



2019
2020

Constitution

OF THE SCIENCE COUNCIL

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Constitution

OF THE SCIENCE COUNCIL

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OVERVIEW

Name

The name of this property is 'Science Council', which may be abbreviated to 'SciCo'.

Constitution

This document is the Constitution of the Science Council, or SciCo, and consists of this organization's governing laws.

Logo

The logo representing the Science Council shall be presented in whole on all governing documentation and documentation produced by the Science Council, with exception to financial forms of the Science Council that have been signed by the Vice President of Finance. The logo of the Science Council is as represented in [Appendix A](#).

MANDATE

Mandate

This organization is the representative body governing all full-time undergraduate students studying in the Faculty of Science and any part-time undergraduate students studying in the Faculty of Science who have opted in to the non-mandatory ancillary fees.

Purpose

The purpose of this Society is to enhance and diversify the university experience for all full-time undergraduate students in the Faculty of Science.

Vision Statement

Our vision is to develop a supportive environment where students take the goals we dream of achieving and translate them into a game plan we can follow. We hope to provide many opportunities for students to build friendships and develop networks that last beyond their time with us. The Science Council will equip students with the confidence and important life skills they don't get taught in classes or life hack videos. Our end goal is to become our students' best friend: the service to turn to when they need help and the place they go just to have some fun.

Mission Statement

The Science Council works to create a diversified undergraduate experience for students in the Faculty of Science. We host professional, academic, and wellness events throughout the year where students can build their profiles, develop new skills, and make memories to last a lifetime. During the year, we create opportunities catered to provide students with the experience they need to round out their academics.

We are also working to provide students with representation and advocacy services. In addition, we hold social events where students can make friends, connect with other students, and have a good time.

MEMBERSHIP

General Membership

Science Council General Membership shall be automatically granted to all full-time undergraduate students studying in the Faculty of Science and all part-time undergraduate students who have opted-in to the non-mandatory ancillary fees.

General Member Rights

General Members have the following rights within the Science Council:

- (1) To vote in all Science Council elections, referenda, and General Meetings;
- (2) To speak for or against motions and to make or second motions at General Meetings; and
- (3) To actively participate in any Science Council events.

Membership Fees

All full-time undergraduate students in the Faculty of Science have the Membership Fees automatically opted-in as part of their Student Fees, included in the non-mandatory ancillary fee group. Students have the option to opt-out of this group of fees. The non-mandatory ancillary fees include both the Per-Student Fee and the Levy Fee. Students may not change their opt-in/out status after the deadline to pay the Student Fees for the Academic Term has passed.

Per-Student Fees

The Per-Student Fees are encompassed within the non-mandatory ancillary fee group. This fee is charged to both full-time and part time undergraduate students in the Faculty of Science. For full-time students, it is \$1.64 per term for the Fall and Winter semesters for a total of \$3.28. For part-time students, it is \$0.66 per term for the Fall and Winter semesters for a total of \$1.24.

Levy Fees

The Science Council does not charge any Levy Fee.

GOVERNANCE

Overview

The Science Council consists of two aspects: The Executive Council and the Board of Academic Representatives.

Confidential Information

All members of the Science Council may be exposed to Confidential Information during the course of their work with Science Council. All members of the Science Council are prohibited from divulging, revealing, reporting, or using, for any purpose, any of the Confidential Information which the individual has obtained or which was disclosed to the individual as a result of their work with the Science Council.

The Executive Council

Departments

The Executive Council shall consist of six (6) Departments and the President of the Council. These Departments are as follows: Internal Affairs, External Affairs, Finance, Student Life, Academic Affairs, Communications. Each Department shall consist of at least one (1) Vice President and a team of Directors and shall function both individually and cohesively to organize Science Council events, meetings, services, philanthropy, and growth.

In any vote, be it of the Executive Council or of the Head Council, each individual Department collectively gets one (1) vote, and the President of the Council gets one (1) vote.

Executive Council

The Executive Council shall consist of the President of the Council and all Vice Presidents to represent all six (6) Departments. These members shall be known as Executives. This Team shall be elected in according to the OTSU Policies & Procedures and serve an Executive Term of Office starting on the 1st of May and last twelve (12) months, terminating at the end of day on the 30th of April the following year. Executives must be ratified against the Constitution within thirty (30) days of the start of their Term of Office.

