

## **Medical Sciences Student Union Constitution**

PREAMBLE: We the students of various Medical Science disciplines, in order to form a collaborative union, establish effective communication between its members, provide academic assistance and guidance, promote scholastic excellence, secure and man an office proximal to the Medical Sciences Building, do ordain and esta-blish this Constitution for the Medical Sciences Student Union (MSSU).

ARTICLE I: NAME Section 1: The organization shall be known as the “Medical Sciences Students **United**”, hereinafter referred to as “MSSU”.

ARTICLE II: DEFINITIONS Section 1: “General Assembly” refers to all of the MSSU constituents. Section 2: “Council” refers to the representatives of the student unions. Section 3: “Executive” refers to the Executive of the MSSU. Section 4: “General Meeting” refers to a meeting that consists of the General Assembly. Section 5: “Council Meeting” refers to a meeting that consists of the Executive and Council. Section 6: “Executive Meeting” refers to a meeting that consists of only the Executive.

ARTICLE III: MEMBERSHIP Section 1: Membership is open to any member of the University Community (including students, staff, faculty, and alumni).

ARTICLE IV: COUNCIL Section 1a: The council will be composed of full member course unions and associate member course unions. Section 1b: There will be two council seats for each full member course union, and one seat for each associate course union. Each seat represents a voting member of the council. Section 1c: Each full member course union will assign up to two (2) representatives and each associate course union will assign one (1) representative for the school term. Section 2a: Eligibility to become a full member course union is restricted to a course union that represents undergraduate programs of study or undergraduate courses offered through the Faculty of Arts and Science or by a department under the Faculty of Medicine. Section 2b: Course unions not eligible under these criteria, must first be an associate members of the MSSU before they may petition for temporary eligibility for full membership. Temporary eligibility for full membership is gained upon the affirmative vote of two -thirds (2/3) at a Council Meeting.

Section 3a: Any course union, which represents undergraduate programs of study that are designated life science or courses that are designated life science, is eligible for associate membership status. Eligibility to become a full member automatically grants eligibility to become an associate member. Section 3b: Course unions not eligible under these criteria must first represent a program with an optional or required medical science or biology (BIO) designated course before they may petition for eligibility for associate membership. Temporary eligibility for associate membership is gained upon the affirmative vote of two-thirds (2/3) at a Council Meeting. Section 4: To gain full or associate membership, the candidate course union must be nominated. To be nominated, the course union must be eligible, either temporarily or permanently. Nomination must be made one Council Meeting prior to the Council Meeting at which membership status is determined. Full or associate membership is gained upon the affirmative vote of two-thirds (2/3) at the Council Meeting. Section 5a: To retain full membership, each course union must attend at least fifty percent (50%) of Council Meetings, and provide two (2) hours per week for office hours. Full members must send at least one representative (preferably the president) to MSSU Council Meetings to satisfy membership requirements. Section 5b: To retain associate member status, each course union must attend at least fifty percent (50%) of Council Meetings, and provide one (1) hour per week for office hours unless the course union already has an office. Associate members must send one representative (preferably the president) to MSSU Regular Meetings. Section 6a: Course Unions retain their status from the previous year, unless they fail to meet their obligations, as stated in Section 5 of Article IV. Section 6b: Full members who do not meet these obligations for the school term will be reduced to associate member status and associate members who do not meet these obligations for the school term will be reduced to non-members.

ARTICLE V: EXECUTIVE Section 1a: The Executive shall be the governing body of the Union. They shall consist of two (2) members each of Co-President, 1st Year Representative, Upper Year Representative, Academic Director one, and (1) member each of: Vice-President, Secretary, Treasurer, Webmaster, Graphic Designer, Events Coordinator, and 2nd Year Representative. Section 2a: The Co-Presidents, Vice-President, Secretary, Treasurer, Academic Director, Events Coordinator, and Webmaster comprise the Core Executive and shall be elected at the end of every school term at the last General Meeting of the MSSU by the General Assembly. Graphic Designer will be appointed through an internal vote by the previous Executive, based on submission of a portfolio of work. If positions of the Core Executive are still open, the remaining positions of the Core Executive are to be elected at the first General Meeting of the following fall term. Section 2b: All members of the MSSU are eligible for Vice-President, Secretary, Treasurer, Academic Director, Events Coordinator, Upper Year Representative, Graphic Designer, and Webmaster positions. It is recommended that non-Council members hold these positions. Section 2c: Only members that have been on a past or present Executive of MSSU or a course union affiliated with MSSU, as stated in Article X, are eligible for the Co-President positions.

