

**COLLEGE OF PHYSICAL AND ENGINEERING SCIENCE STUDENT COUNCIL**  
**CONSTITUTION (RATIFIED JANUARY 27 2009)**

**ARTICLE I: NAME**

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

**ARTICLE II: MANDATE**

The purpose of CPESSC shall be to coordinate and support CPESSC clubs as defined within the Clubs Policy, to coordinate college-wide activities, and to maintain harmonious and effective communication between the College of Physical and Engineering Science (CPES), CPES Students (CPESS), CPESSC, Physical Science Alumni Associations, Engineering Alumni Associations, and the university community. CPESSC must also provide an accurate representation of CPESS' concerns to the university administration and community.

**ARTICLE III: MEMBERSHIP**

CPESSC membership shall consist of full-time and part-time undergraduate students registered in majors in the College of Physical and Engineering Science without prejudice (be it race, religion, age, gender, sexual orientation, place of birth, etc.).

**ARTICLE IV: MEMBER FEES**

- Clause (A) CPESS fees shall be set at \$9.00 per semester and collected by the University Bursar for full-time students.
- Clause (B) CPESS fees for part-time students are optional and can be purchased at the CPESSC office directly.
- Clause (C) Any increase in CPESS fees must be proposed as a referendum question during Central Student Association (CSA) general elections.

**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 CPES student)
  - (b) The Executive (elected by CPESS)
    - President
    - Vice-President (Internal Affairs)
    - Vice-President (Social Affairs)
    - Vice-President (Finances)
    - Vice-President (Operations)

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 CPESS.
  - (c) The Representatives:
    - 2 CSA at-large reps, elected by CPESS during CSA general elections (these seats will only count for quorum if the individuals are present at a board meeting)
    - 1 CSA College-appointed representative – appointed by CPESSC to CSA Board of Directors
    - 1 representative from each club as defined within the Clubs Policy (These seats are filled by the respective clubs)
    - Senate members within CPES (these seats will only count for quorum if the individuals are present at a board meeting)
- Clause (B) Each member of the CPESSC, with the exception of the Chairperson, shall possess one vote on the board, unless in the event of Article XVI, Clause (G).
- Clause (C) In the event that all CPESSC seats are not filled, the board shall consist of the filled seats and it will be the responsibility of CPESSC 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 CPESSC seats may be filled by the same student at any one time.

#### **ARTICLE VI: TERMS OF OFFICE**

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

Clause (C) The CSA reps and Senate members' terms of office shall be in accordance with CSA and Senate guidelines.

Clause (D) Club reps' terms of office shall be at the discretion of the respective clubs.

#### **ARTICLE VII: CHAIRPERSON'S RESPONSIBILITIES**

Clause (A) Shall be responsible to the CPES members to uphold the CPESSC constitution and to ensure that other members do the same during board meetings.

Clause (B) Shall chair every CPESSC 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 CPESSC 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

#### **ARTICLE VIII: GENERAL EXECUTIVE RESPONSIBILITIES**

Clause (A) Shall be responsible to the CPES members to uphold the CPESSC constitution.

Clause (B) All Executives must be available for one scheduled office hour per week for both the Fall and Winter semesters.

Clause (C) Shall assist and work with other Executives when necessary.

Clause (D) Shall assume the responsibilities of any executives members who are unable to fulfill his/her own duties, or in the event of his/her resignation or absence.

Clause (D) Shall at all times take into consideration the CPESSC 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 CPESSC, as outlined in the any Policy Documents under the CPESSC constitution.

Clause (G) Shall present reports and updates to CPESSC on a regular basis pertaining to any activities in progress and information items of current interest.

Clause (H) Shall ensure, with consultation of CPES and CPESSC clubs (where appropriate), that CPESS and/or CPESSC are properly represented on university committees, including but not limited to:

- B.Sc., B.Eng., B.Sc.(ENV), B.Sc.(TECH), B.Comp. Program Committees
- Departmental Curriculum Committees
- University Judicial and Hearing Boards
- College Royal Planning Committees

This involves either attending the meetings, or where appropriate delegating representatives from CPESSC and/or CPES.

Clause (I) Shall write a year-end transition report for the CPES incoming to their position, including all information that is pertinent to their job and activities.

Clause (K) Shall maintain the cpessc@uoguelph.ca e-mail account on a regular basis.

