

# **CONSTITUTION OF THE CARLETON SCIENCE STUDENT SOCIETY**

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## **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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## **PART I THE SOCIETY**

### **Article 1 - Objectives of the Society**

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

### **Article 2 - 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, race, political views, national or ethnic origin, colour, religion, sex, sexual orientation, gender identity, age, residency, language, or mental or physical disability.

### **Article 3 - Dissolution of the Society**

- 3.1 Dissolution will occur when the council has approved a referendum question to be asked to the regular members of the society. Two thirds of voters must vote to dissolve the society in order to be enacted.
- 3.2 Upon dissolution of the Society all monetary funds, after payment of liabilities, shall be donated to a recognized charity on campus as determined by a referendum question. Further, all physical assets shall be listed on the society's website and be given to any club or society upon request at no charge.

## **PART II NON-VOTING MEMBERS**

### **Article 1 - Conditions of Non-Voting Members**

- 1.1 Any student that is not enrolled within the Faculty of Science at Carleton University shall be considered to be a non-voting member, and shall be;
- (a) allowed to attend meeting of Members, but not allowed to attend Council, Committee or Executive meetings;
  - (b) allowed to speak at the Meeting of members once at least two-thirds (2/3) grants them permission; and
  - (c) not allowed to vote on any subject, nor second motions at any time.
- 1.2 Should any Meeting of the Membership move *in camera* a motion shall be ratified by the Members to allow any non-member to remain present at such Meeting.
- 1.3 Non-Voting Members shall not be eligible to hold a Council position within the Society.

### **PART III MEMBERS**

#### **Article 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 available to those persons nominated by the Members and passed by at least two-thirds (2/3) of the Members at a Meeting of the Members;
  - (b) 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;
  - (c) be granted permanent speaking rights at a Meeting of the Members; and,
  - (d) follows all other rules of Non-Voting Members.
- 1.3 Alumni membership shall;
  - (a) be extended to all Regular Members upon graduation from the Faculty of Science at Carleton University; and
  - (b) follow the rules for Non-Voting Members.
- 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.

#### **Article 2 - Term of Membership**

- 2.1 Membership in the Society shall commence
  - (a) in the case of Honorary membership, on the date the application for admission is accepted;
  - (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 enrolment as an Undergraduate Student in the Faculty of Science at Carleton University.
- 2.2 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.
- 2.3 A Member may terminate his or her Membership in the Society by delivering a written resignation to the Vice-President Internal.

#### **Article 3 - Suspension and Expulsion of Members**

- 3.1 The Society Council may, by a resolution adopted by at least two-thirds (2/3) of the Councilors 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.
- 3.2 The Members may, by a resolution adopted by at least three-quarters (3/4) of the Regular membership present at a Meeting of the Members duly called for that purpose, may expel a suspended Member.
- 3.3 A resolution to expel a Member from the Society shall be moved only by at least two-thirds (2/3) of the Executive.
- 3.4 A Member shall cease to be in good standing with the Society when suspended.

#### **Article 4 - Rights of Membership**

- 4.1 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 and the Executive.
- 4.2 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.
- 4.3 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.
- 4.4 All rights and privileges granted to the Membership classes are subject to the provisions of the Constitution.

#### **Article 5 - Obligations of Membership**

- 5.1 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.
- 5.2 Each Member shall abide by Carleton University's Human Rights Policy.
- 5.3 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.

## **Article 6 - Annual Membership Fee**

- 6.1 The Society Council may affix a membership (a levy) fee for Regular membership such that;
- (a) Any change in the annual membership fees be approved by current Members by means of referendum question where a majority of respondent vote “Yes”; and
  - (b) Any change in the membership fee (levy) shall not come into effect until the commencement of a new academic semester following the successful return of the referendum question.
- 6.2 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.
- 6.3 Regardless of status of membership the levy amount shall be applied to all undergraduate students currently enrolled in the Faculty of Science.

## **Article 7 - Disclosure of Official Documents and Records**

- 7.1 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.
- 7.2 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*.

## **PART IV COUNCIL**

### **Article 1 - Composition**

- 1.1 The property and business of the Society shall be managed by a Society Council consisting of,
- (a) the President;
  - (b) the four (4) Vice Presidents;
  - (c) twenty three (23) “Departmental Representatives” distributed as such;
    - a. School of Computer Science Representative; (4) positions
    - b. Department of Chemistry Representative; (2) positions
    - c. Department of Earth Science Representative; (1) position
    - d. Department of Health Science Representative; (2) positions
    - e. Integrated Science Institute Representative; (1) position
    - f. School of Mathematics & Statistics Representative; (2) positions

- g. Department of Neuroscience Representative; (3) positions
  - h. Department of Physics Representative; (1) position
  - i. Department of Biology; (4) positions
  - j. Institute of Biochemistry; (2) positions
  - k. Institute of Environmental Science; (1) position.
- (d) two (2) First Year Representatives enrolled in an undergraduate degree under the Faculty of Science at Carleton University.
- (e) 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.

