



S-CUBED
SCIENCE STUDENTS' SOCIETY

S-Cubed
Science Students' Society
Statute

as amended by the AGM on Monday 23rd April, 2018

Contents

1	Foundation, Name, and Main Aim.....	1
2	Declaration of Specific Aims and Principles	2
3	Student Participation	4
4	Procedure and Organisation.....	6
5	General Meetings	7
6	Executive Board (EB).....	12
7	Committee Members' Responsibilities.....	19
8	Elections.....	28
9	Proceedings of the Committee	31
10	Sub-Committees.....	33
11	Office and Stores of S-Cubed	34
12	Dissolution and Distribution of Assets.....	34
13	The Advisory Board	34
14	Official Logo and Colour.....	35

1 Foundation, Name, and Main Aim

- 1.1 Science Students' Society, (hereinafter "S-Cubed", or "S³", or "the Society") was established at the first Annual General Meeting held by the founding committee on the 7th April of 2003, for all students in the Faculty of Science at the University of Malta.
- 1.2 The official Maltese translation shall be "Għaqda Studenti tax-Xjenza" while the official abbreviation shall be S-Cubed.
- 1.3 The main aim of S³ is to promote unity among all students and potential students of science through social and educational activities.

2 Declaration of Specific Aims and Principles

- 2.1 The main aim of S³ is as stated in clause 1.3.
- 2.2 The other specific aims of the Society are:
 - 2.2.1 To represent science students at the University of Malta and its institutions.
 - 2.2.2 To represent science students as defined in clause 3.1 on a wider national and international level.
 - 2.2.2.1 With exception to students who are presently studying science subjects as deemed by the national curriculum of Malta at a higher secondary level in accordance with the MATSEC A-Level or higher.
 - 2.2.3 To promote cultural and scientific interchanges amongst science students.
 - 2.2.4 To encourage the development of an environment more conducive to the advancement of science.
- 2.3 The Society, according to the spirit of the declaration made in section 2.2.4, reserves the right to take part in public but strictly non-partisan campaigns which the Committee and/or the General Meeting approves of as being in the national or the science students' interest according to the Statute.
- 2.4 The Society hereby declares that:
 - 2.4.1 S³ shall be a non-profit, non-partisan student organisation founded on the 7th April 2003 to realize the aims embodied in sections 1.3 and 2.2, and as subsequently amended.

- 2.4.2 S³ is a registered Maltese voluntary organisation in line with Cap. 492 of the 2007 Voluntary Organisations Act of the Laws of Malta. Its Voluntary Organisation (VO) number is 0702.
- 2.4.3 S³ is organised on a Faculty level, based at the University of Malta, and shall recognise all students under the care of the University of Malta and its institutions.
- 2.4.4 S³ shall show respect for, and refrain from acting contrary to, democratic principles and fundamental human rights as embodied in the laws and Constitution of the Republic of Malta.
- 2.4.5 S³ recognises the right of all science students to participate effectively in S³ and shall promote such conditions as will make this right effective.
- 2.5 In accordance with the provisions of article 2.4, the Statute requires that:
- 2.5.1 Any change, additive or of omission, to be made in this Statute, shall necessitate a two-thirds ($\frac{2}{3}$) majority at a General Meeting.
- 2.5.2 Except by the disciplinary rulings permitted by the Statute, no member may be hindered in the expression of their opinion.
- 2.5.3 Particular care is to be taken such that any form of discrimination will not enter into the affairs of S³.
- 2.5.3.1 Discrimination shall be defined as political, racist, sexual or otherwise, as stated under the discrimination laws set by the Maltese legislation.

3 Student Participation

- 3.1 Students duly registered at the Faculty of Science at the University of Malta as a student and recognised as such by the University Authorities are recognized by S-Cubed as a science student.
- 3.2 With regards to list of Presidents by Year:
 - 3.2.1 The name, surname, and email address of the President of the Committee is listed by year in the List of Presidents by Year, and their contact details will be available to the executive board through a private online database. This List of Presidents by Year is found in the "About Us" section on S-Cubed's website.
- 3.3 With regards to S-Cubed Student Recognition:
 - 3.3.1 The General Meeting may bestow S-Cubed Student Recognition on the specific recommendation of the Committee; the motion grants the S-Cubed Student Recognition, through a vote where two-thirds ($\frac{2}{3}$) majority is required for the motion to pass.
 - 3.3.2 The name, surname, and email address of those bestowed with S-Cubed Student Recognition, and their contact details will be available to the executive board through a private online database. The list of individuals having S-Cubed Student Recognition is found in the "About Us" section on S-Cubed's website.

