

THE CONSTITUTION OF THE OUTCROP CLUB OF WESTERN UNIVERSITY

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Article 1 – Introduction

- 1.1 The body’s official name will be the The Outcrop Club. No other name will be used in the representation of the body.
- 1.2 This document represents the sole constitution of the Outcrop Club.
- 1.3 In this constitution, unless it is stated otherwise:
 - 1.3.1 “Outcrop” will refer to The Outcrop Club of Western University;
 - 1.3.2 “Executive board” will refer to the governing body of Outcrop as defined in Article 4 of this document;
 - 1.3.3 “Executive meeting” will refer to a meeting of the Outcrop executive board;
 - 1.3.4 “Members” will refer to all those who qualify as members of Outcrop under the requirements of the constitution, as defined in Article 3 of this document;

- 1.3.5 “General meeting” will refer to a meeting open to all members of Outcrop;
 - 1.3.6 “Signing authority” will refer to the authority to approve and sign for a withdrawal of funds from the Outcrop treasury;
 - 1.3.7 “Simple majority” will refer to a vote of more than fifty percent of the persons entitled to vote, excluding blanks and abstentions;
 - 1.3.8 “Two-thirds majority” will refer to a vote by at least two-thirds of persons entitled to vote, excluding blanks and abstentions;
 - 1.3.9 “The department” will refer to the Earth Sciences Department for Western University;
 - 1.3.10 “The faculty” will refer to the Faculty of Science for Western University;
 - 1.3.11 “USC” will refer to the University Student’s Council for Western University;
 - 1.3.12 “UWO” or “the university” will refer to Western University;
 - 1.3.13 “Term of office” will refer to the period from May 1st until April 30th of the following year; and,
 - 1.3.14 “Member(s) in good standing” will refer to Outcrop members in good standing with Western University with regards to their codes of student conduct.
- 1.4 Where in this document the terms 'him', 'her', 'he' and/or 'she' are used, they are to refer equally to either gender.

Article 2 – Mandate

- 2.1 Outcrop has been established to enhance the university experience of students within the Department of Earth Sciences at Western University, by:

- 2.1.1 Providing members with representation within the university community at the discretion of the executive board;
- 2.1.2 Providing students with representation within the Department of Earth Sciences at the discretion of the executive board; and,
- 2.1.3 Providing members with opportunities to interact with other members in academic and social settings.

Article 3 – Membership

- 3.1 All undergraduate students registered to courses within Western University’s Department of Earth Sciences are eligible to be members of Outcrop, that is any student who is registered to courses related to a degree as stated by the department under the university’s academic calendar. Eligibility as determined and verified by the department.
- 3.2 All members who have completed their first year of undergraduate study possess voting privileges.
- 3.3 Any member who has completed their first year of undergraduate study is eligible to hold a voting position on the executive board.
- 3.4 Members are required to pay an annual fee.

Article 4 – Executive Board

- 4.1 The executive board of Outcrop will consist of the following:
 - 4.1.1 President;
 - 4.1.2 Vice-President;
 - 4.1.3 Treasurer;
 - 4.1.4 Secretary;
 - 4.1.5 Events Coordinator;
 - 4.1.6 Communications Representatives;
 - 4.1.7 Second Year Representative; and,

- 4.1.8 Science Council Representative.
- 4.2 Responsibilities of a single executive board position may not be shared by more than one person unless otherwise stated.
- 4.3 The responsibilities of the executive board are as follows:
 - 4.3.1 The President will:
 - 4.3.1.1 Oversee the other members of the Outcrop executive board in fulfilling their responsibilities;
 - 4.3.1.2 Chair all executive or general Outcrop meetings;
 - 4.3.1.3 Have signing authority for Outcrop; and,
 - 4.3.1.4 Represent Outcrop in faculty meetings with the department.
 - 4.3.2 The Vice-President will:
 - 4.3.2.1 Assist the President in his or her duties;
 - 4.3.2.2 Assume all powers of the President in his absence or following his resignation or impeachment;
 - 4.3.2.3 Maintain a complete and up to date list of voting members of Outcrop.
 - 4.3.3 The Treasurer will:
 - 4.3.3.1 Be responsible for overseeing all financial dealings of Outcrop and that Outcrop follows the guidelines regarding finance as stated by the department;
 - 4.3.3.2 Keep complete and accurate records of all financial dealings of Outcrop; and,
 - 4.3.3.3 Have signing authority for Outcrop.

4.3.4 The Secretary will:

- 4.3.4.1 Be responsible for recording the minutes of all meetings;
- 4.3.4.2 Keep complete and accurate records of all written dealings with outside groups and organizations;
- 4.3.4.3 Keep complete and accurate records of attendance at all general and executive meetings;
- 4.3.4.4 Be responsible for ensuring weekly colloquium talks, run by the department, are managed by either themselves or other members of the executive board; and,
- 4.3.4.4 Post minutes from weekly meetings to the Outcrop website.

