



**Science Undergraduate Society of the
University of British Columbia - Vancouver**

CODE OF PROCEDURES

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Science Undergraduate Society of the University of British Columbia - Vancouver
Code of Procedures – April 2025

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Section I: Definitions and Interpretations

1. In this Code, unless the context otherwise requires, the following definitions apply:
 - a. “Clerk” refers to the Clerk of Council.
 - b. “Conflict of Interest” refers to when:
 - i. An elected official or Staff member exercises an official power, duty, or function that provides an opportunity to further their private interests or the private interests of their relatives or friends; or
 - ii. A relationship exists between any evaluator and applicant that may inhibit the objective evaluation of the application.
 - c. “Fall Election Period” refers to the time period in which Councillors and vacant Council positions are elected as outlined in Section XV.
 - d. “Flagship Event” refers to any of the following events: First Week, Science RXN, Science Week, or Science Celebration.
 - e. “Non-Program Clubs” refer to SUS Clubs that do not represent or are not affiliated with Departments or Programs under the Faculty of Science.
 - f. “Program Clubs” refer to SUS Clubs that represent or are directly affiliated with any of the Departments or Programs under the Faculty of Science.
 - g. “Speaker” refers to the Speaker of Council.
 - h. “Spring Election Period” refers to the time period in which the Executive and the AMS Representatives are elected as outlined in Section XV.
 - i. “Staff” refers to hired positions within the Society.
 - j. “SUS Clubs” refer to organizations recognized by Council as either Program Clubs or Non-Program Clubs.
2. Definitions listed in Section I, Article 1 written in the singular include the plural and *vice versa*.
3. Definitions outlined in the Society’s Bylaws also hold in this Code.
4. In the event of any discrepancy between the definitions of this Code and the Bylaws, the definitions in the Bylaws prevail.

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5. In the event of ambiguity in the meaning of this Code, the Vice-President, Administration, has the authority to interpret the Code, provided that the interpretation can be overruled by a Resolution of Council.

Section II: Amendments to the Code

1. With the exception of amendments which are grammatical in nature or related to formatting, this Code of Procedures may only be amended upon a Two-thirds ($\frac{2}{3}$) Resolution of Council after recommendation by the Code and Policy Committee.
2. In accordance with Bylaw 12(5), proposed changes to the Code must be distributed to Council members at minimum one (1) week prior to the Council meeting at which the amendments will be discussed.
3. Amendments to the Code brought forth via the procedure of Section II, Article 1 come into effect immediately once resolved unless Council specifies another time for which the amendments are to come into effect.
4. Amendments to the Code which are grammatical in nature or related to formatting may be fixed by the Vice-President, Administration at any time without the need for a Resolution of Council, provided that:
 - a. The Vice-President, Administration informs Council of all such amendments at the next meeting of Council;
 - b. Such amendments do not modify the original meanings or interpretations of the Code; and
 - c. Council retains the right to amend the Code to its original wording upon Resolution.

Section III: Council Meetings

1. Council meetings are to be held once every two months during the Summer Session and once per month during the Winter Session, except during formal examination periods.
2. The voting and non-voting members of Council are as described in the Bylaws and, subject to Section III, Articles 7 and 8, all voting and non-voting members of Council are expected to attend all Council meetings.
3. Council meetings must follow rules of order as described in Robert's Rules of Order, Newly Revised.
4. Each voting member of Council is entitled to one (1) vote.
5. With the exception of in-camera sessions, meetings of Council must be open to all Members to attend, and all Members have the right to speak and ask questions to Council.
6. In-camera sessions may be held to discuss confidential matters of the Society, such that:
 - a. In-camera sessions may only have the voting members of Council, the Speaker, the Clerk, the Science Senator, the AMS Representatives, and the Senior Internal Director present;
 - b. Notwithstanding Section III, Article 6(a), guests may be invited to attend in-camera sessions upon a Two-thirds ($\frac{2}{3}$) Resolution of Council;
 - c. An in-camera session begins when three (3) members of Council request the Speaker to move the meeting in-camera;
 - d. Upon moving in-camera, the three (3) members who request to move the meeting in-camera must state the reason(s) for moving the meeting in-camera, and Council must pass Two-thirds ($\frac{2}{3}$) Resolution to stay in-camera;
 - e. To end an in-camera session, Council must not pass a Two-thirds ($\frac{2}{3}$) Resolution of Council to stay in-camera;
 - f. Minutes of in-camera sessions are to be recorded by the Clerk and stored in a secure location;
 - g. No one attending an in-camera session is permitted to disclose the information discussed in the private session to anyone without authorization from Council, except in the case of:

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- i. Informing a voting member of Council who was absent but permitted to attend the in-camera session; or
 - ii. Informing current voting members of Council of in-camera discussions from before their term in office.
- 7. In the event that a voting member of Council is unable to attend a meeting of Council, that member must arrange to send a proxy in their place such that:
 - a. The proxy is a Member of the Society;
 - b. The absent member of Council informs the Clerk at least forty-eight (48) hours prior to the meeting of:
 - i. Their absence;
 - ii. The proxy's name; and
 - iii. If applicable, any Staff positions held by the proxy in the Society; and
 - c. The proxy is given the full rights to speak and vote as if they were a voting member of Council on behalf of the absent member, with the exception of attending in-camera discussions.
- 8. In the event that a Club executive representative is unable to attend a meeting of Council, that member must arrange to send a proxy in their place such that:
 - a. The proxy is a hired or elected member of the Club;
 - b. The absent member of Council informs the Clerk at least forty-eight (48) hours prior to the meeting of:
 - i. Their absence;
 - ii. The proxy's name; and
 - iii. If applicable, any Staff positions held by the proxy in the Society; and
 - c. The proxy is given the full rights to speak and vote as if they were a voting member of Council on behalf of the absent member.
- 9. If a voting member of Council fails to attend five (5) Council meetings, or three (3) consecutive meetings, without meeting the requirements of Section III, Article 7:
 - a. The President and Vice-President, Administration must first be informed; and
 - b. The President may introduce a motion to remove the member of Council from office in accordance with Section XVII.

10. Quorum for Council meetings must be as described in the Bylaws, and in the event that quorum at a Council meeting is not met, no Resolutions of Council may be adopted, with the exception of:
 - a. Moving to adjourn;
 - b. Moving to fix or amend the time for adjournment; or
 - c. Moving to recess to await quorum.
11. The Council agenda must be prepared by the Clerk and sent to the members of Council at least seventy-two (72) hours prior to the meeting.
12. The Council agenda must include the following sections in the order presented:
 - a. Call to Order;
 - b. Adoption of the Agenda;
 - c. Land Acknowledgement, wherein a member of Council must share a personalized reflection on the traditional, ancestral, and unceded Musqueam lands on which the Society operates;
 - d. Attendance and Introductions, wherein each present person provides a personal introduction and the Clerk records attendance;
 - e. Speaker's Business; wherein the Speaker informs the Council of rules of order or other relevant business;
 - f. Approval of Minutes; wherein the minutes of the previous Council meeting are approved or not approved for publication to the Society's website and archives by a Resolution of Council;
 - g. General Discussion, wherein matters pertinent to Council are to be discussed for an amount of time agreed upon when the agenda is adopted;
 - h. Executive and Staff Reports, wherein the following Executive and Staff members are to deliver reports on their activities:
 - i. All Executives;
 - ii. Senior Internal Director;
 - iii. AMS Representatives; and
 - iv. Science Senator;
 - i. Club Reports, wherein all Club executive representatives are invited to share a report on their respective Program Club's operations; and

- j. Adjournment.
13. An Extraordinary meeting of Council may be called by the President at any time or by a Resolution of Council, such that:
- a. At least seventy-two (72) hours of notice must be given to Council members by the Clerk ahead of an Extraordinary meeting of Council;
 - b. The discussion at the Extraordinary meeting is of a time-sensitive nature;
 - c. The time-sensitive nature of the discussion is justified in the initial correspondence by the President or the motion calling for the Extraordinary meeting; and
 - d. No amendments to the agenda may be proposed at an Extraordinary meeting of Council once adopted.
14. The duties of Council include:
- a. Representing the interests of the Members to the Executives;
 - b. Overseeing the affairs of the Society, the Executives, and the Committees of the Society to ensure practices are of benefit to the Members;
 - c. Reviewing the actions of the Executives, and in the event that any Executive is not fulfilling their required responsibilities, moving for disciplinary action including but not limited to terminating the Executive's appointment;
 - d. Reviewing and approving the Budget of the Society annually prior to any purchases being made by the Society;
 - e. Amending the Governance Documents of the Society when recommended by the Code and Policy Committee;
 - f. Appointing all hired Staff positions on the recommendation of one or more of the Executives, in accordance with Section XXI, Article 6;
 - g. Certifying the results of all elections of the Society;
 - h. Recognizing or no longer recognizing SUS Clubs upon recommendation by the Clubs Committee;
 - i. Reviewing major events hosted by the Society;
 - j. Interpreting the Bylaws in the event of ambiguity; and
 - k. Completing additional duties as assigned by Council or as listed in the Code.