- 3.4 A science student shall have the right to:
 - 3.4.1 Attend all sessions of the General Meeting.
 - 3.4.2 Speak at all sessions of the General Meeting.
 - 3.4.3 Propose and vote for any candidate in any election for which they are eligible to vote.
 - 3.4.4 Stand for election to any official position to which they are eligible.
 - 3.4.5 Participate freely in any activity organised by S³ specifically for science students.
 - 3.4.6 Propose and second motions at a general meeting, providing that they abide by the provisions of the Statute.
- 3.5 Any science student shall possess the right of inspection, guaranteed by article 2.4.5., to all the Society's records at any reasonable time should they request it in writing.

4 Procedure and Organisation

4.1 S³ shall have the following structures in this order of supremacy:

- i. Extraordinary or Annual General Meeting.
- ii. The Executive Board.
- iii. Sub-Committees (to include any other body appointed by the Committee and/or the General Meeting).

4.2 All the documents published and passed through the authorisation of S³ should be stored on a single Drive by year and by category, and a soft copy as well as a hard copy should be made available to the people within the relevant Sub-Committee, the Committee member in charge of that category within the organisation, the Secretary General, and the President of the organisation.

5 General Meetings

- 5.1 With regards to the Annual General Meeting (AGM):
 - 5.1.1 Every science student with vested voting rights shall be entitled to one (1) vote as defined in section 3.1.
 - 5.1.2 An AGM will be convened once every academic year, preferably in March or April. In addition, 1st July shall mark the end of term of the previous Committee's mandate and the beginning of the new Committee's mandate.
 - 5.1.3 The President is to preside as chairperson at any AGM, unless an external chair is presented by the Executive Board. The Vice-President may preside in lieu. If the President or Vice-President is not present within 30 minutes of the stipulated time, a chairperson is to be appointed from the committee.
- 5.2 The preparations for the AGM shall include:
 - 5.2.1 Finding a suitable place for holding the meeting.
 - 5.2.2 Preparing the reports for holding the meeting.
 - 5.2.3 Issuing a public notice on ALL notice boards and the appropriate social media in the Faculty of Science and in the Student House at least two (2) weeks before it is due to be held, informing science students of the place, time and topic of the AGM.
 - 5.2.4 Presenting an agenda not less than 48hrs before the AGM to the President.

5.2.5 If necessary, selecting a topic to be dealt with during the AGM, such as reviewing the work carried out by the outgoing committee.

5.3 Regarding attendance at General Meetings:

5.3.1 The quorum necessary to open proceedings at a General Meeting shall be 20 science students. If such a quorum is not achieved on one-half ($\frac{1}{2}$) hour having elapsed from the announced start of the meeting, the chairman shall adjourn to a further date no longer than two (2) weeks after the initial date of the meeting.

5.3.2 General Meetings (GM) are open to any number of observers who are not science students who may attend a GM but who do not possess the rest of the rights stipulated in Article 3.4.

5.3.2.1 Hence, they will have observer status, which is defined as stated in clause 5.4.

5.3.3 Alumni bestowed with an S-Cubed Student Recognition may also attend General Meetings but do not possess voting rights, as stipulated in Article 3.3.2.

5.4 Observer status is defined in the following sub clauses:

5.4.1 The observer can only speak during a general meeting (GM) after a vote is taken giving them the right to express themselves.

5.4.2 The observer has no voting rights and no right to persuade or affect the decision making of the science students, unless permission is granted as in line with clause 5.4.1.

5.4.3 If any of clauses 5.4.1 and 5.4.2 are broken, the said observer will be asked formally by the chair of the session to leave and will be ushered out of the GM.

5.4.4 No media will be allowed to report and cover the GM unless this is approved by the members of the GM.

5.4.4.1 This media mentioned in 5.4.4 would have to be student-based media organisations recognized by the Senate of the University of Malta.

5.4.4.2 Any other media will not be allowed to cover the GM and will be formally asked to leave the GM.

5.5 The Chairman of a General Meeting shall possess the right to:

5.5.1 Suspend the session for up to ten (10) minutes in every hour.

5.5.2 Expel rude or disorderly persons from a meeting, provided that a sufficiently clear warning is given and reasons entered in the minutes.