4.3.5 The Events Coordinator will:

- 4.3.5.1 Be responsible for the organization of Outcrop endorsed sports activities;
- 4.3.5.2 Be responsible for the coordination of fundraiser events for Outcrop; and,
- 4.3.5.3 Be responsible for the organization and planning around the department's annual "Geoball" formal.

4.3.6 Communications Representative will:

- 4.3.6.1 Be responsible for the communications of executive and department decisions to all members of Outcrop and/or the general public; and,
- 4.3.6.2 Maintain constant management of all Outcrop forms of social media.

4.3.7 Second Year Representative will:

4.3.7.1 Be responsible for representing the second year students in getting them involved with the Outcrop and encouraging people entering the department to get involved with department activities.

4.3.8 The Science Council Representative will:

4.3.8.1 Be responsible for representing Outcrop at any executive meetings run by the Science Student's Council (SSC).

4.4 In the event of a vacancy in an elected executive board position, the remaining members of the Outcrop executive board will select a temporary replacement until an election can take place.

4.5 Executive board members must be members of Outcrop.

Article 5 – Finances

5.1 Outcrop will have an annual membership fee, which is to be determined at the first meeting of the executive board in the winter term.

5.2 Any expenditure must be submitted to the Outcrop treasurer who will report it during the next executive meeting.

5.3 Any expenditure must be voted on and approved by the executive board and the department's financial advisor.

5.4 Any money will be used solely to fund projects which fall under the mandate of Outcrop.

5.5 All Outcrop funds must be kept in a Department of Earth Sciences operating account reserved for the Outcrop club alone (Outcrop operating account). The oversight of the Outcrop operating account is the responsibility of the Department's Administrative Officer and Financial Assistant. Any withdrawal of funds from that account will be made with the approval of the two members with signing authority for Outcrop and in accordance with the Department's standard

accounting practices. “Petty Cash” for Outcrop will also be controlled by the Department.

- 5.6 Any surplus at the end of the executive board’s term of office will remain in the Outcrop operating account for management by the incoming executive board.

Article 6 – Meetings

6.1 General Meetings

- 6.1.1 At least one general meeting will be held during the school year.
- 6.1.2 All members of Outcrop may attend a general meeting.
- 6.1.3 Members will be informed of each of these meetings at least seven days in advance.

6.2 Executive board Meetings

- 6.2.1 At least one executive board meeting will be held each week during the school year.
- 6.2.2 All members of the executive board must attend each executive meeting.
- 6.2.3 Any member of the executive board who will be absent for an executive meeting will inform the meeting chair beforehand.
- 6.2.4 Any person wishing to present a request or petition to Outcrop may attend the executive meeting with approval of at least one member of the executive board. That person may be asked to leave the meeting once the request has been heard and prior to the executive board’s vote on the issue, if required.
- 6.2.5 All members of the executive board, with the exception of the meeting chair, may vote during executive meeting proceedings.

- 6.2.5.1 Voting members may choose to abstain from any vote if they desire to do so.
- 6.2.6 Only members of the executive board may put forward a motion. The motion may be debated and voted on, or deferred to the next meeting.
- 6.2.7 Approval of a motion requires the support of simple majority.
 - 6.2.7.1 In the case of a tied vote, the meeting chair will cast the deciding vote.
- 6.2.8 Any meeting must meet quorum in order to proceed. More than fifty percent of the voting members of the executive board will constitute quorum.

Article 7 – Elections

- 7.1 The President of the executive board will chair the operation of elections. The responsibilities of the elections chair will include, but are not limited to:
 - 7.1.1 The call for nominations and the announcement of official results;
 - 7.1.2 The administration of speeches, campaigning and balloting;
 - 7.1.3 The composition of the official ballot; and,
 - 7.1.4 The ballot counting procedure.
- 7.2 The elections chair will not be eligible to be nominated for any positions.
- 7.3 If all members of the current executive board wish to rerun for a position, the election operations will fall to the current graduating member of the executive board.
- 7.4 If there is no graduating member of the executive board for a given year, the executive board will appoint a member of good standing to work alongside the department to follow through with the outlined election procedure.

7.5 The nomination period must be open for two weeks beginning on the 1st of March and concluding on the 15th of March. The nomination period must remain open for the entire two week period. The voting period will be held immediately on the following two (2) days, where members can vote for their preferred candidate.. The voting period must be held before, and conclude, prior to the last day of classes for the spring term.

7.6 Candidate Eligibility

7.6.1 All candidates are subject to membership requirements as stated in Article 3 of this constitution.

7.6.2 Candidates must be planning to be a full or part-time undergraduate student at the university for the duration of the term of office relating to the position for which they are running.

7.6.3 Individuals may only be nominated for a single position.

7.6.4 Nominations for candidates will be valid only if the required nomination form has been submitted on time to the elections chair and has been filled out completely and accurately.

