



The Bylaws of the Sydney University Science Society

As at 3 January 2024

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Version history

Date

18 January 2024

Substantial amendments

Bylaws adopted

Part 1: Introduction

1. The Bylaws are the codified edition of all resolutions approved by the Executive of the Sydney University Science Society, collected under the Constitution of the Sydney University Science Society (hereinafter “the Society”). Accordingly, they bind the Executive and the Members.
2. The Bylaws may only be amended or added to in accordance with the provisions of the Constitution.

Part 2: Definitions

3. In these Bylaws, except where a contrary intention appears:

“the Society” refers to the Sydney University Science Society;

“the Constitution” refers to the Constitution of the Sydney University Science Society;

“the University” refers to the University of Sydney;

“the Scheme” refers to the Equity Policy of the Sydney University Science Society.

Part 3: Equity Policy

Principles and Procedure

4. The Equity Scheme embodies our commitment to fairness, inclusivity, and support for students. The Society acknowledges its duty to uphold the highest standards of transparency, impartiality, and ethical conduct throughout the application and decision-making processes. This section serves as a formal charter, delineating the rules and practices that govern the operation of the Scheme, ensuring equity and honour in all our endeavours.

Decision-Making Body

5. The provision of equity tickets will be decided by:
 - a) The President;
 - b) The Vice-President;
 - c) The Secretary;
 - d) The Treasurer; and
 - e) The Equity Officer appointed to the Diversity and Inclusion subcommittee.

Allocation of Equity Tickets

6. The allocation of 'Equity' tickets shall be jointly determined by the Society and the Faculty of Science, with decisions made no later than 7 days before the ticket advertisements.
7. The number of 'Equity' tickets allocated may vary for each ticketed event.
8. Disclosure of the specific quantity of 'Equity' tickets allocated is not mandatory.

Subsidy and Funding

9. Equity support consists of a complete subsidy of the general release ticket price.
10. This subsidy, subject to approval, will be funded by the Faculty of Science as part of their annual financial support to the Society.
11. In the event that the Faculty of Science withdraws its support, the Society retains the right to provide a partial subsidy, taking into consideration its financial circumstances.
12. After the event's conclusion, the Society will issue an invoice to the Faculty of Science for the actual number of equity tickets utilised, which may be less than the maximum number initially set aside.

Decision Justification

13. Once a decision has been reached, there is no duty for the Society to give reasons for their decision.
14. The Society shall act honourably and without conflict of interest in assessing and granting equity support.
15. All applications will be anonymised by the Treasurer, removing personal identifiers such as names and contact details, prior to presentation to the application assessment panel. In cases where essential context or qualifications are required for a fair assessment, such context will be presented to the panel while maintaining the anonymity of the applicant. This presentation will focus solely on relevant qualifications and circumstances that pertain to the eligibility criteria. In case of a conflict of interest on the part of the Treasurer, the Treasurer will refer the application to the rest of the application assessment panel and will not have their vote counted towards the decision.
16. In the case of a tied vote, the President's vote will break the tie.

Conflict of Interests

17. A conflict of interest is presumed to arise in, but not limited to, situations where the applicant and Treasurer:
 - a) Are siblings, child and parent, cousins, aunt/uncle and niece/nephew, or any other close family relationships;
 - b) Are close personal friends;

- c) Are currently engaged in a sexual and/or emotional relationship;
- d) Were engaged in a sexual and/or emotional relationship within the past 12 months;
or
- e) Are found to be in a conflict of interest, whether self-proclaimed by a member of the decision-making body as outlined in Section 5, or the Applicant, or identified through other means.

Personal Data and Consent

- 18. All applicants consent to the Society and Faculty of Science storage of personal data required to administer the Scheme, including but not limited to:
 - a) The applicant's name;
 - b) The applicant's email address;
 - c) The applicant's phone number;
 - d) The applicant's student identification number;
 - e) The applicant's University of Sydney Union identification number;
 - f) The applicant's study status and details of enrolment;
 - g) Any other personal information given as part of the application process.
- 19. All correspondence and information relating to applicants in the Scheme will remain entirely confidential.

