

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.

Science Undergraduate Society – General Council By-Laws

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 ($\frac{2}{3}$) 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 ($\frac{2}{3}$) 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

Science Undergraduate Society – General Council By-Laws

Adopted by motion of the General Council on 8 April 2015.

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 ($\frac{2}{3}$) 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.

Science Undergraduate Society – General Council By-Laws

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 ($\frac{1}{5}$) 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.

Science Undergraduate Society – General Council By-Laws

Adopted by motion of the General Council on 8 April 2015.

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 ($\frac{2}{3}$) vote of the Executive Committee or the General Council.
 - 14.1.4 Funding may be restored retroactively in exceptional circumstances by a two-thirds ($\frac{2}{3}$) 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

Science Undergraduate Society – General Council By-Laws

Adopted by motion of the General Council on 8 April 2015.

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 ($\frac{2}{3}$) 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 ($\frac{2}{3}$) 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.