The requirements for all Executives of the Executive Council are as follows:

- (1) The Student must be a full-time undergraduate student in the Ontario Tech University Faculty of Science for the regular Academic Year;
- (2) The Student must have Good Academic Standing; and
- (3) The Student must not opt out of non-mandatory ancillary fees when paying Student Fees.

In order to be considered a candidate for any Vice President position, no experience is necessary. To qualify as a candidate for the position of President, the individual must have served no less than one (1) term on either the Executive Council or the Board of Academic Representation.

Directors and Director Hiring

The Director positions are classified into the six (6) Departments, and there are no Directors assigned to the President. All Director positions are non-voting positions.

The Executive Council may hire Directors as needed to support each Department to a maximum of seven (7) Directors per Department. The Directors must be hired in phases through the hiring process by the Executive Council not before the 1st of May.

The first and only mandatory phase is the Summer Hiring Phase, which must be completed no later than the 31st of July. Any further phases must be completed within the first thirty (30) days at the start of each subsequent semester: The Fall semester and the Winter semester.

When hired, Directors must sign the Science Council Service Agreement. Directors must first serve on a probationary term beginning on the day they are hired and lasting thirty (30) days. Once the probationary term is completed and with approval from the respective Executives for the Departments, Directors automatically begin their official term. This term begins on the day the probationary term ends to the end of the Executive Term of Office. During the probationary period, Directors may be suspended or removed from office at the discretion of the Vice President of their respective Department, the Vice President of Internal Affairs, and/or the President.

The requirements for the Directors are as follows:

- (1) The Student must be a full-time undergraduate student in any faculty of study at Ontario Tech University or a part-time undergraduate student in the Faculty of Science for the entire duration of their Term of Office;
- (2) The Student must have Good Academic Standing; and
- (3) The Student must not opt out of non-mandatory ancillary fees when paying Student Fees for entire duration of their term.

Transition Phase

The option of a Transition Phase for incoming Executives will allow them to better understand their roles, the role of the Science Council, and the structure of the Science Council. This serves to prepare them for their work when the start of their Executive Term of office arrives and to provide continuity between the work of the Science Council from year to year.

The current Executive Council must provide an option for incoming Executives and Academic Representatives to undergo a Transition Phase. This Transition Phase shall run from the 1st of April until the 31st of April prior to the start of the Executive Term of Office of the incoming Executives. During this Phase, the incoming Executives may shadow the current Executives, ask questions, and gain insight into the structure, goals, and daily operations of the Science Council.

Vacancies

If, for any reason, a Vice President position becomes vacant, the President of the Council may appoint an interim Vice President for up to one (1) month.

If, for any reason, the President position becomes vacant, the Vice Presidents may appoint an interim President for up to one (1) month.

When an Executive position becomes vacant, it may be permanently filled by the following processes, which must be followed in the order as described below. Should a process fail or be beyond the means of the Science Council at the given time, the subsequent process may be used.

- (1) A By-Election completed within thirty (30) days of the vacancy; or
- (2) The hiring process completed within thirty (30) days of the vacancy.

The Hiring Process

In the case of any Executive position being filled by the hiring process, the following hiring process must be used:

- (1) The Science Council must release a call for applications through the Executive Application form, which will remain open for a minimum of fourteen (14) days;
- (2) If the vacant position is a Vice President position, the applicants will be invited to the first Executive Meeting taking place after the application period ends. If the vacant position is the President position, the applicants must attend a Head Council Meeting;
- (3) All candidates will give a five (5) minute speech, followed by five (5) minutes of questions from the Executive Council or Head Council;
- (4) The Executive Council will conduct a Complex Vote on which candidate shall fill the vacant position. The candidate with the majority votes shall win.
 - a. If there is only one (1) applicant, the Executive Council must still vote in a Simple Vote. A candidate must win a fifty plus one percent (50+1%) positive vote in order to win.
 - b. In the case of a tie, the all candidates not directly involved in the tie shall be removed from consideration. The votes shall be recast for with only the candidates that tied in the original vote. This will be in a Complex Vote format with the exception that a candidate must now win a fifty plus one percent (50+1%) positive vote to win.

