



# **COLLEGE OF ENGINEERING AND PHYSICAL SCIENCES STUDENT COUNCIL CONSTITUTION**

Updated January 2020

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## ARTICLE I: NAME

This administration shall be called the "College of Engineering and Physical Sciences Student Council", hereafter referred to as "CEPSSC".

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## ARTICLE II: MANDATE

The purpose of CEPSSC shall be:

- To be the official representative of the Membership
  - To coordinate and support CEPSSC clubs as defined within the Clubs Policy
  - To coordinate college-wide activities,
  - To maintain harmonious and effective communication between CEPSSC, the College of Engineering and Physical Sciences (CEPS), CEPS Students (CEPSS), CEPS Student Organizations (CEPSSO), Physical Science Alumni Associations, Engineering Alumni Associations, and the university community.
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## ARTICLE III: MEMBERSHIP

CEPSSC membership shall consist of full-time and part-time undergraduate students registered in majors in the College of Engineering and Physical Sciences without prejudice (be it race, religion, age, gender, sexual orientation, place of birth, etc.) that have paid their membership fees under Article IV

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## ARTICLE IV: MEMBER FEES

Clause (A) CEPSSC fees shall be set at \$9.00 per semester and collected by the University Bursar for full-time students.

Clause (B) All members that hold an official position on a CEPSSC club must pay the CEPSSC membership fee.

Clause (C) The CEPSSC Scholarship(s) can only be rewarded to a CEPSSC member.

Clause (D) CEPSSC fees for part-time students are optional and can be purchased at the CEPSSC office directly.

Clause (E) Any increase in CEPSS fees must be proposed as a referendum question during Central Student Association (CSA) general elections.

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## ARTICLE V: BOARD

Clause (A) The members of the board shall consist of:

- (a) An appointed Chairperson (This student is not required to be an undergraduate CEPS student)
- (b) The Executive (elected by CEPSS)
  - President
  - Vice-President (Internal Affairs)

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- Vice-President (Social Affairs)
- Vice-President (Finances)
- Vice-President (Communications)
- Vice-President (External Affairs)

The Executive is mandated to strongly encourage students from every discipline to run for positions within the Executive. Furthermore, an executive member must be a CEPSS.

- (c) ASO Representatives: 1 representative from each student organization as defined within the CEPS SOP Policy (These seats are filled by the respective clubs) - Senate members within CEPS (these seats will only count for quorum if the individuals are present at a board meeting)
- (d) Board Member At-large
- (e) Committee and External Organization Representatives
  - 2 CSA at-large reps, elected by CEPSS during CSA general elections
  - 1 CSA College-appointed representative – appointed by CEPSSC to CSA Board of Directors
  - Senate members within CEPS
  - CEPSS who represent CEPSSC on college and university wide committees which may include (but are not limited to):
    - ITSAC
    - SR&R
    - SBC
    - OWAC
    - Judicial Committee

- Clause (B) Each Executive member, ASO representative and Board Member at-large shall possess one vote on the board, unless in the event of Article XVI.
- Clause (C) In the event that all CEPSSC seats are not filled, the board shall consist of the filled seats and it will be the responsibility of CEPSSC to fill the empty seat(s) or to remove the seat(s) from quorum for the remainder of the term. To fill an empty seat, it must be advertised for at least two weeks that an appointment will be made, and every effort should be made to invite as many applicants as possible for the position. The board shall vote on the final decision for the appointment.
- Clause (D) No two CEPSSC seats may be filled by the same student at any one time, with the exception of committee and external organization representatives.

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## ARTICLE VI: TERMS OF OFFICE

- Clause (A) The Chairperson and the CSA appointed representative shall be appointed by CEPSSC for the term of eight months commencing on the first CEPSSC board meeting in the fall semester. Appointees for these positions shall be voted upon

## College of Engineering and Physical Sciences Student Council Constitution

by the board either during the last board meeting of the previous year, or during the current year.

- Clause (B) The elected Executives' term of office shall be for one year commencing on May 1 and ending April 30 of the following year.
- Clause (C) The CSA reps and Senate members' terms of office shall be in accordance with CSA and Senate guidelines.
- Clause (D) CEPSSO representative's terms of office shall be at the discretion of the respective clubs. They shall be ratified at the first board meeting at which they attend.

