***BY-LAW #1***

**Faculty of Science Support Staff Council**

IT SHOULD BE ESTABLISHED AND IT IS HEREBY PASSED as the By-Law of the

Faculty of Science Support Staff Council

***ARTICLE 1 - DEFINITIONS***

1.01 In this by-law and all other by-laws of the Faculty of Science Support Staff Council

the following terms shall have the meanings ascribed to them unless the context

otherwise specifies or requires.

a) **COUNCIL** means the Faculty of Support Staff Council.

b) **EXECUTIVE** means a member of the Executive Committee.

c) **BY-LAW** means any by-law of the Council from time to time in force and

effect.

d) **FACULTY COUNCIL REPRESENTATIVE** means an appointed member

of the Executive Council, the representatives of the Faculty Council, to change

from time to time and effect (acceptance).

e) **MEMBER** means a member of the Council whether voting or non-voting.

f) **MAJORITY** means 50% + 1 of those present and voting.

1.02 All terms contained in the By-Law which are defined shall have the meanings given

to such terms by the Council upon acceptance.

***ARTICLE 2 - HEAD OFFICE***

2.01 The head office of the Council shall be located in Winnipeg, Manitoba and reside

with the chair of executive council.

***ARTICLE 3 - MEMBERSHIP***

**3.01 Membership** in the Council shall be divided into two classes and is automatic for the

voting members.

a) **VOTING**

Ä all full-time support staff in the Faculty of Science

Ä all permanent part-time continuing support staff in the Faculty of Science

Ä Honorary members

b) **NON-VOTING**

Upon written application to the Executive Council any person employed by the

University of Manitoba in a support staff position may apply for membership.

**3.02 HONORARY MEMBERS** - those persons who have made a significant

contribution to the Faculty of Science Support Staff Council. The Executive may,

by resolution, invite and appoint a person to become an Honorary Member upon

receiving a nomination from one Executive Committee member or two members-at-large.

**3.03 Non-voting members** of the Council are not allowed to a vote with respect to any

matter which is put to the members of the Council.

**3.04** Each voting member in attendance where a vote is required is entitled to one vote.

Vote by proxy is prohibited unless application to the Executive is made five (5)

working days in advance of the vote.

**3.05** The Executive, upon giving notice to a Member, may by resolution terminate or

suspend any member for conduct or behaviour determined by the Executive to be

detrimental to the best interests of the Council.

***ARTICLE 4 - MEETING OF MEMBERS***

***ANNUAL and SEMI ANNUAL MEETINGS***

**4.01** The annual and semi-annual meetings of members shall be held normally on the

Fort Garry Campus at the University of Manitoba, or such day in each year and at

such time as the Executive Committee may by resolution determine, provided always

that the meeting shall be held on or before the 31st day of December.

**4.02** At annual meetings there shall be presented the report of the Executive Committee of

the affairs of the Council for the previous year, and such other information relating

to the Councilπs affairs, including proposed amendments to the Councilπs by-laws.

***SPECIAL MEETINGS***

**4.03** Special meetings of the Council may be held upon the call of the Executive at such

time and places as it may designate.

**4.04** Special meetings shall be held upon the written request of at least five percent (5%) of

the Members with voting rights. The Chair of Executive Council shall, within twentyone

(21) days after the filing of such a request with the office of the Council, call a

special meeting; the business to be transacted at such special meetings shall be stated

in the notice thereof, and no other business may be considered at those meetings.

***NOTICE***

**4.05** Written notice stating the day, hour and place of meeting and the general nature of

the business to be transacted shall be given to each member at least thirty (30) days

before the date of every general meeting, provided always that a meeting of members

may be held for any purpose at any date and time and at any place within Manitoba.

***OMISSION OF NOTICE***

**4.06** The accidental omission to give written notice of any meeting or the non-receipt of

any notice by any Member or Members shall not invalidate any resolution passed or

any proceedings taken at any meeting of the Members.

***VOTING***

**4.07** The following members in good standing present at any annual or special meeting

of the Council shall be entitled to one (1) vote on any matter.

- Full-time support staff in the Faculty of Science

- Permanent part-time continuing support staff in the Faculty of Science

- Honorary members

**4.08** At any meeting, unless a ballot is demanded, a declaration by the chair that a

resolution has been carried unanimously or by a particular majority, or lost, or not

carried by a particular majority shall be conclusive evidence of the fact without proof

of the number of proportion of votes recorded in favour or against the motion.

However, at the request of a member, the actual number of votes for and against

shall be recorded and denoted in the minutes. A simple majority of the qualified

votes cast shall determine any action of the members present at the annual or special

meeting.

