

INTERDEPARTMENTAL SCIENCE STUDENTS' SOCIETY CONSTITUTION

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1 MANDATE

1.1 Preamble

1.1.1 The Interdepartmental Science Students' Society is the science faculty association at the University of Alberta. It exists to fulfill a three-pillared mission, in a manner that encompasses the organization's values.

1.1.2 The Interdepartmental Science Students' Society will hereafter be referred to as the ISSS, pronounced as "the ice."

1.2 Mission

1.2.1 Service

1.2.1.1 To provide useful services that enrich and enhance the undergraduate experience.

1.2.1.2 To cultivate professional development that will benefit students beyond an academic context.

1.2.1.3 To assist with the introduction and transition of students into the Faculty of Science community.

1.2.2 Community

1.2.2.1 To foster unity and identity among science students while bridging students from different disciplines.

1.2.2.2 To actively engage in outreach to science students to improve student awareness, involvement, and interest in the services and activities of their faculty association.

1.2.2.3 To coordinate and provide funding and support to science groups.

1.2.3 Advocacy

1.2.3.1 To liaise science students to the Faculty of Science and the University of Alberta community.

1.2.3.2 To advocate to the Faculty of Science in regards to issues that are important to science students.

1.2.3.3 To conduct affairs in a manner that is transparent and accessible, such that science students may be accurately represented.

1.3 Values

1.3.1 Collective Leadership Development

1.3.1.1 Empowering each science student to develop as a future leader, recognizing that this is best accomplished by working together.

1.3.2 Transparency and Honesty

1.3.2.1 Communicating opinions, discussions and activities openly and truthfully to science students and other stakeholders.

1.3.3 Engaged Community

1.3.3.1 Encouraging science students to become more involved in their experience in order to build ties and a sense of belonging among peers.

1.3.4 Inclusivity

1.3.4.1 Compassionately valuing the individuality of each science student and his/her contributions, perspectives and ideas.

1.3.5 Innovative Growth

1.3.5.1 Creatively advancing existing and new activities through new and improved approaches.

2 DEFINITIONS

- 2.1 “Member” means a member of the ISSS.
- 2.2 “Executive” means, collectively the Executive Members of the ISSS, or individually, a member of the Executive.
- 2.3 “SAGM” means a Semi-Annual General Meeting of the ISSS.
- 2.4 “Council” means the Council of the ISSS.
- 2.5 “Councillor” means a member of the Council of the ISSS.
- 2.6 “Council of Science Student Associations” or “COSSA” means the Council of Science Student Associations of the ISSS.
- 2.7 “COSSA Member” means a member of the Council of Science Student Associations.
- 2.8 “Director” means a Director of the ISSS.
- 2.9 “Faculty of Science” or “Faculty” means the Faculty of Science at the University of Alberta.
- 2.10 “Procedures Manual” means the official Procedures Manual of the ISSS.
- 2.11 “Semi-Annual General Meeting” or “SAGM” means a meeting of Members of the ISSS, held twice a year.
- 2.12 “Students’ Union” or “SU” means the Students’ Union at the University of Alberta.
- 2.13 “COFA” means the Council of Faculty Associations of the Students’ Union.
- 2.14 “Two-Thirds Majority” means where at least two-thirds of the total yes and no votes must be in favour of the motion.
- 2.15 “Student Group” means an organization that fit the criteria under Students’ Union bylaw.
- 2.16 “Fall Semester”, “Winter Semester”, “Spring Semester”, and “Summer Semester” mean the period of times defined in the University of Alberta schedule.
- 2.17 “ISSSER” means the Elections Representative of the ISSS.

3 MEMBERSHIP

3.1 Members

- 3.1.1 All undergraduate students registered in the Faculty of Science at the University of Alberta are granted Membership in the ISSS.
- 3.1.2 A Member shall relinquish his/her status when no longer registered as an undergraduate student in the Faculty of Science.
- 3.1.3 A Member may terminate his/her membership by providing written notice to the President.
- 3.1.4 An individual may regain membership by providing written notice to the President, given that he/she meets the requirement in §3.1 of the Constitution.
- 3.1.5 No Member may be expelled from the ISSS.

