

# INTERDEPARTMENTAL SCIENCE STUDENTS' SOCIETY PROCEDURES MANUAL

## TABLE OF CONTENTS

|  |    |
|--|----|
| 1 DEFINITIONS.....                                     | 2  |
| 2 FINANCES.....  | 3  |
| 3 MEMBERSHIP FEES .....                                | 4  |
| 4 MEMBERSHIP FEES – ALLOCATIONS.....                   | 6  |
| 5 MEMBERSHIP FEES – AWARDS ADJUDICATION COMMITTEE..... | 10 |
| 6 PROJECT PROPOSALS .....                              | 12 |
| 7 COMMUNICATIONS.....                                  | 13 |
| 8 OFFICE.....  | 16 |
| 9 DIRECTORS.....                                       | 17 |
| 10 COMMITTEES .....                                    | 19 |
| 11 ADVISORY BOARD.....                                 | 22 |
| 12 EMERGENCY PROCEDURES.....                           | 23 |
| 13 MEETINGS .....                                      | 25 |
| 14 ATTENDANCE.....                                     | 26 |
| 15 DEPARTMENTAL ASSOCIATIONS.....                      | 28 |
| 16 FACULTY RELATIONS .....                             | 29 |
| 17 STUDENT REPRESENTATIVES.....                        | 30 |
| 18 COSSA GRANTING .....                                | 32 |
| 19 ORGANIZATIONAL PLANNING .....                       | 35 |
| 20 ELECTIONS .....                                     | 38 |
| 21 CHANGES TO THE PROCEDURES MANUAL .....              | 43 |
| 22 COLLATED AMENDMENTS.....                            | 44 |

## **1 DEFINITIONS**

- 1.1** “VPAF” means the Vice President Administration and Finance of the ISSS.
- 1.2** “VPA” means the Vice President Academic of the ISSS.
- 1.3** “VPC” means the Vice President Community of the ISSS.
- 1.4** “VPP” means the Vice President Programming of the ISSS.
- 1.5** “VPS” means the Vice President Services of the ISSS.
- 1.6** “Expense” means an amount of money paid out by the ISSS in exchange for goods or services.
- 1.7** “SFC” means the Faculty Council of the Faculty of Science at the University of Alberta.

## **2 FINANCES**

### **2.1 Safe**

- 2.1.1 The ISSS shall own a functioning safe, which shall be secured in the ISSS office.
- 2.1.2 Only the President and the VPAF shall have access to the safe.
- 2.1.3 Received cheques, excess cash, and governing documents must be kept in the safe.

### **2.2 Reimbursements and Pre-approved Payments**

- 2.2.1 All expenses must be pre-approved at an Executive or Council Meeting.
- 2.2.2 Reimbursement or payments for expenses shall only take place via cheque.

### **2.3 Documentation**

- 2.3.1 Record of the date, amount, source, and purpose must be kept for any source of revenue over \$20.00.
  - 2.3.1.1 The VPAF shall determine the records to be kept for any source of revenue at or under \$20.00.
- 2.3.2 A cheque shall only be written after a Record of Receipt has been received by the VPAF. The Record of Receipt must contain:
  - 2.3.2.1 An official receipt or invoice,
  - 2.3.2.2 The name of the claimant,
  - 2.3.2.3 The date of the claim,
  - 2.3.2.4 The amount of the claim, and
  - 2.3.2.5 The purpose of the expense.

### **2.4 Cash**

- 2.4.1 At the end of any office day, the cash float shall contain no more than two hundred (200) dollars in cash.
- 2.4.2 Should a larger float be required, a motion must be approved by Council.
- 2.4.3 The amount in the cash box must be regularly counted by at least two people, and any excess over two hundred (200) dollars must be recorded, along with the date, and deposited in the safe or drop box.
- 2.4.4 Three days per week at a schedule determined by the Director of Finance, a member of the Finance Committee and a Director, Councillor or Executive shall count and record the amount in the cash box, along with the date.

### **2.5 Bank Deposits**

- 2.5.1 The VPAF must deposit available cash over one hundred (100) dollars, not including the float, at least once every month.
- 2.5.2 If available cash exceeds one thousand (1000) dollars, then a bank deposit must be made within five (5) business days.
- 2.5.3 If the deposit being made is over five hundred (500) dollars in cash, another Executive shall accompany the VPAF for the full duration of the trip.

### **2.6 Signing Authority**

- 2.6.1 All outgoing cheques shall require two (2) signatures.

### **3 MEMBERSHIP FEES**

#### **3.1. Creation**

- 3.1.1. The ISSS may pursue a Faculty Association Membership Fee through a referendum, as governed in Students' Union Bylaw 8200.
- 3.1.2. Before such a referendum is proposed to its membership, the ISSS must, at minimum, consult with:
  - 3.1.2.1. COSSA members and
  - 3.1.2.2. Members at a Semi-Annual General Meeting.

#### **3.2. Collection**

- 3.2.1. The amount and lifetime of the Faculty Association Membership Fee must be defined in the creation referendum defined in §3.1.1.
- 3.2.2. Any Faculty Association Membership Fee will be collected each Fall Semester and Winter Semester from each full-time on-campus and part-time on-campus student enrolled in the Faculty of Science.
- 3.2.3. Faculty Association Membership Fees shall not be collected from students in a work term as part of the Faculty of Science's Industrial Internship Program, off-campus students, visiting students, and special students.
- 3.2.4. Faculty Association Membership Fees shall be deposited and maintained in an account separate from general ISSS revenue.

#### **3.3. Reimbursement**

- 3.3.1. A student who has paid the Faculty Association Membership Fee and is either philosophically opposed to the fee or unable to pay the fee may choose to be reimbursed. A student wishing to be reimbursed shall only be reimbursed after completing a reimbursement form, which the ISSS will use to verify payment of the fee.
- 3.3.2. Reimbursements will not be granted after the withdrawal (Grade of W) deadline of the term for which the fee was collected, as defined by the University of Alberta Academic Schedule.
- 3.3.3. The reimbursement option must be advertised, at minimum, on the ISSS website, in the ISSS newsletter, and using ISSS social media.

#### **3.4. Allocation**

- 3.4.1. Precise allocations of money collected from a Faculty Association Membership Fee must be defined in the creation referendum defined in §3.1.1. The entirety of the anticipated fee must be allocated.
- 3.4.2. Allocations must be included in the annual base budget governed by §17.3.
- 3.4.3. Every reasonable attempt must be made to complete the initiatives described within the allocated budgets.
- 3.4.4. Money collected from a Faculty Association Membership Fee cannot be reallocated, unless through the process in §3.5. This includes increases to

budgeted Faculty Association Membership Fee allocations and allocations to undefined projects.

### **3.5. Surplus Management**

- 3.5.1. Any allocated amount remaining after completion of an initiative will remain in the Faculty Association Membership Fees account, be recorded as surplus, and shall be reserved for improvements to current projects or new initiatives.
- 3.5.2. Funds may only be drawn from the surplus after review of a detailed proposal by the Finance Committee and final approval by Council.
- 3.5.3. Surplus funds may be allocated in years outside the years of their collection.

### **3.6. Financial Reporting**

- 3.6.1. If a Faculty Association Membership Fee has been collected during the fiscal year, the following must be appended to the ISSS's annual financial statements and made publicly available:
  - 3.6.1.1. A comparison of Faculty Association Membership Fee allocations with actual expenses, and
  - 3.6.1.2. An appendix with evidence of compliance with Students' Union Bylaw 8200.

### **3.7. Changes to §3, Membership Fees**

- 3.7.1. Procedures governing Faculty Association Membership Fees, as outlined in §3, may only be changed by joint resolution of Council and the Students' Union, as governed by Students' Union Bylaw 8200.

## **4 MEMBERSHIP FEES – ALLOCATIONS**

### **4.1. Preamble**

- 4.1.1. All allocations outlined in section §4 shall only apply in the event that a Faculty Association Membership Fee passes in a referendum as outlined in §3 of the Procedures Manual.

### **4.2. Science Student Investment Fund**

- 4.2.1. The Science Student Investment Fund shall be a proportion of the Membership Fee funds that are not allocated toward a specific project, but saved for the subsequent year.
  - 4.2.1.1. Funds are intended to enhance a pre-existing initiative governed by the ISSS or the Faculty Association Membership Fee proposal.
- 4.2.2. Funds allocated to the Science Student Investment Fund shall not be used until the year following that which they were saved.
- 4.2.3. Funds shall be allocated at the Fall Semi-Annual General Meeting by the student membership, and is to be made through a motion approved by a Two-Thirds Majority of the quorate.
- 4.2.4. The motion must include and present all of the options below for consideration:
  - 4.2.4.1. Science Week
  - 4.2.4.2. Leadership Conference
  - 4.2.4.3. COSSA Granting Pool
  - 4.2.4.4. Graduation Banquet
  - 4.2.4.5. Instructor Appreciation Night
  - 4.2.4.6. An alternative pre-existing ISSS initiative suggested by students.
- 4.2.5. All funds approved shall be allocated preferably toward one (1) of the approved projects, but a maximum of two (2) projects
  - 4.2.5.1. In the event that more than one project is appealing to the student body, students may approve an equal distribution between the two (2) projects.