Impeachment

Impeachment of any Executive of the Executive Council shall follow the procedure as outlined in the OTSU Policies & Procedures.

The Board of Academic Representation

The Board of Academic Representation may also be referred to as the Board. The Board shall fall under supervision of the President of the Council and shall serve to provide authentic representation of the best interests of the Science Council General Membership.

The Board will consist six (6) Representative positions:

- (1) Academic Representative of Applied and Industrial Mathematics;
- (2) Academic Representative of Biological Science;
- (3) Academic Representative of Chemistry;
- (4) Academic Representative of Computer Science;
- (5) Academic Representative of Forensic Science; and

(6) Academic Representative of Physics.

The requirements for the Academic Representatives are as follows:

- (1) The Student must be a full-time undergraduate student pursuing a major degree at Ontario Tech University in the same program category as the program category they shall represent through their position for the entire duration of their Term of Office;
- (2) The Student must have Good Academic Standing; and
- (3) The Student must not opt out of non-mandatory ancillary fees when paying Student Fees for entire duration of their term.

One (1) member of this Board shall be elected Chair of the Board of Academic Representation through a Complex Vote at the first meeting of the Board. Voting for the Chair is exclusive to the Board members.

At a vote of the Head Council, the single vote of the Chair of the Board, and therefore the Board itself, shall hold a weight of three (3) individual votes.

Given that the Board of Academic Representation is a new program, all further legislation regarding the Board of Academic Representation shall be contained in the By-Laws until it is complete, whereby it may be moved into the Constitution through an amendment or may be disbanded should the amendment be lost.

Termination

Standing Down

In the case that any member of the Science Council, whether it be an Executive, a Director, or an Academic Representative should choose to terminate their role on the Council prior to the end of their Term of Office, they must provide fourteen (14) days' notice to the Department of Internal Affairs. Notice must be given as a portable document format (PDF) with date of submission. The member must remain in office and complete all duties as regularly conducted until the fourteen (14) day period after submission of the notice is completed.

Termination

Should an Executive find that a Director in their department, or should the President find that an Executive Advisor is not satisfactorily completing their work on behalf of the Science Council, they shall submit a request to the Department of Internal Affairs to terminate the Director in question. Upon receipt of this request, the Department of Internal Affairs will inform the Director of the allegations and investigate the situation to an extent as deemed necessary by the Vice President of Internal Affairs and under the supervision of the President of the Council.

The Vice President of Internal Affairs will present the results of their investigation at the subsequent meeting of the Executive Council, whereupon the Executive Council will hold a Simple Emergency Vote to decide whether the Director in question should be terminated.

Should the Executive Council vote to terminate the Director, the Department of Internal Affairs shall send a notice of termination to the Director, who shall be given no less than fourteen (14) days' notice. The member must remain in office and complete all duties as regularly conducted until the fourteen (14) day period after they receive the notice of termination.

In the event that the request for termination is submitted by the Vice President of Internal Affairs, the investigation will be conducted by the President in the same manner as described above.

Return of Property

Upon termination, regardless of the reason, the individual must return any Science Council property, either physical or intellectual, derived from their work with the Science Council. This includes but is not limited to all documents, plans, specifications, materials, foodstuffs, data, and Confidential Information, in whatever form or media.

VOTING

In any vote, a member may decline to vote (ABSTAIN). The forcing, manipulating, or misleading of any other individual's vote is strictly prohibited. There may be no bias or repercussions to any voter on the basis of their choice of vote. All voters are welcome to select any option freely and without concern of any subsequent bias or repercussions.

Votes

Executive Council

In any vote of the Executive Council, the votes are distributed as follows:

- (1) President of the Council – one (1) vote;
- (2) Department of Internal Affairs – one (1) vote;
- (3) Department of External Affairs – one (1) vote;
- (4) Department of Finance – one (1) vote;
- (5) Department of Academic Affairs – one (1) vote;
- (6) Department of Student Life – one (1) vote; and
- (7) Department of Communications – one (1) vote.

There are seven (7) votes in total in a vote of the Executive Council. Each of these votes are cast by the corresponding Executives or interim Executives.

