

The Interdepartmental Science Students' Society

Semi-Annual General Meeting

Minutes

5:00 PM

September 27, 2010

CCIS 1430

Attendance: 38

(See attachment 1)

Chairperson: Dustin Chelen

Minutes: Cian Hackett

0. INTRODUCTIONS

Icebreaker activities and snacks. Michael facilitated an icebreaker activity to build a more inclusive and talkative atmosphere.

1. CALL TO ORDER

Meeting called to order by Dustin Chelen at 5:36 PM.

2. APPROVAL OF MINUTES

No minutes to be approved.

3. APPROVAL OF AGENDA

Motion to approve the agenda below, as written. Sangram Hansra/Siwei Chen. Motion carried 39/0/0.

4. DISCUSSION ITEMS

1. Faculty of Science Academic Plan – Presented by Dr. Gregory Taylor, Dean of Science

1. “Dare to Discover” is the motherhood document for this process and will remain unaltered.
2. “Dare to Deliver,” the previous Academic Plan, will be replaced by “A Vibrant Academy,” which has been drafted.
3. Faculty of Science level plans are being drafted to match those in “A Vibrant Academy.”
 1. Any input to these plans can be sent to the ISSS at iss@ualberta.ca which will be compiled and sent to Dean Taylor.
4. Discussion of undergraduate views of the Faculty of Science, questions and comments:
 1. Why is there no unified website for course listings?

2. Maps of the Biological Sciences building should be given to all first year students.
3. Students need to register for a CHEM 101/102 seminar that doesn't exist.
4. Let first years know that there are no labs in the first weeks of school.
5. CCIS looks nice.
6. Labs do not always line up with course curriculum.
7. Give extra credits for lab components of courses.
8. CHEM 263 – partners would make the labs less confusing and more enjoyable when compared to individual work.
9. There needs to be a cohesiveness between what TAs teach you in different lab sections and in the course.
10. Some students struggle with English proficiency with both TAs and professors, others have not had bad experiences with English proficiency.
11. In Science, if you get a grant/scholarship you cannot be a TA those these may be the more skilled TAs. Undergraduates should be allowed to be TAs.
 1. Some courses do allow undergraduates to become TAs.
 2. Sometimes undergraduates assist with the course labs.
12. More undergraduate science research opportunities in the Faculty of Science should be available as opposed to the Faculty of Medicine and Dentistry.
13. NSERC isn't advertised enough.

2. **State of the Interdepartmental Science Students' Society** – *Co-presented by Dustin Chelen, President, Justina Mak, Vice President Programming, Matt Li, Vice President Services and Cian Hackett, Vice President Administration and Finance*

1. Introduction to the ISSS - Dustin Chelen
 1. The ISSS is the University of Alberta's science faculty association
 2. Previous science faculty associations, UASUS and the SSA were derecognized, and the ISSS was born on May 10, 2010.
 3. 4 pillars of the ISSS:
 1. Useful services
 2. Science community
 3. Advocate on behalf of science students
 4. Transparency in all affairs
 4. Executive, Councillors, Directors, Volunteers do the work of the ISSS.
2. Orientation – Justina Mak

1. The BBQ was more efficient than in previous years and featured a scavenger hunt and S.W.A.G. items (discount cards). Thank you to all volunteers.
3. Services - Matt Li
 1. Handbooks were produced with an ISSS section.
 2. Online consolidated locker system was made.
 3. Microwaves are being bought for science buildings.
 4. Science intramural teams are being put together.
 5. Mini study groups have just been launched.
 6. Working with CAPS to create a science career lunch series.
4. Administration - Cian
 1. www.issss.ca has been created and has an online feedback form.
 2. Facebook page has been created: "Interdepartmental Science Students' Society (ISSS)"
 3. Twitter account is linked to the Facebook page.
5. Feedback on the ISSS from the general membership
 1. The ISSS needs to make itself more known to the student body.
 1. Elections should have been advertised more.
 2. Email Departmental Associations more to keep them updated.
 3. Classroom announcements can put a face to the name and advertise events.
 4. Get a mascot.
 2. Sell hot dogs, have a barbecue to make money and to advertise.
 3. Create a lounge – a social common room for science students.
 4. More mentorship from the older students to connect with the younger students and help them in their career (planning courses, degrees, programs).
 5. Database of tutors for a reduced price for science courses, similar to Engineering.
 6. Departmental Associations could offer some of the above services and support. Departmental specific orientation could answer a lot of these questions.
 7. Used book sale could generate revenue through commissions.
 8. The Faculty of Science rotates through editions of textbooks a lot.
 1. Advocate to the Faculty not to change editions so often.
 2. Create a medium for students to sell old editions.

5. ACTION ITEMS

1. **Motion** to approve the budget for the 2010-2011 academic year of the ISSS – Presented by Cian Hackett, Vice President Administration and Finance. (See attachment 2)

- a. Cian Hackett/Sangram Hansra.
 - b. Motion carried 37/0/0.
2. **Motion** to approve the changes to the Constitution and Procedures Manual of the ISSS – *Presented by Dustin Chelen, President. (See attachment 3)*
 - a. Dustin Chelen/Kim Ferguson
 - b. Motion carried 37/0/0.

6. INFORMATION ITEMS

1. ISSS meetings
 1. Executive meets every Friday at 3:00 PM in SUB 4-24
 2. Council meets every second Friday at 5:00 PM in SUB 4-24
 3. The next Semi-Annual General Meeting is Monday, January 31, 2010 at 5:00 PM.
2. Professor Appreciation Night Committee
 1. Applications are due on September 30, and information can be found on the ISSS website.

7. ADJOURNMENT

Motion to adjourn the meeting at 6:04 PM. Sangram Hansra/Steven Huynh. Motion carried 37/0/0.