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### ARTICLE VII: CHAIRPERSON'S RESPONSIBILITIES

- Clause (A) Shall be responsible to the CEPS members to uphold the CEPSSC constitution and to ensure that other members do the same during board meetings.
- Clause (B) Shall chair every CEPSSC board meeting in accordance with Roberts' Rules of Order.
- Clause (C) Shall make every attempt possible to ensure efficient communication and a conducive atmosphere for discussion during board meetings.
- Clause (D) Shall be responsible for preparing agendas for CEPSSC board meetings one day before the meeting, in conjunction with the President.
- Clause (E) Shall be the contact person regarding attendance of a Board Meeting for any board member.
- Clause (F) Shall maintain an attendance list for all seats at Board Meetings

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### ARTICLE VIII: GENERAL EXECUTIVE RESPONSIBILITIES

- Clause (A) Shall be responsible to the CEPS members to uphold the CEPSSC constitution.
- Clause (B) All Executives must be available for two scheduled office hours per week for both the Fall and Winter semesters.
- Clause (C) Shall assist and work with other Executives when necessary.
- Clause (D) Shall at all times take into consideration the CEPSSC welfare, image and purpose.
- Clause (E) Shall at all times abide by the University of Guelph, Provincial and Federal ordinances, written policies, and regulations.
- Clause (F) Shall ensure the proper maintenance of any services offered by CEPSSC, as outlined in the any Policy Documents under the CEPSSC constitution.
- Clause (G) Shall present reports and updates to CEPSSC on a regular basis pertaining to any activities in progress and information items of current interest.
- Clause (H) Shall ensure, with consultation of CEPS and CEPSSO (where appropriate), that CEPSS and/or CEPSSC are properly represented on university committees, including but not limited to:
- B.Sc., B.Eng, B.Comp. Program Committees
  - Departmental Curriculum Committees

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- University Judicial and Hearing Boards
- College Royal Planning Committees

This involves either attending the meetings, or where appropriate delegating representatives from CEPSSC

- Clause (I) Shall write a year-end transition report for the CEPSS incoming to their position, including all information that is pertinent to their job and activities.
- Clause (J) Shall maintain the cepssc@uoguelph.ca and any positional e-mail accounts on a regular basis.

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### ARTICLE IX: PRESIDENT'S RESPONSIBILITIES

- Clause (A) Shall be the external representation for CEPSSC in all matters.
- Clause (B) Shall be one of the three signing officers for CEPSSC funds (see Article XIX). Clause (C) Shall assume the responsibilities of the Chairperson if the position is unfilled, or in their absence.
- Clause (D) Shall chair general meetings or delegate another executive.
- Clause (E) Shall ensure that all university committees relevant to CEPSS have the maximum student participation. Including but not limited too: CSA; Judicial Committee; Hearing Board Committee; College Royal Planning Committee; Program Committees and Student Senate Caucus.
- Clause (F) Shall communicate administration activities pertaining to CEPS members to CEPSSC and through the board to the CEPS members.
- Clause (G) Shall ensure active participation of the Alumni Associations in CEPSSC matters. Shall work with the VP (Social Affairs, External Affairs) in this matter.
- Clause (H) Shall ensure that all Executive members receive year-end reports from previous members and that a transition meeting occurs prior to last day of the winter semester.
- Clause (I) Shall attend regular Student Executive Council (SEC) meetings and act as the liaison between SEC and CEPSSC. Shall make every effort to collaborate with other Primary Student Organizations (PSOs) campus wide.
- Clause (J) Shall be responsible for coordination of Student Organization Policy (SOP) with all CEPSSC clubs (as outlined in the Clubs Policy) and the Office of Student Affairs, in conjunction with the VP (Internal Operations).
- Clause (K) Shall sit on the Orientation Facilitator (Academic) (OF(A)) hiring committee on behalf of CEPSSC.
- Clause (L) Shall ensure that there is representation for CEPS during Orientation week. Shall work with the OF(A) in the event that the VP (Social) is not available.
- Clause (M) Shall delegate a CEPSS to represent CEPSSC at the CSA during the Summer semester if the board has not yet voted upon a representative.
- Clause (N) Shall attend CSA Meetings, if the position has not been filled, or appoint a delegate. The board may vote to appoint another board member to attend CSA meetings.

## ARTICLE X: VP (COMMUNICATIONS) RESPONSIBILITIES

- Clause (A) Shall be responsible for the correspondence and communication within CEPSSC through electronic media.
- Clause (B) Shall work with the President to ensure adequate external representation for CEPSSC in all matters.
- Clause (C) Shall be responsible for news being sent to all CEPSS when necessary, in the form of email or newsletter.
- Clause (D) Shall be responsible for maintaining a current mass e-mail listing of all CEPSS.
- Clause (E) Shall be responsible for maintenance of the CEPSSC web page.
- Clause (F) Shall work with the VP Internal Operations to put the minutes on the CEPSSC web page within one week of approval.
- Clause (G) Shall create advertisements for all CEPSSC events, including elections.
- Clause (H) Shall maintain a strong social media presence for CEPSSC on all relevant platforms.
- Clause (I) Shall be responsible, in conjunction with the President and VP Social Affairs, for the promotion of CEPSSC to students.

