MEMORANDUM OF AGREEMENT

BETWEEN

McGILL UNIVERSITY

AND

THE SCIENCE UNDERGRADUATE SOCIETY OF McGILL UNIVERSITY INC. / L’ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN SCIENCES DE L’UNIVERSITÉ McGILL INC.)
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MEMORANDUM OF AGREEMENT made and entered into at the City and District of Montreal, Province of Quebec

BETWEEN

McGILL UNIVERSITY, a University duly constituted by charter, having its principal office at 845 Sherbrooke Street West, in the City and District of Montreal, Province of Quebec,

(hereinafter referred to as the "University")

AND

THE SCIENCE UNDERGRADUATE SOCIETY OF McGill UNIVERSITY INC./L'ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTEDES EN SCIENCES DE L'UNIVERSITÉ McGill INC. having its principal office 805 Sherbrooke Street at, in the City and District of Montreal, Province of Quebec,

(hereinafter referred to as "the Association")

WHEREAS the University is committed to protecting the rights of the undergraduate student body as represented by the Association;

WHEREAS the University recognizes student groups as integral members of the University community;

WHEREAS the University and the Association are committed to preserving their positive relationship and in preserving the particular nature of the student associations, and in consequence, the present agreement is to be interpreted and acted on the basis of good faith;

WHEREAS the University and the Association wish to enter into an agreement respecting various matters including the assessment and collection of fees from students and the operation of University accounts for such fees;

WHEREAS a referendum of members of the Association approved the collection of fees for its operating expenses and the support of its activities;

WHEREAS, on the basis of said referendum, the Board of Governors of McGill University approved the collection of fees from members of the Association for said purposes;

WHEREAS the Association was incorporated on April 16, 1993 by Letters Patent issued pursuant to Part III of the Companies Act (Quebec) [NEQ 1148821797];

WHEREAS on April 1, 2003, the Association was accredited under the Loi sur l'accréditation et le financement des associations d'élèves ou d'étudiants (L.R.Q. chapitre A-3.01) as l'Association des d'étudiants et étudiantes en science de l'Université McGill de premier cycle (Science) - Science Undergraduate Society of McGill University;

WHEREAS the University and the Association wish to enter into a new agreement, in replacement of the previous agreement;

NOW THEREFORE, THE PRESENT AGREEMENT WITNESSES:
1. **COLLECTION OF ASSOCIATION FEES**

1.1 Subject to the approval of the Board of Governors of the University, the University shall collect in each of the fall and winter sessions during the term of the present Agreement all fees from students duly registered at the University and assessed by the Association, such fees (the "Association Fees") to be used by the Association for its operating expenses and the support of the Association. The current Association Fee Schedule appears as Appendix A hereto. The Association represents all undergraduate science students from the Faculty of Science.

1.2 The Association Fees shall be included in the total student fee assessed by the University in respect of students and all University regulations pertaining to the assessment and collection of fees shall apply thereto.

1.3 The Association Fees shall be distributed yearly as follows:

- The **first distribution** of the Association Fees shall be paid to the Association on **September 15** and shall reflect fee assessments from June 1 to August 31st.

- The **second distribution** of the Association Fees shall be paid on **November 15th** and shall reflect the balance of the Fall Term assessments as at October 31st. There shall be no holdback of fees for either of these remittances.

- The **third distribution** of the Association Fees shall be paid on **February 15th** and shall reflect the Winter Term fee assessments as at January 31st. An amount equal to 10% of the amount to be paid as the third distribution shall be held back by the University to account for changes in student registration occurring from February 1st to May 31st.

- The **final distribution** of Association Fees shall be paid on **June 15** and shall reflect the assessment as at May 31st, less the 1% fee for bad debt charges (in accordance with section 1.4), the Annual Administrative Fee (in accordance with section 1.4) and any other amounts owed to the University as at May 31st.

1.4 No charges shall be levied by the University for the collection of the Association Fees however the University shall be entitled to receive 1% of the total fees assessed in each term as relief for the collection of bad debts. At the request of the Association, the University shall provide the Association with information on the level of bad debt resulting from its members.

1.5 At the option of the Association, the Association Fees may be credited to an internal account of the University with the prior written approval of the Association for the exclusive use of the Association.

1.6 No adjustments to the Association’s fees shall be applied or collected by the University unless the Deputy Provost (Student Life and Learning) has confirmed in writing that the formalities required by the Association’s constitution for fee adjustments and applicable law have been followed.
1.7 All requests for new fees or fee changes must be sent in writing to the Deputy Provost (Student Life and Learning) by April 1 for implementation in the fall term and by November 20 for implementation in the winter term.

2. **ACCOUNTING SERVICES**

2.1 The University shall provide certain accounting services to the Association for an Annual Administrative Fee in accordance with the schedule contained in Appendix B. This fee is subject to an annual review by the University. The services to be provided will include the following:

2.1.1 Monthly trust fund statements indicating fee revenues, distributions and expenses resulting in year to date totals.

2.1.2 Provision of regular lists on the Association's membership on a scheduled basis; weekly in August/September and monthly the remaining months.

The Association shall request security access at the beginning of their mandate to access Minerva reports. The President of the Association must authorize all requests for access, and should the President require access, then two vice-presidents of the Association must authorize his/her request. Security authorization to Minerva reports shall terminate each year on June 15th. Employees of the Association who have been given access may keep their access upon confirmation by the current year's President.

2.2 Should the Association require any other lists, data sets or any other type of information on their membership or its financial records not already provided for in article 2.1 above or elsewhere in this Memorandum of Agreement, the University shall give effect to the request to the extent allowed by law and subject to the payment of an appropriate fee, and upon reasonable prior notice to Accountant, Student Affairs Office, Administration Building. This fee will be identified prior to fulfilling the request. The University is subject to the provisions of the Quebec Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information and therefore reserves the right to refuse to give effect to a request.

2.3 Notwithstanding article 2.1, should any programming changes be required to be performed by the University's Department of Information Systems Resources ("ISR") at the request of the Association, the University reserves the right to charge the Association the hourly rate for the work to be performed.

2.4 The University will not draw any funds from the account maintained by the University for the use of the Association or from the fees collected by the University for the Association without the Association's prior written approval, unless exercised as a remedy pursuant to article 8.1 hereto.

3. **LOANS AND GRANTS**

The Association may apply to the University from time to time for loans and grants in aid of activities or projects, the granting of which shall be in the sole discretion of the University.
4. **INSURANCE**

4.1 The Association shall ensure that its officers and employees are covered under the terms of an Employee Dishonesty Policy with a reputable licensed insurer, to maintain such policy in force at all times during the term of the present Agreement and to provide the University each year with a copy of such policy.

4.2 The Association shall be solely responsible for obtaining appropriate insurance necessary to conduct its activities, including and without limitation, comprehensive general liability insurance, including but not limited to libel, slander, defamation of character, loss of property damages and personal damages, and shall name the University as co-insured.

4.3 The Association shall provide evidence of coverage upon execution of the Agreement and annually thereafter to the McGill Risk Management and Insurance Office. Evidence shall take the form of true copies of the relevant insurance policy or renewal certificate, as the case may be.

4.4 The Association shall hold harmless the University, its officers, employees and agents of and from any and all suits, claims or demands, and reasonable costs and expenses that may arise by reason of the operation of activities of the Association, or any act, neglect, omission of the Association, its directors, officers, employees, agents or persons engaged or retained by it.

5. **MAINTENANCE AND AUDITING OF ACCOUNTS**

5.1 The Association shall provide the Deputy Provost (Student Life and Learning) with a copy of its annual audited financial statements within 120 calendar days of each financial year end. The Association’s financial year-end is April 30.

5.2 Upon reasonable notice from the University and upon reasonable cause, the Association shall make available for audit at no cost to the Association all documents relating to:

   (a) current contracts and expenditures;
   (b) projected contracts and expenditures; and
   (c) books, records and accounts.

5.3 The Association shall engage the services of a reputable auditing firm and give notice of the same to the University on a timely basis. The University shall advise whether the auditing firm is acceptable and shall provide reasons. In the event the University does not find that firm acceptable, for whatever reasons, the Association shall appoint another firm subject to acceptance by the University.

6. **USE OF THE MCGILL NAME OR EMBLEM**

6.1 The Association recognizes the University is the owner of the intellectual property in the word "McGill" and the McGill trademarks which are duly protected by the *Trademarks Act.*
6.2 On a nonexclusive basis and solely in connection with its activities related to its role as a student association and in accordance with this Agreement, the University hereby grants the Association the right to use the word "McGill" in its name "THE SCIENCE UNDERGRADUATE SOCIETY OF McGill UNIVERSITY INC./L'ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN SCIENCES DE L'UNIVERSITÉ McGill INC." The present grant is not assignable.

6.3 The University's trade name, trademarks and emblems may not be used in connection with the Association's name or logo which shall be distinct from that of the University's.

A copy of the Association's approved logo and trademark appears in Appendix C.

Any change to the Association's approved logo or trademark shall be submitted in advance for confirmation by the Deputy Provost (Student Life and Learning) that the proposed new logo or trademark conforms to the terms and conditions set out in this section. The Deputy Provost (Student Life and Learning) shall provide a written response within one week of the Associations' submission. Approval shall form an amendment to this agreement.

6.4 On a non-exclusive basis, for the term of this Agreement and in accordance with its conditions, the University hereby grants approval of the names of the Association's groups, clubs or services ("the Groups") as they appear in Appendix G and subject to the following conditions:

(i) The Association and its Groups shall respect the rights of the University as owner of the trade name and trade mark "McGill" and shall comply to the conditions set out in this agreement;

(ii) The Groups shall use the names as they appear in Appendix G and shall adhere to the conditions set out in Section 6 and the Recitals of Appendix G;

(iii) Where permission to use the McGill name is granted, McGill may withdraw such permission at any time and for whatever reason, subject to notice and discussion with the Association.

(iv) In all of their activities, advertisements and websites, the Association and Groups shall include the following notice prominently on advertisements and websites and shall identify themselves or their activity as either:

- A [e.g. club, service, activity] of the SUS (Science Undergraduate Society)" an undergraduate students' association at McGill University"
- "Operated by the SUS (Science Undergraduate Society), an undergraduate students' association at McGill University."

6.5 Neither the Association, nor any of its Groups, shall use or integrate the name, emblems or trademarks of the University with the name, emblems or trademarks of the Association or Groups.
6.6 For **event-specific permission** to use the name, emblems or trademarks of the University, the Association shall obtain express prior written permission from the Secretary-General of the University in accordance with this Agreement. Permission shall be granted at the University’s discretion and, where granted, is time-limited and not assignable. McGill reserves the right to withdraw such permission at any time and for whatever reason.

7. **CONTRACTS AND LEGAL PROCEEDINGS**

7.1 Any acts, contracts, and legal proceedings involving either party shall be the exclusive responsibility of that party.

7.2 Neither party shall enter into nor execute any cheques, contracts, documents, instruments, receipts, leases or other agreements in the name of the other party or in any way engage the liability of the other party thereon by any other means.

7.3 The Association shall not solicit or receive any gift, grant or bequest in the name of the University without the prior written consent of the University.

7.4 Should any legal proceedings or claims be taken or made against one party as a result of an act of the other, the said legal proceeding or claims shall be immediately referred to the other party which shall deal with it in a timely manner and at its own expense. Any costs or expenses incurred by the party for such legal proceedings or claim including, inter alia, any legal fees, condemnation, order, settlement, interest, judicial and extra judicial fees and costs, shall be entirely at the charge of the other party.

7.5 Either party shall have the option of engaging its own legal counsel to intervene in any legal proceedings in respect of the other party where its interests are involved. In such a case, all expenses, extra judicial fees and disbursements shall be borne exclusively by the party that has invoked this option.

8. **RIGHT TO SET OFF**

8.1 Should the University, following due notice to the Association, be required to pay any of the charges, costs, expenses, debts and claims which are by these presents to be borne exclusively by the Association, or should the Association be in any way indebted to the University, the University is authorized to collect or set off the said amount against the funds paid or payable to the Association hereunder.

8.2 In accordance with the present Agreement:
   a) The University must provide the Association with a written notice of the charges, costs, expenses, debts and claims providing complete details and documents relating thereto.
   b) The Association shall have thirty (30) working days (or 60 calendar days between period May 1 and August 31) after the receipt of such notice in which to resolve and/or remedy the matter.
c) The University shall exercise its best effort to inform the Association as soon as possible within the same budget year (defined as the period June 1 to May 31) of any charges, costs, expenses, debts and claims on the part of the Association under this clause.

9. LIQUOR PERMITS

9.1 The Association shall apply for and maintain in its name necessary reunion liquor permits for any event, it and any of its clubs or groups, may hold from time to time for its own purposes.

9.2 The Association recognizes and reaffirms its commitment to respect article 39 of the *Quebec Act Respecting Liquor Permits (chapter P-9.1)* that specifies the Association may only hold a *reunion class liquor permit*, as defined in article 33 of the Quebec Act Respecting Liquor Permits (chapter P-9.1) for events held within University buildings or anywhere on University property. The hosting of such events is subject to prior express approval of the University and such other conditions as set from time to time.

9.3 The Association shall exercise its permits in accordance with all laws, municipal and government regulations and well as all internal requirements and policies of the University and appropriate standards of conduct, that include, but are not limited to those relating to:

(a) hosting on campus events only in approved University locations;
(b) advertising these campus events, and the cost of alcohol, in accordance with the law;
(c) purchasing, storing (as applicable) and serving the alcoholic beverages at these events in accordance with the law;
(d) adhering to all requirements with respect to building, fire, security and room capacity.

9.4 The Association shall hold harmless the University for any and all claims, fees or fines arising from its exercise or omission to exercise its rights and duties under such permits and as host of these events.

9.5 The Association shall ensure that the events hosted by the Association or its clubs shall include activities that allow members to socialize without requiring the purchase or consumption of alcohol for participation in the activity or event.

10. REPRESENTATIONS OF THE ASSOCIATION

10.1 The Association represents warrants and covenants that:

10.1.1 the charter documents, constitution and by-laws of the Association consist entirely of the documents remitted to the University concurrently with the execution of the present Agreement and which appear as Appendix C. The Constitution and by-laws of the Corporation are provided for reference purposes. The parties agree that no clause in the Constitution or By-laws shall modify or supersede this Agreement;
10.1.2 a referendum of the Association members has been duly held in accordance with its constitution approving the existing Association Fees and such referendum continues to bind the Association and its members;

10.1.3 it has amended its policies and procedures to provide for conflict of interest provisions respecting the hiring of employees, contracts with related parties and the administration of its affairs;

10.1.4 it is and shall maintain its status as a corporation under Part III of the Quebec Companies Act whose membership is limited to regularly registered undergraduate McGill science students.

10.1.5 undergraduate science students registered at the University are entitled to membership but no member may act as Director or Officer of the Association while subject to any disciplinary measure under the Handbook of Students Rights and Responsibilities which has the effect of temporarily or permanently removing the status of McGill Student.

10.2 The Association shall provide the Deputy Provost (Student Life and Learning) annually with a copy of:

i. the Association’s Annual Declaration of Incorporation as proof that the Association has maintained its incorporated status;

ii. a copy of the Association’s annual Audited Financial Statements prepared in accordance with Article 5 herein;

iii. a copy of the annual Certificate of Insurance obtained in accordance with Article 4 herein; and

iv. a copy of a complete up-to-date Appendix G as at September 30th, listing all Association, clubs and services for the following academic year in accordance with Article 6 herein and the Recitals appearing in Appendix G by Sept 30th; and

v. any changes to the documents remitted to the University concurrently with the execution of the present Agreement, within 30 days of the change.

11. EVENT OF DEFAULT

11.1 Each of the following shall be considered an event of default:

11.1.1 when either the Association or the University breaches a term or condition of the present agreement or of any other agreement between the Association and the University;

11.1.2 when the Association violates its charter, constitution or by-laws, or any duly approved regulations, rules or policies of the University some of which appear at www.mcgill.ca.

11.1.3 when in the course of or subsequent to an audit, the Association’s auditors reports material fraud, error or misstatement of the books or financial records, accounts or corporate affairs of the Association;
11.1.4 when the Association ceases to operate, dissolves, modifies its status, makes any general assignment for the benefit of the creditors, takes the benefit of any insolvency or bankruptcy act or if a receiver or trustee be appointed for the property of the Association or any part thereof.

11.2 In the event of default, the defaulting party shall be entitled to written notice of default and upon receipt of such notice, shall have 30 working days (or 60 calendar days between period May 1 and August 31) within which to remedy such default.

11.3 In the event of a dispute over the existence of a default, either party shall be entitled to submit the dispute to arbitration by giving the other party written notice no later than 90 calendar days from the date of the notice referred to in Section 11.2. Such notice shall suspend the delay granted to remedy the default referred to in Section 11.2.

11.4 Submission to arbitration shall be made in accordance with the provisions of the Quebec Code of Civil Procedure (Sections 940 and following) to one arbitrator chosen by the parties. The fees and expenses of the arbitrator shall be shared equally between the parties.

11.5 Notwithstanding section 11.3, the parties agree that it is in their best interest to resolve any dispute amicably. The parties agree to engage in an open and respectful dialogue between the Deputy Provost (Student Life and Learning) and the President of the Association with the aim of arriving at an amicable resolution of the dispute.

