



SCIENCE UNDERGRADUATE SOCIETY

SUS Clubs By-Laws

1. Article 1 - General

- 1.1. The Vice-President Communications (hereafter referred to as the VP Communications) shall be responsible for the implementation of these By-Laws.
- 1.2. The VP Communications may appoint the SUS Clubs Committee (hereafter referred to as the Committee) to assist in the tasks ascribed in these By-Laws.
- 1.3. Student groups interested in becoming SUS Clubs (hereafter referred to as Clubs) shall apply to the VP Communications for SUS Club Affiliation (hereafter referred to as Affiliation) as outlined in Article 3.
- 1.4. The VP Communications shall evaluate applications based on the Affiliation requirements outlined in Article 3 of these by-laws.
- 1.5. Clubs shall be the only parties eligible to request the SUS Club Privileges (hereafter referred to Club Privileges) outlined in Article 2.
- 1.6. Clubs shall be the only parties eligible to apply for Club Funding as outlined in Article 4.
- 1.7. Clubs shall receive SUS Club Sanctions (hereafter referred to as Sanctions) based on the criteria outlined in Article 5.
- 1.8. Clubs shall be issued Revocation of Affiliation based on the criteria outlined in Article 5.
- 1.9. The VP Communications may, at their discretion, disband the Committee and ask the SUS Finance Committee to assist in the tasks ascribed to the Committee in these By-Laws. This may be done with the permission of the President.

2. Article 2 - SUS Club Privileges

- 2.1. Club Privileges shall be administered and revoked at the discretion of the VP Communications and the Committee.
- 2.2. Clubs shall be permitted to include “SUS” in their Club name.
- 2.3. Clubs shall receive priority inclusion in the SUS Listserv, Facebook, and website.
- 2.4. Clubs shall receive priority inclusion in SUS poster space.
- 2.5. Clubs shall receive free SUS room bookings.

3. Article 3 - SUS Club Affiliation

- 3.1. Clubs shall serve the needs or interests of undergraduate students of the Faculties of Science and Arts & Science.
- 3.2. Clubs shall extend eligibility of membership to all interested undergraduate students of the Faculties of Science and Arts & Science.
- 3.3. No less than seventy percent (70%) of Club members shall be undergraduate students of the Faculties of Science or Arts & Science.
- 3.4. No less than seventy percent (70%) of Club executives shall be undergraduate students of the Faculties of Science or Arts & Science.
- 3.5. Student groups committing offences that would potentially result in a Sanction at the time of application shall be ineligible for Affiliation.
- 3.6. Clubs shall elect or appoint executives in accordance with the SUS Equity Policy.
- 3.7. Clubs be responsible for ensuring that their events, initiatives, and activities adhere to the SUS Equity Policy.
- 3.8. Clubs shall include the official SUS Logo in all promotional materials including but not limited to:
 - 3.8.1. Posters
 - 3.8.2. Facebook cover photos
 - 3.8.3. Website pages
 - 3.8.4. Handouts

- 3.9. Clubs are strongly encouraged to attend Equity Trainings organized by the SUS Equity Committee.
- 3.10. Club members and executives shall not speak to the press on behalf of the SUS.
 - 3.10.1. Club members and executives may speak to the press on behalf of their own club.
- 3.11. Applications submitted by interested student groups for Affiliation shall include:
 - 3.11.1. A letter of intent outlining the student group's purpose and goals.
 - 3.11.2. A complete contact list of all executives.
 - 3.11.2.1. The list shall include executives' names, faculties, emails, phone numbers, and McGill Identification Numbers.
 - 3.11.3. A complete list of their membership of no less than twenty (20) individuals, including executives.
 - 3.11.3.1. The list shall include members' names, faculties, and McGill Identification Numbers.
 - 3.11.4. The budget and actuals of the past two (2) fiscal years.
 - 3.11.4.1. Student groups in their first or second year of existence are only required to submit the budgets and actuals for the years that they have existed.
 - 3.11.5. The proposed budget for the current fiscal year.
- 3.12. Clubs wishing to continue their Affiliation shall submit the following items to the VP Communications within the first two (2) months of the start of each academic year.
 - 3.12.1. A complete contact list of all executives
 - 3.12.1.1. The list shall include executives' names, faculties, emails, phone numbers, and McGill Identification Numbers.
 - 3.12.2. A complete list of their membership of no less than twenty (20) individuals, including executives.
 - 3.12.2.1. The list shall include members' names, faculties, and McGill Identification Numbers.
 - 3.12.3. The budget and actuals of the past fiscal year.
 - 3.12.4. The proposed budget for the current fiscal year.

4. Article 4 - SUS Clubs Fund

- 4.1. There shall be a fund defined in the annual operating budget of the Society called the "SUS Clubs Fund" hereafter represented as "SCF", at the discretion of Vice-President Finance.
- 4.2. The SCF shall act as a supplemental financial resource for Clubs wishing to host individual events or services of intrinsic value. The SCF may not be granted to

Clubs in the form of general sponsorship/subsidization.