Data Deletion and Retention

- 20. The storage of information in Section 18 shall be scheduled for permanent deletion at the end of the year by default, unless it is at the discretion of a member of the decision-making body to retain information in situations including, but not limited to:
 - a) Reasons outlined in Section 28, where it is deemed necessary to maintain applicant details for future events.
 - b) Upon a request from the Faculty of Science for access to the information after the end of the year, subject to compliance with applicable data privacy laws and regulations. In such cases, the Faculty of Science will provide justification for the request, and the Society shall consider providing access as required while ensuring the protection of applicants' privacy and sensitive information.

Provision of Equity Support

- 21. The provision of equity support is not guaranteed:

- a) For every Society event, irrespective of past support history for that event.
- b) At the same level of support as in previous events, including variations in the percentage of purchase price covered.
- c) For the maximum number of equity support places determined in advance of each event.

Application Process for Equity Support

- 22. Applications for equity support will open for each event at a time discerned by the Treasurer and the President.
- 23. It will remain open for at least 72 hours, with the closing time being adequately disclosed in the Society's email and social media communications.
- 24. The process of opening the applications, closing the applications, assessing applications, and notifying successful and non-successful applicants will be completed at least 24 hours prior to the final release of tickets.

Situation Handling for Ticket Purchasers

- 25. If a situation arises where an applicant has purchased a ticket whilst waiting for confirmation of equity support, they shall be privately emailed by the Treasurer and/or President and/or Equity Officer to be given the opportunity to keep their application for equity support or withdraw their application.
- 26. If they keep their application and are successful in receiving equity support, their original ticket shall be full refunded less any booking fee regardless of any other refund policy in place.

Eligibility Criteria

- 27. The eligibility criteria for receiving equity support includes:
 - a) The applicant must be a student enrolled in a degree within the Faculty of Science, including students who are undertaking a major within the Faculty of Science.
 - b) The applicant must be a registered member of the Society in the year of application.
 - c) The applicant must be experiencing some form of financial or personal hardship, including incidences such as:
 - i. The applicant is suffering financial hardship, where not supported by family, and not solely relating to: educational commitments; or unjustified misallocation of funds;
 - ii. The applicant has recently moved from another city, interstate or overseas,

and is currently seeking employment;

- iii. The applicant has experienced a recent family tragedy or other major setback of a personal nature which affects their immediate access to funds;
 - iv. The applicant has been acknowledged as disadvantaged by the government and is receiving Centrelink benefits;
 - v. The applicant has been found eligible by the University for a bursary on the basis of financial need, including the E12 program / MySydney Scholarship program;
 - vi. The applicant identifies as an Aboriginal and/or Torres Strait Islander person as defined in the University's *Confirmation of Aboriginal and Torres Strait Islander Identity Policy 2015*;
 - vii. The applicant identifies as a disabled student and is registered with University Disability Services.
 - viii. Any other aspect of financial health which the applicant deems relevant, and the decision-making body deems valid.
- d) Satisfying all eligibility criteria will not automatically guarantee that equity support will be provided.

Ineligibility Criteria

28. At the discretion of the decision-making body, an individual will not be eligible to receive equity support if:
- a) The applicant is suspected of having previously applied for and received a financial grant in bad faith, for example by:
 - i. Receiving an equity ticket with the intention of selling that ticket; or,
 - ii. Providing false information in support of a previous application.
 - b) The applicant has contravened the code of conduct put in place by the University of Sydney Union or the Faculty of Science for any events, initiatives, or programs of the Society.
 - c) The Society has fair and justified reason to believe that the applicant's attendance at the event may endanger the health, safety, and the wellbeing of other members.

Form Process

29. Applications will be made via an online form which will only be accessible by the decision-making body.

30. A new form shall be generated for each application process.
31. Applicants are required to reapply for each event, regardless of their previous equity support status.

Ticket Return and Transfer

32. If a successful applicant needs to return their ticket before the event for any reason and the terms and conditions of the event ticket allow them to do so at the time they are attempting to, they must make the Society aware.
33. A successful applicant can only transfer their ticket through returning the ticket to the Society first, and then having the Society re-sell the ticket on their behalf either to another successful applicant (if the time permits) or as a General Release ticket.

Part 4: Events Code of Conduct

Application

34. This part applies to all participants of SciSoc events, including members and non-members of the Society.
35. A SciSoc event is defined as an event hosted jointly or exclusively by the Society, including events held on and outside the campuses of the University of Sydney.

