



SCIENCE UNDERGRADUATE SOCIETY

SUS Accountability By-laws

1. ARTICLE I: BACKGROUND

- 1.1. This document outlines accountability measures for Science Undergraduate Society (hereafter referred to as SUS) positions, including channels for addressing concerns with SUS Executive performance and conduct.
- 1.2. This document outlines the role of the Accountability Director and Accountability Committee and their mandate pertaining to the administration of the SUS Work Study Program and the resolution of complaints against SUS volunteers, employees, and independent contractors.

2. ARTICLE II: DEFINITIONS

- 2.1. “Complaint” shall refer to a formal written allegation of poor performance or misconduct by a volunteer, employee, or independent contractor of the SUS, including SUS Executives.
- 2.2. “SUS Work Study Program” shall refer to the compensation allocated towards employees by the Work Study administrators of the McGill Scholarships and Student Aid Office.
- 2.3. “Timesheets” shall refer to the hour logs submitted bi-weekly by hourly employees of the SUS.
- 2.4. “Volunteer” shall refer to an individual who freely chooses to provide a service to the SUS without remuneration.
- 2.5. “Employee” shall refer to an individual who provides the SUS a service for which they are remunerated.
- 2.6. “Stipend employee” shall refer to an employee who shall receive a financial award via stipend under the condition their work has been satisfactorily completed based on their contract.

- 2.7. “Hourly employee” shall refer to an employee who is paid an hourly wage or salary on a bi-weekly basis based on their contract.
- 2.8. “Independent contractor” shall refer to an individual independent of the SUS who provides ad hoc services for which they shall be paid based on their contract.
- 2.9. “Contract” refers to the written agreement signed between the SUS and its employees and independent contractors.
- 2.10. “Social Media” shall refer to all internet-based networking platforms such as Facebook, Twitter, and Instagram.

3. ARTICLE III: ACCOUNTABILITY DIRECTOR

- 3.1. The SUS Accountability Director (hereafter referred to as the Director) shall oversee the resolution of complaints, administration of the SUS Work Study Program, and SUS Executive accountability.
- 3.2. The Director shall be paid a stipend determined by the SUS President and VP Finance.
- 3.3. The Director shall be responsible for appointing the Accountability Committee (hereafter referred to as the Committee) to aid in duties outlined in this document.
- 3.4. The Director shall organize and chair meetings of the Committee, including:
 - 3.4.1. Bi-weekly meetings for the purpose of auditing timesheets.
 - 3.4.2. Ad hoc meetings for the purpose of review and resolution of complaints.
- 3.5. The Director shall ensure the anonymity of participants of the SUS Work Study Program and shall ensure the Committee maintains their anonymity as well.
- 3.6. The Director shall communicate timesheet deadlines to employees.
- 3.7. The Director shall keep detailed records of both timesheet hours and final pay to be sent to the VP Finance. These records shall be kept in archive for a minimum of two (2) years and made available for review by either the VP Finance or President.
- 3.8. The Director shall be appointed by the SUS President.
- 3.9. Individuals with conflicts of interest who shall not be eligible to be appointed as Director include but are not limited to individuals who are:
 - 3.9.1. Currently otherwise involved with the SUS
 - 3.9.2. Family members of an SUS Executive

- 3.9.3. Partners of an SUS Executive
- 3.9.4. Financial dependents of an SUS Executive
- 3.10. The appointment of the Director and Committee shall be approved by a two-thirds ($\frac{2}{3}$) vote of General Council.
- 3.11. Removal of the Director prior to the end of their term shall be subject to a two-thirds ($\frac{2}{3}$) vote of General Council.
- 3.12. The Director shall present a report to General Council at least once per term.
- 3.13. SUS volunteers, employees, and independent contractors may use the Accountability Director as a contact for human resources related matters.

4. ARTICLE IV: SUS ACCOUNTABILITY COMMITTEE

- 4.1. The Committee shall exist under the SUS President portfolio.
- 4.2. The Committee shall consist of:
 - 4.2.1. The Director (Chair)
 - 4.2.2. No less than one (1) Departmental Council Executive
 - 4.2.3. No less than three (3) members-at-large
- 4.3. Decisions shall be made by simple majority.
- 4.4. Quorum shall be three quarters ($\frac{3}{4}$) of Committee membership.
- 4.5. The Committee shall audit employee timesheets. This task includes:
 - 4.5.1. Noting discrepancies or concerns with the standard of employee reporting.
 - 4.5.2. Maintaining the confidentiality of Work Study status of employees.
 - 4.5.3. Summoning employees to clarify any issues with their timesheets.
- 4.6. The Committee shall address complaints involving volunteers, employees, and independent contractors as outlined in Article 5.
- 4.7. With written consent, the Committee shall advocate on behalf of individuals who file complaints through the pursuit of disciplinary actions, including termination.
- 4.8. The Committee shall operate under the following anti-oppressive mandate:
 - 4.8.1. The Committee shall do everything in its power to terminate any volunteer, employee, or independent contractor of the SUS who perpetuates discrimination or violence on the basis of race, ethnicity, class, gender, sexual orientation, creed, or ability.
- 4.9. The Committee shall operate under the following pro-survivor mandate to:

- 4.9.1. Accept without question each survivor's definition of consent.
- 4.9.2. Accept without question veracity of the survivors' lived experiences.
- 4.9.3. Honour the survivors' requests to remain anonymous.