3.2 Honorary Members

- 3.2.1 Individuals who are not undergraduate students registered in the Faculty of Science may be granted Honorary Membership by the ISSS in recognition of their value and significant contributions to the Faculty of Science undergraduate community.
- 3.2.2 The individual, or a Member on behalf of the individual, must provide written notice of request for Honorary Membership to Council, which can be granted by a Two-Thirds Majority vote of a quorate Council meeting.
- 3.2.3 Honorary Members may not run for election to the Executive or to the Council of the ISSS, nor vote in Executive or Council Elections, Semi-Annual General Meetings, and may not enjoy all other rights outlined in the ISSS Constitution or Procedures Manual.
- 3.2.4 Honorary Members shall not hold a current elected or appointed position within the ISSS.
- 3.2.5 Honorary Membership may be revoked by a Two-Thirds Majority vote of a quorate Council meeting.

4 EXECUTIVE

4.1 Preamble

4.1.1 Executive members are responsible for representing and serving the membership of the ISSS. Their day-to-day actions and decisions must conform to the mandate of the ISSS.

4.2 Membership

4.2.1 The Executive consists of 6 members:

4.2.1.1 President

4.2.1.2 Vice President Academic

4.2.1.3 Vice President Administration and Finance

4.2.1.4 Vice President Community

4.2.1.5 Vice President Programming

4.2.1.6 Vice President Services

4.3 Powers and Responsibilities

4.3.1 Each Executive member must:

4.3.1.1 Dedicate a minimum of one hour per week during the Fall and Winter semesters to office hours.

4.3.1.2 Submit a descriptive and guiding transition report by April 30 of his/her term.

4.3.1.3 Attend Council meetings.

4.3.1.4 Record minutes at Council meetings, on a rotating basis.

4.3.1.5 Attend SAGMs.

4.3.2 The President

4.3.2.1 Coordinates the overall affairs of the ISSS, of the Executive, and of the Council.

4.3.2.2 Encourages regular reflection and visioning within both the Executive and the Council.

4.3.2.3 Acts as the external voice of the ISSS on non-academic issues.

4.3.2.4 Coordinates SAGMs.

4.3.2.5 Coordinates the transition of any incoming Executive or Councillor.

4.3.2.6 Has joint signing authority for all ISSS financial transactions.

4.3.2.7 Must attend COSSA meetings.

4.3.2.8 Must attend COFA meetings.

4.3.2.9 In the event that the ISSS wishes to advocate against Students' Union political policy, prepares a presentation to SU Council.

4.3.2.10 Provides officer contact information to the SU.

4.3.3 The Vice President Academic

4.3.3.1 Supports and connects Members serving in representative roles in university governance.

- 4.3.3.2 Coordinates all data collection from members to guide ISSS activities and researched student priorities.
- 4.3.3.3 Acts as the external voice of the ISSS on academic issues.
- 4.3.3.4 Manages and develops ongoing services of the ISSS that benefit students' academics and career preparation.
- 4.3.3.5 Liaises between the ISSS and the Students' Union.
- 4.3.3.6 Must attend COSSA meetings.
- 4.3.3.7 Must attend COFA meetings.

4.3.4 The Vice President Administration and Finance

- 4.3.4.1 Prepares agendas and prepares for Executive meetings, Council meetings, and SAGMs.
- 4.3.4.2 Manages intra-organizational communication systems.
- 4.3.4.3 Records minutes at SAGMs, and promptly posts all meeting minutes on the ISSS website.
- 4.3.4.4 Oversees the maintenance and upkeep of the ISSS website.
- 4.3.4.5 Maintains a functional and welcoming ISSS office.
- 4.3.4.6 Has joint signing authority for all ISSS financial transactions.
- 4.3.4.7 Accounts for the funds of the ISSS through keeping accurate records of revenues and expenditures in proper financial statements.
- 4.3.4.8 Prepares the annual base budget.
- 4.3.4.9 Collaborates with Executives to ensure the financial resources to support their projects are available and sustainable.
- 4.3.4.10 Develops relationships with external partners and donors.
- 4.3.4.11 Submits financial reports to the SU no more than 6 months after the end of the fiscal year.

