

**The By-Laws
of the
Undergraduate Science Society of
Toronto Metropolitan**

Last Revision: January 2024

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Section 1: General Information

1.1 The motto of Undergraduate Science Society of Toronto Metropolitan (USSTM) is “Quaerere Miror”, meaning “Seek to Wonder.”

1.2 English is the official language of USSTM.

1.3 Any responsibility not specifically laid out in these By-Laws shall be considered to be the responsibility of the Executive Board of USSTM.

1.4 USSTM will adopt the most recent edition of Robert's Rules of Order as its parliamentary authority when written rules concerning governing issues do not exist in the USSTM By-Laws.

Section 2: Meetings

2.1 USSTM Board meetings shall take place with the following regulations in place:

2.1.1. Quorum for USSTM Board meetings is fifty-percent plus one (50%+1) of all the USSTM Board Members;

2.1.2. USSTM Board meetings must be:

2.1.2.1. At least twice a month during the academic year; with the exception of exam periods and periods where it would cause undue hardship; and,

2.1.2.2. At least once per month between May and August inclusive with the exceptions outlined above.

2.1.3. All USSTM Board positions have the right to one (1) vote; with the exception of certain appointed Board positions as outlined in the Constitution and By-Laws.

2.1.4. No USSTM Board Member shall hold more than (1) voting position on the Undergraduate Science Society of Toronto Metropolitan.

2.1.5. In accordance with the Constitution, a Chairperson shall oversee all meetings and ensure Robert's Rules of Order are followed. In the case the Chairperson cannot attend a meeting, the President must appoint someone else external from the Board of Directors to chair that meeting;

2.1.6. Meeting of the USSTM Board may be formally called by the President, any Vice-President, or upon the direction in writing of two USSTM department Directors; and,

2.1.7. Meetings of the Board of Directors must be called five (5) days in advance prior to the date of the meeting, and proper notification must be given through the agreed upon USSTM communication channel. This applies to changing a meeting time.

2.1.8 Absences and Punctuality:

2. 1. 8. 1. USSTM Board Members must be present in three-fourths (3/4) of the Board of Director Meeting time duration in order to be considered in attendance.

2. 1. 8. 2. Notice of absences must be approved under the discretion of the Vice-President Operations and the Secretary, where the reason of absence are under the following terms:

- i) Course Scheduling Conflict
- ii) Extenuating Circumstances
- iii) Midterm or Final Examination

2.2 General Meetings shall take place with the following regulations:

2.2.1. Quorum for USSTM General Meetings shall be twenty-five (25) students from the membership, not including anyone who sits on the current Board of Directors. Board of Directors includes non-voting positions.

2.2.2. All General Meetings must be chaired by someone outside of the Membership. It is the Vice-President Operations' responsibility to find this external member, to be approved by the Board if the Chairperson of the Board is absent or declines the role.

2.2.3. Motions are decided by a simple majority 50%+1 vote unless otherwise stated.

Section 3: Roles and Responsibilities

3.1 The Executive:

3.1.1. President

The President's duties include, but are not limited to the following:

- i) Shall be the Chief Executive Officer of USSTM;
- ii) Shall be the official spokesperson on behalf of USSTM;
- iii) Shall act in the best interests of USSTM according to the direction of the Board of Directors and the Mandate of USSTM;
- iv) Shall be an ex-officio member of all committees of USSTM;
- v) Shall ensure good relations between USSTM and member organizations, governments, professional organizations, administrative bodies, etc.;
- vi) Shall have the authority to call a meeting of the Executive;
- vii) Shall have signing authority for all legally binding contracts and financial accounts for USSTM;
- vii) Shall prepare an operating budget in conjunction with the Vice-President Finance; and,
- ix) Shall be responsible for ensuring a good transition between the incoming and outgoing Board of Directors and the Executive in conjunction with the President-Elect.

3.1.2. Vice-President Operations

The Vice-President Operations duties include, but are not limited to the following:

- i) Shall be the acting President in the absence of the President;
- ii) Shall chair the Operations Committee;
- iii) Shall have the authority to call a meeting of the Executive;
- iv) Shall be responsible for all General and Board of Directors meetings, as well as the upkeep and distribution of the official USSTM Constitution and By-Laws;
- v) Shall be responsible for the maintenance and acquisition of USSTM equipment and facilities;
- vi) Shall appoint and manage the Secretary and Board Chairperson. In the absence of either position, the Vice-President Operations shall be responsible for finding a suitable replacement for the duration of

the meeting in question;

- vii) Shall establish and enforce office hours;
- viii) Shall manage Board of Directors meeting preparation;
- ix) Shall coordinate room bookings and room allocations for USSTM within the University;
- x) Shall be responsible for maintaining an inventory of all merchandise managed by USSTM, as well as document control;
- xi) Will be responsible for fixing any typos, grammatical errors and Constitution primacy conflicts in all constating documents.
Upon making any changes like this, they must present them to the Board of Directors at the next Board meeting;
- xii) Shall work with Department Directors to distribute surveys to the student body throughout the year to help obtain feedback from the Membership;
- xiii) Shall ensure the Board Meetings are advertised on the website.

3.1.3. Vice-President Finance

The Vice-President Finance duties include, but are not limited to the following:

- i) Shall be responsible for the financial operation of USSTM;
- ii) Shall create the USSTM budget through consultation with the Executive team as well as the Board of Directors, and maintain the budget for the fiscal year;
- iii) Shall chair the Finance Committee;
- iv) Shall chair the Funding Requests Committee and ensure that it meets every two weeks, unless there are no pending requests;
- v) Shall have signing authority on financial accounts for USSTM and on USSTM issued cheques;
- vi) Shall present to the Board monthly updates of USSTM account status, current and past expenditures, and budget plan changes;
- vii) Shall hold transparency and accountability as top priorities; and,
- viii) Shall be responsible for presenting an updated student group and

conference balance at each Board meeting;

- ix) Shall be responsible for updating USSTM Student Groups with their updated account budget when requested within five (5) business days.