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15. The term of a councillor lasts from the first Council Meeting following the Fall Election Period, until the last Council Meeting before the next Fall Election Period.
 - a. In the situation that the councillor is no longer a member of the Society, a proxy must be delegated, in accordance with Section III, Article 7

Section IV: Speaker of Council

1. The Speaker is to chair all meetings of Council, and in the event that the Speaker is unable to preside, the task must be delegated to a non-voting member of Council by the Speaker.
2. The Speaker is under no circumstances a voting member of Council.
3. The Speaker must remain neutral on any discussion brought forward to Council.
4. It is the responsibility of the Speaker to maintain order and decorum at meetings of Council.
5. The Speaker may not hold any other elected or Staff position within the Society or any SUS Clubs.
6. In the event that the Speaker becomes a candidate for an elected position of the Society or any SUS Club, the Speaker must resign as Speaker immediately.
7. The Speaker must collaborate with the Vice-President, Administration in orienting Councillors to the rules and decorum of Council prior to the first Council meeting of the Winter Session following elections.
8. The Speaker is to be hired by the previous Speaker during the Spring Hiring Period, and if the previous Speaker is unavailable, the Speaker is to be hired by the Vice-President, Administration.
9. The term of the Speaker lasts from the first Council meeting following the Fall Election Period until the last Council meeting before the next Fall Election Period.
10. The Speaker may be removed following a Two-thirds ($\frac{2}{3}$) Resolution of Council.

Section V: Clerk of Council

1. The Clerk of Council is to be an Associate Vice-President, Administration, unless otherwise delegated by the Vice-President, Administration.
2. The Clerk of Council must:
 - a. Be familiar with all Governance Documents of the Society;
 - b. Prepare and distribute the agenda for all Council meetings at least seventy-two (72) hours prior to all Council meetings;
 - c. Record and store minutes for all Council meetings;
 - d. Take attendance in meetings of Council;
 - e. Receive petitions on behalf of the Members in accordance with Bylaw 10;
 - f. Prepare and distribute placards to members of Council during Council meetings;
 - g. Submit the minutes of Council meetings and of Executive meetings to the AMS Archivist office by a date requested by the AMS Archivist; and
 - h. Have other duties as assigned by Council or the Vice-President, Administration.
3. If the Clerk is unable to complete the required tasks listed in Section V, Article 2, the Vice-President, Administration has the authority to delegate the tasks to themselves or other Staff members.

Section VI: Executive Responsibilities and Executive Committee

1. The Executive of the Society is as defined in the Bylaws.
2. Each Executive must:
 - a. Uphold the Constitution, Bylaws, Code, and Policies of the Society;
 - b. Be a Member of the Society;
 - c. Be elected by the Members in a fair, equitable, and democratic manner;
 - d. Have a term that begins at the start of the Summer Session and ends at the end of the following Winter Session;
 - e. Be familiar with and knowledgeable about all the Society's Governance Documents;
 - f. Attend meetings of the Executive Committee;
 - g. Prepare an Executive Goals document, which must:
 - i. Outline 3-5 measurable goals that each Executive must meet during their term in office;
 - ii. Go beyond their responsibilities listed in the Code; and
 - iii. Be approved by a Resolution of Council;
 - h. Update Council on progress towards their Executive goals in July, October, January, and March;
 - i. Host at minimum one (1) regularly scheduled office hour per week, wherein the Executive is to be available to listen to the concerns of the Members;
 - j. Prepare a transition report prior to the end of the Winter Session; and
 - k. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
3. Each Executive must not:
 - a. Occupy any Staff role of the Society;
 - b. Occupy any executive role in a SUS Club;
 - c. Act in a Conflict of Interest; nor
 - d. Create, dissolve, or combine committees within their portfolios without the approval of Council.
4. The Executive Committee must:

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- a. Compose, as voting members:
 - i. The President, as Chair; and
 - ii. The six (6) Vice-Presidents;
- b. Compose, as non-voting members:
 - i. The Science Senator;
 - ii. The AMS Representative(s); and
 - iii. The Senior Internal Director, who is to record minutes;
- c. Meet weekly throughout the Winter and Summer Sessions;
- d. Include a discussion wherein each Executive is to deliver an update to the other Executives of the proceedings of their respective portfolios;
- e. Coordinate the inter-portfolio goals of the Society;
- f. Respond to emergencies related to the Society;
- g. Make recommendations to Council on matters of concern to the Society; and
- h. Have other duties as outlined in the Society's Governance Documents or as issued by Council.

Section VII: The Presidential Portfolio

1. The Presidential Portfolio is composed of:
 - a. The President;
 - b. The Assistant(s)-to-the-President;
 - c. The Advocacy Committee;
 - d. The Elections Committee; and
 - e. The Equity, Diversity, and Inclusion Committee.
2. The President must:
 - a. Meet all expectations required of Executives as listed in Section VI, Article 2;
 - b. Be an *ex-officio* member of all Committees of the Society, unless otherwise stated;
 - c. Hire and oversee the following Staff positions:
 - i. The Assistant(s)-to-the-President;
 - ii. The Elections Chair(s);
 - iii. The Elections Coordinator(s);
 - iv. The Equity, Diversity, and Inclusion Committee Chair(s); and
 - v. The Equity, Diversity, and Inclusion Coordinator(s);
 - d. Be the spokesperson of the Society;
 - e. Supervise and support the Executives;
 - f. Chair the Executive Committee;
 - g. Liaise with former Executives of the Society where applicable;
 - h. Act as liaison to the Faculty and the Dean's Office;
 - i. Be responsible for ensuring the Executive Goals and progress reports are available on the Society's website in collaboration with the Vice-President, Communications;
 - j. Be an AMS Representative; and
 - k. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
3. The President must not:
 - a. Control the decisions or actions of Council, the Executives, or SUS Clubs;

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- b. Run for any elected position within the Society;
 - c. Chair Council; nor
 - d. Approve press releases or statements from the Society without consultation with the Executive Committee.
- 4. The Assistant(s)-to-the-President must:
 - a. Be *ex-officio* members of all Committees in the Presidential Portfolio;
 - b. Sit on the Marketing Committee; and
 - c. Have other duties as assigned by the President.
- 5. The Advocacy Committee is to:
 - a. Compose:
 - i. The President, as chair;
 - ii. The Vice-President, Academic;
 - iii. The AMS Representative(s);
 - iv. The Science Senator; and
 - v. One (1) other voting member of Council;
 - b. Meet monthly throughout the year, at a minimum; and
 - c. Coordinate advocacy efforts to the Faculty, the AMS, and the UBC Senate in the interests of all science students.
- 6. The Elections Committee is to:
 - a. Compose:
 - i. The Elections Chair(s); and
 - ii. The Elections Coordinator(s);
 - b. Be familiar with and adhere to the elections procedures outlined in the Code;
 - c. Administer and coordinate all the Society's elections and referenda, in fairness and equity, and in accordance with the Society's Governance Documents and AMS Elections Policies;
 - d. Organize nominations for all elections of the Society;
 - e. Create guidelines and rules for elections to be approved by Council at minimum one (1) week prior to nominations opening, and distribute said guidelines and rules to the candidates at the All Candidates Meeting;

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- f. Issue penalties to elections candidates who do not act in accordance with the Society's Elections Policies;
 - g. Field complaints and appeals during the Society's elections and referenda periods;
 - h. Coordinate promotional materials and events for elections;
 - i. Liaise with the Vice-President, Communications to ensure the timely release of elections promotional material;
 - j. Liaise with the Science Student Engagement Office of the Faculty in preparing the elections timeline;
 - k. Report to the President in the event of uncertainty; and
 - l. Present the results of elections and possible improvements to the elections process to Council at the next Council meeting after an election period concludes.
- 7. The Equity, Diversity, and Inclusion Committee is to:
 - a. Compose:
 - i. The Equity, Diversity, and Inclusion Committee Chair(s); and
 - ii. The Equity, Diversity, and Inclusion Coordinator(s);
 - b. Meet biweekly throughout the year, at a minimum;
 - c. Advocate with and for marginalized communities within the Society and the greater UBC community;
 - d. Consider and advocate for equity, diversity, inclusion, and accessibility aspects of the Society's events, procedures, and operations;
 - e. Collaborate with external organizations to promote equity, diversity, inclusion, and accessibility within the greater UBC community;
 - f. Oversee the Society's adoption of the UBC Indigenous Strategic Plan and provide recommendations to the Executives;
 - g. Plan at least one (1) event in each Winter Session term to celebrate the diverse SUS community; and
 - h. Review new policies of the Society as outlined in the Policy on Policy.