Attachment 1: Attendance

1. Justin Quedado
2. Dustin Chelen
3. Satroopa Zilka
4. Justina Mak
5. Colin Beecroft
6. Su Su Liang
7. Patrick Conner
8. Grace Wong
9. Kim Beaudin
10. John Ryalls
11. Lanson Chow
12. Sharmaine Zheng
13. Keith Cuff
14. Dylan Stankievech
15. Kayla Kirzinger
16. Cole Zmurchok
17. Joshua Le
18. Andreas Buttenschoen
19. Quinton Farr
20. Linda Lan
21. Siwei Chen
22. Wei Qiang
23. Sangram Hansra
24. Michael Abenojar
25. Stephen Portillo
26. Evelyn Pankiv
27. Adam Ward
28. Brendon Vogel
29. Cian Hackett
30. Kim Ferguson
31. Jessica Tansey
32. Steven Huynh
33. Charissa Chen
34. Michael Schlegelmilch
35. Raymond Odsen
36. Matthew Li
37. Kevin Wehlage
38. Melissa Hwang
39. Andy Cheema

INTERDEPARTMENTAL SCIENCE STUDENTS' SOCIETY CONSTITUTION

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1 THE ISSS

1.1 The Interdepartmental Science Students' Society is an inclusive and transparent science faculty association existing to offer useful services, to connect its diverse membership, and to advocate so that science students may enjoy an enriching and valuable undergraduate experience. It aims to accomplish this task through the following objectives:

1.1.1 Representation and Advocacy

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

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

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

1.1.2 Service

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

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

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

1.1.3 Community

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

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

1.1.3.3 To coordinate and provide funding and support to science groups

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

2 DEFINITIONS

- 2.1 “Member” means a member of the ISSS.
- 2.2 “Executive” means, collectively, the Executive Members of the the ISSS.
- 2.3 “Executive Member” means, individually, a member of the Executive.
- 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 “Faculty of Science” or “Faculty” means the Faculty of Science at the University of Alberta.
- 2.9 “Procedures Manual” means the official Procedures Manual of the ISSS.
- 2.10 “Semi-Annual General Meeting” or “SAGM” means a meeting of Members of the ISSS, held twice a year.
- 2.11 “Students’ Union” or “SU” means the Students’ Union at the University of Alberta.
- 2.12 “COFA” means the Council of Faculty Associations of the Students’ Union.
- 2.13 “Two-Thirds Majority” means where at least two-thirds of the vote must be in favour of the motion.

3 INTERPRETATION

3.1 Words indicating the singular number also include the plural, and vice-versa.

3.2 Headings are for convenience only. They do not affect the interpretation of this Constitution.

4 MEMBERSHIP

4.1 Members

4.1.1 All undergraduate students registered in the Faculty of Science at the University of Alberta are Members of the ISSS.

4.1.1.1 Membership is automatic upon successful admittance to an undergraduate program in the Faculty of Science.

4.1.2 A Member shall relinquish his/her status when no longer registered as an undergraduate student in the Faculty of Science.

4.1.3 A Member may terminate his/her membership by providing written notice to the President.

4.1.4 An individual may regain membership by providing written notice to the President, given that he/she meets the requirement in section 4.1 of the Constitution.

4.1.5 No Member may be expelled from the ISSS.

4.2 Honorary Members

4.2.1 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 contributions to the Faculty of Science undergraduate community.

4.2.2 The individual, or a Member on behalf of the individual, must provide written notice of request for Honorary Membership to Council, which can accept or deny the request.

4.2.3 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.

5 EXECUTIVE

5.1 Preamble

5.1.1 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.

5.2 Membership

5.2.1 The Executive consists of 6 members:

5.2.1.1 President

5.2.1.2 Vice President Academic

5.2.1.3 Vice President Administration and Finance

5.2.1.4 Vice President Community

5.2.1.5 Vice President Programming

5.2.1.6 Vice President Services

5.3 Powers and Responsibilities

5.3.1 Each Executive member must:

5.3.1.1 Dedicate a minimum of 2 hours per week during the Fall and Winter semesters to office hours.

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

5.3.1.3 Prepare a mandate outlining his/her objectives during his/her term within one month of election or appointment.

5.3.1.4 Attend Council meetings.

5.3.1.5 Attend Semi-Annual General Meetings

5.3.2 The President

5.3.2.1 Coordinates the affairs of the ISSS, of the Executive, and of the Council.

5.3.2.2 Encourages regular reflection and visioning within both Executive and Council.

5.3.2.3 Acts as the voice of the ISSS to the community at large.

5.3.2.4 Chairs Semi-Annual General Meetings.

5.3.2.5 Markets Semi-Annual General Meetings

5.3.2.6 Oversees the successful transition of any incoming Executive or Councillor.

5.3.2.7 Has joint signing authority for all ISSS financial transactions.

5.3.2.8 Must attend COSSA meetings.

5.3.2.9 Must attend COFA meetings.

5.3.2.10 In collaboration with the Vice President Administration and Finance, coordinates a yearly review of the Procedures Manual.

5.3.3 The Vice President Academic

5.3.3.1 Must be aware of academic issues of high importance to Members, and is responsible for initiatives that collect feedback from Members on their undergraduate experience.

5.3.3.2 Advocates to the Faculty of Science in regards to academic issues that are of high importance to Members.

5.3.3.3 Advocates for undergraduate representation during the decision making processes in the Faculty of Science through:

5.3.3.3.1 Ensuring all student positions on Science Faculty Council and any other Faculty committees are filled with passionate and capable members as per the Procedure Manual.

5.3.3.3.2 Collaborating with Departmental Associations to ensure all student positions on Science Departmental Councils and any other Departmental committees are filled.

5.3.3.4 Acts as the voice of the ISSS to the Faculty of Science administration, as pertaining to academic matters.

5.3.3.5 Liaises with the Students' Union Vice President Academic.

5.3.3.6 Must attend COSSA meetings.

5.3.3.7 Must attend COFA meetings.

5.3.4 The Vice President Administration and Finance

5.3.4.1 Prepares agendas and prepares for meetings of Executive, Council, and for Semi-Annual General Meetings.

5.3.4.2 Records minutes at Executive, Council, and Semi-Annual General Meetings, and promptly posts them on the ISSS website.

5.3.4.3 Oversees the maintenance and upkeep of the ISSS website.

5.3.4.4 Has joint signing authority for all ISSS financial transactions.

5.3.4.5 Accounts for the funds of the ISSS through keeping accurate records of revenues and expenditures in proper financial statements.

5.3.4.6 Prepares an annual budget, by September 1 of his/her term, and other budgets as needed.

5.3.4.7 Ensures the financial sustainability of the ISSS by pursuing fundraising activities.

5.3.4.8 Collaborates with Executives to ensure the financial resources to support their projects are available and sustainable.

5.3.4.9 In collaboration with the President, coordinates a yearly review of the Procedures Manual.

5.3.5 The Vice President Community

5.3.5.1 Communicates with and engages the varied student communities within the Faculty of Science, including members of the Council of Science Student Associations.

5.3.5.2 Chairs COSSA meetings.

5.3.5.3 Prepares and distributes regular newsletters which facilitate communication between the ISSS, COSSA Members, the Faculty, and Members.

