

THE CONSTITUTION OF THE SCIENCE STUDENTS' COUNCIL OF THE UNIVERSITY OF WESTERN ONTARIO

WHEREAS the Science Students' Council of the University of Western Ontario has been established the educational experience of all undergraduate Science and Basic Medical Sciences students of the University of Western Ontario, by:

- a. Providing Science and Basic Medical Sciences students with representation within the University community;
- b. Providing representation on academic issues within the Faculty of Science and Schulich School of Medicine and Dentistry to all students;
- c. Pursuing social and political issues which impact the greater good of students;
- d. Acting as a catalyst of change and influence on student issues;
- e. Providing opportunities to gain experience and marketable skills; and
- f. Allocating available resources in an equitable, efficient and effective manner.

AND WHEREAS it is in the best interests of the Science Students' Council to rescind all previous constitutions, by-laws, policies and procedures relating generally to the conduct of business and affairs of Council;

BE IT ENACTED THAT this document represents the sole and supreme Constitution of the Science Students' Council of the University of Western Ontario.

ARMSTRONG / Kilby

1.00 Interpretation

1.1 In the Constitution and all other policies and procedures, unless it is stated otherwise or the context requires otherwise:

1. “**Academic Year**” means the period between the 1st of September until the 30th of April of the following calendar year;
2. “**Constitution**” means the Constitution of the Science Students’ Council of the University of Western Ontario;
3. “**Council**” means the Science Students Council, which includes all Members listed under Sections 3.03, 3.04, and 3.05 of the Constitution;
4. “**Duly Called Meeting**” means a General Meeting called pursuant to the notice provisions as provided for in the Constitution, whether or not the meeting meets quorum;
5. “**Duly Constituted Meeting**” means a Duly Called General Meeting at which quorum is met pursuant to the notice provisions as provided for in the Constitution,
6. “**Executive**” means the President and all Vice-President positions on Council;
7. “**Ex-Officio**” means a Member by virtue of office;
8. “**General Meeting**” means any Duly Constituted Meeting;
9. “**Member**” means a duly elected, acclaimed, or appointed Member;
10. “**Non-Voting Member**” means anyone who holds a position listed in Section 3.04 or 3.05 of the Constitution;
11. “**Voting Member**” means anyone who holds a position listed in Section 3.03 of the Constitution;
12. “**Quorum**” means fifty percent plus one (50% + 1) of the Voting Members of Council;
13. “**Senator**” means a student member of the Senate of the University of Western Ontario;
14. “**Science Student Body**” means all full- or part-time undergraduate students registered in either the Faculty of Science or the Schulich School of Medicine & Dentistry at the University of Western Ontario;
15. “**SSC**” means the Science Students’ Council;
16. “**Simple Majority**” means a vote by more than one-half (1/2) of the persons entitled to vote, excluding blanks and abstentions;
17. “**Two-Thirds Vote**” means a vote by at least two-thirds (2/3) of the persons entitled to vote, excluding blanks and abstentions;
18. “**USC**” means the University Students’ Council of the University of Western Ontario;
19. “**University**” or “**UWO**” means The University of Western Ontario;
20. “**Upper Year**” means any Member of the Science Student Body who has completed 9.00 or more university credits;

21. Words, phrases, or sentences written in the singular form include the plural;
22. Words, phrases, or sentences written in the feminine form include the masculine.

2.00 *Mission Statement*

- 2.01 To enhance the educational experience and quality of life for all undergraduate Science and Basic Medical Sciences students at the University of Western Ontario;

3.00 *Vision Statement*

- 3.01 The Science Students' Council will be the forerunning faculty council at the University of Western Ontario. It will continue to grow its ability to act as the voice for all undergraduate students in the Faculty of Science and Schulich School of Medicine and Dentistry through increased and more efficient communications with both students and administrators. Its capital budget will expand by means of the Science Student Endowment Fund, and simultaneously it will grow in its scope to provide programming for the Science Student Body. The Science Students' Council will continue to be dynamic and innovative, and will not tolerate stagnation, apathy, or the status-quo.

4.00 *Membership*

- 4.1 All Members of Council must be members of the Science Student Body;
- 4.2 Membership of Council shall be composed of the Voting and Non-Voting Members described below:
- 4.3 The Voting Membership of Council shall be:
 1. The President;
 2. The Vice-Presidents of: Academic, Communications, Finance, and Student Events;
 3. Twenty-one (21) department representatives:
 - i one (1) Applied Math/Math Representative;
 - ii three (3) Second Year Biology/Neuroscience/Basic Medical Sciences Representatives;
 - iii three (3) Upper Year Biology Representatives;
 - iv two (2) Chemistry Representatives:
 - a. One (1) Second Year Chemistry Representative;
 - b. One (1) Upper Year Chemistry Representative;
 - v one (1) Computer Science Representative;
 - vi one (1) Earth Science Representative;

- vii one (1) Environmental Science Representative;
- viii two (2) IMS/Epidemiology/Medical Biophysics Representatives;
- ix one (1) Physiology/Pharmacology Representative;
- x one (1) Microbiology/Biochemistry Representative;
- xi one (1) Anatomy and Cell Biology/Pathology Representative;
- xii one (1) Upper Year Neuroscience Representative;
- xiii one (1) Physics & Astronomy Representative filled by an elected member of PASA;
- xiv one (1) Stats/Act Sci/Financial Modelling Representative;
- xv five (5) first year representatives;

4. USC Councilors; the amount of which determined under By-Law #1 of the USC

5. Two (2) Science Senators;

6. One (1) Medical Sciences/Schulich Senator

4.4 The Non-Voting Membership of Council shall be:

- 1. The Speaker of Council;
- 2. The Internal Affairs Officer;
- 3. The Secretary;
- 4. Two (2) Charity Commissioners;
- 5. The Internet Commissioner;
- 6. The Services Commissioner;
- 7. The Orientation Commissioner;
- 8. *The Current* Editor;
- 9. Two (2) Student Events Commissioners At-Large;
- 10. The Student Support Commissioner;
- 11. The Communications Commissioner At-Large;
- 12. The Council Photographer; and,
- 13. The SciWiki Commissioner;

4.5 The *Ex-Officio*, Non-Voting Membership of Council shall be:

- 1. the Presidents of all recognized Departmental Clubs within the Faculty of Science;
- 2. the President of the University Students' Council;

4.6 The *Elections Policy* (Appendix I) shall govern the election/appointment of all Members of Council;

4.7 All Members of Council are subject to and bound by the contents of the *Roles and Responsibilities* document (Appendix II), the *Attendance Policy* (Appendix III);

4.8 Council shall select a representative to the First Year Student Caucus from within its

membership, according to Appendix II.

5.00 *Removal of Members*

- 5.1 A motion of impeachment may be moved against any Member for reasons that include, but are not limited to:
 - 1. Poor attendance;
 - 2. Theft, fraud or embezzlement of funds;
 - 3. Failure to fulfill their constitutional obligations;
 - 4. Just cause as determined by Council.
- 5.2 The Member shall be notified in writing at least forty-eight (48) hours prior to the impeachment vote, and shall be given the opportunity to provide an explanation to the appropriate body before the vote is cast;
- 5.3 A motion to impeach a Voting Member requires a Two-Thirds Vote of all Members present at a General Meeting. Such a motion shall be moved only once (1) for each occurrence of each offence;
- 5.4 A motion to impeach a Non-Voting Member requires a Simple Majority of the Executive. Such a motion shall be moved only once (1) for each occurrence of each offence;
- 5.5 The Executive shall appoint a replacement for any Member who has been removed from Council;
- 5.6 In the event of an Executive Member leaving Council, the remaining Executive will select a temporary replacement until an election can be held.

6.00 *Meetings*

- 6.1 All Voting Members of Council are entitled to speak, propose motions, vote on all questions and in all elections of Council and otherwise participate in the meetings of Council.
- 6.2 Non-Voting Members shall not be allowed to move or second motions, vote on any questions or in any elections of Council at any meeting of Council; however, the Speaker of Council shall permit Non-Voting Members the same speaking rights as Voting Members of Council.
- 6.3 Prior to any main motion, Council must be given a presentation so that any pertinent information can be given and so that questions may be asked and answers be given.
- 6.4 Furthermore, prior to a group of related main motions, a presentation to Council must be given so that any pertinent information can be given and so that questions may be asked and answers be given.
- 6.5 There will be at least one (1) General Meeting in each of the months from September to April inclusive.
- 6.6 A General Meeting may be called by:
 - 1. A resolution of Council;
 - 2. The Speaker of Council; or
 - 3. The President.