3.1.4. Vice-President External

The Vice-President External duties include, but are not limited to the following:

- i) Shall be responsible for working and maintaining relationships with all external partners and companies that the USSTM has dealings with for financial or in-kind donations;
- ii) Shall keep track of all financial or in-kind donations and make this information available to the Board of Directors along with informing membership of the data analytics of all USSTM social media and website;
- iii) Shall chair the External Relations Committee;
- iv) Shall coordinate with all willing USSTM Student Groups and Faculty of Science teams or groups to assist them in securing sponsorship for events or their groups/teams;
- v) Shall plan all USSTM Networking and Alumni events with the Faculty of Science Dean's Office and the individual departments.
- vi) Shall be the default OSSA coordinator of the USSTM, unless the Board of Directors moves to appoint someone else in which case they need a two-thirds (2/3) majority affirmative vote.

3.1.5. Vice-President Student Life

The Vice-President Student Life duties include, but are not limited to the following:

- i) Shall be responsible for planning large faculty-wide community building events;
- ii) Shall be responsible for planning events that focus on mental health and wellbeing for the Faculty of Science
- iii) Shall oversee the Orientation and Formal Committee;
- iv) Shall chair the Student Life Committee;

- v) Shall plan both a Fall and Winter Week of Welcome;
- vi) Shall inform the VP External with an appropriate amount of notice when an event could benefit from external partners or sponsorships, so they may work together on the event;
- vii) Shall meet, at minimum, monthly with USSTM student groups to assist in event coordination and planning across the Faculty;
- viii) Shall regularly inform the Board, specifically the VP Communications, about events occurring in the Faculty of Science
- ix) Shall ensure a land acknowledge is said at events run by the USSTM when possible.

3.1.6. Vice-President Communications

The Vice-President Communications duties include, but are not limited to the following:

- i) Shall be responsible for the design and maintenance of USSTM website, e-mail accounts, social media, and other social forums;
- ii) Shall chair the Communications Committee;
- iii) Shall manage all poster design and advertising relating to USSTM events;
- iv) Shall maintain the USSTM e-mail list-serve with strict confidentiality and shall a newsletter to the Membership at least once a month;
- v) Shall be responsible for disseminating information to the Membership;
- vi) Is responsible for photography, or delegation thereof, for Week of Welcome and other USSTM events;
- vii) Shall be responsible for all marketing and merchandising of the USSTM; and,
- viii) Shall inform Science Students of various job postings and information sessions.
- ix) Shall work with Student Groups to ensure that all their information on the website is up to date;
- x) Shall ensure the USSTM communication platforms are accessible to

all students, such as including descriptive text in the newsletter and website;

- xi) Shall ensure both an equity statement and a land acknowledgement are on the official USSTM website at all times.

3.1.7. Vice-President Academic

The Vice-President Academic duties include, but are not limited to the following:

- i) Shall be responsible of all academic programming of USSTM which includes but is not limited to conferences, hackathons, case competitions, soft-skills workshops, crash courses, and site visits.
- ii) Shall plan academic events in conjunction with the appropriate department directors.
- iii) Shall ensure that the USSTM has an equal amount of academic programming to each of the undergraduate programs in the faculty.
- iv) Shall chair the academic committee and each of the positions on it.
- v) Shall work with the President and the Dean's office to address academic issues in the faculty.

3.2 Department Directors

The Department Directors duties include, but are not limited to the following:

- i) Shall act as liaisons and means of communication between the USSTM and the General Membership of their respective department and student groups under their jurisdiction;
- ii) Shall represent the interests of the Membership and student groups;
- iii) Shall represent the interests and the concerns of their department's Membership and bring them to regular board meetings,
- iv) Shall be responsible for submitting a monthly reflection/report or having a check-in with the President or Manager
- v) Shall attend events or initiatives funded by the Undergraduate Science Society, as assigned by the VP Finance or their committee
- vi) Must be a part of at least one USSTM Committee, or another form

of involvement approved by the Executive

3.3 Ancillary Positions

3.3.1. Secretary

- i) Shall be responsible for taking minutes at all Board meetings.
- ii) Shall be responsible for distribution of past meeting minutes;
- iii) Shall be responsible for archiving and ensuring meeting minutes are available to the Membership for public viewing;
- iv) Shall be responsible for maintaining the files of USSTM;
- v) Shall not receive a vote in any circumstances.

3.3.2. Chairperson of the Board

- i) Shall be responsible for chairing all USSTM Board meetings, ensuring that meetings are conducted in a timely and orderly manner as per Robert's Rules of Order;
- ii) Shall be responsible for coordinating with the President, Secretary and Operations Committee to ensure meetings occur as per the regulations outlined in Section 2—Meetings, of the By-Laws; and,
- iii) Shall only have a single (1) vote in the event of a tie during General Meetings and USSTM Board Meetings.

3.3.3. First Year Director / First Year Board.

- i) Shall be responsible for acting as a liaison and means of communication between USSTM and the Membership who are in their first year of attendance in the Faculty.
- ii) Must be a part of at least one USSTM Committee, or another form of involvement approved by the Executive.
- iii) Must hold at least one USSTM event catering to First Year Faculty of Science students.
- iv) Shall be responsible for compiling a First Year Feedback alongside the Academic Committee prior to Fall and Winter midterms.
- v) First Year Directors of the previous term must be in charge of onboarding and transitioning the upcoming First Year Directors

3.3.4. Executive Advisor

- i) Shall attend all Board of Director meetings
- ii) May attend Executive or Committee meetings when invited by the

chair of the meeting or the Manager

- iii) Will assist the Manager, as required, with handling the transition and training of the Board
- iv) May take on work in the summer if executive directors are not fully transitioned and are unable to complete tasks and if requested by the Executive or Manager
- v) May take on an executive role for an interim period of a maximum of one (1) month if a position becomes or is vacant, yet still receives no vote
- vi) Will assist the President with team goal setting and regular progress reports
- vii) Will assist all Executives with transition reports, when required

3.1 Deputies

3.4.1. Shall assist Executive Directors in their tasks.

3.4.2. Shall be the second point of contact in accordance to their leading VP.

3.4.3. Shall have access to the VP email alongside their leading VP.

3.4.4. Shall communicate executive updates during director meetings.

3.4.5. The Deputy must not serve as any member other than the one (1) committee under their own purview.

3.5. Executive Hiatus/Vacation

3.5.1. A hiatus must be notified to the Executive team and their Deputy as soon as practical.

3.5.1.1. The hiatus will be requested and approved by the President, VP Operations and Manager with the reason for the hiatus, the duration of absence and their main points of contact.