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## ARTICLE XI: VP (SOCIAL) RESPONSIBILITIES

- Clause (A) Shall be responsible for the organization and supervision of Fall Orientation for first year CEPSS.
- Clause (B) Shall sit on the OF(A) hiring committee on behalf of CEPS in the event that the President is not available.
- Clause (C) Shall work directly with the OF(A) to ensure events are being run effectively during Orientation week.
- Clause (D) Shall organize college-wide activities and lend support to clubs in organizing separate activities.
- Clause (E) Shall be one of the three signing officers for CEPSSC funds (see Article XIX).
- Clause (F) Shall be the representative for CEPSSC to the Student Events & Risk Management (SERM) Committee, attend the meetings (or ensure someone else is in attendance) and shall be responsible for upholding Risk Management Policies.
- Clause (G) Shall ensure active participation of the Alumni Associations in CEPSSC activities. Shall work with the President and the VP (External) in this matter.
- Clause (H) Shall ensure that event reports are written within three weeks following a CEPSSC event, as outlined in the Event Report Policy.
- Clause (I) Shall be responsible for organizing general meetings and elections in collaboration with the VP (Internal Operations) and President.

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## ARTICLE XII: VP (FINANCES) RESPONSIBILITIES

- Clause (A) Shall be one of the three signing officers for CEPSSC funds (see Article XIX).
- Clause (B) Shall receive all CEPSSC credits, ensure payment of all debits and keep an accurate account of all records, *i.e.* Shall be principal executor of funds for



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CEPSSC.

- Clause (C) Shall provide a financial report and budget at such times as may be requested by CEPSSC or Student Affairs in accordance with the Student Organization Policy (SOP).
- Clause (D) Shall be responsible for preparing and submitting an annual verified financial report to Student Affairs.
- Clause (E) Shall be responsible for providing the council elect with a proposed budget for their term of office.
- Clause (F) Shall be responsible for compiling and working with the University auditors in the event of a College-wide audit.
- Clause (G) Shall be responsible for collecting club budgets and expenditures each semester, and distributing them as needed, at budget meetings or otherwise.
- Clause (H) Shall be the contact person for PDRs (Petitions, Delegations, and Representations) submitted to CEPSSC. Shall also collect any necessary reports from any organizations that have been granted a PDR seeking financial aid, as outlined in the Petitions, Delegations and Representations Policy Document.
- Clause (I) Shall be the representative for CEPSSC for any external financial committees or meetings.
- Clause (J) Shall be responsible for managing all CEPSSC Merchandise Loans and ensuring that the incoming VP (Finances) is aware of all loans needing repayment and the terms and conditions of said contracts.
- Clause (K) Shall conduct a financial review of the CEPSSC services near the end of the winter semester.

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### ARTICLE XIII: VP (INTERNAL OPERATIONS) RESPONSIBILITIES

- Clause (A) Shall be responsible for taking minutes at all CEPSSC meetings and having the minutes distributed within three days preceding the next meeting via e-mail to CEPSSC.
- Clause (B) Shall also be responsible for maintaining hard and soft copies of minutes and all relevant information conveyed in the meetings.
- Clause (C) Shall work with the VP Communications to put the minutes on the CEPSSC web page within one week of approval.
- Clause (D) Shall be responsible for reserving space for board meetings and on-campus CEPSSC events.
- Clause (E) Shall liaise with all Student Senate Caucus representatives to ensure that these members are aware of all issues pertaining to the academics of CEPSS.
- Clause (F) Shall sit on the Student Rights and Responsibilities (SR&R) Committee or delegate a board member to sit in his/her place.
- Clause (G) Shall sit on the Information Technology Student Advisory Committee (ITSAC) or delegate a board member to sit in his/her place.
- Clause (H) Shall be responsible for coordination of Student Organization Policy (SOP) with all CEPSSC clubs (as outlined in the Clubs Policy) and the Office of Student Affairs, in conjunction with the President.

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- Clause (I) Shall ensure that any academic committees organized by CEPS, or any Departments within CEPS, with a seat reserved for a CEPSSC member, are filled.
- Clause (J) Shall be responsible for checking the CEPSSC mailboxes in the CEPS Dean's office and the CSA office on a regular basis.
- Clause (K) Shall ensure the procurement of office supplies when necessary.

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### ARTICLE XIV: VP (EXTERNAL OPERATIONS) RESPONSIBILITIES

- Clause (A) Shall be the primary contact for Alumni Affairs to ensure active participation of the Alumni Associations in CEPSSC activities. The VP (external operations) shall work with the President in this matter.
- Clause (B) Shall be responsible for working with Alumni Affairs to develop a strategy of philanthropy, examples include setting up an award or scholarship.
- Clause (C) Shall be responsible for working with a registered charitable organization and the VP (social) to organize a fundraising event.
- Clause (D) Shall be responsible for looking for sponsorship opportunities when requested by the CEPSSC board and shall work with the CEPSSC ASOs in need of sponsorship.
- Clause (E) Shall be appointed as the CEPSSC representative on the CSA Board of Directors in the absence of a nominee from the board.
- Clause (F) Shall act as a liaison between the other primary student organizations (college governments, Central Student Association, etc.) and special status groups.
- Clause (G) Shall act as a liaison between CEPSSC and the undergraduate engineering society and shall work with the VP (finance) to ensure sound financial standing of the undergraduate engineering society.

