

Western University

Media and Communication Studies Students' Council (MACSSC)

Constitution 2025/2026

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1.0 Introductions

1.1 Definitions

1. This organization shall be called the Faculty of Information and Media Studies Students' Council, hereafter referred to as the FIMSSC
2. The FIMSSC Constitution shall hereafter be known as the Constitution
3. The Faculty of Information and Media Studies shall hereafter be known as FIMS
4. The University Students' Council shall hereafter be known as the USC
5. The University of Western Ontario shall hereafter be known as UWO

1.2 Mission Statement

The FIMSSC shall promote the interests and welfare of the undergraduate students of FIMS through the development, promotion, and supervision of academic, cultural, philanthropic and social initiatives and enrich the academic, social, and political lives of FIMS undergraduate students. The FIMSSC strives to provide a forum for FIMS undergraduate students to voice concerns, promoting unity, cooperation and freedom to learn amongst all students. The FIMSSC will serve as a liaison between the undergraduate students and the officials of FIMS as well as a liaison between the undergraduate students of FIMS, other student Councils, the USC and the administration at UWO. The FIMSSC will function first and foremost as a collective body whose members cooperate across portfolios in order to achieve common goals, rather than as a cohort of individuals who focus primarily on their respective portfolios

2.0 Jurisdiction

1. The FIMSSC shall deal in academic, social, political, and cultural affairs, as they are pertinent to the undergraduate students of FIMS.
2. The name of the FIMSSC shall not be used by any student organizations or individual members of the FIMSSC without the written consent of the FIMSSC, affirmed by 50% plus one (1) of the FIMSSC.
3. The FIMSSC, and any organization within it or subordinate to it, shall not sign any contract or agreement effective for more than one fiscal year, or which financially binds future FIMSSC responsibility.
4. The FIMSSC Executive shall meet with administrators at least twice a year to ensure open communication and collaboration; FIMSSC Members shall consult with administrators at the Executive's digression.

3.0 Members

1. Members/constituents of the FIMSSC with all rights and privileges here designated must be:
 - a. Undergraduate students registered in at least a major in FIMS for the entire duration of the academic year they serve on the FIMSSC as shown in the lists of the Registrar of UWO as having paid the required fees to the University.
 - b. Exceptions may be accepted by the FIMSSC in a two-thirds majority vote.
2. Members of the FIMSSC must:
 - a. Mitigate project overlap through open communication through meetings, general updates, and communications.

3.1 Voting Members

1. Executives
 - a. President:
 - i. Shall be a signing officer of the FIMSSC;
 - ii. Shall voice the concerns of FIMS undergraduate students to the USC, and operate in accordance with democratic principles and the spirit of the faculty ;
 - iii. Shall serve as a supportive resource to points of the FIMSSC; iv. Shall represent the FIMSSC on FIMS committees, including Faculty Council and Faculty Town Hall
 - iv. Shall chair the FIMS Undergraduate Student Fund Committee;
 - v. Shall be a voting member of the USC;
 - vi. Shall conform to the attendance policy of the USC;
 - vii. Shall not participate in the Western School Song at USC meetings;
 - viii. Shall represent the FIMSSC at USC Presidential Roundtable;
 - ix. Shall attend the USC Clubs training and USC Finance training;
 - x. Shall report to the FIMSSC the activities of the USC, promoting Awareness of USC resources, policies, and logistics
 - xi. Shall oversee the duties of their portfolio, which consists of: FIMS USC Councillor and Chairperson;
 - xii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;