3.5.1.2. The hiatus must be notified by email.

3.5.2. If the Executive requests for a hiatus or vacation, the Deputy shall become appointed as the temporary Executive Director during the duration of the Executive's absence.

3.5.2.1. In the case of the President, the VP Operations will become acting president and the Deputy of Operations will act as the temporary VP Operations.

3.5.2.2. Prior to the hiatus, the Executive must set up the VP Portfolio in accordance with the duties the Deputy must follow during their time of absence.

3.5.3. The Deputy shall attend the Board of Director meetings during the absence of the VP Executive.

3.5.4. The Deputy shall chair all committee's under the VP Portfolio during the absence of the VP Executive.

3.5.5. The President shall be responsible for the Deputy in accordance with the Executive hiatus or vacation.

3.5.6. Upon the return of the hiatus or vacation, the Deputy must set up a debrief meeting with the Executive Director.

Section 4: Executive Committees

4.1 Executive committees serve to assist in fulfilling the mandate of USSTM and Executive portfolios.

4.2 All Directors on the Board must join at minimum one (1) committee for the entirety of the committee's term.

4.3 Executive Directors shall not serve as members of any committee other than the one (1) committee under their own purview, unless otherwise noted in the committee's defining articles.

4.4 The Chair of each committee must give an update on the committee meetings once a month at a meeting of the Board of Directors, with the following exception:

4.4.1. The Funding Request Committee must take minutes that document the decisions of each funding request, as well as everyone's reason why they voted that way, but this is written down anonymously. There do not need to be minutes taken of the discussion.

4.4.2. Funding Request Committee minutes do not need to be public, but anyone in the membership of USSTM may request the minutes and must be given

them by the VP Finance.

4.5 The Executive Committees must meet no less than once a month during the Academic Year.

4.6 The Executive Director chairing the committee must keep its members accountable and follow up with members as often as necessary.

4.7 Finance Committee:

4.7.1. Shall operate under the purview of the Vice-President Finance;

4.7.2. Shall consist of a minimum of three (3) members;

4.7.3. Shall be trained in all financial management software used by USSTM; and

4.7.4. Shall assist the Vice-President Finance in managing the day to day financial operations of USSTM.

4.8 Operations Committee:

4.8.1. Shall operate under the purview of the Vice-President Operations;

4.8.2. Shall consist of a minimum of three (3) members; one (1) of which must be the appointed Secretary;

4.8.3. The Vice-President Student Life and the Student Life Committee shall assist in coordinating with the Operations Committee to organize Annual General Meetings;

4.8.4. Shall be trained in all matters of General Assembly Meeting operations, USSTM Board meeting operations and general office management; and,

4.8.5. Shall enforce USSTM Board office hours, manage board meeting preparation and document control, as well as oversee all matters of conduct regarding USSTM Board Members as outlined in Section 9— Matters of Conduct, of the By-Laws.

4.9 Student Life Committee:

4.9.1. Shall operate under the purview of the Vice-President Student Life;

4.9.2. Shall be hired each academic year at the discretion of the Vice-President Student Life;

4.9.3. The Vice-President Student Life is responsible for deciding how each member will contribute to event creation, organizing, funding and management;

4.9.4. Shall assist the Vice-President Student Life in planning and organizing all co-curricular events hosted, either primarily or as a collaborator, by USSTM; and,

4.9.5. Shall work with the External Relations committee by providing event details at minimum three (3) weeks before an event so that the External Relations committee can pursue possible partnerships.

4.10 External Relations Committee:

4.10.1. Shall operate under the purview of the Vice-President External Relations;

4.10.2. Shall consist of a minimum three (3) members;

4.10.3. Shall assist the Vice-President External Relations in interviewing and recommending delegates for all conferences to which the USSTM Board chooses to send representation;

4.10.4. Shall assist the Vice-President External Relations in all corporate fundraising initiatives undertaken by USSTM; and

4.10.5. Shall assist the Vice President External Relations in engaging industry and Alumni in USSTM activities and events.

4.11 Communications Committee:

4.11.1. Shall operate under the purview of the Vice-President Communications;

4.11.2. Shall consist of a minimum of three (3) members;

4.11.3. Shall be responsible to assist the Vice-President Communications to manage all digital and print publications issued by USSTM; and,

4.11.4. Shall assist the Vice-President Communications to manage the social media portfolio of USSTM.

4.12 Funding Requests Committee:

4.12.1. Shall operate under the purview of the Vice-President Finance.

4.12.2. Shall consist of exactly seven (7) members;

4.12.2.1. The Vice-President Finance and the President will be on the funding requests committee.

4.12.2.2. One (1) other Executive Director will sit on the Funding Requests Committee, to be selected by a simple majority vote of the Board of Directors.

- 4.12.2.3. Two (2) Department Directors that do not currently sit on any other funding body will sit on the Funding Requests Committee, to be selected by a simple majority vote of the Board of Directors.
- 4.12.2.4. Two (2) students from the membership that do not currently sit on the Board of Directors or on any other funding body will sit on the funding requests committee.
- 4.12.3. Shall be responsible for reviewing and deliberating over all requests for funding which are less than two-thousand dollars (\$2,000) from student groups or individual applicants; over ad-hoc all requests.
- 4.12.4. Shall have the authority to approve or not approve applications which are within their oversight; and, for any one event
- 4.12.5. Shall submit a report of all approved, conditionally approved and not approved funding to the USSTM Board in time for every alternating Board of Directors meetings.
- 4.12.6. Have the authority to approve student group budgets as submitted at the end of the summer semester.