5.5.3 Adjourn a session to a more suitable time or date.

5.6 Regarding the Agenda for an AGM:

5.6.1 The agenda must include:

- i. Appointment of Ushers, if necessary.
- ii. Appointment of Tellers, if necessary.
- iii. Appointment of an individual to aid the secretary general in writing of the minutes, if necessary.
- iv. Appointment of Chairperson, if necessary.
- v. Approval of Agenda.

- vi. Reading of the previous AGM's minutes.
- vii. Matters arising from iv. above.
- viii. Presentation of the Committee's Administrative Report.
- ix. Presentation of the Annual Financial Report.
- x. Approval of S-Cubed's Legal Representative.
- xi. Amendments to the Statute.
- xii. General Motions and other matters arising.
- xiii. An option to discuss a topic chosen for the AGM.
- xiv. Nominations.
- xv. Presentation of Nominees.
- xvi. Presentation of Motivational Speeches by Nominees.
- xvii. Appointment of an Electoral Commission, if necessary.

5.6.2 The Agenda for the AGM has to be signed and approved by the President, Vice-President, and Secretary General.

- 5.7 Motions and nominations to be considered for a General Meeting should reach the Secretary General, seconded and in writing, by not later than three (3) working days before the meeting is to be held. A two-thirds ($\frac{2}{3}$) majority is needed for a motion to pass.
- 5.8 An Extraordinary General Meeting (EGM) shall be convened only when a majority of the full Committee's voting members deem it necessary.
- 5.9 An EGM shall be convened to the next date available. A notice has to be put up on the notice boards of the Faculty of Science as well as on the appropriate social media at least two (2) working days prior to the EGM.

- 5.10 The Agenda of the EGM shall consist of:
- i. Appointment of Ushers, if necessary.
 - ii. Appointment of Tellers, if necessary.
 - iii. Appointment of an individual to aid the secretary general in writing of the minute, if necessary.
 - iv. Appointment of Chairperson, if necessary.
 - v. Reading of motions by the Chairperson.
 - vi. Registration of, and open discussion by, speakers.
 - vii. Registration of additional motions and amendments.
 - viii. Voting (in a manner to be decided by the Chairperson) on the motions in the order of their registration.
- 5.11 The minutes taken at a General Meeting shall be prepared mainly by the Secretary General. A second individual appointed during the General Meeting may assist the Secretary General in the writing of minutes. The minutes written during the General Meeting must be included in the central records and Agenda for the next committee meeting.
- 5.12 During the AGM, the out-going executive has to present an outline of any work planned to occur after the 1st of July. Science students present at the meeting have to approve this outline of work for it to take place.

6 Executive Board (EB)

6.1 With regards to the EB's responsibilities:

6.1.1 The body entrusted by the society with effective executive and administrative powers shall be the Committee.

6.1.2 The Committee shall be responsible for:

- i. Implementing the decisions of the General Meeting.
- ii. Managing the day-to-day operation of the Society's property and affairs.
- iii. Directing the Society's policy for the duration of its mandate.
- iv. Organising, directly or indirectly, the Society's activities.

6.2 The EB shall consist of a maximum of thirteen (13) elected science students.

6.2.1 The science students elected for the EB are referred to as Committee members or members.

6.2.2 Voting powers in the Committee shall be held by all elected science students.

6.2.3 The President of the Society shall possess the one (1) casting vote during a Committee meeting.

6.3 The Executive Board, as constituted at its first meeting after the election, shall choose (through an independent, internal decision process) the following as S³ officials:

- i. Administration:
 - President
 - Vice-President
 - Secretary General
 - Financial Controller
 - Public Relations Officer
- ii. Leisure Office:
 - Two Leisure Officers
- iii. Education Office:
 - Education Officer
- iv. Science Communication Office:
 - Science Communication Officer
- v. Social Policy Office:
 - Social Policy Officer
- vi. External Affairs Office: (in liaison with Vice President)
 - International Officer
- vii. Public Relations Office (in liaison with the PRO):
 - Media Officer
- viii. Internal Secretary

6.3.1 The EB and Administration shall undertake to meet at least once every month and more frequently should the need arise. The work of the Committee shall be coordinated by the President, the Vice-President and the Secretary General.

6.3.2 If, for any reason (including insufficient nominees, or resignation of committee members), the full complement of thirteen (13) members is not reached, the Committee may, at its discretion, select and appoint as many other science students as necessary to make up the full complement. However, the Committee is still able to function without these additions as long as a minimum of five (5) committee members are present.