Standards of Behaviour

36. Participants will not engage in any of the following conduct:
 - a) Discrimination against another participant on the basis of sex, gender, age, race, identity, sexual orientation, disability, religion, national or ethnic origin, political beliefs, socioeconomic status or any other aspect of their identity;
 - b) Harassment or abuse of another participant, whether physical, verbal, sexual or emotional;
 - c) Behaviour intended to offend or embarrass another participant;
 - d) Intimidation of another participant;
 - e) Intentionally or persistently misgendering another participant;
 - f) Violence or threats of violence against another participant;
 - g) Illegal behaviour, for example:
 - i. Consuming alcohol if under the age of 18;
 - ii. Providing alcoholic beverages to underage attendees;
 - iii. Administering, selling or possessing illicit substances;

The conduct listed in this section is not exhaustive.

37. The conduct listed in section 36 can be through acts of verbal, nonverbal or physical aggression, intimidation or hostility, or conduct that is any way intended to embarrass, pressure, shame, humiliate or degrade another participant through any medium.
38. All individuals to whom this part applies are expected to:
 - a) Treat all other participants with respect; and
 - b) Treat all staff at the venue with respect; and
 - c) Refrain from conduct that would bring SciSoc into disrepute.

Sexual Harassment, Violence and Positive Consent

39. Participants will not engage in any romantic, intimate or sexual activity with another participant who:
 - a) Has not explicitly consented to engaging the activity; or
 - b) Does not have the capacity to give consent (For example, by intoxication by drugs or alcohol, any physical or mental condition that might cause confusion, mental health conditions); or
 - c) Does not have freedom to consent (e.g. is not coerced, forced, blackmailed or constrained when giving apparent consent).
40. Participants will be mindful of any imbalances in social status or power within an organisational or social setting that may exist between themselves and another participant with whom they engage in a romantic, intimate or sexual activity, and will be mindful of the fact that such imbalances may diminish the capacity of the other to give consent.
41. Sexual harassment may include, but is not limited to:
 - a) Unwelcome efforts to develop a romantic or sexual relationship;
 - b) Unwelcome commentary about an individual's body or sexual activities;
 - c) Threatening to engage in the commission of an unwelcome sexual act with another person;
 - d) Any invasion of bodily privacy;
 - e) Unwelcome physical closeness or touching;
 - f) Unwelcome jokes or teasing of a sexual nature or based upon gender, perceived gender, or sex stereotypes;
 - g) Sexual violence, which includes but is not limited to:

- i. Sexual assault;
- ii. Sexual activity without consent.

Provision of Wellbeing Personnel at Events

- 42. SciSoc will make reasonable efforts to provide an adequate number of wellbeing personnel at SciSoc events.
- 43. Wellbeing personnel will promote the health, safety and comfort of participants by:
 - a) Serving as a point of contact in relation to complaints of behaviour in breach of this policy during the course of the event; and
 - b) Assisting participants who are inebriated or injured during events; and
 - c) Being vigilant for physical hazards or behaviour that is in breach of this policy and intervening appropriately; and
 - d) Taking other reasonable steps to ensure the health, safety and comfort of participants.
- 44. Wellbeing personnel will:
 - a) Remain sober during the course of the event; and
 - b) Remain at the premises of the event until its scheduled finishing time; and
 - c) Respect the privacy of participants.
- 45. The duties of wellbeing personnel may be fulfilled by:
 - a) A member of the SciSoc executive; or
 - b) A SciSoc member who has volunteered and has been accepted by the Society's Executive to perform the duties of wellbeing personnel at SciSoc events.

Part 5: Society Members Code of Conduct

Application

- 46. This part applies to all members of the Society during the course of their membership.
- 47. The standards of behaviour set out in this part apply to all interactions between the Society's members, including those taking place within and beyond the context of the Society's events.