Board of Academic Representation

In any vote of the Board of Academic Representation, the votes are distributed such that each Representative has one (1) vote, regardless of their program category. This allows for more proportionate representation of the students across the program categories. There are therefore as many votes in total as there are Representatives on the Board in a vote of the Board of Academic Representation.

Head Council

In any vote of the Head Council, the votes are distributed as follows:

- (1) President of the Council – one (1) vote;
- (2) Department of Internal Affairs – one (1) vote;
- (3) Department of External Affairs – one (1) vote;
- (4) Department of Finance – one (1) vote;
- (5) Department of Academic Affairs – one (1) vote;
- (6) Department of Student Life – one (1) vote;
- (7) Department of Communications – one (1) vote; and
- (8) Board of Academic Representation – three (3) votes.

There are ten (10) votes in total in a vote of the Head Council. Each of these votes are cast by the corresponding Executives or interim Executives, or the Chair of the Board.

The vote cast by the Chair of the Board is a single selection that has the weight of three (3) votes. The Chair may not cast votes with differing selections; they must all be the same selection.

Simple Vote

A Simple Vote is used when presenting a proposal or motion where a Yes/No decision is required. The voters may submit one (1) of the following responses:

- (1) YES – in favour of (for) the proposal, or motion;
- (2) NO – in opposition of (against) the proposal, or motion; and
- (3) ABSTAIN – in formal declination of casting a vote either for or against the proposal or motion.

No blank votes may be submitted. In determining the final count, any 'ABSTAIN' votes will be excluded from the total vote count. In order to pass the proposal or motion, a fifty plus one percent (50+1%) positive vote must be acquired.

Complex Vote

A Complex Vote is used when presenting a proposal or motion where one (1) option among many must be decided. the voters may submit one (1) of the following responses:

- (1) Choice A – in favour of (for) Choice A;
- (2) Choice B – in favour of (for) Choice B;
- (3) ...
- (4) Choice X – in favour of (for) Choice X; and
- (5) ABSTAIN – in formal declination of casting a vote for any of the above choices.

No blank votes may be submitted. In determining the final count, any 'ABSTAIN' votes will be excluded from the total vote count. In order to pass the proposal or motion, a majority positive vote must be acquired.

Emergency Vote

An Emergency Vote is conducted on a matter that requires immediate or urgent action or is used to amend or propose an amendment to any governing documents. Such a vote may follow either a Simple Vote or Complex Vote format. However, in order to pass a motion, a two-thirds (2/3) positive vote must be achieved.

DOCUMENTATION AND POLICIES

Constitution

Ratification

At the start of every Executive Term of Office, the Science Council Constitution must be ratified with the OTSU as per the OTSU Policies and Procedures. All Executives must be ratified against the Constitution during the ratification process. The Constitution and all Executives at this time must be ratified within thirty (30) days of the start of the Executive Term of Office.

No changes may be made to the Constitution during this period or at any point in time without following the official Amendment procedures as defined in this document.

Amendments

The Constitution may be amended by a Simple Vote of the Science Council General Membership present at a quorate General Meeting.

An amendment may be proposed through one (1) of the following:

- (1) A majority Simple Emergency Vote of the Head Council; or
- (2) A call for referendum.

The request for an amendment to the Constitution must be acted upon at the first meeting of the Head Council after the amendment is proposed.

The amendment may be passed through a positive vote at a quorate General Meeting of the Science Council General Membership or through a positive vote in a referendum.

Policy Primacy

In the case of any variation between the governing documents of the Science Council, the Constitution will always overrule all other documents.

By-Laws

The Head Council shall establish and maintain By-Laws which will serve to regulate the details of the daily operation of the Science Council. The By-Laws shall be separate from the Constitution.

Amendments

The By-Laws may be amended through a Simple Emergency Vote of the Head Council.

Finances

The fiscal year of the Science Council shall run from the 1st of September to the 31st of August of the following year. All Science Council finances must be accessible to all the membership.

The finances of the Science Council shall be regulated by the Vice President of Finance and the Department of Finance under supervision of the President of the Council. The Vice President of Finance shall be responsible for releasing a financial report at the end of each semester that will detail the following:

- (1) All incoming finances (income) received to the Science Council;
- (2) All outgoing finances (expenses) incurred by the that the Science Council;
- (3) All projected spending for the following semester; and
- (4) All invested finances (investments) currently held by the Science Council.

