

**College of Biological Science  
Student Council**

**BY-LAWS**

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# **ARTICLE I – Duties of the Board & Student Governors**

## **Duties of the Board**

- 1.1. The Board, as the Board of Governors, shall:
  - 1.1.1. Have full power and authority over all the affairs of the CBSSC.
  - 1.1.2. Have the authority to collect a semester student fee.
  - 1.1.3. Supervise the ongoing work of the CBSSC.
  - 1.1.4. Approve all budgets and financial statements.
  - 1.1.5. Be fiscally responsible for the operations of the CBSSC.
  - 1.1.6. Approve all additions and amendments to the *College of Biological Science Student Council Constitution* of the CBSSC.
  - 1.1.7. Set the political direction of the CBSSC.

## **Duties of Student Governors**

- 1.2. The Student Governors, collectively the Board of Governors, shall:
  - 1.2.1. Act as the representative of their constituents.
  - 1.2.2. Be involved in at least one of the three sub-committees of the Board as per Article 1: Standing Committees
  - 1.2.3. Maintain an active role within the CBSSC. This includes, but is not limited to:
    - 1.2.3.1. Attendance of all Board meetings. No more than three (3) meetings shall be missed per year without prior notification of the Chair of the Board.
    - 1.2.3.2. Attendance of all meetings of the sub-committee to which they are appointed. No more than three (3) sub-committee meetings shall be missed per year without prior notification of the committee chair.
    - 1.2.3.3. Attendance of all events held by the CBSSC. No more than three (3) events shall be missed per year without prior notification of the Chair of the Board, and/or the Executive in charge of organising the event in question.
  - 1.2.4. Inform the Board of matters of importance to their constituency.
  - 1.2.5. Inform their constituency of matters of importance arising from meetings of the Board.
  - 1.2.6. Take on any related responsibilities as requested by the Board.
  - 1.2.7. Be responsible for a blog post on the cbssc.ca website for the duration of one week at least once per semester.

## Standing Committees

- 1.3. A standing committee is any subcommittee of the CBSSC Board of Governors assigned to a specific area of CBSSC work.
- 1.4. A standing committee and all of its members must comply with the Board's rulings.
  - 1.4.1. The Board is liable for all standing committees; therefore, they must manage all actions and approve/rescind all proposals of its standing committees.
  - 1.4.2. Ultimately, all actions of a subcommittee, whether independent or at the order of the Board, must be consistent with the *College of Biological Science Student Council Constitution*.
- 1.5. All standing committees will make decisions based on majority vote. Each committee member in quorum has one vote.
- 1.6. The Finance Committee is a standing committee to which all primary financial proposals and inquiries shall be directed.
  - 1.6.1. The Finance Committee's quorum shall consist of the Vice President – Finance and at least four student governors appointed by the Chair. Any other interested Board member may sit on this committee.
  - 1.6.2. The key duties of the Finance Committee include:
    - 1.6.2.1. Administering PDR grants in compliance with Article VIII
    - 1.6.2.2. Reviewing the annual budget
    - 1.6.2.3. Creating financial policies in conjunction with the Policy Committee if necessary
    - 1.6.2.4. Providing information or access to information regarding financial matters to any interested CBSSC member
- 1.7. The Policy Committee is a standing committee under which all initial constitutional amendments or proposals shall be made.
  - 1.7.1. The Policy Committee's quorum shall consist of the President and at least four student governors appointed by the President. Any other interested Board member may sit on this committee.
  - 1.7.2. The key duties of the Policy Committee include:
    - 1.7.2.1. Proposing new policies
    - 1.7.2.2. Reviewing and, if necessary, amending existing policies
    - 1.7.2.3. Providing information or access to information regarding the constitution to any interested CBSSC members
- 1.8. The Programming Committee is a standing committee under which all primary deliberation, proposals, and inquiries regarding social affairs shall occur.

