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**College of Biological Science  
Student Council**

**CONSTITUTION**

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## **ARTICLE I – Name**

- 1.1. There is established by this Constitution a representative body entitled the College of Biological Science Student Council, herein referred to as the CBSSC.

## **ARTICLE II – Mission Statement**

- 2.1. The CBSSC shall:
  - 2.1.1. Represent the educational and academic interests of its members.
  - 2.1.2. Act as the official representative of its members.
  - 2.1.3. Promote the social, academic and economic welfare and interest of its members.
  - 2.1.4. Abide by all rules and regulations as outlined in the University of Guelph Policies.

## **ARTICLE III – Membership**

- 3.1. A general member shall meet all of the following criteria:
  - 3.1.1. Full-time or part-time University of Guelph student.
  - 3.1.2. Registered in the current semester in any general or honours academic program that is administered in whole or in part by the College of Biological Science, which include:
    - 3.1.2.1 Biochemistry (including co-op option)
      - 3.1.2.1. Biodiversity
      - 3.1.2.2. Biological Science
      - 3.1.2.3. Bio-Medical Science
      - 3.1.2.4. Ecology (including those students registered in the B.Sc.(Env.) program)
      - 3.1.2.5. Human Kinetics
      - 3.1.2.6. Marine and Freshwater Biology
      - 3.1.2.7. Microbiology (including co-op option)
      - 3.1.2.8. Molecular Biology and Genetics
      - 3.1.2.9. Nutritional and Nutraceutical Sciences
      - 3.1.2.10. Plant Science
      - 3.1.2.11. Wildlife Biology and Conservation
      - 3.1.2.12. Zoology

3.2 Students may elect in writing, at their discretion, to remain general members under the following circumstances:

3.1.3. Students who are on a semester abroad, on exchange, or who are taking courses by letter of permission at another post-secondary institution.

3.1.4. Students who are appealing a requirement to withdraw from the University of Guelph.

3.2. Honorary members shall include the following:

3.2.1. The Dean of the College of Biological Science.

3.2.2. All employees of the CBSSC.

3.2.3. All others granted honorary membership by the Board.

3.2.3.1. No honorary member can simultaneously be a general member and vice versa.

3.3. Associate members shall include the following:

3.3.1. Students registered in the current semester in the Bachelor of Arts & Science program with a CBS program minor, limited to:

3.3.1.1. Biochemistry

3.3.1.2. Biology

3.3.1.3. Biotechnology

3.3.1.4. Ecology

3.3.1.5. Functional Foods and Nutraceuticals

3.3.1.6. Molecular Biology and Genetics

3.3.1.7. Microbiology

3.3.1.8. Neuroscience

3.3.1.9. Nutritional & Nutraceutical Sciences

3.3.1.10. Plant Science

3.3.1.11. Zoology

3.4 The conditions of membership and the rights of participation are governed by the *Ontario Human Rights Code* and are non-discriminatory in regards to: sex, gender, sexual orientation, race, ancestry, place of origin, citizenship, colour, ethnic origin, creed/religion, disability, age, marital status, family status, record of offences, or public assistance in work, study or residential life.

## **ARTICLE IV – Rights of Members**

4.1 All general members are entitled to attend and vote in any referenda, elections, or general meetings held by the CBSSC.

4.2 All members are entitled to attend, speak, petition, and make submissions at all Board meetings that are not held *in camera*.

4.3 All members shall have access and use of the events, programs and services offered by the CBSSC.

- 4.4 Any general or associate member may stand for election to any elected office, subject to the restrictions specified in “Article VI – Formation”.
- 4.4.1 Associate members may not run for executive positions except for those who have ever held the BASSA representative seat on the CBSSC Board of Governors.

