee shall be composed of the following non-voting members:
 - (a)the Dean of Science *ex officio*;
 - (b)the Associate Dean of Science, *ex officio*;
 - (c)the Assistant Dean of Science, *ex officio*;
 - (d)the Coordinator of the Science Student Success Centre, *ex officio*; and,
 - (e)the Senior Advisor, *ex officio*.
- 3.4. The President shall act as Chair of all meetings of the Executive Committee, unless resolved otherwise.

VIII. LEGAL MATTERS

1.Indemnities

- 1.1. Every Councillor and Executive of the Society, and any other person who has undertaken or is about to undertake any liability on behalf of the Society or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Society, from and against:
 - (a)All costs, charges and expenses which such Councillor, Executive or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability; and,
 - (b)All other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own wilful neglect or default.
- 1.2. The Councillors may rely upon the accuracy of any statement or reports prepared by the Society's auditors and shall not be responsible or held liable for any loss or damage resulting from any action based upon such statement or report.

2.Execution of Documents

- 2.1. Contracts, Documents or any instruments in writing requiring the signature of the Society shall be signed by any two Executives.
- 2.2. The Council may give the Society's Power of Attorney to any registered dealer in securities for the purpose of and dealing with any stocks, bonds, and other securities of the Society.

3.Books and Records

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

IX. FINANCIAL MATTERS

1.Fiscal Year

- 1.1. Unless otherwise ordered by the Society Council, the Fiscal Year of the Society shall end on April 30th.

2.Auditor

- 2.1. The accounts of the Society shall be maintained according to standard accounting practice and annual financial statements shall be made available to the members upon request.
- 2.2. Any Regular member of the Society can demand an independent audit by a chartered accountant by presenting a written Motion to the Society Council. If the Motion is passed, then the audit shall be performed, with the cost being absorbed by the Society.

3.Banking

- 3.1. The banking business of the Society, or any part thereof, shall be transacted with such banks, trust companies or other financial institutions as the Society Council may designate from time to time, and shall be transacted on the Society's behalf by the President, Vice President Internal, Vice President Operations and any other person designated by the Society Council.

4.Remuneration

- 4.1. Remuneration for all agents, employees and committee members shall be fixed by the Society Council by resolution.

5.Budget

- 5.1. The Vice President (Internal) shall prepare and present at a Meeting of the Members a budget setting forth estimated revenues and expenses of the Society for the following Fiscal Year.
- 5.2. The Society Council, provided at least one (1) week notice has been given to all Councillors, shall amend or ratify the budget document.
- 5.3. Upon any budget being ratified, the Executives, Councillors and Committees of the Society, for the Fiscal Year to which the budget relates, shall be entitled to carry out any actions contemplated by the budget and in compliance therewith without further authorization by the Society Council.

- 5.4. The Executive may, prior to or during the Fiscal Year to which a particular budget relates, present to the Council amendments to the budget, and any such amendment may be reviewed and amended by the Council, and shall be approved by two-thirds (2/3) of the Councillors present at a meeting.
- 5.5. Any expenditure not contemplated in the budget and in excess of one-thousand five-hundred dollars (\$1500.00) must be authorized by a resolution passed by at least two-thirds (2/3) of the Councillors present at a meeting.
- 5.6. Prior to assuming office as the Executive, the Executive-Elect may elect to assume the duties of the Executive under this Article.

X. MEETING OF MEMBERS

1.Fiscal Year

- 1.1. All Meetings of the Members shall be held in a room on campus prescribed by the Society and, subject to this Part, on such dates and at such times as the Society Council may determine.
- 1.2. A meeting of the Members may be held during the academic year.

2.General Meeting

- 2.1. There shall be two General Meetings of the Members held each Society Year as follows:
 - (a)A Fall General Meeting within the first two weeks of October.
 - (b)A Winter General Meeting within the first two weeks of February.
- 2.2. At every Fall General Meeting, in addition to any other business that may be transacted, the report of the President, Society Council, and the financial statements shall be presented.
- 2.3. At every Fall and Winter General Meeting, in addition to any other business that may be transacted, the following business shall be conducted,
 - (a)the activities of the Society since the last Meeting of the Members shall be reviewed; and,
 - (b)any vacancies in the office of an Executive shall be filled.