- xiii. Shall carry out any other duties determined by the FIMSSC
- b. Vice-President Academic:
 - i. Shall be a signing officer of the FIMSSC;
 - ii. Shall voice the academic-related views and concerns of FIMS undergraduate students;
 - iii. Shall attend any academic-related event concerning the FIMSSC within the greater community of UWO;
 - iv. Shall be responsible for the organization and execution of at least one other academic event per semester;
 - v. Shall work with the FIMS leadership and Mentorship Program (LAMP) to organize academic help sessions;
 - vi. Shall be responsible for the organization and execution of the FIMS undergraduate academic journal, Mediations;
 - vii. Shall oversee the duties of their portfolio, which consists of Faculty Liaison, Assistant Faculty Liaison, Career and Academic Futures representative, MPI Representative, and Peer Support Coordinator;
 - viii. Shall actively maintain a relationship and encourage academic programming to the residence staff member on the FIMS floor at residence;
 - ix. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - x. Shall assume the duties of the president upon their resignation or removal from Council until a new president has been elected through means determined by the Council;
 - xi. Shall only be expected to attend USC meetings for the purpose of representing the FIMS president if another proxy is not selected and will be informed of this per the presidents wishes
 - xii. Shall carry out any duties determined by the FIMSSC.
- c. Vice-President Communications:
 - i. Shall be a signing officer of the FIMSSC;
 - ii. Shall be responsible for communication and promotion of FIMSSC

- happenings and endeavors, as mandated by the FIMSSC;
 - iii. Maintaining and updating FIMSSC social media channels, including Facebook, Instagram, and the FIMSSC website.
 - iv. Shall oversee the duties of their portfolio, which consists of: Street Team Coordinators, Production Coordinators, and OPENWIDE Editor-In-Chief;
 - v. Shall receive inquiry and student feedback and delegate them to the appropriate person to respond, if not themselves;
 - vi. Shall be responsible for organizing and executing at least one clothing Sale;
 - vii. Shall be a member of the relevant USC roundtable for their role: ix. Shall attend USC Clubs training;
 - viii. Shall receive a minimum of one weeks notice for promotional material from members of the FIMSSC;
 - ix. Shall communicate the date/time/location of FIMSSC meetings to members at large as they become available;
 - x. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - xi. Shall coordinate FIMSSC photograph scheduling and the FIMSSC composite;
 - xii. Shall carry out any other duties as determined by the FIMSSC
- d. Vice-President Student Programming:
- i. Shall be a signing officer of the FIMSSC;
 - ii. Shall organize social events and initiatives for FIMS undergraduate students;
 - iii. Shall work with other members in support of their portfolio-specific events;
 - iv. Shall be a member of the relevant USC roundtable for their role;
 - v. Shall attend USC Clubs training;
 - vi. Shall oversee the duties of their portfolio, which consists of: Assistant Vice President Student Programming, Advocacy Commissioners, Wellness Commissioner, First Year Team Leaders, and Head Soph;

- vii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - viii. Shall carry out any other duties determined by the FIMSSC
- e. Vice-President Finance:
- i. Shall be a signing officer of the FIMSSC;
 - ii. Shall be responsible for all financial matters of the FIMSSC;
 - iii. Shall prepare a projected budget report before September 30th
 - iv. Shall be responsible to demand financial statements from any person or organization receiving funds from the USC and arrange reimbursement in a timely manner;
 - v. Shall be a voting member of the FIMS Undergraduate Student Fund Committee;
 - vi. Shall keep records of all spending of the FIMS Undergraduate Student Fund;
 - vii. Shall be a member of the relevant USC roundtable for their role;
 - viii. Shall be a member of the relevant USC roundtable for their role;
 - ix. Shall submit all financial documentation within 10 days or less;
 - x. Shall keep full records and accurate accounts in books belonging to the FIMSSC. The records will show the transactions and financial condition of the FIMSSC. These records shall be submitted to the USC for an annual audit but the end of March;
 - xi. Shall be responsible for informing FIMS undergraduate students about the FIMS Undergraduate Student Fund 2 weeks before each of the 3 USF deadlines;
 - xii. Shall handle financial and organizational matters regarding domain name renewal and payment of hosting, to be reimbursed through the budget, or designate another executive member to do so;
 - xiii. Shall oversee the FIMSSC PayPal account and assume personal liability of mismanaged funds;
 - xiv. Shall prepare a year-end financial report available to FIMS undergraduate students and have at least one formal meeting with their successor to ensure