7.00 *Committees of Council*

- 7.1 There are nine (9) standing committees of Council, consisting of the:
1. Academic Committee;
 2. Communications Committee;
 3. Finance Committee;
 4. Student Events Committee;
 5. Charity Committee;
 6. The Current Committee;
 7. Science Student Donation Allocation Committee;
 8. Honoraria Committee; and
 9. SciWiki Committee
- 7.2 All standing committees are subject to the terms of the *Standing Committees of Council* document (Appendix IV).
- 7.3 The Members may, by resolution of Council, create or dissolve standing committees and ad-hoc committees to most accurately reflect the needs and objectives of Council.
- 7.4 Each committee shall report through its chairperson to Council on all matters referred to or otherwise dealt with by the respective committee.

8.00 *Additional Appendices*

- 8.1 Publication of *The Current*, Council's periodic newspaper, and selection of its editorial board shall be subject to the terms of *The Current Policy* (Appendix V).
- 8.2 The allocation of Council's financial awards shall be subject to the terms of the *Awards Policy* (Appendix VI).
- 8.3 The budget and fiscal responsibilities of Council shall be subject to the terms of the *Finance Policy* (Appendix VII).
- 8.4 The administration of Honoraria shall be subject to the terms of the *Honoraria Policy* (Appendix VIII).
- 8.5 The allocation of Council's finances towards new initiatives and travel shall be subject to the terms of the *Travel Policy* (Appendix IX)

9.00 *Amendments*

- 9.1 Amendments to the Constitution may be made at any General Meeting;
- 9.2 Amendments to the Constitution require a Two-Thirds Vote of all Voting Members of Council present at a General Meeting.
- 9.3 Amendments to Appendices to the Constitution require a Simple Majority Vote of all Voting Members of Council present at a General Meeting.

- 9.4 An affirmative vote of at least ninety percent (90%) of all Voting Members present at a Meeting is required to amend Section 9 of the Constitution;
- 9.5 Any proposed amendments to the constitution shall be presented to Council in the following format:
1. Additions to the Constitution shall be signified by bolded underline.
 2. Deletions to the Constitution shall be signified by a single line strikethrough.

ELECTIONS POLICY

(Appendix I)

1.00 Elections

- 1.1 The purpose and spirit of these elections guidelines are:
 - 1. To ensure fairness and democracy;
 - 2. To provide a manner of balloting that is efficient, effective, impartial, and confidential;
 - 3. To allow any student to be a candidate in an election, regardless of financial status;
 - 4. To raise the level of debate surrounding student issues; and
 - 5. To protect the reputation of Council on campus and elsewhere.
- 1.2 The Executive shall be responsible for determining the time and duration of the nomination period for any by-elections for vacant positions
- 1.3 No individual shall hold more than one (1) position on the Science Students' Council; however, if a position is vacated mid-year, a current council member (already holding a position) may be an eligible candidate in the by-election while retaining their original position, providing they satisfy the position criteria. With the exception being Department Representatives, where a by-election will be held.
 - 1. In the case that a position is not filled by the end of the academic year, an interim member will be appointed under the discretion of the Executive, followed by a by-election/vote of confidence at the beginning of the following academic year
 - 2. No member on council will hold more than one (1) voting position.

2.00 President:

- 2.1 The Presidential election shall be governed by USC By-Law #2.

3.00 USC Councilors:

- 3.1 USC Councilor Elections shall be governed by USC By-Law #2.

4.00 Nominations:

- 4.1 Nominations for all positions shall be made by the completion of a nomination form, requiring the signature of three members of the Science Student Body.
- 4.2 Nominations will be deemed valid only if the nomination form has been submitted on time and has been filled out completely and accurately.
- 4.3 The nomination period shall be at least twelve (12) days in length, and elections shall take place at the first Meeting of Council following the close of nominations.

5.00 Administration of Elections:

- 5.1 Elections shall be conducted and supervised by the Speaker of Council, assisted by the Internal Affairs Officer, and the Secretary, in consultation with the incoming President of Council (where applicable).
- 5.2 The Speaker of Council or her designate shall:
 1. Be responsible for the ballot counting procedure (assisted by the President or a designate) including the definition of a spoiled ballot and to make this definition known to Council prior to voting; and
 2. Issue official election results to candidates and Council.
- 5.3 The Internal Affairs Officer shall take the place of the Speaker of Council where a conflict of interest may arise.
- 5.4 The Secretary shall be responsible for the timing the candidates during their address to council.
- 5.5 The Vice-President Communications shall be responsible for advertising the call for nominations and publicizing the official results to the public

6.00 Voting/Ballots:

- 6.1 Each Voting Member of the outgoing Council, the incoming President and the incoming USC Councilors shall be entitled to one (1) vote per ballot for any given position. The incoming Executive members shall be entitled to one (1) vote per ballot for Department Representative positions.
- 6.2 No Member shall cast more than one (1) ballot for each position.
- 6.3 Voting by proxy is not permitted.
- 6.4 If a Member of Council is running in an election, that Member must give up their right to vote in the election for that position.
- 6.5 Voting shall take place by a secret, ranked ballot whereby:
 1. Each Member must indicate the order in which she prefers all of the candidates by placing a numeral one (1) beside her first preference, a numeral two (2) beside her second preference, and so on for every possible choice;
 2. In the first count, ballots are counted according to the first preference votes;
 3. If one (1) candidate receives a Simple Majority, that candidate is deemed to be elected. If not, the candidate with the fewest first preference votes is removed from the ballot and the ballots are recounted according to their highest preference candidate amongst those not eliminated;
 4. This process is repeated until one (1) candidate receives a Simple Majority of the highest preference votes remaining on the ballot;
 5. If, at any point, two (2) or more candidates are tied for having the fewest votes, each should be dropped from all ballots; and
 6. In the event of a tie, whenever possible the election shall be resolved in favor of the candidate with the most first preference votes, otherwise a coin toss will be employed to determine the winner.
- 6.6 In the event that there is only one nomination for a position, the nominated candidate must be approved by Council through a Simple Majority vote of confidence. If a majority

vote of non-confidence results, then the Executive shall re-open nominations according to procedure outlined above.

- 6.7 In the event of a dispute as to whether or not a ballot is to be considered spoiled the final decision will be left to the Speaker of Council.
- 6.8 Ballots shall be counted following the close of question period for each position.
- 6.9 Ballots shall be counted in an area designated by the Speaker prior to the commencement of the election. This area shall be private where booking allows

7.00 *Vice President:*

- 7.1 Vice President Elections shall take place on a date determined by Council, prior to the Department Representative Elections and Commissioner Applications
- 7.2 Any student in the Science Student Body is eligible to run as a Vice-Presidential candidate so long as they remain an undergraduate student in the Faculty of Science or Schulich School of Medicine and Dentistry or Richard Ivey School of Business/Faculty of Science combined program for the duration of their term.
 - 1. Students entering HBA1 are restricted from running as a Vice-Presidential candidate since HBA1 students are not considered to be part of the faculty of science
- 7.3 Candidates may release an online platform up to seven (7) days before the election
- 7.4 Candidates may meet with voting members of council up to seven (7) days before the election as a means to campaign
 - 1. The CRO is mandated to disclose a contact list of all non-voting and voting members to the candidates running
- 7.5 Subject to change by the President, Vice-Presidential candidates shall speak in alphabetical order
- 7.6 Speeches for Vice-Presidential candidates shall be no longer than five (5) minutes
- 7.7 Only Members who are present for speeches from all candidates for a particular position are eligible to vote for that position
- 7.8 Questions from members of council may be directed to all or a specific candidate
- 7.9 The length of question period, and length of time each candidate has to answer any particular question, shall be at the discretion of the Speaker.