4.13 The Formal Planning Committee:

- 4.13.1. The Formal Planning Committee Chair will be chosen by the Vice-President Events no later than October 30th. The Chair must be part of the Membership of the USSTM.
- 4.13.2. The Chair must be part of the Membership of USSTM.
- 4.13.3. The Vice-President Student Life will be an ex-officio member of the Formal Planning Committee.
- 4.13.4. The Formal Planning Committee shall plan the end of the year formal.
- 4.13.5. The Formal Planning Committee will consist of the following positions:
 - i) Chair
 - ii) Venue Coordinator
 - iii) Finance Coordinator
 - iv) Event Coordinator
 - v) Marketing Coordinator

4.13.6. The chair is responsible for the following things:

- i) Being responsible for all positions working with and under them.
- ii) Checking in with VP Student Life to give updates on the status of Science Formal.
- iii) Shall ensure VP Student Life is Present in at least 80% of the meetings.
- iv) Shall receive approval from the VP Student Life before proceeding with purchases and plans.
- v) Responsible for calling and chairing weekly or bi-weekly meetings.
- vi) Dealing with any problems that arise in a timely and appropriate manner.
- vii) Ensuring a good transition report will be available for the next team.

4.13.7. The Venue Coordinator is responsible for the following things:

- i) Being responsible for all communication with the chosen venue.
- ii) Choosing an appropriate venue.
- iii) Ensuring that the Guest Experience coordinator gets information from the attendees (accommodations, food requirements) in time for the venue to accommodate everyone.

4.13.8. The Finance Coordinator is responsible for the following things:

- i) Keeping track of all money spent on Science Formal.
- ii) Coordinating with USSTM VP Finance to make sure all payments are handled on time.
- iii) Ensuring tickets are sold in an efficient and accountable manner.
- iv) Acquiring sponsorship with the assistance of the Chair.

4.13.9. The Event Coordinator is responsible for the following things:

- i) Making sure all communications to science formal guests is done in an open and accessible way.
- ii) Keeping guest informed of all updates
- iii) Working with the venue coordinator to get all accommodations and

meal requests to the venue as soon as possible.

- iv) Coordinate with the marketing coordinator to make sure students are aware of the science formal.
- v) Coming up with the programming for the event.
- vi) Designing, making and/or purchasing any decorations for the event.
- vii) Communicating with the venue, through the Venue Coordinator, to ensure all decorations are approved.

4.13.10. The Marketing Coordinator is responsible for the following things:

- i) All content creation for the advertisement of science formal.
- ii) Will work with the USSTM VP Communications to promote Science Formal to science students.

4.13.11. Each position is entitled to one (1) deputy member to assist them with their duties.

4.13.11.1. If an individual feels they need more people to assist them, they must meet with the USSTM VP Student Life and Formal Chair to be approved for this.

4.13.12. The Chair and Coordinators for science formal will attend science formal at zero (0) cost to them.

4.13.12.1. One deputy per coordinator will be allowed to attend science formal at zero (0) cost to them.

4.13.12.2. If any other people are to attend at a discounted price, this requires a two-thirds (2/3) majority vote of the USSTM Board of Directors.

4.13.12.3. The cost of the ticket of the VP Student Life requires a two-thirds (2/3) majority vote of the USSTM Board of Directors.

4.14 The Science Orientation Committee:

4.14.1. The official name of this committee shall be the Science Orientation Committee.

4.14.2. The mandate of the Science Orientation Committee is to assist USSTM in fostering spirit among member students and providing opportunities for member students to become more engaged and involved in the science

community at TMU through the execution of Science Orientation.

4.14.3. The purpose of the Science Orientation Committee is to plan, organize and execute all aspects of Science Orientation each year.

4.14.4. The Science Orientation Committee will have the following roles:

- i) Chair
- ii) Operations Coordinator
- iii) Finance & Sponsorship Coordinator
- iv) Events Coordinator
- v) Volunteer Coordinator
- vi) Marketing & Communications Coordinator

4.14.5. The following are the role descriptions for the chair and each coordinator listed above:

4.14.5.1. Chair

- i) Shall call and chair all meetings of the group;
- ii) Shall be responsible to USSTM for all actions, operations and financial decisions that the Orientation Committee carries out;
- iii) Shall be responsible for all actions carried out by the coordinators working for them on the Orientation Committee;
- iv) Shall stay in communication with USSTM to ensure that all Orientation Committee operations are well aligned with the USSTM Board of Directors;
- v) Shall be responsible for finding opportunities for the Orientation Committee to improve spirit and engagement, in conjunction with the Events Coordinator;
- vi) Shall receive one (1) vote in all decisions made by the Orientation Committee Board; and,
- vii) Shall attend USSTM Board Meetings over the summer term, and when required to give updates to the Board of Directors and to answer questions. They will give five minutes of updates each meeting over the summer term.

4.14.5.2. Operations Coordinator

- i) Shall chair meetings in the absence of the Chair;
- ii) Shall be responsible for overseeing and maintaining all operations of the Orientation Committee;
- iii) Shall be responsible for all logistics planning for Orientation;
- iv) Shall be responsible for venue booking for events;
- v) Shall work with the Events Coordinator to establish a logistics plan for every event that takes place that is being run by the Orientation Committee.
- vi) Shall receive one (1) vote in all decisions made by the Orientation Committee Board; and,
- vii) Shall attend USSTM Board meetings in the case the Chair cannot go, will give the same updates as the chair would.

4.14.5.3. Finance and Sponsorship Coordinator

- i) Shall chair meetings in the absence of the Chair and the Operations Coordinator;
- ii) Shall be responsible for finding sponsors for events and keeping good relations with any sponsors already acquired;
- iii) Shall be responsible for keeping organized financial records;
- iv) Shall work with the Events Coordinator to ensure that all events remain cost-effective; and,
- v) Shall receive one (1) vote in all decisions made by the Orientation Committee Board.

4.14.5.4. Events Coordinator

- i) Shall work with their associates to come up with event ideas during the year and for Orientation;
- ii) Each event they plan to run must be approved by a majority vote of the Orientation Committee Board;
- iii) Each event proposal, once approved by the Orientation Committee Board will be run by the VP Student Life of USSTM for final approval. This includes events for Orientation;
- iv) Shall be responsible for finding opportunities for the Orientation

Committee to improve spirit and engagement, in conjunction with the Chair;

- v) Shall be responsible for informing the Operations Coordinator of all event details well in advance so that logistics of the event can be planned;
- vi) Shall be responsible for informing the Volunteer Coordinator of all event details well in advance so that volunteer recruitment and assignment can be done in time; and,
- vii) Shall receive one (1) vote in all decisions made by the Orientation Committee Board.