### **4.3. Scholarships**

#### **4.3.1. General**

- 4.3.1.1. Students must be Members to be eligible for any of the Scholarships outlined below.
- 4.3.1.2. Students must have paid the Membership Fee to be eligible to receive a scholarship.
- 4.3.1.3. Students must not be a current Executive or Councillor on the ISSS and must not have served in such a capacity within one (1) academic year of the deadline.

4.3.1.4. Five (5) scholarships valued at \$1,000.00 each are designated based on the outlined guidelines to reward the outstanding academic achievement and extracurricular involvement by undergraduate students registered in the Faculty of Science.

4.3.1.4.4.3.1.5. Financial need may be a consideration in the awarding of SCI 5 Scholarship Awards.

#### **4.3.2. Application**

4.3.2.1. Applicants must submit an application with a resume and cover letter.

4.3.2.2. The application shall be made available to all Members a minimum two (2) months prior to the deadline.

4.3.2.3. All applicants require two (2) letters of reference, one of which must be an academic staff member.

4.3.2.3.4.3.2.4. All applicants will submit financial documentations if they are declaring financial need.

4.3.2.4.4.3.2.5. The deadline for all scholarships shall be October 1 of the current academic year.

#### **4.3.3. Outstanding Achievement in Science Scholarship**

4.3.3.1. One (1) scholarship valued at \$1,000.00.

4.3.3.2. Candidates must:

4.3.3.2.1. Have a minimum cumulative GPA of 3.5.

4.3.3.2.2. Have taken a minimum of twenty-four (\*24) credits toward their current undergraduate degree.

4.3.3.2.3. Be enrolled full-time in the current academic year.

4.3.3.3. Special consideration will be given to well-rounded students with strong academic achievement, extracurricular involvement, and recommendation letters.

#### **4.3.4. Science Involvement Scholarship**

4.3.4.1. Two (2) scholarships valued at \$1,000.00.

4.3.4.2. Candidates must:

4.3.4.2.1. Be verified as having contributed their time to supporting the greater science community.

4.3.4.2.2. Demonstrate a combination of volunteerism and leadership. Preference will be given to students who have volunteered for a recognized COSSA group, although this is not a requirement.

4.3.4.2.3. Be in satisfactory academic standing.

#### **4.3.5. Innovation in Science Scholarship**

4.3.5.1. Two (2) scholarships valued at \$1,000.00.

4.3.5.2. Candidates must:

4.3.5.2.1. Have demonstrated a commitment to the development of an initiative that benefits the science student community.

- 4.3.5.2.2. Demonstrate interest in research and discovery within Science.
- 4.3.5.2.3. Be in satisfactory academic standing.

#### **4.4. Professional Development Grants**

##### **4.4.1. General**

- 4.4.1.1.1. **Eight** (8) grants valued at up to \$500.00 each are designated throughout the year based on the criteria outlined below.
- 4.4.1.1.2. Four (4) of those grants shall be awarded each semester.
- 4.4.1.2. Only individual applications shall be accepted.

##### **4.4.2. Eligibility**

- 4.4.2.1. Students must be current Members to be eligible Professional Development Grants.
- 4.4.2.2. Students must not be a current Executive or Councillor on the ISSS and must not have served in such a capacity within one (1) academic year of the deadline.
- 4.4.2.3. Students must have paid the Membership Fee to be eligible to receive a grant.
- 4.4.2.4. Participation in the activity must take place while the applicant is a student in the Faculty of Science.
- 4.4.2.5. Grants are only awarded to activities that take place at minimum one (1) month after the deadline.
- 4.4.2.6. Grants are not awarded to certain activities, including:
  - 4.4.2.6.1. Academic Conferences, where research is the sole focus of the conference.
  - 4.4.2.6.2. Activities where participants receive academic credit.
  - 4.4.2.6.3. Work experience placements.
  - 4.4.2.6.4. Activities organized by student groups.
- 4.4.2.7. Students are only eligible to receive a grant once per degree.
- 4.4.2.8. Students must be in satisfactory academic standing.

##### **4.4.3. Application**

- 4.4.3.1. Students must submit a complete application, to be found online and in the office.
- 4.4.3.2. The application shall be made available to all Members a minimum one (1) month prior to the deadline.
- 4.4.3.3. ~~The deadline for all Professional Development Grants shall be the first of the second month of each semester.~~ Professional development grant applications will be accepted in October, December, February, and March.

##### **4.4.4. Criteria**

- 4.4.4.1. Professional Development Grants shall be awarded based on:
  - 4.4.4.1.1. Appropriateness of the activity.



- 4.4.4.1.2. Specific leadership skills and professional competencies that will be developed.
- 4.4.4.1.3. The written quality of the essay component of the application.
- 4.4.4.1.4. Quality of reference letter.
- 4.4.4.1.5. Justification of a reasonable budget.

#### **4.5. Automatic COSSA Group Funding**

##### **4.5.1. Eligibility**

- 4.5.1.1. Groups eligible for Automatic COSSA Group Funding must be a recognized Departmental Association and Program Association.
- 4.5.1.2. Groups must be registered student groups with Student Group Services.

##### **4.5.2. Disbursement**

- 4.5.2.1. Funds will be distributed equally among Departmental Associations, and equally among Program Associations at denominations approved by the ISSS Council in accordance with the original Membership Fee Proposal distribution.
  - 4.5.2.1.1. Denominations for each association shall be approved no later than October 15 of the current year.
  - 4.5.2.1.2. Eligible groups must provide proof of Student Group Registration prior to October 1
- 4.5.2.2. All automatic funds shall be distributed by October 31.

#### **4.6. Athletics Participation Subsidy**

##### **4.6.1. General**

- 4.6.1.1. The Athletics Participation Subsidy is intended to cover part of the registration costs of intramurals, helping to remove the barriers that students face with participating in active sports on campus while encouraging healthy activities that help build community.
- 4.6.1.2. Up to half of the registration costs shall be covered for the participants in the following:
  - 4.6.1.2.1. Ice Hockey
  - 4.6.1.2.2. The entirety of registration costs shall be covered for the participants in all sports except Ice Hockey, up to a maximum of \$100.00 per semester.
- 4.6.1.3. In the event that a student unexpectedly withdraws from the team, their registration fee may be covered by the subsidy within the designated allocation for that particular sport.

## 5 MEMBERSHIP FEES – AWARDS ADJUDICATION COMMITTEE

### 5.1. Preamble

5.1.1. A subcommittee of the ISSS responsible for collecting, reviewing, and awarding Professional Grants and Scholarships to science students.

### 5.2. Membership

- 5.2.1. The Director of Membership Fees shall be a non-voting chair of the committee.
- 5.2.2. The Director of Membership Fees shall solicit written applications from:
- 5.2.2.1. Members that wish to be members of the adjudication committee.
- 5.2.3. The committee shall be formed no later than October 15 of the current year.
- 5.2.4. The President shall be a non-voting member of the adjudication committee.
- 5.2.5. Council shall review all applications and appoint at least four (4) Members that do not hold appointed or elected positions within the ISSS.
- 5.2.6. One (1) Faculty of Science staff member.
- 5.2.7. One (1) Executive or Councillor on the ISSS.
- 5.2.8. Quorum for meetings of the granting committee shall be reached at four (4) out of six (6) members.
- 5.2.9. The term of the Awards Adjudication Committee member will run until the April 30 after the next March election.
- 5.2.10. In the event of a conflict of interest, the member shall step out during discussion and voting.

### 5.3. Powers and Responsibilities

5.3.1. The Awards Adjudication Committee shall:

~~5.3.1.1.~~ 5.3.1.1. Convene at least ~~two (2)~~ **four (4)** times per year.

~~5.3.1.1.1.~~ ~~5.3.1.2.~~ 5.3.1.2. **Meet within two (2) weeks of receiving applications for PD Grants and Scholarships.**

~~5.3.1.2.~~ ~~5.3.1.3.~~ 5.3.1.3. Award individual Professional Development Grants and Scholarships in accordance with the criteria outlined in section §4 of the Procedures Manual.

~~5.3.1.3.1.~~ 5.3.1.3.1. Approval of a Grant or Scholarship requires a Two-Thirds Majority.

