



The Constitution of the Social Science Students' Council  
At the University of Western Ontario  
Updated March 14, 2017 at 8:00pm

1.00 - Mission Statement

1.01 The Social Science Students' Council (SSSC) will strive to enrich the experience of every Social Science student by

- I. representing students on academic, social and political issues within the faculty of Social Science
- II. encouraging and creating student engagement with school activities
- III. appropriately allocating funds to benefit social science students and provide opportunities
- IV. acting as a catalyst of change and influence to improve school experience
- V. being a visible and approachable outlet for students

Through this, the SSSC plans to provide a more united student body and ensure the welfare of every Social Science student.

2.00 Definitions and Interpretations

2.01 In this constitution and all other policies and procedures, unless it is stated otherwise:

- (1) "Academic Year" refers to the fall/winter Academic Year as defined by the Western Academic Calendar;
- (2) "Ad-hoc" refers to a temporary committee formed to address a specific issue;
- (3) "All-candidates Meeting" refers to the meeting attended by eligible persons for election;
- (4) "Council" refers to the members listed under section 5.00 of this constitution;
- (5) "Quorum" refers to the presence of at least fifty percent plus one (50%+1) of voting members at any meeting of Council;
- (6) "Meeting of Council" refers to a meeting that is not the Annual General Meeting, where:
  - (i) "Annual General Meeting (AGM)" refers to a meeting of Council in which the existing Council is dissolved and the most recently elected Council is ratified;
  - (ii) "Duly Called Meeting" refers to a meeting of Council called according to the notice provisions as provided for in this constitution in section 7.00;
  - (iii) "Duly Constituted Meeting" refers to a duly called meeting of Council at which quorum is met;
  - (iv) "Emergency Meeting" refers to a meeting of Council that was unanticipated or called unexpectedly;
- (7) "Ex-Officio" refers to a member who holds a position by virtue of office;
- (8) "Member" refers to a duly elected, acclaimed, or appointed member of the Council, where:
  - (i) "Voting Member" refers to anyone listed in section 5.06;
  - (ii) "Non-voting Member" refers to any member not listed in section 5.06;
- (9) "Observer" refers to any person in attendance at a duly called or duly constituted meeting who is not a member of Council;



- (10) "Person" refers to any individual;
- (11) "Senator" refers to any undergraduate student member of the Senate or the University of Western Ontario;
- (12) "Simple Majority" refers to a vote by more than half of the persons entitled to vote, excluding blanks and abstentions;
- (13) "SSSC" refers to the Social Science Students' Council;
- (14) "Social Science Student" refers to any person registered as a full-time or part-time (3.0 credits) undergraduate student whereas they take a minimum of 2.0 social science credits in the Faculty of Social Science for either, or both of, the fall or winter terms;
- (15) "Member-at-large" refers to a social science student who is not a member of Council as defined in Section 5.00 of this constitution;
- (16) "Two-thirds ( $\frac{2}{3}$ ) vote" refers to a vote by at least two-thirds ( $\frac{2}{3}$ ) of voting members including blanks and abstentions;
- (17) "USC" refers to the University Students' Council;
- (18) "Signing Authority" refers to the discretion to authorize expenditures;
- (19) "Speaking Rights" refers to the ability to speak at any meeting of Council.
- (20) "Proxy" refers to anyone who is appointed or authorized to act for another

2.02 In this constitution and all other policies and procedures:

- (1) Words, phrases, or sentences written in singular form include the plural.

### 3.00 Organizational Powers

3.01 The jurisdiction and powers of the SSSC set forth below have been conferred upon it by the USC.

3.02 The authority of the SSSC shall extend over all undergraduate students registered in the Faculty of Social Science.

### 4.00 Signing Authority (Must be concrete)

4.01 Any purchase made by a member with signing authority shall be made with the prior consent of the President.

4.02 Any member with signing authority making a purchase or signing a contract without the prior consent of the President shall be held personally responsible, financially and otherwise, to the scale of the transaction.

