

2019  
2020

# By-Laws

**OF THE SCIENCE COUNCIL**

Last Updated: October 18, 2019

# By-Laws

## OF THE SCIENCE COUNCIL

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## OVERVIEW

### Name

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

### By-Laws

This document is the By-Laws of the Science Council, or 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 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

All members of the Science Council must remain opted-in to the non-mandatory ancillary fees.

### The Executive Council

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

- (1) To safeguard the interests of the 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 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 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 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 Science Council members' activities on behalf of the Council;

- (4) To ensure proper hiring, operation, and functioning of Council Directors and Academic Representatives;
- (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 Science Council;
- (10) To ensure proper hiring, operation, and functioning of the Chair of the Board of Academic Representation;
- (11) To ensure fair and proper elections, operations, and functioning of the Representatives on the Board of Academic Representation; and
- (12) To liaise and communicate with the Chair of the Board of Academic Representation to ensure smooth functioning of the Science Council.

### **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 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 Science Council email; and
- (5) To ensure proper hiring, operation, and functioning of Internal Affairs Director(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 Director on the Ontario Science Students Association Board of Directors;
- (3) To connect with other 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 Director(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 Director(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 Director(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 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 Director(s) of General Communication, including Marketing Design Director(s), Director(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 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 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 Director(s) of Finance.

## **Directors**

The duties of all Directors 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 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 Science Council Executives to ensure efficiency within the council and quality support among the science student body.

## **Director(s) of Marketing Design**

The additional duties of the Director(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 Science Council; and
- (2) To ensure thorough promotion of all events and resources of 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 Director(s), and Director(s) of Photography to ensure quality production of marketing material on the 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 Science Council, as needed.

## **Director(s) of Photography:**

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

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

## 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 Academic Representation has been formed and a Chair of the Board has been elected.

### Board of Academic Representation

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

## THE BOARD OF ACADEMIC REPRESENTATION

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

### The Chair of the Board of Academic Representation

The responsibilities of the Chair of the Board are as follows:

- (1) To chair all meetings of the Board of Academic Representation;
- (2) To supervise the activities of the Board;
- (3) To represent the interest of the Board and vote on behalf of the Board at meetings of the Head Council;
- (4) To manage the proper function of all six of the Academic Representatives as described below under the supervision of the Vice President of Academic Affairs;
- (5) To ensure that all programs are fairly represented by the Council; and
- (6) To communicate with the President of the Council to ensure continuity between the work of the Executive Council and the work of the Board.

## 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;*

*agenda – an official list of items to be discussed at a formal meeting;*

*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;*

*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;*

*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;*

*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 1<sup>st</sup> of May to the 31<sup>st</sup> 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;*

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

*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;*

meeting minutes – *an official written record of the discussions occurring at a meeting;*

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

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;*

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;*

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;*

Science Council – *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;*

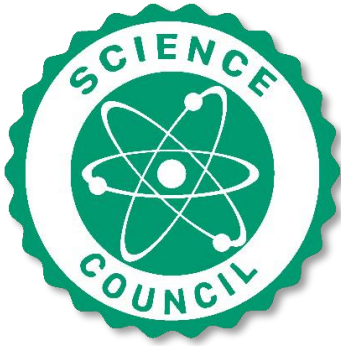
Undergraduate – *a student at a college or university who has not yet earned a Bachelor's or equivalent degree, who typically is studying to earn such a degree;*

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

## APPENDICES

### Appendix A: Director Service Agreement

See next page.



# Science Council

## DIRECTOR CONTRACT

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

Between:

|   |
|---|
| EMPLOYER<br><br>Science Council<br><br>Ontario Tech University<br><br>(The “Council”) |
|---|

|   |
|---|
| EMPLOYEE<br><br><u>[Insert Employee’s Name]</u><br><br>Student ID: <u>[123456789]</u><br><br>(The “Employee”) |
|---|

### 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 agreed 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 Director of Academic Affairs. 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 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 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 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

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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