12. REMEDIES

12.1 Upon the confirmation of the occurrence of a default by either party, in accordance with section 11, the present Agreement may be resiliated forthwith upon written notice to the defaulting party.

12.2 Upon the confirmation of the occurrence of an event of default by the Association, in accordance with section 11, all funds for the accounts of the Association shall be allocated to an interim trust fund ("Trust Fund") administered by the University and overseen by a committee of five (5) members comprising of two University representatives, two Association representatives and chaired by a person selected by agreement of the parties. The Committee shall oversee the administration of the Trust Fund until such time as the Association has been restructured and reinstated.

12.3 It is expressly agreed that such resiliation shall be in addition and without prejudice to all other rights as provided by law or herein.

13. STUDENT PUBLICATIONS

13.1 The University recognizes that the Association's role as a representative body of students may necessitate the publication of newspapers, newsletters and periodicals directed toward its members.

13.1.1 The Association does not currently publish in paper or electronic format a newsletter to its members. Should the Association wish to publish a Publication, the Association shall so inform the University and the conditions of this article shall apply.
13.2 The Association may distribute the Publication on the Montreal campus at no cost by leaving copies at defined locations in the buildings as designated by the University. The list of Approved Locations appears as Appendix D. No changes shall be made to this list without the approval and authorization of the Deputy Provost (Student Life and Learning).

13.3 Off-campus distribution is permitted at those Approved Locations appearing in Appendix D and under the following conditions:
   a. no off-campus distribution in any other building is permitted without prior written permission of the authorized building manager and authorization from the Deputy Provost (Student Life and Learning);
   b. in no circumstances shall off-campus distribution be permitted in public places including sidewalk boxes;
   c. authorization of the Deputy Provost (Student Life and Learning) is revocable upon demand.

The Association shall notify the Deputy Provost (Student Life and Learning), in writing, of any change to the Off-Campus distribution locations of the Publication listed in Appendix D. Such notification shall occur prior to distribution. Written permission for such distribution must be received from the owner or manager of such off-campus distribution location. Any violation of these terms may be considered an event of default.

13.4 The editorial, reporting and advertising content of the Publication is the sole and exclusive responsibility of the Association. It is understood that the University shall not be responsible or liable for the editorial, reporting or advertising content of the Publications. For greater clarity:

   13.4.1 the Publication shall bear the following notice immediately below its name on the title page:
       "The (newsletter) is published by the Science Undergraduate Society, a student society of McGill University."

   13.4.2 the Publication shall bear the following notice on either the second or back page:
       "This newsletter is published by the Science Undergraduate Society, a student society of McGill University. The content of this publication does not necessarily represent the views of the Science Undergraduate Society or of McGill University."

13.5 The Publication shall not display the McGill crest or logo in its masthead.

13.6 Notwithstanding the generality of the foregoing, the distribution of commercial flyers and advertisements for third parties either placed loosely within the Publication or distributed with the Publication (whether or not placed on the newsstands) is strictly prohibited.

13.7 It is understood that subject to the provisions in this section, the Association is permitted to produce and distribute to its members at no cost, Association brochures and agendas.
14. **BUSINESS ACTIVITIES**

The following are the general principles governing the business activities of the Association:

14.1 The Association is entitled to engage in the revenue-generating activities as listed in Appendix E. The Association must receive the University's prior written approval for changes in the use of University space for revenue-generating activities as listed in Appendix E.

14.2 The Association must have the University's prior written agreement in signing any contracts or agreements with external parties, for Association's business purposes that lead to the use of University space and/or facilities by such external parties.

14.3 When University space and/or facilities are used for business activities, the University must be reimbursed appropriately for the costs associated with the use of such space and/or facilities; these may include but not be limited to the payment of electricity, janitorial and maintenance charges. The University shall provide the Association details and documents of such charges, upon request.

14.4 Any University space or facilities used for business activities may be subject to a lease or other formal arrangement that may include the payment of rent.

14.5 The University and the Association will undertake to discuss contracts or agreements with external parties regarding certain business activities which may lead to the recovery of costs for the University as well as generate sufficient income to the benefit of both the University and the Association.

15. **LOCATION**

15.1 In accordance with its status as a recognized student association, the University shall provide the Association with a room at no charge that shall constitute an office from which to conduct its activities. The location of this room shall be on or around the Montreal campus of the University, and when reasonably possible within Burnside Hall, and shall constitute the Association's principal premises. The current location of this room appears in Appendix F.

15.2 The University further grants to the Association the use of the University space and/or facilities appearing in Appendix F at no charge for the term of this Agreement only for the stated purpose. No change may be made to the use of the space and/or facilities without the express prior approval of the Deputy Provost (Student Life and Learning).

15.3 Any request for additional space shall be made to the Deputy Provost (Student Life and Learning) shall be subject to availability. All such space shall be confirmed in writing by the Deputy Provost (Student Life and Learning) whose confirmation shall constitute an amendment to this Agreement.
15.4 The University reserves the right to bill the Association for any extraordinary cleaning or repair necessitated as a result of an Association-sponsored activity in University premises listed in either Appendix E or F.

15.5 Notwithstanding, subject to six (6) months’ notice, the Association shall vacate the space at the University’s request should the University deem it necessary or advisable to use the space for other University purposes.

16. TELEPHONE, MAIL AND E-MAIL

As long as the Association is located in a University building, the Association shall be entitled:

16.1 to purchase telephone services from the University, including the "398" exchange number, long distance services, internal switching and University directory listings. No equipment other than that provided by McGill Network and Communications services may be attached to lines provided by McGill.

16.2 to purchase backbone connectivity and Internet access for their computers. This does not include a right to web casting. This may be subject to a separate agreement.

16.3 to use the University's e-mail system in the form of sus@mail.mcgill.ca subject to the Association, its employees, officers and volunteers respecting University policies including but not limited to the Policy on the Responsible Use of McGill Information Technology Resources.

16.4 Subject to the conditions set out in Articles 6 and 13, the University grants the Association the right to use “McGill” within its domain name http://www.susmcgill.com within the Associations’ own independent interactive website.

The Association shall pay for all costs associated with the integration and the use of these systems as set from time to time. Integration in these University systems is a privilege which may be revoked should the University reasonably believe that the Association has used any system in a manner contravening McGill policy.

17. STAFF STATUS

All staff hired by the Association shall have exclusive Association employment status. The working conditions, including payroll, of the Associations staff shall be determined solely by the Association.

18. TEXTBOOKS AND CASEBOOKS

The Association shall not be entitled to sell new or second-hand textbooks or casebooks or other course material unless authorized by the University Bookstore.

Notwithstanding the generality of the foregoing, the University acknowledges that the Association sells Biology course packs and that these are produced solely by the University’s authorized publisher, which complies with the University’s agreement with Copiebec. For the term of this Agreement, the
Association shall be entitled to sell Biology course packs produced by the University's authorized publisher. It is the University's intention to allow the Association to continue to sell Biology casebooks after the expiry of the present agreement.

The reproduction and distribution of lab manuals and any notes produced by the Note Taking Club ("NTC") are not subject to this provision, nevertheless the SUS shall be required to deal directly with the authors to secure consent and to pay such royalties as their agreement provides.

19. TERM AND REVIEW

The term of the present agreement is five (5) years beginning on June 1, 2015 and ending on May 31, 2020. Six (6) months prior to the expiration of the term, the parties shall review in good faith the terms and conditions with a view to renew on a mutually agreeable basis. In the event the parties are unable to agree on the terms of renewal, the terms of the present agreement shall end at its term.

20. NOTICE

Any notice to be given by the present Agreement shall be given to the University at its above-mentioned address to the attention of the Deputy Provost (Student Life and Learning) and to the Association to the attention of its President or any available officer should the President not be available.

21. ENTIRE AGREEMENT

This present Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof and supersedes and replaces all prior agreements, undertakings, negotiations and discussions of the parties.

22. LANGUAGE

The parties to the present Agreement have requested that the present Agreement and all documents and notices related therewith be drafted in the English language. Les parties à la présente ont demandé que la présente convention et tout document ou avis y afférent soit rédigés dans la langue anglaise.

AND THE PARTIES HAVE SIGNED:

THE SCIENCE UNDERGRADUATE SOCIETY OF McGILL UNIVERSITY INC

Per: 

Shannon Herrick
President

Per:

Eileen Bui
Vice-President (Finance)
McGill UNIVERSITY

Per: 
Professor Olivier Dyens  
Deputy Provost  
(Student Life and Learning)

Per: 
Professor Martin Grant  
Dean of Science

28 April 2015

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APPENDIX A

Association Fee Schedule
in accordance with Article 1 of this Agreement

As of September 2014:
All undergraduate students on the Downtown campus

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<td>Full-time (9 and over credits) - BSc students</td>
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<tr>
<td>Full-time (9 and over credits) - BA &amp; Sc students</td>
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<td>10.00</td>
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<td>5.00</td>
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Excluding:  
- a) continuing education students (i.e. members of MACES)  
- b) all exchange students (i.e. who do not pay fees to McGill)
APPENDIX B

Annual Administrative Fee Schedule
in accordance with Article 2 of this Agreement

<table>
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APPENDIX C

Documents in accordance with Article 10 of this Agreement

Includes copies of:

i. Constitution and By-laws
ii. Annual Declaration of Incorporation 2014
iii. Copy of the Insurance Certificate 2014
iv. Copy of the Audited Financial Statements 2014
v. Copy of the Association's Approved Logo
ACCRÉDITATION

ASSOCIATION ÉTUDIANTE DE LA FACULTÉ DES SCIENCES
DE PREMIER CYCLE DE L'UNIVERSITÉ MCGILL (AEFSPCUM)

et sa version anglaise

SCIENCE UNDERGRADUATE SOCIETY (SUS) OF MCGILL UNIVERSITY

CONSIDÉRANT QU'une demande d'accréditation fondée sur l'article 10.1 de la
Loi sur l'accréditation et le financement des associations d'élèves ou d'étudiants
(chapitre A-3.01) a été déposée dans les délais requis par l'Association étudiante de
la Faculté des sciences de premier cycle de l'Université McGill (AEFSPCUM) à
l'égard des étudiants de premier cycle de la Faculté des sciences de l'Université McGill;

CONSIDÉRANT QUE la requérante est incorporée en vertu de la Partie III de la
Loi sur les compagnies (L.R.Q., chapitre C-38);

CONSIDÉRANT QUE la requérante a obtenu, lors d'un vote au scrutin secret, la
majorité des voix exprimées par l'ensemble des étudiants de premier cycle du campus
concerné, et que cette majorité représente au moins 25 pour cent des étudiants de
premier cycle inscrits à cet établissement;

CONSIDÉRANT QUE les étudiants visés par la requête sont des étudiants de
premier cycle constituant un groupe distinct d'étudiants au sens de l'article 2.1 de la loi;

CONSIDÉRANT QUE la Faculté des sciences de l'Université McGill est un
établissement d'enseignement au sens du paragraphe 6e du premier alinéa de l'article 2
de la loi;

CONSIDÉRANT QUE les déclarations contenues dans la demande de la
requérante ont été vérifiées et que toutes les conditions prévues dans la loi et les
procédures prescrites ont été respectées;

POUR CES MOTIFS et en vertu des pouvoirs qui me sont conférés par le
ministre de l'Éducation, j'accorde l'accréditation à l'Association étudiante de la
Faculté des sciences de premier cycle de l'Université McGill (AEFSPCUM) et je lui
reconnais le droit exclusif de représenter l'ensemble des étudiants de premier cycle de
la Faculté des sciences de l'Université McGill auprès des instances de cette faculté.

Fait à Québec, le 30 avril 2003

[Signature]
Guy Major
Agent d'accréditation
Québec, le 30 avril 2003

Monsieur Joshua Vorstenbosch
Président
Association étudiante de la Faculté des sciences
de premier cycle de l’Université McGill (AEFSPCUM)
Science Undergraduate Society of McGill University (SUS)
Burnside Hall, local 1B21
805, rue Sherbrooke Ouest
Montréal (Québec) H3A 2K6

Objet : Demandé d’accréditation pour le premier cycle de l’Association étudiante de la Faculté des sciences de premier cycle de l’Université McGill (AEFSPCUM)

Monsieur le Président,

Suite au scrutin d’accréditation tenu à la session d’hiver 2003 auprès des étudiants de 1ère cycle de la Faculté des sciences, j’ai le plaisir d’accéder à votre requête et d’accréditer l’Association étudiante de la Faculté des sciences de premier cycle de l’Université McGill (AEFSPCUM), au sens de l’article 10.1 de la Loi sur l’accréditation et le financement des associations d’élèves ou d’étudiants (chapitre A-3.01). Avec cette accréditation, votre association obtient le droit exclusif de représenter les étudiants et étudiantes de premier cycle de la Faculté des sciences auprès des instances de cet établissement.

Vous trouverez donc, avec la présente, le certificat d’accréditation qui témoigne de la reconnaissance qui vous est désormais accordée en vertu de la loi.

Espérant que le tout vous donnera satisfaction, je vous prie d’agréer, Monsieur le Président, l’expression de mes sentiments les meilleurs.

Guy Major
Agent d’accréditation

p. j.

C. c. Monsieur Bruce M. Shore, doyen des étudiants
Recherche d'entreprise au registre

État de renseignements d'une personne morale au registre des entreprises

Renseignements en date du 2015-01-29 13:58:34

État des informations

Identification de l'entreprise

Numéro d'entreprise du Québec (NEQ) : 1148821797
Nom : ASSOCIATION ÉTUDIANTE DE LA FACULTÉ DES SCIENCES DE PREMIER CYCLE DE L'UNIVERSITÉ MCGILL (AEFSPCUM)
Version du nom dans une autre langue : SCIENCE UNDERGRADUATE SOCIETY (SUS) OF MCGILL UNIVERSITY

Adresse du domicile

Adresse : 1B21-805 RUE Sherbrooke Ouest
Montreal Québec H3A2K6
Canada

Adresse du domicile élu

Nom de l'entreprise : ASSOCIATION ÉTUDIANTE DE LA FACULTÉ DES SCIENCES DE PREMIER CYCLE DE L'UNIVERSITÉ MCGILL (AEFSPCUM)
Nom de la personne physique : Bui
Nom de famille : Eileen
Prénom : Eileen
Adresse : 805, RUE SHERBROOKE OUEST MONTRÉAL (QUÉBEC) H3A2K6

Immatriculation

Date d'immatriculation : 1999-09-16
Statut : Immatriculée
Date de mise à jour du statut : 2007-06-05
Date de fin de l'existence : Aucune date de fin d'existence n'est déclarée au registre.

https://www.registreentreprises.gouv.qc.ca/RQAnonymeGR/GR/GR03/GR03A2_19A_PI... 1/29/2015
Forme juridique

Forme juridique: Personne morale sans but lucratif
Date de la constitution: 1993-04-16 Constitution
Régime constitutif: QUEBEC : Loi sur les compagnies, Partie 3 (RLRQ, C-C-38)
Régime courant: QUEBEC : Loi sur les compagnies, Partie 3 (RLRQ, C-C-38)

Dates des mises à jour

Date de mise à jour de l'état de renseignements: 2014-11-12
Date de la dernière déclaration de mise à jour annuelle: 2014-11-12 2013
Date de fin de la période de production de la déclaration de mise à jour annuelle de 2015: 2015-11-01
Date de fin de la période de production de la déclaration de mise à jour annuelle de 2014: 2014-11-01

Faillite

L'entreprise n'est pas en faillite.

Fusion et scission

Aucune fusion ou scission n'a été déclarée.

Continuation et autre transformation

Aucune continuation ou autre transformation n'a été déclarée.

Liquidation ou dissolution

Aucune intention de liquidation ou de dissolution n'a été déclarée.

Activités économiques et nombre de salariés

1er secteur d'activité

Code d'activité économique (CAE): 9839
Activité: Autres associations professionnelles
Précisions (facultatives): REPRESENT SCIENCE UNDERGRADUATE STUDENTS TO MCGILL UNIVERSITY Représenter les étudiants en sciences de 1er cycle; organiser des activités
2\textsuperscript{e} secteur d'activité

Aucun renseignement n’a été déclaré.

**Nombre de salariés**

Nombre de salariés au Québec

Aucun

**Administrateurs, dirigeants et fondé de pouvoir**

**Liste des administrateurs**

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<th>Nom de famille</th>
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<td>BUI</td>
<td>EILEEN</td>
<td>2013-05-01</td>
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<td>Vice-président, Trésorier</td>
<td>3-3460 rue Simpson Montréal (Québec) H3G2J4 Canada</td>
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<td>SHANNON</td>
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<td>BOYTINCK</td>
<td>EMILY</td>
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<td>Vice-président</td>
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### Dirigeants non membres du conseil d'administration

Aucun dirigeant non membre du conseil d'administration n'a été déclaré.

### Fondé de pouvoir

Aucun fondé de pouvoir n'a été déclaré.