Section 3a: The 1st Year Representatives and 2nd Year Representative shall be elected at the beginning of every school term at the first General Meeting. Section 3b: All members of the MSSU are eligible for 1st Year Representative and 2nd Year Representative positions. Section 3c: Only members that are in their 1st year at the university are eligible for the 1st Year Representative positions. Section 3d: Only members that are in their 2nd year at the university are eligible for the 2nd Year Representative position. Section 3e: Only members that are in their 3rd or 4th year at the university are eligible for the Upper Year Representative position. Section 4: The members of the Executive shall take office after the meeting at which they were appointed. Section 5: Members of the Executive may be removed by the affirmative vote of two-thirds (2/3) of the General Assembly present and voting provided that two weeks notice of motion is given to all members of the Executive, and the number of those voting in favour is equivalent to at least fifty percent (50%) vote of all members of the Executive. Section 6: All members of the Executive must be present at all Executive and Regular meetings from September to April with a maximum of four (4) absences allowed. Failure to comply with this requirement shall result in the loss of membership in the Executive for the remainder of the term. It shall be incumbent upon the Executive to inform a member before any Executive meeting at which their non-attendance would affect their status. Section 7a: The Co-Presidents shall preside as the Chairpersons at meetings of the Executive or may appoint another member to act as Chairperson. Section 7b: The Chairperson of the meetings of the Executive shall retain her/his vote, if applicable. Section 7c: A Chairperson shall be appointed by the Executive to preside at meetings of Council and shall not be entitled to a vote.

ARTICLE VI: MEETINGS Section 1a: General Meetings of the MSSU shall be held at least once (1) per term at the call of the Executive. Section 2: The Executive shall set and post dates for the General Meeting of each term within the first month of the said term. Section 3a: Each member of the Executive has one (1) vote at each Executive Meeting. Section 3b: Each seat of the Council has one (1) vote at each Council Meeting. Section 3c: Each member of the General Assembly has one (1) vote at each General Meeting. Section 3d: Course unions may send non-voting representatives to Council or Executive Meetings. Section 4: No member of the Executive, Council or General Assembly may exercise more than one (1) vote at any time. Section 5: At all meetings of the Executive, Council or General Assembly, every question shall be decided by the affirmative vote of fifty percent (50%) plus 1 of the members present and voting unless otherwise required by this constitution or by the rules of procedure.

Section 6a: The quorum at all Executive Meetings shall be seventy-five percent (75%) of all voting members.

Section 6b: The quorum at all Council Meetings shall be seventy-five percent (75%) of all voting members.

Section 6c: The quorum for all General Meetings shall be two (2) per constituent student union or twenty (20) people, the lesser of which will be deemed satisfactory.

Section 7: The Executive and Council may adopt rules of procedure consistent with this constitution to facilitate the performance of its duty.

Section 8: The Executive and Council may strike as many committees as it may deem necessary for the performance of its duty.

Section 9: The Executive shall be responsible for keeping the financial record of the Union.

Section 10a: The Co-Presidents shall be responsible for calling meetings, ensuring the MSSU conducts its business in a fashion amenable to this constitution, meeting all contract obligations and maintaining good communication with sponsors, sending out email updates to all MSSU members, ensuring all events run by the MSSU are well promoted and are run smoothly, and acting as signing officers.

Section 10b: The Vice-President shall be responsible answering emails and corresponding with sponsors, event speakers, and members when necessary, aiding in the planning of all events run by the MSSU and ensuring that they are well promoted, and fulfilling the duties of the Co-Presidents in the event that the Co-Presidents cannot fulfill them.

Section 10c: The Secretary shall be responsible for preparing and posting the minutes of all Executive and Council meetings and booking venues for all MSSU meetings and events. In the absence of the Secretary, one (1) member shall be appointed to prepare and post the minutes for that meeting.

Section 10d: The Treasurer shall be responsible for creating a budget of the MSSU, completing and submitting applications for funding for the MSSU, finance-related record-keeping and monitoring, and act as the signing officer.

Section 10e: The Webmaster shall be responsible for maintaining the website and social media sites and handling audio-visual equipment.

Section 10f: The 1st Year Representatives shall be responsible for acting as a liaison between the Executive and 1st year students at the University, primarily by means of class announcements.

Section 10g: The Events Coordinator shall be responsible for coordinating all events hosted by the MSSU, working closely together with the Academic Directors to organize events for the MSSU's Mentorship Program, contacting speakers and professors for academic events, and promoting MSSU hosted events on campus and social media.