Section VIII: The Academic Portfolio

1. The Academic Portfolio is composed of:
 - a. The Vice-President, Academic;
 - b. The Associate Vice-President(s), Academic;
 - c. The Science Academic Caucus;
 - d. The Academic Experience Committee;
 - e. The Mentorship Committee;
 - f. The Tutoring Committee; and
 - g. The Wellness Committee.
2. The Vice-President, Academic must:
 - a. Meet all expectations required of Executives as listed in Section VI, Article 2;
 - b. Supervise and be an *ex-officio* member of all Committees in the Academic Portfolio;
 - c. Hire and oversee the following Staff positions:
 - i. The Associate Vice-President(s), Academic;
 - ii. The Academic Experience Committee Chair(s);
 - iii. The Academic Experience Coordinator(s);
 - iv. The Mentorship Committee Chair(s);
 - v. The Mentorship Coordinator(s);
 - vi. The SUS Tutoring Program Director(s);
 - vii. The SUS Tutors;
 - viii. The Wellness Committee Chair(s); and
 - ix. The Wellness Coordinator(s);
 - d. Sit on various external committees to represent the interests of the Members to the Faculty and the UBC Community;
 - e. Collaborate with the AMS Vice-President, Academic and University Affairs, in the interests of the Members;
 - f. Advocate to the Faculty and the Dean's Office in the interests of the Members;
and

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- g. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
- 3. The Associate Vice-President(s), Academic must:
 - a. Be *ex-officio* members of all Committees in the Academic Portfolio;
 - b. Sit on the Marketing Committee; and
 - c. Have other duties as assigned by the Vice-President, Academic.
- 4. The Science Academic Caucus is to:
 - a. Compose:
 - i. The Vice-President, Academic, as Chair; and
 - ii. Academic representatives of SUS Program Clubs;
 - b. Liaise with Academic Representatives of SUS Program Clubs on academic matters of concern to the Members; and
 - c. Facilitate collaborations and discussions between Program Clubs to improve the academic experiences of the Members.
- 5. The Academic Experience Committee is to:
 - a. Compose:
 - i. The Academic Experience Committee Chair(s); and
 - ii. The Academic Experience Coordinator(s);
 - b. Meet biweekly during the Winter Session, at a minimum;
 - c. Assist the Vice-President, Academic in organizing and promoting academic surveys geared toward the Members;
 - d. Report to Council summaries of all academic surveys sent out to the Members; and
 - e. Organize events, initiatives, and discussions to improve the academic experience of the Members.
- 6. The Mentorship Committee is to:
 - a. Compose:
 - i. The Mentorship Committee Chair(s); and
 - ii. The Mentorship Coordinator(s);
 - b. Meet biweekly during the Winter Session, at a minimum; and
 - c. Coordinate logistics of and improvements to the SUS Mentorship Program.

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7. The Tutoring Committee is to:
 - a. Compose:
 - i. The SUS Tutoring Program Director(s), as Chair; and
 - ii. The SUS Tutors;
 - b. Meet once per term during the Winter Session, at a minimum; and
 - c. Coordinate the logistics of and improvements to the SUS Tutoring Program, which is to support Members academically through drop-in tutoring and exam review sessions.
8. The Wellness Committee is to:
 - a. Compose:
 - i. The Wellness Committee Chair(s); and
 - ii. The Wellness Coordinator(s);
 - b. Meet biweekly during the Winter Session, at a minimum;
 - c. Organize de-stressing events geared towards the Members;
 - d. Coordinate initiatives to promote the physical and mental health of the Members;
 - e. Create exam care packages for the Members; and
 - f. Advocate in the interests of improving the mental health of the Members to the Faculty and the wider UBC Community.

Section IX: The Administration Portfolio

1. The Administration Portfolio is composed of:
 - a. The Vice-President, Administration;
 - b. The Associate Vice-President(s), Administration;
 - c. The Building Management Committee;
 - d. The Clubs Committee;
 - e. The Code and Policy Committee; and
 - f. The SUSustainability Committee.
2. The Vice-President, Administration must:
 - a. Meet all expectations required of Executives as listed in Section VI, Article 2;
 - b. Supervise and be an *ex-officio* member of all Committees in the Administration Portfolio;
 - c. Hire and oversee the following Staff positions:
 - i. The Associate Vice-President(s), Administration;
 - ii. The Building Manager, Bookings and Building Staff;
 - iii. The Building Manager, Operations and Maintenance;
 - iv. The Building Supervisor(s);
 - v. The Clubs Commissioner(s); and
 - vi. The SUSustainability Committee Chair(s);
 - d. Organize the logistics and the agenda of all General Meetings of the Society;
 - e. Orient members of Council to the procedures and protocols of Council, in collaboration with the Speaker;
 - f. Submit the minutes of Council and of the Executive Committee to the AMS Archivist by the date requested by the AMS Archivist's office;
 - g. Notify Council of Councillors who are not fulfilling their duties, including attendance, and recommend appropriate disciplinary action to Council;
 - h. Be the sole person responsible for collecting the Society's mail;
 - i. Chair the meetings of the Clubs Committee;
 - j. Organize and coordinate all SUS Club Renewals in a manner specified in the Code;

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- k. Appropriately exercise their authority to issue warnings against SUS Clubs in a manner specified in the Code;
 - l. Chair the meetings of the Code and Policy Committee;
 - m. Manage, maintain, store, and periodically review all of the Society's Governance Documents;
 - n. Appropriately exercise their authority to renumber or reformat any of the Society's Governance Documents, provided that any such modification is in accordance with Section II, Article 3;
 - o. Appropriately exercise their authority to interpret the meaning of the Code in the event of uncertainty;
 - p. In collaboration with the Vice-President, Communications, be responsible for ensuring the most recent version of the Society's Governance Documents are available on the Society's website; and
 - q. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
3. The Vice-President, Administration must not recognize organizations as new SUS Clubs without the approval of Council upon recommendation by the Clubs Committee.
4. The Associate Vice-President(s), Administration must:
- a. Be *ex-officio* members of all Committees in the Administration Portfolio;
 - b. Oversee the maintenance of the SUS Virtual Archives;
 - c. Be the Clerk of Council, unless otherwise delegated by the Vice-President, Administration;
 - d. Organize the logistics of official Councillor and Executive photoshoots;
 - e. Manage and maintain the SUS Virtual Archives, which is to hold the minutes of all meetings of the Society and other important documents;
 - f. Collaborate with the Web Developer Committee to ensure all minutes of all committees of the current year are publicly available on the Society's website;
 - g. Sit on the Marketing Committee; and
 - h. Have other duties as assigned by the Vice-President, Administration.
5. The Building Management Committee is to:
- a. Compose:

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- i. The Building Manager, Bookings and Building Staff, as co-Chair;
 - ii. The Building Manager, Operations and Maintenance, as co-Chair; and
 - iii. The Building Supervisors;
 - b. Meet monthly throughout the Winter Session, at a minimum;
 - c. Manage and coordinate the logistics of all aspects of the the ALSSC, including but not limited to:
 - i. Daily building closures;
 - ii. Events bookings and supervision;
 - iii. Meeting room bookings; and
 - iv. Building maintenance and cleaning; and
 - d. Discuss and implement improvements to the ALSSC to the benefit of the Members.
6. The Clubs Committee is to:
- a. Compose:
 - i. The Vice-President, Administration, as Chair; and
 - ii. The Clubs Commissioner(s);
 - b. Meet bi-weekly throughout the year, at a minimum;
 - c. Be the primary contact point for SUS Clubs with the Society;
 - d. Oversee applications of organizations to become new SUS Clubs and make recommendations to Council to recognize organization as SUS Clubs;
 - e. Issue and review warnings to Clubs as needed;
 - f. Ensure executive members of SUS Clubs are aware of the Society's procedures relevant to SUS Clubs, including but not limited to supports available to them, obligations required of them, and how warnings are issued;
 - g. Collaborate with external partners and the First Week Committee in coordinating the logistics of the Faculty Fair during Imagine UBC;
 - h. Organize and host the Clubs Networking Night annually in September and the Clubs Fair annually in January; and
 - i. Host one-on-one meetings with Club executives at least one (1) time per term of the Winter Session.
7. The Code and Policy Committee is to:

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- a. Compose:
 - i. The Vice-President, Administration, as Chair;
 - ii. The Associate Vice-President(s), Administration;
 - iii. Any interested voting member of Council;
 - iv. Any interested Staff member of the Society; and
 - v. Others, upon invitation from the Vice-President, Administration;
 - b. Meet monthly throughout the entire year, at a minimum;
 - c. Have quorum defined as the presence of the Vice-President, Administration and an Associate Vice-President Administration;
 - d. Periodically review all SUS Governance Documents;
 - e. Make recommendations to Council of amendments to the Code; and
 - f. Oversee the creation of new policies as described in the Policy on Policy.
8. The SUSustainability Committee is to:
- a. Compose:
 - i. The SUSustainability Committee Chair(s); and
 - ii. The SUSustainability Coordinators;
 - b. Meet bi-weekly throughout the Winter Session, at a minimum;
 - c. Maintain and update the SUSustainability Handbook as needed;
 - d. Consider and advocate for sustainability aspects of the Society's events, procedures, and operations;
 - e. Advocate for sustainability initiatives in the greater UBC-Vancouver community;
 - f. Plan at least one (1) event each Winter Session term about sustainability geared toward the Members; and
 - g. Review new policies of the Society as outlined in the Policy on Policy.

Section X: The Communications Portfolio

1. The Communications Portfolio is composed of:
 - a. The Vice-President, Communications;
 - b. The Associate Vice-President(s), Communications;
 - c. The First Week Committee;
 - d. The Marketing Committee;
 - e. The Productions Committee;
 - f. The Sales Committee; and
 - g. The Web Developer Committee.
2. The Vice-President, Communications must:
 - a. Meet all expectations required of Executives as listed in Section VI, Article 2;
 - b. Supervise and be an *ex-officio* member of all Committees in the Communications Portfolio;
 - c. Hire and oversee the following Staff positions:
 - i. The Associate Vice-President(s), Communications;
 - ii. The First Week Committee Chair(s);
 - iii. The First Week Coordinator(s);
 - iv. The Marketing Committee Chair(s);
 - v. The Graphic Designer(s);
 - vi. The Photographer(s);
 - vii. The Productions Committee Chair(s);
 - viii. The Videographer(s);
 - ix. The Video Editor(s);
 - x. The On-Camera Personality/Personalities;
 - xi. The Sales Committee Chair(s);
 - xii. The Sales Coordinator(s);
 - xiii. The Web Developer Committee Chair(s);
 - xiv. The Web Developer(s); and
 - xv. The User Interface/User Experience (UI/UX) Designer(s)
 - d. Approve press releases and statements from the Society;

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- e. Liaise with the Elections Committee to ensure timely release of elections promotional material;
 - f. Coordinate and have jurisdiction over all social media platforms affiliated with the Society;
 - g. Communicate to the Members vacant Staff positions during the Spring and Fall Hiring Periods and vacant Council positions during elections periods; and
 - h. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
3. The Vice-President, Communications must not:
- a. Approve the Society's merchandise designs without consultation with the Faculty; nor
 - b. Approve First Week Flagship events without consultation with the Faculty.
4. The Associate Vice-President(s), Communications must:
- a. Be *ex-officio* members of all Committees in the Communications Portfolio;
 - b. Sit on the Marketing Committee;
 - c. Liaise with the Faculty's Science Student Communications Office to coordinate communications with the Members; and
 - d. Have other duties as assigned by the Vice-President, Communications.
5. The First Week Committee is to:
- a. Compose:
 - i. The First Week Committee Chair(s); and
 - ii. The First Week Coordinator(s);
 - b. Meet weekly throughout the Summer Session, at a minimum;
 - c. Coordinate the logistics of and improvements to the First Week Flagship events, which are to be held during the first week of the Winter Session and geared toward the Members;
 - d. Submit a proposal of First Week events to the Faculty annually by July 31; and
 - e. Collaborate with the Society's committees and external partners in coordinating the logistics of the Faculty Fair during Imagine UBC.
6. The Marketing Committee is to:
- a. Compose:

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- i. The Marketing Committee Chair(s);
 - ii. The Graphic Designer(s); and
 - iii. One Assistant-to-the-President;
 - iv. One Associate Vice-President, Academic;
 - v. One Associate Vice-President, Administration;
 - vi. One Associate Vice-President, Communications;
 - vii. One Associate Vice-President, External; and
 - viii. One Associate Vice-President, Student Life;
 - b. Meet once per academic term, at a minimum;
 - c. Consider and coordinate the marketing needs of the Society and those of SUS Clubs; and
 - d. Facilitate professional development activities to train Staff on effective marketing techniques and guidelines.
7. The Productions Committee is to:
- a. Compose:
 - i. The Productions Committee Chair(s);
 - ii. The Photographer(s);
 - iii. The Videographer(s);
 - iv. The Video Editor(s);
 - v. The Content Writer(s); and
 - vi. The On-Camera Personality/Personalities;
 - b. Meet biweekly throughout the year, at a minimum;
 - c. Provide photography services to events and initiatives organized by the Society when requested;
 - d. Provide photography services to SUS Clubs when requested;
 - e. Organize free photoshoot events periodically throughout the Winter Session for the Members; and
 - f. Create multimedia content targeted toward the Members, including but not limited to podcast episodes and social media videos.
8. The Sales Committee is to:
- a. Compose:

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- i. The Sales Committee Chair(s); and
 - ii. The Sales Coordinator(s);
 - b. Meet weekly throughout the year, at a minimum; and
 - c. Promote SUS and the Faculty of Science through the design, creation, and sale of SUS merchandise to the UBC community.
9. The Web Developer Committee is to:
- a. Compose:
 - i. The Web Developer Chair(s);
 - ii. The Web Developer(s); and
 - iii. The User Interface/User Experience (UI/UX) Designer(s)
 - b. Meet weekly throughout the year, at a minimum;
 - c. Coordinate the logistics of and improvements to the Society's website; and
 - d. Support other portfolios in developing software applications used by the society.

Section XI: The External Portfolio

1. The External Portfolio is composed of:
 - a. The Vice-President, External;
 - b. The Associate Vice-President(s), External;
 - c. The Careers and Professional Development Committee;
 - d. The Community Engagement Committee;
 - e. The Science Student Recognition Awards Committee; and
 - f. The Sponsorships Committee.
2. The Vice-President, External must:
 - a. Meet all expectations required of Executives as listed in Section VI, Article 2;
 - b. Supervise and be an *ex-officio* member of all Committees in the External Portfolio;
 - c. Hire and oversee the following Staff positions:
 - i. The Associate Vice-President(s), External;
 - ii. The Careers and Professional Development Committee Chair(s);
 - iii. The Careers and Professional Development Coordinator(s);
 - iv. The Community Engagement Committee Chair(s);
 - v. The Community Engagement Coordinator(s);
 - vi. The Sponsorship Committee Chair(s);
 - vii. The Sponsorship Coordinator(s); and
 - viii. The Science Student Recognition Awards Committee Chair(s); and
 - d. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
3. The Associate Vice-President(s), External must:
 - a. Be *ex-officio* members of all Committees in the External Portfolio;
 - b. Sit on the Marketing Committee; and
 - c. Have other duties as assigned by the Vice-President, External.
4. The Careers and Professional Development Committee is to:
 - a. Compose:
 - i. The Careers and Professional Development Chair(s); and