- 1.8.1. The Programming Committee quorum shall consist of the Vice President – Events, the Vice President – Communications, and at least four student governors appointed by the Chair. Any other interested Board member may sit on this committee.
- 1.8.2. The key duties of the Programming Committee include:
  - 1.8.2.1. Planning all CBSSC social events
  - 1.8.2.2. Creating programming policies in conjunction with the Policy Committee if necessary
  - 1.8.2.3. Providing information or access to information regarding social affairs to any interested CBSSC student.

## **Working Committees**

- 1.9. A working committee is a temporary standing committee established by the Board and assigned to a specific campaign.
- 1.10. All working committees must follow the same conduct of the regular Standing Committees. The Board has the right to impose additional restrictions on all working committees.

## **ARTICLE II – Duties of the Executive & Executive Officers**

### **Duties of the Executive**

- 2.1. The Executive Officers, as the CBSSC Executive, shall:
  - 2.1.1. Carry out the objectives of CBSSC.
  - 2.1.2. Be responsible for all media relations and external correspondence.
  - 2.1.3. Continually report the actions of the Executive to all CBSSC members.
  - 2.1.4. Be responsible for upholding the *College of Biological Science Student Council Constitution*.
  - 2.1.5. Act in the best interest of the organization and of its members.
  - 2.1.6. Attend all Board meetings excepting the case of prior notification of the Chair of the Board.
  - 2.1.7. Be responsible for transitioning the incoming Executive. At the end of their term, each Executive member will provide a minimum of three (3) hours of job training to the incoming Executive member in their respective position.
  - 2.1.8. Be responsible for holding at least two (2) hours of open office hours in the CBSSC Office each week.
  - 2.1.9. Plan initiatives and events over the summer and submit a proposal and timeline to the Board for the first meeting of the fall semester.

- 2.1.10. Communicate with each other throughout the summer, updating the other Executive on their progress periodically and discussing common issues, plans, and goals.
- 2.1.11. Alert other Executive members of the CBSSC of additional commitments, both on campus and off.
- 2.1.12. Be responsible for a blog post on the cbssc.ca website for the duration of one week per semester.

## **Duties of the President**

- 2.2. The President shall include the following as duties of their role.
- 2.3. Acts as the Chief Electoral Officer of the CBSSC as outlined under Article VI.
- 2.4. Acts as the main liaison with the Dean and Dean's Office of the CBS as well as with the general public.
- 2.5. Acts as the main liaison with all external Student Organizations and participates in any joint meetings, including but not limited to:
  - 2.5.1. Student Executive Council
  - 2.5.2. Student Leader & Senior Administration Meetings
- 2.6. Is responsible for granting leave of absence to a Board member if legitimate reason is given.
- 2.7. Is responsible for managing the committees of the Board of Governors in conjunction with their respective chairs.
- 2.8. Is responsible for the development and proposal of amendments and additions to the *College of Biological Science Student Council Constitution* via the Board's Policy Committee.
- 2.9. Is responsible for appointing, overseeing, and maintaining a representative from the Board of Governors on the Central Student Association Board of Directors.
- 2.10. Ensures that all parties with a vested interest in members of the organization are included and involved where appropriate in regards to the operations of the CBSSC. This includes, but is not limited to:
  - 2.10.1. The Environmental Science Student Executive (ESSE)
  - 2.10.2. The Bachelor of Arts & Science Student Association (BASSA)
  - 2.10.3. University Senate – CBS Student Senators
  - 2.10.4. University Board of Governors – Undergraduate Student Governors
  - 2.10.5. CSA Board of Directors – CBS At-Large Representatives
- 2.11. Is responsible for serving as or appointing the hiring committee chairperson for all hiring and by-elections.