Section 10h: The Academic Directors shall be responsible for promoting academic seminars hosted by MSSU, and course unions affiliated with MSSU as stated in Article X, as well as coordinating the MSSU Mentorship Program.

Section 10i: The Upper Year Representatives shall be responsible for acting as a liaison between the Executive and 3rd/4th year students at the University, primary by means of class announcements.

Section 10j: The Graphic Designer will be responsible for designing graphics and promotional posters for the MSSU.

Section 11: The Executive and Council may delegate tasks or responsibilities as it may deem necessary for the performance of its duties.

Section 12: In all cases not provided for in this Constitution, or in the Rules of Procedure, the proceeding of the meetings of Council shall be governed by the latest edition of Robert's Rules of Order, in as far as applicable.

ARTICLE VII: FINANCES Section 1: The fiscal year end of the MSSU shall be May 31st of each year.

Section 2: Notwithstanding any other provisions of the Constitution, the Executive may adopt such financial regulations as may be deemed necessary for the conduct of the financial affairs of the MSSU.

Section 3: The MSSU shall either keep sufficient financial records so as to be able to be audited or shall allow its financial records to be kept centrally as a part of the records of the MSSU. Section 4: The MSSU shall have a minimum of two (2) signing officers to the account and there must be at least two (2) signatures on each cheque.

ARTICLE VIII: ELECTIONS Section 1a: The Executive shall clearly advertise to the General Assembly the General Meeting during which its new members will be elected at least two (2) weeks prior to the date of the meeting. ~~Section 1b: Candidacy for the Co-Presidents, Vice-President, Secretary, Treasurer, Events Coordinator, Academic Directors, Upper Year Representatives, Webmaster, and Graphic Designer must be announced at least one (1) day before the date of the election. Only those who qualify under the membership may become candidates for these executive positions. Section 1c: The Co-Presidents, Vice-President, Secretary, Treasurer, Events Coordinator, Academic Directors, Upper Year Representatives, and Webmaster will be decided by a majority vote at the end of every school term at the last General Meeting; Graphic Designer will be decided by a majority vote of the current Executive at the end of the school term based on a portfolio submitted. Section 2b: Candidacy for 1st Year Representatives and 2nd Year Representative must be announced one (1) day before the date of the election. Only those who qualify under the membership may become candidates for these executive positions. Section 2c: The 1st Year Representatives and 2nd Year Representatives will be decided by a majority vote at the beginning of every school term at the first General Meeting.~~

~~Section 1b: Co-Presidents, Vice-President, Events Coordinator, and Academic Directors positions are selected through an interview process with the previous Co-Presidents. Applicants for Co-Presidents and Vice-President must have served on MSSU for at least 1 school year and Vice-President must not be entering 4th year. Vice-President gets priority for Co-President position should they choose to apply for it. Candidacy for the Secretary, Treasurer, Upper Year Representatives, Webmaster, and Graphic Designer must be announced at least one (1) day before the date of the election. Only those who qualify under the membership may become candidates for these executive positions.~~

~~Section 1c: The Secretary, Treasurer, Upper Year Representatives, and Webmaster will be decided by a~~

majority vote at the end of every school term at the last General Meeting; Graphic Designer will be decided by a majority vote of the current Executive at the end of the school term based on a portfolio submitted.

ARTICLE IX: AMENDMENTS Section 1: Amendments to this Constitution shall be made on the affirmative vote of seventy-five (75%) of the MSSU at a General Meeting, present and voting. Section 2: Any and all proposed amendments to this Constitution must be posted for the MSSU members and given in writing to all members of the Executive no less than three (3) weeks prior to the date of the General Meeting. Section 3: Any amendments of this Constitution shall come into effect immediately following the General Meeting at which it was adopted. Section 4: Article X: shall be amended upon change in membership status by affirmative vote of at least fifty percent (50%) of the Council Meeting, present and voting.

ARTICLE X: CURRENT MEMBERSHIP Section 1: The current full members of the Medical Sciences Students **United** (MSSU) are: Biochemistry Undergraduate Student Society (BUSS), Human Biology Students' Union (HBSU), Immunology Students' Association (IMMSA), Laboratory Medicine and Pathobiology Student Union (LMPSU), Molecular Genetics and Microbiology Students' Union (MGYSU), Pharmacology and Toxicology Students' Association (PTSA), and Undergraduate Physiology Students' Association (UPSA). Section 2: Eligible associate members include: Psychology Students' Association (PSA), Ecology and Evolutionary Biology Union (EEBU), and Cell and Systems Biology Student Union (CSBSU).