4.03 No member may commit to a contract with a term that exceeds the length of their membership on the Council.

### 5.00 Membership

5.01 The Executive shall be composed of five members:

- I. President
- II. Vice-President Finance
- III. Vice-President Academics
- IV. Vice-President Student Events
- V. Vice-President Communications



5.02 There shall be one (1) Associate Vice-President per-Executive:

- I. Associate Vice-President, President (Chief of Staff)
- II. Associate Vice-President, Finance
- III. Associate Vice-President, Academics
- IV. Associate Vice-President, Student Events
- V. Associate Vice-President, Communications

5.03

(1) There shall be eleven (11) elected Department Representatives, of which there shall be one (1) from each department within the Faculty of Social Science, with the exception of Management and Organization Studies which shall have two (2):

- I. Anthropology
- II. Economics
- III. First Nations Studies
- IV. Geography
- V. History
- VI. Management and Organizational Studies
  - A. One (1) rep from DAN Management (Finance/Accounting/Commercial Aviation Management)
  - B. One (1) rep from DAN Management (Human Resources/Consumer Behaviour/Public Administration)
- VII. Political Science
- VIII. Psychology
- IX. Sociology
- X. Women's Studies and Feminist Research

(2) There shall be one (1) elected Transitional Justice Representative who will hold speaking rights only.

5.04 There shall be external representation from the USC and the Senate.

These members shall be appointed or elected as dictated by the authority of their respective Council:

- I. Ten (10) USC Councillors
- II. Two (2) Social Science Senators
- III. First year representatives, one from each of the following constituencies:
  - a. Delaware Hall
  - b. Elgin Hall
  - c. Essex Hall
  - d. Medway-Sydenham Hall
  - e. Perth Hall
  - f. Saugeen-Maitland Hall
  - g. Ontario Hall
  - h. Off-Campus

5.05 There shall be four (4) Commissioners, with the ability to add more, should the Executive deem it necessary, whose titles shall be:

- I. Charity Commissioner
- II. Internet Commissioner



- III. Graphic Design Commissioner
- III. Student Wellness Commissioner

5.06 There shall be three (3) Administrative Officers whose titles shall be:

- I. Speaker of Council
- II. Chief Returning Officer (CRO)
- III. Secretary

5.07 Additional members of Council shall include:

- I. Social Science Head Soph
- II. Members-At-Large

5.08 Voting Members of the SSSC shall be:

- I. The President, Vice President Academics, and Vice President Events
- II. Department Representatives
- III. Social Science Senators
- IV. Social Science Head Soph
- V. Residence Representatives
- VI. USC Councillors

6.00 Additional Rights

6.01 Signing Authority shall be held by the President, Vice-President of Finance, and Vice President of Events.

6.02 The President may distribute signing authority to other members of the Executive at their discretion

6.03 Speaking Rights shall be given to all voting and nonvoting members of Council (as defined by article 5.00 Membership). These members shall have the right to defer such rights to any Social Science Student or Observers.

7.00 Meetings

7.01 The SSSC shall meet bi-weekly within the duration of the Academic Year following the first meeting of Council, where:

- (1) Members are expected to attend all meetings;
- (2) Members have a right to be informed about meetings at least 48 hours in advance, except for in the case of an emergency meeting which requires 24 hours notice;
- (3) In the event of an expected absence, members must notify the Vice President of Communications 12 hours prior to the meeting with appropriate reasoning;

7.02 The most current revised edition of Robert's Rules of Order shall govern all SSSC meetings.

7.03 The Speaker shall dutifully discharge their responsibilities as a neutral and impartial moderator of Council meetings.

7.04 If the Speaker is unable to attend a meeting, they have the additional responsibility of contacting the President and the CRO

- I. In the event that the CRO is not able to replace the Speaker, the Speaker is responsible for temporarily training another member of Council.

8.00 Elections and Selections



AVPs, commissioners, and members-at-large:

- I. AVP and Commissioner applications are to be posted on the SSSC website for a minimum of two (2) weeks, and the deadline for applications can be extended.
- II. This two-week minimum does not apply during the by-election period.
- III. Interviews are to be facilitated by the Executive who will oversee that position, plus a minimum of one (1) of the following: another Executive member, the CRO or the Chief of Staff.
- IV. AVPs and Commissioners are to be selected no later than the end of the preceding academic year.
- V. In the case positions remain unfilled at the end of the preceding academic year, applications will re-open during the following fall by-election.

