



SCIENCE
UNDERGRADUATE
SOCIETY

Science Undergraduate Society of McGill University

Burnside Hall, Room 1B21,
805 Sherbrooke St. W.,
Montréal, QC H3A 2K6

SUS Accountability By-Laws

(Amended March 2025)



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Article 1: 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 Executives, Volunteers, Employees, and other members of the SUS community's performance and conduct.



Article 2: 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.

2.11. “Role Contract” shall refer to a written agreement outlining the specific duties, expectations, and performance standards of an SUS volunteer, employee, or independent contractor. This contract shall establish clear responsibilities and disciplinary measures for failure to meet obligations.



Article 3: Accountability Commissioner

3.1 The SUS Accountability Commissioner (hereafter referred to as the Commissioner) shall oversee the resolution of complaints, administration of the SUS Work Study Program, and SUS Executive accountability.

3.2. The Commissioner shall be paid a stipend determined by the SUS President and VP Finance.

3.3. The Commissioner 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 Commissioner 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 Commissioner 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 Commissioner shall communicate timesheet deadlines to employees.

3.7. The Commissioner is responsible for reviewing the timesheets and requesting clarification or additional information as needed for timesheets. The VP Finance is responsible for creating and managing timesheets, as well as overseeing the financial aspects related to them. All timesheet records shall be archived for a minimum of two (2) years and made available for review by the VP Finance or the President upon request.

3.8. The Commissioner shall be appointed by the SUS President.

3.9. Individuals with conflicts of interest who shall not be eligible to be appointed as Commissioner include but are not limited to individuals who are:

3.9.1. Currently otherwise involved with the SUS as an executive of a departmental council, SUS executive, equity commissioner, or SUS club.

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 Commissioner and Committee shall be approved by a two-thirds ($\frac{2}{3}$) vote of the General Council.

3.11. Removal of the Commissioner prior to the end of their term shall be subject to a two-thirds ($\frac{2}{3}$) vote of the General Council.

3.12. SUS volunteers, employees, and independent contractors may use the Accountability Commissioner as a contact for human resources related matters.



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3.13 The Commissioner holds one non-voting seat at the General Council, which they shall use to attend meetings and ensure that the General Council remains accountable in its actions.



Article 4: SUS Accountability Committee

4.1 The Committee shall exist under the SUS President portfolio and be appointed by the Commissioner.

4.2. The Committee shall consist of:

4.2.1. The Commissioner (Chair)

4.2.2 No less than one (1) committee member who is a member of the Society

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 oversee the attendance of SUS Executives and Equity Commissioners to their mandatory office hours, issuing appropriate warnings or sanctions for absent office hours.

4.9 The Committee shall work collaboratively with Equity Commissioners to oversee and conduct equity training, including conducting an SUS accountability overview and conflict resolution workshop.

4.10 The Committee shall operate under the following anti-oppressive mandate:

4.10.1. 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.

4.10.2 Further details on the SUS's equity mandates can be found in the Equity Policy Bylaws.

4.11 The Committee shall operate under the following pro-survivor mandate to:

4.11.1. Accept without question each survivor's definition of consent.

4.11.2. Accept without question the veracity of the survivors' lived experiences.

4.11.3. Honour the survivors' requests to remain anonymous.



Article 5: Accountability Contracts

5.1 Accountability Contract

5.1.1 All SUS Executives and Commissioners must sign an Accountability Contract upon taking office or commencing work with the SUS.

5.1.2. The Accountability Contract shall include:

5.1.2.1 A commitment to ethical conduct, professional behavior, and compliance with SUS policies.

5.1.2.2 Defined responsibilities, expectations, and performance evaluation criteria.

5.1.2.3 A confidentiality agreement to protect sensitive SUS Information.

5.1.2.4 A disciplinary clause outlining actions that may be taken in response to contract violations.

5.2 The Accountability Committee shall oversee the implementation and enforcement of the Accountability Contract.

5.3 Breaches of the Accountability Contract shall be reviewed following the complaints process outlined in Article 6, with disciplinary actions determined by the Committee.

5.4 Spaces Accountability

5.4.1. All SUS-affiliated spaces, including offices, study lounges, storage areas, and digital platforms, shall be subject to the accountability measures outlined in the Accountability Contract.

5.4.2 Individuals and organizations using SUS spaces must adhere to the following:

5.4.2.1 Respect and Inclusivity: All spaces must be used in a manner that aligns with SUS's anti-oppression mandate and community Guidelines.

5.4.2.2 Cleanliness and Maintenance: Users must maintain cleanliness and report any damages.

5.4.2.3 Booking and Access Compliance: Spaces requiring reservations must be booked through the appropriate SUS process, and unauthorized access is prohibited.

5.4.2.4 Prohibited Activities: The use of SUS spaces for unauthorized commercial activity, illegal actions, or activities violating McGill University policies are strictly forbidden.