**ARTICLE IX: PRESIDENT'S RESPONSIBILITIES**

- Clause (A) Shall be the external representation for CPESSC in all matters.
- Clause (B) Shall be one of the three signing officers for CPESSC 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 CPESS have the maximum student participation. Including but not limited to: CSA; Judicial Committee; Hearing Board Committee; College Royal Planning Committee and Program Committees.
- Clause (F) Shall communicate administration activities pertaining to CPES members to CPESSC and through the board to the CPES members.
- Clause (G) Shall ensure active participation of the Alumni Associations in CPESSC matters. Shall work with the VP (Social) 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 May 1<sup>st</sup>.
- Clause (I) Shall attend regular Student Executive Council (SEC) meetings and act as the liaison between SEC and CPESSC. Shall make every effort to collaborate with other Primary Student Organizations (PSO's) campus wide.
- Clause (J) Shall be responsible for coordination of Student Organization Policy (SOP) with all CPESSC clubs (as outlined in the Clubs Policy) and the Office of Student Affairs, in conjunction with the VP (Internal).
- Clause (K) Shall sit on the Orientation Facilitator (Academic) (OF(A)) hiring committee on behalf of CPESSC.
- Clause (L) Shall ensure that there is representation for CPES during Orientation week. Shall work with the OF(A) in the event that the VP (Social) is not available.
- Clause (M) Shall prepare an agenda for CPESSC board meetings one day before the meeting, in conjunction with the Chairperson.
- Clause (N) Shall prepare and distribute an agenda for general meetings five days in advance of the meeting.
- Clause (O) Shall delegate a CPESS to represent CPESSC at the CSA during the Summer semester if the board has not yet voted upon a representative.
- Clause (P) Shall attend CSA Meetings, if the position has not been filled. The board may vote to appoint another board member to attend CSA meetings.

**ARTICLE X: VP (INTERNAL) RESPONSIBILITIES**

- Clause (A) Shall be the internal representation for CPESSC in all matters.
- Clause (B) Shall be responsible for news being sent to all CPESS when necessary, in the form of e-mail or newsletter.
- Clause (C) Shall be responsible for maintenance of the CPESSC web page.
- Clause (D) Shall be responsible for maintaining a current mass e-mail listing of all CPESS.
- Clause (E) Shall be the representative for CPESSC for academic matters, and organizing any academic-related events.
- Clause (F) Shall put the minutes on the CPESSC web page within one week of approval.
- Clause (G) Shall liaise with all Student Senate Caucus representatives to ensure that these members are aware of all issues pertaining to the academics of CPESS.
- Clause (H) Shall sit on the Student Rights and Responsibilities (SR&R) Committee.
- Clause (I) Shall sit on the Information Technology Student Advisory Committee (ITSAC), or delegate a board member to sit in his/her place.
- Clause (J) Shall be responsible for coordination of Student Organization Policy (SOP) with all CPESSC clubs (as outlined in the Clubs Policy) and the Office of Student Affairs, in conjunction with the President.
- Clause (K) Shall ensure that any academic committees organized by CPES, or any Departments within CPES, with a seat reserved for a CPESSC member, are filled.

**ARTICLE XI: VP (SOCIAL) RESPONSIBILITIES**

- Clause (A) Shall be responsible for the organization and supervision of Fall Orientation for first year CPESS.
- Clause (B) Shall sit on the OF(A) hiring committee on behalf of CPES 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 CPESSC funds (see Article XIX).
- Clause (F) Shall be the representative for CPESSC to the Student Risk Management (SRM) 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 CPESSC activities. Shall work with the President in this matter.
- Clause (H) Shall ensure that event reports are written within three weeks following a CPESSC event, as outlined in the Event Report Policy.
- Clause (I) Shall be the secondary contact for the CPESS mass e-mailing list.
- Clause (J) Shall be responsible for organizing general meetings and elections.

**ARTICLE XII: VP (FINANCES) RESPONSIBILITIES**

- Clause (A) Shall be one of the three signing officers for CPESSC funds (see Article XIX).
- Clause (B) Shall receive all CPESSC credits, ensure payment of all debits and keep an accurate account of all records, *i.e.* Shall be principal executor of funds for CPESSC.
- Clause (C) Shall provide a financial report and budget at such times as may be requested by CPESSC 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 CPESSC. 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 CPESSC to the Student Budget Advisory Group (SBAG) and attend the meetings (or find alternative representation). Shall also be the CPESSC representative for any other external financial committees or meetings.
- Clause (J) Shall be responsible for managing all CPESSC 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 CPESSC services near the end of the winter semester.