---

Nom de famille | Prénom | Date du début de la charge | Date de fin de la charge | Fonctions actuelles | Adresse
--- | --- | --- | --- | --- | ---
YIN-LIAO | MAY | 2014-05-01 | | Vice-président | 1B21-805 RUE Sherbrooke O Montreal Québec H3A2K6 Canada
ANAM | SIBAT | 2014-05-01 | | Administrateur | 1B21-805 RUE Sherbrooke O Montreal Québec H3A2K6 Canada
HARJI | ZIYAAN | 2014-05-01 | | Secrétaire | 1B21-805 RUE Sherbrooke O Montreal Québec H3A2K6 Canada
GOH | JEREMY | 2014-05-01 | | Vice-président | 1B21-805 RUE Sherbrooke O Montreal Québec H3A2K6 Canada
Administrateurs du bien d'autrui

Aucun administrateur du bien d'autrui n'a été déclaré.

Établissements

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<td>1821-805 RUE Sherbrooke O Montreal Québec H3A2K6 Canada</td>
<td>Autres associations professionnelles (9839)</td>
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Documents en traitement

Aucun document n'est actuellement traité par le Registraire des entreprises.

Index des documents

Documents conservés

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Index des noms

Date de mise à jour de l'index des noms 2013-02-28

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<td></td>
<td>2013-02-28</td>
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</table>

© Gouvernement du Québec
Welcome to the SUS!

The Science Undergraduate Society (SUS) is the governing student body that represents all students in the Faculty of Science at McGill University. With eight executives, three SSMU representatives, one senator, over 200 committee members, and hundreds of volunteers, the SUS is well-equipped to serve the 5000+ B.Sc. and B.A.Sc. students at McGill. The SUS provides a myriad of events, activities, and services to enrich the lives of its members, as students and learning are at the heart of all of SUS's goals. As the second-largest faculty association at one of the world's premier institutions, the Science Undergraduate Society is committed to inspiring learning, leadership, and citizenship.

SUS News

September 25, 2014

SUS endorses “YES” for the SSMU Building Fee Referendum

At last night's General Council meeting, a member of the “Yes” Campaign for the SSMU Building Fee Referendum, Zachariah Houston, gave a presentation to the representatives of SUS and the 19 departmental councils under SUS. A motion for SUS to endorse the “Yes” vote was [...]
CONSTITUTION

Adopted March 16, 2014
CONSTITUTION

SCIENCE UNDERGRADUATE SOCIETY (SUS)

Title I
The Society

Article 1: Name

1.1 The Society shall be known as the Science Undergraduate Society (SUS) of McGill University or l'Association Étudiante de la Faculté des Sciences de premier cycle de l'Université McGill (AEFSPCUM), hereinafter the Society or the SUS.

Article 2: Aim

2.1 The aim of the Society shall be:

2.1.1 To represent and promote the welfare and interests of all its members, as stipulated in Article 3.

2.1.2 To provide activities and services to enhance the educational, cultural, environmental, and social conditions of its members.

2.2 The Society shall be recognized by its members and the Students' Society, Senate, and Board of Governors of McGill University as representative of all undergraduate science students at McGill University (Downtown campus).

Article 3: Membership

3.1 Members of the Society shall be all students currently registered at McGill University (Downtown campus) in the Faculty of Science, subject to payment of fees prescribed in Article 4.

Article 4: Membership Fees

4.1 The General Council, as stipulated in Article 6.1, is responsible for establishing a Society Fee, which shall be paid by every member of the Society.

4.1.1 Members who are full-time students (as defined by McGill University) shall pay the Society Fee in full.

4.1.2 Members who are part-time students (as defined by McGill University) shall pay half of the full rate of the Society Fee.

4.2 The Society fee shall be collected from each member by the cashier of McGill University and forwarded to the Society.
4.3 Any change in the Society Fee shall be subject to ratification by the Society's members voting in a referendum called for that purpose.

4.4 A percentage of the membership fee shall be designated for distribution via the Equalization Fund to the departments. The amount shall be stipulated in the Financial By-laws Article 12.

**Article 5: Finances of the Society**

5.1 The financial year of the Society shall be from the first (1st) of May to the thirtieth (30th) of April the following year.

5.2 The Society shall keep a positive account balance, always remaining above the amount stipulated in the Financial By-laws Article 6.

5.3 There shall be a set of Financial Regulations inscribed in the By-laws of the Society governing the finances of the Society.

5.4 The accounts of the Society shall be maintained according to standard accounting practices and shall be available to the membership.
   5.4.1 Requests to see the accounts must be submitted to the Vice President, Finance.
   5.4.2 The Vice President, Finance is required to respond to any written request within one (1) week.

5.5 The Society shall be subject to an audit, by a third party, no less than every two (2) years.

5.6 All of the above articles and the Financial By-laws are to be secondary to Quebec law in the case of any conflict.

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**Title II**

**Organization of the Society**

**SECTION I – GENERAL COUNCIL**

**Article 6: Members of the General Council**

6.1 The General Council shall consist of:
   6.1.1 The voting members of the Executive as defined in Article 12, one vote each.
   6.1.2 The non-voting members of the Executive as defined in Article 12, non-voting.
     6.1.2.1 A non-voting member of the Executive is responsible for recording minutes at all General Council meetings and General Assemblies.
   6.1.3 A representative of each of the Science Faculty's departmental associations, to be chosen in accordance with each association's constitution, one vote each.
6.1.4 The Science representatives to SSMU Council, as elected in accordance with Article 12.14 and section VI, one vote each.
6.1.5 The Science representatives to the University Senate, one vote each.
6.1.6 The speaker(s) of Council, non-voting.

6.2 No member of the Society may concurrently hold more than one position on the General Council.

**Article 7: Powers and Duties of Council**

7.1 The General Council is the governing body of the Society and as such shall:
   7.1.1 Recognize the authority of the Society's constitution.
   7.1.2 Ensure that the aims of the Society are met.
   7.1.3 Uphold the views of the students it represents.
   7.1.4 Be empowered to make all decisions on behalf of the Society.
   7.1.5 Adopt the Society's annual budget.
   7.1.6 Establish Committees of Council when and where it deems necessary.

7.2 Regardless of their terms of office in any other related functions, the term of for members of the Council shall be from May first to April thirtieth.
   7.2.1 Freshman Undergraduate Science Society members are excluded and may maintain an interim position until the incoming members have been elected.

7.3 The General Council shall have the power to mandate the votes of the Science Senator(s) and the representatives to SSMU as stipulated by article 14.2.

**Article 8: Meetings of General Council**

8.1 Quorum for a meeting of General Council shall be fifty percent (50%) of its voting members.
   8.1.1 If the designated representative is unable to attend a scheduled meeting, it is that representative's responsibility to send a proxy from their council.
   8.1.2 If an appropriate proxy cannot be found, written notice must be given to the Executive Administrator with a valid excuse.
   8.1.3 Any unexcused absences or absences without a valid excuse shall be reported to the President of the council in question.
   8.1.4 Three unexcused absences over the course of the year shall result in a loss of funding and privileges for the council in question for the upcoming semester.
      8.1.4.1 Funding includes Equalization payments and access to any funds available through an application.
      8.1.4.2 Privileges include but are not limited to:
         8.1.4.2.1 Table booking in Burnside Basement
         8.1.4.2.2 Room bookings coordinated through the Executive
8.1.4.3 Funding and privileges will be restored after one full semester without violating Article 8.1.4 or by a two thirds (2/3) majority vote by the Executive Council.

8.2 Meetings of the General Council shall be held at least once every two (2) weeks during the academic year with the exclusion of holidays stipulated by the University.

8.3 Except where otherwise specified in this Constitution and By-Laws, voting and procedure shall be as specified in Robert's Rules of Order.

8.4 Notice of all meetings and their agendas shall be given to all members of General Council at least one (1) day in advance.

8.5 With the exception of closed sessions, General Council meetings shall be open to the public in a non-voting capacity.

8.5.1 Only members of the General Council, as stipulated in Article 6.1, shall be permitted to attend a closed session.

8.5.2 Items discussed in a closed session may be disclosed to the membership if a motion to do so is passed with a two-thirds (2/3) majority of the council members present at said closed session.

8.6 The representatives to SSMU and Science Senator(s) are responsible for presenting a report at every General Council meeting.

8.7 It shall be the President's responsibility to set dates for regular council meetings at the beginning of the year.

8.7.1 A special council may be called by the President with forty-eight (48) hours notice, or by petition from the membership consisting of at least two hundred (200) signatures.

SECTION II - COMMITTEES OF THE SOCIETY

Article 9: Committees of the Society

9.1 Standing Committees of the General Council shall include, but are not limited to:

9.1.1 The Executive Committee
9.1.2 The Finance Committee
9.1.3 The SUS Computer Taskforce
9.1.4 The Constitutional Affairs Committee
9.1.5 Medical Direction (MD)
9.1.6 McGill Science Undergraduate Research Journal (MSURJ)
9.1.7 The SUS Environment Committee (SUSEC)
9.1.8 The Equity Committee
9.2 Standing Committees of the Society shall be defined by their own Terms of Reference or mission statement.

9.3 The dissolution of a Standing Committee of the Society or the modification of its terms of reference/mission statement shall require a two-thirds (2/3) majority vote at General Council.

9.4 The creation of a Standing Committee must pass through referendum.

9.5 All members of the Society are eligible to become a member of a Standing Committee.

Article 10: Organizing Committees

10.1 All events and services organized by the Society shall be coordinated by an Organizing Committee.
    10.1.1 The Executive under whose portfolio an event or service falls shall be responsible for selecting coordinators for the committee.
    10.1.2 Any member of the Society is eligible to hold a coordinator position of a Society organizing committee.

10.2 Each committee is responsible for submitting a year-end report to the Executive Committee.

SECTION III – THE EXECUTIVE

Article 11: The Executive Committee

11.1 There shall be a committee of the General Council called the Executive Committee, which shall govern the Society between meetings of the General Council in a manner consistent with policies set out by the General Council.

11.2 The Executive Committee shall be composed of:
    11.2.1 The President
    11.2.2 The Vice-President, Academic
    11.2.3 The Vice-President, Internal
    11.2.4 The Vice-President, External
    11.2.5 The Vice-President, Communications
    11.2.6 The Vice-President, Finance
    11.2.7 The Executive Revenue Officer
    11.2.8 The Executive Administrator
11.3 All members of the Executive Committee, whether elected or appointed shall have one (1) vote on the Executive Committee.

Article 12: Powers and Duties of the Executive Committee

12.1 All members of the Executive shall be bound by this Constitution and must act in the best interest of the Society.

12.2 All members of the Executive shall meet at least once every two (2) weeks during the academic year, with the exclusion of holidays stipulated by The University.

12.3 The Executive Committee shall have all the powers of General Council between meetings of General Council except that it shall not vote on motions to amend this Constitution and its Bylaws.

12.4 The minutes of all resolutions and actions of the Executive Committee taken between Council meetings must be made available to General Council.

12.5 One member of the Executive Committee shall be responsible for the representation of the views of the Executive Committee at all SUS Computer Taskforce meetings.

12.6 The President shall:
  12.6.1 Be elected and hold one vote on General Council.
  12.6.2 Co-ordinate and supervise the affairs of the Society.
  12.6.3 Call and preside over meetings of the Executive Committee.
  12.6.4 Be the official spokesperson for the Society.
  12.6.5 Act as internal ombudsperson for the Executive Committee.
  12.6.6 Ensure that all other Executive Committee members fulfill their constitutional duties.
  12.6.7 Be responsible for the representation of the Executive Committee at Faculty of Science and President’s Committees’ meetings.
  12.6.8 Call all General Council meetings.

12.7 The Vice-President, Academic shall:
  12.7.1 Be elected and hold one vote on General Council.
  12.7.2 Be responsible for all educational and curricular concerns of the Society.
  12.7.3 Be responsible for the representation of the Society at Faculty and Academic Committees.
  12.7.4 Ensure that the President fulfills his/her constitutional duties.

12.8 The Vice-President, Internal shall:
  12.8.1 Be elected and hold one vote on General Council.
  12.8.2 Be responsible for the organization of social, cultural, and other activities for the members of the Society within the Society.
12.8.3 Ensure all social, cultural, and other events are in accordance with the SUS equity policy.
12.8.4 Be responsible for representation at all orientation related meetings.
12.8.5 Strive to promote inclusivity and sustainability in all events organized by the society.

12.9 The Vice-President, External shall:
12.9.1 Be elected and hold one vote on General Council.
12.9.2 In conjunction with the President, represent the Society to outside bodies and individuals.
12.9.3 Be responsible for matters relating to the interaction of the Society with outside groups except for industry and government.
12.9.4 Be responsible for maintaining links with student organizations at the provincial, federal and international levels and with other science student societies of other universities.
12.9.5 Be responsible for the organization of social, cultural and other activities for the members of the Society outside the Society.

12.10 The Vice-President, Communications shall:
12.10.1 Be elected and hold one vote on General Council.
12.10.2 Be responsible for the proper publicity of all Society services and events.
12.10.3 Be responsible for the maintenance of all the Society’s web outlets, including but not limited to the Society’s Facebook page and website.
12.10.4 Be responsible for maintaining a database coordinating the volunteers of all Society services and events.
12.10.5 Be responsible for the coordination and distribution of the Society’s listserv and handbook.
12.10.6 Be responsible for relations between the departments and the Executive Committee.
12.10.7 Arbitrate disputes between departments.
12.10.8 Be responsible for overseeing Freshman Undergraduate Science Society’s elections and operation.
   12.10.8.1 The Vice President, Communications shall oversee the selection of the appointed positions on the Freshman Undergraduate Science Society’s Executive Committee.
12.10.9 Ensure equal representation of departments under the Society.
12.10.10 Act as the Chief Returning Officer for the Computer Task Force.

12.11 The Vice-President, Finance shall:
12.11.1 Be elected and hold one vote on General Council.
12.11.2 Advise the General Council on all financial matters of the Society.
12.11.3 Prepare the Society’s budget, including the budgets of the Society’s committees, in accordance with the Financial Regulations of the Society.
12.11.4 Keep proper accounts and records in accordance with the Society’s By-laws.
12.11.5 Prepare a year-end financial statement by the thirty first (31st) of May.
12.11.6 Be responsible for the prompt and proper filing of tax and insurance papers.
12.11.7 Be responsible for the Society's corporation and the adherence of the Society to corporate responsibilities as outlined by Quebec/Canadian corporate laws.
12.11.8 Be responsible for relationships with government.
12.11.9 Chair the Finance Committee.

12.12 The Executive Revenue Officer shall:
12.12.1 Be appointed and hold no vote on General Council.
12.12.2 In conjunction with the President, be responsible for all constitutional affairs of the Society.
12.12.3 Be responsible for advising the CRO on matters promoting the smooth running of both the Executive Committee and the Freshman Undergraduate Science Society elections.
   12.12.3.1 If the Executive Revenue Officer is running in elections his/her duties shall be transferred to the President.
12.12.4 Be responsible for coordinating all the Society's sponsorship activities including, but not limited to the maintenance of existing sponsors on a local and corporate scale.
12.12.5 Be responsible for co-signing all contracts entered into by the departments.

12.13 The Executive Administrator shall:
12.13.1 Be appointed and hold no vote on General Council.
12.13.2 Ensure the proper maintenance of the Executive Committee office.
12.13.3 Be responsible for the official transcription of all Executive Committee and General Council meetings.
12.13.4 Be responsible for the official transcription of all General Assemblies.
12.13.5 Ensure the proper internal publicity of Executive Committee and General Council affairs and meetings.
12.13.6 Maintain all relevant documentation including, but not limited to Terms of Reference for departments, Constitutions, By-laws, etc.

12.14 In the event of a resignation or impeachment of the President, an appointment by the remaining members of the Executive Committee shall be made to assume the duties of the President until a by-election, if deemed necessary by the General Council, is held.
   12.14.1 The appointed replacement must pass with a two-thirds (2/3) approval by the Executive Committee.

12.15 In the event of the resignation or impeachment of the President, one of the Vice-Presidents, or representative to SSMU, a replacement shall be chosen according to the procedure outlined in Article 24.7.

12.16 Quorum for an Executive Committee meeting shall be fifty percent (50%) of its members.
12.17 Passage of a motion in an Executive Committee meeting shall require a simple majority.

SECTION IV – DEPARTMENTAL SOCIETIES

Article 13: Departmental Societies

13.1 The SUS shall recognize, at most, one (1) departmental society from each department of the Faculty of Science, and one (1) society representing UO Science students.

13.2 Each departmental society must have a Constitution which defines its name, membership, purpose, and structure. Said Constitution must be submitted to the Executive Administrator of the Society at the beginning of each year.

13.2.1 Amendments to departmental constitutions must be passed through the General Council with a two-thirds 2/3 majority vote.

13.3 Each departmental society must be audited along with the third-party audit of the Society’s budget.

13.4 The departmental societies shall be considered as part of the Society and be bound by contracts signed with the Society, including the Memorandum of Agreement with McGill University, as well as the rules, regulations, and policies of the Society.

13.4.1 Any contract entered into by the departments with an external company must be presented to the ERO one week prior to the contracts’ signing solely for the purpose of ensuring there are no conflicts with existing contracts signed by the Society.