5.3.5.4 Is responsible for outreach to undergraduate science communities not registered as student groups. This includes but is not limited to Science Mentors, Science Cohorts, Science Students' Union Councillors, Science GFC Student Councillors, and the Science Floor in Lister Hall.

5.3.5.5 Recruits, manages, and rewards Members who volunteer for the services and events offered by the ISSS.

5.3.5.6 Shall present a detailed summary of concerns, suggestions, and notices from each COSSA meeting, to the subsequent Council meeting.

5.3.5.7 Oversees the COSSA granting process, as outlined in the Procedures Manual.

5.3.6 The Vice President Programming

- 5.3.6.1 Plans and oversees community-building events for Members.
- 5.3.6.2 Plans and oversees the welcoming of new Members of the ISSS during Orientation.
- 5.3.6.3 Advertises events and ensures accessibility to all Members.
- 5.3.6.4 Works closely with Councillors, Directors, and volunteers to ensure the smooth operation of each event.

5.3.7 The Vice President Services

- 5.3.7.1 Manages ongoing services of the ISSS, including locker sales, graduation photographs, and microwave upkeep.
- 5.3.7.2 Is responsible for the maintenance of a functional and welcoming ISSS office.
- 5.3.7.3 Proposes and develops new services that will benefit Members, while improving existing services.
- 5.3.7.4 Advertises services and ensures accessibility to all Members.
- 5.3.7.5 Works closely with Councillors, Directors, and volunteers to ensure the smooth operation of each service.
- 5.3.7.6 Has joint signing authority for all ISSS financial transactions

5.4 Meetings

- 5.4.1 The Executive shall meet weekly during the Fall and Winter semesters.
- 5.4.2 The Executive shall meet biweekly during the Spring and Summer semesters.
- 5.4.3 An Executive member 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.
- 5.4.4 Quorum shall be two-thirds of the Executive, unless there are two or more vacant positions, in which case quorum shall be three Executives.
 - 5.4.4.1 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.
- 5.4.5 Only Executive members present are allowed to vote, and each Executive member is entitled to exactly 1 vote.
- 5.4.6 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.
- 5.4.7 At least 2 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.
- 5.4.8 Only Executives may propose motions.
- 5.4.9 The role of chairperson of the meeting will rotate through the Executive, with the exception of the Vice President Administration and Finance who shall not chair meetings.
- 5.4.10 Executive meetings are open to all members.
- 5.4.11 The Executive may make a motion to move in-camera.
 - 5.4.11.1 The Executive reserves the right to allow or deny an individual to attend an in-camera portion of a meeting.

5.4.11.2 No motions shall be passed during an in-camera portion of a meeting.

5.4.11.3 No minutes shall be kept during an in-camera portion of a meeting.

5.5 Election or Appointment

5.5.1 Eligibility

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

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

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

5.5.1.3.1 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.

5.5.2 Transition

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

5.5.2.1.1 Transition documents for each Executive position will consist of the following:

5.5.2.1.1.1 An overview of the position, including responsibilities.

5.5.2.1.1.2 A general timeline of the previous year.

5.5.2.1.1.3 A description of recurring duties, the process of executing these duties, and an evaluation of this process.

5.5.2.1.1.4 A description of ongoing projects, the progress made, and future tasks associated with each.

5.5.2.1.1.5 Relevant external contact information.

5.5.2.1.1.6 A vision for the future of the position.

5.5.2.2 The incoming Executive will attend a retreat focusing on transferring knowledge and goal-setting with the outgoing Executive members by May 15.

5.5.2.3 Keys, passwords, and signing authority must be transferred to the incoming Executive by May 15.

5.6 Resignation or Removal

5.6.1 Resignation of an Executive member is effective immediately upon receipt of written resignation by the President.

5.6.1.1 Resignation of the President is effective immediately upon receipt of written resignation by the Vice President Administration and Finance.

5.6.2 An Executive member can be removed for any reason by a Two-thirds Majority vote of a quorate Council meeting. Dismissal is immediate.

5.6.3 An Executive member can be removed for any reason by a Two-thirds Majority vote of a quorate Semi-Annual General Meeting. Dismissal is immediate.

6 COUNCIL

6.1 Preamble

6.1.1 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.

6.2 Membership

6.2.1 Council consists of eight members:

6.2.1.1 Two first year representatives.

6.2.1.2 Two second year representatives.

6.2.1.3 Two third year representatives.

6.2.1.4 Two fourth or later year representatives.

6.3 Powers and Responsibilities

6.3.1 Each Councillor

6.3.1.1 Must dedicate a minimum of 1 hour per week during the Fall and Winter semesters to office hours.

6.3.1.2 Shall also serve as a Director, following the process outlined in the Procedures Manual.

6.3.2 Council

6.3.2.1 Ensures that the Executive fulfills their constitutional duties.

6.3.2.2 Hires the ISSSER according to section 9 of the Constitution.

6.3.2.3 Approves, in advance, all expenditures of the ISSS in excess of \$100.00.

6.3.2.4 Approves the ISSS annual budget.

6.3.2.5 Has the power to amend the Constitution and Procedures Manual.

6.3.2.6 Has the power to remove an Executive member.

6.3.2.7 Has the power to remove an ISSSER.

6.3.2.8 Has the power to revoke the status of an Honorary Member.

6.3.2.9 Has the power to appoint an interim Member to a vacant Executive or Councillor portfolio

6.4 Meetings

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

6.4.2 Each Executive must present a report of his/her activities since the last meeting of Council.

6.4.3 If a Councillor or Executive member is unable to attend due to unavoidable circumstances, video or telephone conferencing will be equivalent to attendance to a Council meeting.

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

6.4.4.1 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.

- 6.4.5 Only Councillors present are allowed to vote, and each Councillor is entitled to exactly 1 vote.
- 6.4.6 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.
- 6.4.7 At least 3 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.
- 6.4.8 Only Executives or Councillors may propose motions.
- 6.4.9 The role of chairperson of the meeting will rotate through Councillors.
- 6.4.10 Council may make a motion to move in-camera.
 - 6.4.10.1 Council reserves the right to allow or deny an individual to attend an in-camera portion of a meeting.
 - 6.4.10.2 No motions shall be passed during an in-camera portion of a meeting.
 - 6.4.10.3 No minutes shall be kept during an in-camera portion of a meeting.
- 6.4.11 Council meetings are open to all Members, however they are afforded no voting privileges.