## **ARTICLE V - Composition**

- 5.1 To allow for the optimal representation of its members, the CBSSC shall be structured so as to provide a forum that will reflect the diverse interests and opinions of the different academic programs, while encouraging the recognition and embracement of their similarities.
- 5.2 The CBSSC shall consist of:
  - 5.2.1 The Executive
  - 5.2.2 The Board of Governors.
  - 5.2.3 The Accredited Student Organizations’ Council (ASOC), comprised of:
    - 5.2.3.1 The VP-Clubs & Student Affairs
    - 5.2.3.2 One Representative from each CBSSC ASO:
      - 5.2.3.2.1 Biochemistry Student Association
      - 5.2.3.2.2 Biological Sciences Student Association
      - 5.2.3.2.3 Bio-Medical Sciences Student Association
      - 5.2.3.2.4 Botany Club
      - 5.2.3.2.5 Human Kinetics Student Association
      - 5.2.3.2.6 Marine and Freshwater Biology Society
      - 5.2.3.2.7 Microbiology Student Association
      - 5.2.3.2.8 Molecular Biology and Genetics Association
      - 5.2.3.2.9 Nutritional and Nutraceutical Sciences Student Association
      - 5.2.3.2.10 Wildlife Club
  - 5.2.4 All other general members.
- 5.3 The members that shall compose the Executive shall be the:
  - 5.3.1 President
  - 5.3.2 Vice President – Finance
  - 5.3.3 Vice President – Academics & Alumni Affairs

- 5.3.4 Vice President – Clubs & Student Affairs
- 5.3.5 Vice President – Communications
- 5.3.6 Vice President – Events
- 5.3.7 The Chair of the Board of Governors
- 5.4 The members that shall compose the Board shall be:
  - 5.4.1 Fourteen (14) Student Governors, divided as follows:
    - 5.4.1.1 At least one (1) from the Department of Human Health & Nutritional Sciences.
    - 5.4.1.2 At least one (1) from the Department of Integrative Biology.
    - 5.4.1.3 At least one (1) from the Department of Molecular & Cellular Biology.
    - 5.4.1.4 At least one (1) from the B.Sc. Biological Sciences Program.
    - 5.4.1.5 One Bachelor of Arts and Sciences (BAS) representative with a CBS program minor appointed by the Bachelor of Arts and Sciences Student Association (BASSA) through their independent electoral process.
    - 5.4.1.6 One Environmental Science representative within the Ecology major appointed by the Environmental Science Student Executive (ESSE) through their independent electoral process.
  - 5.4.2 A non-voting Chair (who shall be elected at the First Board Meeting amongst the Student Governors as soon as possible after the ratification of election results).
  - 5.4.3 Three seats on the Board shall be reserved every year to be filled by incoming first year students in the fall semester through the CBSSC's by-electoral process outlined in Article VI.
- 5.5 The members that shall compose the Accredited Student Organizations' Council (ASOC) shall be:
  - 5.5.1 The VP – Clubs & Student Affairs.
  - 5.5.2 One Representative from each CBSSC ASO.

## **ARTICLE VI – Formation**

### The Chief Electoral Officer

- 6.1 The Chief Electoral Officer (CEO) shall have the duty of ensuring that a fair and democratic election procedure is followed.
- 6.2 The incumbent CBSSC President shall act as CEO for the Executive and Student Governor Election.
- 6.3 If the incumbent CBSSC President is seeking re-election to an Executive or Student Governor position, the Board shall appoint a Chief Electoral Officer from within the Board (whom is not running for any position within CBSSC for the coming year).

- 6.4 The CEO may invalidate any ballot, election or by-election if they believe after careful consideration that irregularities have unfairly influenced the results of the election. This decision may be appealed by the Board by a two-thirds vote.
- 6.5 The CEO may be removed from office by a two-thirds vote of the Board.

#### Elections

- 6.6 The election shall be by secret ballot.
- 6.7 Each general member of the CBSSC shall be entitled to one (1) vote per position.
- 6.8 The elected candidate shall receive more votes than any other candidate, but not necessarily a majority of the votes, in order to win the election.
- 6.9 If there is only one candidate for a position, the candidate must still receive a 50% + 1 vote of support from the voting members in order for the candidate to take office.
- 6.10 Elections will take place at a date to be determined by the Board in the winter semester of each year, which must be a date during which classes are in progress at the University of Guelph.