13.4.2 All contracts signed by the departments must be co-signed by the ERO.

13.5 The Society shall recognize the following as the official departmental societies of their respective departments (listed in alphabetical order):

13.5.1 Bachelor of Arts and Science Integrative Council (BASIC)
13.5.2 Biochemistry Undergraduate Students’ Society (BUGS)
13.5.3 Computer Science Undergraduate Society (CSUS)
13.5.4 Chemistry Undergraduate Students’ Society (CUSS)
13.5.5 Freshman Undergraduate Science Society (FUSS)
13.5.6 McGill Anatomy & Cell Biology Students’ Society (MACSS)
13.5.7 McGill Biology Student Union (MBSU)
13.5.8 McGill Environment Students’ Society (MESS)
13.5.9 Med-preparatory/Dent-preparatory Student Association (MDSA)
13.5.10 Microbiology and Immunology Students’ Association (MISA)
13.5.11 McGill Psychology Students’ Association (MPSA)
13.5.12 McGill Society of Physics Students (MSPS)
13.5.13 McGill Undergraduate Geography Students (MUGS)
13.5.14 McGill Undergraduate Meteorology Students’ Association (MUMSA)
13.5.15 The Monteregian Society (MS, for Earth and Planetary Sciences)
13.5.16 Neuroscience Undergraduates of McGill (NUM)
13.5.17 Pharmacology Integrative League of Students (PILS)
13.5.18 Physiology Undergraduate League of Students (PULS)
13.5.19 Society of Undergraduate Mathematics Students (SUMS)

13.6 If any departmental society does not conform to Article 13.1, 13.2, 13.3, or 13.4 the departmental society shall cease to be recognized by the Society, and shall lose all rights and privileges associated with being a recognized departmental association of the Society.

SECTION V – SCIENCE SENATORS AND REPRESENTATIVES TO SSMU

Article 14: Duties of the Representative to SSMU

14.1 SUS representatives to SSMU must be accountable to the Society. They shall:
   14.1.1 Be elected and hold one vote on General Council.
   14.1.2 Be voting member of the SSMU council and be bound by the SSMU Constitution and By-laws.
   14.1.3 Represent the views of the General Council to the SSMU Legislative Council.
   14.1.4 Report on all relevant decision and discussions of the General Council to SSMU and of SSMU to the General Council.

14.2 Representatives to SSMU may have their vote on SSMU Council mandated by the General Council.

14.3 Representatives to SSMU must be able to justify their vote on SSMU Council to the General Council. Failure to do so shall be considered grounds to be evaluated by an ad-hoc, Executive or any other body deemed fit by the speaker.

Article 15: Duties of the Science Senator

15.1 The Science Senator(s) must be accountable to the Society. They shall:
   15.1.1 Be elected and removed from office as per SSMU By-laws.
   15.1.2 Hold one (1) vote on General Council.
   15.1.3 Report on all relevant decision and discussions of the Senate to General Council.

15.2 Science Senator(s) must be able to justify their vote to the General Council.

SECTION VI – ELECTIONS

Article 16: General Elections

16.1 All members of the Society shall be eligible to vote in Society elections.
16.1.1 Only members of the Society enrolled in the Bachelor of Science program shall be eligible to vote for the representative to SSMU positions.

16.2 Elections shall be conducted in accordance with this Constitution and its By-laws.

16.3 Elections shall be won by a simple plurality.

**Article 17: Electoral Officers**

17.1 There shall be a Chief Returning Officer (hereafter referred to as the CRO) who shall be responsible for the conduct and execution of the elections and referenda according to the articles in this Constitution and the By-Laws.

17.2 To ensure that the CRO shall fulfill the duties as listed in 17.1 with the strictest impartiality, the Executive Committee will appoint one (1) individual who shall conform to the criteria listed below.

- 17.1.1 The student shall be a U3 or U4 graduating student, or a student currently enrolled in graduate studies.
- 17.1.2 The student shall not be a full-time or part-time student in the Faculty of Science nor shall he or she be enrolled in a minor in the Faculty.

17.3 The CRO will report all of his or her activities including any incidents to the President and the Executive Revenue Officer and will submit a formal report at the end of the electoral process to the Executive Committee.

17.4 A decision made by the CRO concerning the interpretation of articles in this Constitution and By-Laws regarding elections and referenda shall be considered binding, subject only to appeal to the General Council.

**Article 18: Eligibility**

18.1 All members of the Society in satisfactory standing, as determined by The University, shall be eligible to stand for election to any of the Society Executive positions.

- 18.1.1 Only members of the Society enrolled in the Bachelor of Science program in satisfactory standing, as determined by McGill University, shall be eligible to stand for election to the Science Representative to SSMU positions.

18.2 All elected individuals must remain members of the Society throughout their tenure. If this requirement is not met, the individual in question must resign from position.

**Article 19: Procedures**
19.1 The general election period, for the purpose of electing student representatives by all Science students, shall be held between the first (1st) of February and thirty first (31st) of March.

19.2 The polling period shall last for at least two (2) days.

19.3 The date of the polling period must be set by the General Council at a meeting at least fourteen (14) days before the start of said polling period.

SECTION VII – REFERENDA

Article 20: General

20.1 All members of the Society shall be eligible to vote in Society referenda.

20.2 Referenda shall be conducted in accordance with this Constitution and By-laws.

20.3 Referenda shall be passed by a simple majority.

20.4 Referenda must have a voter turn out of at least ten percent (10%) of all eligible voters to be considered valid.

Article 21: Procedure

21.1 A referendum may be initiated either by a resolution passed by a two-thirds (2/3) vote of the SUS Council with at least two-thirds (2/3) of the members of the General Council in attendance, or by a petition signed by at least two hundred and fifty (250) members of the Society.

21.1.1 Any member of the Society may submit a referendum question to the General Council for approval by submitting said question to the Executive Administrator twenty-one (21) days before the opening of the polling period.

21.1.2 Any questions submitted by a member of the Society to General Council must be signed by two (2) members of the General Council.

21.2 Referenda passed will remain in effect for at least the rest of the academic year unless the decision is overturned in a subsequent student-initiated referendum.

21.3 In the case of a referendum initiated by the General Council, the wording of the referendum question shall be approved by the General Council a minimum of fourteen (14) days prior to the opening of the polling period.

21.4 In the case of a student-initiated referendum, all signatures must be submitted to the CRO at least twenty-one (21) days prior to the opening of the polling period. The referendum question must be clearly indicated at the top of each page of the petition.
21.5 All referendum questions must be approved by the CRO to ensure the question is stated fairly and without bias according to the interpretation of the CRO.

SECTION VIII – GENERAL ASSEMBLY

Article 22: General Assembly

22.1 The Society shall hold at least one General Assembly per year.

22.2 A General Assembly may establish, amend, or rescind any policy of the Society except:
   22.1.1 The Constitution of the Society.
   22.1.2 Membership fees or other financial matters of the Society.

22.3 A General Assembly shall be convened by the Speaker of Council, either at the request of the General Council or by a request signed by at least one hundred (100) members of the Society.

22.4 At least five (5) days public notice must be given for a General Assembly.

22.5 Quorum for a General Assembly shall be one hundred (100) members of the Society.

22.6 General Assemblies shall be chaired by the Speaker of Council.

22.7 All resolutions passed at the General Assembly must be submitted to an online vote for ratification, overseen by the Chief Returning Officer.
   22.1.1 The ratification vote shall be held no more than five (5) days following the close of the General Assembly. It shall be open for a period of forty-eight (48) hours, during which minutes from the General Assembly shall be made available and no campaigning shall be allowed on the motions in question.
   22.1.2 The ratification vote shall pass by a simple majority.
   22.1.3 Quorum for online ratification shall be five percent (5%) of the SUS membership.

SECTION IX – BOARD OF DIRECTORS

Article 23: Board of Directors

22.1 The Board of Directors shall consist of the members of General Council.

22.2 Members of the Society may refer to the Board of Directors, which shall be the final authority on:
   22.2.1 The interpretation of the Constitution and By-laws of the Society.
22.2.2 The interpretation and legality of any motion passed by the General Council or the General Assembly.

22.2.3 The interpretation and legality of referenda.

22.2.4 The legality of any action taken by the Chief Returning Officer of the Society.

22.3 Upon hearing an appeal, the Board of Directors shall have the power to declare invalid any act of the Society or its Committees, or decisions of the CRO which deviate from the Constitution and By-laws of the Society.

22.4 All decisions of the Board of Governors shall be binding upon all involved parties, and no appeals will be permitted.

22.5 All members of the Society shall have the right to petition the Board of Governors on matters falling within its authority set out herein.

SECTION X – REMOVAL FROM OFFICE AND VACANCY PROCEDURES

Article 24: Procedures

24.1 Any member of the Executive or representative to SSMU may be removed from office for impropriety, violation of the provisions of this Constitution and By-laws, delinquency of duties, or misappropriation of funds.

24.2 A motion to remove a member of the Executive or representative to SSMU must:

24.1.1 Be presented in writing to the Speaker of General Council at least one (1) week before a General Council meeting.

24.1.2 Be signed by it least one-third (1/3) of the members of the General Council, or one hundred (100) of the Society.

24.1.3 Be distributed to all members of General Council six (6) days prior to a regular meeting of the General Council.

24.3 Quorum for a motion to remove someone from office shall be two-thirds (2/3).

24.4 Passage of a motion to impeach shall require a two-thirds (2/3) majority vote of those present.

24.5 Anyone removed from office shall have the right to appeal to the Board of Governors.

24.6 In the event of a vacancy in the Executive Committee or representative to SSMU, the position will be filled in the following manner:
24.7.1 The Executive Committee will appoint someone to act in that capacity on an interim basis.
24.7.2 Formal nominations will be presented at a General Council meeting where voting will take place.
24.7 If there are no candidates for a position during an election period, the incoming Executive Committee shall make all interim appointments and then follow the procedure outlined in Article 24.7.2.

SECTION XI – MISCELLANEOUS PROVISIONS

Article 25: Language of the Society

25.1 English and French are the Official Languages of the Society.

25.2 Members of the Society may use either official language at all meetings and in all documentation of the Society.

Article 26: Freedom of Information

26.1 All documentation of the Society and all its committees shall be public except for those outlined in Article 26.2.

26.2 Information, documents, and minutes from closed sessions of Council or its committees shall not be made public unless passed by a two-thirds (2/3) majority vote as stipulated in Article 8.5.2.

26.3 Requests to see the minutes and documents of the Society and all its committees shall be addressed in writing to the Executive Administrator.

Title III
The Constitution

Article 27: Superseding Clause

27.1 This constitution repeals and supersedes all previous constitutions of the Society.

Article 28: Language of the Constitution

28.1 The Constitution shall be made available in English and French.

28.2 The Constitution shall respect the principle of gender neutrality at all times.
28.3 The gender articles used in this Constitution may be replaced by the gender pronoun with which the reader identifies.

**Article 29: By-Laws to the Constitution**

29.1 Appended to this Constitution are a set of By-laws which are adopted by the General Council, providing that such By-laws conform to the principles embodied in this Constitution.

29.2 Quorum for a motion to enact, amend or rescind a By-Law of the Society shall be two-thirds (2/3) of the members of the General Council.

29.3 Passage to enact, amend or rescind a By-Law shall require a two-thirds (2/3) majority of General Council present.

**Article 30: Amendments to the Constitution**

30.1 Amendments to the Constitution shall be made by means of referendum, as outlined in Articles 20 and 21.

**Article 31: Coming Into Force**

31.1 This Constitution shall come into effect March 16, 2014.

**Article 32: Interpretation**

32.1 In the case of disagreement in the interpretation of the English and French versions of this constitution, the English version will take precedence.

32.2 In the event of a conflict between the Constitution of a Departmental Society and the Constitution and By-laws of the Society, the Constitution and By-laws of the Society shall take precedence.

32.3 Definitions:

32.3.1 The **Academic Year** shall begin the first day of classes of the Fall Semester and end the last day of classes in the fall semester. It will resume on the first day of classes of the winter semester and end on the last day of classes as defined by the McGill Calendar.

32.3.2 A **By-Law** shall be any of a set of rules adopted by the Society, a standing committee of the Society, or a General Assembly for governing its own meetings or affairs.

32.3.3 A **Coordinator** is defined as any person appointed to run a Society Organizing Committee or as editor of a Society Publication.

32.3.4 A **Coordinating Position** is defined as the position held by a Coordinator.
32.3.5 A **Departmental Population** is defined as all students registered in a major or minor in that department during the academic year in question.

32.3.6 A **Departmental Society** is a the group of Society members representing a Departmental Population.

32.3.7 The **Executive** is the Executive Committee of the Society.

32.3.8 A **Freshman** is any undergraduate student in the Faculty of Science who is currently in their U0 year of study.

32.3.9 A **General Assembly** is a meeting of the Society in which any member of the society population may vote.

32.3.10 The **General Council** is the highest governing body of the Society comprising of the Executive, a representative from each department, the representatives to SSMU and the Science Senator.

32.3.11 A **Motion** shall be defined as proposal formally made in a meeting or assembly of the Society.

32.3.12 An **Organizing Committee** is any committee that is responsible for the execution of an event or the fulfillment of a task.

32.3.13 A **Policy** is an independent motion passed by the General Council or Executive Committee which is intended to provide a guideline for the conduct of the Society or Executive Committee.

32.3.14 **Quorum** shall be defined as the required attendance and conditions for a meeting of any official body of the Society to be opened and for all subsequent transactions to be ratified. Abstentions shall count towards quorum.

32.3.15 A **Ratification** is defined as the approval of a motion.

32.3.16 A **Resolution** shall be defined as a formal statement of opinion or determination of the Society adopted by a meeting or assembly of the General Council.

32.3.17 The **Senate** is the Senate of McGill University.

32.3.18 A **Simple Majority** is defined as fifty percent of votes cast plus one. An abstention shall not count as a vote cast.

32.3.19 The **Society** shall be the Science Undergraduate Society of McGill University.

32.3.20 The **Speaker** shall be the Speaker of Council as outlined in the By-laws.

32.3.21 **SSMU** is the Students' Society of McGill University.

32.3.22 **SUS** shall be the Science Undergraduate Society of McGill University.

32.3.23 **Two-Thirds (2/3) Majority** is defined as two-thirds of those present. When referring to votes, it implies two-thirds of all votes cast excluding abstentions and spoiled ballots.

32.3.24 The **University** shall be McGill University of Montreal, Quebec, Canada.
Science Undergraduate Society – General Council By-Laws
Adopted by motion of the General Council on 8 April 2015.

PART I: DEFINITION, FUNCTION, AND SPECIAL RULES OF PROCEDURE

Article 1 - Precedence
1.1 In the event of a contradiction between the Constitution and the General Council By-Law, the Constitution shall prevail.
1.2 In the event of a contradiction between the General Council By-Law and other by-laws of the Society, the General Council by-law shall prevail over the other by-laws.
1.3 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern all General Council meetings in all cases which they are applicable and in which they are not inconsistent with the by-laws, with the Constitution, and with any special rules of order that the Society may adopt.

Article 2 - Definitions
2.1 An "Academic Term" shall refer to the Fall Term or the Winter Term.
2.2 The "Academic Year" shall begin the first day of the Fall Term, and end on the last day of the Winter Term.
2.3 "Councillor" shall refer to voting and non-voting members of the General Council as described in the Constitution.
2.4 "Days" shall include weekends but exclude the holidays outlined in the McGill Calendar of Academic Dates.
2.5 The "Fall Term" and "Winter Term" shall be considered to begin on the first day of the term on which classes are regularly scheduled, and to end on the last day of the term on which classes are regularly scheduled, as per the McGill Calendar of Academic Dates.
2.6 "Member" shall refer to members of the Society, as described in the Constitution.
2.7 "Organizing Committee" shall refer to any committee that exists for the sole purpose of the execution of a specific event, group of events, or project.
2.8 "Operational Committee" shall refer to any committee established by the General Council that is not an organizing committee.

Article 3 - Function of General Council
3.1 The purpose of the General Council shall be to act as the governing body of the Science Undergraduate Society (hereafter referred to as the SUS), and to set priorities and policies for the Executive Committee to act upon.

Article 4 - Meetings
4.1 General Council shall be chaired by a Speaker.
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Adopted by motion of the General Council on 8 April 2015.

4.2 The quorum for meetings of the General Council shall be fifty percent (50%) of voting members.

Article 5 - Appointment of the Speaker
5.1 The Speaker shall be chosen by the incoming Executive Committee before the start of the academic year.

Article 6 - Amendment of By-Laws
6.1 The adoption of by-laws or amendment of by-laws shall require a two-thirds (2/3) vote of the General Council and a Notice of Motion.
6.2 Any motion to adopt or amend by-laws shall give the exact changes being proposed.

Article 7 - Amendment of Departmental Constitutions
7.1 Amendments of departmental constitutions shall require a two-thirds (2/3) vote of the General Council and a Notice of Motion.
7.2 Any motion to amend departmental constitutions shall give the exact changes being proposed.