6.5 Election or Appointment

6.5.1 Eligibility

- 6.5.1.1 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.
- 6.5.1.2 A Member shall not hold more than one Executive or Council position.
- 6.5.1.3 A Councillor's term runs from May 1 to April 30. 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.

6.6 Resignation or Removal

- 6.6.1 Resignation of a Councillor is effective immediately upon receipt of written resignation by the President.
- 6.6.2 A Councillor can be removed for any reason by a Two-thirds Majority vote of a quorate Semi-Annual General Meeting. Dismissal is immediate.

7 SEMI-ANNUAL GENERAL MEETINGS

7.1 Preamble

7.1.1 Semi-Annual General Meetings 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.

7.2 Powers and Responsibilities

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

7.2.1.1 A summary of the mandate and history of the ISSS

7.2.1.2 Current projects

7.2.1.3 Executive goals for the year, including updates on previous goals

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

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

7.2.3 The budget for the current year must be approved at the Fall Semi-Annual General Meeting.

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

7.2.5 All changes to the Procedures Manual or the Constitution must be presented to Members. These changes can be overturned by a motion passed by members present.

7.2.6 Members have the power to overturn any changes made to the Constitution or Procedures Manual since the previous SAGM.

7.2.7 Members have the power to remove an Executive member.

7.2.8 Members have the power to remove a Councillor.

7.3 Meetings

7.3.1 Meetings will be held on the last Monday of September and the last Monday of January. If this date is not a scheduled normal day of classes, then the meeting will be held on the earliest scheduled day after that Monday.

7.3.2 The VPC shall extend invitations to all members of COSSA, as well as Science General Faculties Councillors, Science Students' Union Councillors, Honorary Members, and representatives from the Association des Universitaires de la Faculté Saint-Jean, Augustana, Science 100, Science Mentors, and Science Cohorts.

7.3.2.1 Only members are allotted a vote. Honorary members and representatives from other units are invited as a courtesy.

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

7.3.3.1 If quorum is not met after 15 minutes, then quorum shall be automatically reduced to 15 Members, including Councillors and Executives. Of this 15, no fewer than 5 must not be Executives, Councillors, or Directors.

7.3.3.2 If quorum is not met after the reduction, then a subsequent meeting will be scheduled to occur within the next two weeks. No other actions may occur at a meeting without quorum.

7.3.4 Semi-Annual General Meetings are open to all Members.

- 7.3.5 Each Member present has exactly one vote.
- 7.3.6 Motions require a Two-thirds Majority of votes in favour, from those in attendance, in order to pass.
- 7.3.7 Voting will be conducted by a show of hands.
 - 7.3.7.1 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.
- 7.3.8 Any motions from either a Member, an Executive member or a Councillor must be submitted in writing to the VPAF no later than 3 days before the scheduled meeting.
- 7.3.9 The agenda will be available to all Members 3 days before the scheduled meeting.

8 COUNCIL OF SCIENCE STUDENT ASSOCIATIONS

8.1 Preamble

8.1.1 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.

8.2 Membership

8.2.1 Eligibility

8.2.1.1 The group must be recognized as a Student Group as per Students' Union bylaw.

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

8.2.1.3 The mandate of the student group must closely reflect the mandate of the ISSS.

8.2.2 Process

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

8.2.2.2 A response shall be provided within one week.

8.2.2.3 A previously recognized COSSA member shall be assumed to continue being a member, given that the criteria in section 8.2.1 of the Constitution are met.

8.2.3 Resignation or Removal

8.2.3.1 Resignation of a COSSA Member is effective immediately upon receipt of written resignation by the Vice President Community.

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

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

8.3 Powers and Responsibilities

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

8.3.2 Shares best practices among science student groups.

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

8.4 Meetings

8.4.1 COSSA members may send a maximum of two representatives to attend each meeting of the COSSA.

8.4.2 Meetings will be held at least once each Fall and Winter semester.

8.4.3 Motions require a Two-thirds Majority of groups in attendance in order to pass.

8.4.3.1 One vote is allocated per group.

8.4.4 The Vice President Community will chair meetings.

8.4.5 The President must be in attendance, and shall provide an update on the role and activities of the ISSS.

8.4.6 The Vice President Academic must be in attendance and is responsible for delivering updates from the Faculty of Science about issues affecting COSSA Members. He/She is also responsible for collecting feedback on current academic priorities and problems facing COSSA Members.

9 ELECTIONS

- 9.1 Council shall appoint an ISSS Elections Representative (ISSSER) to co-ordinate and organize elections, before the Fall Semester.
- 9.2 The ISSSER's term will last until April 30th
- 9.3 The ISSSER must:
 - 9.3.1 Be a Member of the ISSS throughout his/her term.
 - 9.3.2 Not be a current Executive or Councillor
 - 9.3.3 Not run for Executive or Council during his/her term.
- 9.4 Every Member, except the ISSSER, is permitted to cast a single vote for each Executive or Councillor position open to contest.
- 9.5 Notwithstanding the preceding, the ISSSER will cast a vote in the case of a tie.
- 9.6 If the ISSSER is in a conflict of interest, a coin will be tossed to break the tie.
- 9.7 The ISSSER will be paid a monetary competitive rate.

10 FINANCES

- 10.1 The fiscal year of the ISSS runs from May 1 to April 30 of the following year.
- 10.2 The President will ensure that an external, qualified, and impartial party will review the books, accounts, and records of the ISSS annually.
- 10.3 Executive members and Councillors must adhere to financial policies that demonstrate financial transparency and accountability.
- 10.4 The ISSS Vice President Administration and Finance is responsible for making accessible the budget and financial statements via the official ISSS website.
- 10.5 No Executive member or Councillor shall receive any remuneration for his services.

11 ACCESS TO BOOKS AND RECORDS

11.1 All meetings of bodies established by the ISSS are open to all Members.

11.2 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, in which case only those portions of the document that are not protected are open to inspection.

11.3 All the books, records, accounts, financial statements, and documents will be open to inspection by Councillors of the ISSS.

11.4 All ISSS meeting minutes will be available within 1 day of their approval.

11.5 The Executive will safely and securely store all books, records, accounts, financial statements, and documents of the ISSS including the master copy of this Constitution, all minutes of General Meetings of the ISSS, meetings of Council, meetings of the Executive, and all filings made with any level of government.

The Vice President Administration and Finance is responsible for the preparation of the books and records of the ISSS.