smooth transition;

xv. Shall carry out any other duties determined by the FIMSC

2. Non-Executive Members:

a. USC Councillor

- i. Shall be a voting member of the USC;
- ii. Shall conform to the attendance policy of the USC;
- iii. Shall act as a liaison between the USC and the FIMSSC;
- iv. Shall not participate in the Western School Song at USC meetings;
- v. Represent both the interests of the FIMS on USC and the concerns of the FIMS student body on FIMSSC;
- vi. Report to the FIMSSC at each meeting the events of the previous USC meeting;
- vii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
- viii. Shall carry out any other duties charged to them by the president regardless of the tasks relation to USC business so long as it is necessary to the business of the FIMSSC. The Councillor will act similarly to an AVP in the regard that their role will be one that is there to help the President and be available to complete tasks that the President might request for them to undergo.
- ix. Is charged to review the FIMSSC Constitution with Council, at minimum annually. The review must take place-and the revised Constitution must be published on the FIMSSC website;

b. Faculty Liaison:

- i. Shall work in collaboration with the Assistant Faculty Liaison to voice the views and concerns of the FIMSSC, and by extension the FIMS undergraduate student body, to faculty members and administration;
- ii. Shall represent the FIMSSC, and by extension the FIMS undergraduate, student body, at meeting of the Undergraduate Affairs Committee;
- iii. Shall delegate to the Assistant Faculty Liaison, in the event they cannot be present or in any other circumstance deemed appropriate by the FIMSSC

- or Undergraduate Affairs Committee, the responsibility of representing the FIMSSC, and by extension the FIMS undergraduate student body, at meeting of the Undergraduate Affairs Committee;
- iv. For continuity and transparency purposes, the Faculty Liaison and/or the Assistant Faculty Liaison shall meet with the VP Academic and the FIMSSC President on a monthly basis (following each Undergraduate Affairs Committee meeting) to share the details/discussions of that Undergraduate Affairs Committee meeting;
 - v. Shall be a voting member of the Undergraduate Student Fund Committee;
 - vi. Shall report to the FIMSSC information regarding the strategic direction of the faculty and its programs, as well as any pertinent information regarding current issues in the department as they affect FIMS undergraduate students;
 - vii. Shall be aware of faculty policies, procedures, and guidelines, and shall make a concerted effort to be knowledgeable about forthcoming changes that may affect the FIMSSC and undergraduate students in FIMS;
 - viii. Shall consult with the FIMSSC and FIMS undergraduate students on faculty issues;
 - ix. Shall work with, where necessary, the Assistant Faculty Liaison in organizing regular (at least once per semester) feedback opportunities, through but not limited to the General Assembly, for undergraduate students in FIMS to bring forth concerns and engage in critical discussion regarding their future in FIMS;
 - x. Shall work with the Assistant Faculty Liaison to compile data and findings from feedback opportunities into formalized reports to present at FIMSSC and Undergraduate Affairs Committee meetings and shall write and submit recommendations to bring forward to FIMS faculty and administration, in order to lobby for the interests of FIMS undergraduate students;
 - xii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;