Standards of Behaviour

- 48. The Society's members will not engage in any of the following conduct in relation to another student of the University:
 - a) Discrimination on the basis of sex, gender, age, race, identity, sexual

orientation, disability, religion, national or ethnic origin, political beliefs, socioeconomic status or any other aspect of their identity;

- b) Bullying or humiliation;
 - c) Harassment;
 - d) Intimidation;
 - e) Spreading of malicious rumours;
 - f) Attempts to socially marginalise or exclude;
 - g) Sabotage of an academic or interpersonal nature;
 - h) Violence;
 - i) Sexual harassment;
 - j) Serious invasions of privacy, including but not limited to:
 - i. Stalking;
 - ii. Unauthorised access of accounts.
49. Except where a contrary intention appears, all terms appearing in both the Events Code of Conduct and Society Members Code of Conduct bear the same meaning.

Part 6: Procedures Relating to the Disciplining of Members and Resolution of Disputes

Purpose

50. The purpose of this bylaw is to supplement Section 5.3 of the Constitution by standardising a uniform procedure for the disciplining of members and resolution of disputes involving alleged contravention of any of these bylaws.

Standing of Complainants

51. Any person is able to make a complaint to the Executive of the Society on the grounds provided in Section 5.3 of the Constitution.
52. Complaints of private misconduct may only be made by the victim of the alleged misconduct, unless:
- a) The complaint involves allegations of unlawful behaviour; or
 - b) The complainant is authorised by the victim of the alleged misconduct to make such a complaint on their behalf.
53. “Private misconduct” refers to actions that contravene any of these by-laws and which are directed to or affect only one person.

Origination of Complaints

54. Complaints may be directed to:
- a) Any member of the Executive;
 - b) Wellbeing personnel, if the conduct complained of takes place at a SciSoc Event and the complaint is made during the course of the event.
55. Complaints should be directed to the member of the Executive that would be responsible for the investigation of that complaint.

Investigation of Complaints

56. Complaints will be investigated by:
- a) The President, if the complaint involves alleged misconduct by another member of the Executive, or if it is otherwise appropriate for the President to be involved with the investigation of the complaint; and

Any of the following members of the Executive in the respective circumstances:

- b) Any officer of one of the diversity and inclusion subcommittee, if the nature of the complaint involves the subject matter of their portfolio.
57. The officers of the diversity and inclusion subcommittee portfolios are:
- a) The Women's Officer
 - b) The Queer Officer;
 - c) The Ethnocultural Officer;
 - d) The First Nations Officer;
 - e) The International Students' Officer;
 - f) The Equity Officer;
 - g) The Disabilities Officer.
58. The members of the Executive investigating the complaint may contact individuals who may have further information pertaining to the complaint or who may be able to verify the complaint.
- a) If a member of the Society is such an individual, they must answer any such questions truthfully and in good faith.

Procedure of Complaints

59. All complaints will remain confidential and will only be disclosed to other individuals where necessary to give effect to a provision of the Constitution or these bylaws.

- a) Where it is necessary to disclose the nature or circumstances of the complaint to an individual outside of the Executive of the society, all information concerning the complaint will be anonymised.
60. Decisions regarding the investigation and outcome of complaints will be made according to the consensus of the members of the Executive investigating the complaint.
61. In accordance with Section 7.7.5 of the Constitution, the members of the Executive investigating the complaint must:
- a) cause notice to be served on the member concerned, and
 - b) give the member at least 14 days from the time the notice is served within which to make submissions to the Executive in connection with the complaint, and
 - c) take into consideration any submissions made by the member in connection with the complaint.
62. For the purpose of causing notice to be served on the member concerned, any of the following means are sufficient:
- a) Emailing the personal email or student email of the member; or
 - b) Messaging the member via SMS or instant messaging; or
 - c) Posting a letter to the known primary address of the member.
63. If the member concerned does not respond to the notice within 14 days, or if any of the sufficient means of notice are not practicable, the members of the Executive investigating the complaint may require another member of the society who is a known contact of the member concerned to convey notice to them.

Outcome of Complaints

64. The members of the Executive investigating the complaint will have discretion to decide the appropriate outcome of the complaint, with reference to the nature, seriousness and credibility of the complaint.
65. The members of the Executive investigating the complaint will take into account the complainants' preference when deciding what outcome is appropriate.
66. The possible outcomes of the complaint include:
- a) No outcome; or
 - b) Mediation between the complainant and subject of the complaint, which will be overseen by the officers handling the complaint; or
 - c) An apology by the member who is the subject of the complaint to the complainant; or

- d) Sanctions against the member concerned; or
- e) Any other outcome which is suitable in the given circumstances.

