

College of Biological Science  
Student Council

# CONSTITUTION

Enacted On:  
24 April 2003

Revised:  
2 April 2014

## **TABLE OF CONTENTS:**

Article I – Name .....	3
Article II – Mission Statement .....	3
Article III – Membership .....	3
Article IV – Composition .....	4
Article V – Rights of Members .....	5
Article VI – Formation .....	5
Article VII – Meetings & Referenda.....	7
Article VIII – Duties of the Board & Student Governors .....	9
Article IX – Duties of the Executive & Executive Officers .....	9
Article X – Duties of the Accredited Student Organizations’ Council & Members .....	17
Article XI – Removal from Office and Filling of Vacancies .....	18
Article XII – Accredited Student Organizations (ASOs).....	18
Article XIII – Amendments of the Constitution, By-Laws & Policies.....	19

## 1. ARTICLE I – Name

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

## 2. ARTICLE II – Mission Statement

- 2.5. The CBSSC shall:
  - 2.5.1. Represent the educational and academic interests of its members.
  - 2.5.2. Act as the official representative of its members.
  - 2.5.3. Promote the social, academic and economic welfare and interest of its members.

## 3. ARTICLE III – Membership

- 3.5. A regular member shall meet all of the following criteria:
  - 3.5.1. Full-time or part-time University of Guelph student
  - 3.5.2. Registered as of the sixteenth class day of 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:
    - 3.5.2.1. Bachelor of Arts & Science (only with a CBS program minor)
    - 3.5.2.2. Biochemistry (including co-op option)
    - 3.5.2.3. Biodiversity
    - 3.5.2.4. Biological Science
    - 3.5.2.5. Biomedical Science
    - 3.5.2.6. Biomedical Toxicology (including co-op option)
    - 3.5.2.7. Ecology (including those students registered in the B.Sc(Env) program)
    - 3.5.2.8. Environmental Toxicology (including co-op option)
    - 3.5.2.9. Human Kinetics
    - 3.5.2.10. Marine and Freshwater Biology
    - 3.5.2.11. Microbiology (including co-op option)
    - 3.5.2.12. Molecular Biology and Genetics
    - 3.5.2.13. Nutritional and Nutraceutical Sciences
    - 3.5.2.14. Plant Biology
    - 3.5.2.15. Plant Biotechnology
    - 3.5.2.16. Wildlife Biology
    - 3.5.2.17. Wildlife Biology and Conservation
    - 3.5.2.18. Zoology
- 3.6. Students who are regular members in the fall semester shall also be considered regular members in the winter semester immediately following.
- 3.7. Student may elect in writing, at their discretion, to remain regular members under the following circumstances:
  - 3.7.1. Students who are on a semester abroad, on exchange, or who are taking courses by letter of permission at another post-secondary institution
  - 3.7.2. Students who are appealing a requirement to withdraw from the University of Guelph
- 3.8. Honorary members shall include the following:

3.8.1. The Dean of the College of Biological Science.

3.8.2. All employees of the CBSSC.

3.8.3. All others granted honorary membership by the Board.

3.8.3.1. No honorary member can simultaneously be a regular member and vice versa.

3.9. 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.

#### 4. ARTICLE IV - Composition

4.5. 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, yet encouraging the recognition and embracement of their similarities.

4.6. The CBSSC shall consist of:

4.6.1. The Executive

4.6.2. The Board

4.6.3. The Accredited Student Organizations' Council (ASO Council)

4.6.4. All other general members

4.7. The members that shall compose the Executive shall be the:

4.7.1. President

4.7.2. Vice President – Finance

4.7.3. Vice President - Academics & Alumni Affairs

4.7.4. Vice President – Clubs & Student Affairs

4.7.5. Vice President - Communications

4.7.6. Vice President – Events

4.7.7. The Chair of the Board of Governors

4.8. The members that shall compose the Board shall be:

4.8.1. Thirteen (13) Student Governors, divided as follows:

4.8.1.1. At least One (1) from the Department of Human Health & Nutritional Sciences

4.8.1.2. At least One (1) from the Department of Integrative Biology

4.8.1.3. At least One (1) from the Department of Molecular & Cellular Biology

4.8.1.4. At least One (1) from the B.Sc. Biological Sciences Program

4.8.1.5. 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.