#### Nominations

- 6.11 The CEO shall oversee the nomination process.
- 6.12 Nominations for office shall take place from some date prior to the meeting for elections, as determined by the Board, until the beginning of the election proceedings.
- 6.13 All candidates must complete a nomination form, with appropriate signatures, and submit it to the Chief Electoral Officer prior to the elections period.
- 6.14 Candidates for the office of President must have previously held office as an Executive. A Student Governor may be a candidate for this office if no person fulfilling this criterion declares their candidacy. A general member may be a candidate for this office if no person fulfilling the above requirements declares their candidacy.
- 6.15 Candidates running for Executive positions may not hold an ASO presidency for the same term of office for which they are running.
- 6.16 No member shall declare their candidacy for more than one Executive position in any election.
- 6.17 When the CEO closes the floor to nominations, the elections shall proceed.

#### Speeches

- 6.18 All nominated candidates shall make a speech of up to three (3) minutes in length.
- 6.19 The candidates may then each individually field questions from the voting members present up to a maximum of five (5) minutes. The CEO shall mediate the questions & answer period.

#### Voting

- 6.20 Voting will take place online.
- 6.21 No campaigning of any kind shall be permitted during the voting period.

6.22 The CEO shall supervise the counting of the ballots and proclaim the results of the election to the Board immediately.

6.23 Any request for a recount of ballots, or a challenge to the validity of an election or by-election must be made in writing to the Board no later than three (3) class days following the closing of the polls.

#### Vacant Positions

6.24 Filling vacant seats on the Board of Governors and the Executive, and hiring for full-time or part-time staff positions shall take place by the following procedures.

6.25 The following are the minimum requirements for hiring to fill a vacancy or new position:

6.25.1 Notification of the CBSSC Board of Governors at least two weeks prior to the projected hiring date.

6.25.2 The striking of a hiring committee at the last board meeting prior to the close of the job-posting period.

6.25.3 The hiring committee shall consist of the hiring committee chair and a minimum of one member of the Board of Governors and a minimum of one member of the Executive to a maximum of five total members of the hiring committee. If the vacant position is for an Executive position, the President will serve as the hiring committee chairperson. If the vacant position is on the Board of Governors, the Chair of the Board will be the chairperson of the hiring committee.

6.25.4 The chairperson of the hiring committee shall be responsible for the co-ordination and operation of the hiring committee. This includes, but is not limited to, scheduling meetings and interviews, booking interview room space, meeting with the committee to appropriately short-list candidates if the number of applicants exceeds 30, drafting interview questions, replying to successful candidates, and preparing the Hiring Committee report for the consideration of the Board of Governors.

6.25.5 If the hiring is for a paid position, budgetary funds must be available to cover the salary for the position.

6.25.6 A job description must be completed, approved by the CBSSC Board of Governors, and be available to applicants. This is to include the job title; qualifications required and sought; description of duties; the base salary rate or honourarium; the hours to be worked on a weekly basis; the term of employment; a location where the candidate may access this hiring policy; the date of commencement; and the immediate supervisor(s).

6.26 All above employment vacancies are to be advertised for two weeks before the application period is closed. The following are the minimum requirements for advertising job vacancies.

6.26.1 Job descriptions must be posted on the bulletin board outside of the CBSSC office, the CBSSC [website](#), and the CBSSC listserv.

6.26.2 The VP – Clubs & Student Affairs must take care to ensure that CBSSC ASO members are aware of CBSSC job openings.

6.26.3 If the job opening is for a seat on the Board of Governors or an Executive position, advertising shall also take place through classroom announcements.

6.27 The prime directive of hiring procedures will always be to select the best possible candidate for the open position. The following procedures shall be followed to ensure the fulfillment of this directive.

- 6.27.1 Prior to contacting applicants the hiring committee chairperson will outline the ideal qualities that a successful candidate should possess. Based on these qualities the hiring committee chairperson will create a list of interview questions that will evaluate the presence of these ideal qualities in each candidate.
- 6.27.2 Prior to commencing interviews, the hiring committee shall meet and refine the interview questions. At this point the hiring committee shall develop a standardized scale to score responses to each interview question.
- 6.27.3 At the time of the interview, each member of the hiring committee shall score the applicant's response to each question on the standardized scale.
- 6.27.4 After all candidates have been interviewed, the hiring committee will use the standardized scores as an aid to select the best possible candidate to fill the position.
- 6.27.5 The chair of the committee will notify the successful candidate(s) and confirm they still desire the position.
- 6.27.6 Lastly, the chair of the hiring committee will submit a report to the Board of Governors for approval. This report will include members of the hiring committee, number of applicants, number of applicants interviewed, the name(s) of the successful candidate(s), and a summary of how the position was advertised.