8.02 The purpose and spirit of the election guidelines, which will govern all electoral activity, are as follows:

- I. To ensure fairness and democracy;
- II. To provide a manner of balloting that is efficient, effective, impartial and confidential;
- III. To raise the level of debate surrounding student issues;
- IV. To protect the reputation of the SSSC on campus and elsewhere

8.03 The guidelines for eligibility are inspired by the aforementioned principles and are as follows:

- I. Any full-time or part-time Social Science Student registered in a module, or will take a minimum of 2.0 credits in the department they wish to represent is eligible to run as a Department Representative, so long as they remain a Social Science Student during their term in office;
- II. The AGM can be scheduled no later than ten days after the deadline for candidacy declaration.

8.04 The electoral process begins with nominations, which will proceed as follows:

- I. Candidates shall advise the current CRO, or their designate, of their candidacy by completing the appropriate declaration of candidacy form available from the current CRO and submitted the form by the close deadline prescribed by the current CRO;

8.05 Elections shall be administered in the following manner:

- I. Vice-Presidential (excluding Vice Presidents of Finance and Communications), Speaker, and Department Representative elections shall be conducted and supervised by the CRO, in consultation with the President
- II. The current CRO or designate shall:
  - a. Be responsible for holding one All-Candidates Meeting to inform candidates of election guidelines and answer questions from candidates or their proxy;
  - b. Ensure that all materials adhere to the USC Community Standards Policy;
  - c. Be responsible for the composition of the ballot ensuring that only the legal names of the candidates, or a reasonable derivation thereof, appear on the ballot in alphabetical order by last name;
  - d. Provide candidates the opportunity to inspect the ballots;
  - e. Be responsible for the ballot-counting procedure with assistance of an appointed scrutineer;
  - f. Issue official election results to candidates, Council and the media.



8.06 Campaigning shall be carried out by candidates as follows:

- I. The distribution and/or posting of any material by executive candidates designated and/or likely to influence voters shall not take place prior to the designated campaign period;
- II. Campaign activities of executive candidates shall not impede any member of Council from carrying out their designated duties;
- III. No form of campaigning shall be allowed within the SSSC office; Vice-Presidential candidates shall be given a maximum of five minutes per individual speech, followed by a successive fifteen minute question period;
- IV. Department Representatives shall be given a maximum of two minutes per individual speech, followed by a successive ten minute question period;

8.07 No candidate may be deprived of investing money into their campaign, but all expenditures must comply with the following conditions:

- I. The maximum spending limit for Vice-Presidential candidates shall be fifty (50) Canadian dollars per candidate;
- II. The maximum spending limit for Department Representatives shall be twenty (20) Canadian dollars per candidate;
- III. All candidates must submit to the current Speaker or the President original receipts off all expenditures by noon, one day prior to the AGM. Failure to submit receipts as required may result in disqualification. Overspending will result in the disqualification of a candidate.

8.08 Elections of Vice-Presidents (excluding Vice President Finance), The Speaker and Department Representatives shall be by secret paper ballot; where:

- I. Each voting member of the outgoing Council, the President-elect, the incoming USC Councillors and the incoming Social Science Senators shall be entitled to one (1) vote per ballot for any given Vice President/Speaker/Department Representative position;
- II. No member shall cast more than one (1) ballot for each Vice-President, Speaker or Department Representative position;
- III. Voting for Vice-Presidents and the Speaker will proceed by a method of instant-runoff voting by:
  - a. A numbered ballot such that on the preferential ballot for each position, each voter must indicate the order in which they prefer the candidates by placing a numeral '1' beside their first preference, a numeral '2' beside their second preference, in numerical order up to and including the final candidate;
  - b. A ballot is considered spoiled unless it indicates a numeral beside each preference;
  - c. When counting the ballots, in the first count, first preference votes for each candidate are counted;
  - d. If a candidate receives 50% + 1 of the eligible votes cast, that candidate shall be elected.
  - e. Where the top place candidate fails to achieve 50% + 1, the second choice votes of the candidate finishing last in that round of ballot counting shall be reassigned accordingly. This process is repeated until one candidate receives the majority of the highest preferences remaining on the ballots;
  - f. If two (2) or more candidates are tied for the least popular position, those candidates



shall be redistributed accordingly;

g. Tie result - In the event of a tie, whenever possible, tie shall be resolved in favour of the candidate with the most first place votes;

h. Tie result - If where the election outcome cannot be resolved by the method outlined above, the election shall be resolved by the current Speaker of Council

V. The proper voting procedures will be explained prior to the commencement of voting;

VI. Each Vice-President/Speaker/ Department Representative candidate may designate an agent to act as their scrutineer during the counting of the ballots;

VII. All ballots shall be counted after all voting has concluded;

VIII. Should a member of Council have both an outgoing voting position and incoming voting position at the time of the AGM, the individual can appoint a proxy to cast one of their assigned ballots.