12 CHANGES TO THE CONSTITUTION

12.1 Amendments to the Constitution of the ISSS must be approved by Council.

12.2 Changes come into effect immediately upon approval.

12.3 Any change to the Constitution 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.

12.4 The master copy of this Constitution will be labeled as such, signed and dated by all Executives, initialed and dated on each page by the Executives, and stored securely in the ISSS office.

12.5 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.

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

13 COLLATED AMENDMENTS

INTERDEPARTMENTAL SCIENCE STUDENTS' SOCIETY PROCEDURES MANUAL

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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.

2. FINANCES

2.1. Safe

- 2.1.1. The ISSS shall own a secure locked cabinet or safe in the ISSS office.
- 2.1.2. Only the President and Vice President Administration and Finance shall have access to the safe.
- 2.1.3. Excess cash, cheques, financial documents, receipts, and governing documents must be kept in the safe.

2.2. Reimbursements and Preapproved Payments

- 2.2.1. All expenditures must be preapproved at an Executive or Council Meeting, depending on the amount.
- 2.2.2. A reimbursement is a payment made to a member for an out of pocket expense that is preapproved at the appropriate meeting.
- 2.2.3. A preapproved payment is a payment made to a group, organization, or business that is preapproved at the appropriate meeting.
- 2.2.4. Reimbursement and preapproved payments 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.
- 2.3.2. A cheque shall only be written for a reimbursement or preapproved payment 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
 - 2.3.2.5. The purpose of the expense

2.4. Cash

- 2.4.1. The cash float shall contain no more than one hundred dollars (\$100.00) in cash.
- 2.4.2. Should a larger float be required, a motion must be approved by Council.
- 2.4.3. The float shall be kept in a locked cash box, which shall be stored in the safe when not in use.
- 2.4.4. The amount in the cash box must be regularly counted, and any excess over \$100.00 must be recorded, along with the date, and deposited in the safe or dropbox.
- 2.4.5. In the event of a transfer of shift between staff or volunteers, the amount in the cash box must be counted and recorded, along with the date.
- 2.4.6. Receipts must be completed for all cash transactions and must identify the name, date, amount and purpose of transaction.

2.5. Bank Deposits

- 2.5.1. The VPAF must deposit available cash over one hundred dollars (\$100.00), not including the float, at least once every two weeks.
- 2.5.2. If the deposit being made is over five hundred dollars (\$500.00) in cash, another Executive is to accompany the VPAF for the full duration of the trip.

2.6. Signing Authority

- 2.6.1. The President, the VPAF, and the VPS shall have signing authority.
- 2.6.2. All outgoing cheques shall require two signatures.
- 2.6.3. Following an election, signing authority must be transferred to the incoming President, VPAF, and VPS by the beginning of his term.
- 2.6.4. An Executive will not use the finances of the ISSS outside of their term.

2.7. Budgeting

- 2.7.1. The VPAF shall, in collaboration with the Executive, prepare a budget in the form of a draft income statement, no later than September 1 of his/her term.
- 2.7.2. This budget must be approved by Council.
- 2.7.3. This budget must be approved at a Semi-Annual General Meeting.
- 2.7.4. The VPAF shall keep an up-to-date financial journal consisting of the date, purpose, and payer/payee of the revenue or expense.
- 2.7.5. The VPAF is responsible for regularly updating the budget with actual figures as found in the financial journal.

3. COMMUNICATIONS

3.1. Mail

- 3.1.1. The VPAF and the President shall have access to the mailbox.
- 3.1.2. The VPAF has the duties of sorting and processing the mail once he has picked it up.
- 3.1.3. The VPAF sort the mail according to the Executive it is addressed to.
- 3.1.4. Mail addressed to the ISSS, and all other mail without a designated executive recipient shall be opened by the President. He/She shall then distribute mail to the most appropriate party.

3.2. Telephone

- 3.2.1. The ISSS office shall have a telephone with voicemail.
- 3.2.2. Any Executive or Councillor may answer the phone.
- 3.2.3. A detailed report of the message should be transcribed if the appropriate party is unable to take the call.
- 3.2.4. The VPAF and the President shall have access to the voicemail system.

3.3. Email

- 3.3.1. The ISSS general email address shall be forwarded to the President, and sorted to the appropriate Executive, Councillor, or Director.
- 3.3.2. Each Executive and Director shall have his/her own email address which shall be used to communicate on behalf of the ISSS.
- 3.3.3. Email accounts are not for personal use.
- 3.3.4. The general email address, and the addresses of each Executive and the address of each Director shall be clearly stated on the ISSS website.
- 3.3.5. Councillors must have an email address to which Members can send concerns, ideas and questions.
- 3.3.6. Items sent from and Executive or Director to another Executive or Director, where the subject line contains “[URGENT]” should be replied to in less than 2 days.

3.4. Website

- 3.4.1. The ISSS must maintain a website used to inform and communicate with members.
- 3.4.2. Agendas and minutes for Executive, Council, and Semi-annual General Meetings shall be posted on the website.
- 3.4.3. The website will include information about events, services and the location of the ISSS office.
- 3.4.4. The website must include information about the governance of the ISSS, including the Constitution, a listing of all Executives and Councillors, information about election procedures and meeting dates.
- 3.4.5. The website must include an anonymous feedback input for Members.
- 3.4.6. Each Executive is responsible for content of the sections of the website that fit within his/her portfolio, and the VPAF is responsible for uploading this content and maintaining all other sections.

3.5. Mailing List

- 3.5.1. The VPC shall maintain a mailing list of email addresses of ISSS members.
- 3.5.2. This mailing list shall only be used by the VPC once per month.

3.6. Social Media

3.6.1. The VPC shall manage any other forms of communication, including Twitter and Facebook.

4. DIRECTORS

4.1. Preamble

- 4.1.1. 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 Executives and Council.

4.2. Appointment

- 4.2.1. If an Executive Member identifies a need for extra support on a particular part of his/her portfolio, he/she has the authority to create a Director position to manage that particular area.
- 4.2.2. The Executive Member should create a list of duties and opportunities for a particular Director position. The naming of the Director is the responsibility of the overseeing Executive.
- 4.2.3. The open Director position will be advertised and available to all Members.
- 4.2.4. The overseeing Executive Member should use an interview or an application to gauge the applicant member's interest and potential for the position.
- 4.2.5. Executive must approve the appointment of an individual to a particular Director position.