## **Article 2 - Eligibility**

- 2.1 Councilors must,
- (a) be natural persons under law;
  - (b) be Regular members in good standing with the Society;
  - (c) be available to attend regularly scheduled and emergency meetings of the Council in person or by proxy;
  - (d) be available to complete tasks required of their position; and
  - (e) 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 or appointment in the Faculty of Science at Carleton University.

## **Article 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 Councilor 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 Councilors at a meeting duly called for that purpose.
- 3.5 The office of Councilor shall be automatically vacated;
- (a) upon passage of a resolution calling for that Councilor's removal;
  - (b) if the Councilor ceases to be a Regular member in good standing with the Society;
  - (c) if the Councilor resigns by delivering a written resignation to the President;
  - (d) Upon passage of a resolution calling for that Councilor's removal;
  - (e) where the Councilor is an Executive, when that Councilor ceases to be an Executive;

- (f) where the Councilor is a Department Representative, if that Councilor ceases to be enrolled in the science programs that Councilor is assigned;
  - (g) if the Councilor 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 the President's duties and responsibilities until Council passes a resolution calling for a By-Election and the results are known.
- 3.7 If a vacancy shall occur in the office of a Vice President, the President shall appoint a member to take over the Vice President's duties and responsibilities until Council passes a resolution calling for a By-Election and the results are known.
- 3.8 If a vacancy occurs 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 calling for a By-Election and the results are known.

#### **Article 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;
  - (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 Objectives of the Society; and
  - (d) will, by a majority plus one vote (50%+1), select any candidates for a position within the Society but not for positions which are a part of the Council.
- 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, Councilor or committee of the Society.

#### **Article 5 - Meetings**

- 5.1 Meetings of the Council may be held at any time and place to be determined by the Vice President Internal;
- (a) provided the President or any two (2) Councilors 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 Councilor is authorized to exercise one (1) vote.
- 5.3 A majority of Councilors 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 the council votes by a majority plus one then a Member of the Council may participate in the meeting by means of teleconference or other communications that permits all persons participating in the meeting to hear and see the meeting place.
- 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 Councilors.
- 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.

#### **Article 6 - Remuneration**

- 6.1 The voting members of the society's council shall serve without honorarium, salary or in-kind benefit. This does not limit them from serving another group without remuneration.
- 6.2 In order to enact any sort of remuneration for these members a referendum must be asked to all students enrolled in an Undergraduate Bachelor of Science at Carleton University.

### **PART V EXECUTIVES**

#### **Article 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;
- (d) the Vice President Operations; and
- (e) the Vice President Programming.

## **Article 2 - Eligibility**

- 2.1 Executives must be Regular members in good standing with the Society.
- 2.2 The candidate for the position of President
- 2.3 must;
  - (a) have prior Council experience or have experience as an Executive of another Department Society; and
  - (b) be of age to contract.

## **Article 3 - Duties**

- 3.1 The Executives shall exercise any power and execute all duties in accordance with the policies established by the Society Council.
- 3.2 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.
- 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) 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) make provisions to obtain all the names of present Members of the Society;
  - (c) oversee the working of the different committees of the Society, and coordinate the activities of those committees;
  - (d) give notice of all Meetings of the Members; and
  - (e) give notice of all Council Meetings.
- 3.5 The Vice President Academic shall;
  - (a) act as CASG Faculty of Science Coordinator *ex*;
  - (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) handle the financial matters of the Society;
  - (b) design an annual budget;
  - (c) be in charge of all employees and volunteers of the Society;
  - (d) be an integral member of all social planning lead by the Society;
  - (e) work with the University in the organization of Frosh events pertaining to the Faculty of Science; and
  - (f) communicate with the Department Societies to ensure successful and accessible social events.
- 3.7 The Vice President Programming shall;
- (a) be responsible for the promotion of events;
  - (b) be in charge of sponsorship; and
  - (c) be responsible for developing the programming of the society for the year.

#### **Article 4 - Remuneration**

- 4.1 The executives of the society shall serve without honorarium, salary or in-kind benefit. This does not limit executives from serving another group without remuneration.
- 4.2 In order to enact any sort of remuneration for executives a referendum must be asked to all students enrolled in an Undergraduate Bachelor of Science at Carleton University.

#### **Article 5 - Powers**

- 5.1 During the summer semester as defined by Carleton University the executives are allowed select representatives to conferences after guaranteeing minimal deficit if any by attending.
- 5.2 The executives are permitted to incur reasonable expenses before the beginning of the fiscal year for events held by Carleton University to introduce clubs and societies to new students.
- 5.3 After these powers are exerted and a deficit occurred such expenses must be reported in the first budget presented to Council.

