

A CONSTITUTION

FOR THE SOCIAL SCIENCE STUDENTS' COUNCIL
OF WESTERN UNIVERSITY

MARCH 2024

CONTENTS

Mission

Preamble

1. Mandate

2. Definition and Interpretation

3. Structure of Council

4. Committees of Council

5. Membership on Council

6. Removal of Members

7. Meetings of Council

8. Selections

9. The Constitution

10. By-Laws

MISSION

To ensure the welfare of Social Science students through student-led programming, transparent and fair governance, and the conduct of fair and robust advocacy.

PREAMBLE

Whereas the Social Science Students' Council (SSSC) is mandated to enrich the experience of Social Science students through representation in academic, social, and political respects, both within the Faculty of Social Science and in the larger Western community:

1. MANDATE

- 1.1. The SSSC will enrich the experience of Social Science students through:
 - 1.1.1. Fair representation elected by Social Science students;
 - 1.1.2. The creation and maintenance of initiatives for student engagement;
 - 1.1.3. The mobilization of student voices;
 - 1.1.4. The appropriate and responsible allocation of funds for the benefit of Social Science students; and,
 - 1.1.5. Acting as an accessible and visible representative body for Social Science students.

2. DEFINITION AND INTERPRETATION

- 2.1. In this Constitution and in all other documents and bylaws, unless stated otherwise:
 - 2.1.1. **“Academic Year”** refers to an Academic Year as defined by the Western Academic Calendar;
 - 2.1.2. **“Ad-Hoc”** refers to a temporary committee formed to address a specific issue;
 - 2.1.3. **“All-Candidates Meeting”** refers to a meeting called by a Returning Officer attended by persons eligible for election;
 - 2.1.4. **“Council”** refers to members defined as such in this Constitution;

- 2.1.5. **“Executive”** refers to members defined as such in this Constitution;
- 2.1.6. **“Quorum”** refers to the presence of fifty-percent plus one (50%+1) of voting members of the SSSC at meeting of Council;
- 2.1.7. **“Meeting of Council”** refers to a meeting that is not the Annual General Meeting, where:
 - 2.1.7.1. **“Annual General Meeting”** (AGM) refers to a meeting of Council in which an existing Council is dissolved, and the most recently elected Council is ratified;
 - 2.1.7.2. **“Emergency Meeting”** refers to a meeting of Council called unexpectedly.
- 2.1.8. **“Ex-Officio”** refers to a member who holds a position by virtue of office;
- 2.1.9. **“Simple Majority”** refers to a vote by more than one-half of the persons present and entitled to vote, excluding blanks and abstentions;
- 2.1.10. **“SSSC”** refers to the Social Science Students’ Council;
- 2.1.11. **“Social Science Student”** refers to any person registered as a full-time or part-time (3.0 credits) undergraduate student enrolled in the Faculty of Social Science for either, or both, the fall or winter terms, or;
 - 2.1.11.1. A student registered in no less than 2.0 Social Science credits given consent of the Executive upon consultation with the office of the Dean;
- 2.1.12. **“Member-at-large”** refers to a Social Science student who is not defined as holding Moving or Voting Rights under provision of this Constitution;
- 2.1.13. **“Two-Thirds (2/3) vote”** refers to a vote by at least two-thirds of the persons present and entitled to vote, excluding blanks and abstentions;
- 2.1.14. **“Signing Authority”** refers to the power to authorize expenditures;
- 2.1.15. **“Moving Rights”** refers to the right to move, second, raise a point of order, or debate a motion;
- 2.1.16. **“Recognition Rights”** refers to the right to debate a motion;
- 2.1.17. **“Voting Rights”** refers to the right to hold Moving Rights and to provide or withhold a vote on a motion, bylaw, or other action of a body of the

SSSC, under a Simple Majority, Two-Thirds Vote, or other instance as defined by this Constitution or provision of the Council; and,

2.1.18. “**Voting Member**” refers to a member of Council granted Voting Rights.

3. STRUCTURE OF COUNCIL

- 3.1. The Council shall comprise of all voting and non-voting members of the Council.
- 3.2. The Council shall facilitate standing committees, including:
 - 3.2.1. Executive Committee;
 - 3.2.2. Finance and Student Donations Fund Committee;
 - 3.2.3. Honoraria Committee; and,
 - 3.2.4. First Year Representative Hiring Committee
- 3.3. The Council shall comprise of any other body, ad hoc Committee, or working group as mandated by the Council or Executive.

