

# **CONSTITUTION OF THE FUNDAMENTAL GENETICS AND ITS APPLICATIONS STUDENTS' ASSOCIATION**

2023-2024

*University of Toronto*

## **Article 1: Name**

1. The organization shall be known as the “Fundamental Genetics and Its Applications Students’ Association” and is herein referred to as the “FGASA.”

## **Article 2: Mandatse**

The FGASA is dedicated to the fulfillment of the following goals

1. To promote the Fundamental Genetics and Its Applications Major and Specialist programs.
2. To provide information about the Fundamental Genetics and Its Applications Major and Specialist programs.
3. To act as the student contact between the Fundamental Genetics and Its Applications Major and Specialist programs and the study.
4. To actively build and strengthen the Fundamental Genetics and Its Applications community at the University of Toronto.
5. To provide social opportunities to those in the club.
6. To provide information pertaining to future careers that one can pursue with a Fundamental Genetics and Its Applications degree.

## **Article 3: The Constituency**

1. Voting membership is open to all registered students of the University of Toronto
2. Voting membership is open only to registered students of the University of Toronto.
3. 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.

## **Article 4: The Executive**

1. The FGASA shall have executive members consisting of the following table of precedence:

Senior Executives

one (1) President  
one (1) Vice-President  
one (1) Treasurer/Secretary  
one (1) Social Coordinator  
one (1) Academic Coordinator

one (1) Media Coordinator  
one (1) Outreach Director

#### Junior Executives

three (3) student representatives

2. The constituency at the general meeting in April shall elect: one (1) President, one (1) Vice-President, one (1) Treasurer/Secretary, one (1) Academic Coordinator, one (1) Social Coordinator, one (1) Media Coordinator, one (1) Outreach Director, and three (3) Student Representatives. Should any position remain unfilled following the March elections, temporary appointments will be at the discretion of the presidency and vice presidency.
  - a. For the first year of operation, the timeline of elections may be different.
3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
4. Executive Meetings may be called by any member of the executive at the discretion of the presidency, and must be called at least once each month, with the exception of December and April.
5. Impeachment of an executive member must be initiated by a senior executive and decided by a supermajority of executive members or unanimous consent by the senior executive members. Impeachment must be supported by the presidency to take effect. Any executive facing removal shall have the right to appeal the decision of the Executive Committee to the general membership. Impeached executive members are barred from re-election for one school year after the year of impeachment.
6. Vacancies in the Senior Executive shall be filled by consensus of the executive members according to the table of precedence. If consensus is not possible the position shall be vacant until a by-election decides the succession.
7. Vacancies in the Junior Executive shall be filled at the discretion of the presidency.

#### **Article 5: The Presidency:**

1. The President must be enrolled in a Fundamental Genetics and Its Application Program.
2. The President possesses signing privileges.
3. The President shall be responsible for calling all FGASA general meetings.
4. The President shall keep the Executive and the members aware of FGASA business.
5. The President shall act as chair at each general and executive meeting.
6. The President shall coordinate and delegate responsibilities for all events.
7. The President shall work to uphold the rules of the FGASA.
8. The President shall act as a representative of the Union to external organizations.

9. The President is empowered to act on behalf of the executive numbers for all Union matters.
10. The President is empowered to delegate tasks not explicitly delineated in this constitution to executive members.
11. The President will be held accountable for all FGASA funds upon request.

#### **Article 6: The Vice Presidency:**

1. The Vice President must be enrolled in a Fundamental Genetics and Its Application Program.
2. The Vice President is responsible for answering member emails and questions in a timely manner.
3. The Vice President is responsible for the maintenance of the FGASA member registry.
4. The Vice President is responsible for maintaining contact obligations with university organizations.
5. The Vice President is responsible for obtaining sponsorship.
6. The Vice President is empowered to delegate tasks to executive members.