Article 8 - Agenda
8.1 The order of business for any regular meeting of the General Council shall be as follows:
   8.1.1 Call To Order
   8.1.2 Approval of Minutes
   8.1.3 Adoption of the Agenda
   8.1.4 Guest Speakers
   8.1.5 Announcements
   8.1.6 Question Period
   8.1.7 Reports
      8.1.7.1 Reports of Executives
      8.1.7.2 Reports of the SSMU Representatives
      8.1.7.3 Reports of Departments
      8.1.7.4 Report of the Science Senator
      8.1.7.5 Reports of Committees
      8.1.7.6 Report of the Executive Committee
   8.1.8 Old Business
   8.1.9 New Business
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8.1.7.1 Notice of Motions
8.1.7.2 Motions
8.1.10 Closed Session
8.1.11 Adjournment

Article 9 - Notice of Motion

9.1 A Notice of Motion shall be an agenda item.
9.2 A Notice of Motion shall give the full text of the motion to be presented.
9.3 A Notice of Motion shall not be debated, but a question period shall follow its reading.
9.4 Minor changes, as determined by the Speaker, shall be allowed between the notice of motion and the moving of the motion, provided that all changes are noted when the motion is moved.
9.5 A Notice of Motion must be presented at least one (1) Council meeting prior to, but no earlier than two (2) meetings prior to, the moving of the motion.
9.6 Regardless of the frequency of meetings, no motion may be adopted without a minimum of six (6) days between the reading of a Notice of Motion and the adoption of the motion.

Article 10 - Documents of the General Council

10.1 The agenda, along with all reports, resolutions, and notices of motion shall be distributed to Councillors at least forty eight (48) hours in advance of a meeting of the General Council.
10.2 Motions and Notices of Motion shall be due seventy two (72) hours before the start of a General Council meeting.
10.3 General Council documents shall, with the exception of confidential business, be publicly available online.
10.4 The VP Communications shall ensure that finalized General Council documents are made available online within three (3) days following meetings of the General Council.
10.5 Documents and minutes from closed sessions of council may be made public by a two-thirds (%) vote of General Council
10.5.1 This shall not apply to cases where confidentiality is mandated by law, including but not limited to matters relating to Human Resources.

Article 11 - Standing Rules

11.1 General Council shall adopt Standing Rules as it deems necessary. Standing Rules shall not be adopted for any period of time other than the academic year in which they were passed.
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Adopted by motion of the General Council on 8 April 2015.

11.2 The following Standing Rules are recommended, but not binding unless approved by the assembly:

11.2.1 Main motions shall first undergo a question period before moving into debate.
11.2.2 Individual speaking time shall be limited to one (1) minute during debate.
11.2.3 Each departmental report shall not exceed three (3) minutes.
11.2.4 The reports of the SSMU Representative, the Science Senator, the Executive Committee, and the Executives shall not exceed five (5) minutes in length each.
11.2.5 Priority in debate shall be given to those Councillors who have not yet spoken.
11.2.6 There shall be no limit in the number of times a Councillor may speak to a motion.
11.2.7 The default voting method shall be a show of hands or placards.
11.2.8 A motion for a roll call vote shall pass with one-fifth (1/5) of Councillors in favor.
11.2.9 During debate, Points of Information shall be entertained after the speaker has finished speaking.

Article 12 - Mandating Votes
12.1 Council shall have the power to mandate the votes of SSMU representatives on the SSMU Legislative Council by a simple majority vote.
PART II: COUNCILLOR ATTENDANCE

Article 13 - Requirement to Attend

13.1 Every meeting of the General Council is mandatory.

13.2 If a Councillor has an unavoidable personal, academic, or other conflict, they are expected to send regrets to the Executive Administrator before the meeting.

13.3 Representatives of departmental councils shall be required to send a proxy in the event of absence and to notify the Executive Administrator that they are sending a proxy.

13.3.1 If an appropriate proxy cannot be found, they are expected to notify the Executive Administrator before the meeting, and must include an explanation for why they are unable to send a proxy.

13.3.2 The SUS shall report any unexcused absences or absences without a valid reason to the President of the departmental council in question.

Article 14 - Unexcused Absences

14.1 Three unexcused absences in one academic year shall result in a loss of funding and privileges for the council in question for the upcoming academic term.

14.1.1 Funding includes equalization payments and access to any funds available through an application.

14.1.2 Privileges include, but are not limited to, table booking in Burnside and room bookings coordinated through the Executives.

14.1.3 Funding and privileges will be restored after one full term without violating this section of the by-laws or by a two-thirds (2/3) vote of the Executive Committee or the General Council.

14.1.4 Funding may be restored retroactively in exceptional circumstances by a two-thirds (2/3) vote of the Executive Committee or the General Council.
Science Undergraduate Society – General Council By-Laws
Adopted by motion of the General Council on 8 April 2015.

PART III: REPORTS

Article 15 - Requirement to Report

15.1 The following reports shall be given at every meeting of the General Council.

15.1.1 The reports of Executives: President, Vice-Presidents, Executive Revenue Officer, and the Executive Administrator.

15.1.2 The reports of Department Representatives.

15.1.2.1 The Executive Committee shall select and notify departments of their requirement to report.

15.1.3 The reports of the SSMU Representatives.

15.1.4 The report of the Science Senator.

15.1.5 The report of the Executive Committee.

15.1.5.1 This report shall contain minutes of all actions and resolutions of the Executive Committee since the previous meeting of the General Council.

15.2 All reports shall be provided to the General Council in writing, and presented orally.

15.3 Any Councillor scheduled to report shall be expected to submit a written report regardless of whether they are present at the meeting.

15.3.1 The Executive Revenue Officer and the Executive Administrator may choose not to submit a written report. They shall make this decision based on the content of their reports.

15.4 The SSMU Representatives may decide at their discretion to share, divide, or alternate the duties of presenting an oral report, however each SSMU Representative shall be expected to submit a written report regardless of whether they are presenting an oral report.

15.5 The speaker shall allow questions to the presenter of each report. Such questions are only in order if they address matters contained in the report.

Article 16 - Adoption

16.1 Reports of the following shall require adoption by a majority vote. All other reports shall not require a vote.

16.1.1 Variances between actual revenues or expenses and budgeted revenues or expenses that exceed five thousand dollars ($5,000.00) or that could be reasonably considered to be significant.

16.1.2 Changes to line items of the budget by more than five thousand dollars ($5,000.00) or that could be reasonably considered to be significant.

16.1.3 Decisions regarding the appointment of the Speaker, CRO, ERO, and Executive Administrator.
Science Undergraduate Society – General Council By-Laws
Adopted by motion of the General Council on 8 April 2015.

16.1.4 Decisions that would usually be made by the General Council or could be considered Council business.
16.1.5 The Report of the Executive Committee.
16.2 Should ratification of a decision fail, the decision shall be null and void.

Article 17 - Justification of Vote
17.1 The SSMU Representatives must justify their votes on SSMU Legislative Council upon request.
17.2 The Science Senator must justify their votes on Senate to the General Council upon request.

Article 18 - Deadlines
18.1 Written reports shall be due seventy two (72) hours before the start of a General Council meeting.
18.2 Departments shall be notified of their requirement to report no later than ninety six (96) hours before the start a General Council meeting.
Science Undergraduate Society – General Council By-Laws
Adopted by motion of the General Council on 8 April 2015.

PART IV: COMMITTEES OF THE GENERAL COUNCIL

Article 19 - Standing Committees of the General Council
19.1 Operational Committees of the General Council are as follows:
   19.1.1 The Academic Affairs Committee
   19.1.2 The Constitutional Affairs Committee (CAC)
   19.1.3 The Finance Committee
   19.1.4 The Environment Committee (SUSEC)
   19.1.5 The Equity Committee
   19.1.6 The Executive Committee
   19.1.7 The Presidential Affairs Committee (PAC)
   19.1.8 The Sponsorship Committee
   19.1.9 Student Space Improvement (SIC) Committee

19.2 Organizing Committees of the General Council are as follows:
   19.2.1 Academia Week Committee
   19.2.2 Academic Events Committee
   19.2.3 ECOuture Committee
   19.2.4 First-Year Handbook Committee
   19.2.5 Graduate and Professional Schools Fair Committee
   19.2.6 Graduation Ball Committee
   19.2.7 Public Relations Committee
   19.2.8 RedBooks Committee
   19.2.9 Science Career Fair Committee
   19.2.10 Science Games Committee
   19.2.11 Science Orientation Week Committee
   19.2.12 Social SUSTainability Week Committee

Article 20 - Composition of Committees
20.1 There shall be a document known as the SUS General Council Committee
       Terms of Reference, which shall compile the Terms of Reference for all
       Standing Committees.

20.1.1 All Committees of the General Council, with the exception of the
       Executive Committee, shall be defined and governed by this document.

20.1.2 A Committee’s Terms of Reference shall include at minimum the
       purpose of the Committee, the chair of the Committee, the membership
composition of the Committee, and whether the Committee shall be considered an Organizing Committee or an Operational Committee.

20.1.3 The approval of Terms of Reference for a newly struck Committee shall require a simple majority.

20.1.4 The subsequent amendment of a Committee's Terms of Reference shall require a two-thirds (%) vote of the General Council.

20.2 Member-at-large seats on Committees must be filled by members of the SUS. All members of the SUS shall be eligible to fill a member-at-large seat.

20.3 Operational Committees shall be required to report to the General Council at minimum one (1) time per academic term, but may be required by their Terms of Reference to report more frequently.

20.3.1 The report shall be presented by a chair or member of the Committee.

20.4 Organizing Committees shall be required to report to the Executive Committee at minimum one (1) time per academic year, but may be required by their Terms of Reference to report more frequently.

20.5 The report shall be presented by a chair or member of the Committee.

Article 21 - Creation of Committees

21.1 Standing Committees may be struck by motion of the General Council.

21.1.1 This by-law must be amended simultaneously, to include the new Committee.

21.2 Ad-hoc Committees may be struck by motion of the General Council, and shall exist for the duration of the academic year in which they are struck.

21.2.1 If an ad-hoc Committee is struck outside of the academic year, it shall exist until the start of the next academic year.

21.3 A motion to strike a Committee must include provisions for the creation of its Terms of Reference.

Article 22 - Dissolution of Committees

22.1 The dissolution of a standing Committee may be accomplished by amending these by-laws.

22.2 Ad-hoc Committees may be dissolved by a two-thirds (%) of the General Council.

22.3 When a Committee is dissolved, its Terms of Reference shall be considered null and shall be removed from the SUS General Council Committee Terms of Reference document.
Science Undergraduate Society (SUS) of McGill University

BY-LAW 1 ELECTORAL AND REFERENDA REGULATIONS

UPDATED MARCH 25, 2015

Article 1 – General

1.1 These by-laws shall come into effect as of March 25, 2015 and shall replace any existing set of Electoral and Referenda Regulation by-laws of the Science Undergraduate Society.

1.2 As per Article 17.1 in the Constitution, there shall be a Chief Returning Officer (hereafter referred to as the CRO) who shall be responsible for the conduct and execution of the elections and referenda according to the articles in the Constitution and the By-Laws.

1.2.1 The CRO shall be appointed by the Executive committee according to the criteria outlined in the Constitution

1.3 The CRO shall be advised by the President and/or the Executive Committee of the SUS, who shall be referred to as the Advising Member.

1.4 The CRO shall be advised by the Speaker of Council and a third person with election experience who is not currently a student in the Faculty of Science, who shall be referred to as the Advisory Committee.

1.4.1 It shall be the responsibility of the CRO or the Advising Member of SUS to contact the Advisory Committee at the beginning of the school year and request their assistance for the duration of the CRO’s term.

1.5 The CRO may appoint additional members of the McGill community to help supervise the elections and referenda. These individuals shall be referred to as Electoral Officers

1.5.1 Any Electoral Officers appointed for this purpose must be made known to the SUS Executive committee, all candidates, and all committee chairs before making any decisions regarding the election or referendum.

1.5.2 Decisions made by Electoral Officers may be overturned by the CRO.

1.6 The CRO shall review all nomination packages and petitions after they have been submitted to the SUS.

1.7 A signature for nomination and petition purposes shall be valid only if it is accompanied by a corresponding name, student identification number, faculty and program year.

1.8 Neither candidates, members of campaign teams, nor members of the "Yes" and "No" committees may work for the CRO.
1.9 In the event that the CRO cannot fulfill their duties, for personal or public reasons, they shall give the President notice at least 21 days prior to the nomination period, and the resignation shall be announced at the next GC.

1.8.1 In such an event, the executive shall select a new CRO according to the articles laid out in the Constitution, and shall present the new CRO at the next GC.

1.10 A list of dates regarding the nomination period, candidate meeting(s) and any other dates the CRO deems important shall be posted on the SUS website and in the SUS listserv before the Nomination Period begins. Updated information will be posted thereafter as it arises.

1.11 Nomination forms (of candidates) and petitions (for the formation of “Yes” and “No” committees), conforming to these by-laws, must be received by the CRO by the date determined.

1.11.1 The names of the candidates and the committee chairs, shall be posted on the SUS website and SUS listserv following the final day of the Nomination Period.

1.12 The CRO of the SUS, the SUS Executive, and those working directly with the CRO will, to the best of their ability, maintain impartiality and attempt to conduct an election that is fair and just to all candidates.

1.13 Decisions made by the CRO shall be final, unless an appeal is successfully approved by SUS General Council.

1.13.1 In the event of a conflicting article in the SUS By-Laws, Article 1.13 shall supersede the conflicting article.

1.14 Any current SUS Executive running in the election for an SUS Executive or representative to SSMU position shall relinquish their responsibilities as an SUS executive for the duration of the campaigning period, and be treated solely as a candidate in the election.

1.15 During the campaign period, no candidate may attend any meeting related to the SUS, related to an SUS department, or where that candidate could be considered to be representing the SUS unless they receive the express permission of the CRO.

1.16 The CRO’s responsibilities are to be noted as distinct from any Student responsibilities (described in the Handbook of Students’ Rights and Responsibilities) by the General Council.

1.17 Only electronic voter registration will be permitted for SUS elections. Voting security will be ensured; that is, it will be ensured that voters are properly authenticated, and only one vote per Society member will be counted.

1.18 Voting procedure shall be advertised by all channels deemed fit by the CRO so that each
student has the opportunity and the means to access the elections in which they wish to participate.

1.19 Candidates must adhere to these by-laws and other guidelines (i.e. dates) provided by the CRO or face the possibility of sanction or disqualification.

1.20 If a candidate receives a sanction, it shall appear on the ballot, in bold, below the candidate’s pensketch, and shall include the full text of the article or rule that was violated.

1.21 The CRO may define additional rules or provide clarifications on these by-laws, provided that the CRO notifies all candidates in writing or via email.

1.22.1 No candidate may be penalized for violating these additional regulations until the CRO has notified all candidates of the regulations.

Article 2 – General Elections

2.1 Nominations for executive officers and representatives to SSMU shall be opened for at least twelve (12) days and shall close at least five (5) days before the election.

2.2 The deadline for nomination for any elected position shall be extended by five (5) working days if fewer than two (2) candidates are nominated for the position. If there is only one candidate for a position after this extended nomination period, the candidate in question must receive a majority yes vote in the election.

2.2.1 The deadline for nomination for the position of SSMU Representative may be extended by five (5) days if fewer than four (4) candidates are nominated for the position, at the discretion of the CRO.

2.3 Candidates running in SUS General Elections must obtain the following number of signatures from the SUS student body:

- Seventy-five (75) for nominations for President
- Fifty (50) for all other executive positions
- Fifty (50) for representatives to SSMU

2.3.1 Candidates in SUS Elections must have a brief meeting with the incumbent of the position for which they are running and receive the signature of the incumbent for their nomination package to be valid. In extenuating circumstances a meeting with the incumbent may be replaced with a meeting with the CRO.

2.3.2 If an incumbent executive is running for re-election, they must receive the signature of the CRO for their nomination package to be valid.

2.3.3 It is the responsibility of the incumbent SUS executive to make themselves available (within reason) to meet with candidates during the nomination period.
2.4 Candidates wishing to run for the position of SUS President must have at minimum one year of experience on the SUS Executive Council, any departmental council, or have held a seat on SSMU Council.

2.5 Candidates wishing to run for the position of SUS Vice President Finance must have at minimum one year of experience on any finance committee or as Vice President Finance on any council.

2.6 A member of the SUS student body may nominate more than one (1) candidate for each position.

Article 3 – Campaign Materials

3.1 All campaign material must be approved by the CRO before being made public. Failure to do this will result in a warning or a sanction at the discretion of the CRO.

3.2 The CRO and/or CRO appointed persons for this purpose shall have exclusive rights to decide whether material conforms to the guidelines outlined in Article 3 of these by-laws or not.

3.3 No campaign material may refer to or put down another candidate. No campaign material shall be offensive, or degrading to any person, organization, or department of the university or of any outside group, whether affiliated or not affiliated with the university, in any way.

3.4 No poster, handbill, or banner, may directly or indirectly refer to an alcoholic beverage or any illicit substance or activity.

3.5 Posters are defined as being 8.5" by 11.0". Each candidate will be assigned a maximum of 200 posters for the campaign period. No more than 15 posters may be posted in any one building at any one time. NOTE: the cost of posters printed must not exceed the maximum value permitted for campaign expenses as outlined in Article 6.

3.6 No banner supporting a candidate, position, slate, or referendum committee may be hung anywhere except at the "Meet the Candidates" event if it is scheduled for the election in question. A banner is defined as being larger than a poster to a maximum of 2.5' by 4'.