**ARTICLE XIII: VP (OPERATIONS) RESPONSIBILITIES**

- Clause (A) Shall be responsible for taking minutes at all CPESSC meetings and having the minutes distributed within three days preceding the next meeting via e-mail to CPESSC. Shall also be responsible for maintaining hard and soft copies of minutes and all relevant information conveyed in the meetings.
- Clause (B) Shall create advertisements for all CPESSC events, including elections.
- Clause (C) Shall be responsible for the correspondence and communication within CPESSC through electronic media.
- Clause (D) Shall be responsible for reserving space for board meetings.

- Clause (E) Shall be responsible for checking the CPESSC mailboxes in the CPES Dean's office and the CSA office on a regular basis.
- Clause (F) Shall ensure the procurement of office supplies when necessary.

**ARTICLE XIV: 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 notice given to both CPESSC and CSA, CPESSC shall appoint a new representative.
- Clause (B) Shall attend CPESSC board meetings, especially if relevant information must be conveyed, or if it is requested by the board. If unable to attend the meetings, shall give notice, and convey relevant information to the VP (Operations) or VP (Internal) at least 24 hours before the meeting.
- Clause (C) Shall adequately represent the image and opinions of CPESSC to the CSA Board of Directors, and shall bring forth all concerns of CPESSC to the CSA Board of Directors, and vice versa.

**ARTICLE XV: 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 CPESS.
- Clause (B) Executive positions must be filled by a CPESS.
- Clause (C) In order to run for and be elected to an Executive position, a CPESS must be able to complete their one year term, unless no such member is available.
- Clause (D) The position of President must be filled by a member who has previously held a seat on the CPESSC 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 CPESSC 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 (E) 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 CPESS.
- Clause (F) Quorum for Executive elections shall be  $\pi\%$  of the total CPESS population, or 100 students, whichever is less.
- Clause (G) All CPESS may cast one vote each for each position voted upon.
- Clause (H) After elections have taken place, three non-returning Executives shall count the ballots. If there are not three non-returning Executives, the board shall appoint other non-returning members of the board prior to the general meeting at which elections are to take place, for a total of three ballot counters.
- Clause (I) Each candidate running for an Executive position is allowed one scrutinizer of his or her choice.

**ARTICLE XVI: MEETINGS**

- Clause (A) A meeting of the Executive and Executive elect shall be held prior to May 1 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 CPESS .
- Clause (E) A general meeting must be held at least once a year.
- Clause (F) Any motion carried at a meeting must be approved by 50%+1 of the vote, unless otherwise specified.

- 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 XVII: QUORUM**

- Clause (A) Quorum at a board meeting shall consist of 2/3 of the CPESSC 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 CPESSC seats currently filled including at least two Executive members.
- Clause (C) Quorum at a general meeting shall consist of  $\pi\%$  of the CPESS population, or 100 students, whichever is less.

#### **ARTICLE XVIII: AMENDMENTS TO THE CONSTITUTION**

- Clause (A) Any amendments to the CPESSC constitution proposed by the CPESSC 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 CPESS present. Any CPESS 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 CPESS of the proposed changes.
- Clause (D) Amendments may be brought forth by a CPESS, but must first be ratified by the CPESSC board at least one week before the general meeting in which constitution amendments will be voted upon.
- Clause (E) Amendments to the CPESSC constitution cannot take place during the summer semester.

#### **ARTICLE XIX: FINANCES**

- Clause (A) Any expenditure of CPESSC funds must be approved by 50%+1 of the members present at a board meeting with quorum, excluding expenditures for services offered by CPESSC, 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) CPESSC 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 (Social), and VP (Finances) shall be the only three signing officers for CPESSC funds. The signatures of two signing officers are required on any cheque or bank withdrawal.
- Clause (E) The status of the Undergraduate Engineering Society (Engsoc) as a body within a body is officially recognized by CPESSC. 85% of all fees contributed to CPESSC by Engineering students in all semesters shall be channeled directly to Engsoc with the remaining funds used by CPESSC for other costs. Furthermore, all engineering clubs that fall under CPESSC will be placed under the jurisdiction of Engsoc, as per Article 13 of the Constitution for the University of Guelph Engineering Society. As well, Engsoc will not be able to PDR CPESSC for additional funding.
- Clause (F) The status of the Environmental Science Student Executive (ESSE) as an Official College Government Affiliate (OCGA) is officially recognized by CPESSC. 75% of all fees contributed to CPESSC by Environmental Science Students in all semesters shall be channeled directly to ESSE with the remaining funds used by CPESSC for collective insurance, administrative and other costs. The ESSE rep will maintain all voting privileges. ESSE may PDR CPESSC for additional funding.
- Clause (G) The status of the Bachelor of Arts and Science Student Association (BASSA) as an Official College Government Affiliate (OCGA) is officially recognized by CPESSC. The BASSA rep will maintain all voting privileges, with the exception of financial matters. As