#### **Article 7: Duties of the Treasurer/Secretary (include but not limited to):**

1. The treasurer/secretary must be enrolled in a Fundamental Genetics and Its Application Program.
2. They shall receive and account for all FGASA funds.
3. They are responsible for the disbursement of FGASA funds for such purposes as the Executive has approved.
4. They shall draft a budget for all events along with the President and Vice President.
5. They shall report the FGASA's financial status at general meetings if requested to do so.
6. They shall have all financial records on hand at each general meeting and Executive meeting, provided that a reasonable notice is given ahead of time.
7. They will be responsible for the cash box at all events.
8. They will be jointly able with the President to account for all FGASA funds.
9. They shall be responsible for the recording and publishing of proceedings (minutes) of all FGASA.
10. They shall be responsible for distributing minutes to the Executive within a reasonable timeframe.
11. They will be jointly responsible for adding member names to the electronic mailing list.

#### **Article 8: Duties of the Academic Coordinator:**

1. They must be enrolled in a Fundamental Genetics and Its Applications program.
2. They will be responsible for collecting members' e-mail addresses and other required information.
3. They will be responsible for scheduling Journal Club presentations in coordination with the Outreach Director and presenter.
4. They will be responsible for approving the Journal Club presenters' chosen article.

5. They will be responsible for notifying the general members via email of the upcoming Journal Club.
6. They will be responsible for communicating with the Media Coordinator the information needed to advertise Journal Club.

#### **Article 9: Duties of the Social Coordinator:**

1. They must be enrolled in a Fundamental Genetics and Its Applications program.
2. They shall be responsible for organizing one social per semester for the executive team.
3. They shall be responsible for booking all social event venues.
4. They shall be responsible for coordinating with other Executive members regarding team socials.
  - a. Coordinating a date and time that all Executive members are able to meet.
  - b. Discussing potential social ideas and voting as a team.
5. They shall communicate and discuss all financial costs pertaining to socials with the Presidents, Vice Presidents and Secretary.

#### **Article 10: Duties of the Media Coordinator**

1. They must be enrolled in a Fundamental Genetics and Its Applications program.
2. They shall be responsible for maintain and updating the FGASA social media platforms on a regular basis.
3. They shall be responsible for taking photographs at all events and publishing them on the website and social media platforms.

#### **Article 11: Duties of the Outreach Director:**

1. They must be enrolled in a Fundamental Genetics and Its Applications program.
2. They shall be responsible for advertising all events both on campus and online.
3. They shall be responsible for delegating advertising tasks to the Year Representatives.
4. They shall be responsible for reaching out to potential Journal Club Speakers.

#### **Article 12: Duties of the Year Representatives (include but not limited to):**

1. The year-reps must be enrolled in a Fundamental Genetics and Its Applications program (with the exception of first-year reps).
2. They shall be responsible for advertising events at least in their own classrooms and may be required to do so in other classrooms at the request of the Executive.
3. They shall assist with all general Executive needs.

#### **Article 13: Cheque Co-Signing Policy**

1. Any disbursement of FGASA funds must be approved by the President, Vice-President and the Treasurer.
2. For a cheque drawn on FGASA funds to be valid, the following signatures must appear on the cheque (note that cheques MUST be co-signed to be valid: President + Treasurer.

#### **Article 14: Amendments**

1. Amendments to the constitution may be passed only during the period of September through to April.
2. All amendments to the constitution will be approved by the executive team with a two-thirds majority before being put forward for vote at a general meeting.
3. All amendments to this Constitution require a two-thirds majority of the members who are present and voting at a general meeting.
4. The Constitution will be reviewed every summer prior to the commencement of the following academic year and before April elections.

#### **Article 15: Elections**

1. To vote, you must be a voting member of the FGASA as per the criteria of Article 3.
2. All voting positions on the Executive Committee shall be filled through an annual election.
3. Non-voting group members shall not be eligible to cast a ballot for any elected position.
4. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
5. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

#### **Article 16: Termination of Membership**

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 non-disclosure of a significant or continuing conflict of interest.
2. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
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.
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.
7. Executive Committee members are subject to the same termination of membership process as general members.

#### **Article 17: Term**

1. Each position of the Executive has a term of one (1) year from the time of election.