4.14.5.5. Volunteer Coordinator

- i) Shall be responsible for recruiting volunteers, and maintaining good relations with them throughout the year;
- ii) Shall be responsible for working with the Events Coordinator to determine volunteer needs in events planned by the Orientation Committee;
- iii) Shall be responsible for actions carried out by volunteers, and must ensure all volunteers undergo the necessary training for all operations and events they are a part of; and,
- iv) Shall receive one (1) vote in all decisions made by the Orientation Committee Board;

4.14.5.6. Marketing and Communications Coordinator

- i) Shall be responsible for overseeing all external communications, including but not limited to social media and formal documents;
- ii) Shall be responsible for creating any and all social media campaigns;
- iii) Shall ensure that all online and offline presence is in line with what USSTM wants to communicate to students and the public; and,
- iv) Shall receive one (1) vote in all decisions made by the Orientation Committee Board.

4.14.5.7. Secretary

- i) Appointed by the Chair of the Science Orientation Committee;

- ii) Shall be responsible for taking minutes that will be shared with the USSTM and the Orientation Committee;
- iii) Shall manage the email account(s) given to Orientation Committee; and,
- iv) Shall receive zero (0) votes in all decisions made by the Orientation Committee Board.

- 4.14.6. The President of the USSTM shall be an ex-officio member of the Science Orientation Committee.
- 4.14.7. The Vice-President Student Life of the USSTM shall be an ex-officio member of the Science Orientation Committee.
- 4.14.8. The roles listed in Sections 4.13.4, 4.13.6 and 4.13.7 make up the Board of the Science Orientation Committee. Each of these members get one (1) vote in decisions made by the Science Orientation Committee, unless otherwise stated.
- 4.14.9. USSTM shall oversee all operations of the Science Orientation Committee to ensure that they are operating in accordance with USSTM and the Science Orientation Committee mandates.
- 4.14.10. Science Orientation Committee meetings will be called by the Chair, and must be held once a month during the Winter term, or more frequently as needed. Meetings will be held once a week during the Summer term, or more frequently as needed.
- 4.14.11. Quorum of Science Orientation Committee meetings is 50%+1.
- 4.14.12. Meetings of the Science Orientation Committee are open to all USSTM Directors; other individuals must be invited by the Chair of the Science Orientation Committee.
- 4.14.13. The Science Orientation Committee Board will be selected through the following process:
 - 4.14.13.1. Applications will be posted at the latest 2 weeks before the start of Fall examination period, and applications will close on the last day of the Fall examination period;
 - 4.14.13.2. All applicants for the position of Chair will be fairly interviewed and the USSTM President and USSTM VP Student Life will select the best candidate by the start of the Winter semester;
 - 4.14.13.3. The Chair and the USSTM President will appoint individuals

to coordinator positions and choose the best individuals for each position; and,

4.14.13.4. The secretary will apply to the Chair after the new Orientation Committee Board has been selected and the best candidate will be chosen by the Chair.

4.14.14. Board members can only be removed in a case where they commit a major offence. Some major offences that warrant removal can include:

- i) Deliberate mishandling or misuse of funds;
- ii) Deliberate or negligent actions that severely harm or misrepresent the USSTM or the Orientation Committee; and,
- iii) Significant negligence of the board member's role and/or responsibilities as defined in this document.

4.14.15. Impeachment proceedings can be started in one of two ways:

- i) A petition signed by 10% of the Membership; or,
- ii) A 2/3 majority vote by the voting members on Orientation Committee.

4.14.16. Once either of the above criteria has been met, the USSTM Board will meet with each party involved; the individual facing impeachment and the individual(s) that started the impeachment process. After a proper hearing of both sides the USSTM Board will decide within five (5) days what their decision will be. The decision of the USSTM Board is final.

4.15 Student Group Leadership Retreat Planning Committee (SGLR Planning Committee)

4.15.1. The SGLR Planning Committee shall be chaired by the Vice- President Operations.

4.15.2. The SGLR Planning Committee shall be responsible for executing, planning, and organizing the SGLR that will take place over the summer months for student leaders.

4.16 The Academic Committee

4.16.1. The academic committee shall oversee issues and projects relating to academics in the Faculty of Science.

4.16.2. The chair of the committee must be appointed by a simple majority vote of

the Board of Directors and by the end of July.

4.16.3. There shall be a position called “Crash Course Coordinator” and this person shall be responsible for determining which crash courses to run, booking rooms, hiring the tutors and ensuring the crash courses run smoothly.

4.16.3.1. There must be crash courses run for at least 3 courses during both the Fall and Winter semester.

4.16.3.2. Crash courses should try to avoid overlapping with the SLG program offered by Student Learning Support.

4.16.4. There shall be a position called “Academic Issues Coordinator” and this position will support the committee Chair in dealing with the complaint process outlined in the by-laws.

4.16.5. There shall be a position called “Lab Bootcamp Coordinator” and this person shall be responsible for working with the faculty of science to coordinate programming and workshops related to lab education. If this position cannot be appropriately filled by the membership or director then the position is open to an executive director.

4.17 Beyond the BSc. Planning Committee

4.17.1. The Beyond the BSc. Conference Planning Chair will be chosen by the Vice-President Academic no later than March 1.

4.17.2. The Chair must be a part of the membership of USSTM.

4.17.3. The Vice-President Academic and the Vice- President External will be ex-officio members of the Beyond the BSc Conference Planning Committee.

4.17.4. The Beyond the BSc. Conference Committee shall plan the Beyond the BSc. Conference

4.17.5. The Beyond the BSc. Conference Committee will consist of the following positions:

i) Chair

ii) Logistics Coordinator

iii) Marketing Coordinator

iv) Programming Coordinator

v) Finance Coordinator

4.17.6. The following are role descriptions for the chair and each coordinator listed above.

4.17.6.1. Chair

i) Being responsible for all positions working with and under them

ii) Checking in with USSTM to give updates on the status of the Beyond the BSc. Conference

iii) Responsible for calling and chairing weekly or bi-weekly meetings

iv) Dealing with any problems that arise in a timely and appropriate manner.

v) Ensuring a good transition report will be available for the next team

4.17.6.2. Logistics Coordinator

i) Ensuring suitable venues are booked for the conference

ii) Being responsible for all communication with chosen venues

iii) Ordering all food and drink catering for the conference

4.17.6.3. Marketing Coordinator

i) Responsible for all content creation for the advertisement for the conference

ii) Will work with the USSTM Vice President of Communications to promote the Beyond the BSc. Conference to students.