4.3. Powers and Responsibilities

- 4.3.1. A Director shall be delegated only project, service, or event focused responsibilities of the overseeing Executive.
- 4.3.2. 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 section 5.4 of the Constitution.
- 4.3.3. The Executive is ultimately responsible for the delegated responsibility.
- 4.3.4. A Director may, at any time, launch a formal complaint to Council about his/her working relationship with an Executive.

4.4. Resignation and Removal

- 4.4.1. Resignation of a Director is effective immediately upon receipt of written resignation by the overseeing Executive.
- 4.4.2. A Directorship can be revoked for any reason by a Two-thirds Majority vote of a quorate Executive meeting.

5. EMERGENCY PROCEDURES

5.1. Preamble

- 5.1.1. Every attempt should be made to ensure that the ISSS is a sustainable organization, and that the experience of those involved is empowering and beneficial.
- 5.1.2. Should any of the following measures be used, the Students' Union Vice President Academic and the Senior Associate Dean (Student Services) shall be notified.
- 5.1.3. Section 5 of the Procedures Manual must appear on red paper in printed form, for effect.

5.2. Incapacitation

- 5.2.1. 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 15 days.
- 5.2.2. In the event that the President is incapacitated due to injury, illness, or pressing personal reasons, the Vice President Administration and Finance shall assume the role of the President for no more than 15 days
- 5.2.3. In the event that an Executive is incapacitated due to injury, illness, or pressing personal reasons for more than 15 days, the position will be considered abandoned and replenishment procedures shall be followed as outlined below.
 - 5.2.3.1. An Executive and a Councillor shall be appointed by Council to return all of the resigned Executive's personal effects from the ISSS office and to collect all ISSS property in the possession of the resigning Executive.
 - 5.2.3.2. Immediately following resignation, the remaining Executives shall move quickly to reprogram computer passwords, safe combinations and locks.
- 5.2.4. In the event than a Councillor is incapacitated due to injury, illness, or pressing personal reason for more than 30 days, the position will be considered abandoned and replenishment procedures shall be followed as outlined below.
 - 5.2.4.1. An Executive and a Councillor shall be appointed by the remaining Council to return all of the resigned Councillor's personal effects from the ISSS office and to collect all ISSS property in the possession of the resigning Councillor.
 - 5.2.4.2. Immediately following resignation, the Executive shall move quickly to reprogram computer passwords, safe combinations and locks.

5.3. Resignation

- 5.3.1. Upon receipt of a notice of resignation, the Executive or Council position is considered abandoned, and the replenishment procedures shall be followed as outlined below.
- 5.3.2. An Executive and a Councillor shall be appointed by Council to return all of the resigned Executive or Councillor's personal effects from the ISSS office and to collect all ISSS property in the possession of the resigning Executive or Councillor.
- 5.3.3. Immediately following resignation, the remaining Executive shall move quickly to reprogram computer passwords, safe combinations and locks.

5.4. Removal

- 5.4.1. Upon the removal of an Executive or Councillor, the replenishment procedures shall be followed as outlined below.

5.4.2. An Executive and a Councillor shall be appointed by Council to return all of the removed Executive or Councillor's personal effects from the ISSS office and to collect all ISSS property in the possession of the removed Executive or Councillor.

5.4.3. Immediately following a removal, the remaining Executive shall move quickly to reprogram computer passwords, safe combinations and locks.

5.5. Replenishment Procedures

5.5.1. 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.

5.5.1.1. The appointed Member's term shall last until April 30.

5.5.2. 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, if hired, shall sit as the nonvoting chair of the committee.

5.5.3. The replenishment committee shall advertise the abandoned position to all Members.

5.5.4. Interested Members who fit the eligibility criteria must submit a résumé and cover letter to the replenishment committee.

5.5.5. The replenishment committee shall meet in camera to review applications.

5.5.6. Selection criteria shall be limited to experience with student groups, experience with the ISSS, interest in the position, and skills required for the position.

5.5.7. The replenishment committee shall select the most suitable candidate by unanimous vote.

5.5.8. The abandoned position shall be filled no later than 14 days after the position was abandoned.

5.5.9. 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.

5.6. Resignation En Masse

5.6.1. If more than 3 Executive positions or more than 5 Council positions remain abandoned after the replenishment procedures in section 5.5 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).

6. ATTENDANCE

6.1. Preamble

- 6.1.1. Executives must attend Executive Meetings, Council Meetings, and Semi-Annual General Meetings.
- 6.1.2. Councillors must attend Council Meetings and Semi-Annual General Meetings
- 6.1.3. An attendance sheet will be updated by the Vice President Administration and Finance.

6.2. Excused Absences

- 6.2.1. An Executive or Councillor may be absent at a meeting if he/she:
 - 6.2.1.1. Is suffering from a physical or mental illness that leaves him or her unable to attend classes.
 - 6.2.1.2. Has a prearranged meeting, appointment, event, or class, and has provided documentation that he/she made reasonable effort to reschedule the prearranged event.
 - 6.2.1.3. Has a pressing family emergency.
- 6.2.2. The Executive or Councillor must contact the Vice President Administration and Finance no later than 1 day after the meeting with a description of why he/she is/was unable to attend.
 - 6.2.2.1. Every effort must be made to provide notice as soon as the absence is known.
- 6.2.3. The absence will be deemed excused by a Two-Thirds Majority vote of the meeting's voting body.
- 6.2.4. Councillors can appoint a proxy by providing written notice to the Vice President Administration and Finance at least 1 day in advance of the meeting.

6.3. Unexcused Absences

- 6.3.1. An Executive or Councillor who either provides no notice of absence to the Vice President Administration Finance, or who is absent without proper reason will be removed after five (5) instances.

7. DEPARTMENTAL ASSOCIATIONS

7.1. Recognition

- 7.1.1. A Departmental Association shall represent exactly one department and a department shall be represented by one Departmental Association.
- 7.1.2. A Student Group as defined under the Bylaw Respecting Student Groups shall not be formally registered as a Departmental Association until the following conditions are satisfied:
 - 7.1.2.1. A document confirming the legitimate selection of the Group's officers and providing their contact information is submitted to the ISSS Vice President Community.
 - 7.1.2.2. A document confirming the Group is in compliance with General Faculties Council Policies regarding, Departmental Councils, and Chair Selection & Review Committees is submitted to the ISSS Vice President Community.
- 7.1.3. A previously recognized Departmental Association shall be presumed to continue being a Departmental Association.