4.3.5 The Vice President Community

- 4.3.5.1 Communicates with and engages the various student communities within the Faculty of Science.
- 4.3.5.2 Recognizes and provides support to COSSA groups, fostering community and collaboration.
- 4.3.5.3 Prepares and distributes regular newsletters.
- 4.3.5.4 Recruits, manages, and recognizes ISSS volunteers.
- 4.3.5.5 Manages all ISSS marketing, design, promotion and branding.

4.3.6 The Vice President Programming

- 4.3.6.1 Plans and oversees community-building events for Members.
- 4.3.6.2 Plans and oversees the welcoming of new Members during Orientation.

4.3.7 The Vice President Services

- 4.3.7.1 Manages and develops ongoing non-academic services of the ISSS.
- 4.3.7.2 Pursues revenue-generating activities through the provision of non-academic services.
- 4.3.7.3 Has joint signing authority for all ISSS financial transactions.

4.4 Meetings

~~4.4.1~~ The Executive shall meet ~~weekly biweekly~~ during the ~~Fall and Winter semesters~~:

~~4.4.24.4.1~~ ~~The Executive shall meet biweekly during the Spring and Summer semesters~~ Fall, Winter, Spring, and Summer semesters.

~~4.4.34.4.2~~ An Executive who is unable to attend an Executive meeting will be considered present if he/she uses video or telephone conferencing to participate in the meeting.

~~4.4.44.4.3~~ Quorum shall be two-thirds of the Executive, unless there are two or more vacant positions, in which case quorum shall be three Executives.

~~4.4.4.14.4.3.1~~ If quorum is not met, discussion may occur, but no motions may be passed. The meeting shall be limited to discussion of ongoing projects, and shall not include any decisions on spending, or future plans.

~~4.4.54.4.4~~ Only Executive members present are allowed to vote, and each Executive member is entitled to exactly one vote.

~~4.4.64.4.5~~ All motions require a Two-Thirds Majority in favour in order to pass, unless there are two or more absences or vacant Executive positions, in which case the motion shall require three votes in favour in order to pass.

~~4.4.74.4.6~~ At least two days notice must be given to Members before an Executive meeting. At this time a draft of the agenda must be made available to all Members.

~~4.4.84.4.7~~ Only Executives may propose motions.

~~4.4.94.4.8~~ The role of chairperson of the meeting will rotate through the Executive.

~~4.4.104.4.9~~ Executive meetings are open to all Members.

~~4.4.114.4.10~~ The Executive may make a motion to move in-camera.

~~4.4.11.14.4.10.1~~ The Executive reserves the right to allow or deny an individual to attend an in-camera portion of a meeting.

~~4.4.11.24.4.10.2~~ No motions shall be passed during an in-camera portion of a meeting, with the exception of a motion to go ex-camera.

~~4.4.11.34.4.10.3~~ No minutes shall be kept during an in-camera portion of a meeting, with the exception of documentation of a motion to go ex-camera.

4.5 Election or Appointment

4.5.1 Eligibility

4.5.1.1 Any Member is eligible to run for an Executive position.

4.5.1.2 A Member shall not hold more than one elected position, Executive or Council.

4.5.1.3 The term of an Executive shall run from May 1 to April 30 of the following year.

4.5.1.3.1 If elected or appointed after May 1, the Executive member's term will run from the day of election or appointment to the following April 30.

4.5.2 Transition

4.5.2.1 Transition documents must be available to the appropriate elected Executive by May 15.

4.5.2.1.1 If elected or appointed after May 1, the Executive member must be provided transition documents no later than 15 days after gaining the position.

4.6 Resignation or Removal

4.6.1 A Vice President can resign for any reason by submitting a written notice of resignation to the President.

4.6.1.1 The President can resign for any reason by submitting a written notice of resignation to the Vice President Administration and Finance.

4.6.2 An Executive member can be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting, or a quorate SAGM. Dismissal is immediate.