4.17.6.4. Programming Coordinator

i) Create a schedule of all events and workshops at the conference

ii) Organize all workshops and events at the conference

iii) Getting relevant keynote speakers for the conference

iv) Organize a case-competition to take place at conference

v) Promptly informing the chair and the attendees to any changes in the scheduled events, workshops, or speakers

4.17.6.5. Finance Coordinator

- i) Keeping track of all the expenditures for Beyond the BSc conference
 - ii) Coordinating with the USSTM Vice-President Finance to make sure all payments are handled on time
 - iii) Ensuring all the tickets are sold in an efficient and accountable manner
 - iv) Acquiring sponsorship for the conference with the help of the Chair and Vice-President of External Relations.
- 4.17.7. Each position is entitled to one (1) deputy member to assist them with their duties.
- 4.17.7.1. If a committee member feels they need more people to assist them, they must meet with the Vice-President of Academics, Vice-President of External Relations, and Chair to get approval for this.
- 4.17.8. The Vice-President of Academics of each course union, or representative from the course unions, will be invited to meet regularly with the Beyond the BSc. Planning Committee to discuss the planning of the event and raise issues relevant to their program.

4.18 The Awards Selection Committee

- 4.18.1. The Awards Selection Committee shall oversee all decisions related to the USSTM Awards.
- 4.18.1.1. The Awards Selection Committee shall assist the President of the USSTM with decisions related to award selection, nomination, and award winners
- 4.18.2. Members of the Awards Selection Committee will be disqualified from being nominated for an award.
- 4.18.3. The Awards Selection Committee shall be hired by the President of the USSTM by the end of November.
- 4.18.4. The Awards Selection Committee shall be chaired by the President of the USSTM. By-Laws Undergraduate Science Society of Toronto Metropolitan.
- 4.18.4.1. The Chair shall organize and run meetings of the committee and provide information and clarification.
- 4.18.4.2. The Chair cannot make or influence any decisions made by the

committee.

4.18.4.3. The Chair may be relieved of their position by a simple majority vote of the Board of Directors. They will be replaced by a committee member voted on by the Board.

4.18.5. The Awards Selection Committee shall have one director from the Board as a voting member.

4.18.6. The Awards Selection Committee shall have four (4) individuals from the membership as voting members.

4.18.7. The Awards Selection Committee shall have four (4) individuals that are from the general Toronto Metropolitan University student body

4.18.7.1. The individuals must be full-time, undergraduate students that are in a program outside of science

4.18.8. The Awards Selection Committee shall have the Manager or designated representative who may be a faculty member or staff, or a student, a voting member.

4.18.8.1. If the Manager appoints a student, they have to meet the criteria outlined in 4.18.6. and 4.18.7

4.18.9. The committee will assist the President with the organization of the logistics of the Awards night such as food, the timeline of the night, etc.

4.19 Governance Committee

4.19.1. Shall operate under the purview of the Vice-President Operations.

4.19.2. Shall meet at least twice a year to send amendment suggestions to the USSTM Board of Directors in advance of the General Meetings of the Membership

4.19.3. Shall consist of four (4) members:

4.19.3.1. The Vice-President Operations will be on the Governance Committee.

4.19.3.2. One (1) Executive Director will sit on the Governance Committee, to be selected by a simple majority vote of the Board of Directors.

4.19.3.3. Two (2) Department Directors will sit on the Governance Committee, to be selected by a simple majority vote of the

Board of Directors.

4.20 Appeals Committee

4.20.1. This committee shall oversee all decisions related to appeals that are involving a student group ratification or funding request.

4.20.1.1. The committee will include the Manager, (2) members from the Student Life Committee, (1) executive and (1) director. No member with a conflict of interest shall sit on the Appeals Committee and no member of the funding request committee shall sit for a funding request appeal.

4.20.2. The Appeals Committee will be formed through the Board of Directors via a secret ballot election following the exclusion of individuals with a conflict of interest. This shall happen each time an appeal is brought forward.

4.20.2.1. All committee members will be given speaking and voting rights.

4.20.3. Student Groups who feel their ratification decision was unfair may reach out to the Vice-President Student Life and must provide reasoning.

4.20.4. Students and/or Student Groups who feel their funding request decisions were unfair may reach out to the Vice President Finance and must provide reasoning.

4.20.5 All decisions made by the Appeals Committee are final.

4.21 Conflict of Interest

4.21.1. A conflict of interest is established when the party involved has jeopardized their position of trust by having a private interest in the outcome of a decision.

4.21.1.1. This includes but is not limited to having a material interest in the outcome and/or have a preexisting relationship with the appealing party that may influence the decision process.

4.21.1.2. Any kind of recognition, accepting, offering or agreeing to a reward, commission, advantage, or benefit of any kind from the appealing party towards the committee member, is also

considered a conflict of interest.

4.21.2. Those chosen to be a part of any committee, where a conflict of interest is required to be declared (e.g., the Appeals Committee), shall not engage in any business or transaction or have a financial or other personal interest that may improperly impact the decision process.

4.21.2.1. Committee members must disclose to the USSTM President or Manager in advance all business, commercial, financial and other interests that may be construed as a potential conflict with their official duties.

4.21.2.2. Committee members that do not follow each sub-section of 4.21 are found to be in a conflict of interest, and will have breached this policy. The accused parties will face consequences to be determined by the USSTM Board of Directors.

Section 5: Academic Complaints

5.1 The Undergraduate Science Society of Toronto Metropolitan aims to serve undergraduate students in the Faculty of Science and the biggest aspect of the undergraduate experience is the courses we take.

5.2 The Undergraduate Science Society of Toronto Metropolitan shall maintain a form on their website for students to submit productive and constructive complaints about professors and courses.