#### Term of Office

- 6.28 The term of office shall be for a one year period, beginning on the first day of May and terminating on the last day of April of the following year.
- 6.29 Candidates elected in regular elections shall take office on the first day of May, unless otherwise determined by the Board by a two-thirds majority vote.
- 6.30 Candidates elected in by-elections shall take office immediately as the Board ratifies the by-election results.
- 6.31 Executive members shall hold office until:
- 6.31.1 the end of their elected term,
  - 6.31.2 their resignation, or
  - 6.31.3 their removal from office.

### **ARTICLE VII – Meetings & Referenda**

- 7.1. All meetings of the CBSSC shall be conducted using the most current version of *Robert's Rules of Order Newly Revised*, in all cases to which they are applicable and in which they are consistent with the *College of Biological Science Student Council Constitution* and any special rules of order the Board may adopt.

#### General Meetings

- 7.2. General meetings may be called, with one week's notice, by:
- 7.2.1. the Chair, in consultation with the Executive

7.2.2. the President

7.2.3. the Board

7.2.4. a petition, bearing the signatures of no less than 5% of all general, associate and honorary members of the CBSSC

7.3. A general meeting may not be used to overrule motions passed by the Board.

7.4. The VP – Finance shall present an updated financial report at each General Meeting.

7.5. Each member of the CBSSC shall be entitled to one (1) vote per motion.

7.6. Notice of the exact time and location of the General Meeting shall be the responsibility of the Chair of the Board of Governors, upon consultation with the President.

7.7. There shall be formal minutes made and maintained by the VP – Communications. A summary of these minutes shall be distributed to all members of CBSSC as soon as is practical.

#### Referenda

7.8. A referendum may be called by:

7.8.1. the Board

7.8.2. a motion arising from a General Meeting

7.9. At least 15% of the general membership must cast a ballot in a referendum for its results to be binding.

#### Board Meetings

7.10. The CBSSC Board shall meet no less than six (6) times a semester, generally in a biweekly format.

7.11. A CBSSC board meeting shall be held at the call of the Chair of the Board.

7.11.1. A CBSSC board meeting may be held at the call of the President, or on the written request of three Board members.

7.12. Quorum for board meetings shall consist of a majority of the ratified seats on the Board.

7.13. The Chair of the Board shall be responsible for overseeing the business at each meeting. In the absence of the Chair, the President, or their designate, shall act as the chair for that respective meeting.

7.14. Each member of the Board shall be entitled to one (1) vote, except the Chair who shall only vote in the case of a tie.

7.15. Each Executive member and/or committee representative from the CBSSC shall submit a report in writing, when appropriate, for each meeting of the Board.

7.16. There shall be formal minutes made and maintained by the VP – Communications. A summary of these minutes shall be made available to all members of the CBSSC as soon as is practical.

#### Executive Meetings

7.17. Meetings shall be held on a regular basis, at least once weekly.

- 7.18. Meetings shall be held at the call of the President or on the written request of three Executive members.
- 7.19. The chair of all meetings of the Executive shall be the President, or their designate.
- 7.20. Each Executive member shall be entitled to one (1) vote, except the President who shall only vote in the case of a tie.
- 7.21. Quorum for the transaction of business at meetings shall consist of the majority of ratified Executive members.
- 7.22. There shall be formal minutes made and maintained by the VP – Communications. A summary of these minutes shall be made available to all members of the CBSSC as soon as is practical.

