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| ***2019***  ***2020*** |  | Constitution |
|  | Last Updated: October 18, 2019 |

By-Laws

# Overview

## Name

The name of this property is ‘Ontario Tech Science Council’, which may be abbreviated to ‘OT SciCo’.

## By-Laws

This document is the By-Laws of the Ontario Tech Science Council, or OT SciCo, and consists of this organization’s governing laws.

The Head Council shall establish and maintain By-Laws which will serve to regulate the details of the daily operation of the Ontario Tech 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.

# Roles and Responsibilities

## The Executive Council

The duties of all the members of the Executive Council are:

1. To safeguard the interests of the Ontario Tech Science Council through the enforcement of established policies and procedures;
2. To assist the other Executives in the execution of their duties;
3. To be available to the Society at regular and reasonable hours;
4. To be responsible for the orderly conduct of the business of the Ontario Tech Science Council;
5. To work towards the specific goals of the current Society and Council Executives;
6. Must attend at least two thirds of the Executive meetings and at least four events hosted by the Ontario Tech Science Council per semester. If an Executive cannot attend a meeting or event, they must provide a valid reason at the discretion of the President.

### President of the Council

The specific duties of the President of the Council are as follows:

1. To supervise all activities of the Ontario Tech Science Council and Society;
2. To act as a liaison and representative of the Society to, but not exclusively, the Ontario Tech Student Union, Ontario Tech University, the Faculty of Science, and other University faculties and organizations;
3. To chair meetings of the Council, General Meetings of the Society, and oversee Ontario Tech Science Council members’ activities on behalf of the Council;
4. To ensure proper hiring, operation, and functioning of Council Coordinators and Directors;
5. To plan the Society’s strategic direction and long-term objectives with the Executives;
6. To sign disbursements from the Society;
7. To prepare reports based on initiatives and in response to other reports and/or situations of concern to the Society and students in general;
8. To prepare policy drafts for consideration by the Society;
9. To assist, to a reasonable capacity, any activities of the Ontario Tech Science Council;
10. To ensure fair and proper hiring, operations, and functioning of the Directors on the Board of Directors; and
11. To act as Chair at all Board Meetings and ensure smooth communication between the Executive Council and the Board of Directors.

### Vice President(s) of Internal Affairs

The specific duties of the Vice President(s) of Internal Affairs are as follows:

1. To act as a liaison between the Council and faculty societies, campus clubs, and the Ontario Tech Student Union;
2. To ensure that minutes of all Ontario Tech Science Council meetings and attendance sheets for meetings and events are up to date;
3. To sign disbursements from the Society;
4. To be responsible of the Ontario Tech Science Council email; and
5. To ensure proper hiring, operation, and functioning of Internal Affairs Coordinator(s).

### Vice President(s) of External Affairs

The specific duties of the Vice President(s) of External Affairs are as follows:

1. To represent the Society and communicate positions and policies taken by the Society to external bodies and agencies;
2. To act as the Ontario Tech University Coordinator on the Ontario Science Students Association Board of Coordinators;
3. To connect with other Ontario Tech Science Councils (or Societies) from different universities to build and maintain support networks for conference, event, social and/or networking reasons;
4. To act as a liaison with external organizations;
5. To be responsible for the creation of sponsorship packages and the maintenance of sponsor/partner relationships with external bodies;
6. To sign disbursements from the Society;
7. To plan events for Ontario Tech University Open Houses to help facilitate recruitment of Science students; and
8. To ensure proper hiring, operation, and functioning of External Affairs Coordinator(s).

### Vice President(s) of Academic Affairs

The specific duties of the Vice President(s) of Academic Affairs are as follows:

1. To represent the academic and professional interests of Society members;
2. To liaise with Faculty of Science, Career Centre, and academic support programs, and create partnerships with groups overseeing such programs;
3. To collaborate with Science Café for events and sessions;
4. To seek and plan unique opportunities for academic and career development with at least three such events occurring each semester; and
5. To ensure proper hiring, operation, and functioning of Academic Affairs Coordinator(s).

### Vice President(s) of Student Life

The specific duties of the Vice President(s) of Student Life are as follows:

1. To represent the social interests of Society members;
2. To plan social and philanthropic events and opportunities with at least three events occurring each semester;
3. To seek collaboration with both internal and external groups for events;
4. To seek out volunteering opportunities for students; and
5. To ensure proper hiring, operation, and functioning of Student Life Coordinator(s).