- 2.12. Encourages collaboration as appropriate between different student organizations and members wherever possible.
- 2.13. Is ultimately responsible for all activities, events and programs sponsored by the CBSSC.
- 2.14. Is ultimately responsible for unfulfilled duties of the Executive.
- 2.15. Is responsible for the calling and hosting of all meetings including:
- 2.15.1. The Executive,
  - 2.15.2. The Board when needed, and
  - 2.15.3. Recommending that the Board hold a General Meeting or referendum when appropriate.
- 2.16. Acts as a signing officer, jointly with the Vice President – Finance, and is responsible for the financial operations of the CBSSC.
- 2.17. Acts as the Chair when:
- 2.17.1. The Chair is absent,
  - 2.17.2. The Chair is in conflict of Interest, or
  - 2.17.3. The ruling of the Chair is being challenged.
- 2.18. Is ultimately responsible for all of the internal operations and management of the CBSSC not related to finances.
- 2.19. Is responsible for keeping a current, efficient, and effective hard copy and electronic storage system for CBSSC Documentation, including but not limited to:
- 2.19.1. The CBSSC President’s Semester End Reports
  - 2.19.2. Union & Collective Agreement Documentation
- 2.20. Is the primary resource and liaison for the Executive in regards to the operations of the CBSSC.
- 2.21. Facilitates meetings and introductions between the CBS Executive and campus members who are relevant to their individual portfolios.
- 2.22. Takes on any other related duties as instructed by the Board.
- 2.23. Is responsible for completing a formal executive evaluation process at least once per semester with each of the Executive.
- 2.24. Completes a formal semester end report to be submitted and presented to the Board covering all of the operations and work of the CBSSC that semester, including their own performance as President.
- 2.25. Completes a written transitional report at the completion on their term, which shall be kept on file by the VP-Communications.
- 2.26. Maintains and is responsible for the CBSSC email account ([cbssc@uoguelph.ca](mailto:cbssc@uoguelph.ca)) and informing, when appropriate, other members of CBSSC of correspondence.

- 2.27. Facilitates, when necessary, transition meetings between the outgoing Executive and incoming executive which will include but is not limited to:
  - 2.27.1. A general overview of each portfolio's duties and skills
  - 2.27.2. A meeting between each outgoing Executive member and their successor
- 2.28. Is paid an Honorarium of \$500 per semester for their services to the CBSSC.

## **Duties of the Vice President - Finance**

- 2.29. The Vice President – Finance shall include the following as duties of their role.
- 2.30. Acts as a signing officer, jointly with the President, and is primarily responsible for the financial operations of the CBSSC, including but not limited to:
  - 2.30.1. Keeping and maintaining financial records
  - 2.30.2. Presenting financial reports and budgets to the Board
  - 2.30.3. Advising the Board in all financial matters of interest to the CBSSC
- 2.31. Informs the Board of the financial status of the CBSSC in the following circumstances:
  - 2.31.1. As requested by the President or by the Board.
  - 2.31.2. At least twice per semester.
- 2.32. Meets with Accredited Student Organizations to discuss grants and funding when necessary, including providing the Environmental Science Student Executive with their portion of CBS student fees each semester.
- 2.33. Meets with Accredited Student Organizations to provide training on developing fiscal policy and management skills once per semester.
- 2.34. Is responsible for the oversight and management of all Petition, Delegations & Requests (PDRs) made to the CBSSC Board of Governors.
- 2.35. Is responsible for the supervision and liaison with any CBSSC employees or contract workers in all matters concerning a Collective Agreement or contract.
- 2.36. Is responsible for coordinating the Board's Finance Committee. This group shall be comprised of four Student Governors and any interested CBSSC members. They shall meet at least four (4) times per semester.
- 2.37. Is responsible for acting as the representative of the CBSSC, in coordination with the President, on any student body or advisory group pertaining to financial matters within the University.
- 2.38. Is responsible to keep a current, efficient and effective hard copy and electronic storage system for CBSSC Documentation, including but not limited to that of:

- 2.38.1. Petitions, Delegations and Requests
- 2.39. Is responsible for maintaining the CBSSC printer and office supplies.
- 2.40. Is responsible for working with the VP – Communications to track profits from CBSSC merchandise sales throughout the year.
- 2.41. Continually updates their transition binder throughout their term and completes a written transitional report at the completion on their term.
- 2.42. Is responsible for maintaining the [cbssc.finance@uoguelph.ca](mailto:cbssc.finance@uoguelph.ca) email address.
- 2.43. Takes on any other related duties as instructed by the President or the Board.
- 2.44. Is paid an Honorarium of \$300 per semester for their services to the CBSSC.