REFERENDA

Call for a Referendum

A referendum to consult the full membership of the Science Council for a purpose connected with the affairs of the Council must be called by either:

- (1) The President of the Council;
- (2) A majority Simple Emergency Vote of the Head Council; or
- (3) The President, upon receipt of a petition in writing of not less than 5% of the Science Council General Membership, must call a referendum. The petition must be submitted by the Representative(s) of the Petition, who will represent the interest of the signatories in the subject of interest of the petition. The Representative(s) of the Petition will hereon verify the authenticity of the process. The President shall verify the validity of the petition and of each signature and shall report to the Head Council thereon.

Mechanism of a Referendum

The wording of the referendum question and polling method shall be decided by the Head Council, subject to the approval of the Representative(s) of the Petition. It shall be voted upon through a Simple Vote of the Science Council General Membership.

A complete statement of the exact wording of a proposed referendum question must appear at the top of the ballot followed by the question: "Should the amendment to the [named policy or document or government] of the Science Council be adopted as stated above?"

Results of a Referendum

The motion of the referendum is considered a pass only if:

- (1) No less than five percent (5%) percent of the Science Council General Membership members cast ballots; and
- (2) The motion of the referendum passes in accordance to the rules of a Simple Vote.

The results of the referendum shall be binding on the Science Council and shall be published immediately on all media available to the Science Council.

POLICIES AND PROCEDURES

The Science Council must oblige to the OTSU Policies and Procedures Manual. Amendments to the Student Union Policies and Procedures Manual shall require the approval of the Science Council Head Council.

DEFINITIONS

Academic Representative (abbr. Representative) – a position on the Board of Academic Representation where the individual represents all students in their specific program category;

Academic Term – a term of study (also known as a semester) as defined by Ontario Tech University, typically lasting 12 weeks;

Academic Year – the term of study that includes the Fall and Winter semesters;

amendment – a change designed to improve or alter a document;

Board of Academic Representation (abbr. Board) – the group of Academic Representatives that serves to represent the students of the Ontario Tech University Faculty of Science across their various program categories;

By-Laws – the official document of the Science Council that governs the Council's daily operations;

Chair of the Board of Academic Representatives (abbr. Chair of the Board) – a member of the Board of Academic Representatives elected by the Board to represent their best interest and opinions and vote on their behalf at meetings of the Head Council and Expanded Council;

Complex Vote – a vote where there may be multiple options not limited to a Yes/No selection;

constituency – a body of voters who elect a representative to a legislative body; in this case, all students in the Ontario Tech University Faculty of Science;

Constitution – the official governing document of the Science Council that defines the Science Council and takes precedence over all other documents of the Science Council;

Department – one (1) of six (6) sections of the Executive Council that serves a specific purpose and is led by at least one (1) Vice-President and works in coalition with the other sections to perform the duties of the Executive Council;

Director – a member of a Department who is supervised by the Vice President of that Department and works to support and complete the duties of the Department;

Emergency Vote – any vote, either Simple or Complex in structure, that requires immediate or urgent action, or is used to amend or propose an amendment to any governing documents, and therefore requires a two-thirds (2/3) positive vote to pass;

Executive – an elected position on the Executive Council consisting of Vice Presidents and a President;

Executive Advisor – a contract-governed position on the Executive Council for any area of work requiring expertise or individual attention;

Executive Council – the collective group of the Departments, represented by the Vice Presidents, and the President of the Council;

Executive Term of Office – the term of office typically served by an Executive running from the 1st of May to the 31st of April of the following year;

Expanded Council – the Executive Council and the full Board of Academic Representation;

faculty of study – any of the seven (7) departments concerned with a major division of knowledge, as defined by the Ontario Tech University;

fifty plus one percent (50+1%) - a vote such that 51% of the votes are for the motion;

fiscal year – a year as established for taxing or accounting purposes;

full-time – any student taking a minimum of nine (9) credit hours;

General Meeting – a meeting of the Science Council and its constituency discussing major initiatives, the past budget, the current budget, and any public motions or amendments;