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- ii. The Careers and Professional Development Coordinator(s);
 - b. Meet bi-weekly throughout the year, at a minimum;
 - c. Coordinate the logistics of and improvements to the annual Sci Fair event;
 - d. Report to Council a summary of engagement at Sci Fair at the first Council meeting after the Sci Fair;
 - e. Coordinate the logistics of and improvements to the annual IGNITE conference event;
 - f. Report to Council a summary of engagement at the IGNITE conference event at the first Council meeting after the IGNITE conference; and
 - g. Connect Members to industry professionals through networking and career events.
5. The Community Engagement Committee is to:
- a. Compose:
 - i. The Community Engagement Committee Chair(s); and
 - ii. The Community Engagement Coordinator(s);
 - b. Meet bi-weekly throughout the year, at a minimum;
 - c. Connect members to volunteer opportunities, through methods including but not limited to networking event(s) and a volunteer database; and
 - d. Coordinate the logistics of community philanthropic initiatives, including but not limited to a community pantry and community events.
6. The Science Student Recognition Awards Committee is to:
- a. Compose:
 - i. The Science Student Recognition Awards Committee Chair(s); and
 - ii. The Science Student Recognition Awards Coordinator(s);
 - b. Meet bi-weekly from November to March, at a minimum;
 - c. Coordinate the logistics of and improvements to the Science Student Recognition Awards Night, which is to be held annually in March; and
 - d. Adjudicate Science Student Recognition Award applications and nominations in accordance with Section XXIV.
7. The Sponsorships Committee is to:
- a. Compose:

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- i. The Sponsorships Committee Chair(s); and
 - ii. The Sponsorships Coordinator(s);
- b. Meet bi-weekly throughout the year, at a minimum;
- c. Coordinate the logistics of and improvements to the Blue Card Program; and
- d. Support the Society's committees with obtaining sponsorships for the Society's events.

Section XII: The Finance Portfolio

1. The Finance Portfolio is composed of:
 - a. The Vice-President, Finance;
 - b. The Associate Vice-President(s), Finance; and
 - c. The Budgets, Grants and Subsidies Committee.
2. The Vice-President, Finance must:
 - a. Meet all expectations required of Executives as listed in Section VI, Article 2;
 - b. Supervise and be an *ex-officio* member of all Committees in the Finance Portfolio;
 - c. Hire and oversee the following Staff positions:
 - i. The Associate Vice-President(s), Finance; and
 - ii. The Financial Analysts;
 - d. Submit the budget of the Society to the Office of the AMS Vice-President, Finance by a date requested by the AMS Vice-President, Finance and following approval by the Society's Council;
 - e. Be responsible for reimbursing Staff of purchases made on behalf of the Society, such that:
 - i. Reimbursements are processed within two (2) weeks of submission to the Vice-President, Finance; and
 - ii. In the event that reimbursements cannot be processed within two (2) weeks of submission to the Vice-President, Finance, the Vice-President, Finance is to notify Council of those circumstances;
 - f. Draft the Society's annual budget and present said draft to Council prior to July 31 of each fiscal year;
 - g. Prepare updates or amendments to the Society's budget at minimum every two (2) months, and present said updates or amendments to Council for approval, such that:
 - i. Those updates or amendments are first reviewed by the Budgets, Grants and Subsidies Committee; and
 - ii. Those updates or amendments are distributed to Council members at minimum three (3) days prior to the Council meeting;

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- h. Prepare a suggested budget for incoming Executives prior to May 1;
 - i. Submit and present mid-term expense reports to Council in January and March of all the accounts of the Society;
 - j. Be responsible for booking events spaces outside the ALSSC, including but not limited to spaces in the AMS Nest and General Teaching Spaces;
 - k. Distribute approved grants and subsidies from the Society;
 - l. Present a comprehensive expenses presentation at General Meetings;
 - m. Supervise all expenses of the Society; and
 - n. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
3. The Vice-President, Finance must not:
- a. Increase membership fees;
 - b. Approve grant applications to Clubs; nor
 - c. Amend the Society's budget without approval from Council.
4. The Associate Vice-President(s), Finance must:
- a. Be *ex-officio* members of all Committees in the Finance Portfolio;
 - b. Chair the Budgets, Grants and Subsidies Committee; and
 - c. Have other duties as assigned by the Vice-President, Finance.
5. The Budgets, Grants and Subsidies Committee is to:
- a. Compose:
 - i. The Vice-President, Finance;
 - ii. The Associate Vice-President(s) Finance, as chair;
 - iii. The Financial Analysts;
 - iv. Any interested voting member of Council;
 - v. Any interested Staff member of the Society; and
 - vi. Others, upon invitation from the Vice-President, Finance;
 - b. Meet biweekly throughout the year, at a minimum;
 - c. Have quorum defined as the presence of the Vice-President, Finance and an Associate Vice-President, Finance;
 - d. Review budget amendments brought forth to them;
 - e. Suggest budget amendments to Council;

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- f. Be responsible for the adjudication of the Society's grant and subsidy applications; and
- g. Notify the Vice-President, Finance to distribute approved grants and subsidies to Science Students.

Section XIII: The Student Life Portfolio

1. The Student Life Portfolio is composed of:
 - a. The Vice-President, Student Life;
 - b. The Associate Vice-President(s), Student Life;
 - c. The First Year Committee;
 - d. The Flagship Events Committee;
 - e. The Science Celebration Committee;
 - f. The Social Committee; and
 - g. The Sports Committee.
2. The Vice-President, Student Life must:
 - a. Meet all expectations required of Executives as listed in Section VI, Article 2;
 - b. Supervise and be an *ex-officio* member of all Committees in the Student Life Portfolio;
 - c. Hire and oversee the following Staff positions:
 - i. The Associate Vice-President(s), Student Life;
 - ii. The First Year Committee Chair(s);
 - iii. The Flagship Events Committee Chair(s);
 - iv. The Flagship Events Coordinator(s);
 - v. The Science Celebration Committee Chair(s);
 - vi. The Social Committee Chair(s); and
 - vii. The Sports Committee Chair(s).
 - d. Report to Council engagement statistics of Flagship events hosted by committees in the Student Life portfolio; and
 - e. Have other duties as outlined in the Society's Governance Documents or as issued by Council.
3. The Vice-President, Student Life must not approve Flagship events without consultation with the Faculty.
4. The Associate Vice-President(s), Student Life must:
 - a. Be *ex-officio* members of all Committees in the Student Life Portfolio;
 - b. Sit on the Marketing Committee; and

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- c. Have other duties as assigned by the Vice-President, Student Life.
5. The First Year Committee is to:
- a. Compose:
 - i. The First Year Committee Chair(s);
 - ii. The First Year Representatives;
 - iii. The Science One Representative;
 - iv. The Vantage One Representative; and
 - v. The First Year Committee Coordinator(s);
 - b. Meet weekly during the Winter Session, at a minimum;
 - c. Build spirit for and amongst Members with a first year standing;
 - d. Coordinate at least two (2) events each term targeted towards First Year Science students; and
 - e. Report to Council with engagement statistics of all events held by the Committee, delivered by the First Year Representatives.
6. The Flagship Events Committee is to:
- a. Compose:
 - i. The Flagship Events Committee Chair(s); and
 - ii. The Flagship Events Coordinator(s);
 - b. Meet weekly, throughout the Summer Session and until the end of January, at a minimum;
 - c. Coordinate the logistics of and improvements to the Science RXN Flagship event, which is to be held during the first three weeks of the Winter Session and be geared towards new First Year Members;
 - d. Submit a proposal of Science RXN events to the Faculty annually by the end of July;
 - e. Coordinate the logistics of and improvements to the Science Week Flagship events, which is to be held during the first or second week of January; and
 - f. Submit a proposal of Science Week events to the Faculty annually by the end of October.
7. The Science Celebration Committee is to:
- a. Compose:

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- i. The Science Celebration Committee Chair(s); and
 - ii. The Science Celebration Coordinator(s);
 - b. Meet weekly from January to April, at a minimum; and
 - c. Coordinate the logistics of and improvements to the Science Celebration Flagship event, which is to be held during the last two weeks of the Winter Session; and
 - d. Submit a proposal of the Science Celebration to the Faculty annually by the end of February.
8. The Social Committee is to:
- a. Compose:
 - i. The Social Committee Chair(s); and
 - ii. The Social Coordinator(s);
 - b. Meet weekly during the Winter Session, at a minimum;
 - c. Coordinate at minimum two (2) social events during the Winter Session to build community amongst the Members; and
 - d. Promote social activities for the Members through events that promote inclusivity.
9. The Sports Committee is to:
- a. Compose:
 - i. The Sports Committee Chair(s); and
 - ii. The Sports Coordinator(s);
 - b. Meet weekly during the Winter Session, at a minimum;
 - c. Coordinate at minimum two (2) sports events during the Winter Session to build community amongst the Members; and
 - d. Promote active and healthy living for the Members through sporting activities and tournaments.