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### ARTICLE XV: CSA COLLEGE-APPOINTED REPRESENTATIVE'S RESPONSIBILITIES

- Clause (A) Shall be responsible to attend all CSA meetings. If more than two meetings per semester are missed without adequate notices given to both CEPSSC and CSA, CEPSSC shall appoint a new representative.
- Clause (B) Shall attend CEPSSC board meetings, especially if relevant information must be conveyed, or if it is requested by the board. If unable to attend these meetings, shall give notice, and convey relevant information to the VP (Internal) at least 24 hours before the meeting.
- Clause (C) Shall adequately represent the image and opinions of CEPSSC to the CSA Board of Directors, and shall bring forth all concerns of CEPSSC to the CSA Board of Directors, and vice versa.

## ARTICLE XVI: ELECTIONS

- Clause (A) Executive nominations must be opened once a year no later than three weeks before the winter final exam period and opened to all CEPSS.
- Clause (B) Executive positions must be filled by a CEPSS.
- Clause (C) In order to run for and be elected to an Executive position, a CEPSS must be able to complete their one-year term, unless no such member is available.
- Clause (D) Students enrolled in a Co-Op program may run for a position so long as they can fulfill all executive duties as outlined by the respective articles (VIII-XIII).
- Clause (E) Position of President must be filled by a member who has previously held an executive seat on the CEPSSC board for the term of two semesters (excluding summer). If such a person is not available, the position may be filled by a student who has held a seat on the CEPSSC board for one semester. If such a person is not available, a student with previous demonstrated student leadership experience and knowledge of the University campus and administration may be elected to fill the vacant seat.
- Clause (F) If any Executive position is contested after the close of the nomination period, an Executive election must be held. If none of the Executive positions are being contested, the nominees can be acclaimed by a vote of confidence at a general meeting of the CEPSS.
- Clause (G) Quorum for Executive elections shall be 5% of the total CEPS students.
- Clause (H) All CEPSS may cast one vote each for each position voted upon.
- Clause (I) Each candidate running for an Executive position is allowed one scrutinizer of his or her choice.

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## ARTICLE XVII: MEETINGS

- Clause (A) A meeting of the Executive and Executive elect shall be held prior to last days of classes in the winter semester where arrangements shall be made to turn over signing authority of the bank account to the Executive elect.
- Clause (B) Executive meetings shall be held as determined by the Executive.
- Clause (C) At least ten board meetings shall be held each semester during the Fall and Winter semesters, excluding exam period.
- Clause (D) General meetings can be called in the event of a council challenge by members (see Article XX) or when deemed necessary due to an issue or event that requires input from all CEPSS.
- Clause (E) A general meeting must be held at least once a year.
- Clause (F) Meetings shall be structured as per Robert's Rules of Order.
- Clause (G) In the event of a tie in a vote, the Chairperson shall possess a vote in order to break the tie.
- Clause (H) Financial motions cannot be made at a board meeting during the Summer semester, unless there are no votes against a motion made. The VP (Finance) must also be present for a meeting when this motion is voted upon.

## ARTICLE XVIII: QUORUM

- Clause (A) Quorum at a board meeting shall consist of 2/3 of the CEPSSC seats currently filled including at least three Executive members.
- Clause (B) In the summer semester, quorum at a board meeting shall consist of 1/3 of the CEPSSC seats currently filled including at least two Executive members.
- Clause (C) Quorum at a general meeting shall consist of 35 students.
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## ARTICLE XIX: AMENDMENTS TO THE CONSTITUTION

- Clause (A) Any amendments to the CEPSSC constitution proposed by the CEPSSC board must be first ratified at a board meeting with quorum, where any changes will be approved by the board.
- Clause (B) Constitution changes will be finalized at a general meeting. Amendments must be approved by 2/3 of the CEPSS present. Any CEPSS present at a constitution amendment general meeting shall possess one vote each.
- Clause (C) At least one week's notice of motion must be given with all efforts to notify CEPSS of the proposed changes.
- Clause (D) Amendments may be brought forth by a CEPSS but must first be ratified by the CEPSSC board at least one week before the general meeting in which constitution amendments will be voted upon.
- Clause (E) Amendments to the CEPSSC constitution cannot take place during the summer semester.
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## ARTICLE XX: FINANCES

- Clause (A) Any expenditure of CEPSSC funds must be approved by 50%+1 of the members present at a board meeting with quorum, excluding expenditures for services offered by CEPSSC, as outlined in the Policy on the Management of Funds.
- Clause (B) Budget approval cannot take place during the summer semester, except for the purpose of the SOP document submission.
- Clause (C) CEPSSC clubs may take out a Merchandise Loan to promote their clubs. The terms of this loan are outlined in the Policy on the Management of Funds.
- Clause (D) The incumbent President, VP (Internal), and VP (Finances) shall be the only three signing officers for CEPSSC funds. The signatures of two signing officers are required on any cheque or bank withdrawal.
- Clause (E) The status of the Environmental Science Student Executive (ESSE) as an Official College Government Affiliate (OCGA) is officially recognized by CEPSSC. 75% of all fees contributed to CEPSSC by Environmental Science Students in all semesters shall be distributed to ESSE upon a budget review by the board.
- Clause (F) CEPSSC shall maintain two, and only two, bank accounts at the same financial institution. The first shall be used for general banking [hereafter referred to as the General Account], and all incoming and outgoing transfers of money [including, but not limited to, cash withdrawals, cheques written, deposits

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cash]. The second shall be used to save funds to pay for a pending financial audit of CEPSSC's financial activities [hereafter referred to as the Audit Account].

