

Constitution of “Club for Undergraduate Biomedical Engineering (CUBE)”

Revised on November 15, 2023

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1. Article One - Name and Purpose

- 1.1. The official name of the recognized student group is “The Club for Undergraduate Biomedical Engineering”, University of Toronto St. George Chapter.
- 1.2. The official acronym or abbreviation of this group is “CUBE”.
- 1.3. The purpose, objectives, mission, and/or mandate of the organization is to:

CUBE’s mandate is to disseminate knowledge at the undergraduate level pertaining to the biomedical engineering field. CUBE’s goal is to emphasize the multidisciplinary aspects that are integrated into biomedical applications.

CUBE’s purpose is achieved by serving as a point of contact between students, researchers, and the industry. Events are held throughout the academic year to provide members with the opportunity to explore and network with academic and industry professionals.

The Annual General Meeting (AGM) is held at the beginning of each academic year. The Election for Succeeding Co-Presidents is held at the end of each academic year and the Succeeding Executive Committee selection process occurs during the summer. Other events throughout the year are based on the CUBE Executive Committee’s ideas and initiatives and the events roster is decided by the entire team. Examples of past events include, but are not limited to:

- Student-Professor Mixer
- PEY & Industry Mixer
- Summer Research Seminar
- Laboratory Tours
- Alumni Mentorship Events
- Biomedical Engineering Competition (BMEC)
- Med & Grad School Seminar
- Lab Skills Workshop

2. Article Two - Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. Voting membership is open to all registered students of the University of Toronto.
- 2.3. Voting membership is open only to registered students of the University of Toronto.
- 2.4. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5. All members, voting, and non-voting, are welcome to participate in CUBE events and activities.
- 2.6. Individuals who are part of the University of Toronto community may attain membership by providing their full name, student number (if applicable), discipline or program of study, and e-mail address to any individual on the Executive Committee. Individuals who are not part of the University of Toronto community may attain membership by providing their full name, discipline or program of study (if applicable), and email address to any individual on the Executive Committee. Alternatively, individuals may attain membership by providing the aforementioned credentials on the sign-up page of the CUBE website.

- 2.7. The membership fee will be \$0 (free) per year.

3. Article Three - Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referenda.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.
- 3.7. All voting and non-voting members who are part of the University of Toronto community may:
- Be elected onto the Executive Committee and serve one (1) full-year term
 - Be re-elected to the Executive Committee without limitations
 - o Re-elected individuals are not subjected to a maximum number of servable terms
 - o Re-elected individuals are free to serve a different position for the new term
 - Nominate other University of Toronto members for Executive Committee candidacy

4. Executive Committee

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2. The Executive Committee shall be composed of fifteen (15) voting members. Their positions are called Executive Directors.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee. Their non-voting positions are called Junior Executives.
- 4.5. The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten percent (10%) of the positions on the Executive Committee, whichever is greatest.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- 4.8. Members of the Executive Committee are required to serve one (1) full-year term. If a succeeding candidate has not been elected for a particular position, the current Executive is not expected to fulfill duties past their term. The current President is expected to find a candidate to fill the position immediately as per standard procedures.
- 4.9. All members of the Executive Committee are expected to aid in planning out the agenda and event logistics during the Summer Academic Term. In addition, they are required to assist in the execution of events held during the Fall and Winter terms.

5. Article Five - Executive Committee Composition and Duties

5.1. The Co-Presidents shall:

- 5.1.1. The Co-Presidents are responsible for establishing the club's goals and overall vision for CUBE during their term. They must provide a leadership directive for the rest of the Executive Committee, coordinate Executive activities and responsibilities, and relay Executive messages

to members. Communication between CUBE and external sources, such as other Student Associations, must be facilitated by the Co-Presidents. One of the Co-Presidents will serve as the ULife Primary Contact Person for the club. The other Co-President along with the Operations Director will be added as the ULife Administrative Officers. It is recommended that two Co-Presidents be appointed to fulfill the role of President, with the workload evenly distributed. This role is designated as a signing and financial authority.

5.2. The BMEC Director shall:

5.2.1. The BMEC Director is responsible for planning and organizing the Biomedical Engineering Competition (BMEC). Aspects of the competition such as creating problem statement(s), ensuring design feasibility, testing potential solutions, inviting judges and guest speakers, developing judging guidelines, and other logistical details are the main duties of the BMEC Director. Due to the high workload for this position, it is recommended that at least two directors be appointed to fill this role in the club.

5.3. The Events Director shall:

5.3.1. The Events Director is responsible for organizing all of CUBE's academic and industry outreach events. This involves: sourcing and maintaining contact with industry professionals for event attendance as well as researching scholarships, summer research opportunities, graduate schools (including medical schools), and integration of this information. The Events Director must organize events such as research seminars, professor mixers, journal clubs, networking mixers, student panels, and office/lab tours, etc. for general member participation. Due to the high workload for this position, it is recommended that four directors be appointed and split into two Events Teams (Team A and Team B) to fill this role in the club.

5.4. The Finance Director shall:

5.4.1. The Finance Director is responsible for sourcing and completing funding applications for the Fall and Winter Terms. They are required to create a full-team budget at the start of the term and allocate the budget according to the various team functions. They must also record and maintain all financial transactions of the group, as well as ensure members get reimbursed for expenses without exceeding the prescribed limits. This role is designated as a financial-only authority.