- xiii. Shall carry out any duties determined by the FIMSSC.
- c. Assistant Faculty Liaison
 - i. Shall work in collaboration with the Faculty Liaison to voice the views and concerns of the FIMSSC, and by extension the FIMS undergraduate student body, to faculty members and administration;
 - ii. Shall represent the FIMSSC, and by extension the FIMS undergraduate student body, and at meetings of the Undergraduate Affairs Committee;
 - iii. Shall be aware of faculty policies, procedures, and guidelines, and shall make a concerted effort to be knowledgeable about forthcoming changes that may affect the FIMSSC and undergraduate students in FIMS;
 - iv. Shall, with the Faculty Liaison, organize regular (at least once per semester) feedback sessions for undergraduate students in FIMS, through but not limited to the General Assembly, to bring forth concerns and engage in critical discussion regarding their future in FIMS;
 - v. Shall work with the Faculty Liaison to compile data and findings from feedback sessions into formalized reports to present at FIMSSC and Undergraduate Affairs Committee meetings;
 - vi. Shall work with the Faculty Liaison, where appropriate, to draft recommendations for the Faculty Liaison to bring forward to FIMS faculty and administration;
 - vii. Shall, upon the completion of their one-year term, take on the role of Faculty Liaison for the following academic year;
 - ix. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - x. Shall be a non voting member of the Student Fund Committee;
 - xi. Shall carry out any other duties determined by the FIMSSC.
- d. Career and Academic Futures Representative
 - i. Shall voice the views and concerns of potential graduates of FIMS;
 - ii. Shall work in conjunction with the Assistant Career and Academic Futures Representatives to:

1. Organize and execute the annual FIMS Career Conference and any other career focused events or initiatives;
 2. Organize and execute any additional events related to careers by FIMS Career Services;
- iii. Shall coordinate with FIMS administration to maintain and update an alumni contact list;
 - iv. Shall maintain ties with FIMS Careers Advisor;
 - v. Shall work to disseminate information on post-graduate opportunities;
 - vi. Shall submit a year-end report no later than the end of MARCH and have at least one formal meeting with their successor to ensure smooth transition, and organize one meeting with their successor and a LifeTouch representative
 - vii. Shall carry out any other duties determined by the FIMSSC.
- e. Assistant Careers and Academic Futures Representative:
- i. Shall voice the views and concerns of potential graduates of FIMS;
 - ii. Shall work in conjunction with the Career and Academic Futures Representative to:
 1. Organize the execute the annual FIMS Career Conference and any other career focused events or initiatives;
 2. Organize and execute any additional events related to careers by FIMS Career Services
 - iii. Shall liaise with the USC regarding alumni relations programming;
 - iv. Shall coordinate FIMSSC photograph scheduling and the FIMSSC Composite;
 - v. Shall coordinate FIMSSC administration to maintain and update an alumni contact list;
 - vi. Shall work to disseminate information on post-graduate opportunities;
 - vii. Shall work with the FIMS Careers Advisor;
 - viii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor and a LifeTouch Representative

- ix. Shall carry out any other duties determined by the FIMSSC.

f. Media and the Public Interest (MPI) Representative:

- i. Shall be available to all students in the MPI program;
- ii. Shall voice the concerns and views of MPI students in years 2, 3, and 4;
- iii. Shall be responsible for the organization and execution of at least one academic/social event per semester catered to MPI students; but can be open to all FIMS students;
- iv. Shall sit on the Advocacy Team as a member and representative of MPI;
- v. Shall be allowed to utilize the FIMSSC as a forum to host, promote, and organize events related to mandatory MPI classes at the discretion of the FIMSSC;
- vi. Shall work in conjunction with FIMS administration to promote and inform first year/incoming students about MPI; Intent to Register and Fall/Spring Preview Days
- vii. Shall administer the MPI Facebook Group;
- viii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
- ix. Shall carry out any other duties determined by the FIMSSC.

g. Advocacy Commissioners: (Two positions)

- i. Shall work in conjunction with the Vice President Student Programming to organize and execute at least one advocacy initiative per semester;
- ii. Shall engage in activist initiatives throughout the year which are relevant to the current social climate, and are primarily focused on raising awareness for pertinent issues rather funds or donations;
- iii. Shall have the power to assemble a Advocacy committee of FIMS students;
- iv. Coordinate Advocacy Team meetings to plan and execute advocacy initiatives;
- v. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
- vi. Shall carry out any other duties determined by the FIMSSC.