3.Special Meetings

- 3.1. The Society Council or the President may call, at any time, a Special Meeting of the Members.
- 3.2. The President shall call a Special Meeting of the Members upon receipt of a written requisition of not less than five-percent (5%) of the Regular members.

4.Voting

- 4.1. Each regular Member in good standing with the Soicety shall be entitled to exercise one (1) vote either in person.

5.Procedure

- 5.1. Seventy-five (75) Regular members present in person at a Meeting of the Members shall constitute a quorum.
- 5.2. The President shall preside at meetings of the Members, unless the Members elect another Member to preside.
- 5.3. Meetings of the Members shall be conducted in accordance with the rules of order as adopted from time to time by at least two-thirds (2/3) of the Members present at a Meeting of the Members, where such rules of order are not inconsistent with the Constitution and Bylaws of the Society.
- 5.4. At all Meetings of the Members, every question shall be determined by a majority of votes cast unless the consent of a greater number is required by law, the Constitution and Bylaws, or any rules of order adopted by the Members.
- 5.5. At any Meeting of the Members, the Society Council and the Executive have the right to propose with no need of a second.

6.Notice

- 6.1. Fourteen (14) days written notice shall be given to the Members of any Meeting of the Members.
- 6.2. Notice of a Meeting of the Members shall,
 - (a)during the academic year, be posted in a prominent locations; and,
 - (b)be sent by electronic mail.

- 6.3. In addition to posted notice or notice sent by electronic mail, notice may also be given in person, by telephone, by mail, by fax or in any official publication of the Society.
- 6.4. Where special business is to be conducted, any notice shall contain sufficient information to permit a Member to form a reasoned judgment on the decision to be taken.
- 6.5. A form of proxy or a reminder of the right to proxy shall be included in all notices for a Meeting of the Members.

XI. GENERAL

1.Constitution

- 1.1. The Constitution of the Society shall have full force until amended or repealed by a two-thirds (2/3) majority of all members of the Society Council, and subsequent approval of such an amendment or of the repeal by the Members at the next Meeting of the Members.

2.By-Laws

- 2.1. The By-laws of the Society may be enacted, repealed, or amended by a majority of all members of the Society Council at a meeting duly called for that purpose.
- 2.2. By-laws, and all terms and provisions, of the Bylaws shall enter into force upon amendment or enactment, and shall cease to have force upon being repealed or upon being found to be in contravention of any term or provision of the Constitution.

3.Meetings & Notice

- 3.1. Unless other rules are adopted in accordance with the Constitution, the rules contained in the most current edition of “Robert’s Rules of Order” shall be used at all meetings insofar as they are not inconsistent with the Constitution and Bylaws of the Society.
- 3.2. Unless otherwise stated, all notice of meetings shall be given in person or by telephone, fax, or electronic mail.
- 3.3. No error or omission in giving notice of any meeting, or any adjourned meeting, shall invalidate such meeting or make void any proceedings taken therein and any person

entitled to such notice may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

4.Interpretation

- 4.1. In the Constitution and By-laws, and in any other rules and regulations of the Society hereafter passed, unless the context otherwise requires, the following definitions shall apply,
- (a) **“Constitution”** shall refer to this Document;
 - (b) **“The Society”** shall refer to the Carleton Science Student Society;
 - (c) **“Department”** shall refer to one of the eleven subsidiary departments of the Faculty of Science;
 - (d) **“Science student”** means a student registered in a degree offered by the Faculty of Science;
 - (e) **“Executive-elect”** means the Members elected as Executive who have not yet assumed office;
 - (f) **“Faculty”** means the Faculty of Science at Carleton University;
 - (g) **“First Year student”** means a student who has first year standing as defined by Carleton University;
 - (h) **“Members present”** means Members present in person;
 - (i) **“School day”** means a weekday on which Carleton University is open and classes are scheduled, but not a day during an official examination period; and,
 - (j) **“School year”** means the period of time commencing on the first day of the fall term, and ending on the last day of the winter examination period, as determined by Carleton University.
- 4.2. In this Constitution, and in all other By-laws, rules, or regulations of the Society hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to person shall include firms and corporations.

ENACTED AT CARLETON UNIVERSITY THIS _____ DAY OF _____, _____

WITNESS TO THE SEAL OF THE SOCIETY

JOHN MESMAN
BUTLER
PRESIDENT

OWEN HOVEY
VICE PRESIDENT INTERNAL

DR. MALCOLM
DEAN OF SCIENCE