8.0 *First Year Representative:*

- 8.1 First Year Representative elections will take place in the month of September
- 8.2 Any student in the Science Student Body who is in their first year of study at Western University is eligible to run as a First Year Representative candidate so long as they remain an undergraduate student in the Faculty of Science for that academic year
- 8.3 Candidates running for the position of First Year Representative must submit their application by the deadline determined by the President and/or the Speaker
- 8.4 Subject to change by the President and/or the Speaker, candidates will speak in alphabetical order
- 8.5 Candidates running for the position of First Year Representative must prepare an

introductory presentation no longer than one (1) minute in length

- 8.6 Only Members who are present for speeches from all candidates for a particular position are eligible to vote for that position
- 8.7 Questions from members of council must be directed to all candidates
- 8.8 The length of question period, and length of time each candidate has to answer any particular question, shall be at the discretion of the Speaker.

9.0 *Department Representative:*

- 9.1 Department Representative elections will take place in the month of March, prior to Commissioner Applications
- 9.2 Department Representatives must be enrolled in a major, specialization, or honors specialization module in the department they wish to represent during their term, and can only hold one Department Representative position on Council. Department Representatives must also be enrolled in a minimum of 0.5 credits in their module during each semester during the academic year after registering in September
- 9.3 Candidates running for the position of Department Representative must submit their application by the deadline determined by the President and/or the Speaker
- 9.4 Subject to change by the President and/or the Speaker, candidates will speak in alphabetical order in order of ascending year, as indicated on the nomination form
- 9.5 Candidates running for the position of Department Representative must prepare an introductory presentation no longer than one (1) minute in length
- 9.6 Only Members who are present for speeches from all candidates for a particular position are eligible to vote for that position
- 9.7 Questions from members of council must be directed to all candidates
- 9.8 The length of question period, and length of time each candidate has to answer any particular question, shall be at the discretion of the Speaker.

10.0 *Commissioner:*

- 10.1 The Commissioner Application Period will take place in the month of March
- 10.2 Any student in the Science Student Body is eligible to apply for a Commissioner position so long as they remain an undergraduate student in the Faculty of Science or Schulich School of Medicine and Dentistry or Richard Ivey School of Business/Faculty of Science combined program for the duration of their term
 - 1. HBA1 students are eligible to apply provided they were enrolled in the faculty of science the previous year.
- 10.3 Candidates running for a Commissioner position must submit their application by the deadline determined by the President and/or the Speaker
- 10.4 Interviews for Commissioner positions will be held at a date determined by the Executive

ROLES AND RESPONSIBILITIES

(Appendix II)

1.00 The Executive:

1.1 The Executive shall:

- (1) Be composed of:
 - a) the President, as chair;
 - b) the Vice-Presidents of: Academic, Communications, Finance, and Student Events.
- (2) Have the financial powers of Council during periods outside of the regular Academic Year;
- (3) each present a report to Council at all General Meetings;
- (4) meet at least two (2) times per month; and
- (5) submit a final report to the President no later than April 1 and,
- (6) set up a transition meeting with their respective incoming executive.

2.00 The President

2.1 The President shall:

1. Be elected in accordance with USC By-Law #2;
2. oversee all activities of Council;
3. be the official spokesperson for Council and act on her behalf between meetings;
4. hold signing authority over all financial accounts of Council;
5. hold signing authority over the Undergraduate Teaching Equipment Fund;
6. be a Member of:
 - i the Executive, as chair;
 - ii the Science Student Donation Allocation Committee, as chair;and
 - iii the Faculty of Science Council.
7. Choose to represent Council on the USC in accordance with USC By-Law 2;
8. Represent Council on various ad-hoc committees established by the Faculty of Science Dean's Office;
9. oversee and provide guidance to:
 - i the Speaker of Council;
 - ii the Internal Affairs Officer;
 - iii the Secretary;
 - iv the Orientation Commissioner;

- v the USC Councillors; and
 - vi the First Year Representative
10. Ensure that the Constitution is respected, upheld and enforced by all Members.
 11. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science

3.00 *The Vice-President Academic:*

- 3.1 The Vice-President Academic shall:
 11. be elected in accordance with the Elections Policy;
 12. be responsible for promoting academics, education and self-improvement of science students;
 13. act as a liaison between Council and the Faculty of Science Dean's Office and promote communication between the deans and members of council;
 14. work with the Associate Deans (Academic) for Science and Basic Medical Sciences towards addressing students' academic needs and concerns;
 15. liaise with Faculty of Science Career Services;
 16. organize, in conjunction with Science Career Services, the Faculty of Science, and the Schulich School of Medicine & Dentistry, a minimum of two events that engage students in areas of their education and future career paths;
 17. hold signing authority over the Undergraduate Teaching Equipment Fund; and the Council General Account;
 18. work with student senators and governors in addressing issues of academic policy and related concerns;
 19. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science
 20. be a Member of:
 - i the Student Support Committee;
 - ii the Science Student Donation Allocation Committee;
 21. oversee and provide guidance to:
 - i the Department Representatives; and
 - ii the Student Support Commissioner

4.00 *The Vice-President Communications:*

4.1 The Vice-President Communications shall:

1. be elected in accordance with the Elections Policy;
2. be responsible for promoting Council and its activities to the Science Student Body, as well as to all members of the Faculty of Science.
3. hold signing authority over Council General Account;
4. be a Member of:
 - i the Communications Committee, as chair;
5. oversee and provide guidance to:
 - i. the Internet Commissioner;
 - ii the Current Editor;
 - iii the Department Representatives;
 - iv the Sci Wiki Commissioner
6. be responsible for designing and maintaining Council bulletin boards, which shall publicize activities and programs of Council and functions of the Faculty of Science;
7. act as a liaison between Council and departmental clubs to promote departmental clubs' events within the faculty and to foster relations between the clubs and Council; and
8. ensure that all material printed in The Current is both tasteful and non-libelous.
9. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science

5.00 *The Vice-President Finance:*

5.1 The Vice-President Finance shall:

1. be elected in accordance with the Elections Policy;
2. monitor fiscal responsibilities of Council;
3. present Council with a complete budget for the current fiscal year by the first General Meeting in October;
4. present Council with an interim budget for the following fiscal year before the completion of their term;
5. be responsible for the upkeep of the cashbox in the council office, including, but not limited to the maintenance of a float and depositing excess cash
6. hold signing authority over all financial accounts of Council;
7. be a Member of:
 - i the Finance Committee, as chair;
 - ii the Science Student Donation Allocation Committee;

8. act as a liaison between Council and the USC Secretary-Treasurer;
9. render on one week notice, a financial statement to Council;
10. keep records of all financial transactions of the SSC and make these available to Members of Council upon request;
11. seek out sponsorship for Science Students' Council events and advertising agreements for the Current, so long as the autonomy of the Council and the quality of its events, services and publications is uncompromised in doing so, and
12. attend either Fall Preview Day or March Break Open House run by the Faculty of Science
13. oversee and provide guidance to:
 - i the Student Services Commissioner.

6.00 The Vice-President Student Events:

6.1 The Vice-President Student Events shall:

1. be elected in accordance with the Elections Policy;
2. be responsible for activities related to the promotion of spirit within the Science Student Body;
3. co-ordinate all social and cultural activities of Council;
4. hold signing authority over Council General Account;
5. be a Member of:
 - i the Student Events Committee, as chair;
6. oversee and provide guidance to:
 - i the Science Games Commissioner;
 - ii the Charity Commissioners; and
 - iii the Student Events Commissioner At-Large
7. be responsible for the stock and inventory of all Council merchandise;
8. act as a liaison between Council and the USC Student Programming Officer;
9. Attend either Fall Preview Day or March Break Open House run by the Faculty of Science

7.00 Department Representatives:

7.1 Department Representatives shall:

1. be elected in accordance with the Elections Policy;
2. be liaisons to the constituents in the department and year that they represent;
3. give direction to the advocacy portfolio of the SSC, derived from constituent interests and needs
4. maintain active communication with their Departmental Club, if one exists;
5. work with the Council to organize a minimum of one social, cultural, or

educational initiative for the students within their Department;

6. attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
7. submit a final report to the President no later than April 1;
8. attend and be an active member of monthly round tables with the Advocacy Commissioner and/or Vice-President Academic; and
9. partake in check-ins every other month to be held by Advocacy Commissioner and/or Vice-President Academic

8.00 *First Year Representatives:*

8.1 First Year Representatives shall:

1. be elected in accordance with the Elections Policy;
2. act as liaisons to all first year students in the Faculty of Science, and shall work with the Executives to co-ordinate these activities;
3. attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
4. submit a final report to the President no later than April 1.