4.8.2. 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)

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

4.9.1. The VP-Clubs & Student Affairs

4.9.2. One Representative from each CBSSC ASO.

## 5. ARTICLE V – Rights of Members

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

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

5.7. All general members shall have access and use of the facilities and services provided by the CBSSC.

5.8. All general members are entitled to participate in all events and programs offered by the CBSSC.

5.9. Any general member may stand for election to any elected office, subject to the restrictions specified in “Article VI – Formation”.

## 6. ARTICLE VI – Formation

### The Chief Election Officer:

6.5. The Chief Election Officer (CEO) shall have the duty of ensuring that a fair and democratic election procedure is followed.

6.6. The incumbent CBSSC President shall act as CEO for the Executive and Student Governor Elections

6.7. If the incumbent CBSSC President is seeking re-election to an Executive or Student Governor position, the Board shall appoint a Chief Election Officer from within the Board (whom is not running for any position within CBSSC for the coming year).

6.8. The CEO may invalidate any ballot, election or by-election if he or she believes 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.

6.9. The CEO may be removed from office by a two-thirds vote of the Board.

### Elections:

6.10. The election shall be by secret ballot.

6.11. Each member of CBSSC shall be entitled to one (1) vote per position.

- 6.12. 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.
- 6.13. If there is only one candidate for a position, the candidate must still receive a vote of confidence from the voting members present in order for the candidate to take office.
- 6.14. Elections for the Executive and Student Governor positions shall be at-large from the regular membership by secret ballot
- 6.15. Regular 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:

- 6.16. The CEO shall oversee the nomination process.
- 6.17. Nominations for office shall take place from some date prior to the meeting for elections, as determined by the Executive, until the beginning of the election proceedings.
- 6.18. All candidates must complete a nomination form, with appropriate signatures, and submit prior to the election proceedings to the Chief Election Officer.
- 6.19. Candidates for the office of President must have previously held office as an Executive or a Student Governor. A regular member may be a candidate for this office if no person fulfilling the order of the above requirements declares their candidacy.
- 6.20. Candidates running for executive positions may not hold an ASO club presidency for the same term of office they are running for.
- 6.21. No member shall declare his or her candidacy for more than one executive position in any election.
- 6.22. When the CEO closes the floor to nominations, the elections proceedings shall proceed.

Speeches:

- 6.23. All nominated candidates shall make a speech of up to three (3) minutes in length.
- 6.24. 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:

- 6.25. Voting will take place via email
- 6.26. No campaigning of any kind shall be permitted during the voting period.
- 6.27. The CEO shall supervise the counting of the ballots and proclaim the results of the election to the Board immediately.
- 6.28. 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 class (3) days following the closing of the polls.

Vacant Positions:

- 6.25 Filling vacant seats on the Board of Governors, the Executive and hiring for full-time or part-time staff positions shall take place by the following procedures.
- 6.26 The following are the minimum requirements for hiring to fill a vacancy or new position:

- 6.26.1. Notification of the CBSSC Board of Governors at least two weeks prior to the projected hiring date.
- 6.26.2 The striking of a hiring committee at the last board meeting prior to the close of the job-posting period. The hiring committee shall consist of the President 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.
- 6.26.3 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. The chairperson of the hiring committee will 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, drafting interview questions, replying to successful candidates, and preparing the Hiring Committee report for the consideration of the Board of Governors.
- 6.26.4 If the hiring is for a paid position budgetary funds must be available to cover the salary for the position.
- 6.26.5 A job description must be completed, approved by the CBSSC Board and be available to applicants. This is to include the job title; qualifications required and sought; description of duties; the base salary rate; 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).
- 6.27 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.
- 6.27.1 Job descriptions must be posted on the bulletin board outside of the CBSSC office, the CBSSC blog and the CBSSC listserv.
- 6.27.2 The VP Clubs must take care to ensure that CBSSC club members are aware of CBSSC job openings.
- 6.27.3 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.
- 6.28 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.
- 6.28.1 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.
- 6.28.2 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.
- 6.28.3 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.
- 6.28.4 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.

6.28.5 The chair of the committee will notify the successful candidate and confirm they still want the position

6.28.6 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 successful candidates name, and a summary of how the position was advertised.

Term of Office:

6.29. 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.

6.30. 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.

6.31. Candidates elected in By-Elections shall take office immediately as the Board proclaims the results of their election as official.

6.32. Executive members shall hold office until:

6.32.1. the end of their elected term

6.32.2. their resignation

6.32.3. their removal from office

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

7.1. All meetings of 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 not inconsistent with the *Constitution, By-Laws* and *Policies* and any special rules of order the Board may adopt.