Good Academic Standing – any student holding a minimum cumulative GPA of 2.0;

Head Council – the Executive Council and the Chair of the Board of Academic Representation; where used in this document, is interchangeable with and may be substituted by the Expanded Council;

Impeachment – the action of calling into question the integrity or validity of any Executive or Academic Representative;

interim – a role filled by an individual for an intervening period; provisional or temporary;

Levy Fee – a charge included the Student Fees for students in the Ontario Tech University Faculty of Science that serves to raise money for the activities of the Science Council and which must be invested back into the students as deemed fit by the Science Council; a fee that falls into the non-mandatory ancillary fee section and that is not reconciled into the OTSU finances at the end of the Executive Term of Office;

majority – the greatest number;

mandate – *an official commission to do something;*

Membership Fees – *the combination of the Per-Student Fee and the Levy Fee charged to students in the Ontario Tech University Faculty of Science and which falls into the non-mandatory ancillary fee category;*

mission statement – *a formal summary of the current actions and purpose of the Science Council;*

motion – *a formal proposal for an action;*

non-mandatory ancillary fee – *the section of fees charged alongside tuition that students may opt out of*

notice of termination – *a formal document or statement submitted by either the employer or the employee to indicate that the employee's service will be ended; the statement must be sent fourteen (14) days prior to the date the employee's service is ended;*

Ontario Tech Student Union (abbr. OTSU) – *the governing body representing all students in Ontario Tech University and governing all Societies;*

Ontario Tech Student Union Policies & Procedures (abbr. OTSU Policies & Procedures) – *the official document governing the Ontario Tech Student Union;*

Ontario Tech University (abbr. OTU) – *the name of the institution to which Science Council and its constituency belongs;*

Ontario Tech University Faculty of Science (abbr. Faculty of Science) – *the department of study concerned with Science;*

Per-Student Fee – *a charge within the Student Fees of the students of the Ontario Tech University Faculty of Science that is used to raise money for the activities of the Science Council and which falls into the non-mandatory ancillary fee section;*

petition – *a formal written document which contains a request appealing to an authority and which contains the signatures of students of the Faculty of Science;*

Pilot Program – *a short-term experimental trial, typically small-scale in nature, that is used to help an organization understand how the project may work on a larger scale;*

positive vote – *a vote that either passes a motion or passes any individual option in a motion;*

President of the Council – *the leading authority figure of the Science Council that represents all its interests and activities;*

program category – *a category of programs of study offered by the Ontario Tech University;*

Quorate General Meeting – *a General Meeting where a quorum of the General Membership is present;*

Quorum – *the minimum amount of the Science Council constituency required or to attend the General Meeting to make the proceedings valid; in the case of the Science Council, this is 2.5%;*

ratification – the action of signing or giving formal consent to a contract, in this case the Constitution, thus making it officially valid;

referendum (plural: referenda) – a direct vote in which the entire constituency of the Science Council is invited to vote on a proposal or motion;

Science Council (abbr. SciCo) – the governing body representing the undergraduate students in the Ontario Tech University Faculty of Science and the body which is governed by this Constitution;

Science Council General Membership – all full-time students in the Ontario Tech University Faculty of Science and any part-time students that opt-in to the Science Council Membership Fees;

Simple Vote – a vote where the resolution desired is of a Yes or No nature;

Society – the entire constituency of the Science Council;

Standing Down – the act of removing oneself from a position of office;

Student Fees – the fees charged to all students in exchange for tuition and student benefits, which includes the non-mandatory ancillary fees;

Term of Office – a period for which a position is held;

Termination – the act of being removed from office by an authority; in this case, only Directors and Executive Advisors may be terminated given that their role is regulated by a Service Agreement;

The Hiring Process – the required process used to hire any Executive or a Director;

Transition Phase – the period which current Executives must offer transition support to incoming Executives;

Undergraduate – a student at a college or university who has not yet earned a Bachelor's or equivalent degree, who typically is studying to earn such a degree;

Vacancy – an empty position, or a position that is not held by any individual;

Vice President – an Executive in charge of a Department of the Science Council;

vision statement – a formal summary of the aims and values of the Science Council;

APPENDICES

Appendix A: The Science Council Logo