Section XIV: Senior Internal Director and Human Resources Committee

1. The Senior Internal Director must:
 - a. Report to the Executive Committee;
 - b. Be a non-voting member of Council and of the Executive Committee;
 - c. Report to Council updates on their activities at each Council meeting;
 - d. Take minutes at Executive Committee meetings;
 - e. Be hired by the previous Senior Internal Director during the Spring Hiring Period, and if the previous Senior Internal Director is unavailable, be hired by the President;
 - f. Hire and oversee the Human Resource Coordinator(s), who are to be hired in the Fall Hiring Period;
 - g. Be familiar with all of the Society's policies;
 - h. Coordinate Staff orientations;
 - i. Coordinate Staff and Executive transition reports, such that all transition reports are prepared in accordance with Section XXII;
 - j. Coordinate the Spring and Fall Hiring Periods, including but not limited to:
 - i. Drafting a timeline for each hiring period to be approved by the Executive Committee;
 - ii. Updating and maintaining position descriptions, in collaboration with the Executive; and
 - iii. Developing and reviewing methods to ensure equitable hiring practices;
 - k. Mitigate and reduce Conflicts of Interest as defined in the Code during hiring periods;
 - l. Resolve internal conflicts such as disputes and disagreements between Staff, Executives, and members of Council;
 - m. Support Executives in making decisions surrounding disciplinary action against Staff members when needed; and
 - n. Have other duties assigned by the Executive Committee.
2. The Senior Internal Director must not direct the activities of Council, the Executives, the Society's Committees, nor SUS Clubs.

3. The Human Resources Committee is to:
 - a. Compose:
 - i. The Senior Internal Director, as Chair; and
 - ii. The Human Resources Coordinators;
 - b. Implement and review methods for equitable hiring;
 - c. Mitigate and resolve conflicts between Staff;
 - d. Process leaves of absence and letters of resignation from Staff;
 - e. Coordinate Staff and volunteer appreciation initiatives; and
 - f. Issue disciplinary action to be taken against Staff who are not meeting their job requirements, such that:
 - i. An investigation occurs prior to disciplinary action being issued;
 - ii. Disciplinary action may be appealed to Council, and
 - iii. The Resolution of Council on the appeal is final.

Section XV: Elections

1. All elections held by the Society are to comply with the AMS Code of Procedure Section IX Code Procedures A Electoral Procedures.
2. All elections are to be conducted using a ranked ballot via electronic voting or, in extreme cases, secret paper ballot, at the discretion of the Elections Committee.
3. No member of the Elections Committee is permitted to enter an election as a candidate unless the member resigns from their position in the Elections Committee before the nomination period begins.
4. The current President is not permitted to enter a SUS election as a candidate.
5. The Elections Chair(s) must complete training by the AMS Elections Committee at minimum two (2) weeks prior to any voting periods.
6. The Executive and the AMS Representatives are elected during the Spring Election Period.
7. The Spring Election Period must open on the third (3rd) Monday of March and is to last ten (10) days.
8. All Members are eligible to vote in the Spring Election Period, subject to Bylaw 2(4).
9. Candidates in the Spring Election Period must:
 - a. Be eligible to run as outlined in Bylaw 2;
 - b. Be in good standing in the Faculty of Science, which is to have a minimum grade average as defined by the Faculty;
 - c. Obtain at least fifteen (15) nominations from Members during the nomination period specified by the Elections Committee, which is to end no later than fourteen (14) days prior to polls opening;
 - d. Attend all required candidate meetings unless excused by the Elections Chair(s);
and
 - e. Adhere to campaign rules as directed by the Elections Committee.
10. Councillor positions and vacant Executive and AMS Representative positions are elected during the Fall Election Period.

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11. Subject to Bylaw 2(4), all Members are eligible to vote in the Fall Election Period, but only for the Councillor position(s) which represent their academic year, program(s), or department(s), where:
 - a. Members in more than one major under the Faculty are eligible to vote in all elections which represent their majors; and
 - b. All Members with a First Year standing are eligible to vote in the election of the First Year Representatives, with the exception of Members in Science One and Vantage One.
12. The Fall Election Period must open by the fourth (4th) Monday of September and is to last seven (7) days.
13. Candidates in the Fall Election Period must:
 - a. Be eligible to run as outlined in Bylaw 2;
 - b. Be in good standing in the Faculty of Science, which is to have a minimum grade average as defined by the Faculty;
 - c. Be in the academic year, program, or department which they would represent if elected;
 - d. Obtain at least ten (10) nominations from their constituents during the nomination period specified by the Elections Committee, which is to end no later than ten (10) days prior to polls opening;
 - e. Attend all required candidate meetings; and
 - f. Adhere to campaign rules as directed by the Elections Committee.
14. No current Executive is permitted to advertise for or endorse any candidate in an election.
15. The Elections Committee has the authority to design campaign rules in addition to the one listed in Section XV, Article 14.
16. The Elections Committee is responsible for determining penalties if Candidates are in violation of the rules set forth by them, such that:
 - a. All penalties must be written and approved prior to an election;
 - b. All penalties must be shared with all candidates prior to the campaigning period at an All Candidates Meeting;
 - c. Rulings on penalties must be decided by a Resolution of the Elections Committee;
 - d. Penalties are to be in proportion to the seriousness of the offence;

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- e. Penalties must be applied consistently to all similar offenses;
 - f. The deduction or reallocation of votes must not be allowed as a penalty;
 - g. Candidates must not face disciplinary action for failure to campaign; and
 - h. New rules written during an election will not be valid for that election.
17. The Elections Committee may recommend to Council that an election be declared invalid, and if Council decides by a Resolution that the election is declared invalid, the position is considered vacant and the procedures of Section XVI are to be adhered to.
18. In the event of a tie following an election, each tied candidate will have the opportunity to pitch to Council why they should be elected for two (2) minutes each, and the winner is to be decided by a Resolution of Council.
19. All election results are unofficial until confirmed by Council, and Council is the sole body with the authority to declare an election invalid in accordance with Section XV, Article 17.
20. Once the results of an election are confirmed by Council, the full results are to be available on the Society's website.
21. In the event that a candidate is in violation of any elections rules valid for the current year, listed in Section XV or elsewhere in writing:
- a. Any Member of the Society may submit a formal complaint to the Elections Committee via email within forty-eight (48) hours of the violation taking place;
 - b. The Elections Committee must make a ruling within forty-eight (48) hours of receiving the complaint; and
 - c. The candidate in question may appeal the ruling made by the Elections Committee to the AMS Elections Committee.
22. In the event that an elections official is in violation of any elections rules valid for the current year, listed in Section XV or elsewhere in writing:
- a. Any Member of the Society may submit a formal complaint to the President and the Senior Internal Director via email;
 - b. The Human Resources Committee may issue disciplinary action in accordance with Section XIV, Article 3(d); and
 - c. Council has the right to declare the election invalid.

23. Elections timelines must be consulted on with the Science Student Engagement Office of the Faculty at least two (2) weeks prior to elections promotional material being released.

