

CLAMPS Constitution

Article I – Definitions

- i) The official name of the organization which this constitution governs is the Confederation of Laboratory Medicine and Pathobiology Students (CLAMPS).
- ii) Special students, as used in this constitution, refer to students who have been accepted into the Laboratory Medicine and Pathobiology program, and are completing prerequisite courses.
- iii) The CLAMPS executive refers to the core positions of the President, Vice-Presidents, Treasurer, and the Head Location Director.
- iv) The CLAMPS council refers to all elected members of CLAMPS, both executive and non-executive members.

Article II – Goals and Mission Statement

- i) Membership in CLAMPS represents an interest in promoting research in Cellular and Molecular Pathology, Clinical Biochemistry, and Medical Microbiology. The Council shall also be responsible for the organization and coordination of activities which are of interest to all students in LMP.

Article III – Membership

- i) CLAMPS shall be composed of all graduate students and special students in the Department of Laboratory Medicine and Pathobiology (the Department) of the University of Toronto (the University), Toronto, Ontario, Canada.
- ii) All students in LMP will be considered general members of CLAMPS and can vote during elections, however they will not have voting rights on CLAMPS council.

Article IV – Guiding Principles of the CLAMPS Council

- i) The Executive Council of CLAMPS shall represent the directorial body of CLAMPS.
- ii) The Council shall be composed exclusively of LMP students and be elected annually by all members of CLAMPS.
- iii) The CLAMPS executive is composed of the President, Vice-President External, Vice-President Academic, Treasurer, Vice-President Communications, Vice-President Recreation and Wellness, Vice-President Social, and the Head Location Director. The CLAMPS executive council is to be elected in the early spring, in order to facilitate summer preparation for the following school year.

- iv) The rest of the council members are to be elected in September. The Council has the authority to appoint additional members of CLAMPS as auxiliary representatives within the Council.
- v) The executive elections shall be held no later than July 1st of the outgoing executive's term, this ensures effective transition before the beginning of the new term.
- vi) Quorum will have been reached at meetings when 7/10 of the executive and 1/3 of the rest of CLAMPS council are present.

Article V – Definition of Responsibilities within the Executive Council

- i) The responsibilities of the Council in this article serve as a guideline for its members. Nevertheless, all members of the Council shall assist each other in the performance of their responsibilities. All executive members are expected to attend at least 3/4 of CLAMPS weekly meetings and at least 1/3 of the events organized by CLAMPS, to remain in good standing as voting members of council. Attendance for CLAMPS-organized events will be maintained by the Communications team, using input provided from the other Vice-Presidents on the number of events organized per academic session.
- ii) During the course of their elected term, CLAMPS executives hosting any event hosted by VP social, VP rec and wellness, VP academic, VP external, and your given location director events will be required to take attendance of CLAMPS executives. The attendance sheets for all mandatory attendance events should be uploaded in a PDF format to the CLAMPS Google docs immediately after an event has occurred. Furthermore, the communications director will be required to update an attendance sheet PDF document for council meetings after each council meeting has commenced. The combined attendance for all events will count towards the 1/4 attendance requirement. This will be separate from the 3/4 attendance for all CLAMPS Council meetings. This will ensure the enforcement of Article V, subsection i. Special circumstances will be considered by the planning member(s) with regards to assigning mandatory attendance for events, and absences.
- iii) If a member cannot attend an event, they must obtain a prior exemption for their absence from the coordinating member of the council for their absence to not be included in the attendance tracking sheet.
- iv) All CLAMPS members are expected to actively participate in the advertising of CLAMPS events to augment community participation, and promote an inclusive environment where all students feel welcome and encouraged to participate.
- v) President (1-2)
 - The President is/are the head of the council and shall act as the official representative of CLAMPS in affairs which pertain to the University.
 - The President(s) will act as a chair during CLAMPS meetings.
 - The President(s) will oversee social and academic events which are run by CLAMPS.