4.6.2.1 A notice of motion to remove an Executive must be submitted in writing at least seven days in advance of the meeting to the chair of the meeting where the motion is to be voted on.

4.6.2.2 Reasonable effort must be made by that chair to give timely notice of intent to remove the Executive to that Executive.

5 COUNCIL

5.1 Preamble

5.1.1 Each Councillor is responsible for guiding the organization in a way that reflects the mandate of the ISSS. Their duties are to link Members to the services and opportunities provided by the ISSS, to guide the financial resources of the ISSS, and to hold the Executive accountable to Members.

5.2 Membership

5.2.1 Council consists of eight members:

5.2.1.1 Two first year representatives.

5.2.1.2 Two second year representatives.

5.2.1.3 Two third year representatives.

5.2.1.4 Two fourth or later year representatives.

5.3 Powers and Responsibilities

5.3.1 Each Councillor must:

5.3.1.1 Dedicate a minimum of two hours per week during the Fall and Winter semesters to office hours.

5.3.1.2 Serve as a Director, following the process outlined in the Procedures Manual.

5.3.1.3 Record minutes at an Executive meeting, on a rotating basis.

5.3.1.4 Attend SAGMs.

5.3.2 Council

5.3.2.1 Ensures that the Executive fulfills their constitutional duties.

5.3.2.2 Approves, in advance, all expenditures of the ISSS in excess of \$200.00.

5.3.2.3 Approves the ISSS annual base budget.

5.3.2.4 Approves plans for any projects proposed by the Executive.

5.4 Meetings

5.4.1 Council shall meet biweekly during the Fall, Winter, Spring, and Summer semesters.

5.4.2 Each Executive must report on his/her activities since the last meeting of Council.

5.4.3 An Executive or Councillor who is unable to attend an Executive or Council meeting will be considered present if he/she uses video or telephone conferencing to participate in the meeting.

5.4.4 Quorum shall be two-thirds of Council, unless there are four or more vacant Council positions, in which case quorum shall be three Councillors.

5.4.4.1 If quorum is not met, no motions may be passed. The Council meeting shall be limited to discussion of ongoing projects and shall not include any decisions on spending, or future plans.

5.4.5 Only Councillors present are allowed to vote, and each Councillor is entitled to exactly one vote.

5.4.6 All motions require a Two-Thirds Majority in favour in order to pass, unless there are four or more absences or vacant Council positions, in which case the motion shall require three votes in favour in order to pass.

5.4.7 At least three days notice must be given to Members, including Executive members and Councillors, before a Council meeting. At this time a draft of the agenda must be made available to all members.

5.4.8 Only Executives or Councillors may propose motions.

5.4.9 The role of chairperson of the meeting will rotate through Councillors.

5.4.10 Council may make a motion to move in-camera.

5.4.10.1 Council reserves the right to allow or deny an individual to attend an in-camera portion of a meeting.

5.4.10.2 No motions shall be passed during an in-camera portion of a meeting, with the exception of a motion to go ex-camera.

5.4.10.3 No minutes shall be kept during an in-camera portion of a meeting, with the exception of documentation of a motion to go ex-camera.

5.4.11 Council meetings are open to all Members.

5.5 Election or Appointment

5.5.1 Eligibility

5.5.1.1 Any Member that has provided proper documentation of their year of study is eligible to run for the Councillor position whose term corresponds with the appropriate year of study.

5.5.1.2 A Member shall not hold more than one elected position, Executive or Council.

5.5.1.3 A Councillor's term runs from May 1 to April 30 of the following year. If elected or appointed after May 1, the Councillor's term will run from the day of election or appointment to the following April 30.

5.6 Resignation or Removal

5.6.1 A Councillor can resign for any reason by submitting a written notice of resignation to the President.

5.6.2 A Councillor can be removed for any reason by a Two-Thirds Majority vote of a quorate SAGM. Dismissal is immediate.

5.6.2.1 A notice of motion to remove a Councillor must be submitted in writing at least seven days in advance of the meeting to the President.