- Clause (G) CEPSSC shall include a budget item on each Fall and Winter term budget for Audit Expense in the amount of \$500 (amount up for discussion?). The above amount will be transferred from the General Account to the Audit Account after the CEPSSC budget has been approved and upon receipt of student fees.
- Clause (H) In the event of a financial audit of CEPSSC, the funding required to conduct the audit will be transferred from the Audit Account to the General Account, and then used solely for the purpose of covering the costs of said audit. If the balance in the Audit Account is less than the cost of the audit, CEPSSC shall cover the remaining costs out of its operating budget for that term.
- Clause (I) CEPSSC shall not operate at more than a 10% loss per fiscal year [fiscal year defined as beginning in the Summer term and ending at the close of the Winter term], if the starting [budget] [General Account balance] of that fiscal year is less than \$10,000. If the starting [budget] [General Account balance] of that fiscal year is greater than \$10,000, CEPSSC may not have a closing [balance] [General Account balance] in that fiscal year of less than \$9,000.

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### ARTICLE XXI: COUNCIL CHALLENGES BY MEMBERS

- Clause (A) If a petition signed by 50 CEPSS challenging the CEPSSC is presented to the board, CEPSSC must call a general meeting of CEPSS within two weeks, giving at least one week's notice. It must be held at a time and place that will maximize attendance by CEPSS.

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### ARTICLE XXII: IMPEACHMENT OF EXECUTIVE MEMBERS

- Clause (A) The board may vote to impeach any member of the Executive. A vote to impeach requires 80% of the board to vote in favour, not including the member in question.
- Clause (B) Notice of a motion to impeach must be served at a board meeting no less than one week in advance of the meeting at which the action is to be voted upon.
- Clause (C) If the member under review is not present at the meeting where notice of motion is served, the board must communicate the nature of the motion against the member in question to said member by e-mail. This notification must be delivered, by the President, within 24 hours following the meeting at which notice of motion was served. If the notice of the motion is in regard to the President, this notification must be delivered by the VP (Internal).
- Clause (D) Any member under review has the right to know the specific nature of the complaint being levied against them. This should be detailed in the notification outlined in Clause (C).
- Clause (E) If the board fails to comply with Clauses (C) and/or (D) the vote to take disciplinary action is automatically deferred to the meeting following the one for

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which the notice of motion was originally served and is contingent upon notification being provided at least one week in advance of the new meeting date.

Clause (F) Any member under review has the right to respond to the complaint levied against them at the meeting in which their performance is discussed. The member may not, however, be in attendance for any vote concerning disciplinary action.

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### ARTICLE XXIII: HONOURARIA FOR EXECUTIVE MEMBERS

Clause (A) Executive honouraria shall be given out at the end of each semester served, not including the summer semester.

Clause (B) An honorarium is to be given to each Executive member of the board, the amount of which is to be voted upon by the other members of the board, including other Executive. The vote must pass by a 2/3 majority.

Clause (C) The amount of an honorarium must not exceed \$200 per semester per Executive member.

Clause (D) Decisions about an honorarium must take place without the presence of the Executive member in question.

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### ARTICLE XXIV: POLICY DOCUMENTS

Clause (A) A policy document is an official document beneath the constitution by which all CEPSSC members are bound.

Clause (B) Policy documents cannot supersede the constitution.

Clause (C) Motions at a board meeting may not supersede any policy documents.

Clause (D) Policy documents and their amendments must be ratified at a board meeting and approved by a 2/3 majority. It must then be ratified at a general meeting and approved by a 2/3 majority. One week's notice of motion for creation of, or amendment to, a policy document must be given if voted upon at a general meeting.

Clause (E) If a policy document is added or amended at a board meeting, changes shall be effective immediately, but these changes must be ratified at a general meeting within 8 months, otherwise the amendment(s) will not stand.

## PETITIONS, DELEGATIONS AND REPRESENTATIONS (PDR) POLICY

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### ARTICLE I: PETITIONS, DELEGATIONS, AND REPRESENTATIONS (PDR)

Clause (A) CEPSSC shall hold 4 PDR meetings a semester. If another PDR meeting is required, it is up to the discretion of the executive team to call another meeting.