Sanctions

67. Sanctions may only be imposed by resolution of the Executive.
- a) If the members of the Executive investigating the complaint decide that sanctions are an appropriate outcome, they will move such sanctions at the next meeting of the Executive from the time at which the decision is made.
68. Sanctions may include:
- a) Exclusion from future SciSoc events and programs;
 - b) Revocation of Society membership;
 - c) Referral to the Student Misconduct Registrar of the University of Sydney Student Affairs Unit;
 - d) Referral to the police.
69. If the Executive resolves to impose sanctions on the member concerned, the Secretary must, within 7 days after the action is taken, cause written notice to be given to the member of:
- a) The action taken; and
 - b) The reasons given by the committee for having taken that action.
70. For the purposes of causing written notice to be given to the disciplined member; the same provisions as those which regard the notification of complaints apply.

Appeals

71. The disciplined member may not appeal a decision to refer their conduct to the Police or the Student Misconduct Registrar.

Part 7: Privacy Policy

72. The Society will only use members' personal information and sensitive information to improve the way the society operates including the services provided to members.
73. The Society shall operate in accordance with the *Australian Privacy Principles* ('APPs') contained in the *Privacy Act 1988* (Cth) and other relevant laws.

Personal information

74. Personal information collected upon registration of members or thereafter includes but is not limited to the:

- a) student identification (SID) number;
 - b) USU membership number;
 - c) cohort group;
 - d) university degrees and year of expected completion;
 - e) emails;
 - f) phone numbers;
 - g) mail addresses;
 - h) bank account details;
 - i) gender;
 - j) date of birth;
 - k) interests;
 - l) social event registrations.
75. When collecting personal information, the Society will where appropriate and possible, explain to a member why they are collecting information and how the Society plans on using it.
76. Where reasonable and practical, the Society will collect personal information directly from members. However, in some circumstances:
- a) The Society may collect personal information from third parties. In such a case, the Society must take reasonable steps to ensure that the member is made aware what information is being provided by the third party.
77. A member may request that the Society adds, modifies or deletes records of personal information and this must be in writing to the Secretary and acted upon as soon as reasonably practicable.
78. The disclosure of personal information may be disclosed in a number of circumstances including:
- a) To third parties where you consent to the use or disclosure;
 - b) Where required or authorised by law.

Sensitive information

79. Sensitive information may be collected as defined in the *Privacy Act* includes information about an individual's:
- a) racial or ethnic origin,

- b) political opinions,
- c) membership of a political association,

- d) religious or philosophical beliefs,
 - e) membership of a political association,
 - f) membership of a trade union or other professional body,
 - g) criminal record or health information.
80. When collecting sensitive information, the Society will where appropriate and possible, explain to members why they are collecting information and how the Society plans on using it.
81. A member may request that the Society adds, modifies or deletes records of their sensitive information. This must be in writing to the Secretary and acted upon as soon as reasonably practicable.
82. Sensitive information will be only used by the Society if provided for:
- a) The primary purpose for which it was obtained;
 - b) For a secondary purpose that is directly related to the primary purpose;
 - c) With the member's consent; or
 - d) Where required or authorised by law.

Part 8: Environmental Sustainability Policy

83. The Society will act diligently to implement and promote environmentally sustainable practices.
84. In its day-to-day operations, the Society will aim to:
- a) Minimise paper consumption, including limiting the print of publications and competitions materials;
 - b) Minimise the use of single-use plastics and other forms of waste;
 - c) Use biodegradable and recyclable materials, including the use of recycled paper in print publications;
 - d) Engage in recycling, reusing and reducing practices, including but not limited to:
 - i. Utilising only recycled paper for office use and printed publications;
 - ii. Recycling coffee capsules and other materials made available for use in the SciSoc Office.
 - e) Minimise energy use and consumption in the SciSoc Office;
 - f) Provide the option for vegetarian catering at all events.