- students represented by BASSA do not contribute any fees towards CPESSC, the board may not grant any funding towards BASSA, except in the form of a PDR.
- Clause (H) CPESSC shall reserve a budget of \$3500 at any time. This funding is reserved as \$3000 payment for a College-Wide audit, and \$500 for general office and administrative fees. The CPESSC may only operate at a budget less than this amount to pay for any of the preceding circumstances.
- Clause (I) CPESSC shall not operate at more than a 10% loss per fiscal year, if the starting budget of that fiscal year is less than \$10,000. If the starting budget of that fiscal year is greater than \$10,000, CPESSC may not have a closing balance in that fiscal year of less than \$9000.

#### **ARTICLE XX: COUNCIL CHALLENGES BY MEMBERS**

If a petition signed by 5% of the CPESS challenging the CPESSC is presented to the board, CPESSC must call a general meeting of CPESS within two weeks, giving at least one week's notice. It must be held at a time and place that will maximize attendance by CPESS.

#### **ARTICLE XXI: 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 regards 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 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.

#### **ARTICLE XXII: 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.

#### **ARTICLE XXIII: POLICY DOCUMENTS**

- Clause (A) A policy document is an official document beneath the constitution by which all CPESSC 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**

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

- Clause (A) PDRs must be submitted to the board with a completed PDR form at least two business days before the board meeting at which the PDR is to be presented.
- Clause (B) Requests must include an accurate, detailed budget and a CPESSC PDR request form. Requests 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 (C) PDRs must clearly demonstrate that they directly benefit CPESS, CPESSC and/or the University of Guelph and surrounding community.
- Clause (D) Qualifying groups fall into one of two categories: internal or external. Internal PDRs shall be defined as events or services organized by a CPESSC Accredited Student Organization (ASO) which specifically benefit CPESS. External PDRs shall be defined as those presented by groups that operate outside of CPESSC and do not have funds allocated to them from the CPESSC budget.
- Clause (E) Funds from the external PDR line shall only be intended for groups and/or events where CPESSC 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 CPESSC initiates, organizes, plans, administrates and/or shares liability for an event or program with one or more outside groups.
- Clause (F) PDRs must be presented to CPESSC before the event that the money is being requested for is held, unless exceptional circumstances arise within CPESSC.
- Clause (G) Board members must declare a conflict of interest at the PDR presentation if they are related in anyway to the people or organization presenting the PDR. These members will not be involved in the discussion or the voting of the PDR.
- Clause (H) PDR's are granted on a first-come, first-serve basis.
- Clause (I) Decisions on PDRs must be made on the day that they are presented.
- Clause (J) 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 (K) No more than \$300 shall be given to any external organization for a single event or cause.
- Clause (L) The CPESSC board will not entertain more than one PDR for a single event or cause.
- Clause (M) 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 (N) A detailed report of final expenditures should be submitted within three weeks of termination of the event or project. Any funding granted through a CPESSC PDR should be highlighted. 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 (O) PDRs from any party shall not be considered if outstanding reports of previously granted PDRs from the past 24 months exist.

## **CLUBS POLICY**

### **ARTICLE I: GENERAL CLUBS**

General clubs shall be such clubs that have been accredited, as per section 6.1 of the SOP document, for at least one year and have a mandate that supports activities within CPES. All general clubs have the ability to PDR CPESSC for funds above and beyond their approved budget.

### **ARTICLE II: RESTRICTED STATUS CLUBS**

Restricted status clubs are clubs that are either in their first year of formation, or are onetime clubs, *i.e.* clubs organized for special projects within CPES. These clubs must also have a

mandate that supports activities within CPES. Restricted status clubs will automatically be placed on probation when they are formed, and may apply for general club status after one year.