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- Clause (B) PDRs must be submitted to the board with a completed PDR form at least 48 hours (two business days) before the board meeting at which the PDR is to be presented.
- Clause (C) The VPF shall provide all board members with the PDR request forms and budgets at least 24 hours before a PDR meeting is scheduled.
- Clause (D) The following members will have voting rights for an internal PDR:
- 5 executive members (the president will not be allowed to vote unless an executive member is absent)
  - 6 accredited ASO's (the ASO that is presenting the PDR will not have voting rights)
- The following members will have voting rights for an external PDR:
- 6 executive members
  - 7 accredited ASO's
- Clause (E) Qualifying groups fall into one of two categories: internal or external. Internal PDRs shall be defined as events or services organized by a CEPSSC Accredited Student Organization (ASO) which specifically benefit CEPSS. External PDRs shall be defined as those presented by groups that operate outside of CEPSSC and do not have funds allocated to them from the CEPSSC budget.
- Clause (F) The maximum amount that can be received for an internal PDR is \$500 and for an external PDR is \$300 for a single event or cause. All requests must include an accurate and detailed budget and a CEPSSC PDR request form. If a request is missing either of these components will not be considered. All parties requesting funding must provide a list of all other sources where funding has been sought or confirmed, prior to their request.
- Clause (G) PDRs must clearly demonstrate that they directly benefit CEPSS, CEPSSC and/or the University of Guelph and surrounding community.
- Clause (H) Board members must declare a conflict of interest at the PDR presentation if they are related in any way to the people or organization presenting the PDR. These members will not be involved in the discussion or the voting of the PDR.
- Clause (I) PDRs must be presented to CEPSSC before the event that the money is being requested for is held, unless exceptional circumstances arise within CEPSSC.
- Clause (J) Decisions on PDRs must be made on the day that they are presented.
- Clause (K) The VP (Finances) shall notify the group requesting funding within 72 hours of the decision. If the PDR request was denied, or denied for the full amount, the VP (Finances) shall detail the reasons why.
- Clause (L) The VP (Finances) shall notify the group requesting funding within 72 hours of the decision. If the PDR request was denied, or denied for the full amount, the VP (Finances) shall detail the reasons why.
- Clause (M) Funds from the external PDR line shall only be intended for groups and/or events where CEPSSC is not considered a co-sponsor. Co-sponsoring shall be defined as when funds are granted to a group or event from somewhere other than the PDR budget, or when CEPSSC initiates, organizes, plans, administers and/or shares liability for an event or program with one or more outside groups.

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- Clause (N) PDR's are granted on a first-come, first-serve basis.
- Clause (O) A maximum of 20% of the total external PDR budget allocated for the semester can be granted in support of an event/activity for a charitable organization.
- Clause (P) If an ASO is unable to pay for an event due to insufficient funds, a loan can be taken out. The terms of this loan are outlined in the Policy on the Management of Funds (Article III: CEPSSC PDR Assistance Line).
- Clause (Q) A detailed event and reimbursement form should be submitted within two weeks of termination of the event or project. Any funding granted through a CEPSSC PDR should be highlighted. A copy of the itemized receipt to show proof of purchase and an updated budget must be included in the form. These reports will be kept on file and will be considered if the hosting organization submits a PDR 24 months after the original date of submission.
- Clause (R) CEPSSC shall be responsible for reimbursing the ASO/Student Organization/Individual Student within one week of receiving the completed events and reimbursement form.
- Clause (S) CEPSSC will reimburse up to the approved funding amount and will withhold any of the agreed-upon funding that was not used, as proved through documentation. All bills and receipts of the event/initiative need to be submitted to receive to be fully reimbursement.
- Clause (T) PDRs from any party shall not be considered if outstanding reports of previously granted PDRs from the past 24 months exist.
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## CEPS STUDENT ORGANIZATION (CEPSSO) POLICY

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### ARTICLE I: STUDENT ORGANIZATION STATUS

#### CEPS Student Organization:

General clubs shall be such clubs that have been accredited, as per section 8.1 of the SOP document, and have a mandate that supports activities within CEPS. All general clubs have the ability to PDR CEPSSC for funds above and beyond their approved budget.

#### Official College Government Affiliate:

OCGAs shall be such clubs that have been accredited as per section 2.3 of the SOP document. These intercollege clubs are reliant on the University to grant them official status through the PSO accreditation process as outlined in the Student Government Affiliation at the University of Guelph Agreement.

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### ARTICLE II: CURRENT MEMBERSHIP

#### CEPS Student Organizations:



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Chemistry and Biochemistry Club  
Math & Stats Club  
Nanoscience Club  
Physics and Astronomy Club  
Society of Computing and Information Science  
Toxicology Student Association  
Undergraduate Engineering Society (Engsoc, EngSoc)

### Official College Government Affiliates:

Environmental Science Student Executive (ESSE)  
Bachelor of Arts and Science Student Association (BASSA)

### ASO Affiliates:

Affiliates exist under the Undergraduate Engineering Society and the Society of Computing and Information Science. Affiliate memberships will be determined each year through Student Experience accreditation.