~~5.3.1.3.2.~~ 5.3.1.3.2. **Scholarships must be awarded within two (2) months of receiving applications.**

~~5.3.1.2.1.~~ ~~5.3.1.3.3.~~ 5.3.1.3.3. **PD Grants must be awarded within three (3) weeks of receiving applications.**

~~5.3.1.3.~~ ~~5.3.1.4.~~ 5.3.1.4. The Director of Membership Fees shall notify award winners within three (3) days of making final decisions.

|

## **6 PROJECT PROPOSALS**

### **6.1 Requirements**

- 6.1.1 Any new initiative shall be approved by Council before it is made accessible to Members.
  - 6.1.1.1 A new service or event includes all projects that have not yet been attempted by the ISSS, as well as those undergoing fundamental changes.
  - 6.1.1.2 The proposer shall consult with the Finance Committee prior to presentation to Council, according to according to §8.2.
- 6.1.2 Proposals for all major events (new or recurring) that occur between September 1 and the first Friday in January with budget expenses totaling over \$1,000 must be approved by Council by September 1 of the current year.
- 6.1.3 Proposals for all major events (new or recurring) that occur between the first Friday in January and April 30 with budget expenses totaling over \$1,000 must be approved by Council by the first Friday in January of the current year.

### **6.2 Procedure**

- 6.2.1 An Executive shall oversee each project.
- 6.2.2 A proposal shall be created that includes:
  - 6.2.2.1 A summary of the project,
  - 6.2.2.2 The needs of the target population to be addressed,
  - 6.2.2.3 The objectives of the project,
  - 6.2.2.4 A scheduled implementation plan and a breakdown of responsibilities,
  - 6.2.2.5 A complete budget, and
  - 6.2.2.6 Evaluation mechanisms.
- 6.2.3 The proposal shall be sent to the Finance Committee.
- 6.2.4 After a Finance Committee report is received, the proposal shall be brought to Council for approval.

## **7 COMMUNICATIONS**

### **7.1 Mail**

- 7.1.1 The VPAF shall have access to the mailbox.
- 7.1.2 The VPAF shall check the mailbox at least once a week, for every week that the office is open, and at least once biweekly, during other times.
- 7.1.3 The VPAF shall sort mail according to the person it is addressed to. Mail addressed to the ISSS will be opened by the VPAF and sorted to the appropriate person.

### **7.2 Telephone**

- 7.2.1 The ISSS office shall have a telephone with voicemail.
- 7.2.2 Any Member who holds office hours may answer the phone.
- 7.2.3 A detailed summary of the message shall be recorded if the person who answered the phone is not the appropriate person to respond to the inquiry.
- 7.2.4 Each Executive shall have access to the voicemail system.
  - 7.2.4.1 Voicemail messages shall be checked at least once a day for each day that the office is open.
  - 7.2.4.2 The Executive who accessed the voicemail system shall ensure that the intended recipient(s) of new voicemail messages are notified of the message(s) within twenty-four (24) hours of checking the voicemail system.

### **7.3 Email**

- 7.3.1 Every Executive shall have access to the ISSS general email address.
- 7.3.2 All inquiries to the ISSS general email address shall be answered by the President or sorted to the appropriate person.
- 7.3.3 Each Executive, Councillor, and Director shall have their own email address which shall be used to communicate on behalf of the ISSS.
- 7.3.4 Email accounts are not for personal use.
- 7.3.5 The general email address, and the addresses of each Executive, Councillor, and Director shall be clearly stated on the ISSS website.
- 7.3.6 Executives are able to send communications through directors@iss.ca after acquiring approval from at least three (3) other Executives.
  - 7.3.6.1 Directors may use directors@iss.ca, but must seek out Executive approval prior to sending out an email.
- 7.3.7 Items sent to an Executive, Councillor, or Director shall be replied to within two (2) business days, unless otherwise stated.
  - 7.3.7.1 Items sent from an Executive, Councillor, or Director to another Executive, Councillor, or Director, where the subject line contains “[Month day]” shall be replied to before the end of that specified date.

### **7.4 Website**

- 7.4.1 The ISSS must maintain a website used to inform and communicate with Members.
- 7.4.2 Agendas and minutes for Executive, Council, COSSA, and SAGMs shall be posted on the website.

- 7.4.3 The website shall include information about events, services, involvement opportunities, contact information, and the location of the ISSS office.
- 7.4.4 The website must include information about the governance of the ISSS, including the Constitution and Procedures Manual, a listing of all Executives and Councillors, and information about election procedures and meeting dates.
- 7.4.5 The website must include an anonymous feedback input for Members.
  - 7.4.5.1 Anonymous feedback shall be communicated to its intended recipient(s) by the VPAF within two business days upon receiving the feedback.
- 7.4.6 Each Executive is responsible for content of the sections of the website that fit within their portfolio, and the VPAF is responsible for uploading this content and maintaining all other sections.

### **7.5 Mailing List**

- 7.5.1 The VPC shall maintain a mailing list of email addresses of Members that is populated via a sign-up process.
- 7.5.2 This mailing list shall only be used by the VPC to send out one monthly newsletter and no more than one other message per month.

### **7.6 Social Media**

- 7.6.1 The VPC shall manage any other forms of communication, including Twitter, YouTube, and Facebook.

### **7.7 Class Talks and Newsletter**

- 7.7.1 Class talks for the entire organization shall be conducted during the first week of everyone month, and are organized by the VPC portfolio.
- 7.7.2 A newsletter must be created and distributed at least once per semester, in September and January.
- 7.7.3 The deadline for submissions shall be the twenty-fifth of the preceding month.

### **7.8 Other Promotion and Marketing**

- 7.8.1 The VPC shall provide written approval of all visual promotional materials prior to their printing and/or use for branding consistency. These materials include but are not limited to posters, banners, PowerPoint presentations, flyers, and handbills.
- 7.8.2 Promotional materials made up primarily of text such as Facebook events or Tweets do not need to be approved by the VPC.
- 7.8.3 Members who wish to hold activities which require promotion under the ISSS's name must notify the VPC or designate at least twenty-eight (28) days before the activity to allow for sufficient time to plan a marketing strategy and to develop promotional materials.
- 7.8.4 The Member in charge of the event shall have as much or as little involvement in the marketing strategy as they desire. The Member may choose to work with the VPC to develop an effective marketing strategy.
- 7.8.5 Any disagreements between the VPC and the Member in question on promotions that cannot be resolved amongst themselves or through email consultation with

the Executives, Councillors, or Directors involved will be brought to the next Council meeting for discussion.

## **8 OFFICE**

### **8.1 Attendance**

8.1.1 An attendance sheet shall be updated by the Director of Administration and the VPAF.

8.1.2 Missed attendance shall be noted by the Director of Administration through the collection of sign-in data.

8.1.3 There will be a 15 minute grace period, after the scheduled commencement of the Member's office hours where no absence will be accrued.

8.1.3.1 If the Member arrives after the 15 minute grace period, but within 30 minutes of their scheduled start time, they will be charged with a half-absence.

8.1.4 Members may obtain a proxy for their office hours by providing written notice to the Director of Administration in advance of their scheduled office hours.

8.1.4.1 Members may accrue a maximum of three (3) proxied absences per semester, which shall not count toward their absence total.

### **8.2 Absences**

8.2.1 If a Director accrues four (4) or more unexcused absences, a motion shall be made to remove that Director at the next Executive meeting.

8.2.2 If an Executive accrues four (4) or more unexcused absences, a motion shall be made to remove that Executive at the next Council meeting.

8.2.3 If a Councillor accrues four (4) or more unexcused absences, a motion shall be made to remove that Councillor at the next Semi-Annual General Meeting.



## **9 DIRECTORS**

### **9.1 Preamble**

- 9.1.1 To engage a wider audience in the affairs of the ISSS, Executives have the ability to delegate parts of their portfolios to Members. These members are not elected, but are to be held to account by Executive and Council.
- 9.1.2 A recommended maximum of five (5) Directorships shall be appointed to each Executive portfolio at the start of their term.
  - 9.1.2.1 Directorships in excess of the maximum shall not be appointed until after September 1.

### **9.2 Eligibility**

- 9.2.1 Directors must be Members at the time of appointment.
- 9.2.2 If a Director ceases to be a Member at any point during their term, they shall be granted the opportunity to retain their Directorship.

### **9.3 Appointment**

- 9.3.1 If an Executive Member identifies a need for extra support on a particular part of their portfolio, they have the authority to create a Director position to manage that particular area.
- 9.3.2 The Executive Member shall create a list of duties and opportunities for a particular Directorship. The naming of the Directorship is the responsibility of the overseeing Executive Member.
- 9.3.3 The open Directorship must be advertised and available to all Members for at least seven (7) days.
- 9.3.4 Councillors are required to apply to three (3) Director positions.
  - 9.3.4.1 If no suitable Directorship is available the Executive must create a suitable Directorship position.
  - 9.3.4.2 It is recommended that Councillors obtain a Directorship within one (1) month of the beginning of their term.
- 9.3.5 The overseeing Executive Member should use an interview and/or an application to gauge the applicant member's interest and potential for the position.
- 9.3.6 The Executive must approve the appointment of an individual to a Directorship by a Two-Thirds Majority vote.
- 9.3.7 Council must be notified of all Directorship appointments at the latest by the second Council meeting following the appointment of a new Director.
- 9.3.8 The term of a Director will run until the April 30 after the next March election.