h. Head Soph:

- i. Responsible to adhere to the mandates of the USC, Orientation Governing Bodies in regard to planning and executing the representation of FIMS in the USC's orientation Week;
- ii. Shall fully and consistently disclose all aspects of the FIMS orientation program (i.e., budget, programming, future endeavors) to the FIMSSC, including a midsummer report to Council of programming and budget information;
- iii. The Head Soph shall assume signing authority during the duration of orientation week should none of the FIMSSC executives be present;
- iv. Shall communicate the necessary information to the FIMS Dean's Office on a regular basis;
- v. Shall continue the spirit, enthusiasm, and identity of the FIMS after Orientation Week;
- vi. Shall be responsible for working in conjunction with the First Year Representatives in order to organize and execute one social and one academic first-year event;
- vii. Shall submit a year-end report no later than the end of March, which is to include the report submitted to the USC in the fall and have at least one formal meeting with their successor to ensure smooth transition;
- viii. Shall carry out any other duties determined by the FIMSSC.

i. OPENWIDE Editor:

- i. Shall ensure that the OPENWIDE is first and foremost a primary platform of free expression for all students of UWO;
- ii. Shall operate OPENWIDE as an arm's-length publication of the FIMSSC and act in good faith with Council and the VP Communications;
- iii. Shall oversee development, financial, distributive, and advertising matters involving OPENWIDE;
- iv. Shall assemble a team of FIMS students to take on roles as assistant (managing and section) editors, journalists, graphic designers, and podcasting leads to manage specific portfolios;

- v. Shall be responsible for maintaining the OPENWIDE's presence including but not limited to the OPENWIDE online;
 - vi. Shall work with VP Communications to pass along OPENWIDE related information to FIMS undergraduate students;
 - vii. Shall regularly inform council of all OPENWIDE events, issue focuses, and other initiatives;
 - viii. Shall not advertise companies/businesses that conflict with the guidelines principles that the FIMSSC and the OPENWIDE s founded upon;
 - ix. Shall submit the OPENWIDE Frosh Edition for approval to the USC Student Life Department and/or Orientation Governing Body;
 - x. Shall be responsible for an adequate transition period at the end of their term;
 - xi. Shall compile a shared drive containing all material and resources utilized during the publication year including but not limited to: a media kit, logo materials. Templates, printing protocol, mailing lists and passwords, for submission no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - xii. Shall carry out any other duties determined by the FIMSSC.
- j. Street Team Coordinators: (Now under the umbrella of the four Production Coordinators - the roles and responsibilities of Street team fall to them as they are the same role)
- i. Shall be responsible for assembling a group of FIMS undergraduate students;
 - ii. Shall promote all FIMSSC events through the Street Team;
 - iii. Shall communicate with Team members weekly, and organize minimum bi-weekly meetings with the team;
 - iv. Shall adhere to the USC Insurance Policy covering the FIMSSC;
 - v. Shall obey the rules of the UWO Student Code of Conduct;
 - vi. Shall assist VP Communications with execution of at least one clothing sale;
 - vii. Shall submit a year-end report no later than the end of March and have at

least one formal meeting with their successor to ensure smooth transition;

viii. Shall carry out any other duties determined by the FIMSSC

k. Production Coordinators (Four Positions)

i. Shall work closely with FIMSSC members to provide adequate communications material;

ii. Shall aid OPENWIDE in their online promotions;

iii. Shall compile collection of all material and resources utilized during the publication year, for submission no later than the end of March and, have at least one formal meeting with their successor to ensure smooth transition;

iv. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;

v. Shall carry out any other duties determined by the FIMSSC

l. First Year Team Leaders: (Two Positions)

i. Shall work to engage general members and voice the concerns of all Undergraduate FIMS students;

ii. Shall be responsible for organizing and leading a team of first year students;