### Vice President(s) of Communications

The specific duties of the Vice President(s) of Communications are as follows:

1. To ensure appropriate promotion of Ontario Tech Science Council and its events;
2. To be responsible of social media accounts, including, but not limited to, Facebook, Twitter, Instagram and website;
3. To approve and manage the promotion of relevant internal or external bodies;
4. To ensure the production of at least one promotional piece per month outside of regular Council promotion; and
5. To ensure proper hiring, operation, and functioning of Coordinator(s) of General Communication, including Marketing Design Coordinator(s), Coordinator(s) of Photography, and Webmaster.

### Vice President(s) of Finance

The specific duties of the Vice President(s) of Finance are as follows:

1. To be responsible for all financial matters of the Ontario Tech Science Council;
2. To be responsible for preparation of supplementary funding proposals and collection of all final financial statements;
3. To manage all Eventbrite financial services;
4. To sign all disbursements from the Society except those that disburse to the VP of Finance;
5. To maintain an accurate record of all financial transactions of the Ontario Tech Science Council; and
6. To prepare a budget at the beginning of each academic term and update it at least once every 2 weeks; and
7. To ensure proper operation and functioning of the Coordinator(s) of Finance.

## Coordinators

The duties of all Coordinators are as follows:

1. To establish a working relationship with the Vice President(s) of their respective Departments to help organize and complete tasks for Departments;
2. To act as a liaison between the Ontario Tech Science Council Executives, the General Members and the Ontario Tech University science students; should convey any information that could be useful and helpful to help run the society;
3. To help organize, prepare and run events as needed; and
4. To work closely with the Ontario Tech Science Council Executives to ensure efficiency within the council and quality support among the science student body.

### Coordinator(s) of Marketing Design

The additional duties of the Coordinator(s) of Marketing Design are as follows:

1. To work efficiently with the Vice President(s) of Communications and Webmaster(s) to ensure quality production of marketing material for Ontario Tech Science Council; and
2. To ensure thorough promotion of all events and resources of Ontario Tech Science Council including the production of posters, visuals, promotional, and marketing material for all social media outlets.

### Webmaster(s)

The additional duties of the Webmaster(s) are as follows:

1. To work efficiently with the Vice President(s) of Communications, Marketing Design Coordinator(s), and Coordinator(s) of Photography to ensure quality production of marketing material on the Ontario Tech Science Council website;
2. To maintain and modify the website as needed;
3. To renew website domain name and hosting; and
4. To post updates of Ontario Tech Science Council, as needed.

### Coordinator(s) of Photography:

The additional duties of the Coordinator(s) of Photography are as follows:

1. To work efficiently with the Vice President of Communications to produce high-quality photos for the Ontario Tech Science Council; and
2. To attend all necessary events to capture photos within reason and in accordance to their availability.

# The Board of Directors

The meetings of the Board of Directors are chaired by the President of the Council. At these meetings, the Board aims to review the progress of the Executive Council, change or remove any proposed initiatives as deemed necessary, and make recommendations for future work.

As such, the Executive Council must complete and submit a Board Report to the Board of Directors no fewer than seven (7) days in advance of the monthly Board Meeting.

# Meetings

## Executive Council

The Executive Council must meet at least once within every fourteen (14) days. The agenda for these meetings shall be released to the public no fewer than three (3) days prior to any meeting. Should any amendments be made to the agenda during the meeting, the agenda shall be updated and released with the meeting minutes.

Meeting minutes must be approved by the Executive Council at the following meeting. As such, meeting minutes must be released to the public within three (3) days of approval.

## Head Council

This section shall be completed once the Board of Directors has been formed and a Chair of the Board has been elected.

## Board of Directors

The Board of Directors must meet at a Board Meeting at least once each calendar month. The agenda for these meetings shall be released to the public no fewer than three (3) days prior to any meeting. Should any amendments be made to the agenda during the meeting, the agenda shall be updated and released with the meeting minutes.

Meeting minutes must be approved by the Board of Directors at the following meeting. As such, meeting minutes must be released to the public within three (3) days of approval.