5. ARTICLE V: COMPLAINTS PROCESS

- 5.1. Complaints against an SUS volunteer, employee, or independent contractor may be brought forward in confidence through submission in writing to the Director.
 - 5.1.1. If requested, all possible measures shall be taken to ensure the anonymity of the individual filing the complaint.
 - 5.1.2. The individual may use a representative proxy to communicate on their behalf at any point in this process.
- 5.2. The Director shall notify in writing the President, relevant SUS Executive, and implicated individual of the complaint within three (3) working days of receipt.
- 5.3. Complaints against an employee, volunteer, or independent contractor who is not an SUS Executive shall be addressed with the following procedure:
 - 5.3.1. The Committee shall meet within five (5) working days of receipt to:
 - 5.3.2. discuss the contents of the complaint
 - 5.3.2.1. Discuss the contents of the complaint.
 - 5.3.2.2. Determine a recommendation for resolution.
 - 5.3.2.3. Vote whether or not the complaint constitutes grounds for disciplinary action (such as termination).
 - 5.3.3. Within three (3) working days of the meeting, the Director shall contact the individual who has filed the complaint in writing to:
 - 5.3.3.1. Inform them of the recommended resolution.
 - 5.3.3.2. Notify them of the outcome of the vote.
 - 5.3.3.3. Ask for consent to allow the Committee to recommend the above resolution to the relevant SUS Executive.
 - 5.3.4. Within three (3) working days of receiving written consent, the Director shall notify the SUS Executive in writing of the Committee's recommendation for resolution and/or disciplinary action.
 - 5.3.5. Within five (5) working days of notification, the SUS Executive shall:
 - 5.3.5.1. Take action to resolve the complaint.
 - 5.3.5.2. Notify the Director in writing of the actions taken and outcome.
 - 5.3.6. Within three (3) working days of notification, the Director shall contact the individual who has filed the complaint in writing to inform them of:
 - 5.3.6.1. The actions taken by the SUS Executive and the outcome.
 - 5.3.6.2. Their right to mandate the Committee to appeal the actions of the SUS Executive at the next General Council.
- 5.4. Complaints against an SUS Executive shall be addressed with the following procedure:
 - 5.4.1. The Committee shall meet within five (5) working days of receipt to:

- 5.4.1.1. Discuss the contents of the complaint.
- 5.4.1.2. Propose a plan for resolution.
- 5.4.1.3. Vote whether or not the complaint constitutes grounds for disciplinary action (such as termination via impeachment).
- 5.4.2. Within three (3) working days of the meeting, the Director shall contact the individual who has filed the complaint in writing to:
 - 5.4.2.1. Inform them of the proposed plan for resolution.
 - 5.4.2.2. Notify them of the outcome of the vote.
 - 5.4.2.3. Ask for consent to allow the Committee to pursue the plan for resolution and/or disciplinary action.
- 5.4.3. Within three (3) working days of receiving written consent, the Committee shall pursue the plan for resolution and/or disciplinary action.
 - 5.4.3.1. If applicable, the Committee shall impeach the implicated SUS Executive at the next possible General Council.
- 5.4.4. Within three (3) working days of resolution, the Director shall contact the individual who has filed the complaint in writing to:
 - 5.4.4.1. Notify them of the outcome of the resolution.
 - 5.4.4.2. Inform them of their right to appeal the resolution at the next General Council.

6. ARTICLE VI: SUS WORK STUDY PROGRAM

- 6.1. The McGill Work Study Program administrators shall determine:
 - 6.1.1. The maximum number of hours allocated to the SUS Work Study Program each semester.
 - 6.1.2. Eligibility for the SUS Work Study Program.
- 6.2. The Director shall liaise with the McGill Work Study Program administrators.
- 6.3. The maximum allocation of work study hours per hourly employee shall be calculated by dividing the maximum number of hours granted by the McGill Work Study Program by the number of eligible hourly employees.
 - 6.3.1. If there are fewer than three (3) eligible hourly employees, the calculation shall be made with three (3) as the number of eligible hourly employees.
- 6.4. Timesheets must include a brief description of the work completed during the claimed hours.
- 6.5. Hourly employees shall not be remunerated for claimed hours that are passed:
 - 6.5.1. At an event that the hourly employee in question did not plan.
 - 6.5.2. At a time that the hourly employee in question was under the influence of narcotics or alcohol.
 - 6.5.3. During the time referred to by a complaint against the hourly employee for which the Committee is pursuing disciplinary action.

7. ARTICLE VIII: SUS WORK STUDY PROGRAM

- 7.1. The SUS Work Study Program shall be administered by the Director as a means to provide compensation for hourly employees who qualify for the McGill Work Study Program.
- 7.2. To claim their hours to be compensated by the SUS Work Study Program, eligible hourly employees are expected to submit timesheets bi-weekly (ending on Saturday) by the date and time specified and communicated by the Director.
- 7.3. Timesheets shall be audited by the Committee.
- 7.4. The Director shall email hourly employees to inform them of the status of their timesheets no more than two (2) weeks after receipt.
 - 7.4.1. The email shall detail hours approved, rate of pay, and their total claimed Work Study Hours for the given semester.
- 7.5. The VP Finance shall work with the Director to ensure that the SUS Work Study Program is administered correctly and within the guidelines of the McGill Work Study Program when applicable.

8. ARTICLE IX: TERMINATION

- 8.1. Grounds for termination shall be derived from a breach of contract or from failing to meet obligations agreed upon at the time of hiring as outlined in the description of the position, SUS Constitution, or SUS By-laws.
- 8.2. SUS Executives may be terminated following the impeachment procedure outlined in the SUS Constitution.
- 8.3. Volunteers, employees, and independent contractors may be terminated by the relevant SUS Executive.
- 8.4. SUS Executives must inform the Director when a volunteer, employee, or independent contractor has been terminated.

9. ARTICLE X: SOCIAL MEDIA POLICY

- 9.1. SUS employees, volunteers, and independent contractors are expected to respect and adhere to the SUS Equity Policy when making publications accessible to other members of McGill, as well as, the greater online community.