1. Shall be responsible for assisting in the planning of various initiatives targeting first year students;

2. Shall work in conjunction with the Head Soph and any other relevant parties they see fit;

iii. Shall assist the First Year Team in disseminating information about general meetings, their locations, and other FIMSSC events through the creation of a monthly newsletter;

iv. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;

v. Fulfill any other duties determined by the FIMSSC

m. Chairperson:

i. Shall set out (with the consultation of the FIMSSC) the Council meeting format at the first fall meeting of Council;

- ii. Shall be able to vote on informal matters or any matter of secret ballot, as determined by other Voting Members of the Council;
- iii. In the event of a ties, the Chairperson shall gain voting rights to vote for, against or abstain from the motion
- iv. Shall preside over meetings of the FIMSSC;
- v. Shall be responsible for maintaining the enthusiasm and morale of the FIMSSC throughout the year;
- vi. Shall be responsible for organizing internal programming, including but not limited to, the snack schedule and meeting themes;
- vii. Shall be responsible for all UWO classroom bookings on behalf of the FIMSSC;
- viii. Shall be responsible for the maintenance of the FIMSSC office;
- ix. Shall oversee all FIMSSC meetings in a manner consistent with the provisions of these by-laws;
- x. Shall ensure that order is maintained during all FIMSSC meetings, and enforce disciplinary action where warranted;
- xi. Shall attend all FIMSSC meetings, and where they cannot, they will inform the President of the FIMSSC of such at the earliest opportunity;
- xii. Shall make minutes available for the FIMSSC and its constituency in a timely manner;
- xiii. Shall compile a FIMSSC resource binder including past minutes and past Councils report;
- xiv. Shall ensure that all members of the FIMSSC are included in relevant communications;
- xv. Shall take attendance at every meeting;
- xvi. Shall consult with FIMSSC executives and assign non-voting members to a portfolio once they have been ratified;
- xvii. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
- xviii. Shall carry out any other duties determined by the FIMSSC

n. Assistant Vice-President Student Programming

- i. Shall assist the Vice-President Student programming in organizing social events and initiatives for FIMS undergraduate students;
 - ii. Shall work with other members in support of their portfolio-specific events;
 - iii. Shall organize accessibility for FIMS events as needed (determined by the Executive team);
 - iv. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - v. Shall carry out any other duties determined by the FIMSSC
- o. Student Production Fund Coordinator
- i. Shall be responsible for all financial matters of the USF Student Production Fund;
 - ii. Shall assist with the planning and execution of the FIMSSC ‘New Media Arts Festival’;
 - iii. Shall be available for consultation with potential applicants to ensure that applicants are aware of the rules of the fund and are successful in their applications;
 - iv. Shall maintain constant communication between administration, the USF committee, and student applicants;
 - v. Shall be responsible for demanding financial statements from any person applying to the fund and arrange reimbursement in a timely manner;
 - vi. Shall keep records of all spending of the USF Student Production Fund;
 - vii. Shall prepare a year-end financial report available to FIMS undergraduate students and have at least one formal meeting with their successor to ensure smooth transition;
 - viii. Shall carry out any other duties determined by the FIMSSC
- p. Wellness Commissioner
- i. Shall work in conjunction with the Vice-President Events to organize a minimum of two Wellness-based initiatives each term within FIMS;
 - ii. Shall have the power to assemble a ‘Wellness Team’ consisting of FIMS Students’

- iii. Shall work with a team of individuals in order to create initiatives to prioritize wellness amongst FIMS undergraduate students;
 - iv. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - v. Shall carry out any other duties determined by the FIMSSC.
- q. Peer Support Coordinator
- i. Shall work in conjunction with the President and the Vice President Academic to point students towards resources (including FIMSSC, FIMS Admin, and USC programs);
 - ii. Shall take part in provided training;
 - iii. Shall facilitate connections between students and connect them to the appropriate academic, social, or leadership support systems;
 - iv. Shall maintain contact with designated faculty member and UGSS to ensure clear communication;
 - v. Shall follow up with students who have reached out;
 - vi. Shall submit a year-end report no later than the end of March and have at least one formal meeting with their successor to ensure smooth transition;
 - vii. Shall carry out any other duties determined by the FIMSSC;