5.5. The Marketing Director shall:

5.5.1. The Marketing Director is responsible for creating graphic representations of CUBE to be used on promotional media, advertising posters, official documentation, and application packages. They are required to implement a publicity tracking system and extend the promotional campaign in collaboration with all other Executives (part of this could include but is not limited to: event promotion through various mediums available on campus, such as bulletin boards, television screens, and departmental newsletters). The Marketing Director will also maintain the club's social media platforms, including but not limited to Facebook, Instagram, Twitter and LinkedIn up to date.

5.6. The Operations Director shall:

5.6.1. The Operations Director is responsible for securing room bookings, equipment availability, and meal accommodations for all events. They are also responsible for scheduling team meetings and overseeing all events to ensure they run smoothly. This role is designated as a signing-only authority.

5.7. The Workshop Development Director shall:

5.7.1. The Workshop Development Director is responsible for promoting and organizing laboratory skills workshops to further undergraduate exposure to skills and techniques in biomedical engineering. They are responsible for developing protocols for workshops, scheduling workshops, collaborating with lab facilities at UofT, designing certificates to recognize students' participation, and hosting the workshops themselves. Due to the high workload for this position, it is recommended that two directors be appointed to fill this role for Wet Labs and two directors be appointed to fill this role for Dry Labs in the club.

5.8. Past Executive Committee roles that may be revisited in future years:

5.8.1. **The Social Director shall:**

5.8.1.1. The Social Director is responsible for establishing initiatives within the executive team to develop the team culture and create a supportive team environment. They must work with the Finance Director in sourcing any funding for such events, and in establishing the budget and recording the financial transactions of the group. Furthermore, they will use these social events as a platform to help grow the club's marketing potential.

5.8.2. **The Research Curation Director shall:**

5.8.2.1. The Research Curation Director is responsible for disseminating knowledge about the advancements in biomedical engineering through articles in biweekly emails sent to members of CUBE's mailing list. They are also responsible for creating content to post fun facts about biomedical engineering to CUBE's social media outlets to reach a broader audience beyond the aforementioned mailing list. Finally, they are encouraged to set up journal clubs to discuss research and advancements in various subfields of biomedical engineering to create an environment for students to learn about the field which will supplement knowledge gained through the classroom. The Research Curation Director must work with the Technology Director and Marketing Director to facilitate the sharing of this information. Due to the high workload for this position, it is recommended that two directors be appointed to fill this role in the club.

5.8.3. **The Mentorship Director shall:**

5.8.3.1. The Mentorship Director must keep a record of past CUBE executives as well as interested University of Toronto alumni with their contact details. They are responsible for setting up the CUBE mentorship program, which involves outreach to alumni, graduate students, and upper-year students to participate as mentors, pairing the mentors with the students in the program, and creating mentorship events and workshops. They will help source funding for the club through alumni sponsorship as well as contact alumni to invite them to CUBE events. They may also leverage CUBE's academic and industry events to enhance the mentorship program. Due to the high workload for this position, it is recommended that two directors be appointed to fill this role in the club.

6. **Article Six - Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election. The current Co-Presidents are to call an election in the Winter Academic Term.
- 6.2. Only registered UofT students can be voting members and sit on the Executive Team.
- 6.3. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.4. All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.
- 6.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.7. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- 6.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
- 6.9. To ensure that candidates for the position of CUBE Co-President are committed to the club and are deemed appropriate candidates, the person that intends to run for Co-President is recommended to meet one (1) of the following requirements:
 - The individual has previously served at least one (1) year on the CUBE Executive Committee and has played an active role in organizing events that serve members throughout the course of their previous appointment.

OR

- The individual has been involved in the organization in at least three events/initiatives that serve members throughout the course of the current Academic Year that the election is held.

7. Article Seven - Finances

- 7.1. The Finance Director shall keep an active record of income and expenses.
- 7.2. The Finance Director shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The group may not engage in activities that are essentially commercial in nature.
- 7.5. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The group will not pay salaries to any of its officers.
- 7.8. The Institute of Biomedical Engineering (BME), UofT Engineering Society (EngSoc), and UTSU provide funding for CUBE to cover its expenses for services provided to students. In addition, the Executive Committee is permitted to actively seek out alternative sources of funding so that CUBE can aim to increase its operating budget. Sources can be corporate, academic, government, or non-governmental.
- 7.9. CUBE is also permitted to receive funding in various forms such as in-kind services (alumni donations), monetary, resources (printed, web, or educational material), or equipment (software, computers, office furniture, food, etc.). For special events, extra funding may be solicited from various sources.

8. Article Eight - Meetings

- 8.1. The Executive Committee shall meet weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee. The format of these meetings will involve updates for the first half of the meeting and the second half will be run in a workshop style to facilitate group work and collaboration.
- 8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.
- 8.4. During the Summer Academic Term, Executive Committee meetings will be held as often as needed for the development and planning of the required events outlined in Section 1.3. Meetings can be conducted in person or through conference calls. Attendance at each meeting is mandatory for at least one Co-President. Meetings are mandatory for all Executive Committee members unless they provide a warning about their inability to attend no later than 24 hours before the meeting (emergencies are excluded).

9. Article Nine - Termination of Membership

- 9.1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including, but not limited to, non-disclosure of a significant or continuing conflict of interest.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.
- 9.6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

10. Amendments

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.