7.6.5 Executive position are open to all current members of the Outcrop Club with the following exceptions:

7.6.5.1 The position of President and Vice President will only be open to current members of the executive board.

7.6.5.2 In the event of there being no current executive members showing interest in running for the position(s) of President or Vice President, the positions will be open to all current members of the Outcrop Club.

7.6.5.3 The position of Science Council Representative is the appointed representative for the department as selected by the Science Student's Council. To be eligible for this position, science faculty students must apply and adhere

to the election process determined by the Science Student's Council. This process is not conducted by the Outcrop Club. Refer to the Science Student's Council for application.

- 7.6.5.4 The position of Second Year Representative will be open only to members entering their second year of a program in the Earth Science's Department. Nominations for the second year representative will be held during the first two (2) weeks of class in September, beginning on the first full day of classes. Once all nominations have been collected, the nominations will be put to vote within the executive board to determine the second year representative. The selection of second year representative must be done prior to October 1st.

7.7 Ballots

- 7.7.1 The names of the candidates for a position will be listed in alphabetical order by last name.
- 7.7.2 Only the legal names of the candidates will appear on the ballot.

7.8 Voting Procedure

- 7.8.1 Voting will be done by secret voting system.
- 7.8.2 For all positions, each eligible voting Outcrop member will have the opportunity to rank candidates for each position according to preference.
- 7.8.3 First place rankings count as a vote for a candidate. In the case of a tied vote for any position, the candidate receiving the fewest votes shall be dropped from the ballot. Votes cast for the dropped candidate shall be recounted using the second place rankings on those ballots.
 - 7.8.3.1 This procedure will be repeated until there is a clear victor for the position.

- 7.8.3.2 If there are only two candidates remaining and the vote is still tied, the elections chair shall place the names of both candidates in a hat and shall pull the victor's name from the hat. Both candidates must be present for this.
 - 7.8.4 Following the close of the voting period, ballots will be tallied, and a winner announced for each position immediately there after.
 - 7.8.5 Ballots will be tallied by the elections chair, the secretary, and confirmed by the department.
- 7.9 If there is a single candidate nominated for any position, they will be acclaimed to the position.

Article 8 – Amendments

- 8.1 Amendments to the constitution must win a two-thirds majority vote of the general membership with at least fifty percent of the membership present for the vote.
- 8.2 Ratified amendments to the constitution will appear at the end of this document.

Article 9 – Impeachment

- 9.1 Any member of the Outcrop executive board may be given notice of impeachment for any reasons that include, but are not limited to:
 - 9.1.1 Poor attendance or prolonged absence as determined by the executive board;
 - 9.1.2 Theft, fraud or embezzlement of Outcrop funds;
 - 9.1.3 Failure to fulfill constitutional duties; and,
 - 9.1.4 Just cause as determined by the Outcrop executive board.
- 9.2 A motion of impeachment must be passed with the approval of a two-thirds majority of the executive board. The member in question will not vote on the motion and may be asked to leave the room beforehand.

- 9.3 An impeached member will be notified no later than seven days before the impeachment vote. The individual will be given the opportunity to defend his or her actions in front of the Outcrop membership before a general vote regarding his or her removal from the Outcrop executive board.
- 9.4 An impeached member of the Outcrop executive board will have his signing authority and voting privileges suspended.
- 9.5 An affirmative two-thirds majority vote of members present, with quorum achieved, will result in the removal of the impeached individual from the Outcrop executive board and the loss of all privileges associated with his or her position.

Article 10 - Resignation

- 10.1 Should any member of the executive board wish to resign their post, they must submit a letter of resignation in writing to the president of the executive board. Should the president of the executive board wish to resign his post, he must submit a letter of resignation in writing to the vice-president.
- 10.2 The letter of resignation will be presented to the executive board at the next executive meeting where the resignation will be made official and temporary replacement shall be selected to fill the vacant post.

Article 11 – Outcrop Room Privilege Clause

- 11.1 The Outcrop Club room, presently located in the Biological and Geological Sciences building room 1052 (B&GS 1052) is open to all members of Outcrop. The Outcrop room is restricted only to current members, in accordance with Article 3, of Outcrop and graduate members registered to a program in the Earth Science's Department.
- 11.2 Members are responsible to maintain the security and integrity of the facility with accordance to Western University's Property guidelines. Failure to do so will be put towards the executive board and the department, where appropriate penalties will be issued to the responsible party.

11.3 The Outcrop Club and the Department of Earth Sciences is not liable for any harm inflicted on a person or damage to a person's personal property while using the facility.

Article 12 – Agency Clause

12.1 The Outcrop Club is not an agent of the university, the USC, the faculty or the department and its views and actions do not represent those of the aforementioned organizations.

Proposed Date: April 9th, 2014

Effective Date: April 30th, 2014