5.6.2.2 Reasonable effort must be made by the President to give timely notice of intent to remove the Executive to that Executive.

6 SEMI-ANNUAL GENERAL MEETINGS

6.1 Preamble

6.1.1 SAGMs are a key way to ensure accountability and transparency of the Council and Executive. They ensure regular consultation with the membership, and empower Members to guide the Executive, Council, and the organization as a whole. Furthermore, they aim to increase awareness of the ISSS, and issues that are important to constituents.

6.2 Powers and Responsibilities

6.2.1 Members shall hear a report from the President, outlining:

6.2.1.1 A summary of the mandate and history of the ISSS.

6.2.1.2 Current projects.

6.2.1.3 Goals for the year, including updates on previous goals.

6.2.1.4 How the ISSS has, and continues to adhere to its mandate.

6.2.2 To openly discuss the progress of the ISSS, the state of the Faculty, and any concerns from Members.

6.2.3 The budget for the current year must be approved at the Fall SAGM.

6.2.4 A summary of financial statements must be presented to Members.

6.2.5 All changes to the Procedures Manual made since the previous SAGM must be presented to Members as an information item. These changes can be overturned by a motion passed by Members present.

6.3 Meetings

6.3.1 Meetings will be held once during September, and once during January, at a date and time determined by the Executive.

6.3.1.1 At least 14 days notice will be given to all Members of the time, date and location of this meeting.

6.3.1.2 Only Members are allotted a vote. Honorary Members and representatives from other units are invited as a courtesy.

6.3.2 Quorum shall be 30 Members, including Councillors and the Executive.

6.3.2.1 If quorum is not met, then a subsequent meeting will be scheduled to occur within a minimum of 21 days and a maximum of 28 days from the previously scheduled meeting. No other actions may occur at a meeting without quorum.

6.3.3 SAGMs are open to all Members.

6.3.4 Each Member present has exactly one vote.

6.3.5 Motions require a Two-Thirds Majority of votes in favour, from those in attendance, in order to pass.

6.3.6 The President will chair SAGMs.

6.3.7 Voting will be conducted by a show of hands.

6.3.7.1 A motion to use a secret ballot may be made at any time during a motion by a Member, and must be seconded by a Member to take effect.

- 6.3.8 Any motions from a Member, an Executive member or a Councillor must be submitted in writing to the VPAF no later than seven days before the scheduled meeting.
- 6.3.9 The agenda will be available to all Members seven days before the scheduled meeting.

7 COUNCIL OF SCIENCE STUDENT ASSOCIATIONS

7.1 Preamble

7.1.1 The Council of Science Student Associations serves as a link between the ISSS, ISSS members, the Faculty and science groups. COSSA meetings are an opportunity to strengthen student groups affiliated with the Faculty of Science by encouraging intra-faculty cooperation and by providing resources to science groups on campus.

7.2 Membership

7.2.1 Eligibility

7.2.1.1 The group must be recognized as a Student Group.

7.2.1.2 At least two-thirds of the members of the group must be Members of the ISSS.

7.2.1.3 The group's mandate must closely reflect the mandate of the ISSS, including at least two of the following activities:

7.2.1.3.1 Providing services to Members of the ISSS.

7.2.1.3.2 Building community within the Faculty of Science.

7.2.1.3.3 Advocating on behalf of Members of the ISSS regarding issues directly related to Members' university experience.

7.2.1.4 The group's primary target membership must be Members of the ISSS or a subsection of Members.

7.2.2 Process

7.2.2.1 The group must submit a written request of membership to the Vice President Community.

7.2.2.2 A response shall be provided within one week.

7.2.2.3 A previously recognized COSSA member shall be assumed to continue being a member, given that the criteria in §7.2.1 of the Constitution are met.

7.2.3 Resignation or Removal

7.2.3.1 A COSSA Member can resign for any reason by submitting a written notice of resignation to the Vice President Community.

7.2.3.2 A COSSA Member shall only be removed if it violates the section regarding COSSA Granting in the Procedures Manual.