### **9.4 Powers and Responsibilities**

- 9.4.1 The Executive is ultimately responsible for the delegated responsibility.
  - 9.4.1.1 The Executive shall organize a training and orientation session for Directors, to be held either within or before the 4 days prior to the start of the semester.
- 9.4.2 A Director shall only be delegated project-, service-, or event-focused responsibilities of the overseeing Executive.

9.4.3 A Director may not be delegated the powers of an Executive member, including the right to vote at Executive Meetings, signing authority, or any other powers described in §4.3 of the Constitution.

9.4.4 A Director may, at any time, launch a formal complaint to Council about his/her working relationship with an Executive.

## **9.5 Resignation and Removal**

9.5.1 Resignation of a Director is effective immediately upon receipt of written resignation by the overseeing Executive.

9.5.2 A Directorship can be revoked for any reason by a Two-Thirds Majority vote of a quorate Executive meeting. Dismissal is immediate.

## **10 COMMITTEES**

### **10.1 General Guidelines**

- 10.1.1 An Executive may create a group of Members to assist with their portfolio as needed.
- 10.1.2 This group's terms of reference must include all responsibilities of the group and of group members, as well as membership numbers.
  - 10.1.2.1 An Executive or Director must chair the group.
  - 10.1.2.2 The group is held accountable to Council and the overseeing Executive must provide a report on its activities to Council at least once every two (2) months.
  - 10.1.2.3 The terms of reference must be approved by Council before membership is advertised.
  - 10.1.2.4 The terms of reference must be provided to prospective members.
- 10.1.3 Council must appoint members to the group, if the group's mandate overlaps with the mandate of Council.

### **10.2 Finance Committee**

#### **10.2.1 Preamble**

- 10.2.1.1 A subcommittee of Council, the Finance Committee is responsible for reviewing the use of funds of the ISSS.

#### **10.2.2 Membership**

- 10.2.2.1 The VPAF shall be an ex-officio member of the Finance Committee.
- 10.2.2.2 At least one (1) Councillor shall be a member of the Finance Committee, as nominated and appointed by Council.
- 10.2.2.3 The VPAF shall solicit written applications from:
  - 10.2.2.3.1 Members who wish to be members of the Finance Committee.
- 10.2.2.4 Council shall review all applications and appoint at least three (3) Members to be members of the Finance Committee.
- 10.2.2.5 The VPAF may appoint two (2) Directors with portfolios related to the finances of the ISSS, who will act as voting members of the Finance Committee.
- 10.2.2.6 The term of a Finance Committee member will run until the April 30 after the next March election.

#### **10.2.3 Powers and Responsibilities**

- 10.2.3.1 The Finance Committee shall:
  - 10.2.3.1.1 Consult with the planners of any new events or services at least two weeks before a proposal is presented to Council.
  - 10.2.3.1.2 Collaborate with the planners of any new events or services to ensure the fiscal responsibility of the proposal.
  - 10.2.3.1.3 Compile a report on the following types of expenses before they are proposed to Council:
    - 10.2.3.1.3.1 Any event or service with a proposed budget exceeding \$400.00 and/or
    - 10.2.3.1.3.2 Capital expenses that exceed \$300.00 and/or

10.2.3.1.3.3 Expenses using surplus FAMF funds as defined in §3.5.2.

10.2.3.1.4 Council must take this report into consideration before approving any expenses outlined in §8.2.3.1.3.

10.2.3.1.5 The report must evaluate adherence to the following principles:

10.2.3.1.5.1 The goals of the proposal are closely aligned with the ISSS mandate,

10.2.3.1.5.2 The proposal is efficient in using resources to fulfill its goals,

10.2.3.1.5.3 The proposal is feasible given the ISSS's current resources, and

10.2.3.1.5.4 Expenses and resources needed are thoroughly researched and accurately estimated.

#### **10.2.4 Meetings**

10.2.4.1 The Director of Finance will determine a regular meeting schedule for the Finance Committee.

10.2.4.2 Finance Committee meetings are open to all Members.

10.2.4.3 The Finance Committee must report on a proposed expense within fourteen (14) days of the notice of the proposed expense being received by the VPAF.

#### **10.2.5 Resignation or Removal**

10.2.5.1 A member of the Finance Committee who is not the VPAF can resign for any reason by submitting a written notice of resignation to the VPAF.

10.2.5.2 A member of the Finance Committee who is not the VPAF can be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting. Dismissal is immediate.

### **10.3 Constitutional Review Committee**

#### **10.3.1 Preamble**

10.3.1.1 The Constitutional Review (CR) Committee is responsible for overseeing amendments to the Constitution and Procedures Manual. To be convened upon conflict and interpretation of sections of the Constitution or PM.

#### **10.3.2 Membership**

10.3.2.1 The President or VPAF shall be an ex-officio member of the CR Committee.

10.3.2.2 The Director of Science Governance (DSG) shall chair the Committee.

10.3.2.3 At least one (1) Council member shall sit upon the CR Committee.

10.3.2.4 The Chair shall solicit written applications from Members who wish to be members of the CR Committee.

10.3.2.5 Council shall review all applications and appoint at least three (3) Members to be members of the CR Committee.

10.3.2.6 The term of a CR Committee member will run until the April 30 after the next March elections.

#### **10.3.3 Powers and Responsibilities**

10.3.3.1 The CR Committee shall:

10.3.3.1.1 Meet together at least two times a year to discuss amendments to the Constitution and PM.

- 10.3.3.1.2 Review all Constitutional amendments proposed to Council, and must discuss such changes prior to their approval by Council or at the SAGM.
- 10.3.3.1.3 The Chair shall compile a report on the proposed amendments to the Constitution and PM for presentation at Council and/or the SAGM.
- 10.3.3.2 The report shall outline the following:
  - 10.3.3.2.1 Areas of conflict and concern in the Constitutional or PM.
  - 10.3.3.2.2 A proposed alteration to the Constitution or PM.
- 10.3.3.3 All members of the CR Committee must attend Semi Annual General meetings to aid amendments to the Constitution.
- 10.3.4 Resignation or Removal
  - 10.3.4.1 A member of the Constitutional Review Committee who is not the President or VPAF can resign for any reason by submitting written notice to the President or VPAF.
  - 10.3.4.2 A member of the Constitutional Review Committee who is not ex-officio may be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting. Dismissal is immediate.

## **11 ADVISORY BOARD**

### **11.1 Preamble**

11.1.1 The Advisory Board shall provide guidance and opinions to the Executive and the Council, drawing upon the skills and experience of individuals who are not Members. It also serves to extend organizational memory through a network of past ISSS representatives.

### **11.2 Membership**

11.2.1 The Advisory Board shall consist of a maximum of ten (10) members.

11.2.1.1 Members of the Advisory Board may not be current Members of the ISSS.

11.2.1.1.1 Past Executives and Councillors who no longer hold elected or appointed ISSS positions remain eligible for membership.

11.2.2 The President must solicit written interest from past Executives, past Councillors and individuals with relevant experience and interest in the ISSS.

11.2.3 Council shall appoint individuals to the Advisory Board based on interest in the position and the potential to provide guidance to the ISSS.

11.2.4 Membership shall last for two years.

11.2.5 A member of the Advisory Board may resign for any reason by submitting a written notice of resignation to Council.

11.2.6 A member of the Advisory Board may be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting. Dismissal is immediate.

### **11.3 Role**

11.3.1 The Advisory Board shall:

11.3.1.1 Be available via email and/or phone to answer questions from Executives and Councillors.

11.3.1.2 Be invited to give feedback during the creation of the ISSS Strategic Plan.

11.3.1.3 Be invited to attend Semi-Annual General Meetings.

11.3.2 Executives and Councillors may seek knowledge, experience and/or informed opinions as needed from individual members of the Advisory Board or the Advisory Board as a whole.

## 12 EMERGENCY PROCEDURES

### 12.1 Preamble

12.1.1 Should any of the following measures be used, the Students' Union Student Governance Advisor, all Executives, and all Councillors shall be notified by the President, or by the VPAF if the position of President is vacant.

### 12.2 Incapacitation

12.2.1 In the event that a Vice President is incapacitated due to injury, illness, or pressing personal reasons, the President shall assume the role of the Vice President for no more than fifteen (15) days.

12.2.1.1 In the event that the President is incapacitated due to injury, illness, or pressing personal reasons, the VPAF shall assume the role of the President for no more than fifteen (15) days.

12.2.1.2 The Executive assuming the role shall not count as two Executives for quorum and voting purposes at meetings of the ISSS.

12.2.2 In the event that an Executive is incapacitated due to injury, illness, or pressing personal reasons for more than fifteen (15) days, the position will be considered abandoned and replenishment procedures shall be followed as outlined in §120.5 of the Procedures Manual.