***QUORUM***

**4.09** For the purposes of any general meeting the presence of twenty (20) members of

the Council shall constitute a quorum.

***ARTICLE 5 - EXECUTIVE COMMITTEE***

***DUTIES AND RESPONSIBILITIES***

**5.01** The Executive shall actively pursue the mission and goals of the Council and may

adopt such policies and procedures for the conduct of its business and may act on

behalf of the Council in matters requiring immediate attention which need not be or

cannot be considered by the entire Support Staff Council.

***COMPOSITION***

**5.02** The Executive shall be comprised of one elected Member from each department and

one Member from each of the Units. Normally the elected member from each

department shall sit on the Departmental Council.

***Departments***

Botany

Chemistry

Computer Science

Geological Sciences

Mathematics, The Institute of Industrial Mathematical Sciences

Microbiology

Physics and Astronomy

Statistics

Zoology

***Units***

UNIT 1: Dean’s Office, Access Program (Women in Science and Engineering)

UNIT 2: Biology, Environmental Science, University Field Station (Delta Marsh)

Faculty Council Representatives (3)

***TERMS OF OFFICE***

**5.03** Initial Term of Office - After adoption by the membership of By-Law #1 Faculty of

Science Support Staff Council the following departments and unit will be elected to a one (1) year term:

Botany

Microbiology

Zoology

UNIT 1

The following departments and unit will be elected to a two (2) year term:

Geological Sciences

Mathematics, The Institute of Industrial Mathematical Sciences

Chemistry

Physics and Astronomy

Statistics

Computer Science

UNIT 2

**5.04** Following the initial term, terms of office for all Council members shall be two (2)

years

***REMOVAL OF EXECUTIVE***

**5.05** The Executive, upon giving notice to an Executive Member, may recommend to the

unit the member is representing that the Unit remove the member due to conduct or

behaviour deemed to be detrimental to the best interests of the Council.

***QUORUM AND VOTING***

**5.06** A majority of all Executive Committee Members shall constitute a quorum.

**5.07** Questions arising at any meeting of the Executive shall be decided by a majority of

votes.

***NOTICE OF MEETINGS***

**5.08** Notice of any meeting of the Executive stating the day, hour and place of the

meeting, and items to be discussed shall be given to each member of the Executive at

least five (5) working days before the meeting is to take place; provided always that

a meeting of the Executive may be held without formal notice if all the Executive are

present.

**5.09** For the first meeting of the Executive, to be held immediately following the election

of the Executive Committee at an annual or special meeting of the Members, no

notice of such meeting shall be necessary.

**5.10** The Chair, Vice-Chair, and Recording Secretary of the Executive Committee are to

be elected at the first meeting of the Executive after elections.

***CONVENING MEETINGS***

**5.11** Meetings of the Executive may be convened at any time by the Chair of the

Executive or upon direction of any three (3) members of the Executive Committee.

***ARTICLE 6 - FACULTY COUNCIL REPRESENTATIVE***

***ELECTION OF FACULTY COUNCIL REPRESENTATIVE***

**6.01** Three (3) Faculty Council Representatives shall be elected from the membership by

majority vote of voting members.

**6.02** After the adoption by the membership of the By-Law #1 Faculty of Science Support

Staff Council one faculty representative will be elected to a one (1) year term. Two

faculty representatives will be elected to a two (2) year term.

**6.03** In the years where 2 Faculty Council Representatives are elected, one should come

from the Clerical pool, and the other from the Technical pool. In the years where 1

Faculty Council Representative is elected, the election will be open to all eligible

members.

***DUTIES OF FACULTY COUNCIL REPRESENTATIVE***

**6.04** To represent the Council at Faculty of Science Council meetings.

***ARTICLE 7 - STANDING AND SPECIAL COMMITTEES***

***STANDING COMMITTEE***

**7.01** Standing committees of the Faculty of Science Support Staff Council shall be

established by the Executive to conduct such business and perform duties as may

from time to time be determined and shall report to the Executive and annually to the

membership.

***SPECIAL COMMITTEES AND TASK FORCES***

**7.02** The Executive may appoint special committees or task forces as required from time

to time.

***ARTICLE 8 -AMENDMENTS TO THE BY-LAWS***

**8.01** Any proposed amendments to these by-laws must be presented to the Executive

thirty (30) days prior to the Annual Meeting. The proposed amendments will then

be voted upon by the voting members at the general meeting. A two-thirds majority

of votes cast is required to pass the amendment(s).