

**College of Biological Science  
Student Council**

**CONSTITUTION**

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**TABLE OF CONTENTS:**

ARTICLE I – Name ..... 4

ARTICLE II – Mission Statement ..... 4

ARTICLE III – Membership ..... 4

ARTICLE IV – Rights of Members ..... 5

ARTICLE V - Composition ..... 6

ARTICLE VI – Formation ..... 8

    The Chief Electoral Officer ..... 8

    Elections ..... 8

    Nominations ..... 8

    Speeches ..... 9

    Voting ..... 9

    Vacant Positions ..... 9

    Term of Office ..... 10

ARTICLE VII – Meetings & Referenda ..... 11

    General Meetings ..... 11

    Referenda ..... 11

    Board Meetings ..... 11

    Executive Meetings ..... 12

    Accredited Student Organizations’ Council (ASOC) Meetings ..... 12

ARTICLE VIII – Petitions, Delegations, and Requests ..... 13

    Eligibility ..... 13

    Application Process ..... 13

    Review Process ..... 13

    Conflict of Interest ..... 14

    Grant Limits ..... 14

    Reporting Process ..... 14

ARTICLE IX – Services ..... 14

    Pricing and Restrictions of Services ..... 15

ARTICLE X – Accredited Student Organizations (ASOs) ..... 15

    Accreditation ..... 15

ARTICLE XI – Removal from Office ..... 15  
ARTICLE XII – Amendments of the Constitution ..... 16

## **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, except those who are already general or associate members,

3.2.3. All others granted honorary membership by the Board.

3.2.3.1. No honorary member can simultaneously be a general member.

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

5.4 The members that shall compose the Board shall be:

5.4.1 Fifteen (15) 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 Four 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.

5.4.3 In the event that a department does not have any candidate during a general election, their the department's seat shall be forfeited and the responsibility to represent their members shall be entrusted to all other board members.

5.4.3.1 In this case, the fall semester hiring committee must select a candidate from this department should they have a score of at least 60% during the hiring process.

5.5 A non-voting Chair of the Board of Governors shall be hired by a hiring committee assembled during the general election period.

5.5.1 The hiring committee shall be assembled and operated in accordance with guidelines set out in "Vacant Positions".

5.5.2 The application and hiring process shall take place during the annual general election period.

5.6 The Chair of the Board:

5.6.1 May be enrolled in any undergraduate program at the University of Guelph.

5.6.2 Will be a non-voting, ex-officio member of the Executive.

5.7 The members that shall compose the Accredited Student Organizations' Council (ASOC) shall be:

5.7.1 The VP – Clubs & Student Affairs.

5.7.2 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 President as 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. The vacant position may be for an Executive position, Board of Governors position, or the position of Chairperson.
  - 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 President who shall only vote in the case of a tie.

7.14.1. The Executive is allowed to put forth motions as well as second motions, however shall remain non-voting members.

7.15. Each Executive member and/or committee representative from the CBSSC shall present an oral report, when appropriate, for each meeting of the Board.

7.15.1. If an executive member and/or committee representative is absent with prior notice, they must provide a written report to the Chair of the Board to be presented upon request

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.

7.17. During the Board Meeting, The Agenda as well as any available documents prior to the meeting date must be projected if possible for accessibility purposes.

7.17.1. The Agenda must also be printed or provided in a different format as requested by the board or any visitors.

#### Executive Meetings

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

7.19. Meetings shall be held at the call of the President or on the written request of three Executive members.

7.20. The chair of all meetings of the Executive shall be the President, or their designate.

7.21. Each Executive member shall be entitled to one (1) vote, except the President who shall only vote in the case of a tie.

7.22. Quorum for the transaction of business at meetings shall consist of the majority of ratified Executive members.

7.23. 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

7.24. Meetings shall be held on a regular basis, at least three (3) times per semester.

7.25. Meetings shall be held at the call of the VP – Clubs & Student Affairs or on the written request of three ASO representatives.

7.26. The chair of all meetings shall be the VP – Clubs & Student Affairs of the CBSSC, or their designate.

7.27. 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.

7.28. Quorum for the transaction of business at meetings shall consist of the majority of ratified ASO Representatives.

7.29. 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 any individual or group, such as:
- 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).
- 8.6. Cheques issued by the CBSSC must be picked up within 2 weeks of the issuing date or else they will be voided.

### Review Process

- 8.7. Properly submitted PDRs will be assessed via the following process.
- 8.7.1. After receiving one or more PDRs, the Vice President – Finance will call a meeting of the Finance Committee.
  - 8.7.2. 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.
  - 8.7.3. 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.
  - 8.7.4. A PDR grant is passed by a majority vote.
  - 8.7.5. 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

- 8.8. 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*.
- 8.8.1. 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.
- 8.9. 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.
- 8.10. 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.
- 8.11. 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.
- 8.12. 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.
- 8.13. 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

- 8.14. 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.
- 8.15. 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.
- 8.15.1. 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

- 8.16. 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.
- 8.17. 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, an executive or board member must be present.

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.