General Meetings:

7.2. General meetings may be called, with one weeks 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 regular members of CBSSC

7.3. Quorum for general meetings shall consist of fifty (50) regular members.

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

7.5. The Vice President - Finance shall present an updated financial report at each General Meeting.

7.6. Each member of CBSSC shall be entitled to one (1) vote.

7.7. 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.

7.8. 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 practical.

Referenda:

7.9. A referendum may be called by:

7.9.1. the Board

7.9.2. a motion arising from a General Meeting

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

Board Meetings:

7.11. The CBSSC Board shall meet no less than six times a semester, generally in a biweekly format.

7.12. A CBSSC Board Meeting shall be held at the call of the President, or on the written request of three Board members.

7.13. Quorum for Board Meetings shall consist of a majority of the ratified seats on the Board.

7.14. 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.

7.15. 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.

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

7.17. 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 CBSSC as soon as practical.

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 his/her 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 CBSSC as soon as practical.

Accredited Student Organizations' Council (ASOC) Meetings:

7.24. Meetings shall be held on a regular basis, at least 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 determined by the Terms of Reference, which shall be reviewed at least annually and submitted to the Board for approval.
- 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 one member of the ASOC. A summary of these minutes shall be made available to VP-Communications, via the VP- Clubs and Student Affairs as soon as practical.

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

### Duties of the Board:

- 8.1. The Board, as the Board of Directors, shall have full power and authority over all the affairs of the CBSSC
- 8.2. Shall have the authority to collect a semester student fee
- 8.3. Shall supervise the ongoing work of CBSSC
- 8.4. Shall approve all budgets and financial statements
- 8.5. Shall be fiscally responsible for the operations of the CBSSC
- 8.6. Shall approve all additions and amendments to the *Constitutional, By-laws and Policies* of the CBSSC
- 8.7. Shall set the political direction of the CBSSC

### Duties of Student Governors

- 8.8. Shall act as the representative of their constituents
- 8.9. Shall be involved in at least one of the three Committee of the Board: Finance, Policy or Programming
- 8.10. Shall miss no more than 3 meetings (board and standing committee) per year without notifying the Chair of the Board and/or committee chair
- 8.11. Inform the Board of matters of importance to their constituency
- 8.12. Inform their constituency of matters of importance arising from meetings of the Board
- 8.13. Take on any related responsibilities as requested by the Board
- 8.14. Shall be responsible for posting blogs and monitoring the forums on the cbsc.ca website for a duration of one week at-least once per semester

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

### Duties of the Executive:

- 9.1. Shall carry out the objectives of CBSSC
- 9.2. Shall be responsible for all media relations and external correspondence

- 9.3. Shall continually report the actions of the Executive to all CBSSC members
- 9.4. Shall be responsible for upholding the *Constitution, By-Laws and Policies*
- 9.5. Act in the best interest of the organization and of its members
- 9.6. Shall Attend all Board meetings unless previously notifying the Chair or the President
- 9.7. Shall be responsible for transitioning the incoming executive. At the end of their term, each executive member will provide 3 hours of job training to the incoming executive member in their respective position.
- 9.8. Shall be responsible for holding at least two hours of open office hours, in the CBSSC Lounge or Office, each week
- 9.9. Shall plan initiatives and events over the summer and submit a proposal and timeline to the board for the first meeting of the fall semester
- 9.10. Shall communicate with each other throughout the summer updating the other executive on their progress periodically and discussing common issues, plans and goals
- 9.11. Shall be responsible for posting blogs and monitoring the forums on the cbssc.ca website for a duration of one week per semester

Duties of the President:

- 9.12. Shall act as the Chief Executive Officer of the CBSSC
- 9.13. Shall act as the main liaison with the Dean and Dean's Office of CBS as well as with the public
- 9.14. Shall act as the main liaison with all external Student Organizations and participate in any joint meetings, including but not limited to:
  - 9.14.1. Student Executive Council
  - 9.14.2. Student Leader & Senior Administration Meetings
- 9.15. Shall ensure 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:
  - 9.15.1. The Environmental Science Student Executive (ESSE)
  - 9.15.2. The Bachelor of Arts & Science Student Association (BASSA)
  - 9.15.3. University Senate - CBS Student Senators
  - 9.15.4. University Board of Governors - Undergraduate Student Governors
  - 9.15.5. CSA Board of Directors – CBS At-Large Representatives
- 9.16. Shall encourage collaboration as appropriate between different student organizations and members wherever possible
- 9.17. Be ultimately responsible for all activities, events and programs sponsored by the CBSSC