7.2. Derecognition

- 7.2.1. The ISSS shall derecognize a Departmental Association, thus leaving an unrepresented constituency, upon the Departmental Association no longer being a student group.
- 7.2.2. The ISSS may derecognize a Departmental Association, thus leaving an unrepresented constituency if:
 - 7.2.2.1. The Departmental Association applies for derecognition
 - 7.2.2.2. A majority of the students which the Departmental Association represents petition for derecognition
- 7.2.3. During the period of an unrepresented constituency the ISSS shall assume responsibility of the affairs of the constituency. Before six calendar months of the existence of an unrepresented constituency the ISSS shall recognize a new Departmental Association.

8. STUDENT REPRESENTATION ON SCIENCE FACULTY COUNCIL

8.1. General

8.1.1. Undergraduate science students hold twelve (12) seats on Science Faculty Council (SFC).

8.1.2. The Vice President Academic shall be responsible to seek applicants to sit on SFC.

8.2. Ex-Officio Members

8.2.1. The President and Vice President Academic shall be ex officio members of Science Faculty Council.

8.3. Appointed Members

8.3.1. Members shall be appointed to fill the remaining ten (10) seats as follows:

8.3.1.1. Four (4) seats shall be reserved for members of the ISSS Executive and Council, not including the President and Vice President Academic. Such members may not hold more than four (4) seats, except as noted in section 8.3.2.4. of the Constitution.

8.3.1.2. Three (3) seats shall be reserved for members of COSSA.

8.3.1.3. Three (3) seats shall be reserved for Members of the ISSS, with preference given to students in the general program who have not yet declared a major.

8.3.2. The procedure for appointing members shall be as follows:

8.3.2.1. The authority to appoint student members to SFC ultimately rests with Council, notwithstanding anything else in section 8 of the Procedures Manual.

8.3.2.2. Interested students, not including ISSS Executives or Councillors, shall submit written applications.

8.3.2.3. Before September 30th, the Executive shall review all applications and recommend up to six (6) students to Council from the categories described by sections 8.3.2.1 and 8.3.2.2 of the Procedures Manual.

8.3.2.4. In the event that there are insufficient applicants to fill a given category of reserved seats as outlined in 8.3.1, the Executive shall recommend additional students at their discretion.

8.3.2.5. In the event that Council does not appoint all recommended applicants, the Executive shall recommend other students to Council at the following meeting.

8.3.2.6. The seats described under section 8.3.1.1 of the Procedures Manual shall be filled by Council based on nominations.

8.3.2.7. Members who have the most governance experience, and the experience, interest, and ability to represent the Faculty of Science will be favoured.

8.3.3. Replacement of Appointed Member

8.3.3.1. A member who misses the first meeting of SFC shall have their membership on SFC immediately revoked.

8.3.3.2. The procedure for replacing members shall parallel the process for appointing members in 8.3.2.

9. COSSA GRANTING

9.1. Outline

- 9.1.1. The VPC shall propose an amount to be allocated to COSSA granting that shall be approved by Council before September 1.
- 9.1.2. No extra funding shall be allocated to COSSA until after May 1.

9.2. Eligibility

- 9.2.1. All members of COSSA are eligible to apply for and receive funding from the ISSS in accordance with this granting policy.
- 9.2.2. Grants are available only for item(s) or activities that directly improve the quality of life of ISSS members.
- 9.2.3. Preference will be given to initiatives that encourage interdepartmental collaboration, or involve collaboration between multiple COSSA Members.
- 9.2.4. To support sustainable financial practices, COSSA will only grant a total of 50% of the total cost for the item(s) or activity.
- 9.2.5. Grants may not be used for purposes that violate the Code of Student Behavior, Municipal, Federal, or Provincial Law, the Constitution, or are partisan or denominational in nature.

9.3. Process:

- 9.3.1. A COSSA Member must submit the following in order to be considered for a COSSA Grant:
 - 9.3.1.1. A breakdown of all costs for the event, or prices for the item(s) requested.
 - 9.3.1.2. A statement on how the item(s) or event align with the mandate of the ISSS.
 - 9.3.1.3. A description on how the item(s) or events would be funded if the grant is not received, including an outline of sustainable fundraising activities.
 - 9.3.1.4. The number of ISSS Members that could potentially benefit from the item(s) or event.
 - 9.3.1.5. If there are any liability issues, including health and safety requirements, and what steps the COSSA member will take to meet these requirements, get approval, or get insurance.
- 9.3.2. The COSSA Granting Committee shall assign funding to COSSA Members based on the following principles:
 - 9.3.2.1. Purposes that are more closely aligned with the ISSS mandate are more likely to receive a grant.
 - 9.3.2.2. Members that have sought out additional sources of funding are more likely to receive a grant.
 - 9.3.2.3. Purposes that impact more ISSS Members are more likely to receive a grant.
 - 9.3.2.4. Purposes that encourage interdepartmental collaboration are more likely to receive a grant.
- 9.3.3. Within one month of successfully receiving a grant, the COSSA Member will be required to submit to the VPC a report following the grant. This report shall outline:
 - 9.3.3.1. 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.

- 9.3.3.2. An analysis on how effective the item(s) or event was.
- 9.3.3.3. Any other pertinent information.
- 9.3.4. Violation of the rules pertaining to COSSA Granting, including falsified or incomplete reports, will result in immediate expulsion from the COSSA.

9.4. Committee

- 9.4.1. Granting decisions shall be carried out by a granting committee, to be created each year by the Vice President Community. Membership on the committee shall be comprised of:
 - 9.4.1.1. Two (2) executives of COSSA Members;
 - 9.4.1.1.1. In the event of a conflict of interest, the executive shall step out during discussion and voting.
 - 9.4.1.2. Two (2) Members of the ISSS who are not executives of COSSA Members.
 - 9.4.1.2.1. In the event of a conflict of interest, the member shall step out during discussion and voting.
 - 9.4.1.3. The Director or designate of Student Group Services. This individual shall sit as a non-voting member; and
 - 9.4.1.4. The Vice President Community and the Vice President Administration and Finance.
- 9.4.2. Quorum for meetings of the granting committee shall be reached at five (5) out of six (6) members.
- 9.4.3. Approval of a grant requires a Two-Thirds Majority.
- 9.4.4. The granting committee shall meet once per semester.
- 9.4.5. Members of COSSA will receive a response before or during the Semi-Annual General Meeting of that Semester.
- 9.4.6. If funding is denied, a written explanation must be given to the applicant groups by the Vice President Community.

10. ELECTIONS

10.1. General

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

10.2. Timing of Elections

10.2.1. A "March Election" is where all Councillor and Executive positions, except first-year Councillors, are open for contest.