- The President(s) shall maintain close contact (correspondence, meetings) with the Chair of the Department and the Coordinator of the Graduate Program.
- The President(s) shall assist the Treasurer in applying for external funding and ensure that funding forms are complete and filled on time.
- The President shall be the second signing authority on all CLAMPS related transactions.
- The position can be held by one person for a maximum of two years.

vi) Vice-President Academic (2)

- The Vice-President Academic (s) is/are the assistant to the President and shall act on behalf of the President in the President's absence. In the event that the President is unable to fulfill the responsibilities attributed to the position, the Academic Vice-Presidents shall assume the presidency (see Article IV).
- The Vice-President Academic(s) shall act as the official academic representatives of CLAMPS in affairs which pertain to the Department.
- The Vice-President Academic(s) will assist the Graduate Coordinator of the Department in organizing the first committee meeting discussion in the fall, and the transfer exam meeting in the late spring.
- The Vice-President Academic(s) shall be the primary organizer of the two (2) CLAMPS-led seminars for LMP 1001.

vii) Vice-President Social(1)

- The Vice-President Social shall act as the official representative of CLAMPS in affairs which pertain to social functions and events for the department.
- The Vice-President Social is expected to organize at least 2 events per Fall and Spring terms. Joint-events run by other departments do not count in this minimum.
- The Vice-President Social shall oversee the events committee (social representatives). The Social Vice President, with the events committee, is responsible for all aspects of running social events including: creating and following a budget, reserving space, obtaining appropriate licenses, advertising, setting-up at a venue and cleaning up after an event, and attending the event.
- The Vice-President Social will liaise with the Junior Communications Representative to facilitate the distribution of social event advertisements to the student body through various social media platforms.

viii) Treasurer (1)

- The fiscal year of CLAMPS shall be from one spring executive election to the next.
- The Treasurer shall be the primary signing authority on all dispersed CLAMPS funds.
- The Treasurer shall prepare budgets of projected and actual income and expenses for CLAMPS, and will act as the financial liaison between CLAMPS and the departmental administration. In particular, the Treasurer will prepare an end-of-year financial statement for CLAMPS, which will be made available to all members of CLAMPS at the spring general meeting. In this budget, money should be set aside for planning September events.
- The Treasurer will also prepare budgets at the beginning of both the fall and spring terms, to be approved by the CLAMPS council. Furthermore, the Treasurer is expected to write

a budget pertaining to the expenses and funds for running the LMP Research Conference (LMPRC).

- The Treasurer is expected to search for and apply to external funding sources. With the assistance of the President(s), it is important that the Treasurer meet the Fall deadlines for funding (ex. Graduate Student Union (GSU) funds), and to apply for student conference funding.

ix) Vice-President Communications (1)

- The Vice-President Communications shall keep records of all meetings and official business of the council.
- The Vice-President Communications shall distribute CLAMPS meeting minutes to all council members (via e-mail and hard copy to be provided to the assigned binder in the CLAMPS' office), 1-2 days after an executive meeting.
- The Vice-President Communications shall be of assistance to the council in the preparation of documents and publicity for special events.
- The Vice-President Communications shall keep records of each member's attendance at CLAMPS meetings and contributions to CLAMPS events throughout the year.
- The Vice-President Communications will be the primary contact who will respond to CLAMPS e-mails (clampsmp@gmail.com) and write listserv messages to all students in LMP. Other members of the executive council still have the authority to respond to emails and write listserv announcements.
- The Vice-President Communications will keep a digital copy (preferably a USB stick) of advice from current CLAMPS executives, so as to transfer to future councils what worked well and what needs improvement. This will then be handed down to the newly elected President.

x) Vice-President External (1)

- The Vice-President External is responsible for organizing community engagement projects such as: running for a cause (e.g. Terry Fox Run, and Run for MS), meal programs (e.g. 'Out of the Cold' program), or fundraising for various causes.
- The Vice-President External shall be responsible for planning the annual "REACH" program catered toward motivated high school students to garner interest in research. The day-long program typically includes talks by graduate students from LMP and scientists, in addition to opportunities for interested students to shadow graduate students in a laboratory setting.
- The Vice-President External works closely with the Vice-President Recreation and Wellness to organize mental wellness events throughout the year.

xi) Vice-President Recreation & Wellness (1)

- The Vice-President Recreation & Wellness shall be responsible for organizing and coordinating athletic, recreation, and wellness events within CLAMPS. This may include intramural sports teams, weekly open recreation activities, sporting events, Faculty vs. Student games, and mental health events. The Vice-President Recreation and Wellness shall be responsible for organizing one event of each of the following categories per semester: intramural team, sporting event, mental health event.