### **PART VI COMMITTEES**

#### **Article 1 - Standing and Select Committees**

- 1.1 The Society Council may establish Standing Committees, and specify the structure, composition, and terms of reference for each.
- 1.2 The Society Council may appoint 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.

## **Article 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 Councilors if required by the Society Council.

## **Article 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; and
  - (e) the Vice President Programming.
- 3.2 The President shall act as Chair of all meetings of the Executive Committee, unless resolved otherwise.

## **PART VII LEGAL MATTERS**

### **Article 1 - Indemnities**

- 1.1 Every Councilor 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 Councilor, 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 Councilors may rely upon the accuracy of any statement or reports prepared by the Society's auditors and shall not be responsible or held liable for any loss or damage resulting from any action based upon such statement or report.

#### **Article 2 - Execution of Documents**

2.1 Any executive may sign contracts, documents or any instruments in writing requiring the signature of the society when acting on the council's will of a passed resolution.

2.2 The Council may give the Society's Power of Attorney to any registered dealer in securities for the purpose of and dealing with any stocks, bonds, and other securities of the Society.

#### **Article 3 - Books and Records**

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

### **PART VIII FINANCIAL MATTERS**

#### **Article 1 - Fiscal Year**

1.1 The Fiscal Year of the Society shall begin the first day of the fall semester and end the last day of the winter semester as defined by Carleton University.

#### **Article 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.

#### **Article 3 - Banking**

3.1 The banking business of the society will be carried out by the on-campus Scotiabank until such a time that the council resolves otherwise. The society's President, Vice President Operations and Vice President Internal shall act as the financial officers of the society.

- 3.2 Banking information shall only be shared outside of the executives upon a (2/3) vote of the financial officers, excluding the annual financial statements or if an audit is conducted by a (2/3) vote of the Council.

#### **Article 4 - Remuneration**

- 4.1 The Vice President Operations and another member with signing authority will approve remuneration for all agents where the costs associated are directly linked to the society's mandate and continued operation. Before spending in consistence with the above the agent must first seek and acknowledgement from the Vice President Operations that they will be remunerated. If denied, the agent may come before council to state their cause and a 50 percent plus one vote will be binding.

#### **Article 5 - Budget**

- 5.1 The Vice President Operations shall prepare and present at a Meeting of the Members a budget setting forth estimated revenues and expenses of the Society for the following Fiscal Year.
- 5.2 The Society Council, provided at least one (1) week notice has been given to all Councilors, shall amend or ratify the budget document.
- 5.3 Upon any budget being ratified, the Executives, Councilors 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 Councilors present at a meeting.
- 5.5 Any expenditure not contemplated in the budget totalling in excess of five hundred dollars (\$500), with or without tax, must first be approved by council by a two thirds vote.
- 5.6 Expenditures below the threshold prescribed in this same article must be reported at the next council meeting.
- 5.7 A budget may not include a budgeted allowance of Society funds that would be discretionary in use and ambiguous to its intended purpose.

### **PART IX MEETING OF MEMBERS**

#### **Article 1 - Place and Time**

- 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 Members will only be held during a school day during the fiscal year.

#### **Article 2 - General Meeting**

- 2.1 At each Meeting of Members, a report of each executive shall be given, an update on the functions of the council shall be given that includes past or future events of the fiscal year.

### **Article 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.

### **Article 4 - Procedure**

- 4.1 Fifteen (15) Regular members present in person at a Meeting of the Members shall constitute a quorum.
- 4.2 The President shall preside at meetings of the Members, unless the Members elect another Member to preside.
- 4.3 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 By-laws of the Society.
- 4.4 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 By-laws, or any rules of order adopted by the Members.
- 4.5 At any Meeting of the Members, the Society Council and the Executive have the right to propose with no need of a second.

### **Article 5 - Notice**

- 5.1 Fourteen (14) days written notice shall be given to the Members of any Meeting of the Members.
- 5.2 Notice of a Meeting of the Members shall;
- (a) during the academic year, be posted in prominent locations; and
  - (b) be sent by electronic mail.
- 5.3 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.
- 5.4 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.
- 5.5 A form of proxy or a reminder of the right to proxy shall be included in all notices for a Meeting of the Members.

## **PART X GENERAL**

### **Article 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.

## **Article 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 By-laws 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.

## **Article 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 By-laws 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.

## **Article 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 student”** means a student registered in an undergraduate degree in 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.

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ENACTED AT CARLETON UNIVERSITY THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

WITNESS TO THE SEAL OF THE SOCIETY

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
VICE PRESIDENT INTERNAL

\_\_\_\_\_  
DEAN OF SCIENCE