7.2.3.3 A group may re-apply for membership no earlier than one year after removal.

7.3 Powers and Responsibilities

7.3.1 Allocates grants to members as outlined in the Procedures Manual.

7.3.2 Shares best practices among science student groups.

7.3.3 Acts as a two-way forum of communication between students connected to member groups and the ISSS.

7.4 Meetings

- 7.4.1 Meetings will be held at least once each Fall and Winter semester.
- 7.4.2 Motions require a Two-Thirds Majority of groups in attendance in order to pass.
 - 7.4.2.1 One vote is allocated per group.
- 7.4.3 The Vice President Community will chair meetings.
- 7.4.4 The President shall provide an update on the role and activities of the ISSS.
- 7.4.5 The Vice President Academic shall provide an update on Faculty of Science issues affecting COSSA Members, and collect feedback on current academic priorities of COSSA Members.

8 ELECTIONS

- 8.1 The ISSS elections process shall be transparent, accessible, and fair.
- 8.2 Every Member, except the ISSSER, is permitted to cast a single vote for each Executive or Councillor position open to contest.
 - 8.2.1 The ISSSER casts a ballot which is only used to break ties.
- 8.3 Council shall appoint an ISSSER to co-ordinate and organize elections by May 15.
- 8.4 The ISSSER must:
 - 8.4.1 Be a Member of the ISSS throughout his/her term.
 - 8.4.2 Not be a current Executive or Councillor.
 - 8.4.3 Not run for Executive or Council during his/her term.
 - 8.4.4 Sign a disclosure agreement where he/she shall agree to declare all associations, biases and potential conflicts of interest, including prejudice or partiality for a particular candidate, to the President throughout his/her term.
- 8.5 The ISSSER's term will normally last from May 15 to April 30.
- 8.6 The ISSSER can be removed for any reason by a Two-Thirds Majority vote of a quorate Council meeting. Dismissal is immediate.
 - 8.6.1.1 A notice of motion to remove the ISSSER must be submitted in writing to the President at least two days in advance of the meeting where the motion is to be voted on.
- 8.7 The ISSSER will be paid a monetary competitive rate, as determined by Council when appointing the ISSSER.

9 FINANCES

- 9.1 The fiscal year of the ISSS runs from May 1 to April 30 of the following year.
- 9.2 The incoming President will ensure that an external, qualified, and impartial party will review the previous year's books, accounts, and records of the ISSS before June 30.
- 9.3 Executives and Councillors must adhere to financial policies that demonstrate financial transparency and accountability.
- 9.4 The Vice President Administration and Finance must make accessible the most recent version of the budget and financial statements via the official ISSS website.
- 9.5 No Executive or Councillor shall receive any remuneration for his services.

10 ACCESS TO BOOKS AND RECORDS

- 10.1 All meetings of bodies established by the ISSS are open to all Members.
- 10.2 All the books, records, accounts, financial statements, meeting minutes, and documents of the ISSS are open for inspection by any Member upon written request to the Executive, unless the document contains information protected by provincial statutes governing privacy, or contains confidential information regarding contractual agreements. In either case, only those portions of the document that are not protected or confidential as defined above, are open to inspection.
- 10.3 All the books, records, accounts, financial statements, and documents will be open to inspection by Councillors of the ISSS.
- 10.4 All ISSS meeting minutes will be available within five days of their approval.
- 10.5 The Vice President Administration and Finance is responsible for the preparation of the books and records of the ISSS.

11 CHANGES TO THE CONSTITUTION

11.1 A Constitutional Review Committee shall be convened prior to approval as outlined in §10.3 of the Procedures Manual.

11.2 Amendments to the Constitution of the ISSS must be approved by Members at a SAGM.

11.3 Changes come into effect immediately upon approval.

11.4 The master copy of this Constitution will be labeled as such, signed and dated by all Executives, and stored securely in the safe.

11.5 Upon any amendment coming into effect, any previous master copy of the Constitution will be labeled as expired and replaced with an updated master copy.

11.6 All amendments to this Constitution will be collated in the Collated Amendments section of this Constitution with the date of the amendment coming into effect, and the text subject to amendment both before and after amendment.

12 COLLATED AMENDMENTS