3.7 Handbills shall not exceed 4.25" by 5.5" (half of an 8.5" by 11") page and may not consist of more than one (1) leaf (ie. may not be folded). Printing on both sides is permissible.

3.8 Handbills may not be posted or distributed at any time other than the "Meet the Candidates" event if one is scheduled for the election in question. The maximum
number of Handbills allowed for distribution at this event is 50.

3.9 Handbills must contain recycled paper.

3.10 No handouts promoting or disparaging any candidate (stickers, food, balloons, etc.) may be given out to students or posted at any time during the campaign.

3.11 Candidates must include the following (if applicable for the election in question) on all posters:
   a) The e-mail address or contact number of the CRO,
   b) The dates of the elections and the voting website,
   c) The words: "Science Undergraduate Society" or the acronym "SUS",
   d) Candidates may not have the SUS logo anywhere on their posters.

3.12 Candidates must include the date of any "Meet the Candidates" events scheduled for the election in question on at least half of their campaign posters in at least 14 pt font.

3.13 All campaign material, along with proper receipts, shall be presented to the CRO by the deadline indicated by the CRO. If receipts are not presented, the CRO will use set prices, outlined by the SUS President and Executive Revenue Officer, for candidates' material.

3.14 The CRO shall have the right to prohibit use of any campaign material if it contravenes the rules outlined in these by-laws, the SUS constitution, and/or the Handbook of Students' Rights and Responsibilities.

3.15 Campaigning shall end at 23:55 on the last day of campaigning. All campaign materials must be removed by this time, and are the responsibility of the candidates. Any candidates failing to remove campaign materials shall be subject to a sanction at the discretion of the CRO.

3.16 Any campaigning occurring outside of the campaign period shall be prohibited.

Article 4 – Other Campaign Rules

4.1 Candidates must run independently and may not campaign for each other or run on slates.

4.2 Candidates may present their positions (platforms) in any class during the campaign period, but only with the permission of the professor teaching the class. The professor reserves the right to limit the time given to each candidate, or to not allow candidates to speak.

   4.2.1 Candidates may not submit Powerpoint slides for professors to post at the beginning of class.

   4.2.2 Complaints from professors concerning a particular candidate may merit a warning or a sanction.
4.3 Writing on chalkboards as a campaigning tool shall be allowed or disallowed at the discretion of the CRO. If allowed, only short messages may be used and the email of the CRO must be included. Erasing or defacing messages of other candidates or writing degrading and/or negative messages about another candidate will result in a sanction.

4.3.1 Chalk messages outside, on sidewalks, pavement etc., are strictly prohibited and will result in a sanction.

4.4 No candidate or campaign committee shall have access to, or use radio features or public service announcements either directly or indirectly (excluding neutral news coverage available to all candidates and approved by the CRO or a CRO appointed party).

4.5 No publication supported either directly or indirectly by funds obtained from SUS fees may express or imply any but a neutral attitude in an article, editorial, advertisement, or letter towards any candidate or position in a SUS election.

4.6 Only the SUS Executive or the CRO may lobby for a campus publication to write or publish an article, editorial, or advertisement related to any SUS elections or referenda.

4.7 During the campaign period, all candidates with an on-air position shall forego programming and broadcasting their shows. Likewise, all candidates who have editorial duties with the McGill Tribune, the McGill Daily, or any other McGill affiliated publication will refrain from those duties during the aforementioned period.

Article 5 – Internet Campaigning

5.1 Facebook will be the only mode of Internet campaigning permitted. The CRO may allow other forms of Internet campaigning at their discretion. Use of Twitter, Instagram, any other website, or mass emails not explicitly allowed by the CRO will result in a formal sanction against the candidate in question. Multiple infractions of this by-law may result in disqualification of that candidate.

5.2 All candidates using Facebook must “friend” the CRO(s) for the duration of the elections process including the campaign and polling periods.

5.3 In using Facebook, only an event page may be created for campaigning purposes.

5.4 Only pictures, videos and wall posts may be made on the event page.

5.5 Any Facebook post including picture, video or wall posts that promote or disparage another candidate will result in a warning or a sanction at the discretion of the CRO.

5.6 All Facebook posts must be deleted by 23:55 on the last day of campaigning.
5.7 If Facebook profile pictures of friends were changed to reflect support, the pictures must be removed from the profile and deleted by 23:55.

5.8 In the description of the event page, the candidate must list the following information:
   a) The e-mail address or contact number of the CRO,
   b) the dates of the elections,
   c) the words: "Science Undergraduate Society" or the acronym "SUS".

5.9 All events must be scheduled to end at 23:55 on the last day of campaigning. All events must be physically taken down (deleted) at that time.

5.10 The CRO and/or Electoral Officers shall have exclusive rights in deciding whether the Internet campaigning material conforms to Article 3.

Article 6 – Campaign Funding

6.1 No candidate shall be entitled to request a reimbursement from the SUS of the amounts spent on campaign materials.

6.2 Each candidate for the position of President shall be permitted to spend a maximum of fifty dollars ($50) on campaign materials.

6.3 Each candidate for the other positions shall be permitted to spend a maximum of thirty dollars ($30) on campaign materials.

6.4 Referenda committees shall be permitted to spend a maximum of thirty ($30) on campaign materials. The committee chair is responsible for submitting documentation for all spending.

6.5 Formal documentation of all expenses incurred by candidates must be submitted to the CRO or CRO appointed party on the last day of campaigning. Exceeding the approved amount or falsifying expense records will result in automatic sanction.

6.6 The CRO shall review all receipts in a candidate's Expense Report.

6.7 Any candidate, committee chair, or member of the Society may request a summary of spending within seven (7) days following the end of the campaign period. The CRO shall respond to these requests within two (2) days and shall make a summary of spending available to all candidates and interested parties.

Article 7 – Campaign Team

7.1 Each candidate may have a campaign team consisting only of undergraduate students of McGill University.

7.2 Candidates running in the elections may sit on the campaign team of another candidate in the election, but may only help in the distribution and removal of print materials; they may not campaign actively on another candidate's behalf.
7.3 Individuals may be added to a campaign team by emailing the CRO with the student’s full name, student number and email address.

7.4 Campaign team members may only begin campaigning for their candidate 6 hours after their information has been sent to the CRO.

7.5 Candidates will be held responsible for any violations or infractions committed by members of their campaign team.

7.6 Only members of a candidates’ campaign team may campaign for that candidate.

7.7 Individuals who are on more than one candidates’ campaign team may only campaign for one candidate at one time. This includes Facebook posts, cover photos, classroom announcements, and any other campaign materials.

Article 8 - Referenda (“Yes” and “No”) Committees

8.1. Any member of the Society may form a “Yes” or “No” committee for any referendum question.

8.2. “Yes” or “No” committees must be initiated by a member of the SUS student body that is not working for or with the CRO for the referendum period in question, and the initiator(s) shall be the committee chair(s).

8.3. Information about forming a committee and a petition package must be disseminated at least twelve (12) days before the polling period.

8.4. To form such a committee, individuals must submit a petition package with 50 signatures from the SUS student body to the CRO by the end of the nomination period, or at least five (5) days before the polling period.

8.4.1. To be considered valid, the petition must have the referendum question and the type of committee formed (“yes” or “no”) clearly marked at the top of every page.

8.5. Once a committee has been successfully formed, the committee chair(s) may begin adding members to said committee.

8.5.1. All committee members must be undergraduate students at McGill University.

8.6. Individuals may be added to a “Yes” or “No” committee by emailing the CRO with the student’s full name, student number and email address.

8.7. The campaign period for a referendum shall be at minimum three days and shall end prior to the beginning of the polling period.

8.8. No campaigning may occur outside of the campaign period.
8.9. Committee team members may only begin campaigning 6 hours after their information has been sent to the CRO.

8.10. Only neutral material may be posted on the SUS website or in the SUS listserv.

8.11. SUS Executives on either committees may not use their position to promote their committee.

8.12. No SUS resources shall be used for the formation of a committee.

8.13. All material produced by the "Yes" or "No" committees must be approved by the CRO.

8.13.1. All material must adhere to Articles 3-5, excluding Article 3.3 and Article 5.5.

Article 9 – Voting

9.1. The dates of the polling period and method (i.e. online) by which voting will occur will be advertised. The means of advertising shall be left to the discretion of the CRO and the VP Communications of SUS.

9.2. The polling period will commence at 00:05 on the day after the campaigning period and will continue for three (3) full days.

9.3. Polling information, including the date and method, shall be advertised by candidates running in the election, and by the Executive committee and CRO.

9.4. Polling shall end at 23:59 on the third day of said period.

9.5. Quorum for elections and referenda shall be 10%.

9.6. In the case quorum is not met, the election procedure will begin again with only seven (7) days for nominations. All existing candidates will retain their candidacy.

Article 10 – The Results

10.1. If the vote is to be tabulated by computer, a ballot is rejected if rejected by the computer tabulating system.

10.2. A full report of the final results including tabulated votes will be emailed to the CRO and President immediately following the polling period. They may release them immediately to the candidates or wait for a period of no more than eight (8) hours before doing so via email.

10.3. Results will be made available on the SUS website and be emailed to the general membership via listserv within forty-eight (48) hours.

10.4. If two (2) or more leading candidates have received an equal number of votes,
10.4.1. This vote shall be open for three (3) days, beginning the day after the announcement of the previous election’s results.

10.4.2. Quorum for the re-vote shall be 5%.

10.4.3. Should this vote also result in a tie or if quorum is not met, a drawing of lots shall determine the winning candidate.

10.5. In the event of a tie, a referendum question shall be deemed defeated.

10.6. All newly elected officers must be ratified by GC with a majority yes vote. If the elected officer for a position is not ratified, the election for that position will be re-run with a seven (7) day nomination period. Any society member wishing to run in the election must submit a new nomination package.

**Article 11 - Appeals of CRO Decisions**

11.1 Any candidate has the right to appeal a decision made by the CRO or the results of an election if they believe themselves to be disadvantaged by some aspect of the voting process.

11.2 GC must hold a meeting on the last day of the campaign period to address any concerns from the candidates or the CRO before polling begins. If no meeting is regularly scheduled, a special meeting shall be called at the conclusion of the Nomination period by the President.

11.2.1 Any candidate wishing to appeal a decision made by the CRO or address a concern must submit the concern to the Speaker of Council in writing.

11.3 A motion to appeal shall require a simple majority of GC.

**Article 12 - Appeals of Election Results**

12.1 Motions to appeal election results must be submitted in writing to the Executive Administrator of SUS for inclusion at a regularly scheduled meeting of the General Council (GC) within five (5) academic days of the results being released.

12.1.1 The candidate wishing to appeal election results must present their arguments at the first GC following the election period.

12.2 If the motion to appeal the results is approved, the election for that position shall be considered invalid, and the position shall undergo a second election period. This election shall contain a campaign and polling period and shall be run in accordance with these by-laws. Only candidates who ran in the original election shall be eligible to run. The campaign period for this second election shall begin the following week.
12.3 A motion to appeal the results must pass with a simple majority vote of the GC.

Article 13 - By-Elections

13.1 In the case of a vacant or vacated position, a replacement shall be elected by GC.

13.2 Nominations for the vacant position shall be open to the society for at least twelve (12) days.

13.3 All nominated candidates will be presented during a meeting of GC where they may present a brief platform and/or biography followed by a question period.

13.4 The position will be determined by a plurality vote.

Article 14 - Definitions

14.2. Candidate - any member of the Society who successfully submits a nomination package to the CRO during the prescribed time during the election period.
14.3. Committee - a group of members of the Society endorsing or promoting a "Yes" or "No" position for a referendum question.
14.4. Committee Chair - any member of the Society who successfully submits a petition to form a "Yes" or "No" committee.
14.5. Disqualification- the removal of a candidate from an election.
14.6. Sanction - an official notice of a Candidate’s violation of these by-laws that will be placed on the candidate’s pensketch during the voting period.
14.7. Warning - a notice of a violation of these by-laws communicated to the candidate privately by the CRO.
Science Undergraduate Society (SUS) of McGill University

BY-LAW II – GENERAL ASSEMBLIES (Winter 2012)

Article 1 – Order of Business for a Regular General Assembly

1.1 The order of business for any regular General Assembly of the Society shall be as follows:

1.1.1 Call to Order
1.1.2 Approval of the Agenda
1.1.3 Question Period
1.1.4 Report of the Executive Committee
1.1.6 New Business
1.1.7 Adjournment

Article 2 – Question Period

2.1 There shall be a maximum of ten (10) minutes allotted to Question period.

2.2 Any member of the Society may ask a question. A maximum of five (5) minutes per question and answer will be allowed. Questions may be addressed to any Councillor, including the Executive Officers.

2.3 Should an individual being asked a question not have the appropriate information to answer it, s/he shall respond to the question in the SUS Listserv and website within the next two weeks.

2.4 Supplemental questions that are on topic will be allowed. All questions and answers shall be addressed to the Speaker.

Article 3 – Report of the Executive Committee

3.1 The Report of the Executive Committee to Regular General Assemblies shall focus on any action undertaken by the Executive Committee as a result of motions passed at the previous General Assembly.

3.2 The Report shall also address any other issues deemed appropriate by the Executive Committee.

3.3 The Report shall be delivered by the President and other Executive Officers in no more than fifteen (15) minutes.

3.4 A question period of no more than ten (10) minutes relating exclusively to matters discussed in the Report shall follow the delivery of the Report. Any member of the General Assembly may ask a question. Questions must be addressed to an Executive
Officer of the Society.

3.5 The Report shall be made available to the students no less than one week in advance of the General Assembly and shall be published on the SUS Website.

Article 4 – Attendance

4.1 The Executive and Council shall be present at the General Assembly and shall be present for the entire Question Period excepting extenuating circumstances, including but not limited to, illness.

Article 5 – Procedures of General Assemblies

5.1 The Speaker of the SUS shall be responsible for the coordination of the Society’s General Assemblies; for the administration of agenda items and setting of the agenda, for the preparation and distribution of the agenda, and for the conduction of the meetings themselves.

5.1.1 As the administrator of the agenda, any amendments to the agenda shall be reviewed and approved by the Speaker.

5.2 Items tabled from any General Assembly shall appear on the agenda of the next GA unless otherwise specified when tabled.

5.3 It shall be the prerogative of the SUS Speaker to rule as to whether or not motions presented for the General Assembly shall be in order.

5.3.1 This ruling shall occur within twenty-four (24) hours of receipt of the motion by the Speaker.

5.3.2 Motions from the floor shall not be accepted.

5.4 The Speaker shall, in consultation with the mover, review and edit all motions submitted for concision and cogency.

5.5 There shall be an SUS parliamentarian, selected by the President and Speaker, who shall field all questions of Assembly procedure for members of the Assembly.

5.6 Should more than one General Assembly be called for the same time period (such as a special GA & a strike GA), it shall be the purview of the Speaker to combine these two Assemblies into one, providing the appropriate quorum requirements are applied to the relevant motions.

5.7 All General Assemblies shall be in a physically accessible room and building according to the 1996 McGill standards for accessibility on campus.

5.7.1 The room or space selected for any General Assembly must have a room
capacity of at least quorum.
5.7.2 All efforts must be made to select the largest room or space available.

5.8 All speaking from the floor shall be conducted in congruence with the principle of gender parity (male/nonmale) where possible.

5.9 A motion to hold an online vote on a main motion shall be in order at any time when a main motion is pending. Any member of the General Assembly, other than the Speaker or Parliamentarian, can move or second this motion.

5.9.1 The online vote shall be open to all members of the SUS.
5.9.2 The motion for an online vote shall require a 2/3 majority of the General Assembly to defeat.
5.9.3 This vote shall be held no more than forty-eight (48) hours following the close of the General Assembly. It shall be open for a period of forty-eight (48) hours, and no campaigning shall be allowed on the motions in question. There shall be no quorum for this online vote. Minutes from the GA shall be made available during the voting period.
5.9.4. The Speaker of Council shall have discretion to rule a motion for an online vote out of order if used in a disruptive manner.

Article 6 – Special General Assemblies

6.1 Special General Assemblies shall be called where there exists a policy concern.

6.2 Special GAs may also be called in order to provide a forum for input and discussion in regards to the development of SUS policy.

6.2.1 The process for placing such motions on the agenda shall be as laid out in Article 10 of these By-Laws.

6.3 A special General Assembly shall be a General Assembly other than the required regular General Assembly held by the Society.

6.4 The Speaker shall call any Special General Assembly four (4) weeks after receipt of a petition for a Special GA.

6.4.1 The Speaker shall ensure, along with the President and petitioners for Special GAs, that the arising deadlines for motions are well-publicized.
6.4.2 Should the four (4) week requirement place the Assembly in a mid-semester holiday, the Speaker shall schedule the Assembly for the next available regular academic day.
6.4.3 Should the four (4) week requirement place the Assembly in either a (end of semester) holiday or exam period, the GA shall be called for a date in the first two weeks of the next semester.
6.5 The process for placing items on the agenda for a special GA shall be the same as for a regular GA.

6.6 Any motion to be placed on the agenda for a special GA shall require the number of signatures to be placed on the agenda as mandated in Article 10 of these By-Laws, and signatures gathered for the purpose of calling a special GA may not be used to place a motion on the agenda.