IX. Vice-Presidential elections shall take place during the AGM of the SSSC in accordance with the procedures outlined in this section;

X. The Speaker election shall take place during the first meeting of the newly elected SSSC in accordance with the procedures outlined in this section;

XI. Department Representative elections shall take place during the AGM of the SSSC in accordance with the procedures outlined in this section.

8.09 Violations and Disqualifications shall proceed as follows:

I. The CRO shall be responsible for determining if a violation has occurred in accordance with this section;

II. A violation is any act which contravenes any policies or expectations upon the candidate as well as any act that fails to comply with the spirit and purpose of this elections code, as determined by the CRO;

III. In the event of a violation, the CRO, in consultation with the President, will request a meeting with the accused to discuss the appropriate course of action including suspending campaigning (partially or completely), presenting violations to Council at the AGM, and/or disqualification.

8.10 The Executive hiring panels will have the following composition:

I. The Vice-President Finance Hiring Panel

a) Outgoing President,

b) Incoming President,

c) Outgoing Vice-President Finance,

d) Associate Dean,

e) An Incoming USC Councillor to be selected through an internal election at the

AGM.

II. The Vice-President Communications Hiring Panel

a) Outgoing President,

b) Incoming President,

c) Outgoing Vice-President Communications,

d) Associate Dean,

e) An Incoming USC Councillor to be selected through an internal election at the

AGM.



III. The incoming VP Academics and the VP Student Events may serve as resource members in reviewing applications and participating in panel deliberation for both hiring processes.

8.11 The Vice-President Finance shall be selected as follows:

I. The Vice-President Finance Hiring Panel shall be selected by:

- a) virtue of an application
- b) completion of a finance exam
- c) Committee selection for ratification by consensus; should the Committee be unable to reach consensus, selection will enter ranked ballot voting procedure
- d) an interview process to present to the Panel;

II. This individual will become the Vice-President Finance pending a 2/3 vote of confidence from Council.

III. In the event that the individual fails to win 2/3 of the vote, the process outlined in this above section must be repeated.

8.12 The Vice-President Communications shall be selected as follows:

I. The Vice-President Communications Hiring Panel shall be selected by:

- a) virtue of an application
- b) the completion of a proposal administered by the panel
- c) Committee selection for ratification by consensus; should the Committee be unable to reach consensus, selection will enter ranked ballot voting procedure
- d) an interview process to present to the Panel;

II. This individual will become the Vice-President Communications pending a 2/3 vote of confidence from Council.

III. In the event that the individual fails to win 2/3 of the vote, the process outlined in this above section must be repeated.

9.00 Committees of Council

9.01 There are nine standing committees of Council, consisting of the following:

- I. Executive Committee;
- II. Departmental Committee;
- III. Communications Committee;
- IV. Finance Committee;
- V. Student Events Committee;
- VI. Internal Review Committee;
- VII. Student Donations Fund;
- VIII. Charity Committee;
- IX. Honoraria Committee
- X. Academic Conference Committee





Removed Nominating Committee, First Year Committee, Elections Committee, and Presidential Advisory Committee

9.02 The members may, by a resolution of Council, create or dissolve standing Committees and Adhoc Committees to most accurately reflect the needs and objectives of Council.

9.03 The composition and procedures of each committee shall be outlined in the SSSC Committee Composition By-law.

9.04 Membership in all SSSC Committees shall be ratified by Council no later than October 31st.

9.05 Each Committee shall report through its chairperson to Council on all matters referred to or otherwise dealt with by the respective Committee.

9.06 Honoraria Committee

1. The speaker must outline during the pre-voting process the terms of a conflict of interest and provide opportunity for any nominees to declare a conflict of interest.

10.00: Demerit System

10.01: In order to maintain Council engagement and attendance, a demerit system will recognize the scale of commitment amongst Council members that must be maintained.