6.3.2.1 These five members have to occupy the Administrative roles for the society to function as stated in clause 6.3.

6.4 With regards to the EB meetings and administrative meetings:

6.4.1 Unless any other agreement is reached among the committee members, the meeting shall take place in the office of the Society.

6.4.2 The meeting shall be chaired by the President and minutes shall be taken by the Secretary General and/or Internal Secretary.

6.4.3 The agenda for such a meeting shall include:

- i. Attendance.
- ii. Corrections to the previous minutes.
- iii. Matters arising out of minutes (to be discussed in order of priority).
- iv. Other matters.
- v. Adjournment.

6.4.4 Voting should preferably be by show of hands, unless other methods are deemed necessary by the Committee.

- 6.5 The provisions of the Statute governing Committee procedure may be further clarified through the adoption of Standing Orders by a Committee majority vote, except where:
- i. Regulations on the subject already exist in the Statute.
 - ii. The subject is on the Agenda for the next General Meeting.
- 6.6 With regards to the Minutes of Committee Meetings:
- 6.6.1 The Minutes of each Meeting must be made available for perusal by science students on request.
- 6.6.2 The binding version of any Committee decision shall be the one approved and written into the Minutes.
- 6.7 With regards to general responsibilities of committee members:
- 6.7.1 A Committee member may ask to be temporarily excused from carrying out their duties by informing the President at the earliest possible time, provided that it is followed up in writing.
- 6.7.2 Permanent resignations must be lodged in writing with the Secretary General and must include a sufficiently good reason for the resignation which has to be approved by the President. Following this approval, the executive member must serve for three weeks, or until a suitable replacement is found.
- 6.7.3 A permanent resignation of a committee member must be disclosed to all science students by any means deemed appropriate by the Society at least three (3) days after the resignation.

6.7.4 A Committee member shall be formally asked to resign (and thus be relieved of) their official rank only after:

- i. A General Motion to that effect has been passed by a General Meeting.
- ii. The Committee has considered an action carried out in their function as Committee member as amounting to serious misdemeanour.

6.7.5 The definition of "serious misdemeanour" in section 6.7.4 shall include:

- i. Misappropriation of the Society's funds.
- ii. Unauthorized use of the society's name and logo.
- iii. Three (3) or more consecutive unexcused absences or dereliction of duty.
- iv. Withholding information from science students.
- v. Highly irresponsible behaviour known to have brought discredit to the Committee.
- vi. Forgery of the society's documents by misinterpretation, in stating facts or otherwise.

6.7.6 If a member of the Committee fails to obtain the necessary grades to form part of the Faculty of Science, he/she can still continue the term within the organisation as long as he/she is appointed while still a science student, and that he/she is still a student within the University of Malta following a change in course.

- 6.8 In the event of vacation of:
- 6.8.1 An official's post in Committee, the President shall call for a temporary re-distribution of duties until a General Meeting may be held.
 - 6.8.2 A place in Committee (e.g. by illness or death), the President shall award that member's voting rights and post to the next candidate-in-line as at the previous election and so on until the post is filled if the minimum of five committee members is not fulfilled. If the minimum of five members is still fulfilled with vacation of a place in Committee, the remaining members shall decide whether or not it is necessary for the ex-member's post to be filled.
- 6.9 The last meeting of the Committee shall be held not more than five (5) working days before the holding of elections, so as to up the Committee's affairs.
- 6.10 With regards to the outgoing's committee's duties and responsibilities:
- 6.10.1 The Electoral Commission shall formally request the outgoing Committee members to remain in place as a caretaker Committee until the new Committee is in effective control.
 - 6.10.2 As advisors, the outgoing Committee members can candidate themselves for election but can no longer initiate policy decisions, utilise the Society's funds (except to settle outstanding debts) or represent the Society publicly except on request of an Extraordinary General Meeting.

- 6.10.3 The last act of the Committee prior to the AGM shall be to provide a document outlining the policy followed during the previous year and including some suggestions for the future.
- 6.11 With regards to points on the agenda of the committee meetings:
- 6.11.1 All committee members have the right to submit any item on the agenda, by specifying the item in writing to the Secretary General, and this item must be discussed during the next meeting.
- 6.11.2 Any science student may submit any item to be placed on the agenda, by submitting a description in writing to any member of the committee. That member must then submit that item to the Secretary General.
- 6.12 With regards to attendance at committee meetings:
- 6.12.1 A Committee meeting should preferably be held behind closed doors, i.e. only the committee members are allowed to attend the meeting.
- 6.12.2 The committee may issue special invitations to specific people, who are considered to be of help to the committee in its work, to attend the committee meetings.
- 6.13 It is in the intent of the society to work in accordance with other societies or associations that share common interests.