6.7 The agenda of a special GA need not follow the formula laid out in article 1.1 of these by-laws, and shall be prepared by the Speaker in consultation with the SUS President.

Article 7 – Consultative Forums

7.1 A consultative forum shall be established when any GA which fails to reach quorum or loses quorum at any point. Such a consultative forum may revert to a General Assembly if and when quorum is reached. Should a Regular General Assembly fail to reach quorum fifteen minutes after its scheduled time, the Speaker of Council shall turn it into a non-decisional Consultative forum addressing the items on the agenda.

7.2 A consultative forum shall not have the powers of a GA. However, the Speaker shall chair the meeting as though it were ongoing. Procedural motions under Robert’s Rules, or the special rules of order for General Assemblies, shall be in order.

7.3 The Speaker of Council shall report the minutes to next General Council meeting so that a discussion can be held on the issues debated at this Forum.

7.4 Motions tabled from a GA which loses quorum shall be inscribed upon the agenda of the next GA, regular or special, of the Society.

7.5 In order to be included in the agenda, motions not voted upon by a GA due to a loss of quorum or failure to achieve quorum, must be resubmitted.

7.6 The quorum for maintaining a consultative forum shall be fifty (50) students.

Article 8 – Procedures of a Strike General Assembly

8.1 A “strike GA” shall be any General Assembly to which a motion for a strike is brought, Regular or Special.

8.2 Should a motion to strike be brought to a General Assembly, the consideration of the strike motion will require a quorum of 500 students from at least 4 departments, with no more than 125 from any given department. The Assembly may consider other motions without the need for a strike quorum, provided it reaches the required regular quorum as per Article 21.4 of the SUS Constitution.
Article 9 – Responsibilities & Publicity

9.1 It shall be the responsibility of the Executive Committee to make all necessary efforts to publicize General Assemblies, Regular or Special.

9.2 The Executive Committee shall be responsible for the content and accuracy of all advertising for these Assemblies.

9.3 In the case of Special GAs, the Executive Committee shall be charged with the responsibility of promoting and publicizing the GA to ensure that quorum is met. This committee shall be composed of parties bringing forward the call for the Assembly and any motions to be placed on the agenda as well as the SUS President and Speaker.

9.3.1 This shall include but not be limited to postering and submitting slides to professors for inclusions in class lectures.

9.3.2 All costs for publicity and operation of the GA shall be provided by the SUS.

9.4 The SUS’s efforts to publicize its GAs shall not contravene the Society’s Constitution or By-Laws, nor shall they have an egregious environmental impact.

9.5 It shall be the responsibility of the VP Internal, in conjunction with the President and Speaker, and the Executive Committee to organize the logistics of the actual Assembly, including the physical location and instruments of the Assembly.

9.6 Following any General Assembly, a copy of the minutes and a written summary of the decisions made shall be made available on the SUS website.

Article 10 – Items for the Agenda

10.1 The Speaker shall receive items for the agenda up until 2 weeks in advance of the GA in question.

10.2 This deadline shall be at five pm (5 pm), two weeks in advance of the GA.

10.3 The Speaker or President shall make him or herself available at the SUS office until this deadline by email appointment.

10.4 Motions may also be delivered up until this deadline at the SUS office.

10.5 Items for the agenda shall require either the signatures of one hundred (100) students or four (4) general councillors, with no more than 25% from any one department and students from 4 departments.

10.5.1 Petitions to place items on the agenda shall require the name, signature, department and student number of all students in support of placing the motion on
10.6 The Speaker shall issue a receipt for all petitions for Special GAs and agenda items, along with a signed photocopy of said petitions.

10.7 All petitions and motions should list a mover of the motion, with up-to-date contact information such as e-mail and if possible, a phone number.
SUS Financial By-Laws

Updated March 23, 2015

Article 1: Title and Purpose
1.1. In accordance with section 5.3 of the Constitution, these by-laws shall be deemed the official Financial By-Laws and Regulations of the society
1.2. These by-laws may be cited as the "SUS Financial By-Laws"
1.3. These by-laws are binding on the society as a whole including all constituent departments, standing committees, services and organizing committees.

Article 2: Financial Management
2.1. The Vice-President Finance shall be responsible for the general management of the finances of the society and, not restricting the generality of the above, shall:
2.1.1. Enforce the Financial By-Laws of the society
2.1.2. Advise the General Council and Executive Committee on the financial affairs of the society in accordance with section 12.10 of the Constitution
2.1.3. Maintain the accounts of the society in accordance with Generally Accepted Accounting Principles
2.1.4. Perform other duties that may be stipulated in the Constitution and other by-laws of the society
2.1.5. Be accountable to the General Council and make regular reports to the General Council for information and approval
2.1.6. Exercise general management over the financial affairs of the society including its constituent departments, standing committees, services and organizing committee.
2.2. The accounting system of the society shall, at a minimum, include information on:
2.2.1. Cheque numbers for all issued cheques or other payment mechanisms of a similar nature
2.2.2. Date of issue for all cheques or other payment mechanisms of a similar nature
2.2.3. A brief description for each transaction appearing on the ledger
2.2.4. Supporting documentation for each transaction appearing on the ledger except in cases where documentation is impossible to acquire at the discretion of the Vice-President Finance
2.3. There shall be an official record of all documentation pertaining to the finances of the society that shall include but is not limited to:
2.3.1. All invoices, receipts and reimbursement forms
2.3.2. Contracts and other binding commitments
2.3.3. Insurance and tax papers
2.3.4. Bank Statements and other official notices from banking institutions
2.3.5. All other documentation in either paper or electronic form that is relevant to the proper financial management of the society
2.4. The society along with its constituent departments, standing committees, services and organizing committees shall be understood to be one corporate legal entity under Quebec law

Article 3: Finance Committee
3.1. There shall be a standing committee of the society called the "Finance Committee" as stipulated in section 9.1 of the Constitution.

3.2. The Finance Committee shall be defined by its own terms of reference and shall advise and assist the Vice-President Finance in his/her duties.

Article 4: Departments

4.1. The departments of the society are defined under section 13.5 of the Constitution.

4.2. All departments must submit to the Finance Committee for approval:
   4.2.1 An audit report including end of year financial statements
   4.2.2 A budget for the current fiscal period
   4.2.3 Any other documentation requested by the Finance Committee

4.3. Any department may be subject to an internal audit conducted by the Finance Committee at any time. When selected for an audit, the department in question must adhere to all audit procedures.

4.4. Departments will maintain separate accounts in accordance with generally accepted accounting principles, the SUS Financial By-Laws and other regulations issued from time to time by the Vice-President Finance.

4.5. Departments may not enter binding financial agreements or expose themselves to financial risk (ex. purchasing stock in a publicly traded company) without the prior approval of the Vice-President Finance except in the case of:
   4.5.1. Printing contracts
   4.5.2. Sponsorship contracts for events or services
   4.5.3. Previously approved agreements of a financial nature

4.6. Departments are expected to maintain financial stability and prosperity in accordance with the SUS Financial By-Laws and other regulations issued from time to time by the Vice-President Finance, but respecting the fact that departments are an integral part of the society, all liabilities incurred by a department for which said department cannot reasonably be expected to repay, will default to the society.

Article 5 - Budget of the Society

5.1. In accordance with the Constitution, the Vice-President Finance shall prepare the annual operating budget of the Society.

5.2. The operating budget for each fiscal year must be approved by the General Council no later than the first General Council following October 31st of the fiscal year.

5.3. All SUS executives must submit individual portfolio budgets to the Vice-President Finance at the beginning of the Fall term, to be incorporated into the annual operating budget.

5.4. The operating budget of the Society:
   5.4.1 shall not reflect a deficit, and
   5.4.2 shall be available on the SUS website at all times, and
   5.4.3 shall be as accurate as possible in defining the activities of the Society.

5.5. Variances between the approved budget and the actual amounts must be reported to the General Council if:
   5.5.1 They could be reasonably considered to be significant, or
   5.5.2 The variance exceeds $5,000.

5.6. After the budget for the fiscal year has been approved, changes to line items in the budget must be reported to the General Council if:
   5.6.1 They could be reasonably considered significant, or
   5.6.2 The change exceeds $5,000.
Article 6: Membership Fee
6.1. The membership of the Society shall be as outlined in Article 3 of the Constitution and shall pay fees as outlined in Article 4.1 of the Constitution
6.2. The Society Fee is $12.50

Article 7: Contingency Fund
7.1. The society shall maintain no less than $20,000 in the bank account at all times as a contingency fund
7.2. The contingency fund may only be used in times of financial emergency as defined by a vote of General Council or the Executive Committee when the General Council is not in session. If a financial emergency is defined by the Executive Committee, then the committee will submit a report on said financial emergency to General Council at the next earliest meeting of the General Council
7.3. When no financial emergency has been declared, the contingency fund must remain in the society's bank account at all times but may be invested provided that such investments are held in the name of the society and the principal of the contingency fund is guaranteed

Article 8: Tax, Insurance and Incorporation
8.1. The Vice-President Finance shall be responsible for the prompt and proper filing of all tax and insurance papers as stipulated in section 12.10 of the Constitution
8.2. In addition, the Vice-President Finance shall:
8.2.1. Keep himself/herself informed on the current state of Quebec tax and corporate law as it pertains to the society
8.2.2. Advise the General Council and Executive Committee on issues of tax, insurance and incorporation
8.2.3. Be responsible for the external third-party audit that the society is subject to at the end of each fiscal period as stipulated in the Memorandum of Agreement with McGill University
8.2.4. Be responsible for fulfilling the obligations of the society stipulated in the Memorandum of Agreement with McGill University as it pertains to insurance, incorporation and finances
8.2.5. Ensure that the society's file in the Quebec Enterprise Register is kept up-to-date at all times
8.3. The society shall maintain, at all times and at the minimum, a general commercial liability insurance policy and a Director's and Officer's insurance policy

Article 9: Student Space Improvement Fee
9.1. As of January 2015, there shall be a fund defined in the annual operating budget called the "Student Space Improvement Fund" hereafter represented as "SSIF"
9.2. Contributions to this fund shall be made from the Student Space Improvement Fee
9.3. The SSIF is $7.00
9.4. The SSIF shall act as a financial resource for the purpose of supporting the creation, development and improvement of space intended for science and arts and science student use
9.4.1. A portion of the SSIF shall be dedicated specifically to the improvement of departmental student spaces
9.5. The SSIF will administered by both the Vice-President Finance and the Finance Committee, with the following specific aims:
9.5.1. Determine the exact portion of the fee to be provided to departments, with a minimum of 10% and a maximum of 50%
9.5.2. Allocate this portion to departments on a per-application basis
9.5.3. Funds allocated to departments shall not be applicable for the improvement of executive office space
9.5.4. No funds shall be used for the improvement of the SUS office
9.6. Any unallocated funds from the Fall semester will roll over into the total amount for allocation in the Winter semester
9.7. Any unallocated funds from this fee at the end of the fiscal year will roll over into the total amount for allocation in the following fiscal year

Article 10: Special Projects Fund
10.1. There shall be a fund defined in the annual operating budget called the "Special Projects Fund" hereafter represented as "SPF"
10.2. The SPF shall act as a supplemental financial resource for departments and shall be administered by the Vice-President Finance and Finance Committee
10.3. The baseline selection criteria for the SPF shall be defined by the SPF Information Sheet in Appendix 1.1.
10.4. The SPF shall be further defined by regulations issued from time to time by the Vice-President Finance and Finance Committee
10.5. Funds from the SPF shall only be allocated to departments or affiliated organizations
10.6. Departments and affiliated organizations shall have the right to appeal SPF decisions according to the procedures in the SPF regulations

Article 11: McGill Science 21st Century Ambassador Fund
11.1. As of September 1, 2012, pending renewal at the end of each fiscal year, there shall be a fund defined in the annual operating budget called the "21st Century Ambassador Fund," hereafter represented as "SCAF"
11.2. The SCAF is composed of fees collected from students in the Faculty of Science and Arts and Science. The fee structure is subject to change with each renewal of the fund.
11.3. The SCAF must be renewed annually in the Winter referendum period
11.4. The SCAF shall be used as a source of financial assistance for students in the Faculty of Science and Arts and Science for the purpose of hosting or attending competitions or conferences of an academic nature
11.5. The SCAF shall be used by the SUS and the Faculty of Science to finance "speaker series" events for students in the Faculty of Science and Arts and Science
11.6. Twenty-five (25) percent of the SCAF shall be set aside every year to accumulate an help finance the Canadian University Science Games when McGill hosts it
11.7. Applicants to the SCAF can be individuals currently enrolled in either a B.Sc or B.A&Sc. program or organizations and departments with B.Sc and B.A&Sc. students
11.8. Applicants may draw on the fund using the guidelines in Appendix 1.2. The application shall be made available on the SUS website and Science listserv
11.9. Applications shall be assessed and funds shall be granted by a selection committee composed of the Vice-President Finance, President, Vice-President Academic, the Undergraduate Research Officer and the Associate Dean of Graduate Studies and Research

Article 12: McGill Science 21st Century Scholarship Fund
12.1. As of September 1, 2012, pending renewal at the end of each fiscal year, there shall be a fund defined in the annual operating budget called the "21st Century Scholarship Fund," hereafter represented as "SCSF"
12.2. The SCSF is composed of fees collected from students in the Faculty of Science and Arts and Science. The fee structure is subject to change with each renewal of the fund.

12.3. The SCSF must be renewed annually in the Winter referendum period.

12.4. The SCSF shall be used to reward and recognize students in the Faculty of Science and Arts and Science who have demonstrated outstanding commitment to leadership and community achievement.

12.5. The value and selection criteria of the scholarship shall be determined by the SUS executive in collaboration with the Dean of Science and Director of Academic Advising. This information shall be made public by the beginning of the Winter semester each year on the SUS website and Science listserv.

12.6. Awards shall only be granted to students in the Faculty of Science and Arts and Science.

**Article 13: Equalization Fund**

13.1. In accordance with Article 4 of the Constitution, there shall be a fund defined in the annual operating budget to provide equalization payments to departments once in the fall and again in the winter semester.

13.2. The Equalization fund for the year shall be based on the enrolment in the Faculty of Science as of September 1st of the academic year in question. The amount of the fund can be calculated according to the following formula:

\[ \text{Equalization Fund} = \text{Number of Students} \times \text{Minimum of$5.00, which can be increased dependent on the Vice-President.} \]

13.2.1. For example, if the number of students enrolled is 5000 and the amount is $5.00, then the total equalization fund would be a minimum of $25,000.

13.2.2. The Equalization Fund shall be divided into four revenue brackets: revenue brackets one (1) through four (4), where bracket one (1) represents the lowest revenue bracket and bracket four (4) represents the highest revenue bracket.

13.2.3. The Equalization Fund shall be allotted to the brackets as follows:

- Bracket 1: 45% of fund
- Bracket 2: 27.5% of fund
- Bracket 3: 17.5% of fund
- Bracket 4: 10% of fund

13.2.4. Validity of revenue statements may be reviewed by the SUS Finance Committee. Should the Finance Committee find discrepancy, censure, if any, shall be determined by the SUS General Council.

13.2.5. Departments that do not submit revenue statements by the second meeting of SUS General Council shall be put into the fourth revenue bracket of the Equalization scheme (as stipulated in Article 4.5).

13.2.6. Departments shall be placed into one of the previously defined Revenue Brackets according to their revenue statement. The boundary between brackets are defined as the following amounts:

- Between brackets 1 and 2: $500 in yearly revenues
- Between brackets 2 and 3: $1000 in yearly revenues
- Between brackets 3 and 4: $3000 in yearly revenues

13.2.7. Departments falling onto a boundary amount shall be placed into the higher revenue bracket.

13.2.8. The percentage of the Equalization Fund allocated to each bracket shall be divided equally among the departments placed into each respective bracket.

13.2.9. There shall be no more than five departments in a single bracket, excluding the fourth bracket. If such is the case, the SUS Finance Committee shall revise the
boundary amount values between revenue brackets.

13.3. The Vice-President Finance and Finance Committee shall administer the Equalization Fund in accordance with the terms set out in the Constitution.

13.4. The definition of "yearly revenues" as used in the Constitution of the Society shall be understood to mean the yearly adjusted revenue, which is defined as follows:

13.4.1. The portion of yearly revenues that can reasonably be expected to contribute to the operations of a department through profit, including the opening bank balance of the fiscal year.

13.5. The adjusted revenue excludes any revenue from events, services or other sources in which the acquisition of said revenue is associated with expenditures that are greater than said revenue.

13.6. Projected revenue from SUS equalization payments is excluded in the calculation of the yearly adjusted revenue.

Article 14: Signing Officers

14.1. The authorized signing officers of the society shall be the President and Vice-President Finance.

14.2. The signing officers shall have the authority to sign, act and execute the legal, corporate and financial affairs of the society in a manner consistent with the Constitution, these by-laws, and instructions of the General Council and Executive Committee.

14.3. The President may only have the authority to sign, act and execute the affairs of the society if the Vice-President Finance is incapacitated or deemed financially incompetent by the Executive Committee.

Article 15: Financial Accountability

15.1. The operating budget and audited financial statements of the society shall be public documents at all times and may be reviewed by any member of the society upon 7 days notice to the Vice-President Finance.