85. In the procurement of supplies and gifts, the Society will aim to purchase from Indigenous-owned businesses;
86. The Society will aim to source merchandise from environmentally-conscious materials and businesses;
87. In making travel arrangements for purposes in the interest of the Society, the Society will aim to select travel options with low carbon emissions;
88. The Executive will advocate for the purpose of educating students, faculty, and the wider community about adopting better environmental policies and practices.
89. The Society may, from time to time and as necessary, organise activities among its members for the purpose of educating members about legislative and policy changes concerning environmental sustainability.

Part 9: Treasury Bylaws

General

90. The Society shall operate as a cashless society.
91. The Society cannot offer cash prizes unless the cash prize is sponsored.
92. In devising any financial investment strategy, the Society will not invest in any institution with unduly detrimental environmental impact including, but not limited to the following:
 - a) Non-renewable energy such as fossil fuels and nuclear power;
 - b) Weapons such as controversial weapons (e.g. cluster munitions, nuclear weapons), military weapons and firearms; and
 - c) Vice products such as adult entertainment, alcohol, gambling and tobacco.

Expenditure requests

93. All expenditure requests must be submitted within 31 days of incurring the expenditure. Requests submitted beyond this date will only be processed if a valid and reasonable reason for the late request is presented to the Treasurer.
94. A reimbursement request requires the following to be submitted:
 - a) A tax receipt that includes:
 - i. The name and ABN of the merchant;
 - ii. The amount of GST paid; and
 - iii. The total amount paid; and
 - b) If the expenditure was in foreign currency, screenshots of bank transactions for

the exact amount paid and any foreign transaction fees charged.

95. A direct payment request requires the following to be submitted:
- a) A tax invoice:
 - i. Billed to 'Sydney University Science Society';
 - ii. That includes the name and ABN of the payee;
 - iii. That includes the amount of GST to be paid; and
 - iv. That includes the total amount to be paid.
 - b) If the request is submitted by a non-executive member, approval from the relevant executive member that the request falls within their budget.
96. Unless approved by the Treasurer, the following are not sufficient for expenditure requests:
- a) Screenshots of bank transactions;
 - b) EFTPOS confirmation receipts;
 - c) Other documents that do not include the ABN of the merchant.
97. Personal transport costs, including to and from events or programs, will not be reimbursed without prior approval by the Treasurer.
98. All expenditure requests over \$500 must be approved by an executive vote before the expense is incurred. Voting can occur via online communication channels or in-person at an executive meeting.

Part 10: Advocacy Bylaws

99. All decisions concerning the Society's advocacy must be made in the best interest of the Society.
100. In determining what is in the Society's best interests, consideration should be made to:
- a) Whether the action concerns a matter that relates to the rights and interests of the Society's members or particular groups of the Society's members;
 - b) Whether the action would foreseeably cause a negative response from the Society's community;
 - c) Whether a failure to take action would foreseeably cause a negative response from the Society's community;
 - d) Whether the action concerns a matter that may be perceived as controversial or polarising;
 - e) If and whether a third party invitation to a Society's event would constitute as controversial or polarising;

- f) Whether the action concerns a matter which may be perceived as partisan or endorsing a particular party;
 - g) Whether the action would be unlawful;
 - h) Whether there has been precedent for similar action either by the Society, Faculty of Science, science societies, or other relevant actors;
 - i) Whether the action is consistent with the Society's objects as set out in Section 2 of the Constitution, and the Society's goals as determined by the Executive at the time;
 - j) Any other relevant considerations.
101. In determining what is in the Society's best interests, consideration should not be made to any personal views or opinions held by members of the Executive, rather consideration should be made collectively by the Executive as to what a reasonable and objective member of the Society will want and expect from SciSoc as an organisation.

Part 11: Accessibility Policy

SciSoc Events Accessibility Guidelines

- 102. The disability accessibility guidelines in this part must be consulted and followed as much as possible when planning and holding SciSoc events.
- 103. For events that are likely to be loud, if at all possible, a quiet space should be set aside. The space should not have bright lights and be quiet. The location of the area should be clearly signposted in a spoken introduction and/or physical signposting.
- 104. If a quiet space is entirely not possible, disposable earplugs should be provided for free in a clear place.
- 105. For events that are likely to demand long periods of standing, ensure chairs are available for rest.
- 106. When PowerPoints, agendas, conference papers or similar are used for an event, if at all possible these materials should be circulated in advance.
- 107. At events with audience participation, the introduction should make clear protocol on how to participate (e.g. How will people notify the chair if they want to speak).
- 108. Venues chosen for events must fulfil the following accessibility requirements:
 - a) Accessible bathrooms;
 - b) Avoidance of steep stairs;
 - c) Clear signage;
 - d) Wheelchair accessibility (e.g. ramps);
 - e) Rooms with hearing loops if using rooms at the University; and
 - f) Availability of a quiet space.
- 109. Wellbeing personnel at events are to be briefed on the presence of each of the items