7 Committee Members' Responsibilities

- 7.1 All members of the S³ Committee, whether elected or appointed ex-officio, are to be considered by the Society as officials of the said Society.
- 7.2 To be eligible for election to Committee member, the candidate must not have been relieved of a post in the Committee.
- 7.3 The legal representation of the Society shall be vested in the three highest-ranking officials, namely the President, the Vice-President, and the Secretary General.
- 7.4 The President is the highest-ranking official of the Society and their duties shall include:
- i. Seeing that, as President, the Society's Statute is being observed.
 - ii. Initially chairing the General, and all Committee Meetings.
 - iii. Formally presenting the views of the Committee to a General Meeting.
 - iv. Responsibility for protecting the Society's assets.
 - v. Co-ordinating the work of the Committee with the Vice-President and the Secretary General.
 - vi. Liaising with KSU and Senate representatives.

7.5 The President shall, along with the Vice-President, the Secretary General and the Financial Controller, have control of the Society's funds, making such use of them only insofar as the Committee should direct.

7.6 The Vice-President is the second highest-ranking official of the Society and their duties involve:

- i. Acting for the President in case of absence or sickness.
- ii. Collaborating with the Secretary General to liaise with other organisations on a national basis.
- iii. Co-ordinating the work of the EB with the President.
- iv. Working with the International Officer to take care of the External Office.
- v. Representing the society with other organisations by:
 - Attending the Admin Forum held by KSU.
 - Attending conferences to which S-Cubed has been invited.
- vi. Ensuring that the Organisation's assets are in good order. This is to be done in liaison with the Internal Secretary.
- vii. Having partial control of the Society's funds.

7.7 The Secretary General is the third highest-ranking Society official and their duties involve:

- i. Keeping the Society's records in good order.

- ii. Collecting all digital records and data and maintaining order in the committee's storage options (e.g. office computer, external hard-disk, Dropbox and Google Drive folders, backups).
- iii. Preparing the annual Administrative Report.
- iv. Co-ordinating the work of the Committee with the President and the Vice-President.
- v. Organising the Annual Science Conference together with the Social Policy Officer.
- vi. Coordinating the compilation of the Room Allocation Report (RAR).

7.8 The Financial Controller shall be responsible for:

- i. Preparing an annual income and expenditure account.
- ii. Preparing the annual financial report.
- iii. Liaising with the University's Financial Officer and the Banks.
- iv. Monitoring the extent of expenditure monthly, including providing necessary budgeting advice prior to activities organised by the committee.
- v. Preparing regular post-activity financial reports.
- vi. Maintaining the financial records in good order.
- vii. Depositing the funds into the Society's accounts.

- viii. Being held responsible to the Society for any damages incurred by S-Cubed through their personal or criminal mismanagement of funds.
- ix. Being in possession of the Society's financial records.
- x. Requesting written authorisation from the Committee for any transfer of funds equal to, or in excess of 50 Euros.
- xi. Filling in the VAT paperwork every year.
- xii. At the beginning of the term, contacting potential sponsors for the organisation and act as their contact person before delegating to respective executive members, whilst making sure that the contract is being fulfilled by both parties.

7.9 The Financial Controller shall ensure that the sources financing the Society shall ONLY be in the form of:

7.9.1 Excess of income over expenditure from activities organised by and/or for the Society.

7.9.2 Voluntary donations or other contributions by members.

7.9.3 Grants, awards, loans or other receipts not conditional in any way which may be in contravention (even only in principle) to the Statute.

7.10 The Public Relations Officer (PRO) shall:

- i. Organise the official established functions of the Society.

- ii. Represent the Society in correspondence with the local press.
- iii. Inform the committee on the science students' opinions and views.
- iv. Keep the science students informed of the Committee's activities.
- v. Be responsible for the maintenance and updating of the Society's online media channels (e.g. website, Facebook page, YouTube channel, magazine, blog, etc).
- vi. Chair any sub-committees dedicated to branding or media design which the committee may decide to set up.