# Definitions

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 Directors (abbr. BoD) – *the group of Directors 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 Ontario Tech Science Council that governs the Council’s daily operations;*

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 Ontario Tech Science Council that defines the Ontario Tech Science Council and takes precedence over all other documents of the Ontario Tech Science Council;*

Coordinator – *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;*

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 position on the Board of Directors where the individual represents all students in their specific program category;*

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 Directors;*

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 Ontario Tech 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 Directors; 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 Director;*

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 Ontario Tech Science Council and which must be invested back into the students as deemed fit by the Ontario Tech Science Council; a fee 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;*

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

motion – *a formal proposal for an action;*

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 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;*

Ontario Tech 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 Ontario Tech Science Council Membership Fees;*

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 Ontario Tech 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 Ontario Tech Science Council;*

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 Ontario Tech 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 Ontario Tech Science Council constituency required or to attend the General Meeting to make the proceedings valid; in the case of the Ontario Tech 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 Ontario Tech Science Council is invited to vote on a proposal or motion;*

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

Society – *the entire constituency of the Ontario Tech 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;*

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 Coordinators 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 Coordinator;*

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 Ontario Tech Science Council;*

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

# Appendices

## Appendix A: Coordinator Service Agreement

See next page.

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Ontario Tech Science Council

Coordinator Contract

This General Service Agreement (The “Agreement”) dated [*Insert Date*]

Between:

EMPLOYEE

[*Insert Employee’s Name*]

Student ID: [*123456789*]

(The “Employee”)

EMPLOYER

Ontario Tech Science Council

Ontario Tech University

(The “Council”)

**Background**

The Council is of the opinion that the Employee has the necessary qualifications, experience, and abilities to assist and benefit the Council in its business. The Council desires to employ the Employee and the Employee has agree to accept and enter such employment upon the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

**Commencement Date and Term**

1. The Employee will commence part-time volunteer work with the Council on the date of this Agreement and will remain in full force and effect until the end of day April 30, 2020, subject to earlier termination.
2. In the event that either Party wishes to terminate this Agreement prior to April 30, 2020, that Party will be required to provide 14 days’ written notice to the other Party.

**Job Title and Description**

The Council agrees to employ the Employee as a Coordinator of [*Insert Department Name*]. The Employee will be expected to perform the following job duties (for the Employee - please initial where indicated below):

Establish a working relationship with the members of the Department of [*Insert Department Name*] to organize and complete tasks assigned to the Department;

Help organize, prepare, and run events as required by the Vice President of [*Insert Department Name*] and/ or President;

Work closely with the Department of [*Insert Department Name*] and the Vice President of [*Insert Department Name*] to ensure efficiency within the Ontario Tech Science Council and quality support and services to the Society;

Attend two thirds of Council/Departmental meetings that you are asked to attend and arrive prepared. In the case that the Employee be unable to attend any meeting previously committed to, they must notify the Vice President of [*Insert Department Name*];

Represent the Ontario Tech Science Council to the Society, Ontario Tech University students, internal organizations, Faculty, staff, external organizations, and the community, and act as a liaison between these bodies;

Act in compliance and according to the Ontario Tech Science Council Constitution when completing any work directly or indirectly for the Council; and

Any other tasks which the two Parties may agree on.

**Compensation**

The Council will compensate the Employee for their service and time by providing the experience which the Employee can claim on their Ontario Tech University Involvement Record.

**Confidential Information**

For the Employee - please initial below where indicated:

The Employee agrees not to divulge, reveal, report, or use, for any purpose, any of the Confidential Information which the Employee has obtained or which was disclosed to the Employee as a result of their employment with the Council.

**Return of Property**

For the Employee - please initial below where indicated:

The Employee agrees to return any Council property or materials derived from the Employee’s employment with the Council, including but not limited to, all documents, plans, specifications, materials, foodstuffs, data, and Confidential Information in whatever form or media.

**General Provisions**

Time is of the essence in this Agreement.

Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

This Agreement constitutes the entire agreement between the parties and there are no further items or provisions, either oral or written. The parties to this Agreement stipulate that neither of them has made any representations with respect to the subject matter of this Agreement except such representations as are specifically set forth in this Agreement.

IN WITNESS THEREOF, the parties have duly affixed their signatures under hand on this day [*Insert Date*].

**Employer**

Ontario Tech Science Council

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([*Insert VP’s Name*], Vice President of [*Insert Department Name*])

**Employee**

[*Insert Employee’s Name*]

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