4. COMMITTEES OF COUNCIL

- 4.1. The Council may create or dissolve ad hoc committees composed at its discretion.
- 4.2. Committees shall be granted a Chair by Council or the Executive through which matters of Committee will be communicated to Council.
- 4.3. The Speaker shall define voting processes and the terms of conflicts of interest on an Honoraria Committee or an ad hoc committee or body created for the purpose of the distribution of Honoraria.

5. MEMBERSHIP ON COUNCIL

- 5.1. Members of Council elected or hired internally must be Social Science students.
- 5.2. Members of Council shall comprise Social Science students granted Moving Rights, Recognition Rights, Voting Rights, Signing Authority, or any combination thereof, as defined in this Constitution.
- 5.3. The Executive shall be comprised of six (6) members of Council:
 - 5.3.1. The President;
 - 5.3.2. The Vice-President of Governance and Finance;

- 5.3.3. The Vice-President of Academics;
 - 5.3.4. The Vice-President of Student Events;
 - 5.3.5. The Vice-President of Communications; and,
 - 5.3.6. The Vice-President of Advocacy.
- 5.4. There shall be no less than one (1) Associate Vice-President allocated to the following portfolios:
- 5.4.1. Associate Vice President, Internal Affairs;
 - 5.4.2. Associate Vice-President, Advocacy;
 - 5.4.3. Associate Vice-President, Finance;
 - 5.4.4. Associate Vice-President, Academics;
 - 5.4.5. Associate Vice-President, Student Events; and,
 - 5.4.6. Associate Vice-President, Communications.
- 5.5. Members of Council granted Voting Rights include:
- 5.5.1. The President;
 - 5.5.2. The Vice-President of Academics;
 - 5.5.3. The Vice-President of Student Events;
 - 5.5.4. The Vice-President of Advocacy;
 - 5.5.5. Department Representatives;
 - 5.5.6. Social Science Senators;
 - 5.5.7. University Students' Council Councillors assigned to the Social Science Student Council; and,
 - 5.5.8. First Year Representatives (under 5.13).
- 5.6. Members of Council granted Moving Rights include:
- 5.6.1. The Soph Team Relations Coordinator.
 - 5.6.2. Associate Vice-Presidents not included under section 5.5 of this Constitution;
- 5.7. Members of Council granted Recognition Rights include:
- 5.7.1. Student Voice Representatives;
 - 5.7.2. The Social Science Head Soph; and,
 - 5.7.3. Members-at-large.
- 5.8. Members of Council granted Signing Authority include:

- 5.8.1. The President;
 - 5.8.2. The Vice-President of Governance and Finance; and,
 - 5.8.3. The Vice-President of Events.
- 5.9. Members of Council may choose to designate their Rights (under 5.5-5.7, excluding Signing Authority) to a proxy on a limited basis given notice to the Speaker, Secretary, or a representative of the Executive.
- 5.10. No Member of Council with Signing Authority may authorize an expenditure without the consent of the President.
- 5.11. No Member of Council will engage the Council in a contract exceeding the length of their term in office, unless a two-thirds vote to that effect is passed at a Meeting of Council.
- 5.12. There shall be eleven (11) elected Department Representatives:
- 5.12.1. One (1) Anthropology Representative;
 - 5.12.2. One (1) Economics Representative;
 - 5.12.3. One (1) Indigenous Studies Representative;
 - 5.12.4. One (1) Geography Representative;
 - 5.12.5. One (1) History Representative;
 - 5.12.6. Two (2) Management and Organizational Studies Representatives;
 - 5.12.7. One (1) Political Science Representative;
 - 5.12.8. One (1) Psychology Representative;
 - 5.12.9. One (1) Sociology Representative; and,
 - 5.12.10. One (1) Gender, Sexuality, and Women's Studies.
- 5.13. There shall be twelve (12) first-year representatives, hired or elected through any means at the discretion of the Executive or a committee struck by council.
- 5.14. There shall be external representation from the University Students' Council and Senate, appointed or selected by their respective Council, typically:
- 5.14.1. Eight (8) University Students' Council Councillors; and,
 - 5.14.2. Two (2) Social Science Senators.
- 5.15. There shall be two (2) Administrative Officers of the Council:
- 5.15.1. One (1) Speaker of the Council; and,
 - 5.15.2. One (1) Secretary.