#### Accredited Student Organizations' Council (ASOC) Meetings

- 7.23. Meetings shall be held on a regular basis, at least three (3) times per semester.
- 7.24. Meetings shall be held at the call of the VP – Clubs & Student Affairs or on the written request of three ASO representatives.
- 7.25. The chair of all meetings shall be the VP – Clubs & Student Affairs of the CBSSC, or their designate.
- 7.26. Each ASO Representative shall be entitled to one (1) vote, except the VP-Clubs & Student Affairs who shall only vote in the case of a tie.
- 7.27. Quorum for the transaction of business at meetings shall consist of the majority of ratified ASO Representatives.
- 7.28. There shall be formal minutes made and maintained by the VP – Clubs & Student Affairs. A summary of these minutes shall be made available to VP – Communications as soon as is practical.

### **ARTICLE VIII – Petitions, Delegations, and Requests**

- 8.1. Petitions, Delegations, and Requests (hereafter referred to as PDRs) are monetary grants given by the CBSSC to individuals or organizations in order to carry out its mission statement as outlined in Article II.

#### Eligibility

- 8.2. CBSSC PDR funds are available for the following:
- 8.2.1. College of Biological Science students,
  - 8.2.2. Accredited Student Organizations, and
  - 8.2.3. External parties – individuals or groups that are not CBS students or funded by the CBSSC.
- 8.3. PDR funding will not be granted to any pursuit or campaign that involves academic credits or grades.

#### Application Process

- 8.4. PDR applications must be completed in full and include the following to be considered for funding:

- 8.4.1. A cover letter including the purpose of the event, its impact on CBS students, and to what end any granted funds will be used
- 8.4.2. A budget of all revenues and expenditures, including a list of all other sources where funding has been obtained or is being sought
- 8.4.3. A completed CBSSC PDR request form
- 8.5. Qualifying parties must submit their request to the Vice President – Finance in person, in the CBSSC office, or via email at [cbssc.finance@uoguelph.ca](mailto:cbssc.finance@uoguelph.ca).

#### Review Process

- 8.6. Properly submitted PDRs will be assessed via the following process.
  - 8.6.1. After receiving one or more PDRs, the Vice President – Finance will call a meeting of the Finance Committee.
  - 8.6.2. The Finance Committee will assess the application and deliberate on their recommendation to the Board. The applicant has the right to make a presentation to the Finance Committee.
  - 8.6.3. The Finance Committee will make their recommendation at the next regular meeting of the Board. This recommendation includes a summary of the event or endeavour as well as a recommended grant amount with the Finance Committee’s justifications. The applicant has the right to make a short presentation to the Board and field questions in lieu of the Finance Committee presenting a summary. The applicant must not be present in the meeting for any financial deliberation related to the PDR.
  - 8.6.4. A PDR grant is passed by a majority vote.
  - 8.6.5. If the applicant is not satisfied with the outcome of their application, they are entitled to one appeal to the Board. The Board’s decision after the appeal is final.

#### Conflict of Interest

- 8.7. In the application process, a conflict of interest is defined as having a specific interest in the outcome of a PDR for reasons either in lieu of or addition to executing Article II of the *College of Biological Science Student Council Constitution*.
  - 8.7.1. The most noteworthy, but not singular, case of conflict of interest would be when a member of the Board, Executive, or Finance Committee is involved in the endeavour for which a PDR grant is being requested.
- 8.8. If any member of the Finance Committee, Board, or Executive has a conflict of interest, they must immediately declare so and abstain from any discussion or voting pertaining to the PDR of interest.
- 8.9. If both the Chair and the President have a conflict of interest, the Vice President – Communications or Vice President – Finance will act as chair, given that they are without conflict of interest. Herein, if a tie occurs, the Board must revote until a majority decision is reached.
- 8.10. If a PDR applicant feels as though a member of the Finance Committee, Board, or Executive has a conflict of interest, they must immediately declare so.
- 8.11. If a member of the Finance Committee, Board, or Executive accused of a conflict of interest does not agree with the accusation, the PDR application process will be suspended until an agreement regarding the

conflict of interest is made.

8.12. If, after a PDR grant, a member of the Finance Committee, Board, or Executive is found to have had a conflict of interest, they will be sanctioned at the discretion of the Chair and the Board.

#### Grant Limits

8.13. There shall be no grant caps on any individual or group eligible for a PDR. However, to the best of their ability, the Finance Committee and the Board should allot PDR funds in a fiscally sound manner.