9.00 *USC Councilors:*

9.1 USC Councilors shall:

1. be elected in accordance with USC By-Law #2;
2. act as a liaison between the Council and the USC;
3. represent the concerns of the Science Student Body on both Council and the University Students' Council;
4. sing the Western song at the beginning of every meeting of Council as a display of school pride and tradition; and,
5. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
6. submit a final report to the President no later than April 1.

10.00 *Senators:*

10.1 The Senators shall:

1. be elected in accordance with the Senate guidelines;
2. act as liaisons between Council and the University Senate and shall make reports to Council on the activities of Senate;
3. represent the concerns of the Science Student Body on both Council and the University Senate;
4. attend either Fall Preview Day or March Break Open House run by the Faculty of Science, and

5. submit a final report to the President no later than April 1.

11.00 The Speaker of Council:

11.1 The Speaker of Council shall:

1. be elected in accordance with the Elections Policy;
2. not hold any Voting position on Council but may bring forward motions before Council;
3. preside over all Meetings of Council in a way that is consistent with the provisions of the constitution and in accordance with Robert's Revised Rules of Order;
4. attend all Council meetings, and where they cannot attend, shall inform the President, Deputy Speaker of Council, and Secretary of Council at the earliest possible moment
5. submit a final report to the President no later than April 1.
6. draft and revise the agenda for all General Meetings of Council in consultation with the President;
7. educate all members in the proper application of Roberts Rules of Order no later than October 1; and,
8. be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy.

12.00 The Internal Affairs Officer:

12.1 The Internal Affairs Officer shall:

1. be appointed by the Executive in accordance with the Elections Policy;
2. not hold any Voting position on Council;
3. in the absence of the Speaker, preside over Meetings of Council in a way that is consistent with the provisions of the constitution and in accordance with Robert's Revised Rules of Order and the conventions established by the Speaker;
4. assist the Speaker in conducting Meetings of Council in any capacity at her request, including but not limited to collection and/or distribution of materials or running errands;
5. during elections; execute the duties of Chief Returning Officer, where applicable, as defined by the USC by-laws by;
 - i. producing ballots for all elections by secret ballot;
 - ii. Administration of elections protocol, including the counting of ballots, consistent with Section II: Elections Policy;
6. maintain a level of order in Council office, and be responsible for maintaining information on current programming and initiatives in an accessible fashion in the Council office;

7. in the absence of the Secretary, execute their duties;
8. maintain the Constitution and be knowledgeable of the Constitution and its application to ensure consistency in the creation and implementation of policy;
9. be a member of the governance review committee, as chair;
10. be a contributing member of any council renovations and maintain the council office;
11. assist the Speaker of Council and the Secretary in executing all necessary administrative responsibilities conducive to an efficient and organized Council;
12. take on other duties as assigned by incoming or current Presidents; and
13. submit a final report to the President no later than April 1.

13.00 Secretary:

13.1 The Secretary shall:

1. be appointed by the Executive in accordance with the Elections Policy;
2. not hold any Voting positions on Council;
3. record, edit, and promptly distribute the minutes of all Meetings of Council;
4. be responsible for generating and publishing a schedule for office hours to be served by Members no later than the third week in September;
5. have possession of all important documents of Council;
6. take on other duties as assigned by incoming and current Presidents; and
7. submit a final report to the President no later than April 1.

14.00 Charity Commissioner:

14.1 The Charity Commissioner shall:

1. be appointed by the Executive in accordance with the Elections Policy;
2. be responsible for designing, advertising and implementation of the various activities in which Council participates in order to raise funds and awareness for charitable organizations in the Western community;

3. work in co-operation with other University organizations to co-ordinate the efforts of campus-wide charitable activities and events to ensure the active participation of Council;
4. be a member of the Charity Committee, as chair;
5. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
6. submit a final report to the President no later than April 1.

15.00 Internet Commissioner:

15.1 The Internet Commissioner shall:

1. be appointed by the Executive in accordance with the Elections Policy;
2. be responsible for editing, publishing, and posting information to Council website and ensure that all Council activities are promoted via the internet;
3. be under the direction of the Vice-President Communications, to whom she will report all activities; and,
4. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
5. submit a final report to the President no later than April 1.

16.00 The Advocacy Commissioner:

16.1 The Advocacy Commissioner shall:

1. be appointed by the Executive in accordance with the Elections Policy;
2. be responsible for facilitating monthly department representative roundtables;
3. be responsible for hosting bi-monthly check-ins with each department representative to assess and guide their progress on a constituent specific initiative;
4. be under the direction of the Vice-President Academic, to communicate the outcomes of the monthly department representative roundtables and bi-monthly check-ins;
5. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
6. submit a final report to the President no later than April 1.

17.00 Student Services Commissioner:

17.1 The Student Services Commissioner shall:

1. be appointed by the Executive in accordance with the Elections Policy;
2. be a Member of the Science Student Donation Allocation Committee, as vice-chair;
3. work alongside the President, Vice-President Academic, and Vice-President Finance to ensure that the funds from the Science Student Donation are allocated fairly and effectively amongst the various departments in the Faculty of Science, and Schulich School of Medicine & Dentistry;
4. be responsible for the co-ordination of Natural Science basement locker rentals, and the upkeep of the lockers;
5. be responsible for the co-ordination of the SSC rental product service, and the upkeep of this program;
6. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
7. submit a final report to the President no later than April 1.

18.00 Orientation Commissioner:

18.1 The Orientation Commissioner shall:

1. be selected by an Orientation Selection Committee which will consist of:
 - i. the outgoing Orientation Commissioner, as Chair, unless a conflict of interest;
 - ii. the current President, as vice-chair, unless a conflict of interest in which case a non-conflicted, current member of the Executive may attend (to be appointed by the Chair);
 - iii. a member of Orientation Staff, or the USC Orientation Coordinator;
 - iv. the Dean of Science, or a designate of her choice;
2. be responsible for the planning, co-ordination, and execution of the Science Orientation program;
3. be responsible for organizing soph selection in accordance with the guidelines set out by Orientation Staff and the Orientation Governance Board;
4. submit proposed budget to the Vice-President Finance and the President no later than May 31st;
5. submit a comprehensive report on her progress in preparations for Orientation Week, including an updated budget and pricing quotes to the Vice-President Finance and President of Council one (1) week before submitting her midterm report to Orientation Staff;
6. hold signing authority over the Science Orientation Account;
7. not enter into any contracts as a representative of Council without permission of the President or Vice-President Finance; any such contracts will become the Orientation Commissioner's personal monetary responsibility;

8. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
9. submit a detailed year- end report to the President before April 1.

19.00 Student Events Commissioner At-Large:

19.1 The two Student Events Commissioners At-Large shall:

1. be appointed by the Executive in accordance with the Elections policy;
2. be under the direction of the Vice President Student Events, and shall report all activities to her;
3. work closely with and assist the Vice President of Student Events;
4. organize the sales of Council clothing and merchandise;
5. organize social events for Members of Council;
6. ensure that all activities provided to the Science Student Body are accessible to all students while maintaining the high quality the students deserve;
7. ensure that Council as well as the Science Soph Team are involved with the Homecoming Program;
8. attend either Fall Preview Day or March Break Open House run by the Faculty of Science;
9. be a member of:
 - i. the Student Events Committee, as vice-chairs; and,
10. submit a final report to the President no later than April 1.

20.00 Student Support Commissioner:

20.1 The Student Support Commissioner shall:

1. be appointed by the Executive in accordance with the Elections policy;
2. work with the Vice-President Academic to promote the academics, education and self-improvement of science students;
3. be responsible for the design, advertisement and implementation of various activities and events to promote a community that enhances student well-being, mental health and academic success within the Faculty of Science;
4. assist with both Fall Preview Day and March Break Open House
5. liaise with the Faculty of Science Academic Counseling to achieve the aforementioned goals;
6. be a member of the Academic Committee, as vice-chair;
7. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
8. submit a final report to the President no later than April 1.