- 5.16. There shall typically be a series of coordinators and others hired by the Executive, working under the following portfolios:
- 5.16.1. Academics;
 - 5.16.1.1. Conference Coordinator(s).
 - 5.16.2. Advocacy;
 - 5.16.2.1. Engagement Coordinator(s); and,
 - 5.16.2.2. Policy Research Analyst(s).
 - 5.16.3. Governance
 - 5.16.3.1. Speaker;
 - 5.16.3.2. Secretary; and,
 - 5.16.3.3. First Year Representative Coordinator.
 - 5.16.4. Finance;
 - 5.16.4.1. No less than two (2) Finance Coordinator(s).
 - 5.16.5. Student Events;
 - 5.16.5.1. Charity Events Commissioner(s);
 - 5.16.5.2. Social Events Commissioner(s);
 - 5.16.5.3. Impact Events Commissioner(s);
 - 5.16.5.4. Student Appreciation Commissioner(s);
 - 5.16.5.5. Wellness Events Coordinator(s); and
 - 5.16.5.6. One (1) Soph Team Relations Coordinator.
 - 5.16.6. Communications;
 - 5.16.6.1. Content Coordinator(s);
 - 5.16.6.2. One (1) Multimedia Coordinator;
 - 5.16.6.3. Photographer(s); and,
 - 5.16.6.4. Videographer(s).
- 5.17. No Member of Council granted Voting Rights may be awarded more than one vote on any matter before Council.

6. REMOVAL OF MEMBERS

- 6.1. A Member of Council may be removed from one or more roles on Council, or from the Council entirely, for any of the following reasons:

- 6.1.1. Poor attendance;
 - 6.1.2. Theft, fraud, embezzlement of funds;
 - 6.1.3. Failure to fulfill their duties defined by [Roles and Responsibilities](#);
 - 6.1.4. Failure to abide by the Community Standards Policy; or,
 - 6.1.5. Any other just cause determined by the Council or Executive.
- 6.2. The Executive may remove any elected or unelected Member of Council, abiding by the conventions of this Constitution.
- 6.3. The Executive shall provide the opportunity for a member to address the Executive at any time prior to a vote or decision to remove that member from Council.
- 6.4. Any Member of Council may voluntarily remove themselves from their roles.
- 6.5. The Executive will enforce a demerit system, wherein:
 - 6.5.1. The Executive shall make known Members or positions on Council that are expected to attend Meetings of Council.
 - 6.5.2. When a Member is absent without regrets or proxy, the AVP, Internal Affairs will issue one (1) demerit.
 - 6.5.3. After the accumulation of two (2) demerits, a Member will receive a written warning from the AVP, Internal Affairs or President.
 - 6.5.4. After the accumulation of three (3) or more demerits, a Member will enter a forfeiture process (6.7).
- 6.6. The Executive or the President will receive and review reports of violations of the Community Standards Policy.
 - 6.6.1. Any Member who is found to have violated the *Community Standards Policy* will enter a forfeiture process.
- 6.7. The Executive will enforce a forfeiture process, where:
 - 6.7.1. Members will address the Executive, answering questions posed.
 - 6.7.2. Members will wherever possible engage in constructive dialogue.
 - 6.7.3. Members will be deliberated upon by the Executive, who will decide to remove or retain the Member of Council.
- 6.8. Voting Members of Council may move to remove a Member of the Executive at a Meeting of Council.

- 6.8.1. Such a motion must be proposed before the beginning of the Meeting of Council, by giving notice to the Speaker or President to include the motion on the Meeting Agenda.
- 6.8.2. Such a motion must pass a two-thirds ($\frac{2}{3}$) vote, conducted among Voting Members anonymously.
- 6.8.3. Voting Members of Council who are the object of a motion of impeachment must abstain from voting on the motion.
- 6.8.4. The President shall appoint an individual to fill the role of any impeached member of the Executive. The appointment of a Voting Member of the Executive must pass a simple majority vote.
- 6.8.5. The Vice-President of Finance will temporarily assume the responsibilities of President in the event of the impeachment of the President.
 - 6.8.5.1. The Vice-President of Finance must be confirmed by a simple majority vote of Council at the meeting of or immediately following the impeachment of the former President in order to remain President for the remainder of the term.
 - 6.8.5.2. In the event the Vice-President of Finance fails to be confirmed or does not wish to be President, the Chief Returning Officer will call an election at their discretion to elect a new President, according to the provisions of the *Internal Elections Policy*.