7.11 The Leisure Officer shall be responsible for:

- i. Overseeing the organisation of any events organised by the society.
- ii. Liaising with the Financial Controller to ensure adequate budgeting measures are taken for the organising of events.
- iii. Liaising with the PRO to ensure the necessary methods of promotion are employed.
- iv. Delegating tasks, if necessary, related to activities to committee members.
- v. Producing a post-activity report detailing organisational methods involved and including any relevant correspondence related to the event.

7.12 The executive member responsible for Education matters shall be tasked with:

- i. Ensuring S-Cubed activities contain an educational aspect which will benefit students.
- ii. Overseeing the organisation of Site Visits to various institutions throughout the year.
- iii. Dealing with any academic complaints students may have by liaising with the Faculty student representatives as well as the KSU Education Office.
- iv. If no member of the executive team is a student representative within the Faculty of Science, the Education Officer is required to submit his/her nomination, provided that no member of the board is interested in holding such a position.
- v. Coordinating other educational initiatives such as online tutorials and information sessions.

7.13 The Internal Secretary shall be tasked with:

- i. Helping to improve the relationship between the Faculty of Science and the Science students.
- ii. Ensuring that the Committee members maintain a good relationship with the science students.
- iii. Ensuring that there is active participation of science students and their involvement in sub-committees.

- iv. Working together with the Vice- President to ensure that the S-Cubed's office is kept in good order.
- v. Liaising with the committees of other institutions which represent S-Cubed.
- vi. Taking care of the point system and ensuring its development.

7.14 The executive member responsible for Science Communication matters shall be tasked with:

- i. Liaising with national and international organisations relating to science communication (e.g. Science in the City and St James Cavalier) with the aim of obtaining science-communication opportunities for the science students.
- ii. Communicating and promoting science courses offered by the Faculty of Science and science in general with students at any local institution as well as with the general public.
- iii. Coordinating and forming sub-committees responsible for the exposure of S-Cubed through science communication campaigns, events, or otherwise on a national or international level.

7.15 The executive member responsible for Media matters shall be tasked with:

- i. Liaising with the PRO and involved members on anything regarding the media of the organisation.

- ii. Being in charge of designing or overseeing the design of any posters/banners/magazine layout etc.
- iii. Being in charge of S-Cubed's branding and image as a whole.
- iv. Being responsible for the documentation of S-Cubed's events by means of photography and/or videography.
- v. Liaising with the Secretary General to keep digital and printed material related to the organisation's media, up to date in storage or on the cloud.

7.16 The Social Policy Officer shall be tasked with:

- i. Representing the committee's views at KPS meetings.
- ii. Organising the Annual Science Conference together with the Secretary General.
- iii. Chairing the ad hoc policy committee for the Annual Science Conference and compiling the policy paper to be presented at the conference.
- iv. Putting together and overseeing ad hoc committee formed to compile policies as deemed necessary, throughout the year.
- v. Taking care of and participating in any independent social policy campaigns.
- vi. Writing reports regarding any studies conducted in relation to current affairs, ranging from a faculty-based level to a national and international level.

7.17 The electoral commissioner/s must:

- i. Be a science student.
- ii. Not simultaneously hold a post in the Committee.
- iii. Not intend to contest the election for the new Committee.
- iv. Not at present hold executive or administrative rank in any other organisation.
- v. Ensure that the elections will be held according to a democratic system of representation.

7.18 Any science student in the S³ Committee cannot be an executive member in any other student organisation at the University of Malta or hold an executive or administrative post in any organisation whose interests conflict in any way with those of the Society.

7.18.1 This clause can be overruled if the EB allows it to happen with a vote of two-thirds ($\frac{2}{3}$) if a sufficiently good reason is given that would help the organisation to keep moving forward.

8 Elections

- 8.1 Elections to the Committee must be held within five (5) working days of the appointment of the electoral commissioner/s.
- 8.2 The preparations of the Commission for the election shall consist of:
 - 8.2.1 Receiving seconded nominations for the candidature on the standard S³ forms that would have been presented at the AGM.
 - 8.2.2 Acknowledging receipt of a nomination provided the nominee has signed their acceptance of the nomination.
 - 8.2.3 Preparing a number of unmarked paper ballots as deemed necessary.
 - 8.2.4 Publishing a list of candidates standing for election not less than three (3) working days before elections are to be held.
 - 8.2.5 Publishing a notice informing ALL the science students of the time and place where voting is to be held.
- 8.3 The elections shall be conducted in this manner:
 - 8.3.1 Each science student shall possess the right to vote for thirteen (13) and only thirteen (13) candidates from the list.
 - 8.3.2 The Commission shall supervise the whole process of voting during the time allowed for it.
 - 8.3.3 The electoral commission should verify the identity of each voter against the list of science students, which will be made available by the caretaker committee.