21.00 Communications Commissioner At-Large:

21.1 The Communications Commissioner At-Large shall:

1. be appointed by the Executive in accordance with the Elections policy;
2. attend all meetings of the SSC
3. be under the direction of the Vice President Communications, and shall report all activities to them;
4. work closely with and assist the Vice President of Communications;
5. assist in the distribution of promotional media for various student events;
6. ensure that all activities provided to the Science Student Body are promoted and made aware to all students in an effective and appropriate manner;
7. be a member of the Communications Committee, as vice-chair
8. attend either Fall Preview Day or March Break Open House run by the Faculty of Science; and
9. submit a final report to the President no later than April 1.

22.00 Council Photographer

22.1 The Council Photographer shall:

1. be responsible for any and all photographing duties that the SSC requires;
2. the duty of watermarking and uploading all of the SSC photos to the SSC Facebook page;
3. be a member role of the Communications committee;
4. be responsible for the maintenance of the photos in the display case in Natural Science;
5. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
6. complete photographing duties of the SSC at the discretion of the Executive.

23.00 SciWiki Commissioner

23.1 The SciWiki Commissioner shall:

1. be appointed by the Executive in accordance with the Elections Policy;
2. be a non-voting member of Council
3. be under the direction of the Vice-President Academic and Vice-President Communications, to whom she will report all activities to
4. be responsible for the design, editing, maintenance, upkeep, and growth of SciWiki course pages, and graduate/professional school pages
5. chair the SciWiki Committee;
6. work alongside the Internet Commissioner, Vice-President Academic, and Vice-President Communications, to achieve the before mentioned goals; and,
7. attend either Fall Preview Day or March Break Open House run by the Faculty of Science and,
8. submit a final report to the President no later than the first week of April.

ATTENDANCE POLICY

(Appendix III)

1.00 Responsibilities:

- 1.1 All Members must attend every Meeting
- 1.2 All Voting Members are required to log office hours that equal no less than one hour per week during the Academic Year, excluding during the December and April exam periods.
 - 1. All Executive and Non-Voting Members are exempt
- 1.3 A meeting of Council will require at least five (5) days notice to qualify as a Duly Called Meeting.
- 1.4 Roll call shall be taken at the beginning of all Meetings. A sign-out sheet shall be kept so as to record the names of Members who leave a meeting before it is adjourned.

2.00 Attendance Formula:

- 2.1 Members who do not attend Meetings and/or Office Hours will be awarded points in accordance with the following:
 - 1. Missed Meeting, no regrets or declined regrets: 2.0 points
 - 2. Missed Meeting, regrets: 0.5 points
 - 3. Leaving before Adjournment, no regrets or declined regrets: 0.5 points
 - 4. Leaving before Adjournment, regrets: 0.25 points
 - 5. Missed Office Hour, no regrets or declined regrets: 1.0 point
 - 6. Missed Office Hour, regrets: 0.5 points
 - 7. Missed Committee Meeting, no regrets or declined regrets: 1.0 points
 - 8. Missed Committee Meeting, regrets: 0.5 points
 - 9. Arrival at Meeting Late, no regrets: 0.5 points
 - 10. Arrival at Meeting Late, regrets: 0.25 points
- 2.2 If a member has sent in regrets regarding lateness, yet arrives outside of the definition of “late,” points will be applied as if the member were late

3.00 Regrets:

- 3.1 Written regrets are acceptable at the discretion of the President or the Speaker.
- 3.2 Permission may be given for due cause, such as:
 - 1. illness;
 - 2. educational grounds; or
 - 3. other reasonable or compassionate grounds.

- 3.3 Absenteeism due to night class is subject to the President's approval as Meeting times are set in the previous Academic Year. Members should plan their schedules accordingly.

The President, in granting a request may take into account whether:

1. the class taken is a program requisite; or
2. the class taken is the only available time in the Member's schedule for that course without presenting a conflict.

- 3.4 Regrets shall be recorded and filed by Council Secretary.
- 3.5 Regrets shall be submitted to the Speaker no later than twenty-four (24) hours prior to the start of a Duly Called Meeting.
- 3.6 Regrets for lateness or permission to leave early are to be acknowledged in the same manner as regrets sent for an absence from a Meeting.
- 3.7 Regrets shall be recorded and filed by the Secretary of the SSC. The Secretary of the SSC shall maintain an updated list of points accumulated by each Member, and provide the appropriate individual with their own total upon request.

4.00 *Sanctions:*

- 4.1 A member who accumulates three (3) points will receive a written warning from the Speaker of Council.
- 4.2 The Speaker of Council shall inform the President of such warning.
- 4.3 A member who accumulates four and a half (4.5) points will receive a written warning from the President.
- 4.4 When a member accumulates six (6) points the Speaker of Council shall inform the President.
- 4.5 The President shall post a motion for the member's dismissal in accordance with Section
- 4.6 5.00 of the Constitution.

STANDING COMMITTEES OF COUNCIL

(Appendix IV)

1.00 Administration and Membership of Committees

- 1.1 Committees listed in this document shall constitute the standing committees of the Science Students' Council;
- 1.2 Standing committees shall be formed by their chair(s) no later than September 30, unless otherwise stated, and shall be dissolved automatically at the end of the academic year;
- 1.3 The chair(s) of each committee shall be responsible for determining the size of its membership, the method of selection of its members, and the structure of the committee, within the guidelines of its terms set-forth in this document; and
- 1.4 Each committee shall submit a final report to the President no later than April 1.

2.00 Academic Committee:

- 2.1 The Academic Committee shall:
 1. be composed of:
 - i the Vice-President Academic, as chair;
 - ii the Student Support Commissioner, as vice-chair;
 - iii the President;
 - iv other members of the Science Student Body.
 2. work to ensure that Council organizes strong academic events and participates in university-wide activities; and
 3. actively create and implement new ideas and initiatives to promote academic issues in the Faculty of Science.

3.00 Communications Committee:

- 3.1 The Communications Committee shall:
 1. be composed of:
 - i the Vice-President Communications, as chair;
 - ii the President;
 - iii other members of the Science Student Body.
 2. work to ensure that Council remains a visible and accessible body to the students in the Faculty of Science and Schulich School of Medicine and Dentistry; and

3. communicate the objectives and activities of Council to the Science Student Body.

4.00 *Finance Committee:*

4.1 The Finance Committee shall:

1. be composed of:
 - i the Vice-President Finance, as chair;
 - ii the President;
 - iii other members of the Science Student Body.
2. review any requests and/or applications for funding and make recommendations to Council; and
3. assist the Vice-President Finance in drafting a proposed budget to be presented to Council in the fall for the current year and in the spring for the following year.

5.00 *Student Events Committee:*

5.1 The Student Events Committee shall:

1. be composed of:
 - i the Vice-President Student Events, as chair;
 - ii the Student Events Commissioner At-Large, as vice-chair;
 - iii the President;
 - iv other members of the Science Student Body.
2. work to ensure that Council organizes strong social events and participates in university-wide spirit events and activities.
3. organize events that act either to promote environmental awareness amongst the Science Student Body or raise funds for environmental organizations; and
4. assist the with the execution of Science's Homecoming activities.

6.00 *Charity Committee:*

6.1 The Charity Committee shall:

1. be composed of:
 - i the Charity Commissioners, as co-chairs;
 - ii the Vice-President Finance, as vice-chair;
 - iii other members of the Science Student Body.
2. assist the Charity Commissioners with the organization and execution of all Council charity activities.

7.00 *The Current Committee:*

7.1 The Current Committee shall:

1. be composed of:
 - i the Managing Editor of *The Current*, as chair;
 - ii the Editor-in-Chief of *The Current*, as vice-chair;
 - iii other members of the Science Student Body.
2. Generate regular submissions for *The Current*, under the direction of *The Current* editorial board.