7. MEETINGS OF COUNCIL

- 7.1. The SSSC shall meet at-large at a minimum of once (1) monthly during the Academic Year following the first meeting of Council, where:
 - 7.1.1. Members are informed of meetings no less than forty-eight (48) hours in advance, except in the case of an emergency meeting requiring twenty-four (24) hours notice; and,
 - 7.1.2. Members inform the Secretary of an expected absence no less than twenty-four (24) hours prior to the meeting with acceptable rationale.
- 7.2. Committees of Council are required to meet, where:
 - 7.2.1. Members of the Committee are expected to attend all meetings;

- 7.2.2. Members are informed of meetings no less than forty-eight (48) hours in advance; and,
- 7.2.3. Members inform the Chair of the committee of an expected absence no less than twenty-four (24) hours prior to the meeting with acceptable rationale.
- 7.3. Acceptable rationale for absence includes but is not limited to:
 - 7.3.1. Class and exam conflicts;
 - 7.3.2. Medical reasons and illness;
 - 7.3.3. Varsity events;
 - 7.3.4. Religious reasons; and,
 - 7.3.5. Compassionate reasons appropriately defended to the AVP, Internal Affairs.
- 7.4. The most current, revised edition of Robert's Rules of Order shall govern meetings of the Council.
- 7.5. The Speaker shall moderate and Chair meetings of Council, discharging their duties neutrally and impartially.
- 7.6. The Speaker shall inform the President and the Vice-President of Governance and Finance should they be unable to attend a meeting.

8. SELECTION OF VICE-PRESIDENTS, ASSOCIATES, COORDINATORS, AND MEMBERS-AT-LARGE

- 8.1. Associate Vice-President and Coordinator applications are to be posted on the SSSC website and/or social media for a minimum of two (2) weeks, or for any length of time during a by-election period.
- 8.2. Interview panels for roles will be created at the discretion of the Executive.
- 8.3. AVPs are to be selected no later than the end of the preceding academic year; should the position remain unfilled by the end of the preceding academic year, applications shall re-open during the following fall by-election.
- 8.4. Executive hiring panels shall consist of the following:

- 8.4.1. The Vice-President of Governance and Finance Hiring Panel shall include:
 - 8.4.1.1. The outgoing President;
 - 8.4.1.2. The incoming President; and,
 - 8.4.1.3. The outgoing Vice-President of Governance and Finance.
- 8.4.2. The Vice-President of Communications Hiring Panel shall include:
 - 8.4.2.1. The outgoing President;
 - 8.4.2.2. The incoming President; and,
 - 8.4.2.3. The outgoing Vice-President of Communications.
- 8.4.3. The Vice-President of Advocacy Hiring Panel shall include:
 - 8.4.3.1. The outgoing President;
 - 8.4.3.2. The incoming President; and,
 - 8.4.3.3. The outgoing Vice-President of Advocacy.
- 8.5. The Vice-President of Governance and Finance shall be selected according to the following:
 - 8.5.1. By virtue of their application;
 - 8.5.2. Participation in an interview; and,
 - 8.5.3. Completion of a written exam.
- 8.6. The Vice-President of Communications shall be selected according to the following:
 - 8.6.1. By virtue of their application;
 - 8.6.2. By submission of a portfolio, at the discretion of the panel;
 - 8.6.3. Participation in an interview.
- 8.7. The Vice-President of Advocacy shall be selected according to the following:
 - 8.7.1. By virtue of their application;
 - 8.7.2. By submission of an event plan; and,
 - 8.7.3. Participation in an interview.
- 8.8. The outgoing Vice-President of Academics and Vice-President of Student Events may review applications and participate in panel deliberation given consent of the incoming President.

9. THE CONSTITUTION

- 9.1. The Constitution shall consist of this document.
- 9.2. Additional subordinate documents outlining the policies of this Council shall be as follows, and where conflicts between them exist, the Constitution will take precedence:
 - 9.2.1. [Roles and Responsibilities](#);
 - 9.2.2. [Community Standards Policy](#);
 - 9.2.3. [Internal Elections Policy](#); and,
 - 9.2.4. [Honoraria Policy](#).
- 9.3. Amendments to the Constitution may be moved at any meeting of Council.
- 9.4. Amendments to the Constitution require a two-thirds majority.
- 9.5. Amendments to the documents included in Article 9.2 require a two-thirds majority.
- 9.6. An affirmative vote of no less than ninety percent (90%) of present voting members is required to amend Article 9 of the Constitution.
- 9.7. Amendments to the Constitution must be distributed to voting members no less than two days in advance of a meeting of Council.

10. BY-LAWS

- 10.1. The SSSC shall be empowered to pass by-laws to this Constitution given a vote of two-thirds, further outlining the procedures and duties of the Council and its constituent committees.
 - 10.1.1. Such by-laws shall be included in this document after the final Article of the Constitution.
- 10.2. Amendments to by-laws may be passed given a vote of two-thirds.