5.3 The chair of the academic committee must follow the following process, known as the Academic Complaints Process.

5.3.1. The Academic Committee chair shall monitor the form on the website on a weekly basis

5.3.2. The Academic Committee chair can choose to start the formal complaint process at any point they see fit, but they must begin it should the form receive complaints from more than 20% of the students registered in a class. The Academic Committee chair is responsible for checking when it reaches this point, through contacting the department to get enrollment statistics.

5.3.3. The first step in the formal complaint process is ask the department directors (from the department that the course in question belongs to) and course union VP Academics to share the form on the website one more time as much as possible to get as much

feedback as possible.

- 5.3.4. The second step is to review all of the complaints, feedback and suggestions for the course or professor and to write a letter to the Chair of the Department outlining the student's complaints.
- 5.3.5. The third step is to circulate the letter among students with the help of the department directors and get signatures from students. You do not need to collect physical signatures, but get a count of how many students support the letter so you can submit the letter saying exactly how many students support this.
- 5.3.6. The fourth step is to send the letter to the Chair of the department and request a meeting to determine what the possible solutions could be.
- 5.3.7. The fifth step is to go to the next Board of Directors meeting and present how the entire process went and explain if they felt the issues were handled by the chair and what the next steps should be. The Board of Directors will then vote on how to proceed.

Section 6: Services

- 6.1 The Undergraduate Science Society of Toronto Metropolitan must offer services whose main purpose is to benefit science students in an equitable and efficient manner
- 6.2 The Undergraduate Science Society of Toronto Metropolitan will host an Academic Resource Bank on their website
 - 6.2.1. Past and practice midterms and finals will be uploaded to the site on an opt- out basis
 - 6.2.1.1. Professors are able to email the Undergraduate Science Society of Toronto Metropolitan indicating they do not want their exams on the website and the USSTM must take them down within 5 business days of receiving the email.
 - 6.2.2. The USSTM must have an exam request form on the website, so students can request exams for specific courses
 - 6.2.3. The exam bank coordinator must work to find an exam for any direct request they receive
 - 6.2.4. Each semester the Exam Bank Coordinator should do their best to find updated resources to upload to the exam bank (ex: asking in Facebook

groups, asking directors to find some, emailing professors etc.)

6.3 The Undergraduate Science Society of Toronto Metropolitan will operate the Science Lounge in KHE 223

6.3.1. The Science Lounge will be open to all science students through OneCard access

6.3.2. The Science Lounge must be open on all regular school days from 8AM to 9PM

6.3.2.1. The VP Operations may choose to extend these hours

6.3.3. Printing will be provided in the Science Lounge at the same or lower price than is available in the library

Section 7: Student Groups

Preamble: The Undergraduate Science Society of Toronto Metropolitan serves to be the voice of FOS students by promoting abilities and interests both within and beyond Toronto Metropolitan University and to unite the students of the four (4) departments within the Faculty. It is important to ensure that all student groups reflect the mandate of USSTM and subsequently service the General Membership to the best of their abilities. Student groups must promote the interaction of FOS students and must be fully accessible to all students within the USSTM Membership. New groups can be formed and subsequently recognized by USSTM if the group can prove its long-term viability to full-time undergraduate FOS students, and can act in accordance with USSTM and University criteria, policies, and procedures. The USSTM Board has the right to recognize new groups or withdraw recognition of any group that does not conform to USSTM policy. If the group loses recognition, all USSTM aid and other student group privileges will be terminated and can be reinstated only with Board approval.

In order to be recognized as an official USSTM student group and receive all the benefits that status entails, student groups must meet all qualifications and follow all guidelines set in this document.

7.1 General Policies

7.1.1. The student group's action must not be contrary to the Ontario Human Rights Code, Undergraduate Science Society of Toronto Metropolitan, or Toronto Metropolitan University policies.

7.1.2. Student groups are funded by the USSTM for the benefit of TMU FOS

students; therefore, all efforts should be made to ensure activities are directed towards FOS students. Activities may extend beyond FOS but the greater benefit should be reserved for FOS programs.

7.2 Student Group Status:

7.2.1. No funding or other benefits may be received by the group until such time as the signing and executive officers list is received by the USSTM Vice President Finance;

7.2.2. Only students that are part of the USSTM membership may hold the position of President within any student group;

7.2.3. Student group executive composition must be at least 51% (majority) students that are part of the USSTM membership;

7.2.4. Student groups may only charge levies or membership fees to USSTM members if they make no profit off the levy or fess.

7.2.4.1. Sponsorship or other sources of money that they receive may rollover between years.

7.2.5. All student groups are expected to undertake projects and programs to benefit their members and the FOS community;

7.2.6. Summer workshop(s) must be attended by a minimum of one (1) executive member or their designate (team member). Non-attendance will automatically result in a status of probation. It also required the student group to submit their fiscal budget along with a calendar of events for the year; and,

7.2.7. Student group executives are responsible for familiarizing themselves with all policies pertaining to their operations and contained within the manuals provided by the USSTM.

7.3 New Student Groups:

7.3.1. To create a new student group associated with USSTM, the executive of the proposed student group must give the USSTM President the following:

7.3.1.1. A list of the executive team with Toronto Metropolitan University email addresses, telephone numbers, signature and student numbers;

7.3.1.2. A valid constitution;

7.3.1.3. A founding members list consisting of a minimum of thirty (30) USSTM member signatures;

7.3.1.4. A proposed list of activities, goals and objectives

7.3.2. Once the President has verified that the proposed student group has met the above requirements, they will schedule a presentation with no less than two thirds (2/3) of the entire USSTM Board.

7.3.3. The new student group shall be created if it receives a 50%+1 majority vote at the USSTM Board meeting.

7.4 Denied Student Group Status

7.4.1. If you are either denied student group status or approved with recommendations you find unacceptable by the Board of Directors you have a chance to appeal (please refer to 4.20).

7.4.1.1 Grounds for appeal:

- i) The process was believed to be unfair;
- ii) Crucial information was not available at the time of the decision; or,
- iii) Crucial information was not considered.

7.5 Student Group Funding:

7.5.1. Student Groups may only be eligible to receive funding after having participated in the official USSTM Student Group Leadership Retreat, with a minimum of one (1) representative of the student group sent

on retreat.