- The Vice-President Recreation and Wellness will be responsible for all aspects of organizing events such as reserving gym time, advertising, arranging/renting equipment and serve as team captain if necessary.
- The Vice-President Recreation and Wellness shall be responsible for advertising events (creating advertising posters, providing the information to the webmaster and emailing graduate students).

xii) Head Location Director (1)

- The Head Location Director will report primarily to the President.
- The Head Location Director is responsible for organizing & coordinating the Location Director team. They will be responsible for approving and co-organizing events at each respective location.
- The Head Location Director will hold monthly meetings in the Fall & Winter terms with the location director team to check in with their progress.
- The Head Location Director is responsible for liaising between the graduate student body and the Location Directors. This includes garnering student feedback or disseminating information to the student body (e.g. event advertisement posters for distribution at various locations).

Article VI Elections and Biannual General Meetings

- i) CLAMPS will have two general meetings where all students of LMP are welcomed and encouraged to attend. The first will happen in the late Spring, where the executive council is to be elected (Article IV, ii) . The second will happen in the early Fall, where the other members of council are elected (Sports Representatives, Events Representatives., Student Liaisons, Webmaster and Academic Mentors). All LMP students are allowed to vote and run in these elections, however only a student who has served for one (1) year on CLAMPS council can run for President.
- ii) A student may run for multiple positions during a given election but may only hold one position during an academic year.
- iii) Prior to each election, the outgoing CLAMPS council will nominate one of its members to be the Chief Returning Officer (CRO), who will be the primary organizer of the student elections. The CRO can be any CLAMPS council member; however they cannot be seeking a position in the current election. The role of the CRO is to chair the election, moderate speeches and organize the secret ballot during the election, so that all students have a fair chance at applying for a position. The CRO must be unbiased, showing no favoritism for particular candidates. In the event of a tie, the candidates will deliver speeches and answer questions of LMP students, followed by a second ballot. After the election, the CRO will distribute the most recent version of this constitution to all newly elected members of council.
- iv) During both general meetings, a budget will be prepared by the Treasurer (or the outgoing Treasurer at the Spring meeting) to summarize previous and actual expenses and revenue of

CLAMPS for the current fiscal year. These budgets are to be handed out to the new CLAMPS council.

- v) The former CLAMPS executive council will dissolve the evening of the spring election. The fall positions will continue until the fall. The next CLAMPS council meeting will be a transition meeting, where the outgoing and new members are both expected to attend.

Article VII - Amendments to the Constitution

- i) The Council has the authority to amend the Constitution (in whole or in part) on behalf of CLAMPS, upon two thirds (2/3) majority of the members of Council.

Article VIII – Termination of Executives Members

i) Any executive member of the club who commits an act negatively affecting the interests of the club and its members, including not meeting the responsibilities outlined in article V, may be given notice of removal. The executive member up for removal shall have the right to defend their actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The executive member will be removed from the club's membership and will lose any privileges associated with being a member of the club. However, they will still be eligible to attend all CLAMPS events and seminars.

ii) The executive members of the council have the right to appoint replacements for individuals who are removed/impeached with the same two-thirds majority threshold required for appointment. Current members of CLAMPS, including Junior representatives will be considered 1st to fill any vacancies via an internal nomination period. The internal nomination period must be advertised to all CLAMPS council members 1 week before the start of the nomination period. A nomination document must be circulated to all executive members who will be voting on the appointment 1 week after nominations open. Votes are to be held during CLAMPS council meetings. If the position cannot be filled internally, a special election can be held, where nominations are open to all students of LMP.

iii) During an impeachment/removal process the executive council must appoint an impeachment officer that will be in charge of facilitating the impeachment proceedings. The impeachment officer must be impartial. The accused and accuser must quorum to decide on an impeachment officer and come to an agreement on who will be the impeachment officer to ensure impartiality. If both parties cannot agree on an impeachment officer, the council will be charged with appointing one, and confirming them via a $\frac{2}{3}$ vote. An impeachment/removal must consist of a trial period where charges will be brought forth by the impeachment officer(s) following a period where the accused will have the right to defend themselves.

iv) The impeachment officer must facilitate a blind vote with all executive members that are present at the impeachment proceeding and read out the final vote tally. This vote is to be held directly after the trial period. The accused must attend the impeachment proceedings, if they are

absent, they waive their right to defend themselves. The accuser and the accused are not allowed to vote during the impeachment proceedings. All executives and the defendant must be informed of the impeachment meeting at least 1 week in advance.