- 8.3.4 Once voting is over (in the presence of the candidates if they so wish) the Commission will add the number of votes cast, first separating the valid from the invalid votes.
- 8.3.5 The first 13 candidates obtaining the greatest number of votes shall be considered elected.
- 8.4 After the election, the commission shall:
 - 8.4.1 Retain the original ballots for up to five (5) working days.
 - 8.4.2 Prepare the relevant election statistics.
 - 8.4.3 Prepare a report addressed to the General Meeting and a public notice announcing the results and its own resignation.
- 8.5 The electoral commission should also arrange the first meeting of the new Committee to which it will hand over all the documentation in its care as well as the election ballots.
- 8.6 The new Committee shall then arrange for the permanent and irretrievable disposal of the ballots in the presence of at least one of the electoral commissioners.
- 8.7 The office of any member of the Committee shall be automatically vacated in any of the following cases:
 - 8.7.1 If the member resigns in writing.
 - 8.7.2 If the member is absent from meetings of the committee for two (2) months without justification.
 - 8.7.3 If the member ceases being a student of the Faculty of Science.

8.7.4 If the member is removed under the provisions of this statute, bye-laws and standing orders.

8.8 The science students in a General Meeting may remove from office any member of the Committee before the expiration of their period of office by a two-thirds ($\frac{2}{3}$) majority vote of the members present and voting.

9 Proceedings of the Committee

- 9.1 The first meeting of the newly elected Committee shall be held within ten (10) working days of their appointment.
- 9.1.1 In line with article 6.3, members of the Committee shall be assigned roles according to voting which will occur between the Committee members themselves. For a candidate to be elected to fulfil a particular role they must obtain a quota of 50%+1 votes (i.e. 7 votes if all the 13 posts are filled). In fulfilment of its statutory obligations, the first committee meeting shall include a formal distribution of duties.
- 9.2 The Committee shall meet at least monthly, and subject to the provisions of this article, may meet together for the conduct of business, adjourn and otherwise regulate its meetings as it deems fit.
- 9.3 Questions arising at any meeting shall be determined by a majority of votes of the Committee members present. In the case of an equality of votes, the President of the Society shall have a casting vote.
- 9.4 The President may summon at any time a meeting of the Committee.
- 9.5 The President shall preside over any meeting of the Committee. In their absence, the Vice-President shall preside. If at any meeting neither one of them is present, the members of the Committee shall choose a Committee member to preside.

- 9.6 A resolution in writing signed by all the Committee members of the Committee shall be as effective as a resolution passed at a meeting of the Committee duly convened and held.
- 9.7 The Committee shall cause accurate and proper minutes to be made by the Secretary General and/or Internal Secretary.
- 9.8 The Committee may delegate any of its Committee members to conduct on its behalf any business within its powers.
- 9.9 The Committee may delegate any of its duties to working Sub-Committees consisting of science students as the Committee deems fit.
- 9.10 Any Sub-Committee so formed shall, in the exercise of its duties, conform to any rules as may be approved by the Committee for the purpose.
- 9.11 No resolution of any Sub-Committee shall be valid or of any effect unless it is approved by the Committee.
- 9.12 The President, Vice-President and the Secretary General shall be ex-officio members of any Sub-Committee.
- 9.13 The Committee shall be empowered to appoint any person as a co-opted Committee member for any purpose deemed necessary and for a period of time as deemed necessary by the Committee. A co-opted member shall be invited to attend Committee meetings at the discretion of the Committee. The number of co-opted members shall be to the discretion of the Committee.

10 **Sub-Committees**

10.1 The sub-committees are formed by students who fall under S-Cubed's jurisdiction.

10.1.1 Each sub-committee must have at least one (1) member in the EB. It is the role of this member to report to the EB on the proceedings of the sub-committee.

10.1.2 Any number of sub-committees can be formed according to the current needs.

10.1.3 A sub-committee is formed after a request in writing is submitted for the formation of the sub-committee. This request is then discussed in the next Committee meeting, and the decision is taken as to whether the sub-committee is to be formed.

10.1.4 Any subcommittee will have the following structure:

- a. Office (Leisure, Social Policy etc.) coordinator.
- b. Office (Leisure, Social Policy etc.) secretary.
- c. Members.
 - i. The office coordinator is to monitor the running of the subcommittee and report to the officer on the EB.
 - ii. The office secretary will be tasked in writing the minutes of the office meetings and liaising with the officer on the EB.