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

10.2.2. 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.

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

10.3. The ISSS Elections Representative

10.3.1. Selection

10.3.1.1. The ISSSER shall be hired based on:

10.3.1.1.1. Interest in the position

10.3.1.1.2. Experience with the ISSS and similar student groups

10.3.1.1.3. Understanding of the rules surrounding ISSS elections

10.3.1.1.4. Skill sets deemed necessary for the position.

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

10.3.2. Responsibilities

10.3.2.1. Market March Elections and September Elections to all Members.

10.3.2.2. Make available and accessible a nominations package as described in section 9.4 of the Procedures Manual fifteen days before a March Election or a September Election.

10.3.2.3. Accept and collect nomination packages until the nomination deadline.

10.3.2.4. Be responsible for approving that a candidate meets the eligibility criteria as per the Constitution.

10.3.2.5. Approve or reject any campaign material within 1 day of submission based on section 9.5.3 of the Procedures Manual.

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

10.3.2.7. Review campaign expenditures, and in accordance with section 9.5.4 of the Procedures Manual, approve or reject campaign expenses within five days of the election. Approved expenditures will be reimbursed by the Executive upon the notice of the ISSSER.

10.3.3. Powers

- 10.3.3.1. The ISSSER has the authority to interpret, clarify, and enforce the sections of the Constitution and Procedures Manual that govern ISSS elections.
- 10.3.3.2. The ISSSER may reject an incomplete, falsified, or ineligible nomination form.
- 10.3.3.3. The ISSSER may investigate accusations of a candidate breaching the sections of the Constitution and Procedures Manual that govern ISSS elections.
- 10.3.3.4. 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.
 - 10.3.3.4.1. These decisions may be appealed to the Students' Union Vice President Academic
- 10.3.3.5. The ISSSER may reject any campaign materials that violate section 9.5.3 of the Procedures Manual.

10.3.4. Termination

- 10.3.4.1. Council must terminate an ISSSER if he/she:
 - 10.3.4.1.1. Is charged and/or convicted of a criminal offence as outlined the Criminal Code of Canada during his/her term, or
 - 10.3.4.1.2. Is charged and/or convicted of a offence as outlined in Code of Student Behavior of the University of Alberta during his/her term, or
 - 10.3.4.1.3. Has been unable or unwilling to fulfill the responsibilities of the ISSSER as outlined in the Constitution and Procedures Manual.
- 10.3.4.2. After the dismissal of an ISSSER, a new ISSSER must be immediately appointed by Council through the procedures outlined above.

10.4. Nomination Packages

- 10.4.1. The nomination package must contain:
 - 10.4.1.1. A summary of the ISSS
 - 10.4.1.2. Contact information for the ISSSER
 - 10.4.1.3. A summary of the positions available for contest
 - 10.4.1.4. A copy of all relevant sections from the Constitution or Procedures Manual pertaining to Elections, Attendance, the Executive, and the Council
 - 10.4.1.5. 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.
 - 10.4.1.6. 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.
 - 10.4.1.6.1. 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.
 - 10.4.1.7. A form which solicits the signatures of ten Members. The form must state that they endorse the candidate for the position that they are contesting, and must solicit the Members name, faculty, ID number, and signature.

10.5. Campaigning

- 10.5.1. Dates

- 10.5.1.1. The nomination deadline for September and March Elections mimics the Students' Union Councillor nomination deadline as determined by the Students' Union Chief Returning Officer in accordance with Students' Union Bylaw 2000.
- 10.5.1.2. An approved candidate may begin campaigning immediately after the nomination deadline, and must cease all campaigning activities by the time polling stations open.
- 10.5.2. Locations
 - 10.5.2.1. A candidate may not campaign in:
 - 10.5.2.1.1. Any business or service operated by the Students' Union or ISSS
 - 10.5.2.1.2. A University library
 - 10.5.2.1.3. A classroom during a class unless he/she first obtains the permission of the instructor
 - 10.5.2.1.4. In any residence
 - 10.5.2.1.5. In any building or on any property not owned or operated by the University, the Students' Union, or the ISSS.
- 10.5.3. Materials
 - 10.5.3.1. All campaign materials must be approved by the ISSSER before being purchased or used in a candidates campaign.
 - 10.5.3.2. A candidate shall not use campaign materials that:
 - 10.5.3.2.1. Have more than nominal value when distributed
 - 10.5.3.2.2. Cannot be removed at the end of the campaign
 - 10.5.3.2.3. Are likely to permanently damage or alter property
 - 10.5.3.2.4. Violate the Code of Student Behaviour, or any Federal, Provincial, or Municipal Law
 - 10.5.3.2.5. Contain libelous, defamatory, obscene, or otherwise inappropriate content.
- 10.5.4. Expenditures
 - 10.5.4.1. A candidate shall not accrue more than twenty dollars in campaign expenditures.
 - 10.5.4.2. All campaign expenditures must be reported, and receipts must be provided, to the ISSSER before polls open.
 - 10.5.4.3. Campaign expenditures will be reimbursed in full, provided proper receipts are submitted, and the expenditure limit is not exceeded.

10.6. Incumbents

- 10.6.1. The incumbent Council and Executive shall continue to operate normally until election results are finalized.
- 10.6.2. All members of the incumbent Executive and Council shall have full title, power and responsibility until the end of their terms.

10.7. Transition of Power

- 10.7.1. Upon completion of their term of office, outgoing Executive Committee members shall forfeit their position and all the corresponding powers, duties, and responsibilities to the candidate elected to the position in the election.

- 10.7.2. The new Executive shall move quickly to reprogram computer passwords, safe combinations and locks.
- 10.7.3. Should conditions require, signing authority shall be transferred over to the new President, VPAF, and VPS no later than May 15 following the finalization of election results.

11. CHANGES TO THE PROCEDURES MANUAL

- 11.1. Amendments to the Procedures Manual of the ISSS must be approved by Council.
- 11.2. Changes come into effect immediately upon approval.
- 11.3. 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.
- 11.4. The master copy of this Procedures Manual will be labeled as such, signed and dated by all Executives, initialed and dated on each page by the Executives, and stored securely in the ISSS office.
- 11.5. 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.
- 11.6. All amendments to this Procedures Manual will be collated in the Collated Amendments section of this Procedures Manual with the date of passage of the amendment, the date of the amendment coming into effect, and the text subject to amendment both before and after amendment.

12. COLLATED AMENDMENTS