Article IX: Nomination Ban for Executive and non-Executive members

i) Any member of the CLAMPS council is subject to one subsequent year nomination ban if they are not fulfilling their responsibilities and not attending the meetings by the end of their elected time period. Members will be given one warning via email to improve their performance and take up their roles again, if there is no change, they can be banned from nominating themselves for upcoming years' CLAMPS council. Executive members will be banned after a careful evaluation of their performance by the President/Co-Presidents and a vote will be held between the executive members of CLAMPS. 2/3 votes in favor of ban will result in the nomination ban. For Juniors and Location Directors, voting will be done between the President(s) and the Vice-President of Junior/LDs, in this case voting must be unanimous.

ii) The CLAMPS member in question will be allowed to defend themselves, and appeal the decision.

iii) In cases where the President is found to not be fulfilling their responsibilities, the case will be escalated to the business and administration manager of the graduate department, who will have the authority to introduce a nomination ban for the President.

Article X: Termination of Junior Representatives/Location Directors from CLAMPS

i) Juniors and Location Directors who are not meeting the responsibility of their roles can be removed from CLAMPS council by unanimous voting between President(s) and Vice-President of the Junior/LD. After a performance review the Junior/LD will be given a warning, if they do not respond positively, voting shall take place for the removal.

ii) The junior/LD member up for removal shall have the right to defend their actions and can request a re-evaluation. The President(s) can talk to other juniors during the re-evaluation process.

iii) Look at the nominations from that year, and reach out to the nominees that did not get elected and see if they want to fill in that position (include more detail).

iv) The executive members of the council have the right to appoint replacements for individuals who are removed/impeached with the same two-thirds majority threshold required for appointment. Current members of CLAMPS, including Junior members will be considered 1st to fill any vacancies via an internal nomination period. The internal nomination period must be advertised to all CLAMPS council members 1 week before the start of the nomination period. A nomination document must be circulated to all executive members who will be voting on the appointment 1 week after nominations open. Votes are to be held during CLAMPS council

meetings. If the position cannot be filled internally, a special election can be held, where nominations are open to all students of LMP.

Article XI: Appointment of a TRP Representative on CLAMPS

i) The TRP Representative on CLAMPS council will be a member of the TRP Social Committee for the ongoing academic session. This representative will be required to attend meetings facilitated by both CLAMPS and the TRP Social Committee in order to liaise between the two entities.

ii) The appointed individual will be required to organize collaborative events between the LMP research cohort and the TRP student body. One event is expected to be held per academic semester. CLAMPS will provide the budget for one of these events, and the other event will be covered by the budget held by the TRP Social Committee.

iii) In the event that the TRP Social Committee does not possess the funds required to cover these collaborative events, CLAMPS will financially assist with the associated costs until the TRP Social Committee can secure their own funding. This financial assistance is restricted to 50% of the final budget for the event.

The Constitution was prepared by the Council and ratified by its members this 19th day of October, 1997. [J. David Barrans, President, CLAMPS '97]

The Amendment to the Constitution was prepared by Dorota Dajnowiec (President 2005-2006) and Alison Burgess (President 2006-2007) and approved by the Council on October 30, 2006.

Constitutional amendments were prepared by Stephen McCarthy (Vice President Academic 2011-12) and Ekaterina Olkhov (Senior Representative 2011-12)

Constitutional amendments were prepared by Dakota Gustafson and Chanele Polenz (Presidents 2019-2020).

Constitutional amendments were prepared by Ryan Hiebert (President 2020-2021).

Constitutional amendments were prepared by Maryam Khalil and Rupal Hatkar (Presidents 2021-2022) and approved by the council on May 25, 2022.

LMP Department Resources

CLAMPS Staff Liaison:	Senior Graduate Admin Coordinator in the LMP Graduate Office
CLAMPS Faculty Liaison:	Graduate Coordinator, LMP
Financial Assistance:	Finance & Grants Officer, LMP
Space/Equipment:	MSB Administrative Coordinator
Safety:	Any LMP Admin Staff or Faculty Member

Online Resources

LMP Website <https://lmp.utoronto.ca/student-union-clamps>
Temerty Medicine Connect <https://uoftmedicineconnect.ca/>
GSU Website <https://www.utgsu.ca/>

CLAMPS Social Media Various sites ([Facebook](#), [Twitter](#), [Instagram](#))