- 4.3. The SCF will only fund a maximum of two (2) times the amount of fundraising/sponsorship revenue procured by the Club for the event or service.
- 4.4. Applications to the SCF shall be evaluated on a rolling basis by the VP Communications and the Committee until the semesterly deadlines, and administered by the Vice-President Finance at their discretion.
 - 4.4.1. The deadline for Fall semester applications shall fall on November 15.
 - 4.4.2. The deadline for Winter semester applications shall fall on March 15.
- 4.5. Clubs may apply to the SCF either before and after the event has happened, but the grant shall only be disbursed post-facto.
- 4.6. The baseline selection criteria and application guidelines for the SCF shall be defined by Appendix 1.

5. Article 5 - SUS Club Sanctions and Revocation of Affiliation

- 5.1. The VP Communications shall notify Clubs of their Sanctions and Revocations of Affiliation in writing, either electronically or written letter within no more than one (1) day of reaching the decision.
- 5.2. The following offences shall result in a Sanction:
 - 5.2.1. Failure to meet the Affiliation requirements outlined in Article 3.
 - 5.2.2. Failure to fulfill the goals and purpose stipulated in the letter of intent.
 - 5.2.3. Hosting or endorsing events, initiatives, or activities that are oppressive.

This includes but is not limited to:

 - 5.2.3.1. Racist, sexist, ableist, classist, homophobic, transphobic, or otherwise oppressive rhetoric.
 - 5.2.3.2. Oppressively exclusive membership, appointment, or election practices.
 - 5.2.3.3. Voluntourism or other forms of exploitation of marginalized peoples.
 - 5.2.4. Executive misconduct.
 - 5.2.5. Misappropriation of funds.
 - 5.2.6. Inactivity for six (6) consecutive months.
 - 5.2.7. Official grievances filed against the Club and submitted in writing to the VP Communications by the SUS Equity or Environmental Committees.
 - 5.2.8. Official grievances filed against the Club and submitted in writing to the VP Communications by any member of General Council.
 - 5.2.9. Any other reasonable grievances filed against the Club and submitted in writing to the VP Communications.

- 5.3. Clubs shall not be eligible to apply for funding from the SUS Clubs Fund for the duration of their Sanction.
- 5.4. Clubs shall not be permitted to benefit from Club Privileges for the duration of their Sanction.
- 5.5. Sanctions will be lifted upon the submission and acceptance of a proof of resolution of the cause of the Sanction to the VP Communications and the Committee.
- 5.6. Failure to prove the resolution of the cause of the Sanction after a maximum of 30 days post-notification will result in Revocation of Affiliation with the SUS and the loss of all Club Privileges.
- 5.7. Clubs shall be eligible to re-apply for Affiliation no earlier than 2 months after Revocation of Affiliation.

6. Article 6 - Conflicts of Interest

- 6.1. Members of Clubs who are also members of the Committee shall not participate in discussions or decisions pertaining to the Club of which they are members.

Appendix 1. Selection Criteria and Application Guidelines for the SUS Clubs Fund (SCF)

The SUS Clubs Fund (SCF) is a monetary initiative offered by the Science Undergraduate Society (SUS) to affiliated clubs to support 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 following conditions may render an application for funding ineligible:

- Sanction or Revocation of Affiliation
- Events/services that offer nothing other than food and/or alcohol
- Events/services that are exclusive in nature and not open to all Science or Arts and Science students (ex. executive-only events).
- Any other exclusion criteria so determined by the VP Communications or the Committee.

Applications submitted *prior* to the event must include:

1. A cover letter (maximum 8.5" x 11", minimum 12 point font) outlining the project and its benefits to students in the Faculty of Science.
2. The SCF application sheet signed by the applicant, who must be an executive of the Club.
3. A projected budget containing all project expenses and revenues, including registration fees, sponsorship, fundraising efforts, and any applications submitted to funds similar to the SCF (e.g. SSMU Campus Life Fund).

After the event has happened, the Club must submit within 15 days (or within 30 days with the approval of the VP Communications):

1. A short report, which shall include:
 - a. A description of the results of the event.
 - b. The number of individuals that attended (and comparison to previous years, if applicable, and a comparison to the anticipated number of attendees).
 - c. Other details pertinent to describing the success/failure of the event/service.
4. The budget containing all final expenses and revenues.
5. Receipts, invoices, and other proofs of transaction, which shall match the line items in the budget (4).
6. Pictures of the event, if possible.

Follow-up documentation must be submitted and approved before funding can be disbursed.

Applications submitted *after* the event must include:

1. A cover letter (maximum 8.5" x 11", minimum 12 point font) outlining the project and its benefits to students in the Faculty of Science.

2. The SCF application sheet signed by the applicant, who must be an executive of the Club.
3. A short report which shall include:
 - a. A description of the results of the event
 - b. The number of individuals that attended (and comparison to previous years, if applicable, and a comparison to the anticipated number of attendees).
 - c. Other details pertinent to describing the success/failure of the event/service.
7. A final budget containing all expenses and revenues, including registration fees, sponsorship, fundraising efforts, and any applications submitted to funds similar to the SCF (e.g. SSMU Campus Life Fund).
8. Receipts, invoices, and other proofs of transaction, which shall match the line items in the budget (7).
9. Pictures of the event, if possible.

The SCF application form and all associated documents must be submitted via email to the VP Communications.