### **Duties of the Vice President – External Affairs**

- 2.45. The VP – External Affairs shall include the following as duties of their role.
- 2.46. Acts as the primary liaison for all academic matters relating to the interest and operation of CBSSC.
- 2.47. Acts as a liaison with the Dean and Dean’s Office of the CBS.
- 2.48. Acts as the liaison between the CBSSC and Alumni Affairs & Development.
- 2.64. Is responsible for facilitating communication to all committees external to the CBSSC, including the delegation of CBSSC representation on these committees
- 2.63. Acts as the liaison to any community external to the University of Guelph (eg: greater Guelph community, other universities).
- 2.49. Acts as the Academic Ombudsperson for all general members of the CBSSC.
- 2.50. Works closely with the CSA Academic and University Affairs Commissioner, the B.Sc. Counseling Office and all CBS departments throughout the year.
- 2.51. Coordinates with other academic leaders on campus, particularly in other college governments as well as with the University Student Senators, regarding any campus-wide academic issues or initiatives.
- 2.52. Works to be the first contact for CBS students with academic concerns or questions, acting as a referral service when necessary.
- 2.53. Is responsible for coordinating the Board’s Programming Committee in conjunction with the VP-Events. This group shall be comprised of at least four Student Governors and any interested CBSSC members. They shall meet at least four times per semester.

- 2.54. Works collaboratively with the VP – Communications on any campaigns or messages of an academic nature.
- 2.55. Organises information sessions or campaigns regarding Bursaries, Scholarships, URAs, and USRAs as needed.
- 2.56. Is a point person for any questions regarding undergraduate research.
- 2.57. Is responsible for the development and visioning of the CBS Endowment Fund and related scholarship planning.
- 2.58. Continually updates their transition binder throughout their term and completes a written transitional report at the completion on their term.
- 2.59. Is responsible for maintaining the [cbssc.academics@uoguelph.ca](mailto:cbssc.academics@uoguelph.ca) email address.
- 2.60. Takes on any other related duties as instructed by the President or the Board.
- 2.61. Is paid an Honorarium of \$300 per semester for their services to the CBSSC.

## **Duties of the Vice President – Internal Affairs**

- 2.62. The VP – Internal Affairs shall include the following as duties of their role.
- 2.63. Is the main liaison and resource for all CBSSC Accredited Student Organizations (ASOs).
- 2.64. Works in conjunction with the President to answer to concerns and questions of the student body.
- 2.65. Coordinates, maintains and keeps record of all CBSSC Accredited Student Associations or Clubs and the corresponding required documents (ex: Student Organization Policy).
- 2.66. Is responsible for coordinating the CBS Accredited Student Organizations' Council (CBS-ASOC). This group shall be comprised of equal representation from each ASO. They shall meet at least three (3) times per semester..
- 2.67. Is responsible for addressing and supporting all initiatives, campaigns, and programs of the ASOs, including ensuring adequate access to the Clubs Lounge and Club storage.
- 2.68. Coordinates, maintains and keeps record of all CBSSC Accredited Student Organizations and the corresponding required documents (ex: Student Organization Policy).
- 2.69. Is responsible for appointing, overseeing and maintaining representatives to committees related to the operations and functioning of CBSSC including, but not limited to, the following committees:
  - 2.69.1. Departmental Curriculum Committees
  - 2.69.2. Judicial Committee & Hearing Board
  - 2.69.3. Student Rights & Responsibilities Committee

- 2.70. Coordinates and maintains the CBS Peer Mentorship, which includes the following responsibilities:
  - 2.70.1. Manage the CourseLink page for mentor training and keep it up to date
  - 2.70.2. Edit mentorship application forms on GryphLife and work with the VP-Communications to promote the program to first and/or second year students and senior students in 3rd year and above in the CBS
  - 2.70.3. Match mentee to senior mentors based on similar academic interests, personal interests and other preferences
  - 2.70.4. Send out check in-emails at least once each semester
  - 2.70.5. Collect feedback to improve the program
- 2.71. Works in conjunction with the executive and Board to evaluate current student opinion about services and events of the CBSSC. Implements programs to better meet student needs.
- 2.72. Assumes the duties and authority of the President when:
  - 2.72.1. Authorized by the President,
  - 2.72.2. The President is absent from the campus of the University of Guelph without communication for seven (7) days or longer during a semester, or
  - 2.72.3. The position of President is vacant.
- 2.73. Continually updates their transition binder throughout their term and completes a written transitional report at the completion of their term.
- 2.74. Is responsible for maintaining the [cbssc.clubs@uoguelph.ca](mailto:cbssc.clubs@uoguelph.ca) email address.
- 2.75. Takes on any other related duties as instructed by the President or the Board.
- 2.76. Is paid an Honorarium of \$300 per semester for their services to the CBSSC.