12.2.3 In the event that a Councillor is incapacitated due to injury, illness, or pressing personal reason for more than thirty (30) days, the position will be considered abandoned and replenishment procedures shall be followed as outlined in §120.5 of the Procedures Manual.

12.2.4 During replenishment of an Executive position the duties of the vacant position shall be assumed by the President for no more than twenty-one (21) days.

12.2.4.1 In the event that the position of President has been abandoned, the position shall be assumed by the VPAF for no more than twenty one (21) days.

12.2.4.2 The Executive assuming the role shall not count as two Executives for quorum and voting purposes at meetings of the ISSS.

### 12.3 Resignation

12.3.1 Upon receipt of a notice of resignation, the Executive or Council position is considered abandoned, and the replenishment procedures shall be followed as outlined in §120.5 of the Procedures Manual.

12.3.2 Upon receipt of a post-dated notice of resignation, the Executive or Council position is considered abandoned as of the date declared on the notice, and the replenishment procedures shall be followed as outlined in §120.5 of the Procedures Manual.

### 12.4 Removal

12.4.1 Upon the removal of an Executive or Councillor, the replenishment procedures shall be followed as outlined in §1210.5 of the Procedures Manual.

### 12.5 Replenishment Procedures

- 12.5.1 In the event of an abandoned Executive or Council position, another Executive shall be appointed at the first possible Executive or Council meeting to return all of the Executive's or Councillor's personal effects from the ISSS office and to collect all ISSS property in the possession of that Executive or Councillor.
- 12.5.2 Immediately following a position being abandoned, the remaining Executives shall move quickly to reprogram computer passwords, safe combinations and locks.
- 12.5.3 In the event of an abandoned Executive or Council position, the runner-up for that position in the most recent election shall be contacted immediately and given the opportunity to accept or decline.
- 12.5.3.1 The term of this Member will run until the following April 30
- 12.5.4 In the event that there is no runner-up for the abandoned position from the most recent election, or if the runner-up declines, Council shall convene immediately to elect a replenishment committee consisting of two Councillors and one Executive. The ISSSER shall sit as the non-voting chair of the committee.
- 12.5.4.1 The replenishment committee shall not be convened if a position becomes abandoned within thirty (30) days prior to the nominations deadline for a September or March Election.
- 12.5.5 The replenishment committee shall advertise the abandoned position to all Members.
- 12.5.6 Interested Members who fit the eligibility criteria must submit a résumé and cover letter to the replenishment committee.
- 12.5.7 The replenishment committee shall meet in-camera to review applications.
- 12.5.8 Selection criteria shall be limited to experience with student groups, experience with the ISSS, interest in the position, and skills required for the position.
- 12.5.9 The replenishment committee shall select the most suitable candidate by unanimous vote.
- 12.5.10 The abandoned position shall be filled no later than twenty-one (21) days after the position was abandoned.
- 12.5.11 The appointed Member's term shall last until such time as a Member is duly elected, in either a September Election or a March Election, to fill the position.

## **12.6 Resignation En Masse**

- 12.6.1 If more than three (3) Executive positions or more than five (5) Council positions remain abandoned after the replenishment procedures in §12.5 of the Procedures Manual, the ISSS shall automatically default to the control of the University of Alberta Students' Union, as stated in Bylaw 8350 (or equivalent).



## **13 MEETINGS**

### **13.1 Agenda**

13.1.1 All agenda items must be submitted no later than twenty-four (24) hours before a Council meeting.

13.1.1.1 After this point, editing privileges will be revoked for all Executives until the meeting is called to order, whereupon they are fully restored.

### **13.2 Presentations**

13.2.1 Each meeting presentation, including questions to the presenter, shall be no longer than twenty (20) minutes.

13.2.2 Time for presentations and questions on the presentation may be extended by fifteen (15) minutes by a Two-Thirds Majority vote of Council.

13.2.3 Presentations require sponsorship of an Executive or Councillor and the submission of an abstract of between fifty (50) and one hundred (100) words.

13.2.3.1 The sponsor must ensure the presenter is aware of meeting procedure and presentation guidelines.

13.2.4 Only presentations that affect the overall direction and financial situation of the ISSS will be considered by Council at a meeting.

### **13.3 Question Period**

13.3.1 The total duration of question period will last no longer than thirty (30) minutes.

13.3.2 A Two-Thirds Majority vote by Council shall extend question period by fifteen (15) minutes.

13.3.3 Questions submitted in writing on the agenda before the start of meeting shall take precedence over oral questions.

### **13.4 Discussion**

13.4.1 Length of discussion for all meeting sections shall be recorded by the minute-taker.

### **13.5 Meeting Adjournment**

13.5.1 Council meetings shall be adjourned at a time determined by the Chair and passed by a Two-Thirds Majority vote after the approval of the agenda. After this time is set, adjournment may be changed only by a Two-Thirds Majority vote of Council.

## **14 ATTENDANCE**

### **14.1 Preamble**

14.1.1 An attendance sheet will be updated by the VPAF.

14.1.2 Executives and Councillors must attend Executive or Council meetings where they are required to take meeting minutes.

14.1.2.1 Excused absences guidelines outlined in §12.2 still apply to Executives and Councillors required to take meeting minutes.

### **14.2 Tracking and Late Arrivals**

14.2.1 Missed attendance shall be indicated on the meeting minutes by the minute-taker at two points: once ten minutes after the meeting is called to order and once when the meeting is adjourned – henceforth known as attendance points.

14.2.1.1 There will be a ten minute grace period after the meeting is called to order where no absence will be accrued should an Executive or Councillor arrive within that period.

14.2.1.1.1 A one-half (1/2) absence will be accrued if an Executive or Councillor does not arrive within the grace period.

14.2.1.2 A one-half (1/2) absence will be accrued if an Executive or Councillor is marked as absent at the meeting's adjournment.

### **14.3 Excused Absences**

14.3.1 An Executive or Councillor may be absent at a meeting if they:

14.3.1.1 Is suffering from a physical or mental illness that leaves him or her unable to attend classes.

14.3.1.2 Has a prearranged meeting, appointment, event, or class, and has made reasonable effort to reschedule the prearranged event.

14.3.1.3 Has a pressing family emergency.

14.3.2 The Executive or Councillor must provide written notice to the VPAF no later than one day after the meeting with a description of why they are/were unable to attend.

14.3.2.1 Every effort must be made to provide notice as soon as the absence is known.

14.3.2.2 The VPAF must notify the chairperson of any received written notices of absence before the meeting begins.

14.3.3 The absence will be deemed excused by a Two-Thirds Majority vote of the meeting's voting body.

14.3.4 Councillors can appoint a proxy by providing written notice to the VPAF at least one day in advance of the meeting.

14.3.4.1 Proxies must be a current Science student registered at the University of Alberta as indicated by Bear Tracks.

14.3.4.2 Written notice must be provided to the VPAF at least one day in advance of the meeting confirming that the proxy is a current Science Student registered at the University of Alberta.

#### **14.4 Unexcused Absences**

14.4.1 If an Executive accrues five (5) or more absences without being excused, the chair of the next Council meeting shall make a motion to remove that Executive.

14.4.2 If a Councillor accrues five (5) or more absences without being excused, the Councillor will be notified by the President of their removal and replenishment procedures will be followed as outlined in §10.5. Dismissal is immediate.

## **15 DEPARTMENTAL ASSOCIATIONS**

### **15.1 Recognition**

- 15.1.1 Each Department shall be represented by at most one Departmental Association.
- 15.1.2 In order to be recognized, a Departmental Association must:
  - 15.1.2.1 Be registered as a Student Group,
  - 15.1.2.2 Submit a document confirming the legitimate selection of the Group's officers and providing their contact information to the VPC, and
  - 15.1.2.3 Submit a document confirming that the group is in compliance with General Faculties Council Policies regarding Departmental Councils, and Chair Selection & Review Committees to the VPC.
- 15.1.3 A previously recognized Departmental Association shall be presumed to continue being a Departmental Association.

### **15.2 Derecognition**

- 15.2.1 The VPC shall derecognize a Departmental Association if:
  - 15.2.1.1 It is no longer registered as a Student Group.
  - 15.2.1.2 It applies for derecognition.
  - 15.2.1.3 A majority of the students which the Departmental Association represents petition for derecognition.
  - 15.2.1.4 A motion to derecognize the Departmental Association passes by a Two-Thirds Majority vote at a quorate SAGM.
- 15.2.2 During the period of an unrepresented constituency, the ISSS shall assume responsibility of the affairs of the Departmental Association.

## **16 FACULTY RELATIONS**

### **16.1 Preamble**

- 16.1.1 Any contact with a University of Alberta staff member, including but not limited to administrators, professors, and non-academic staff must adhere to this policy.
- 16.1.2 Contact includes phone calls, emails, and meetings, where ISSS business is discussed.
- 16.1.3 The VPA or VPA designate shall be responsible for managing contact with University of Alberta staff.