8.00 *Science Student Donation Allocation Committee:*

8.1 The Science Student Donation Allocation Committee shall:

1. be composed of:
 - i the President, as chair;
 - ii the Services Commissioner, as vice-chair;
 - iii the Vice-President Academic;
 - iv the Vice-President Finance;
 - v three (3) Members of Council, to be elected by Council no later than the first General Meeting in October;
 - vi the Dean of Science, *Ex-Officio*, Non-Voting
 - vii the Associate Dean (Academic) of Science, *Ex-Officio*, Non-voting
 - viii the Associate Dean (Academic) of Basic Medical Sciences, *Ex-Officio*, Non-Voting
2. be responsible for soliciting requests for funding from all Departments in the Faculty of Science and Basic Medical Sciences;
3. be responsible for allocating the funds collected in the Science Student Donation for the purposes of purchasing new teaching equipment;
4. name the signing officers of the Undergraduate Teaching Equipment Fund (the separate interest bearing account held by the administration) as
 - i the President;
 - ii the Vice-President Academic;

9.00 *Honoraria Committee*

9.1 The Honoraria Committee shall:

1. be composed of:
 - i Five (5) non-executive voting members of Council.

2. be selected by Council before April 1st;
3. not be composed of any executive members of Council who are eligible for honoraria;
4. use the guidance of a rubric that is approved by Council and formulated from the Constitution to evaluate the performances of executive members;
5. evaluate the performance of each member eligible for honoraria regarding:
 - i adherence to the SSC's "Roles and Responsibilities";
 - ii initiative;
 - iii any misconduct;
 - iv any other relevant criteria;
6. approve honoraria allocations with a vote of 4/5 in favour of each honoraria;
7. use their discretion in the allocation of honoraria ; and
8. be responsible for the administration of all Council Honoraria to executive members according to the *Honoraria Policy*.

10.00 The Executive Honoraria Committee:

- 10.1 The Executive Honoraria Committee shall:
- 10.2 be composed of: the five (5) executive members of Council.
- 10.3 use the guidance of a rubric that is approved by Council and formulated from the Constitution to evaluate the performances of solely non-executive members; evaluate the performance of each member eligible for honoraria regarding:
 1. adherence to the SSC's "Roles and Responsibilities";
 2. initiative;
 3. any misconduct;
 4. any other relevant criteria;
- 10.4 select only two non-executive members for council to be awarded the honoraria;
- 10.5 approve honoraria allocations for two non-executive members with a vote of 4/5 in favour of each honoraria;
- 10.6 use their discretion in the allocation of honoraria; and
- 10.7 be responsible for the administration of Council Honoraria to the non-executive council members according to the *Honoraria Policy*.

11.00 SciWiki Committee:

- 11.1 The SciWiki Committee shall:
 1. be composed of:
 - i the SciWiki Commissioner, as chair;
 - ii the Internet Commissioner, as Vice-Chair;
 - iii the Vice-President Academic, Ex-Officio, Voting;
 - iv the Vice-President Communications, Ex-Officio, Voting;

- v the President;
 - vi other members of the Science Student Body.
2. work to ensure that SciWiki remains up to date;
 3. contribute articles, both articles, and Graduate School/Professional School pages to SciWiki;
 4. ensure students at-large are informed about this service; and
 5. upon completion of SciWiki, be responsible for making sure department representatives are maintaining their departments' courses.

11.00 SciWiki Committee:

12.01 The Governance Review Committee shall:

1. be composed of:
 - i. the Speaker, as chair;
 - ii. the Internal Affairs Coordinator, as vice-chair
 - iii. the President, ex-officio,
 - iv. as necessary, other members of the Science Student Body
2. work to ensure that the Constitution remains up to date;
3. update the Constitution as necessary to ensure accuracy and efficacy of the Constitution;
4. review the Constitution every three (3) years to ensure enrollment of the science student body represents representation on the SSC

THE CURRENT POLICY

(Appendix V)

1.00 Purpose:

1.1 *The Current* is a publication of Council which shall:

1. promote the Faculty of Science and Council;
2. provide information relevant to science students;
3. entertain students, faculty, and Members of the Western Science community;
and
4. be published five times throughout the Academic Year with the central themes of:
 - i. Orientation Week;
 - ii. Halloween;
 - iii. Holiday;
 - iv. Valentine's Day;
 - v. Year End.

2.00 Editorial Board:

2.1 The editorial board of *The Current* shall include:

1. the Editor-in-Chief;
2. the Creative Director; and
3. the Managing Editor.

2.2 The editorial board shall submit a final report to the President no later than April 1.

3.00 Responsibilities:

3.1 The responsibilities of the editorial board shall be as follows:

1. the Editor-in-Chief shall:
 - i be appointed by the Executive according to the *Elections Policy* of Council;
 - ii ensure the content of the paper is consistent with its stated purpose, as well as the aims, policies, vision and mission of the Science Students' Council;
 - iii oversee the Managing Editor and Creative Director;
 - iv be a Member of The Current Committee, as vice-chair;

- v co-ordinate production and distribution with the publisher;
- vi work with the Vice-President Finance to secure paid-for advertising in the paper, and ensure that this advertising is consistent with the *Finance Policy*; and
- vii report to the Vice-President Communications on a regular basis.

2. the Creative Director shall:

- i be appointed by the Executive according to the *Elections Policy* of Council;
- ii be responsible for the layout of the paper;
- iii co-ordinate production with the publisher;
- iv be a contributing writer; and
- v report to the Editor-In-Chief.

3. the Managing Editor shall:

- i be appointed by the Executive according to the *Elections Policy* of Council;
- ii oversee the writers and photographers;
- iii chair The Current Committee;
- iv edit submissions for clarity, content, and grammar;
- v be a contributing writer; and
- vi report to the Editor-In-Chief.

AWARDS POLICY

(Appendix VI)

1.00 Administration of Awards:

- 1.1 Administration of the *Awards Policy* shall be the responsibility of the Vice-President Finance.
- 1.2 Consistent with “Provisions Relating to the *Science Students’ Endowment Fund at The University of Western Ontario Through Foundation Western*”, a standing agreement between Council and the Faculty of Science Dean’s Office, Council shall expend no less than 50% of the annual disbursement from the Endowment Fund on financial awards.
- 1.3 The Vice-President Finance shall review the composition of Council’s awards yearly to assess: their relevance, the possibility for growth in the portfolio, other agreements pertaining to their administration, and their budgetary context.
- 1.4 The Vice-President Finance shall make recommendations to Council regarding the composition of Council’s awards as necessary.

2.00 Science Students’ Council Impact Awards:

- 2.1 These shall include four (4) awards with a combined value of \$7500, to be allocated yearly.
- 2.2 The Science Students’ Council shall be the donors of the awards, through the Science Students’ Endowment Fund of the Faculty of Science.
- 2.3 The President and Vice-President Finance shall be the signing officers of the donorship agreement between the Science Students’ Council and Foundation Western.
- 2.4 Permission to alter the donorship agreement must be granted by both a Simple Majority vote of Council and by Foundation Western.
- 2.5 The award recipients shall be selected by the Scholarship and Awards Committee for the Faculty of Science and Basic Medical Sciences.
- 2.6 In the case that the award is integrated with financial need then the recipients will be selected by the committee after the Office of the Registrar assesses financial need.
- 2.7 A student shall only be eligible to hold up to one award per year.
- 2.8 Preference shall be given to individuals who do not hold other financial awards through *The University of Western Ontario*.
- 2.9 Promotion of the awards shall occur via the Office of the Registrar’s website and the Science Students’ Council.
- 2.10 One (1) award shall be valued at \$3000 and shall be designated the *Clement Yung Award for Excellence* in memory of Clement Yung (1984-2009), an invaluable member of the Science Students’ Council, Science Soph Team and Science Student Body.
- 2.11 To be eligible for the *Clement Yung Award for Excellence*, a student must:

1. Have maintained a minimum average of 80% in their previous year;
 2. Have been enrolled in an undergraduate program in the Faculty of Science or in the Basic Medical Sciences program in the previous year, and continue to be enrolled in one of these programs in the current year;
 3. Have shown achievement in 3-4 of the following areas in the previous year: **academic** (research, sitting on education committees, tutoring, outreach, etc.); **volunteerism/activism** (service learning, community involvement, advocacy, charitable work, environmentalism, etc.); **leadership; enhancing the student experience at Western** (through creativity or innovation, artistically, recreationally, culturally, through clubs, through sophing, through other organized activities, or through non-organized activities).
- 2.12 The remaining three (3) Impact Awards shall be valued at \$1500 each.
- 2.13 To be eligible for an Impact Award, a student must:
1. Have maintained a minimum average of 70% in the previous year;
 2. Have been enrolled in an undergraduate program in the Faculty of Science or in the Basic Medical Sciences program in the previous year, and continue to be enrolled in one of these programs in the current year;
 3. Have shown achievement in one or more of the following areas in the previous year: **academic** (research, sitting on education committees, tutoring, outreach, etc.); **volunteerism/activism** (service learning, community involvement, advocacy, charitable work, environmentalism, etc.); **leadership; enhancing the student experience at Western** (through creativity or innovation, artistically, recreationally, culturally, through clubs, through sophing, through other organized activities, or through non-organized activities).
- 2.14 One of the \$1500 awards shall be reserved for a student enrolled in a Basic Medical Sciences program.
- 2.15 One of the \$1500 awards shall be reserved for a student not enrolled in a Basic Medical Sciences program.
- 2.16 One of the \$1500 awards shall be reserved for a student who demonstrates financial need, as defined by the Office of the Registrar.
- 2.17 One application shall be common to the four awards and shall be reviewed by the Vice-President Finance yearly before it becomes available to students.
- 2.18 The Vice-President Finance shall ensure that any changes to the application meet the approval of the Scholarship and Awards Committee and Foundation Western.
- 2.19 Allocation of the awards shall follow the timelines set by the Scholarship and Awards Committee.

3.00 Clement Yung Memorial Science Soph Award:

The *Clement Yung Memorial Science Soph Award* shall have a value to be determined, to be allocated yearly;

- 3.1 The Science Students' Council and the Dean's Office of the Faculty of Science shall be the donors of the award, dividing the cost evenly;
- 3.2 Permission to alter the terms of the award must be granted by a Simple Majority vote of Council;
- 3.3 The award recipient shall be selected by the Science Head Soph Team;
- 3.4 To be eligible for the *Clement Yung Memorial Science Soph Award*, a student must:
 1. be enrolled in an undergraduate program in the Faculty of Science or in the Basic Medical Sciences program in the current year;
 2. be a current member of the Science Soph team;
 3. have demonstrated the following characteristics which emulate Clement Yung:
 - i. passion for the first-year students, the soph team, the Faculty of Science, and the University of Western Ontario and the ability to ignite this passion in others;
 - ii. well-rounded involvement to positively influence first-year students and others both in academics and extracurriculars;
 - iii. dedication to the first-year students and soph team for the entirety of their commitment;
 - iv. the ability to bring people together as a social catalyst;
 - v. positivity and strength in the face of adversity;
 - vi. generosity, genuineness, and thoughtfulness;
 - vii. leadership and the ability to inspire by example; and,
 4. have exceeded the roles and responsibilities of a soph.
- 3.5 The award shall be allocated before the selection of the incoming Orientation Commissioner.

FINANCE POLICY

(Appendix VII)

1.00 Budget:

- 1.1 The budget of the Science Students' Council shall govern all of its expenditures;
- 1.2 The interim budget is to be reviewed in the summer by the Vice-President Finance, in consultation with the Executive;
- 1.3 The revised budget must be reviewed and approved by the Finance Committee before the first General Meeting in October;
- 1.4 The final budget then must be approved by Council at least one week before the USC deadline for Council budgets;
- 1.5 The Vice-President Finance is to create the interim budget for the following fiscal year, which shall serve as a guideline for the incoming Executive during the summer, before the end of her term;
- 1.6 The fiscal year of Council shall be from April 1st until March 31st of the following calendar year.

2.00 Financial Procedures:

- 2.1 Any expenditure greater than \$100 outside of the interim budget must be approved by the Executive;
- 2.2 Any expenditure greater than \$100 outside the final budget must be approved by Council;
- 2.3 Requests for funding must be submitted in writing to the Finance Committee;
- 2.4 Funding requests shall be submitted to Council for approval only after being reviewed by the Finance Committee; and
- 2.5 The use of funds that are allocated to a particular Member's portfolio must be approved by that Member.

3.00 Sponsorship

- 3.1 The Vice-President Finance shall be responsible for seeking out and approving sponsorship for Science Students' Council events and advertising agreements for *The Current*;
- 3.2 Any sponsorship must not compromise the autonomy of the Council or the quality of its events, services or publications;
- 3.3 All sponsorship must be consistent with the aims, policies, vision and mission of the Science Students' Council;

- 3.4 Advertising space in *The Current* shall not exceed approximately 15% of the total printable area.

4.00 Science Student Endowment Fund:

- 4.01 Addenda I and II are agreements between the Science Students' Council and the Faculty of Science concerning the allocation of revenue generated by the Science Student Endowment Fund and are included as financial policy until their expiration.

Addendum I

Provisions Relating to the

The Science Students' Endowment Fund

At The University of Western Ontario

Through Foundation Western

Name:	The Science Students' Endowment Fund
Donor:	This Fund was established by students and alumni of the Faculty of Science to support the academic mission of the Faculty.
Criteria:	<p>This Fund will provide ongoing support to the students in the Faculty of Science through the Science Students' Council.</p> <p>The annual disbursement will be given to the Science Students' Council for special student initiatives to be determined by the Science Students' Council. At least 50% of the disbursement must be allocated to scholarships, bursaries, or awards. The criteria will be reviewed by the Science Students' Council every five years.</p>
Funding:	The Fund will be established with annual contributions from students and alumni of the Faculty of Science through the Science Student Donation and graduating class giving program. The Science Students' Council will contribute a portion of the annual Science Student Donation beginning in 2000-01 at 10% and increasing the amount by 1 per year until 2005-06 when the amount will equal 15% of the Science Student Levy. 100% of the graduating Class gift will be contributed to the Fund beginning in 1999-2000.
Value:	Variable
Effective Date:	May 2001

Reporting:	Foundation Western agrees to report annually the President of the Science Students' Council and the Dean of the Faculty of Science on the financial status of the endowment fund.
In Perpetuity:	The capital shall be held by Foundation Western in perpetuity, and only the income derived from the capital shall be expended. A portion of the income derived will be capitalized to protect against inflation in accordance with the policies from time to time adopted by Foundation Western.
Permission to Alter:	If through the passage of time it is determined that students at The University of Western Ontario would be better served by modifying the provisions relating to this fund, permission is hereby granted to alter this agreement adhering as closely as possible to its declared intention.

Authorization:

Zachary Armstrong

President, Science Students' Council 2006/07

Melanie Tinney

Vice-President Finance, Science Students' Council 2006/07

David Wardlaw

Dean, Faculty of Science

Ted Garrard

Vice-President (External)

Frank Pyka, Executive Director

Foundation Western

Addendum II
Plan for the Uncollected Expendable
Balance in the Science Students'
Endowment Fund

Effective date:	June 1, 2008
Expiration date:	March 31, 2014
Criteria:	<p>The expendable balance held in the fund as of April 30, 2008, which is uncollected disbursement (\$38,390), shall be amortized over a period of six years. Each year, \$4,159 (65% of one sixth of the balance), shall be given for special student initiatives to be determined by the Science Students' Council. An additional \$1,000 shall be allocated to Science Students' Council financial awards each year.</p> <p>The Science Students' Council may request additional funds from the balance, up to a maximum of \$2,239 (35% of one sixth of the balance) per year, if granted the authority by a resolution of council during which two thirds of the voting members present for the motion are in favor of the resolution.</p> <p>After six years, the remainder of the balance will be held for the Science Students' Council in perpetuity, and its allocation will be subject to negotiation with the Faculty of Science Dean's Office.</p>
Permission to alter:	Alteration requires a resolution of council during which two thirds of the voting members present for the motion are in favor of the resolution, and permission from the Dean of the Faculty of Science.