## **Duties of the Vice President – Communications**

- 2.77. The VP – Communications shall include the following as duties of their role.
- 2.78. Is primarily responsible for internal communication between the Executive, the Board and the Accredited Student Organizations, as well as all external communication of the CBSSC
- 2.79. Is responsible for the upkeep and maintenance of the CBSSC website and any other related electronic resources.
- 2.80. Is responsible for recording, maintaining and distributing official minutes for all meetings of the CBSSC .
- 2.81. Is responsible for maintaining contact lists and email listservs for the Executive, the Board, and the Accredited Student Organizations or their Presidents.

- 2.82. Is responsible for the development and implementation of all promotional materials or campaigns of the CBSSC. This includes the development of CBSSC Merchandise and Clothing.
  - 2.82.1. Is further responsible for maintaining a current inventory of all CBSSC merchandise purchased and sold throughout the year, as well as working with the VP – Finance to then determine sales profits.
- 2.83. Works jointly with the VP – Events on the promotion and advertisement of all activities and events.
- 2.84. Is responsible for maintaining all advertisement space allocated to the CBSSC in the Science Complex, such as:
  - 2.84.1. Within the CBSSC Office
  - 2.84.2. Within the CBSSC/CPESSC Lounge
  - 2.84.3. The bulletin board outside of the CBSSC Office
- 2.85. Acts as the primary photographer for all related CBSSC events.
- 2.86. Continually updates their transition binder throughout their term and completes a written transitional report at the completion of their term.
- 2.87. Is responsible for appointing, overseeing, and maintaining a representative on the IT Student Advisory Committee.
- 2.88. Is responsible for maintaining the [cbssc.communications@uoguelph.ca](mailto:cbssc.communications@uoguelph.ca) email address.
- 2.89. Takes on any other related duties as instructed by the President or the Board.
- 2.90. Is paid an Honorarium of \$300 per semester for their services to the CBSSC.

## **Duties of the Vice President - Events**

- 2.91. The VP – Events shall include the following as duties of their role.
- 2.92. Acts as the CBSSC representative on the CSA’s Student Risk Management (SRM) Committee.
- 2.93. Is the CBSSC Student Risk Management (SRM) officer for all CBSSC events as well as those of CBSSC ASOs, approving and presenting (when necessary) their events to the Central Student Association’s SRM Committee.
- 2.94. Is primarily responsible, in collaboration with the entire Executive, for the planning, organization and implementation of CBSSC’s Orientation Week activities.
- 2.95. Is responsible for coordinating the Board’s Programming Committee in conjunction with the VP-Academics. This group shall be comprised of at least four Student Governors and any interested CBSSC members. They shall meet at least four times per semester.

- 2.96. Is responsible for overseeing social programming of an appropriate nature, given the mandate of the Board and the organizational goals of the CBSSC. This may include, but is not limited to, the following:
  - 2.96.1. Speaker Series
  - 2.96.2. Karaoke Nights
  - 2.96.3. Holiday Socials
  - 2.96.4. End of Year Gala
- 2.97. Shall work very closely with the VP – Communications on the promotion and advertisement of all activities and events.
- 2.98. Continually updates their transition binder throughout their term and completes a written transitional report at the completion on their term.
- 2.99. Is responsible for keeping a current, efficient, and effective hard copy and electronic storage system for CBSSC Student Risk Management documentation.
- 2.100. Is responsible for maintaining the [cbssc.events@uoguelph.ca](mailto:cbssc.events@uoguelph.ca) email address.
- 2.101. Takes on any other related duties as instructed by the President or the Board.
- 2.102. Is paid an Honorarium of \$300 per semester for their services to the CBSSC.