listed in Section 108 by the Events Coordinators and/or the Disabilities Officer and are to be made aware of any accessibility limitations and accessibility features of the event or venue.

- 110. The location of disability accommodations such as quiet areas and accessible bathrooms should be made clear at events through the use of written materials and/or physical signposting and/or during the event's introduction.
- 111. In the introduction and/or materials and/or signage of an event, at least one person (such as the wellbeing personnel present or the Disabilities Officer) should be delegated and clearly noted as a contact point for attendees to discuss any accessibility needs or concerns.

SciSoc Disability Cultural Competency Guidelines

- 112. Use of image descriptions on marketing/digital content/social media posts must be used if possible.
- 113. All video content uploaded by SciSoc must include closed captioning if possible.
- 114. Language requirements applying to any marketing materials and physical or online content produced by SciSoc when referring to disabled people:
 - a) Identity-first language must be used in relation to disability (both in the general sense e.g. “disabled people” instead of “people with disabilities” and specific disabilities where applicable e.g. “autistic students” instead of “students who have autism”; and
 - b) When referring to disabled people in SciSoc materials and marketing, euphemisms for disability (e.g. “handicapped”, “handicapable”, “special needs”) must be avoided.

Part 12: Asset Purchase Program (APP)

Purpose and Scope

- 115. The Asset Purchase Program (APP) is established to manage the procurement and maintenance of essential assets for the Society. The program aims to ensure prudent investment in assets that support the Society's various activities and portfolios.

Budget and Funding

- 116. An annual budget will be allocated specifically for the APP, which will be approved as part of the overall budgeting process. This budget will be used for purchasing new assets and maintaining existing ones.

Approval Process

- 117. Requests for new asset purchases must be submitted to the APP Committee, which consists of the core executive members:
 - a) President;

- b) Vice-President;
 - c) Treasurer; and
 - d) Secretary.
- 118. Each request should include detailed justification and an estimated cost.
- 119. The APP Committee will evaluate requests based on:
 - a) Necessity;
 - b) Potential impact on Society activities;
 - c) Cost-effectiveness; and
 - d) Alignment with the Society's strategic goals.
- 120. In the event of a tie during decision-making within the APP Committee, the Treasurer's vote will serve as the tiebreaker.

Asset Management

- 121. The portfolio obtaining the asset will be responsible for its maintenance. A maintenance schedule, as specified during the purchase, must be adhered to.
- 122. The APP Committee will monitor the lifecycle of each asset, making decisions regarding disposal or replacement based on:
 - a) Condition;
 - b) Usefulness; and
 - c) Technological relevance.
- 123. Comprehensive records, including purchase details, maintenance logs, and disposal records, will be maintained for all assets.
- 124. Regular reports on the APP's activities and expenditures, as well as the status of assets, will be presented to the Executive.

Part 13: Subcommittee Structure and Management

Formation and Purpose

- 125. In accordance with Section 5.15 of the Constitution, subcommittees may be formed by the Executive to assist with specific duties or projects, as necessary for the efficient operation of the Society.
- 126. Each subcommittee should have a clearly defined purpose, goals, and responsibilities aligned with the Society's overall objectives.
- 127. Positions on subcommittees will be advertised through Society emails, social media, and other appropriate channels.
- 128. All members of the Society are eligible to apply for subcommittee positions.

129. Subcommittee members will be selected by the Chair and/or co-Chairs of the relevant portfolio.
130. Any member of the core Executive may also choose to participate in the selection process.
131. Appointments to subcommittees will be based on merit, considering applicants' skills, experience, and contributions to the Society.