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## ARTICLE III: CLUB RESPONSIBILITIES

- Clause (A) All clubs must submit a complete “CEPS SOP for ASO’s” form, along with all required documentation, to the CEPSSC President in the fall semester, with the exception of ESSE, who submits their SOP to the Student Federation of Ontario Agricultural College (SFOAC), and BASSA, who submits their SOP to the College of Arts Student Union (CASU). Failure to submit SOP forms to the President before the deadline will result in de-ratification of club status for said club.
- Clause (B) All clubs must submit updated SOP information as it changes.
- Clause (C) The club representative on CEPSSC will be responsible for communicating all events and activities being organized and all information items conveyed by CEPSSC to the club membership, and vice versa.
- Clause (D) All clubs will have the full privileges of the University’s SOP, as well as a seat on the board (as specified in Article V of the Constitution) once Clause (A) and Clause (B) have been satisfied.
- Clause (E) All clubs are encouraged to participate in College Royal™ Open House.

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## ARTICLE IV: CLUB BUDGETS

- Clause (A) Budgets are allotted to clubs in both the fall and winter semesters.
- Clause (B) Following receipt of a complete SOP form, the club’s budget will be reviewed and approved by the CEPSSC board each semester. Funding will be distributed once the CEPSSC student fees and student population numbers have been received.
- Clause (C) A budget submitted by a club must indicate detailed projected expenditures and income for the semester, calculated to the best of the club’s knowledge. The budget

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- must include a bank statement of the club's bank account prior to the CEPSSC semesterly budget meeting.
- Clause (D) Before funds are distributed, the club must submit a complete detailed breakdown of actual expenditures and income from the previous semester.
- Clause (E) Receipts, bank statements and/or transactions may be requested by the VP (Finances) at any time in order to validate a club's purchases.
- Clause (F) Any funds requested must only be for the period until the next budget meeting is to be held.
- Clause (G) CEPSSC is not responsible for providing funds to cover a deficit incurred by a club.
- Clause (H) All budgets must be submitted by the time of the CEPSSC budget meeting in order for a club to receive funding.
- Clause (I) Budget meetings must be held on one of the first four CEPSSC board meetings of a semester, unless exceptional circumstances arise.
- Clause (J) The VP (Finances) must give at least two weeks' notice before a budget meeting is to take place.
- Clause (K) Board members of CEPSSC who are also board members of the club in question must declare a conflict of interest and will abstain from voting on said club's budget.
- Clause (L) ASOs are responsible for having a budget approval meeting for their affiliates and the approved budget must be sent to the CEPSSC VP Finance by the ASO each semester, no later than two weeks after the CEPSSC board budget meeting.

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### ARTICLE V: TERMS OF PROBATION

- Clause (A) A club will be placed on probation if: a) their status with CEPSSC has been previously revoked (see Article IX), and they successfully reapply for status; b) there is evidence of mismanagement of club funds c) SERM policies aren't followed d) 2/3 of board meetings aren't attended.
- Clause (B) All club expenditures, receipts, and bank transactions will be requested by the VP (Finances).
- Clause (C) Funds will not be granted directly for an approved budget. Instead, CEPSSC will reimburse a club for any purchases made, with proof of purchase. These purchases must have been previously approved by CEPSSC in the club budget, or they will not be reimbursed.
- Clause (D) The club cannot PDR for funds above and beyond their approved budget.
- Clause (E) The club representative cannot vote on financial matters.
- Clause (F) The club representative shall not miss more than one meeting in a semester without reasonable cause, and a minimum of 24 hour's notice. The club representative must find alternate representation if he or she cannot attend.
- Clause (G) The club shall submit written event reports for all events ran.
- Clause (H) If a club disobeys any term(s) of their probation, their status with CEPSSC may be revoked. If this is the case, the club may not reapply for status for one full year following the semester in which the misconduct occurred. If successfully

reinstated, the club will be placed on the same form of probation upon reinstatement.

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## ARTICLE VI: REMOVAL FROM PROBATION

- Clause (A) A club on probation because of Article VII, Clause (A) part (a) or part (b) may apply to be taken off probation after one semester of good behavior. An 80% majority must approve to remove probationary status.
- Clause (B) For a club to be removed from probation, they must give one week's notice of motion. At the meeting in which the vote is to take place, they must prove that they have complied with all terms of their probation and pledge a commitment to maintain accountability when removed from probation.

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## ARTICLE VII: DISCIPLINARY MEASURES FOR CEPSSOs

- Clause (A) The CEPSSC has power to declare vacancy in its membership should any member of CEPSSC be absent without reasonable cause, and a minimum of 24 hours' notice, for two consecutive board meetings, or three board meetings in during one semester as defined by the Registrar of the University of Guelph.
- Clause (B) If a member is found to be in contravention of Clause (A) that member may be removed from the board by an 80% vote, not including the vote of the member(s) in question, at a board meeting with quorum. Notification of this vote must be announced one week in advance and communicated to all members of that club's executive.
- Clause (C) If a club's seat is removed from the board, CEPSSC has the right to revoke said club's status for the remainder of the semester. The club may reapply for status with CEPSSC in the following semester. If approved, they will automatically be placed on probation as a general club (if previously accredited for one year) for the duration of one semester, as defined in the Clubs Policy document.
- Clause (D) If a club is found to be in contravention of the University's Student Organization Policy (as found in the CEPS SOP form for ASO's and the University's SOP, section 8.1) and/or the SRM Policy (as outlined in the SRM Policy Manual), their SOP status with CEPSSC may be revoked.