- 9.18. Be ultimately responsible for unfulfilled duties of the Executive
- 9.19. Be responsible for the calling and hosting of all meetings including:
- 9.19.1. The Executive,
  - 9.19.2. The Board when needed and
  - 9.19.3. Recommending that the Board hold a General Meeting or referendum when appropriate.
- 9.20. Shall act as a signing officer, jointly with the Vice President - Finance, and be responsible for the financial operations of the CBSSC
- 9.20.1. Keep and maintain financial records
  - 9.20.2. Present financial reports and budgets to the Board
  - 9.20.3. Advise the Board in all financial matters of interest to the CBSSC
- 9.21. Act as the Chair when:
- 9.21.1. Chair is absent
  - 9.21.2. The Chair is in conflict of Interest
  - 9.21.3. The ruling of the Chair is being challenged
- 9.22. Shall be ultimately responsible for all of the internal operations and management of the CBSSC not related to finances.
- 9.23. Shall be responsible to keep a current, efficient and effective hard copy and electronic storage system for CBSSC Documentation.
- 9.23.1. CBSSC President's Semester End Reports
  - 9.23.2. Union & Collective Agreement Documentation
- 9.24. Shall be the primary resource and liaison for the Executive in regards to the operations of the CBSSC
- 9.25. Shall facilitate meetings and introductions between the CBS Executive and campus members who are relevant to there individual portfolios
- 9.26. Take on any other related duties as instructed by the Board
- 9.27. Shall be responsible for completing a formal executive evaluation process at least once per semester with each of the Executive.
- 9.28. Shall complete 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.
- 9.29. Shall complete a written transitional report at the completion on their term, which shall be kept on file by the Chair of the Board.
- 9.30. Shall maintain and be responsible for the CBSSC email account ([cbssc@uoguelph.ca](mailto:cbssc@uoguelph.ca)) and informing, when appropriate, other members of CBSSC of the correspondence.

- 9.31. Shall facilitate transition meetings between the outgoing executive and incoming executive which will include but is not limited to
- 9.31.1. A general overview of each portfolio's duties and skills
  - 9.31.2. A meeting between each outgoing executive member and their successor

9.32. Shall be paid an Honorarium: of \$500 per semester for their services to the CBSSC

Duties of the Vice President - Finance:

9.33. Shall act as a signing officer, jointly with the President, and be primarily responsible for the financial operations of the CBSSC:

- 9.33.1. Keep and maintain financial records
- 9.33.2. Present financial reports and budgets to the Board
- 9.33.3. Advise the Board in all financial matters of interest to the CBSSC

9.34. Inform the Board of the financial status of CBSSC:

- 9.34.1. As requested by the President or by the Board
- 9.34.2. At least twice per semester

9.35. Meet with Accredited Student Associations and Clubs to discuss grants and funding when necessary

9.36. Meet with Accredited Student Associations and Clubs to provide training on developing fiscal policy and management skills once per semester.

9.37. Shall be responsible for the overseeing and management of all Petition, Delegations & Requests (PDRs) made to the CBSSC Board.

9.38. Shall be responsible for the supervision and liaison with any CBSSC employees or contract workers in all matters concerning a Collective Agreement or contract.

9.39. Shall be 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 times per semester.

9.40. Shall be 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.

9.41. Shall be responsible to keep a current, efficient and effective hard copy and electronic storage system for CBSSC Documentation.

9.40.1 Petitions, Delegations and Requests

9.42. Shall continually update their transition binder throughout their term and complete a written transitional report at the completion on their term.

9.43. Shall take on any other related duties as instructed by the President or the Board

9.44. Shall be paid an Honorarium: of \$300 per semester for their services to the CBSSC

Duties of the Chair of the Board of Governors:

9.45. Shall assume the duties and authority of the President when:

- 9.45.1. Authorized by the President
- 9.45.2. The President is absent from the campus of the University of Guelph without communication for seven (7) days or longer during a semester.
- 9.45.3. The position of President is vacant.
- 9.46. Shall be 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.
- 9.47. Shall be responsible for drafting agendas for all Board Meetings
- 9.48. Shall be responsible for overseeing and managing transition and training of Board Members in collaboration with the President.
- 9.49. Shall be responsible for granting leave of absence to a board member if legitimate reason is given.
- 9.50. Shall be responsible for managing the committees of the Board of Governors in conjunction with their respective chairs.
- 9.51. Shall be responsible for the development and proposal of amendments and additions to the *Constitution, By Laws and Policies* via the Board's Policy Committee.
- 9.52. Shall be responsible for appointing, overseeing, and maintaining a representative from the Board of Governors on the Central Student Association Board of Directors.
- 9.53. Shall be 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:
  - 9.53.1. Agenda & Minutes of all meetings of the CBSSC: Executive, Board, General, etc.
  - 9.53.2. Year End Transitional Reports
- 9.54. Shall act as the Chair of the Board
- 9.55. Shall co-ordinate and preside at meetings of the Board, in consultation with the President
- 9.56. Shall be responsible for collecting and preparing the agenda for each meeting of the Board
- 9.57. Shall be fluent in Roberts Rules of Order and parliamentary procedure
- 9.58. Shall continually update their transition binder throughout their term and complete and submit a written transitional report to the President at the completion on their term.
- 9.59. Shall take on any other related duties as instructed by the President or the Board
- 9.60. Shall be paid an Honorarium: of \$300 per semester for their services to the CBSSC

Duties of the Vice President – Academics & Alumni Affairs:

- 9.61. Shall act as the primary liaison for all academic matters relating to the interest and operation of CBSSC
- 9.62. Shall act as a liaison with the Dean and Dean's Office of CBS
- 9.63. Shall act as the Academic Ombudsperson for all general members of CBSSC

- 9.64. Shall be responsible for coordinating and chairing the CBS Academic Advisory Council (CBS-AAC). This group shall be comprised of B.Sc. Program Committee Representatives, CBS Curriculum Committee Representatives, CBS Student Senators and any other interested CBSSC members. They shall meet at least three times per semester.
- 9.65. Shall work closely with the CSA Academic and University Affairs Commissioner, the B.Sc. Counseling Office and all CBS departments throughout the year.
- 9.66. Shall coordinate 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.
- 9.67. Shall work to be the first contact for CBS students with academic concerns or questions, acting as a referral service when necessary.
- 9.68. Shall work collaboratively with the VP-Events on any events or activities of academic nature
- 9.69. Shall work collaboratively with the VP-Communications on any campaigns or messages of academic nature
- 9.70. Shall Organize information sessions or campaigns regarding Bursaries, Scholarships URA's USRAs as needed and
- 9.71. Be a point person for any questions regarding undergraduate research
- 9.72. Shall act as the liaison between the CBSSC and Alumni Affairs & Development and shall work with them on any projects related to capital campaigns within the college.
- 9.73. Shall be responsible for the development and visioning of the CBS Endowment Fund and related scholarship planning.
- 9.74. Shall continually update their transition binder throughout their term and complete a written transitional report at the completion on their term.
- 9.75. Shall take on any other related duties as instructed by the President or the Board
- 9.76. Shall be paid an Honorarium: of \$300 per semester for their services to the CBSSC

Duties of the Vice President – Clubs & Student Affairs:

- 9.77. Shall be the main liaison and resource for all CBSSC Accredited Student Organizations (ASOs)
- 9.78. Shall work in conjunction with the President to answer to concerns and questions of the student body.
- 9.79. Coordinate, maintain and keep record of all CBSSC Accredited Student Associations or Clubs and the corresponding required documents (ex: Student Organization Policy)
- 9.80. Shall be 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 3 times per semester.
- 9.81. Shall be responsible to address and support all initiatives, campaigns and programs of the ASOs
- 9.82. Coordinate, maintain and keep record of all CBSSC accredited Student Associations or Clubs and the corresponding required documents (ex: Student Organization Policy).
- 9.83. Shall continually update their transition binder throughout their term and complete a written transitional report at the completion on their term

9.84. Be responsible for appointing, overseeing and maintaining representatives to the committees related to the operations and functioning of CBSSC including, but not limited to, the following committees:

9.84.1. Departmental Curriculum Committees

9.84.2. Judicial Committee & Hearing Board

9.84.3. Student Rights & Responsibilities Committee

9.85. Shall take on any other related duties as instructed by the President or the Board

9.86. Shall be paid an Honorarium: of \$300 per semester for their services to the CBSSC

Duties of the Vice President – Communications:

9.87. Shall be primarily responsible for internal communication between the Executive, the Board and our accredited Student Associations and Clubs and all external communication of the CBSSC

9.88. Shall be responsible for the upkeep and maintenance of the CBSSC website and any other related electronic resources.

9.89. Shall be responsible for recording, maintaining and distributing official minutes for all meetings of the CBSSC

9.90. Shall be responsible for maintaining contact lists and email listservs for the Executive, the Board and the Student Association or Club Presidents.