Authorization:

Jonathan Fuller
President, Science Students' Council 2008/09

Justin Mackie
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HONORARIA POLICY

(Appendix VIII)

1.00 PURPOSE:

- 1.01 The Science Students' Council (SSC) recognizes that an important part of the student experience at Western University is student involvement, and that particular involvement opportunities may require greater responsibility than others. In recognition of this, executive members and two members-at-large of the SSC are eligible for an honorarium upon the completion of their term. The Honoraria Committee of the SSC will ensure that the distribution of honoraria is done in a fair and objective manner within the following framework.

2.00 HONORARIA AMOUNTS

- 2.1 The following members of the Science Students' Council are eligible for honoraria, up to the following maximum amounts:
1. Executive Committee
 - i. President - \$1,000
 - ii. All Vice-Presidents - \$800
 2. Two (2) Additional Members of Council
 - i. Council Member - \$500

3.00 CRITERIA FOR ELIGIBILITY

- 3.1 Honoraria are available for two (2) non-executive members of Council who:
1. Have exceeded the expectations and requirements of their position.

4.00 PROCESS

- 4.1 The Science Students' Council shall be responsible for approving the total funds budgeted by honoraria; this shall be done as part of the annual budget process.
- 4.2 The Honoraria Committee shall:
1. Be composed of five (5) voting members of Council
 2. Be selected by Council after honoraria applications have been submitted
 3. Not be composed of any members who are eligible or have applied for honoraria.
 4. Use the guidance of a rubric that is approved by Council and formulated from the Constitution.
 5. Evaluate the performance of each member eligible for honoraria regarding:
 - i. Adherence to the SSC's "Roles and Responsibilities"
 - ii. Initiative
 - iii. Any misconduct
 - iv. Any other relevant criteria
 6. Approve allocations by a vote of 4/5 members in favour for each honoraria;

7. Use their discretion in the value and allocation of honoraria.

5.00 *DISBURSEMENT*

- 5.1 The decisions of the Honoraria Committee are final and are not subject to appeal.
- 5.2 The decisions of the Honoraria Committee shall be made accessible to all constituents of the SSC, as is becoming of any public organization.
- 5.3 The outgoing VP-Finance will disburse honoraria to eligible members as per the direction of the Honoraria Committee.
- 5.4 Honorarium payments shall be received no later than May 15th of the academic year.

Travel Policy

(Appendix IX)

1.00 APPLICATION

- 1.1 This policy applies to all SSC travel and related expenses from all sources of funding administered by the SSC.
- 1.2 When making travel arrangements, items such as cost, time spent travelling, and convenience should be considered in order to produce the most economical use of all resources.
- 1.3 Individuals must obtain the approval of their immediate supervisors prior to engaging in any SSC-related travel. Their respective immediate supervisors must ensure that regular duties shall be maintained during the absence of the individuals.
- 1.4 Travel expenses will be deemed as approved travel expenses ONLY if included on an expense report accompanied by original voucher(s) and invoice(s).
- 1.5 Only expenses related to approved SSC business shall be reimbursed.

2.00 GENERAL GUIDELINES

- 2.1 Any travel expenses paid for by the SSC may not be used by the claimant for income tax purposes or for any claim to another organization.
- 2.2 Travel itineraries must be completed for all SSC related travel. The travel itinerary must be approved by Vice-President Finance and President.

3.00 GUIDELINES FOR TRANSPORTATION EXPENSES

- 3.1 Reimbursement of public transportation costs shall not exceed rail fare or economy airfare. For public transportation, the original ticket receipt (third copy of the ticket) must be submitted with the claim.
- 3.2 Use of personal automobiles should be limited to those trips where no suitable public transportation is available or for which a personal automobile is more economical considering all costs and time availability.
- 3.3 Where a personal automobile is used strictly for personal convenience and such expenses exceed the cost of such equivalent public transportation, only the cost of such equivalent public transportation shall be reimbursed.
- 3.4 In some cases, it may be more economical to rent an automobile than to use a personal automobile. Users should consult with the Vice-President Finance to obtain information for car rentals.
- 3.5 Off-campus parking expenses are allowable expenses. A receipt is required for lot parking but not for metered parking.
- 3.6 Parking and traffic fines are not allowable expenses.

4.00 GUIDELINES FOR ACCOMMODATION AND MEAL EXPENSES

- 4.1 Travelers should consult with the Vice-President Finance to obtain the most favourable room rates at major hotels.
- 4.2 Reimbursement for hotels, motels, and other lodging shall be limited to a maximum of \$175.00 (one hundred and seventy-five dollars) per room plus tax per night plus parking for any overnight stays. If that amount is not considered reasonable, authorization must be obtained from the Vice-President Finance prior to booking accommodation at any additional rates.
- 4.3 Expenses for meals while traveling on SSC business shall be reimbursed by a *per diem* allowance. Receipts shall be required to support the *per diem* allowance. The *per diem* rates currently in effect are listed in Appendix IX. These rates shall be reviewed and adjusted from time to time as deemed necessary under the administration of the Vice President Finance.
- 4.4 Any charges incurred above and beyond the maximum per diem allowance will be considered personal expenses unless such charges have otherwise been approved by the Vice-President Finance.
- 4.5 Per Diem allowances are only applicable where food is not otherwise provided.
- 4.6 Claims for personal expenses that are not a necessary consequence of travel on behalf of the SSC are not allowable.

5.00 GUIDELINES FOR SSC REPRESENTATIVES

- 5.1 Conferences and Meetings:
 - 1. Where a member of the Executive Council requires a member of Council to attend a conference or meeting out of town as a representative of the SSC, the SSC shall reimburse travel costs in accordance with the Travel Policy;
 - 2. Where a member of the Executive Council requires a member of Council to attend a conference or meeting out of town as a representative of the SSC, the Executive
 - 3. Council member must submit an itinerary of events and a budget to the Vice-President Finance to verify that sufficient financial resources exist within her budget.
 - 4. Where meal and accommodations are not provided as part of the conference fee, the
 - 5. SSC shall reimburse members in accordance with the Travel Policy

6.00 TRAVEL EXPENSES

- 6.1 The SSC will cover travel expenses from London or alternative place of business to the end business destination as required for business purposes.

- 6.2 The SSC will not cover travel expenses incurred from pleasure destinations or destinations of choice. Where a person wishes to travel from a place other than a place of business or travel to a non-business destination, the SSC shall only pay the cost of going directly to the place of business. Any additional fees incurred will be considered personal expenses of the person.
- 6.3 Travel itineraries must be submitted for all travel being booked for SSC travel. The itinerary must be submitted at least 72 hours in advance of the travel taking place. All travel needs must be booked through the Vice President Finance.

7.00 APPROVALS AND RESPONSIBILITIES

- 7.1 The claimant is responsible for ensuring that claims for expenses are in accordance with SSC policy.
- 7.2 All travel itineraries and expense reports must be signed by the claimant and approved by the Vice President Finance and President, followed by a two thirds vote by council.
- 7.3 If the claimant is the Vice President Finance, the individual to whom the claimant reports or another individual on the Executive must approve the travel itinerary.
- 7.4 Reimbursement of expenses does not, in itself, constitute ultimate approval and may be subject to subsequent audit adjustment.

8.00 APPENDIX TO SSC TRAVEL POLICY

- 8.1 The mileage reimbursement rates for use of a personal automobile while on approved SSC business is 48 cents per kilometer.
- 8.2 The per diem allowance for meals, where the use of a per diem allowance has been approved by the Vice President Finance, is as follows:
1. \$35.00 (thirty-five dollars) plus 15% tip for a total of \$40.25 (forty dollars and twenty-five cents) and consists of the following items:
 2. Breakfast \$ 8.00
 3. Lunch 11.25
 4. Dinner 21.00
 5. Total: \$40.25
- 8.3 The Vice President Finance will review the Travel Policy yearly to assess its relevance with respect to the goals of Council. The total amount reserved for honoraria shall not exceed a cap to be determined by the Vice President Finance in the annual SSC budget.
- 8.4 Key Terms:
1. Business Destination – a destination where SSC business is being conducted. Examples could include conference sites, school visits, training sites, etc.
 2. Pleasure Destination – a destination where no SSC business is being conducted and the individual has chosen to go for non-business purposes.
 3. Choice Destination – a destination where no SSC business is being conducted and the individual has chosen to go.