5.4.3 Violations of space use policies shall be reviewed by the Accountability Committee, and disciplinary measures may include:



5.4.3.1 Temporary or permanent suspension of access to SUS-managed spaces.

5.4.3.2 Fines or financial penalties for damages or misuse.

5.4.3.3 Disciplinary actions as outlined in Article 6.

5.2.4 The SUS Executive Administrator shall oversee space allocation and enforcement of space-related policies, working in conjunction with the Accountability Commissioner and Committee.

5.5 Clubs Contract

5.5.1. Clubs receiving support, resources, or funding from the SUS must sign a Clubs Contract to remain in good standing.

5.5.2 The Clubs Contract shall establish:

5.5.2.1 Funding conditions and reporting requirements.

5.5.2.2 Event management and promotional expectations under the SUS name.

5.5.2.3 Compliance with SUS's anti-oppression and anti-discrimination policies.

5.5.2.4 Financial accountability measures and spending documentation.

5.5.3. Complaints regarding clubs violating the Clubs Contract may be filed with the Accountability Director under Article 6.

5.5.4. The SUS VP External and VP Finance shall oversee the enforcement of the Clubs Contract, and non-compliant clubs may face penalties such as funding suspension or removal of SUS affiliation at the discretion of the Commissioner.



Article 6: Complaints Process

6.1 Complaints against an SUS volunteer, employee, or independent contractor may be brought forward in confidence through submission in writing to the Commissioner.

6.1.1 If requested, all possible measures shall be taken to ensure the anonymity of the individual filing the complaint.

6.1.2. The individual may use a representative proxy to communicate on their behalf at any point in this process.

6.2. The Commissioner shall notify in writing the President and implicated individual of the complaint within three (3) working days of receipt.

6.3. Complaints against an employee, volunteer, or independent contractor who is not an SUS Executive shall be addressed with the following procedure:

6.3.1. The Committee shall meet within five (5) working days of receipt to:

6.3.1.1. Discuss the contents of the complaint.

6.3.1.2. Determine a recommendation for resolution.

6.3.1.3. Vote whether or not the complaint constitutes grounds for disciplinary action (such as termination).

6.3.2. Within three (3) working days of the meeting, the Commissioner shall contact the individual who has filed the complaint in writing to:

6.3.2.1. Inform them of the recommended resolution.

6.3.2.2. Notify them of the outcome of the vote.

6.3.2.3. Ask for consent to allow the Committee to recommend the above resolution to the relevant individuals .

6.3.3. Within three (3) working days of receiving written consent, the Director shall notify the relevant individuals in writing of the Committee's recommendation for resolution and/or disciplinary action.

6.3.4. Within five (5) working days of notification, the relevant individuals shall:

6.3.4.1. Take action to resolve the complaint.

6.3.4.2. Notify the Commissioner in writing of the actions taken and outcome.

6.3.5. Within three (3) working days of notification, the Commissioner shall contact the individual who has filed the complaint in writing to inform them of:

6.3.5.1. The actions taken by the relevant individuals and the outcome.

6.3.5.2. Their right to mandate the Committee to appeal the actions of the relevant individual at the next General Council through the Appeals Committee



6.4. Complaints against an SUS Executive shall be addressed with the following procedure:

6.4.1. The Committee shall meet within five working days of receipt to:

6.4.1.1. Discuss the contents of the complaint.

6.4.1.2. Propose a plan for resolution.

6.4.1.3. Vote whether or not the complaint constitutes ground for disciplinary action (such as termination via impeachment).

6.4.2. Within three working days of the meeting, the Commissioner shall contact the individual who has filed the complaint in writing to:

6.4.2.1. Inform them of the proposed plan for resolution.

6.4.2.2. Notify them of the outcome of the vote.

6.4.2.3. Ask for consent to allow the Committee to pursue the plan for resolution and/or disciplinary action.

6.4.3. Within three working days of receiving written consent, the Committee shall pursue the plan for resolution and/or disciplinary action.

6.4.3.1. If applicable, the Committee shall impeach the implicated SUS Executive at the next possible General Council in line with Article 25 of the SUS Constitution.

6.4.4. Within three working days of resolution, the Commissioner shall contact the individual who has filed the complaint in writing to:

6.4.4.1. Notify them of the outcome of the resolution.

6.4.4.2. Inform them of their right to appeal the resolution at the next General Council through the Appeals Committee.

6.5. The SUS Accountability Commissioner & Committee holds the authority to impose financial sanctions on SUS groups as a disciplinary measure.

6.5.1. Financial sanctions may be implemented in cases demonstrating a lack of financial accountability, including but not limited to misconducts such as: unauthorized cash sales, embezzlement, bribery, fraud, conflict of interest, or misuse of funds.

6.5.2. The form of financial sanction implemented shall depend on the severity of the misconduct and will be determined by the SUS Accountability Commissioner & Committee, in agreement with the SUS VP Finance, and in accordance with the SUS Financial Bylaws. Possible actions include:

6.5.2.1. Partial or full sanctions of event(s) profit. If financial misconduct involves forms of improper payments (i.e. cash payments), the SUS may withhold a portion or the entirety of profits generated from the event or sale.



6.5.2.2. Restriction from applications for further financial funding from the SUS. The implicated group may be restricted from applying for funding from SUS for a set period of time.