Section XVI: Resignations and Vacancies

1. Any member of Council may voluntarily resign from their position by submitting a letter of resignation to the Clerk.
2. A member of Council must resign if they no longer are a Member of the Society.
3. A Staff member may voluntarily resign from their position by submitting a letter of resignation to the Senior Internal Director and the Executive which supervises that Staff member.
4. In the event that any Executive or AMS Representative position is vacant following an election or as a result of removal, resignation, or other circumstance, the following procedures must be followed:
 - a. An acting Executive or AMS representative must be appointed by a Resolution of the remaining Executive Committee, who is to be one of the other Executives;
 - b. A search committee must be formed at the next Council meeting and is to be composed of two (2) Councillors, one (1) Executive, and one (1) non-voting member of Council with the task of appointing an interim Executive or AMS representative, with the non-voting member of Council as Chair;
 - c. The search committee has at most fourteen (14) days to report to Council with a suggested interim Executive or AMS representative;
 - d. Council must appoint the interim Executive or AMS representative; and
 - e. A by-election must be held if specified in Section XVI, Article 6 and in accordance with that article.
5. In the event that any Executive or AMS Representative takes a leave of absence, the position is to be filled by an acting Executive or AMS Representative, who is to be:
 - a. Another Executive; or
 - b. The Executive's Associate Vice-President or Assistant to the President.
6. The by-election to appoint the vacant Executive or AMS Representative position must be held in accordance with Section XV within a specific timeframe determined by the time of year, such that:
 - a. If the position becomes vacant during the Summer Session, the by-election is to be held during the Fall Election Period;

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- b. If the position becomes vacant between September 1 and January 31, inclusive, the by-election is to be held within eight (8) weeks of the position becoming vacant; and
 - c. If the position becomes vacant between February 1 and April 30, inclusive, no by-election is to be held and the interim Executive is to remain as the Executive until the newly-elected Executive's term begins following the Spring Election Period.
- 7. In the event that a Councillor position is vacant following an election or as a result of removal, resignation, or other circumstance:
 - a. The Executive committee must inform the constituents of that position that the seat is open;
 - b. The Senior Internal Director is to hire a member of those constituents to be the Councillor to represent them;
 - c. The application process must end within one (1) month of the seat becoming vacant; and
 - d. Hiring is done in accordance with Section XXI, Articles 4, 5, 6, and 7.

Section XVII: Removal from Office

1. Any elected official of the Society may be removed from their position upon a Two-thirds ($\frac{2}{3}$) Resolution of Council, for reasons including but not limited to:
 - a. Significant violations of SUS Governance Documents, at the discretion of Council;
 - b. Significant calls from the Members for the removal, at the discretion of Council;
 - c. Opening the Society to liability;
 - d. Significant damage to the reputation of the Society;
 - e. Lack of confidence in the official's ability to meet their required obligations as listed in the Governance Documents; or
 - f. Lack of confidence in an Executive's ability to meet their Executive goals.
2. If a motion is introduced to Council calling for the removal of a voting member of Council from office, that member must abstain on the motion.
3. All Executives must abstain on a motion calling for the removal of any Executive from office.

Section XVIII: Governance Review Committee

1. The Governance Review Committee is to:
 - a. Compose:
 - i. The Science Senator, as Chair;
 - ii. The President;
 - iii. The Vice-President, Administration;
 - iv. The Vice-President, Finance;
 - v. The AMS Representative(s); and
 - vi. One (1) other voting member of Council;
 - b. Sit every other year;
 - c. Meet monthly throughout the year when sitting, at a minimum;
 - d. Review the structure of committees and portfolios of the Society; and
 - e. Make recommendations to Council on matters relating to the structure of the Society.

Section XIX: Conflict of Interest

1. All elected officials and Staff members must act honestly, with due care, and in the best interests of the Society when exercising all official powers, duties, or functions.
2. No elected official or Staff member may participate in any decision or exercise an official power, duty, or function in which they hold a Conflict of Interest, including but not limited to:
 - a. Motions of Council;
 - b. Allocation of the Society's funds or grants;
 - c. Adjudication of award applications; or
 - d. Evaluation of recruitment applications.
3. In the event that an elected official or Staff member holds a Conflict of Interest with a discussion or motion, that member must inform the Chair that they hold a Conflict of Interest and refrain from participating in that discussion or motion.
4. No elected official or Staff member may attend an in-camera (private) discussion in which they hold a Conflict of Interest.
5. In the event that an elected official or Staff member is uncertain on whether they hold a Conflict of Interest, that member must consult with the Chair.
6. The Vice-President, Finance is not permitted to issue reimbursements to themselves for purchases made on behalf of the Society.
7. Pursuant to Section VI, Article 3, no Executive of the Society may hold an elected or executive position within any SUS Club.
8. Pursuant to Section XV, Article 3, no member of the Elections Committee is permitted to run as a candidate in any election of the Society.
9. Pursuant to Section XXIV, no Executive may accept a prize or award given by the Society, including but not limited to:
 - a. Science Student Recognition Awards;
 - b. Grants allocated by the Society; or
 - c. Giveaway prizes at SUS events.
10. In the event that a Conflict of Interest exists between an evaluator and an applicant applying for a Staff position in the Society:

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- a. The evaluator must declare the Conflict of Interest to the Executive Committee and the Human Resources Committee, and
 - b. An impartial third party, including but not limited to the Senior Internal Director or an Executive, must take on the role of the evaluator and perform all stages of the evaluation of the application.
- 11. Any violations or perceived violations of Section XIX must be declared to the Human Resources Committee, who must investigate the claim, and upon investigating, the Committee must report to Council in an in-camera session and recommend action, including but not limited to:
 - a. Warnings;
 - b. Suspension;
 - c. Termination; or
 - d. Other disciplinary measures recommended by the Human Resources Committee.

Section XX: SUS Clubs

1. To qualify as a SUS Club the organization must:
 - a. Have an updated club membership list of the current year;
 - b. Have at least 60% membership composed of Members of the Society in both executive and non-executive positions, subject to Section XX, Article 2;
 - c. Have a document containing its bylaws and constitution;
 - d. Have a membership fee;
 - e. Have a budget; and
 - f. Have an official Club email to communicate with the Society.
2. Organizations which represent a program in the Faculty of Science and in another Faculty do not have to meet the requirement in Section XX, Article 1(b), provided that at least one of the programs they represent are listed under the Faculty of Science on the UBC-Vancouver Academic Calendar.
3. SUS Clubs must have their recognition renewed annually during the Summer Session by Council, where:
 - a. All SUS Clubs must submit proof of all qualifications enumerated in Section XX, Article 1 to the Vice-President, Administration by the requested date;
 - b. All SUS Clubs must submit a list of the Club's executive members, positions, and contact information to the Vice-President, Administration;
 - c. A Resolution of Council must occur by the end of the Summer Session to renew the recognition of SUS Clubs; and
 - d. In the event that a SUS Club is not to have renewed recognition, the Vice-President, Administration must communicate potential loss of SUS Club recognition and allow 30 days for the Club to submit documentation to reinstate their standing.
4. In the event that a Club hosts their annual elections at a time other than during March or April, the Club must submit a list of the Club's new executive members, positions, and contact information to the Vice-President, Administration within one (1) week of the election results being certified.

5. For an organization to be recognized as a new SUS Club, the following procedures are to be followed:
 - a. The organization must submit proof of all qualifications enumerated in Section XX, Article 1 to the Clubs Committee;
 - b. The organization must submit additional documents as requested by the Clubs Committee, including but not limited to:
 - i. A letter of purpose and motivation to be recognized as a SUS Club;
 - ii. A list of any additional affiliations to organizations both within and outside of the University; and
 - iii. A list of resources the organization may request from the Society.
 - c. The Clubs Committee must recommend to Council that the organization be recognized as a SUS Club via Resolution; and
 - d. Council must agree to recognize the organization as a SUS Club via a Two-thirds ($\frac{2}{3}$) Resolution.
6. Any organization that does not meet specific requirements enumerated in Section XX, Article 1 may request to the Clubs Committee for special consideration, who may provide remedies pending a Two-thirds ($\frac{2}{3}$) Resolution of Council.
7. Organizations are not required to be an AMS-affiliated Club to be recognized as a SUS Club.
8. Program Clubs may lose SUS Club recognition following a Two-thirds ($\frac{2}{3}$) Resolution of Council brought upon by:
 - a. Submission of resignation of SUS Club standing to the Vice-President, Administration; or
 - b. Failure to respond to communication from SUS for two (2) consecutive years.
9. Non-Program Clubs may lose SUS Club recognition following a Two-thirds ($\frac{2}{3}$) Resolution of Council brought upon by:
 - a. Submission of resignation of SUS Club standing to the VP Administration;
 - b. Maintenance of Tier 3 Designation for six (6) consecutive months; or
 - c. Recommendation by the Clubs Committee.
10. Warnings issued against SUS Clubs must:

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- a. Be issued against SUS Clubs by the VP Administration, the Clubs Committee, or Council in the event of:
 - i. Failure to display proof of the requirements outlined in Section XX, Article 1 to the Society;
 - ii. Missing attendance of at least one Club executive to the Clubs Orientation event;
 - iii. Missing attendance to mandatory Club 1-on-1 meetings with Clubs Commissioners;
 - iv. Failure to respond to required communication from the Society;
 - v. Failure of a Program Club to send an executive representative or their proxy to SUS Council meetings;
 - vi. Misuse of the ALSSC building and resources located within the building;
 - vii. Not arriving to scheduled bookings of the ALSSC;
 - viii. Inappropriate conduct during SUS events;
 - ix. Violations of SUS Governance Documents; or
 - x. Other offenses against the Society, at the discretion of the Clubs Committee;
 - b. Be held on record for a period of 6 months, after which the warning is to be removed by the Clubs Committee; and
 - c. Be communicated to the official SUS Club email on record.
11. More than one warning issued against a SUS Club may be given for the same incident or occurrence.
12. SUS Clubs may appeal warnings to the Clubs Committee who will decide via Resolution on the approval or denial of the appeal from the following documents received from the SUS Club in question:
- a. The date the warning was issued;
 - b. The nature of the warning;
 - c. The original email of the communicated warning; and
 - d. The reasoning for the appeal.
13. SUS Clubs will receive Tier designations as determined by the Clubs Committee, where:
- a. Tier 1 Designation is appointed to Clubs with 1 or fewer warnings;

- b. Tier 2 Designation is appointed to Clubs with exactly 2 warnings;
 - c. Tier 3 Designation is appointed to Clubs with 3 or more warnings; and
 - d. Tier Designation may not be contested but will automatically reflect changes to the number of warnings issued against a Club.
14. The Society must endeavor to offer support to SUS Clubs based on their Tier Designation, where:
- a. A Tier 1 Designation grants:
 - i. Eligibility for free bookings of the ALSSC;
 - ii. Access to full release of approved Grants and Subsidies per the discretion of the VP Finance;
 - iii. Ability to request the promotion of promotional materials on the Society's social media platforms;
 - iv. Collaborative opportunities with the Society;
 - v. Access to "boothing" resources and the right to booth in front of the ALSSC when the space is available;
 - vi. Access to all Society events hosted for SUS Clubs; and
 - vii. Access to photographer and videographer bookings.
 - b. Tier 2 Designation grants:
 - i. At-cost booking of the ALSSC;
 - ii. Access to 60% of the maximum funds possible from approved Budgets, Grants and Subsidies Committee per the discretion of the VP Finance;
 - iii. Ability to request the promotion of promotional materials on the Society's social media platforms;
 - iv. Collaborative opportunities with the Society;
 - v. Access to "boothing" resources and the right to booth in front of the ALSSC when the space is available; and
 - vi. Access to all Society events hosted for SUS Clubs; and
 - c. No benefits may be offered to Clubs with Tier 3 Designation.

Section XXI: Staff Recruitment Policy

1. The Spring Hiring Period is to occur in May and June, during which the following Staff positions are to be hired:
 - a. The Speaker;
 - b. The Senior Internal Director;
 - c. Associate Vice-Presidents and Assistants to the President;
 - d. The Elections Chair(s);
 - e. The SUS Tutoring Program Director(s);
 - f. The Building Managers;
 - g. The Building Supervisors;
 - h. The Clubs Commissioner(s);
 - i. The members of the Productions Committee outlined in Section X, Article 7(a);
 - j. Chairs of Committees; and
 - k. Coordinators of Committees, at the discretion of their respective Executive.
2. The Fall Hiring Period is to occur in September, during which the Staff positions not listed in Section XXI, Article 1 and any vacant Staff positions are to be hired.
3. The Spring and Fall Hiring Periods are to be coordinated by the Senior Internal Director.
4. Hiring is to be conducted in equity, in fairness, without Conflicts of Interest, and in accordance with Section XIX, Article 10.
5. All applications for Staff positions must include the following:
 - a. A resume;
 - b. A cover letter; and
 - c. An interview of the applicant.
6. Executives have the right to add additional steps to applications for specific positions beyond those listed in Section XXI, Article 5.
7. All Staff appointments must be approved by a Two-thirds ($\frac{2}{3}$) Resolution of Council upon recommendation by one or more of the Executives.
8. The onboarding process of all Staff members is to be standardized across the Society, with the exception of position-specific duties, and the onboarding process must be reviewed by the Executives and the Senior Internal Director each year.

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9. All Staff members must participate in the onboarding process and must agree to any documents or agreements listed by the Human Resources Committee.
10. Staff positions must first be given to Members of the Society as defined in Bylaw 2, and in the event that no Members of the Society apply for a Staff position, the position may be offered to UBC students who are not Members of the Society.

Section XXII: Transitions Policy

1. The following Staff members and elected officials must prepare a transition report before the last day of classes of the Winter Session:
 - a. All Executives;
 - b. All Councillors;
 - c. All AMS Representatives;
 - d. The Speaker;
 - e. The Senior Internal Director;
 - f. All Associate Vice-Presidents and Assistants to the President;
 - g. The Elections Chair(s);
 - h. The SUS Tutoring Program Director(s);
 - i. The Building Managers;
 - j. The Clubs Commissioner(s); and
 - k. All Chairs of Committees.
2. Other Staff not listed in Section XXII, Article 1 are permitted to prepare transition reports if they choose to do so.
3. All transition reports must be confidential.
4. Staff and Councillor transition reports must be stored by the Associate Vice-President(s), Administration.
5. Executive and AMS Representative transition reports must be stored in the Executive's or AMS Representative's official account and the President's account.
6. Transition reports must include:
 - a. Passwords to emails or accounts relevant to the position;
 - b. Important contact information, including the previous Staff member's or elected official's;
 - c. A summary of the strengths and weaknesses of the activities of the previous year performed by the Staff member or elected official;
 - d. Descriptions of ongoing projects that must be completed; and
 - e. Details around confidential protocols.
7. Either a transition report or a manual for Staff or elected positions must include:

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- a. Responsibilities of the position;
- b. Protocols and Procedures for how to complete those responsibilities;
- c. An annual timeline for important dates; and
- d. General advice for an individual in the position.

Section XXIII: Financial Policy

1. At least \$2 per Member of the Society must be allocated toward Club grants.
2. At least \$9 per Member of the Society must be allocated toward paying the mortgage of the ALSSC, until such mortgage is paid in full.
3. Reimbursements for purchases made by Staff members or others making purchases on behalf of the Society must be submitted to the VP Finance before the end of the current Winter Session.
4. All budget amendments, including intra-portfolio budget amendments, must be submitted to the Budgets, Grants and Subsidies Committee for review and to Council for approval.

Section XXIV: Awards Policy

1. Members of the Society are to be eligible to be nominated the following Science Student Recognition Awards that are to be adjudicated by the Science Student Recognition Awards Committee:
 - a. Inclusive Action Award;
 - b. Science Student Community Impact Award;
 - c. Student Recognition Comeback of the Year Award;
 - d. Science Student First Year Recognition Award;
 - e. Student Recognition Peer Helper Award; and
 - f. Teaching Assistant Excellence Award.
2. SUS Clubs are eligible to be nominated for the following Science Student Recognition Awards that are to be adjudicated by the Science Student Recognition Awards Committee:
 - a. Club Community Impact Award; and
 - b. Club Dynamic Award.
3. Councillors are eligible to be nominated for the SUS Councillor of the Year Award, which is to be adjudicated by the Science Student Recognition Awards Committee.
4. The Society is to offer the SUS Staff Member of the Year Award to the Staff member who receives the most nominations.
5. The Society is to offer the SUS Club of the Year Award to the SUS Club who receives the most nominations.
6. Adjudicated awards are to be evaluated in equity, fairness, and without Conflict of Interest.
7. No Executive of the Society is permitted to accept any award offered by the Society.

Appendix: Grammar and How to Read the Code of Procedures

Reading the Code of Procedures and other Governance Documents can be tricky. Here's a small guide:

- Each Section is numbered with Roman Numerals.
- Each Section is made up of articles, which are labelled as “1, 2, 3, etc.” Each article is supposed to be one sentence.
- Some articles have points underneath them that are labelled with “a, b, c, etc.” These are read as “Article 2(a)” for example, and are separated by semi-colons (;).
- There are some instances of further nested points in the Code of Procedures. These would be read as “Section III, Article 7(b)(iii)” for example.
- Please contact the SUS Vice-President, Administration if you have any questions on how to read any SUS Governance Documents.