10.02 Demerit points will be issued on the level of severity of absentees and its implicit effect on the organization.

- I. In the event that a Council member misses one (1) office hour per week, the responsible member will be issued 0.25 demerit points.
- II. In the event that a Council member misses a scheduled Council meeting, with regrets, the responsible member will be issued 0.50 demerit points.
- III. In the event that a Council member misses a scheduled Council meeting, without regrets, the responsible member will be issued 1.0 demerit points.

11.00 Impeachment and Forfeiture

11.01 Any member of the SSSC provides grounds for impeachment when they fail to fulfil their duties as defined by this constitution and/or its by-laws

11.02 Members are allowed three (3) demerit points where 12 hours notice was not provided, at which point the individual in question is obligated to meet with the Executive to discuss the removal procedure, which the Executive may or may not pursue.

- I. After accumulating two (2) demerit points, the absentee Council member will receive a warning from the Vice-President Communications
- II. After accumulating three (3) demerit points, the absentee Council member will receive a notice from the Vice-President Communications issuing a request for a meeting with the executive;
- III. At that meeting, the absentee Council member will have five (5) minutes to offer a position on their defence, followed by time for questions from the executive;
- IV. The executive will then deliberate and send a written decision to the absentee Council member within seventy-two (72) hours.



11.03 If a member behaves in a way that is seen to be in contradiction with the values of Council:

- I. The Council member will receive a notice from the Vice-President Communications issuing a request for a meeting with the executive;
- II. At that meeting, the Council member will have five (5) minutes to offer a position on their defence, followed by time for questions from the executive;
- III. The executive will then deliberate and send a written decision to the Council member within seventy-two (72) hours.

11.04 In the event of a removal, a three (3) step process will ensue to replace the vacancy.

- I. In the event of a removal, the Executive is responsible for facilitating a process for the replacement of the position
- II. If the removed member was previously elected by Council, the new member must be ratified by two-thirds ( $\frac{2}{3}$ ).

12.00. Removal of an Executive Member

12.01 The impeachment process takes place in two (2) steps. The first is the initiation of the impeachment process, by which it is resolved that a vote to impeach will come before the Council. The second is the impeachment vote itself, which must go before Council

12.02 The member shall be notified in writing no later than twenty-four hours prior to the impeachment vote, and shall be given the opportunity to provide an explanation to Council before the vote is cast

12.03 All votes of impeachment, as well as votes to initiate the impeachment process, must be conducted by secret ballot

12.04 All votes of impeachment require a two-thirds majority of Council. Such a motion shall be moved only once for each occurrence of each offense

12.05 Impeachment of members of the Executive shall proceed as follows:

- I. The impeachment process of any Executive member must be initiated either by the passing of a motion in Council, or by a resolution from the remaining members of the Executive;
- II. In the event of the impeachment of an Executive member, the President is responsible for appointing a replacement for the vacated position. This will be an interim position, lasting until April 1st;
- III. In the event of the President's impeachment, the Vice-President Finance assumes the responsibilities of the President in the interim in addition to his prior responsibilities as VP Finance, until a two-thirds vote at the next available meeting of Council to confirm them as President;
- IV. In the event the Vice-President Finance is not ratified, the Vice-President Finance will remain as interim President until the following meeting of Council, where an election will take place as directed by the CRO where any voting-member is eligible to run.

12.06 Any member who forfeits their position on the SSSC must do so by addressing a signed declaration to the President. The vacated position shall be filled by the same procedure as dictated in the aforementioned provisions.

13.00 Amendments



- 13.01 Amendments to this constitution may be made at any general meeting of Council.
- 13.02 Amendments to this constitution require a two-thirds ( $\frac{2}{3}$ ) majority of all voting members of Council present at a meeting-of- Council.
- 13.03 An affirmative vote of at least ninety percent (90%) of all voting members present is required to amend the amending formula.
- 13.04 Amendments must be formally announced at least one week in advance, and properly distributed to Council.
- 13.05 Amendments that are not posted a week in advance will require a  $\frac{2}{3}$  vote to pass.

#### 14.00 By-laws

- 14.01 The SSSC shall be empowered to establish, amend, and enact by-laws to this constitution that further outline procedures and duties of the Council and its constituent committees.
- 14.02 Amendments to the by-laws may be passed by a two-thirds ( $\frac{2}{3}$ ) majority, following appropriate discussion. Such amendments will take effect immediately upon SSSC approval.