### **16.2 Executives**

- 16.2.1 Executives must make every reasonable effort to provide advance notice to the VPA of contact with a staff member.

### **16.3 Councillors, Directors, and Volunteers**

- 16.3.1 Before contacting a staff member, Councillors, Directors, and Volunteers shall provide a written request to the VPA.
- 16.3.2 The request shall include:
  - 16.3.2.1 The name of the staff member(s);
  - 16.3.2.2 The title of the staff member(s);
  - 16.3.2.3 The date they wish to contact them by;
  - 16.3.2.4 The method of contact; and
  - 16.3.2.5 The topic and purpose of contact.
- 16.3.3 Within three (3) days of receipt of request, the VPA will approve, deny, or modify the contact request.
- 16.3.4 The VPA retains the authority to:
  - 16.3.4.1 Redirect the contact to a different individual.
  - 16.3.4.2 Adjust the timing of the contact.
  - 16.3.4.3 Adjust the content of the contact, in consultation with the overseeing Executive.
  - 16.3.4.4 Change the contactor.
  - 16.3.4.5 Amalgamate the content into another contact with the same individual.
- 16.3.5 Any disagreements between the VPA and the requester in question on Faculty Relations that cannot be resolved amongst themselves or through email consultation with the Executives, Councillors, or Directors involved will be brought to the next Council meeting for discussion.

## 17 STUDENT REPRESENTATIVES

### 17.1 Preamble

17.1.1 The ISSS is responsible for appointing undergraduate students to University committees, and for supporting student representatives to better advocate for Science students.

### 17.2 Representative Assembly of Undergraduate Science Students

17.2.1 All Members are eligible to be a member of the Representative Assembly of Undergraduate Science Students (RAUSS).

17.2.2 Executives, Councillors, SU Science Councillors, GFC Science Councillors, and Science Faculty Councillors shall be Delegate Members of the RAUSS during their terms as a student representative for that delegation..

17.2.3 The RAUSS Ambassadors shall approve any additional Delegations and Delegate Members to the RAUSS.

17.2.4 The RAUSS shall meet at least once per ~~month~~term each Fall and Winter Semester.

17.2.5 The VPA shall appoint RAUSS Ambassadors for each RAUSS delegation.

17.2.6 The RAUSS shall consist of Delegate Members and RAUSS Ambassadors. Delegate Members are represented at RAUSS meetings by the RAUSS Ambassador of the Delegation.

17.2.7 RAUSS meetings shall be open to all Members.

17.2.8 RAUSS Ambassadors shall not represent more than one Delegation. Overlapping Delegate Members must refrain from being appointed as Ambassadors for more than one Delegation.

### 17.3 Science Faculty Council

17.3.1 Science Faculty Council (SFC) is the highest governing body of the Faculty of Science. Twelve (12) Members are delegated the authority to speak on behalf of the entire Membership of the ISSS at SFC meetings.

17.3.2 Undergraduate Membership of SFC shall consist of:

17.3.2.1 The President and VPA;

17.3.2.2 Four (4) ~~Executives or~~Executives or ISSS, GFC, or SU Councillors,  
~~Councillors~~ who are not the President or the VPA, as nominated and appointed by Council;

17.3.2.3 Three (3) ~~members of the SRC~~Members registered in the BSc Honors or Specialization program, as appointed by Council; and

17.3.2.4 Three (3) ~~members of the SRC~~Members registered in the BSc General program, as appointed by Council.

17.3.3 The term of all student representatives shall end on June 1.

17.3.4 A student representative who is not the President or VPA can resign for any reason by submitting a written notice of resignation to the VPA.

17.3.5 A student representative who is not the President or VPA can be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting. Dismissal is immediate.

17.3.6 A student representative who is not the President or VPA and who misses the first SFC meeting shall be automatically removed.

#### **17.4 Other Representative Committees**

17.4.1 Only Members who are currently members of the RAUSS may sit as a student representative on a representative committee.

17.4.2 The VPA shall solicit applications from RAUSS members for any other representative committee.

17.4.3 Only Council may appoint student representatives to representative committees.

17.4.4 The term of all student representatives shall normally end on April 30.

17.4.5 A student representative on a representative committee can resign for any reason by submitting a written notice of resignation to the VPA.

17.4.6 A student representative on a representative committee can be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting. Dismissal is immediate.

## **18 COSSA GRANTING**

### **18.1 Preamble**

18.1.1 The VPC shall propose an amount to be allocated to COSSA granting that shall be approved by Council before September ~~1~~1.

18.1.2 No extra funding shall be allocated to COSSA granting between September ~~1~~ and the following May 1.

### **18.2 Definition**

#### 18.2.1 Initiatives Grant

18.2.1.1 Applicable to events and programs that maximize involvement of Science students.

18.2.1.2 Must demonstrate reasonable alignment with the ISSS's mandate of providing service, building community and advocating on behalf on Science students.

#### 18.2.2 Resource Grant

18.2.2.1 Applicable only to office supplies, general marketing materials for events that do not have an initiatives grant, and other administrative costs.

18.2.2.2 The resource grant cannot be used for anything directly associated with a project under an initiatives grant.

### **18.3 Eligibility**

18.3.1 Only members of COSSA are eligible to apply for a COSSA grant.

#### 18.3.2 Initiatives Grant

18.3.2.1 To support sustainable financial practices, the ISSS will only grant a total of 50% of the total cost for the item(s) or event.

18.3.2.2 If the group has obtained grants from other sources at the University of Alberta up to 50% of their expenses for any particular event, the ISSS will maximally grant the difference until the group has obtained funding for 50% of its total expenses.

#### 18.3.3 Resource Grant

18.3.3.1 The group can obtain 100% of their requested amount.

### **18.4 Process**

18.4.1 In order to apply for a grant, a COSSA Member must submit all of the necessary components of the application package as outlined by the VPC each year.

#### 18.4.2 Initiatives Grant

18.4.2.1 The applicant must include a breakdown of all costs for the event, or prices for the item(s) requested.

18.4.2.2 The applicant must include both the current and immediately preceding year's operating budgets.

18.4.2.3 The COSSA Granting Committee shall assign funding to COSSA Members based on the following principles:



- 18.4.2.3.1 Purposes that are more closely aligned with the ISSS mandate are more likely to receive a grant.
- 18.4.2.3.2 Members that have sought out additional sources of funding are more likely to receive a grant.
- 18.4.2.3.3 Purposes that impact more ISSS Members are more likely to receive a grant.
- 18.4.2.3.4 Purposes that encourage interdepartmental collaboration or collaboration between multiple COSSA Members are more likely to receive a grant. COSSA Members collaborating together may receive up to the maximum amount passed by Council per group up to 50% of the event's cost.
- 18.4.2.3.5 Purposes with detailed and concrete planning are more likely to receive a grant.
- 18.4.2.3.6 Purposes making a strong effort to manage costs and a clear reporting of the budget are more likely to receive a grant.
- 18.4.2.3.7 Granting money not awarded in the first round of granting will be made available during the second round of granting. Granting money not awarded in the second round of granting will be made available during the third round of granting.
- 18.4.2.4 Resource Grant
  - 18.4.2.4.1 The application shall include all costs, the use of each cost, and cite the source for the cost for the items requested.
- 18.4.2.5 The applicant must include both the current and immediately preceding year's operating budgets.
- 18.4.2.6 The COSSA Granting Committee shall assign funding to COSSA Members based on the following principles:
  - 18.4.2.6.1 Applications making a strong effort to manage costs and a clear reporting of the resources' budget are more likely to receive a grant.
  - 18.4.2.6.2 Applications demonstrating detailed and concrete planning are more likely to receive a grant.
- 18.4.2.7 Within one (1) month of completing the activity in an initiatives grant or receiving the money in a resource grant, the COSSA Member will be required to submit to the VPC a report. This report shall outline:
  - 18.4.2.7.1 The costs associated with the item(s) or event, including receipts or invoices that were not available at the time the application was filled out,
  - 18.4.2.7.2 An analysis on how effective the item(s) or event was based on conditions outlined in the application and expanding to other considerations if necessary, and
  - 18.4.2.7.3 Any other pertinent information.

18.4.2.8 Violation of the rules pertaining to COSSA Granting, including falsified or incomplete reports, may impair a Member's ability to obtain funding in the future from COSSA.

18.4.3 Absence from both COSSA Meetings in one academic term will be grounds for complete restriction of funding until the COSSA Member submits a report on steps taken to ensure attendance in the future.

18.4.4 Any funding that is not utilized at the termination of the activity shall be returned to the ISSS within one (1) month of the activity date.

18.4.5 Recipients of a COSSA initiatives grant must clearly show the ISSS's logo on any marketing materials for the initiative.