### **ARTICLE III: SPECIAL SOCIETY CLUBS**

Special society clubs are clubs that have been accredited, as per section 6.1 of the SOP document, for at least four years and have a mandate that supports activities within CPES and specifically for CPES members. In addition, these clubs have a unique class based structure that results in representatives from each class year having a voting position on the club's board. This class based structure will have existed for a minimum of three years prior to a general club achieving the ability to become a special society club. These clubs have demonstrated strong leadership towards and participation from their CPESS. These clubs are considered to be a separate body within CPESSC and as such are given special financial status, as outlined in the Constitution, Article XXII.

### **ARTICLE IV: CLUB RESPONSIBILITIES**

- Clause (A) All clubs must submit a complete "CPES SOP for ASO's" form, along with all required documentation, to the CPESSC 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 CPESSC will be responsible for communicating all events and activities being organized and all information items conveyed by CPESSC 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.

### **ARTICLE V: CURRENT MEMBERSHIP**

General Clubs: Astronomy Club  
Chemistry and Biochemistry Club  
Society of Computing and Information Science  
Math & Stats Club  
Physics Club  
WiSE: Women in Science and Engineering

Special Society Clubs: Undergraduate Engineering Society (Engsoc)  
Environmental Science Student Executive (ESSE)

### **ARTICLE VI: 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 by the board. For the general and restricted status clubs, the board will vote on the funds the club will receive. For the special society clubs, the appropriate funds will be transferred to the club.
- 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.
- 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) CPESSC 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 CPESSC budget meeting in order for a club to receive funding.
- Clause (I) Budget meetings must be held on one of the first four CPESSC 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 CPESSC 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.

#### **ARTICLE VII: TERMS OF PROBATION**

- Clause (A) A club will be placed on probation if: a) they are a restricted status club as defined Article II, Clause (A) of the Clubs Policy; b) their status with CPESSC has been previously revoked (see Article IX), and they successfully reapply for status; c) there is evidence of mismanagement of club funds.
- 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, CPESSC will reimburse a club for any purchases made, with proof of purchase. These purchases must have been previously approved by CPESSC 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 hours 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 CPESSC 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.

#### **ARTICLE VIII: REMOVAL FROM PROBATION**

- Clause (A) A club on probation because of Article VII, Clause (A) part (a) may apply to be taken off probation after one year of good behaviour. A simple majority must approve to remove probationary status.
- Clause (B) A club on probation because of Article VII, Clause (A) part (b) may apply to be taken off probation after one semester of good behaviour. An 80% majority must approve to remove probationary status.
- Clause (C) A club on probation because of Article VII, Clause (A) part (c) may apply to be taken off probation after one year of good behaviour. An 80% majority must approve to remove probationary status.
- Clause (D) 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.

#### **ARTICLE IX: DISCIPLINARY MEASURES FOR CPESSC CLUBS**

- Clause (A) The CPESSC has power to declare vacancy in its membership should any member of CPESSC be absent without reasonable cause, and a minimum of 24 hours notice, for two consecutive board meetings, or three board meetings in general 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, CPESSC has the right to revoke said club's status for the remainder of the semester. The club may reapply for status with CPESSC 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 CPES SOP form for ASO's and the University's SOP, section 6.1) and/or the SRM Policy (as outlined in the SRM Policy Manual), their SOP status with CPESSC may be revoked.

### **POLICY ON THE MANAGEMENT OF FUNDS**

#### **ARTICLE I: CPES 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 CPESSC budget meeting for the semester in which they plan to purchase the merchandise. Receipts must be presented to CPESSC by the end of the semester.  
\*This amount to be decided by a CPESSC 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 CPESSC. 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.

#### **ARTICLE II: SUBSIDIZATION**

- Clause (A) Alcoholic beverages may be subsidized by CPESSC 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) CPESSC shall not subsidize honouraria for club executive members.

### **SUBCOMMITTEES POLICY**

#### **ARTICLE I: SUBCOMMITTEES**

- Clause (A) Subcommittees may be formed as deemed necessary by the CPESSC 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 CPESSC board meeting.

## **EVENT REPORT POLICY**

### **ARTICLE I: EVENT REPORTS**

- Clause (A) Event reports shall be filled out for any event in which CPES-SC 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**

### **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 CPES-SC, as well as any non-physical electronic media, such as the CPES-SC website, e-mail account and listserves.
- 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 CPES-SC shall be used only for business pertaining to CPES-SC, and any clubs under the jurisdiction of CPES-SC.
- 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) CPES-SC, CPES, Current Clubs as defined in Article V of the Clubs Policy document 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.