## POLICY ON THE MANAGEMENT OF FUNDS

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### ARTICLE I: CEPS MERCHANDISE FUND

- Clause (A) The purpose of this fund is to provide clubs with the financial outlay needed to order merchandise to be sold with the purpose of raising funds and promoting awareness of said club.
- Clause (B) Each club will have a maximum allotment of \$X\* which they can use to purchase merchandise. This money can be requested at the CEPSSC budget meeting for the semester in which they plan to purchase the merchandise. Receipts must be

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presented to CEPSSC by the end of the semester. \*This amount to be decided by a CEPSSC vote, on a case-by-case basis.

- Clause (C) In some extraneous circumstances, an extension on loan renewal may be granted at the discretion of CEPSSC. The dissolution of a club would require immediate repayment of all funds.
- Clause (D) The fund cannot be accessed again until it has been reimbursed. The club will have a maximum of three semesters to reimburse the fund, at which point any remaining balance will be due. This balance cannot be paid for by student fees but must be raised by the club on their own.

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### ARTICLE II: SUBSIDIZATION

- Clause (A) Alcoholic beverages may be subsidized by CEPSSC to a maximum of 35% of the total cost. No money shall be granted towards any event that subsidizes more than 35% of the cost of alcohol.
- Clause (B) Merchandise shall be subsidized as defined in Article I.
- Clause (C) CEPSSC shall not subsidize honoraria for club executive members.

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### ARTICLE III: CEPSSC PDR ASSISTANCE LINE

- Clause (A) The purpose of this fund is to provide clubs with the financial outlay needed to run an event when clubs don't have sufficient funds available in their bank account.
- Clause (B) Each club will have a maximum allotment of \$500.00 which they can use to pay for the event. This money can be requested from the CEPSSC Executive team in the semester in which they plan to run the event. Receipts must be presented to CEPSSC by the end of the semester. The loan must be repaid by the end of the semester.
- Clause (C) The fund cannot be accessed again until it has been repaid and if it is not repaid, the balance will be taken out of club semester funding.

## SUBCOMMITTEES POLICY

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### ARTICLE I: SUBCOMMITTEES

- Clause (A) Subcommittees may be formed as deemed necessary by the CEPSSC board.
- Clause (B) Makeup of a subcommittee shall be a minimum of two Executive members, one of whom shall be the chair of the subcommittee, and a minimum of two other non-Executive members of the board.
- Clause (C) The chair of the subcommittee shall facilitate discussion. They may vote and express opinion.
- Clause (D) Membership of a subcommittee must be ratified by the board.
- Clause (E) Subcommittees must update the board on their activities and decisions.
- Clause (F) The board may vote to dissolve a subcommittee that is not fulfilling its duties.
- Clause (G) Motions cannot be made at a subcommittee meeting. Any motions must be made at a CEPSSC board meeting.

## EVENT REPORT POLICY

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### ARTICLE I: EVENT REPORTS

- Clause (A) Event reports shall be filled out for any event in which CEPSSC organizes and/or participates within three weeks of termination of the event.
- Clause (B) Event reports shall be written by either the Primary Organizer (PO), or any Executive member who had a role in the event.
- Clause (C) These reports shall be kept on file for incoming Executives.

## ACCEPTABLE USE POLICY

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### ARTICLE I: ACCEPTABLE USE POLICY

- Clause (A) Terms of this policy shall be applicable, but not exclusive, to all electronic equipment that is in possession of CEPSSC, as well as any non-physical electronic media, such as the CEPSSC website, e-mail account and list serves.
- Clause (B) Any media covered under this policy may not be used for the collection or distribution of any content that contains pornography, sexist or racist commentary, or any other content that is deemed offensive by the University of Guelph Codes of Conduct, or by the appropriate Provincial and Federal criminal codes. Anyone who fails to abide by these laws or guidelines will be reported to the body of concern.
- Clause (C) Any printing devices possessed by CEPSSC shall be used only for business pertaining to CEPSSC, and any clubs under the jurisdiction of CEPSSC.
- Clause (D) Only media, such as printing paper, ink or toner, which is deemed acceptable by the Operations manual of the printing device, may be used.
- Clause (E) CEPSSC, CEPS, CEPSSO and all University of Guelph Services (hereafter referred to as internal organizations) can send a request which includes the proposed text to the VP (Internal) and VP (Social) for approval. Denied requests from internal organizations as well as requests from any other group may submit a Petitions, Delegations and Representations (PDR) form as subject to regulations contained within the PDR Policy Document.