7.5.1.1. The requirement of participation in the retreat may be exempted under appropriate circumstances, provided that proof of unavailability of any representative is submitted to the USSTM Board for review.

7.5.2. Approval of all applications for funding must be obtained by the USSTM three (3) days or more prior to the event or activity. If three (3) days' notice cannot be given, the student group must ensure that USSTM is aware, and the USSTM VP Finance may waive the three (3) days' notice rule.

7.5.3. An updated budget with actual dollars spent will be required with all receipts in order to be full reimbursed.

- 7.5.4. Funding from USSTM is to be received on a reimbursement basis. In order to receive reimbursements, original receipts must be submitted along with a cheque requisition form that can be obtained from the USSTM.
- 7.5.5. USSTM may provide advanced funding as opposed to reimbursements on a case-by-case basis.
- 7.5.6. Student Groups are not allowed to have bank accounts; accounts through the TMSU are the only exceptions. Any group found in violation of this will be immediately be ineligible for funding.
- 7.5.7. Official student groups can apply through the Vice-President Finance to receive a chit during the summer of each year to help start their progress pending approval of the current USSTM Board of Directors. The chit will be determined by the President and Vice-President Finance to be presented to the Board for approval, will be awarded on the basis of summer workshop(s) participation, a signed constitution by the executive, a fiscal budget, and a calendar of events for the year.
- 7.5.8. Only student groups in clear standing can receive up to full funding for their requests.

7.6 Probation and Termination Policy & Procedures:

- 7.6.1. A student group may be put on probation by a 50%+1 majority vote of the USSTM Board, should the Board have reasonable evidence that the student group has violated one (1) or more USSTM policies.
- 7.6.2. Probation shall include the withdrawal of USSTM funding for all events and no consideration of funding requests for a time period designated by the USSTM Board. USSTM also has the right to specify actions or criteria the group must meet before probationary status will be lifted.
- 7.6.3. Student groups placed on probation will be notified and requested to attend the next USSTM Board meeting where evidence will be presented. The notice will be delivered not less than five (5) business days prior to the meeting and will outline the policies that have been allegedly violated. The student group will have the opportunity to defend their full status at the meeting. Failure of the student group to send one (1) or more of their executives to this meeting will result in automatic probation that will include all of the above penalties.
- 7.6.4. Probation may only be lifted upon a meeting of the USSTM Board. The

USSTM Board shall present the student group with a notice to attend not less than five (5) business days prior to the meeting where the student group's compliance with policies and probationary requirements will be assessed. The student group will have the opportunity to defend their full status at the meeting.

7.6.5. Student group termination will be conducted in the case that all criteria are met:

- (i) No email contact has been corresponded between the student group president and any USSTM executive, from the end of the previous academic year to September of the following fall semester.
- (ii) If sufficient contact information is not handed down from the previous school years executive team.
- (iii) If sufficient budget request forms are not submitted to our VP Finance.
- (iv) If the group in question does not attend mandatory training set by the USSTM (SGLR).

Section 8: Advocacy

8.1 Students can bring motions for USSTM to support movements or campaigns to general meetings and they will be added into this section of the By-Laws

8.2 The USSTM will advocate for making education more affordable for science students

8.2.1 The USSTM will support and promote campaigns run at a campus-wide, province-wide and/or nation-wide level that advocate for affordable education

8.2.2 The USSTM will commit available resources, including but not limited to volunteers, money and advertising, to campaigns about affordable education when possible

8.3 The USSTM and USSTM Board members will work to assist the We The Students campaign at Toronto Metropolitan University.

Section 9: Matters of Conduct

9.1 The President and Manager must establish and maintain a system for handling internal disputes and matters of conduct, which will from now on be referred to as an "incident"

9.1.1 An incident is anything that is causing an unpleasant work environment for team members. This includes but is certainly not limited to lack of respect, deadline being missed, lack of communication, harassment or bullying.

9.1.2 The process will be communicated at SGLR, and board member training and will also be available online.

9.2 The system must be set up in such a way that when an incident occurs, the

Manager will be informed first and will pass the information on to the President if the incident does not involve the President

9.2.1. If the incident does involve the President, the Manager will carry out the process agreed upon without the President being involved in mediating it. Otherwise the President will carry out the process.

9.3 The process should be transparent and clearly defined so all parties involved know what to expect

9.4 The President should consult the Manager to ensure that the process is inclusive, understanding and efficient

9.5 There does not need to be a disciplinary action taken at the end of this process.

9.5.1. In cases involving the USSTM board of directors, please refer to the USSTM governing documents

9.6 A record of incidents will be kept by the Manager for at least the rest of the fiscal year and will be kept confidential at the Manager's discretion

Section 10: Impeachment Procedures

10.1 Once impeachment procedures have been initiated against a Director, they shall be temporarily relieved of their position and associated duties until such a time that impeachment procedures are completed.

10.2 Impeachment initiated by a Director:

10.2.1. At any time during the year, a Director of the USSTM may move for impeachment of a Director on the grounds of a violation of policy.

10.2.2. The reasons for impeachment shall be presented before the Board.

10.2.3. The Director in question shall have a chance to respond to the charges brought against them.

10.2.4. The Board of Directors will then vote on the impeachment at the next Board of Directors Meeting. The Director may be removed from the Board by a two-thirds (2/3) affirmative vote by the Board of Directors.

10.3 Impeachment initiated by a student in the Membership (Non-Director):

10.3.1. At any time during the year, a student in the Membership may start a petition to impeach a Director on the grounds of a violation of policy. The petition must have fifty (50) signatures of support from the Membership and be presented to the Secretary of the Board.

10.3.2. The reasons for impeachment shall be presented before the Board.

10.3.3. The Director in question shall have a chance to respond to the charges brought against them.

10.3.4. The Board of Directors will then vote on the impeachment at the next Board of Directors Meeting. Impeachment in this case requires a simple majority vote.

Section 11: Amendments

11.1 Amendments to these By-Laws shall require two thirds (2/3) majority vote at a USSTM Board Meeting.

11.2 Any motion for amendment may be made by the USSTM Board or the General Membership by a typed motion submitted no later than seven (7) days prior to a USSTM Board Meeting.