## **18.5 Granting Committee**

18.5.1 Granting decisions shall be carried out by a granting committee, to be created each year by the VPC. Membership on the committee shall be comprised of:

18.5.1.1 Three(3) executives of COSSA Members,

18.5.1.1.1 In the event of a conflict of interest, the Executive shall step out during discussion and voting.

18.5.1.2 One(1) Member of the ISSS who is not an executive of a COSSA Members,

18.5.1.2.1 In the event of a conflict of interest, the Member shall step out during discussion and voting.

18.5.1.3 One (1) Faculty of Science staff member,

18.5.1.4 The VPAF,

18.5.1.4.1 In the event of a conflict of interest, the member shall step out during discussion and voting.

18.5.1.5 The Director or designate of Student Group Services, and

18.5.1.5.1 This position is non-voting.

18.5.1.6 The VPC.

18.5.1.6.1 This position is non-voting.

18.5.1.7 The Director of COSSA

18.5.1.7.1 This position is non-voting.

18.5.2 Quorum for meetings of the granting committee shall be reached at four (4) out of six (6) members.

~~18.5.3~~ Approval of a grant requires a Two-Thirds Majority.

~~18.5.3~~

~~18.5.4~~ The granting committee shall meet three (3) times a year.

~~18.5.4~~

18.5.5 Members of COSSA will receive a response within three (3) weeks of the application deadline

18.5.6 If funding is denied, a written explanation must be given to the applicant groups by the VPC.

## **19 ORGANIZATIONAL PLANNING**

### **19.1 Goal Setting**

- 19.1.1 The President shall ensure that a Strategic Plan is created prior to July 1.
- 19.1.2 In order to steer the ISSS over the short and long term, each year the ISSS shall create a Strategic Plan with one-year goals and a five-year vision for the organization. It must be:
  - 19.1.2.1 Created based on the input of Executives, Councillors, and Members at SAGMs,
  - 19.1.2.2 Approved by Council, and
  - 19.1.2.3 Made publicly available.
- 19.1.3 The Strategic Plan will include the following:
  - 19.1.3.1 The mandate of the ISSS,
  - 19.1.3.2 A summary of past accomplishments,
  - 19.1.3.3 Five-year vision, and
  - 19.1.3.4 One-year goals.
- 19.1.4 The President ensures the regular review of the Strategic Plan by the Executive and Council, to occur during the transition retreat.
  - 19.1.4.1 Previous Strategic Plans shall be made available to the Executive and Council during this process.
  - 19.1.4.2 A new five-year vision shall be drafted each year based on the three most recent available five-year visions.

### **19.2 Timeline**

- 19.2.1 The President shall ensure that a budgeted timeline of major deadlines and events for the academic year shall be created prior to July 1.
- 19.2.2 A week long organizational break shall be scheduled in October, subject to the following provisions:
  - 19.2.2.1 Executives and Councillors shall have access to their email accounts revoked for the duration of the break.
  - 19.2.2.2 The ISSS office must remain closed for the duration of the break, and no office hours will be scheduled during that time.
  - 19.2.2.3 Adequate notice must be given to students, volunteers, and Faculty members prior to the start of the break.
  - 19.2.2.4 The break shall only be scheduled in the absence of a Fall-Term Reading Week.
  - 19.2.2.5 The break shall be scheduled at the Council meeting immediately following the add-drop deadline.

### **19.3 Budgeting**

- 19.3.1 The VPAF shall prepare a base budget for the following fiscal year by April 30 of his/her term.

- 19.3.1.1 The base budget will use the previous year's financial statements to budget for stable annual expenses.
- 19.3.2 The incoming VPAF shall, in collaboration with the Executive and Council, refine the base budget, which must be approved by Council by May 31.
  - 19.3.2.1 Approval of the budget by Council approves the expenses in the budget. Additional expenses must be approved by the appropriate body.
  - 19.3.2.2 This budget must be presented at the September SAGM.
- 19.3.3 The VPAF shall keep an up-to-date financial journal consisting of the date, purpose, and payer/payee of the revenue or expense.
- 19.3.4 The VPAF is responsible for regularly updating the budget and income statement with approved amounts and actual figures as found in the financial journal, at least once every month.
- 19.3.5 At the end of each fiscal year, the VPAF shall prepare a balance sheet, and present it to Council.

#### **19.4 Transition**

- 19.4.1 Transition of Power
  - 19.4.1.1 Upon completion of their term of office, outgoing Executive members shall forfeit their position and all the corresponding powers, duties, and responsibilities to the candidate elected to the position in the election.
  - 19.4.1.2 The new Executive shall move quickly to reprogram passwords, safe combinations and locks.
  - 19.4.1.3 Keys, passwords, and signing authority will be transferred to the incoming Executives and Councillors no later than May 15.
- 19.4.2 Documents
  - 19.4.2.1 General transition documents for Executive and Council will be made available by the outgoing Executive under the guidance of the outgoing President.
  - 19.4.2.2 Transition documents for each Executive position will consist of the following:
    - 19.4.2.2.1 An overview of the position, including responsibilities,
    - 19.4.2.2.2 A general timeline of the previous year,
    - 19.4.2.2.3 A description of recurring duties, the process of executing these duties, and an evaluation of these processes,
    - 19.4.2.2.4 A description of ongoing projects, the progress made, and future tasks associated with each,
    - 19.4.2.2.5 Relevant external contact information, and
    - 19.4.2.2.6 A vision for the future of the position.
- 19.4.3 Shadowing
  - 19.4.3.1 After March elections, incoming Executive-elects shall shadow the current Executive, attending meetings and learning as the incumbent Executives manage their responsibilities.

#### 19.4.4 Retreat

19.4.4.1 The incoming Executive and Council shall attend a retreat focusing on transferring knowledge and goal-setting with the outgoing Executive and Council by May 15.

## **20 ELECTIONS**

### **20.1 General**

20.1.1 A Member that meets the eligibility requirements as outlined in the Constitution is entitled to run for no more than one (1) position at a March Election or a September Election.

### **20.2 Timing of Elections**

20.2.1 A “March Election” is where all Councillor and Executive positions, except First Year Councillors, are open for contest.

20.2.1.1 It shall be held concurrently with the Students’ Union Councillor elections in March, as per the Students’ Union Bylaw 2000.

20.2.2 A “September Election” is where the only Councillor and Executive positions open for contest are the ones that are unfilled as a result of a vacancy, resignation, resignation en masse or removal, as well as First Year Councillor positions.

20.2.2.1 It shall be held concurrently with Students’ Union Councillor by-elections in September, as per the Students’ Union Bylaw 2000.

### **20.3 The ISSS Elections Representative**

#### **20.3.1 Selection**

20.3.1.1 The ISSSER shall be hired based on:

20.3.1.1.1 Interest in the position,

20.3.1.1.2 Experience with the ISSS and similar student groups,

20.3.1.1.3 Understanding of the rules surrounding ISSS elections, and

20.3.1.1.4 Skill sets deemed necessary for the position.

20.3.1.2 The President is responsible for advertising the availability of the ISSSER position.

#### **20.3.2 Responsibilities**

20.3.2.1 Market March Elections and September Elections to all Members.

20.3.2.1.1 The ISSSER may contact the design team to assist with the creation of nonpartisan marketing materials.

20.3.2.2 Hold at least three(3) hour of office hours before the nomination deadline, and one (1) hour after the nomination deadline and before voting days for each election.

20.3.2.3 Make available and accessible a nominations package as described in section §18.5 of the Procedures Manual fifteen (15) days before the nomination deadline for a March Election or a September Election.

20.3.2.4 Accept and collect nomination packages until the nomination deadline.

20.3.2.5 Verify that a candidate meets the eligibility criteria as per the Constitution.

20.3.2.6 Approve or reject any campaign materials within one (1) day of submission.

20.3.2.7 Communicate with the Students’ Union Chief Returning Officer to coordinate the use of the SU’s online voting system.

20.3.2.8 Review campaign expenses, and approve or reject campaign expenses within five (5) days of the election as outlined in §20.6.4.

20.3.2.9 Ensure that all physical campaign materials are removed within a reasonable time period after voting concludes.

### 20.3.3 Powers

20.3.3.1 The ISSSER has the authority to interpret, clarify, and enforce the sections of the Constitution and Procedures Manual that govern ISSS elections.

20.3.3.2 The ISSSER may reject an incomplete, falsified, or ineligible nomination form.

20.3.3.3 The ISSSER may investigate accusations of a candidate breaching the sections of the Constitution and Procedures Manual that govern ISSS elections.

20.3.3.4 The ISSSER may, with written reason, financially penalize or disqualify a candidate for breaching the sections of the Constitution and Procedures Manual that govern ISSS elections.

20.3.3.5 The ISSSER may reject any campaign materials that violate §20.6.3 of the Procedures Manual.

### 20.3.4 Incapacitation

20.3.4.1 The ISSSER must provide notification of the President of any incapacitation at least fifteen (15) days before the nomination deadline of a March Election or a September Election.