# College of Biological Science Student Council

# BYLAWS

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**TABLE OF CONTENTS:**

ARTICLE I – Duties of the Board & Student Governors ..... 19

- Duties of the Board 19
- Duties of Student Governors 19
- Standing Committees 20
- Working Committees 21

ARTICLE II – Duties of the Executive & Executive Officers ..... 21

- Duties of the Executive 21
- Duties of the President 22
- Duties of the Vice President - Finance 24
- Duties of the Vice President – External Affairs 25
- Duties of the Vice President –Internal Affairs 26
- Duties of the Vice President – Communications 27
- Duties of the Vice President - Events 28
- Duties of the Chair of the Board of Governors 14
- Executive Evaluations 29

ARTICLE III – Duties of the Accredited Student Organizations’ Council (ASOC) & Members ..... 30

- Duties of the Accredited Student Organizations’ Council (ASOC) 30
- Duties of Representatives 30

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

### Duties of the Board

- 14.1. The Board, as the Board of Governors, shall:
- 14.1.1. Have full power and authority over all the affairs of the CBSSC.
  - 14.1.2. Have the authority to collect a semester student fee.
  - 14.1.3. Supervise the ongoing work of the CBSSC.
  - 14.1.4. Approve all budgets and financial statements.
  - 14.1.5. Be fiscally responsible for the operations of the CBSSC.
  - 14.1.6. Approve all additions and amendments to the *College of Biological Science Student Council Constitution* of the CBSSC.
  - 14.1.7. Set the political direction of the CBSSC.

### Duties of Student Governors

- 14.2. The Student Governors, collectively the Board of Governors, shall:
- 14.2.1. Act as the representative of their constituents.
  - 14.2.2. Be involved in at least one of the four sub-committees of the Board as per Article 1: Standing Committees
  - 14.2.3. Maintain an active role within the CBSSC. This includes, but is not limited to:
    - 14.2.3.1. 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.
    - 14.2.3.2. Attendance of all meetings of the sub-committee to which they are appointed. No more than two (2) sub-committee meetings shall be missed per year without prior notification to the subcommittee chair.
    - 14.2.3.3. 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.
    - 14.2.3.4. Board Members may appeal to the chair of the board or the President in times of disagreement about an excuse for missing a meeting.
  - 14.2.4. Acquire and inform the Board of matters of importance to their constituency.
    - 14.2.4.1. The Board of Governors shall be responsible for creating survey questions to be administered through the Listserv Mailing List in the Fall semester.
    - 14.2.4.2. Each departmental caucus (HHNS, IB, BIOSCI, MCB) shall be responsible for organizing and hosting an open house in the winter semester for their constituents to address concerns raised through survey questions administered via the Listserv mailing list in the Fall Semester.
  - 14.2.5. Inform their constituency of matters of importance arising from meetings of the Board.

14.2.6. Take on any related responsibilities as requested by the Board.

14.2.7. Be responsible for a blog post on the cbssc.ca website for the duration of one week at least once per semester.

#### Standing Committees

14.3. A standing committee is any subcommittee of the CBSSC Board of Governors assigned to a specific area of CBSSC work.

14.4. A standing committee and all of its members must comply with the Board's rulings.

14.4.1. The Board is liable for all standing committees; therefore, they must manage all actions and approve/rescind all proposals of its standing committees.

14.4.2. 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*.

14.5. All standing committees will make decisions based on majority vote. Each committee member in quorum has one vote.

14.6. The Finance Committee is a standing committee to which all primary financial proposals and inquiries shall be directed.

14.6.1. 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.

14.6.2. The key duties of the Finance Committee include:

14.6.2.1. Administering PDR grants in compliance with Article VIII

14.6.2.2. Reviewing the annual budget

14.6.2.3. Creating financial policies in conjunction with the Policy Committee if necessary

14.6.2.4. Providing information or access to information regarding financial matters to any interested CBSSC member

14.7. The Policy Committee is a standing committee under which all initial constitutional amendments or proposals shall be made.

14.7.1. 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.

14.7.2. The key duties of the Policy Committee include:

14.7.2.1. Proposing new policies

14.7.2.2. Reviewing and, if necessary, amending existing policies

14.7.2.3. Providing information or access to information regarding the constitution to any interested CBSSC members

14.8. The Programming Committee is a standing committee under which all primary deliberation, proposals, and inquiries regarding social affairs shall occur.

14.8.1. 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.

14.8.2. The key duties of the Programming Committee include:

14.8.2.1. Planning all CBSSC social events

14.8.2.2. Creating programming policies in conjunction with the Policy Committee if necessary

14.8.2.3. Providing information or access to information regarding social affairs to any interested CBSSC student.

14.9. The Communications Committee is a standing committee under which all discussions surrounding

#### Working Committees

14.10. A working committee is a temporary standing committee established by the Board and assigned to a specific campaign.

14.11. 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 with valid reasoning.