6.5.2.3. Freezing of club/council bank account(s). Severe cases of financial misconduct can result in suspension of the group's access to SUS financial resources.

6.6. Other Sanctions. The SUS Accountability Commissioner & Committee holds the authority to impose disciplinary sanctions on SUS clubs, councils, and executives to ensure accountability and uphold ethical standards.

6.6.1. Warnings and Removal from Office.

6.6.1.1 A verbal warning serves as a formal notice of misconduct. The individual/group is informed of the issue and potential consequences if the behavior continues.

6.6.1.2 After any verbal warning, the recipient must sign a letter acknowledging the warning and agreeing to abide by SUS policies. This letter states: "I acknowledge that if I engage in this misconduct again, I understand the consequences as outlined by SUS Accountability By-Laws."

6.6.1.3. If an individual or group receives three verbal warnings for the same or related misconduct, they may face temporary suspension or termination from their position, subject to review by the SUS Accountability Commissioner & Committee and the terms of the SUS Constitution and their department's Constitution.

6.6.2. Criteria for Sanctions. Sanctions may be applied based on, but not limited to, the following criteria:

6.6.2.1 Failure to fulfill the responsibilities of one's position within a club, council, or committee.

6.6.2.2 Engaging in misconduct that compromises SUS values, such as dishonesty or conflicts of interest in line with Article 29 of the SUS Constitution.

6.6.2.3 Actions that cause significant internal disputes or disruptions within committees, councils, or departments.

6.6.3 Suspension and Further Disciplinary Actions. In cases of severe internal conflict or ethical breaches, the individual or group may be temporarily suspended pending further investigation.

6.6.3.1 Where applicable, individuals involved in misconduct may be



required to sign formal agreements confirming their understanding of the consequences of repeated violations.

6.6.3.2 If deemed necessary by the SUS Accountability Commissioner & Committee, the individual/group may be required to submit a formal letter of apology to the affected parties.

6.7. The Committee shall mediate any relevant meetings addressing complaints as outlined above, where

6.7.1 The Commissioner and at least one member of the Committee shall be present in the meeting.

6.7.2 The meeting can be conducted online or in person.

6.7.3 The Committee member shall record detailed meeting minutes.

6.8 The Committee shall receive confidential feedback via a google form for individuals involved in the complaint to provide feedback on the handling process.

6.9 Individuals involved in the complaint hold the right to appeal any decisions to the Appeals Committee within 30 days of receiving a decision.



Article 7: Documentation Process

7.1 The Accountability Committee is responsible for documenting all complaints.

7.2. The Committee must document all meetings related to the complaint, including notes on interviews with relevant parties, records of discussions, and findings from any inquiries

7.2.1. After meetings, the committee must write a summary outlining the issue, the process followed, and the resolution in a running document for future reference.

7.3 A resolution documentation should outline steps taken to resolve the complaint, including corrective actions (if applicable), timelines for resolution, and responsibility assignments.

7.4 At the end of each academic year, all cases shall be anonymized and compiled into one single document outlining the background, process, and resolution of a complaint to facilitate transmission of knowledge and context for future Commissioners and Committees.



Article 8: SUS Work Study Program

8.1. The McGill Work Study Program administrators shall determine:

8.1.1. The maximum number of hours allocated to the SUS Work Study Program each semester. They will liaise with the SUS VP Finance to complete this estimate.

8.1.2. Eligibility for the SUS Work Study Program.

8.2. The Commissioner and SUS VP Finance shall liaise with the McGill Work Study Program administrators.

8.3. The VP Finance, in collaboration with the President and work-study eligible executives, shall estimate the hours for each work-study eligible position. These estimates will be submitted directly to the Work-Study Office, who will determine approval status.

8.3.1. If there are fewer than three eligible hourly employees, the calculation shall be made with three as the number of eligible hourly employees.

8.4. Timesheets must include a brief description of the work completed during the claimed hours.

8.5. Hourly employees shall not be remunerated for claimed hours that are passed:

8.5.1. At an event that the hourly employee in question did not plan.

8.5.2. At a time that the hourly employee in question was under the influence of narcotics or alcohol.

8.5.3. During the time referred to by a complaint against the hourly employee for which the Committee is pursuing disciplinary action.

8.6. The SUS Work Study Program shall be administered by the Commissioner as a means to provide compensation for hourly employees who qualify for the McGill Work Study Program.

8.7. 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 Monday) by the date and time specified and communicated by the Commissioner and VP Finance.

8.8. Timesheets shall be audited by the Committee.

8.9. The Commissioner shall email hourly employees to inform them of the status of their timesheets no more than two weeks after receipt.

8.9.1. The email shall detail hours approved, rate of pay, and their total claimed Work Study Hours for the given semester.



Article 9: Termination

9.1 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.

9.2. SUS Executives may be terminated following the impeachment procedure outlined in the SUS Constitution.

9.3. Volunteers, employees, and independent contractors may be terminated by the relevant SUS Executive.

9.4. SUS Executives must inform the Commissioner when a volunteer, employee, or independent contractor has been terminated.



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Article 10: Social Media Policy

10.1 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.