10.1.5 Office meetings should be held at least once a month.

11 Office and Stores of S-Cubed

- 11.1 The office of S³ shall until further notice be located in the Students' House unless otherwise agreed upon by the EB.
- 11.2 As S-Cubed has no official place to store its assets and belongings, it is the responsibility of the Executive Board to find and agree upon a location where the organisation's assets and belongings will be kept.

12 Dissolution and Distribution of Assets

- 12.1 In the case that the minimum amount of 5 (five) executive members is not reached, or by a two-thirds ($\frac{2}{3}$) majority vote of the Committee, the organisation will go into dormancy, and all assets will be frozen under the Faculty of Science.
- 12.2 If the organisation remains dormant for 10 (ten) consecutive years, then the Society shall be dissolved, and all assets of the Society existing at the time of its dissolution shall be passed to the Faculty of Science.

13 The Advisory Board

- 13.1 The advisory board may be chosen in an AGM or EGM and is to be confirmed six (6) months after every AGM or EGM through a two-thirds ($\frac{2}{3}$) vote in an executive meeting. It shall consist of 3 science students but not members of the EB.

14 Official Logo and Colour

- 14.1 The official colour of the organisation shall be blue, alongside the respective office logos as seen in Figure 4.
- 14.2 The official logo of the organisation, also found the next page, shall be that shown in the first page of this document. The official logo of the organisation can be slightly modified as stated by the guidelines in article 14.3 at the discretion of the Committee when this is deemed fit.
- 14.3 Modifications to the official logo may involve using a different colour (e.g. White logo on a light blue background) or an extension of design to the official logo (e.g. encircling the logo). No modification can be made to the front or structure of the official logo. A smaller version of the logo consisting only of symbol 'S³' without the words 'S-Cubed - Science Student Society' can be used, at the discretion of the Committee, in special cases (e.g. wristbands) as seen in Figure 3, when the official logo cannot for valid reasons, be used.

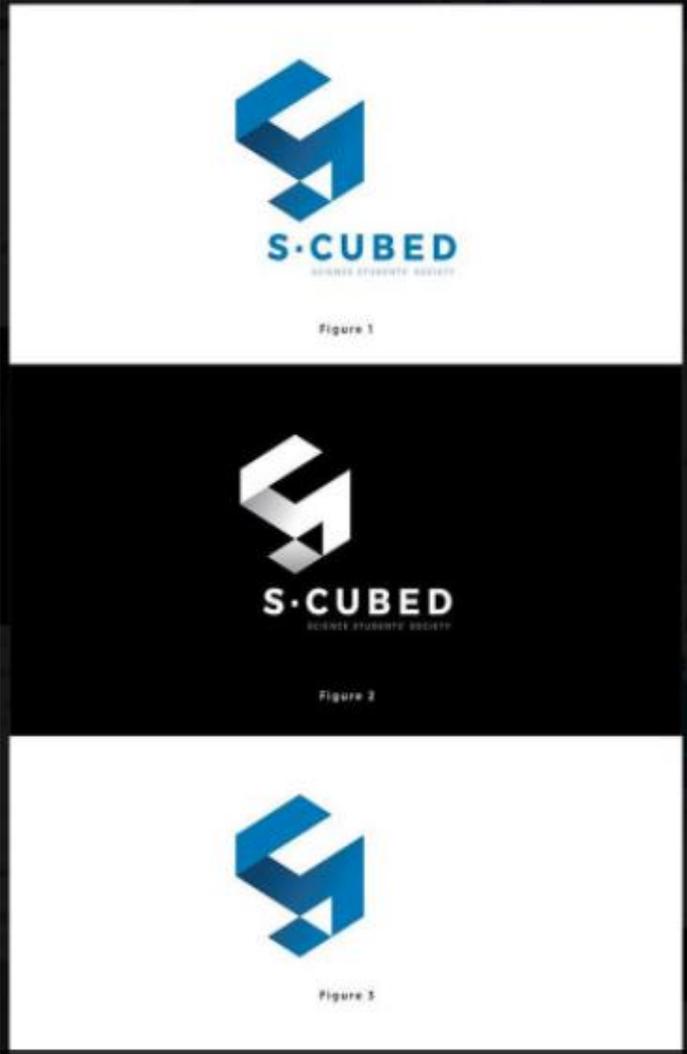


Figure 4