3.2 Non-Voting Members (General Members):

1. Shall be ratified as non voting members after attending five FIMSSC meetings;
2. Shall be subsequently included in all internal communications pertaining to the FIMSSC;
3. Shall be assigned to a portfolio and carry out any duties determined by their portfolio Vice-President;
4. Shall work with other members of assigned portfolio in support of their portfolio-specific events;
5. Shall participate and be engaged in discussion at FIMSSC meetings;
6. Shall carry out any other duties determined by the FIMSSC.

3.3 Faculty Student Senators

1. The responsibilities of the Faculty Student Senators shall be as follows:

- a. Be elected in accordance with UWO Senate Election Procedures
- b. Attend all meetings of UWO senate, representing the needs of FIMS undergraduate students
- c. Report to the FIMSSC all Senate activities pertinent to FIMS undergraduate students

4.0 Hiring

4.1 Elections and Selections

1. President, USC Councillor, and Senator Elections

- a. The President and USC Councillor shall be elected in the USC spring election as dictated by USC Bylaw
- b. The Faculty Student Senator shall be elected as dictated by UWO Senate Election Procedures
- c. Should no candidates come forward to run for President or Councillor the FIMSSC reserves the right, to upon USC approval, hold an independent by-election in April to ensure that the positions are filled for the following year
- d. If the by-election yield no results a representative from the existing years council will be elected to represent the interests of FIMS at the USC throughout the summer training and beginning of the next term until an election can be held in the fall

2. Vice President Elections

- a. It will be the duty of the President and President Elect to oversee the internal elections for the Vice President positions and supplement the directions of the Constitution;
 - i. Vice President elections, while dictated by the President and President Elect, should ensure the maintenance of fair and ethical hiring practices;
 - ii. Vice President Elections should include the outgoing Executive and at least two students at large;
- b. The final decision on any election issues shall be made by the President Elect (or the president should the President Elect seat be vacant)

- c. Application forms for Vice President positions must be open a minimum seven days
 - d. Should there be no candidate for Vice Presidential position or should COuncil not have confidence in any of the candidates then the President Elect and other Vice Presidents would interview for the position according to the Representative Selection process
1. Non-Executive Member Selection
 - a. It will be the duty of the President-elect and Vice Presidents-elect to administer the selection of the remaining Members of their portfolio
 - b. The selection of any vacant seats, shall occur during an internal fall selection period
 - c. Interviews for the selected positions will begin within one week of the deadline for the applications to be in
 - d. Spring interviews shall be conducted by the President-elect and a minimum of one other Vice President-elect
 - e. Fall interviews shall be conducted by the President and relevant Vice President
 2. Candidate Eligibility
 - a. Any student who reaches the membership requirements as defined in section 3.0 (Members) is an eligible candidate for any FIMSSC position with the following exceptions:
 - i. Presidential candidacy eligibility is determined by the USC
 - ii. Student Faculty Senate candidate eligibility is determined by the UWO Secretariat's Office in accordance with UWO Senate Elections Procedure
 - b. Individuals may apply for as many positions as they are eligible, at the discretion of the President-elect
 - c. Applicants may be interviewed for other positions, as authorized by the President and President-elect