Operation and Governance

132. Each subcommittee will have a Chair responsible for leading the subcommittee's activities and liaising with the Executive.
133. Additional roles within the subcommittee may be established as required.
134. Regular meetings are required for subcommittees to discuss progress and plan activities.
135. Subcommittee Chairs must submit regular reports to the Executive.
136. Subcommittee performance will be periodically reviewed by the Executive, incorporating feedback from Society members.

Term and Dismissal

137. Subcommittee membership will last until the next Annual General Meeting, with potential for reappointment.
138. Subcommittee members are subject to the same dismissal processes as the Executive, as outlined in section 7.7.5 of the Constitution.

Diversity and Inclusion Subcommittee

139. The Diversity and Inclusion subcommittee is established to promote inclusivity, equity, and representation within the Society, consistent with the aims of the Society outlined in Section 2 of the Constitution.
140. The officers of the Diversity and Inclusion subcommittee portfolios are:
 - a) The Women's Officer
 - b) The Queer Officer;
 - c) The Ethnocultural Officer;
 - d) The First Nations Officer;
 - e) The International Students' Officer;
 - f) The Equity Officer;
 - g) The Disabilities Officer.

141. This subcommittee reports directly to the President and is selected by the core Executive.
142. Applicants for positions in the Diversity and Inclusion subcommittee must submit a detailed application, outlining their qualifications, experiences, and motivations for the role.
143. Applicants are required to provide evidence of their qualifications and past involvement in diversity and inclusion initiatives. This includes, but is not limited to:
 - a) References or testimonials from previous roles or community involvement;
 - b) Certificates or records of participation in relevant workshops, seminars, or courses; and
 - c) A portfolio of past projects or activities that demonstrate commitment to the advocacy and support of diverse groups.
144. Applicants should submit a personal statement addressing their understanding of diversity and inclusion issues, their approach to advocacy and support, and their vision for their role within the Society.
145. Shortlisted candidates may be invited for an interview with the selection panel, where they can further elaborate on their qualifications and discuss their approach to the role.
146. Applicants should be able to demonstrate ongoing commitment to diversity and inclusion, which may be evaluated through their active participation in related events, forums, or initiatives, either within or outside the University.
147. The application process should be conducted with confidentiality and sensitivity in line with Part 7 of these Bylaws, recognising the personal nature of some of the information and experiences shared by applicants.

Part 14: Philanthropy and Community Engagement

Purpose and Administration

148. The Society commits to contributing positively to the community through organised philanthropic activities, ensuring adherence to the advocacy Bylaws in Part 10. These efforts aim to support charitable causes, foster community engagement, and enhance the societal impact of the Society.
149. The Vice-President will administer the Society's philanthropy efforts. This includes planning, coordinating, and overseeing various philanthropic initiatives and campaigns.
150. The Vice-President, in collaboration with the Executive, will identify suitable philanthropic activities and partnerships that align with the Society's values and goals.
151. An annual philanthropy plan will be developed, outlining the Society's intended charitable activities, goals, and targeted outcomes for the year.

Fundraising and Allocation

152. The Society may organize fundraising events or campaigns to support its philanthropic goals. These activities should be conducted ethically and transparently.
153. Funds raised through philanthropic efforts will be allocated to predetermined charitable causes or organisations, ensuring alignment with the Society's mission and the interests of its members.

Transparency and Reporting

154. Complete transparency in the handling of funds is imperative. Detailed financial records of all philanthropic activities will be maintained by the Treasurer and made accessible to Society members.
155. The Vice-President will provide regular reports on the Society's philanthropy efforts, including activities conducted, funds raised, and the impact achieved.

Member Involvement and Awareness

156. The Society will actively encourage and facilitate member participation in philanthropic activities, fostering a culture of giving and community service.
157. Efforts will be made to raise awareness among members about the importance of philanthropy and the specific causes supported by the Society.

The End.

By an absolute majority of the Executive on 18 January 2024.

Signatories

Signed: 18 January 2024

A handwritten signature in black ink, reading "Bmcnally". The signature is written in a cursive style with a large, looping 'B' and a long horizontal stroke at the bottom.

Bodhi McNally
President, Sydney University Science Society

A handwritten signature in black ink, reading "Darby Barker". The signature is written in a cursive style with a large, looping 'D' and a long horizontal stroke at the bottom.

Darby Barker
Secretary, Sydney University Science Society