8.14. Each group or individual is entitled to one PDR per endeavour per semester, unless the initial PDR is submitted in the winter semester for an endeavour in the preceding fall semester, in which case they can re-submit a PDR within that winter semester.

8.14.1. If the event/endeavour and initial PDR are in the winter semester and the individual or group wishes to re-submit a PDR, they may do so in the last month of winter-semester classes.

#### Reporting Process

8.15. Should the amount granted to the recipient exceed \$1 000, the recipient shall submit a written report indicating the project's outcome and a detailed account of final expenditures to the Vice President – Finance within two weeks of its completion.

8.16. Should the event for which a PDR was granted not occur, any funds awarded to the parties involved must be returned to the CBSSC within three weeks of the proposed event date.

### **ARTICLE IX – Services**

9.1. The purpose of this Article is to address the use of CBSSC office services including, but not limited to, the use of the printer and the bulletin board.

9.2. The Vice President – Communications and Vice President – Finance shall be responsible for managing all services. This includes:

9.2.1. Setting the prices and restrictions of all services

9.2.2. Managing all finances and physical resources associated with the services

9.2.3. Handling student inquiries

#### Pricing and Restrictions of Services

9.3. Use of the printer is open to all College of Biological Science students for a small donation adjusted to the volume of printing required. If access to the computer is needed to print a document, any general member must be supervised by an executive member.

9.3.1. In cases of CBSSC business, such as Executive, Board, or ASO member use for the purposes of printing posters, agendas, etc., the requested donation shall be waived.

9.4. The following restrictions apply to advertisement via the bulletin board located outside the CBSSC office:

9.4.1. Only advertising that promotes the academic, social, or economic interests of CBS students may be displayed.

9.4.2. All advertisements must be approved by the Vice President – Communications.

9.4.3. All advertisements must comply with external University policy.

9.5. By utilizing any CBSSC service, the user agrees to release the CBSSC from any liability that may arise from the consequences of their usage.

## **ARTICLE X – Accredited Student Organizations (ASOs)**

### Accreditation

11.1. To be accredited by CBSSC:

11.1.1. A student association must be aligned with a particular academic program, and a club must be biologically oriented and have at least 60% of their memberships composed of regular members of CBSSC.

11.1.2. The Executive must receive from each ASO the completed Accreditation forms by a date set by the VP – Clubs and Student Affairs each fall.

11.2. Individuals wishing to form a new ASO must submit a written proposal to the Executive, who will determine if the new organization will receive accreditation. Decisions of the Executive to deny accreditation may be appealed to the Board.

11.3. The CBSSC is not obliged to accredit any ASO. Full discretion rests with the Executive and the Board.

## **ARTICLE XI – Removal from Office**

12.1. A member of the CBSSC shall be removed if they no longer satisfy the qualifications to be a member.

12.2. If a problem is identified with a member, the concern will be brought forward to the President of the Executive. If the member in question is the President, the Chair of the Board shall be notified.

12.3. Grounds to remove a member from their position include, but are not limited to:

12.3.1. Failure to attend meetings or CBSSC events on a reoccurring basis;

12.3.2. Failure to carry out required tasks or assignments as defined in the constitution;

12.3.3. Failure to adequately and fairly represent their constituency;

12.3.4. Failure to maintain adequate communication;

12.3.5. Failure to act in a manner befitting of a representative of the CBSSC;

12.3.6. Engagement in behaviour detrimental to the CBSSC.

12.4. The President (or Chair of the Board) shall discuss the matter with rest of the Executive/Board and provide a written warning to member in question with written explanation of the identified problem, upon a majority vote of the Executive/Board.

12.5. A member of the Executive/Board may make a motion to impeach a member from their position. A motion to remove a member from their position must pass with a majority vote.

12.6. Any member who is unseated from their position on the Executive/Board will remain a member of the CBSSC.

## **ARTICLE XII – Amendments of the Constitution**

13.1. The *College of Biological Science Student Council Constitution* may be amended at any meeting of the Board by a two-thirds majority vote.

13.2. All amendments made to the *College of Biological Science Student Council Constitution* and passed by the Board shall take effect beginning on the first class day of the following semester.