20.3.4.2 In the event that the ISSSER is unable to carry out their duties, a Provisional ISSSER will be appointed by Council.

20.3.4.2.1 The Provisional ISSSER will be appointed no later than seven days after a notice of incapacitation has been given from the ISSSER.

20.3.4.2.2 The Provisional ISSSER assumes all powers and responsibilities of the ISSSER as defined in §20.3.2 and §20.3.3.

20.3.4.2.3 The Provisional ISSSER shall be paid an amount deducted from the ISSSER's honorarium as decided by Council.

20.3.4.2.3.1 The amount shall be calculated based on the amount of time spent on March Elections and/or September Elections.

### 20.3.5 Termination

20.3.5.1 Council must terminate an ISSSER if they:

20.3.5.1.1 Are charged and/or convicted of a criminal offence as outlined the Criminal Code of Canada during his/her term, and/or

20.3.5.1.2 Are charged and/or convicted of a offence as outlined in Code of Student Behavior of the University of Alberta during his/her term, and/or

20.3.5.1.3 Has been unable or unwilling to fulfill the responsibilities of the ISSSER as outlined in the Constitution and Procedures Manual.

20.3.5.2 After the dismissal of an ISSSER, a new ISSSER must be immediately appointed by Council through the procedures outlined in §20.3.1.

## **20.4 Appeals**

- 20.4.1 If a Member wishes to dispute a decision of the ISSSER, they must email the President indicating the nature of their appeal.
- 20.4.2 The President will inform Council of the appeal, and schedule a special Council meeting to occur within forty-eight (48) hours.
  - 20.4.2.1 The ISSSER and the complainant must be given at least twenty four (24) hours' notice of the meeting.
- 20.4.3 At this meeting, Council will hear the case of the complainant and the ISSSER, and based on the governing documents of the ISSS, make an appropriate decision.
  - 20.4.3.1 All decisions are made by a Two-Thirds Majority vote.
- 20.4.4 If a Councillor is running in a current Election, then they must abstain.
- 20.4.5 If quorum of three (3) voting Councillors is not met, Executives not running in a current Election will be randomly selected to fill the remaining spots.

## **20.5 Nomination Packages**

- 20.5.1 The nomination package must contain:
  - 20.5.1.1 A summary of the ISSS's mandate,
  - 20.5.1.2 Contact information for the ISSSER,
  - 20.5.1.3 A summary of the positions available for contest,
  - 20.5.1.4 A copy of all relevant sections from the Constitution or Procedures Manual pertaining to Elections, Attendance, the Executive, and the Council,
  - 20.5.1.5 The deadline to submit nomination forms, the dates that a candidate may use to campaign, the dates of the election, and any other important scheduling information,
  - 20.5.1.6 A form which solicits the name, faculty, department, program of study, year of study, email address, telephone number, student ID number, the position contested, and the signature of the candidate,
    - 20.5.1.6.1 The form must have a section where a member of the Faculty of Science office must sign to verify the faculty and year of study of the candidate
  - 20.5.1.7 A form which solicits the signatures of ten (10) Members. The form must state that they endorse the candidate for the position that they are contesting, and must solicit the Member's names, faculties, ID numbers, and signatures, and
  - 20.5.1.8 A form which solicits a maximum one hundred seventy-five (175)-word candidate profile and a candidate profile picture.

## **20.6 Campaigning**

- 20.6.1 Deadlines
  - 20.6.1.1 Voting shall occur concurrently with Students' Union Councillor elections in March and Students' Union by-elections in September.
  - 20.6.1.2 The nomination deadline for September and March Elections shall be the Friday at least one (1) week before voting begins.



- 20.6.1.2.1 Nomination packages submitted after the deadline will not be accepted.
- 20.6.1.3 An approved candidate may begin campaigning on the Monday following the nomination deadline.
- 20.6.1.4 An approved candidate must cease all campaigning activities at the conclusion of voting.
- 20.6.1.5 An approved candidate must submit a campaign expense report to the ISSSER by a deadline set by the ISSSER on the day before polling stations open.
- 20.6.2 Locations
  - 20.6.2.1 A candidate may not campaign in:
    - 20.6.2.1.1 Any business or service operated by the Students' Union or ISSS.
    - 20.6.2.1.2 A University library.
    - 20.6.2.1.3 A classroom during a class unless they first obtain the permission of the instructor.
    - 20.6.2.1.4 In any residence.
    - 20.6.2.1.5 In any building or on any property not owned or operated by the University, the Students' Union, or the ISSS.
  - 20.6.2.2 A candidate must remove all campaign materials prior to the end of voting.
  - 20.6.2.3 Campaigning shall not occur within six (6) meters of voting stations.
- 20.6.3 Materials
  - 20.6.3.1 All campaign materials must be approved by the ISSSER before being purchased or used in a candidate's campaign. This includes, but is not limited to posters, Facebook pages, websites, and personal items.
  - 20.6.3.2 The ISSSER shall publish a list of accepted materials for use during campaigning prior to the Nominations Deadline.
  - 20.6.3.3 The ISSSER shall inform candidates of materials provided by the ISSS and will ensure that campaign materials are fairly and equally distributed.
  - 20.6.3.4 A candidate shall not use campaign materials that:
    - 20.6.3.4.1 Have more than nominal value when distributed.
    - 20.6.3.4.2 Cannot be removed at the end of the campaign.
    - 20.6.3.4.3 Are likely to permanently damage or alter property.
    - 20.6.3.4.4 Violate the Code of Student Behaviour, or any Federal, Provincial, or Municipal Law.
    - 20.6.3.4.5 Contain libelous, defamatory, obscene, or otherwise inappropriate content.
- 20.6.4 Expenses
  - 20.6.4.1 A candidate's campaign expenses include all amounts paid for items used for campaign materials.
  - 20.6.4.2 A candidate shall not accrue more than twenty-five (25) dollars in campaign expenses.

20.6.4.3 All printed materials are expensed to a candidate's campaign at non-discounted prices as quoted by SUBprint.

20.6.4.4 All campaign expenses must be reported, and receipts must be provided, to the ISSSER.

20.6.4.5 Campaign expenses will be reimbursed in full, provided proper receipts are submitted, and the expense limit is not exceeded.

#### 20.6.5 Fines

20.6.5.1 Any financial penalties administered by the ISSSER shall reduce the candidates' total allowable amount of campaign expenses.

20.6.5.2 The candidate's campaign shall be fined three (3) dollars for any campaign materials used without the approval of the ISSSER.

20.6.5.3 The candidate's campaign shall be fined three (3) dollars for each online material displayed before campaigning begins.

20.6.5.4 The candidate's campaign shall be fined one (1) dollar for each printed material remaining public displayed before campaigning begins.

20.6.5.5 The candidate's campaign shall be fined five (5) dollars if no campaign expense report is submitted, or is submitted after the deadline.

20.6.5.6 The candidate's campaign shall be fined five (5) dollars for each instance of campaigning in restricted locations as defined in §20.6.2.

20.6.5.7 The candidate's campaign shall be fined five (5) dollars for campaign materials left up after the end of campaigning period.

#### 20.6.6 Disqualifications

20.6.6.1 A candidate shall be disqualified for any action that unfairly and significantly harms another candidate's campaign.

20.6.6.2 Any candidate exceeding their campaign expense limit shall be automatically disqualified.

20.6.6.3 A candidate shall be disqualified if they:

20.6.6.3.1 Are charged and/or convicted of a criminal offence as outlined in the Criminal Code of Canada following their submission of their application and/or,

20.6.6.3.2 Are charged and/or convicted of an offence as outlined in the Code of Student Behaviour of the University of Alberta following the submission of their application.

#### 20.6.7 Incumbents

20.6.7.1 The incumbent Executive and Council shall continue to operate normally during a March or September Election.

20.6.7.2 Incumbent Executives and Councillors shall have full title, power and responsibility until the end of their terms.

20.6.7.3 Incumbent Executives and Councillors may not endorse candidates other than themselves.

## **21 CHANGES TO THE PROCEDURES MANUAL**

- 21.1** Amendments to the Procedures Manual of the ISSS must be approved by Council.
- 21.2** Changes come into effect immediately upon approval.
- 21.3** Any changes to the Procedures Manual must be presented at a Semi-Annual General Meeting, and may be rescinded upon a Two-Thirds Majority vote , of those present, of a quorate meeting.
- 21.4** The master copy of this Procedures Manual will be labeled as such, signed and dated by all Executives, and stored in the safe.
- 21.5** Upon any amendment coming into effect, any previous master copy of the Procedures Manual will be labeled as expired and replaced with an updated master copy.
- 21.6** All amendments to this Procedures Manual will be collated in the Collated Amendments section of this Procedures Manual with the date of the amendment coming into effect, and the text subject to amendment both before and after amendment.

## 22 COLLATED AMENDMENTS

**NOTE:** Numbering referenced is the numbering at the time of the amendment, and may not match the current numbering.