9.91. Shall be responsible for the development and implementation of all promotional materials or campaigns of the CBSSC. This includes the development of CBSSC Merchandise and Clothing.

9.92. Shall work jointly with the VP-Events on the promotion and advertisement of all activities and events.

9.93. Shall be responsible for maintaining all advertisement space allocated to the CBSSC in the Science Complex:

9.93.1. Within the CBSSC Office

9.93.2. Within the CBSSC/CPESSC Lounge

9.93.3. Including the bulletin board outside of the CBSSC Office

9.94. Shall act as the primary photographer for all related CBSSC events

9.95. Shall continually update their transition binder throughout their term and complete a written transitional report at the completion on their term.

9.96. Shall be responsible for appointing, overseeing, and maintaining a representative on the IT Student Advisory Committee.

9.97. Shall be 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.

9.98. Shall take on any other related duties as instructed by the President or the Board

9.99. Shall be paid an Honorarium: of \$300 per semester for his or her services to the CBSSC

Duties of the Vice President - Events:

- 9.100. Shall act as the CBSSC representative on the CSA's Student Risk Management (SRM) Committee
- 9.101. Shall be the CBSSC Student Risk Management (SRM) officer for all CBSSC events accredited Student Association and Clubs of CBSSC, approving and presenting (when necessary) their events to the Central Student Association's SRM Committee
- 9.102. Shall be primarily responsible, in collaboration with the entire Executive, for the planning, organization and implementation of CBSSC's Orientation Week activities
- 9.103. Shall be responsible for coordinating the Board's Programming Committee (in conjunction with the VP-Communications). 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.
- 9.104. Shall be responsible for overseeing 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
  - 9.104.1. Speaker Series
  - 9.104.2. Graduate School info nights
  - 9.104.3. Electives Info Nights
  - 9.104.4. End of Year Gala
- 9.105. Shall work very closely with the VP-Communications on the promotion and advertisement of all activities and events.
- 9.106. Shall continually update their transition binder throughout their term and complete a written transitional report at the completion on their term.
- 9.107. Shall be responsible, in collaboration with the CBSSC Administration Assistant, to keep a current, efficient and effective hard copy and electronic storage system for CBSSC Documentation.
  - 9.107.1. Student Risk Management Documentation
- 9.108. Shall take on any other related duties as instructed by the President or the Board
- 9.109. Shall be paid an Honorarium: of \$300 per semester for their services to the CBSSC

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

Duties of the Accredited Student Organizations' Council (ASOC):

- 9.1. The ASOC shall act as a forum for communication and collaboration between all of the CBSSC ASOs in relation to operations, programming, finances, etc.
- 9.2. Shall bring forward proposal as appropriate to the Board for action, information or funding
- 9.3. Shall approve and review their own operational terms of reference at least annually, under the direction of the Clubs Coordinator.

Duties of Representatives

- 9.4. Shall act as the representative of their respective ASO.

- 9.5. Shall regularly attend meetings of the ASOC
- 9.6. Inform the ASOC of matters of important to their constituency
- 9.7. Inform their constituency of matters of importance arising from meetings of the ASOC
- 9.8. Take on any related responsibilities as requested by the ASOC

## **ARTICLE XI – Removal from Office and Filling of Vacancies**

- 10.1. A member of CBSSC shall be removed if he/she no longer satisfies the qualifications to be a member
- 10.2. If a position is not filled during an election, or becomes vacant during the year, the seat shall be filled in accordance with Article VI – Formation.
- 10.3. 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.
- 10.4. Grounds to remove a member from his/her position include, but are not limited to:
  - 10.4.1. failure to attend meetings or CBSSC events on a reoccurring basis;
  - 10.4.2. failure to carry out required tasks or assignments as defined in the constitution;
  - 10.4.3. failure to adequately and fairly represent her/his constituency;
  - 10.4.4. failure to maintain adequate communication;
  - 10.4.5. failure to act in a manner befitting of a representative of the CBSSC;
  - 10.4.6. engaging in behaviour detrimental to the CBSSC.
- 10.5. 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.
- 10.6. 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.
- 10.7. Any member who is unseated from his/her position on the Executive / Board will remain a member of CBSSC.

## **ARTICLE XII – 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 its membership 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 start 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 XIII – Amendments of the Constitution, By-Laws & Policies**

12.1. The *Constitution, By-Laws and Policies* may be amended at any meeting of the Board by a two-thirds majority vote, provided that notice of the amendment has been at a previous meeting of the Board