4.2 Removal of Members

1. Members may be removed from office and thereby forfeit membership in the FIMSSC for the following reasons:

- a. Poor attendance defined as a member missing two meetings without regret, or two consecutive meetings with or without regret in their term of office;
- b. If any meeting is missed without the member informing the chairperson of their absence their position and continuation on council will be subject for review and potentially dismissal
- c. Failing to meet their completion of duties, as outlined in the Constitution;
- d. Theft, fraud (including misrepresentation of the FIMSSC) or embezzlement of funds
- e. Any individual who speaks or acts in a way that is unbecoming and contradicts the values of the FIMSSC as outlined in the constitution they will be subject to removal pending a vote of which a quorum of 2/3 must be present
(this includes failure to treat fellow council members with respect for both their individual person and their beliefs, values, and freedom of speech)

2. Removal of Members

- a. Any member may be recommended for removal, providing the motion is seconded. A formal written report must be written by a member of the FIMSSC Executive to accompany a removal
- b. Removal shall be determined contingent upon the holding of a removal meeting of the FIMSSC Executive, requiring seven (7) days notice to all parties concerned. Removals require a two-thirds ($\frac{2}{3}$) vote of quorum.
- c. A member of the FIMSSC may voluntarily resign their office by informing the President and Chairperson in writing.
- d. The President has the right to request the person who has resigned to continue fulfilling their role on Council for a period of two weeks to assist in a smooth transfer of duties to the member's incoming replacement

3. Removal of FIMSSC President

- a. If the president is removed from their position on the FIMSSC, they will automatically forfeit their membership in the USC

- b. In the event that the President is removed from the USC, they will automatically forfeit their membership in the FIMSSC. Under these circumstances, a removal meeting is not required.
- 4. Removal of a FIMS USC Councillor
 - a. If the FIMS USC Councillor is removed from their position on the FIMSSC, they will automatically forfeit their membership in the USC
 - b. In the event that the FIMS USC Councillor is removed from the USC, they will automatically forfeit their membership in the FIMSSC. Under these circumstances, a removal meeting is not required.
- 5. Removal of FIMS' Student Faculty Senator
 - a. In the event that a Student Faculty Senator is removed from the UWO Senate, they will automatically forfeit their association with the FIMSSC. Under these circumstances, a removal meeting is not required.
- 6. In the event that the Head Soph is removed from the USC's Orientation Program, they will automatically forfeit their membership in the FIMSSC. Under these circumstances, a removal meeting is not required.

5.0 Business of the FIMSSC

1. Council shall meet at least once per month during the academic year to discuss the progress of Council activities.
2. An executive may call an emergency FIMSSC meeting provided they contact the Chairperson and President in writing and give a minimum notice of 24 hours. An emergency council meeting will not be subject to the same regulations as the scheduled monthly meetings – meaning that if anyone cannot attend it will not be seen as an absence however if there is any matter to be voted on a quorum of 2/3 must still be present.
3. Executives portfolios shall meet at least once per month to discuss Council activities as they pertain to their specific portfolios.
4. The outgoing Council shall vacate the office and return any key and/or cards by March 31st

5. Discussion during Council may be informal if Members desire but any council directive requires a formal motion and recorded vote in accordance with Robert's Rules of Order (latest edition)
6. If the informal nature of the FIMSSC meetings is allowing members to take advantage of their role requirements, and responsibilities are not being met then a motion may be presented by any voting member of the FIMSSC to incorporate the formal use of Robert's Rules as the primary structure of council meetings

6.0 Finances

1. The VP Finance shall present a draft budget to council for approval before the end of October
2. Any non-budgeted expenditure greater than \$50 must be approved by two thirds ($\frac{2}{3}$) vote of the FIMSSC
3. Any non-budgeted request for funds must be submitted in writing to the VP Finance in advance of the expense being incurred.
4. Any expenditure less than \$50 must be approved according to the discretion of the President and VP Finance. If it is either the President or the VP Finance making the funds request, the VP Academic must approve the expense in their place.

7.0 Amendments

1. Amendments of the Constitution shall be made by the FIMSSC
2. The amendment must pass a two-thirds majority vote of the present Voting Members. A minimum two-thirds of Voting members must be in attendance.
3. All approved amendments must be submitted to the USC.