15.2. The current accounts of the society, as defined by corporate conventions, are confidential documents, but may be reviewed by any member of the General Council, in his/her capacity as a member of the Board of Directors, upon 7 days notice to the Vice-President Finance.

Article 16: Sponsorship

16.1. The General Council must first approve all legal commitments or contracts of the Society that may significantly affect the ability of any SUS department to generate revenue. This shall include, but not be limited to, sponsorship contracts that place restrictions on the departments.

16.1.1. In circumstances where it is not possible to call a meeting of the General Council, the SUS Executives may act as the General Council in approving the commitment or contract. In these circumstances, the SUS Executives shall be required to notify the pertinent departments and provide an opportunity for discussion prior to the signing of such contracts.

16.1.1.1. In these circumstances, the SUS Executive Committee shall report on the approval of such a contract or commitment at the next meeting of the General Council.

Article 17: Superseding Clause

17.1. Once these by-laws come into effect, all previous financial by-laws of the society are repealed.
Appendix 1. Selection Criteria and Application Guidelines for Selected SUS Funds

1.1 Special Projects Fund

The Special Projects Fund (SPF) is a monetary initiative offered by the Science Undergraduate Society (SUS) to its constituent departments and affiliated organizations in order to reduce some of the financial strain on departmental associations involving the planning of events and provision of services. It provides the opportunity for departmental associations and affiliated organizations to undergo projects of intrinsic value that would otherwise not be possible. The application process itself has been designed to be simple; however, there are several selection criteria that must be met for an application to be accepted. The SPF is offered in good faith and is meant to be a method by which the SUS supports its departments and affiliated organizations.

The following conditions may render an application ineligible:

- Events/Services that offer nothing other than food and/or alcohol
- Events/services that are exclusive in nature and not open to all students in a particular department (ex. executive-only events)
- Departments not in good standing are ineligible (ex. failed to submit an audit and/or budget or have active sanctions against the department)
- Events/services that do not possess intrinsic value
- Any other exclusion criteria so determined by the SUS Finance Committee, from time to time

Application Criteria

1. Fill in the SPF application form and all associated documents (listed in the application form) and submit it to the SUS VP Finance at finance@sus.mcgill.ca
2. The SPF will only fund a maximum of four (4) times the amount of fundraising/sponsorship revenue procured by the department for the event/service in question. For example, department X fundraises $100 for event Y, department X is therefore eligible for a maximum of $400 in SPF funding for event Y
3. The SPF only funds individual events and/or services. For example, the SPF may not be granted to departments in the form of general sponsorship/subsidization.
4. Applications for a particular event and/or service will only be accepted once per semester per department. The same event and/or service may apply in subsequent semesters without penalty but it will be given lower priority should there be many applications.
5. A department may submit as many applications as it chooses.
6. There is no deadline for SPF; the fund is open for applications year round.
7. SPF is only open to recognized departments of the SUS and their affiliated organizations
8. Upon approval, SPF cheques will only be issued to departmental association bank accounts. Payment to particular individuals is not possible.
9. Approved SPF grants may be asked to be returned if the event/service in question is cancelled, a follow-up report is not submitted or for any other reason so determined by the SUS Finance Committee. If a request to return the grant is not honoured, the SUS Finance Committee may issue sanctions against the department in question including but not limited to withholding equalization, exclusion from SPF, assessment of a penalty fee against the department and any other sanctions the committee deems appropriate. The SUS Finance Committee may, from time-to-time, waive or add
certain criteria in regards to particular applications as it so chooses. All applications are reviewed on a case-by-case basis.

10. To appeal a decision of the SUS Finance Committee, applicants must submit a written appeal request directly to the SUS VP Finance stating the reason(s) for appeal and any supporting documentation that may strengthen the applicant's argument.

11. Departments may apply for reimbursement for events that have already occurred, providing that documentation for the expenses incurred is available to be submitted along with the application.

Follow-up Reporting Requirements:
Within 30 days after the funded event or service, the department in question must submit a report to the Finance Committee and Vice-President Finance containing the following items:

1. A summary description of the event, including:
   a. The number of individuals that attended (and comparison to previous years, if applicable, and a comparison to the anticipated number of attendees)
   b. Overall feedback and sentiment regarding the event by participants
   c. Other details pertinent to describing the success/failure of the event/service

2. A detailed list of final expenses and revenue, including funding received from other sources (ex. SSMU Campus Life Fund)

3. Receipts and invoices totalling the amount granted

4. Pictures of the event (if possible)

Failure to submit a follow-up report may result in a request for a return of the full amount granted, and other consequences as deemed appropriate by the Finance Committee and Vice-President Finance.
Appendix 1.2 The Science 21st Century Ambassador Fund

The Science 21st Century Ambassador Fund (SCAF) is to be used as a source of financial assistance to students in the Faculty of Science and Arts and Science for the purpose of attending or hosting conferences/competitions of an academic nature. The fund is meant to be a form of support for students who will be representing McGill Science in such a way as to continue building its reputation for excellence on a national and international scale.

Eligible applications must satisfy the following requirements:

- Applications must be for attending/hosting conferences/competitions of an academic nature that includes participation by individuals from outside of the McGill community
- Applications must be submitted by students with a B.Sc. or B.A. & Sc degree, or an organization with students with those degrees
- Only students who are part of the Faculty of Science or Arts and Science may receive funding from the SCAF

Application criteria:

1. Fill in the SCAF application form and email it to the Vice-President Finance at finance@sus.mcgill.ca
2. The SCAF may be used to cover the costs of travel, hospitality and lodging, and other associated costs as deemed appropriate by the selection committee.
3. There will be set deadlines for the SCAF, once for the fall semester and once for the winter semester.
4. For events that occur during the summer term (May through August), applications may either be submitted in the Winter term prior to the event, or for reimbursement in the Fall term following.
5. Departments may apply for reimbursement, but must have supporting documentation (receipts, invoices) for expenses incurred available upon the request of the selection committee.
   a. Reimbursements will be granted up to a maximum of 5 months after the event. For example, if an event occurs on May 1st, the latest that the application for reimbursement may be submitted is October 1st.
APPENDIX D

List of On-Campus and of Off-Campus Locations for Distribution of Publications
in accordance with Article 13 of this Agreement

The Association does not currently publish any Publications, however:

- **Absolute Zero** is a booklet written by students for students, produced by the Science Undergraduate Society (SUS). It provides all the information first year students need about course selections, degree options, academic resources, and much more. **Mailed out to every incoming science student** over the summer, the SUS encourages that if first years only read one thing cover-to-cover in their initial year at McGill – make it Absolute Zero!

- The journal entitled **MSURJ** is available in the Burnside basement.
APPENDIX E

University space and/or facilities granted to the Association in accordance with Article 14.

1. **No University space has been designated for revenue-generating activities.**

   The Association shall not operate nor manage, whether directly or under contract, vending machines and food counters.

   The Association shall be consulted on any change to the food provider or any of the services to be rendered in Burnside Building.

2. In accordance with article 14, any space granted to the Association for revenue-generating activities shall be on the follow conditions:

   - The Association must receive the University’s prior written approval from the Deputy-Provost (Student Life and Learning) for any use or change in use of University space granted for revenue-generating activities.
   - All space is granted for temporary use granted on a year-to-year basis.
   - The Association shall conform to
     i) all federal and provincial laws and regulations.
     ii) municipal rules and regulations,
     iii) its charter documents, by-laws and constitution, and
     iv) all applicable university regulations and policies which apply to the use of the buildings.
   - The Association shall undertake no alternation to the premises without the express consent of the University and shall affix no new signs.
   - All costs related to the operation of the revenue generating activities, including payment of any municipal or business taxes, shall be the sole responsibility of the Association.
   - Payment of a fee to the University.
APPENDIX F

University space and/or facilities granted to the Association in accordance with Article 15.

- In accordance with article 15.1, the University grants the Association the following rooms at no charge. The room shall constitute an office from which to conduct its activities and shall constitute the Association's principal premises.
  
  Burnside Hall Room 1B21

- In accordance with article 15.2, the University further grants to the Association the use of the following University space and/or facilities at no charge for the term of this Agreement and for the stated purpose. All space is granted for temporary use granted on a year-to-year basis.

Nota Bene:

- The CTF (1B 16, 17, 18 and 19) rooms and FUSS room (IB22) are used at the pleasure of the Dean and are subject to be reviewed annually.

- Room 1B20 has been temporarily assigned to the Department of Mathematics and Statistics for the use of SUMS.
APPENDIX G

LIST OF ASSOCIATION’S GROUPS

PART 1: RECITALS

A. Definitions:

All groups, clubs, services, activities of the Association granted club or service status by the Association shall be referred to collectively herein as “Groups”

B. The Association confirms:

i. that the list below represents the full list of the Association’s Groups as at November 1, 2015;
ii. that names appearing in the first column entitled “Names” are the Names approved by the Association;
iii. that the Description of Purpose is the purpose approved by the Association for the stated Group, and
iv. that the dates appearing in the column entitled Year Approved are the dates of the creation of the Groups by the Association.

C. The Association acknowledges and accepts that going forward (effective June 1, 2015) all new Groups shall adopt one of the following Approved Forms for Group Names, subject to the category of activity:

Category I: For Groups other than those affiliated or affiliating with external organizations
- McGill Students [insert e.g. Investment Club], or
- McGill [insert e.g. Marketing; Pakistani] Students’ Association, or
- [insert e.g. Pakistani] Students’ Society, or
- SUS [insert], or
- [insert e.g. Korean Martial Arts Club] – SUS

Category II: For Groups affiliated or affiliating with an external organization including political parties
- McGill (Science) Students for [e.g. Make a Wish], or
- McGill (Science) Students Supporting [e.g. Make a Wish], or
- McGill Students’ Chapter of [e.g. Make a Wish, or
- SUS - [e.g. Make a Wish, Cystic Fibrosis etc.] or
- [e.g. Make a Wish, Cystic Fibrosis etc.] - SUS

Category III For Sports Clubs or Teams
The Department of Athletics and Recreations shall have exclusive use of the name “McGill” in relation to any sport or team, except where permission is granted in writing by the Deputy Provost (Student Life and Learning).
Category IV: For Association Services and Media
• McGill Students [insert e.g. Marketing Club], or
• SUS [insert e.g. tutorial service], or
• [insert e.g. Tutorial Service] - SUS

D. The Association shall ensure that all Groups, whether or not permission to use the McGill name in their names has been granted, are made aware of the conditions for the use of the McGill name, word mark, crest and shield, as outlined in Section 7 and Appendix G and the Association correct any misuse within two (2) weeks from the Association becoming made aware of the misuse.

Examples of misuse include, but are not limited to: a Group incorporating the McGill name in its name without permission, incorporating the McGill word mark, crest or shield in its name, logo or website, or on the club’s sites, materials, or publications.

E. Those Groups listed below that have the name “McGill” in their names are permitted to continue to use the McGill name in their names only as appearing below and only for the stated purpose. The University reserves the right to withdraw its permission for a club to use the McGill name in the club’s name at any time and for whatever reason, upon prior notice to the Association and discussion.

F. Any change to the list (including any additions or deletions to the list) or change to the name of a club or to its purpose or activity shall be brought to the University’s attention by the Association and the change to Appendix G shall be confirmed by the Deputy Provost (Student Life and Learning) within two weeks of receiving the notice of change.

G. Only one email address for each club, group or service may be requested and shall take the form: [initials].sus@mail.mcgill.ca
Part II. In accordance with Article 6, the following lists the recognized clubs of the Association.

Only those clubs or groups listed below having the name "McGill" in their names are permitted to continue to use the name McGill in their names as appearing below and only for the stated activity.

(a) Permission to use the McGill name, trademark, crest or shield is expressly denied.
(b) Each Group shall include the following on their website and/or in their advertisements:
   "A student group of the SUS (Science Undergraduate Society of McGill University)"
(c) AUS will undertake all necessary means to correct any improper use of the McGill name, marks or reference within the shortest delay.
(d) Names are approved as listed below and are subject to the conditions set out in this Agreement.
(e) SUS shall ensure that all Groups conform to the conditions set out in this Agreement.

Group email addresses may only take the form: [group initials].sus@mail.mcgill.ca

Any changes to the list (including any additions or deletions), to the name of a club, or to its activity shall be brought to the University's attention and shall be confirmed by the Deputy Provost. McGill reserves the right to withdraw its permission for any club at any time and for whatever reason.

Category I: For Groups other than those affiliated or affiliating with external organizations

- McGill Students [insert e.g. Investment Club], or
- McGill [insert e.g. Marketing; Pakistani] Students' Association, or
- [insert e.g. Pakistani] Students' Society, or
- SUS [insert]

<table>
<thead>
<tr>
<th>CLUB or GROUP NAME</th>
<th>DATE</th>
<th>DESCRIPTION OF ACTIVITY</th>
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<tbody>
<tr>
<td>Bachelor of Arts and Sciences Integrative Council (BASIC)</td>
<td></td>
<td>Department Association</td>
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<tr>
<td>Biochemistry Undergraduate Students (BUGS)</td>
<td></td>
<td>Department Association</td>
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<tr>
<td>Computer Science Undergraduate Society (CSUS)</td>
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<td>Department Association</td>
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<tr>
<td>Chemistry Undergraduate Students' Society (CUSS)</td>
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<td>Department Association</td>
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<tr>
<td>Freshman Undergraduate Science Society (FUSS)</td>
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<td>Department Association</td>
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<tr>
<td>McGill Anatomy &amp; Cell Biology Students' Society (MACSS)</td>
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<td>Department Association</td>
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<tr>
<td>McGill Biology Student Union (MBSU)</td>
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<td>Department Association</td>
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<tr>
<td>McGill Psychology Students' Association (MPSA)</td>
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<td>Department Association</td>
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<tr>
<td>McGill Society of Physics Students (MSPS)</td>
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<td>Department Association</td>
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<tr>
<td>McGill Environment Student Society</td>
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<td>Department Association</td>
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<tr>
<td>McGill Undergraduate Geography Students (MUGS)</td>
<td></td>
<td>Department Association</td>
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<tr>
<td>Department Association</td>
<td>Category II, II, III and IV: Not applicable</td>
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<tr>
<td><strong>McGill Undergraduate Meteorology Students' Assoc. (MUMSA)</strong></td>
<td><strong>Med-P/Dent-P Students' Association (MDSA)</strong></td>
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<tr>
<td><strong>Microbiology and Immunology Students' Association (MISA)</strong></td>
<td><strong>The Montréal Society (Earth and Planetary Sciences)</strong></td>
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<tr>
<td><strong>Neuroscience Undergraduates of McGill (NUM)</strong></td>
<td><strong>Pharmacology Integrative League of Students (PILS)</strong></td>
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<tr>
<td><strong>Physiology Undergraduate League of Students (PULS)</strong></td>
<td><strong>Society of Undergraduate Mathematics Students (SUMS)</strong></td>
<td></td>
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</tbody>
</table>

**Category IV:** For Association Services and Media
- McGill Students [insert e.g. Marketing Club], or
- SUS [insert e.g. tutorial service], or
- [insert e.g. Tutorial Service] – SUS

<table>
<thead>
<tr>
<th>Department Association</th>
<th>Category IV: For Association Services and Media</th>
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<tr>
<td><strong>McGill Science Undergraduate Research Journal (MSURJ)</strong></td>
<td><strong>SUS Summer Opportunities And Research (SOAR)</strong></td>
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<tr>
<td><strong>SUS Volunteer Database</strong></td>
<td><strong>Medical Direction (MD)</strong></td>
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<tr>
<td><strong>MedCasts</strong></td>
<td><strong>SUS MOA 2015-2020</strong></td>
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</tbody>
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**McGill Science Undergraduate Research Journal (MSURJ)**
- 2006
- Student-founded, student-run initiative whose mission is to promote and publish undergraduate research. The journal offers undergraduate students the unique opportunity to share their findings with a diverse research community through effective, clear writing. MSURJ is available in the Burnside basement.

**SUS Summer Opportunities And Research (SOAR)**
- A database provided and maintained by the SUS for all science students to help students find summer research opportunities and other activities in their home provinces or province of choice.

**SUS Volunteer Database**
- An online resource that aims to help science students find volunteer placements in the McGill and Montreal communities.

**Medical Direction (MD)**
- Medical Direction (MD) is a service of the Science Undergraduate Society (SUS) and serves as the official pre-medical society of McGill University, supported by the Faculty of Science. Our aim is to enhance the experiences of students interested in a career in medicine so that they can make an informed and educated decision.

**MedCasts**
- MedCasts is one of MD’s major projects. Started in the fall of 2009, MedCasts provides podcasts of interviews and discussions with undergraduates, current medical students, physicians, and professionals in the healthcare industry about the application process, medical school, and careers in medicine.
<table>
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<tr>
<th>SUS Peer Tutoring</th>
<th>The SUS Peer Tutoring program is the only free tutoring service for science students at McGill University. Tutors are fellow undergraduate students who volunteer their time to help other students succeed in their coursework.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absolute Zero</td>
<td>A booklet written by students for students, produced by the Science Undergraduate Society (SUS). It provides all the information first year students need about course selections, degree options, academic resources, and much more. <strong>Mailed out to every incoming science student over the summer.</strong></td>
</tr>
</tbody>
</table>