2.1.6.1. Each member is allowed up to three(3) meetings to be missed.

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. 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:
  - 2.9.1. The Environmental Science Student Executive (ESSE)
  - 2.9.2. The Bachelor of Arts & Science Student Association (BASSA)
  - 2.9.3. University Senate – CBS Student Senators
  - 2.9.4. University Board of Governors – Undergraduate Student Governors
  - 2.9.5. CSA Board of Directors – CBS At-Large Representatives
- 2.10. Is responsible for serving as or appointing the hiring committee chairperson for all hiring and by-elections.
- 2.11. Encourages collaboration as appropriate between different student organizations and members wherever possible.
- 2.12. Is ultimately responsible for all activities, events and programs sponsored by the CBSSC.

- 2.13. Is ultimately responsible for unfulfilled duties of the Executive.
- 2.14. Is responsible for the calling and hosting of all meetings including:
  - 2.14.1. The Executive,
  - 2.14.2. The Board when needed, and
  - 2.14.3. Recommending that the Board hold a General Meeting or referendum when appropriate.
- 2.15. Acts as a signing officer, jointly with the Vice President – Finance, and is responsible for the financial operations of the CBSSC.
- 2.16. Acts as the Chair when:
  - 2.16.1. The Chair is absent,
  - 2.16.2. The Chair is in conflict of Interest, or
  - 2.16.3. The ruling of the Chair is being challenged.
- 2.17. Is ultimately responsible for all of the internal operations and management of the CBSSC not related to finances.
- 2.18. Is responsible for keeping a current, efficient, and effective hard copy and electronic storage system for CBSSC Documentation, including but not limited to:
  - 2.18.1. The CBSSC President’s Semester End Reports
  - 2.18.2. Union & Collective Agreement Documentation
- 2.19. Is the primary resource and liaison for the Executive in regards to the operations of the CBSSC.
- 2.20. Facilitates meetings and introductions between the CBS Executive and campus members who are relevant to their individual portfolios.
- 2.21. Takes on any other related duties as instructed by the Board.
- 2.22. Is responsible for completing a formal executive evaluation process at least once per semester with each of the Executive.
- 2.23. 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.
- 2.24. Completes a written transitional report at the completion on their term, which shall be kept on file by the VP-Communications.
- 2.25. 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.
- 2.26. Facilitates, when necessary, transition meetings between the outgoing Executive and incoming executive which will include but is not limited to:

- 2.26.1. A general overview of each portfolio's duties and skills
- 2.26.2. A meeting between each outgoing Executive member and their successor
- 2.27. Is paid an Honorarium of \$500 per semester for their services to the CBSSC.

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

- 2.28. The Vice President – Finance shall include the following as duties of their role.
- 2.29. 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:
  - 2.29.1. Keeping and maintaining financial records
  - 2.29.2. Presenting financial reports and budgets to the Board
  - 2.29.3. Advising the Board in all financial matters of interest to the CBSSC
- 2.30. Informs the Board of the financial status of the CBSSC in the following circumstances:
  - 2.30.1. As requested by the President or by the Board.
  - 2.30.2. At least twice per semester.
- 2.31. 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.
- 2.32. Meets with Accredited Student Organizations to provide training on developing fiscal policy and management skills once per semester.
- 2.33. Is responsible for the oversight and management of all Petition, Delegations & Requests (PDRs) made to the CBSSC Board of Governors.
- 2.34. Is responsible for the supervision and liaison with any CBSSC employees or contract workers in all matters concerning a Collective Agreement or contract.
- 2.35. 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.
- 2.36. 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.
- 2.37. 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:
  - 2.37.1. Petitions, Delegations and Requests
- 2.38. Is responsible for maintaining the CBSSC printer and office supplies.

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

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

- 2.44. The VP – External Affairs shall include the following as duties of their role.
- 2.45. Acts as the primary liaison for all academic matters relating to the interest and operation of CBSSC.
- 2.46. Acts as a liaison with the Dean and Dean’s Office of the CBS.
- 2.47. 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).
- 2.48. Acts as the Academic Ombudsperson for all general members of the CBSSC.
- 2.49. Is responsible for appointing, overseeing, and maintaining a representative from the CBSSC on the Central Student Association Board of Directors.
- 2.50. Works closely with the CSA Vice President Academic, 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/CPSSC 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 on 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)

- 16.1. The ASOC, as the Accredited Student Organizations' Council, shall:
  - 16.1.1. Act as a forum for communication and collaboration between all of the CBSSC ASOs in relation to operations, programming, finances, etc.
  - 16.1.2. Bring forward proposals as appropriate to the Board for action, information, or funding.
  - 16.1.3. Approve and review their individual operational terms of reference at least annually, under the direction of the VP – Internal Affairs.

#### Duties of Representatives

- 16.2. Representatives sitting on the Accredited Student Organizations' Council shall:
  - 16.2.1. Act as the representative of their respective ASO.
  - 16.2.2. Regularly attend meetings of the ASOC.
  - 16.2.3. Inform the ASOC of matters of important to their constituency.
  - 16.2.4. Inform their constituency of matters of importance arising from meetings of the ASOC.
  - 16.2.5. Take on any related responsibilities as requested by the ASOC.