## **Duties of the Chair of the Board of Governors**

- 2.103. The Chair of the Board of Governors shall include the following as duties of their role.
- 2.104. Is responsible for completing a formal executive evaluation performance review process at least once per semester with each of the Executive. These reviews, once completed, shall be submitted to the President and Board for review.
- 2.105. Is responsible for drafting agendas for all Board meetings.
- 2.106. Is responsible – in collaboration with the VP – Communications – for ensuring a current, efficient and effective hard copy and electronic storage system for all CBSSC Documentation. This is included, but not limited to:
  - 2.106.1. Agenda & minutes of all meetings of the CBSSC: Executive, Board, General, etc.
  - 2.106.2. Year End Transitional Reports
- 2.107. Acts as the Chair of the Board.
- 2.108. Co-ordinates and presides at meetings of the Board, in consultation with the President.
- 2.109. Is responsible for collecting and preparing the agenda for each meeting of the Board.

- 2.110. Is fluent in Roberts Rules of Order and parliamentary procedure.
- 2.111. Continually updates their transition binder throughout their term and submits a complete written transitional report to the President at the completion of their term.
- 2.112. Is responsible for maintaining the [cbssc.chair@uoguelph.ca](mailto:cbssc.chair@uoguelph.ca) email address.
- 2.113. Takes on any other related duties as instructed by the President or the Board.
- 2.114. Is paid an Honorarium of \$150 for the fall and winter semesters for their services to the CBSSC.

## **Executive Evaluations**

- 2.115. The CBSSC executive evaluations are designed to facilitate current executives in accomplishing their duties and facilitate transitioning of future executives by highlighting successes, challenges, and issues that arise each year.
  - 2.115.1. These evaluations will support the creation and management of goals and ensure the fulfillment of their mandate by the executive throughout their terms.
  - 2.115.2. Executive evaluations shall ensure that individual duties within each executive's role are being performed adequately and are being evaluated for relevancy on an ongoing basis.
  - 2.115.3. Executive evaluations are hereby established in the interests of increasing accountability between the Executive and the Board of Governors.
- 2.116. CBSSC executive evaluations shall abide by the following process:
  - 2.116.1. At the beginning of each executive's term, they will create goals that they will strive towards throughout their time with the CBSSC. These goals shall be both feasibly timed and appropriate to their role.
  - 2.116.2. The President shall conduct mid-semester progress reports with individual executives to discuss their progress towards their goal.
  - 2.116.3. At the end of both the fall and winter semesters, the Chair will complete a formal executive evaluation process, and shall include input from self-evaluations as well as peer evaluations completed by the executive and any members of the Board who wish to contribute. The Chair and the President may complete this process together, at the discretion of both. The Chair shall meet with individuals to discuss the results of their evaluations and then submit a written report to the Board.

## **ARTICLE III – Duties of the Accredited Student Organizations' Council (ASOC) & Members**

### **Duties of the Accredited Student Organizations' Council (ASOC)**

- 3.1. The ASOC, as the Accredited Student Organizations' Council, shall:

- 3.1.1. Act as a forum for communication and collaboration between all of the CBSSC ASOs in relation to operations, programming, finances, etc.
- 3.1.2. Bring forward proposals as appropriate to the Board for action, information, or funding.
- 3.1.3. Approve and review their individual operational terms of reference at least annually, under the direction of the VP – Internal Affairs.

## **Duties of Representatives**

- 3.2. Representatives sitting on the Accredited Student Organizations' Council shall:
  - 3.2.1. Act as the representative of their respective ASO.
  - 3.2.2. Regularly attend meetings of the ASOC.
  - 3.2.3. Inform the ASOC of matters of important to their constituency.
  - 3.2.4. Inform their constituency of matters of importance arising from meetings of the ASOC.
  - 3.2.5. Take on any related responsibilities as requested by the ASOC.