

Biochemistry Undergraduate Student Society (BUSS) 2023-2024 Constitution

Article I: Name

The organization shall be known as the “Biochemistry Undergraduate Student Society,” “BUSS,” hereinafter referred to as the “Union.”

Article II: Definitions

- a) “Faculty” refers to the Faculty of Arts and Sciences.
- b) “Department” refers to the Department of Biochemistry.
- c) “ASSU” refers to the Arts and Science Students’ Union.
- d) “Executive” refers to the Executive of the Union.
- e) “Co-presidents” refers to two (2) members who are responsible for leading the Executive during a term of one (1) year from May 1st to April 30th as specified under Article VII, Section 3. The Co-presidents are elected by members of the Union and shall coordinate Executive activities and duties in accordance with Article VI.
- f) “Executives” refers to fourteen (14) members of the Executive who are responsible for the Executive during a term of one (1) year from May 1st to April 30th or seven (7) months from October 1st to April 30th as specified under Article VII, Sections 3 and 4. The Executives are elected by members of the Union.

Article III: Object, Duties, and Functions

Section 1: The object of the Union shall be to provide services for the improvement of education, academic life, and social life of all undergraduates in the Department.

Section 2: Toward the object stated in Section 1, the Union shall:

- a) administer and distribute funds available for the object of the Union;
- b) advocate for student interests and share student experiences with the Department;
- c) promote student representation on Faculty and Department committees; and
- d) provide and assist all other services that may contribute to the object of the Union.

Article IV: Membership

The following persons shall be members of the Union:

- a) all full-time undergraduate students enrolled in a program of study offered by the Department;
and
- b) all full-time undergraduate students enrolled in a course offered by the Department.

Article V: Discrimination

All members have a right to equal access to the services offered by the Union. No member of the Union, individually or collectively, shall discriminate on the grounds of race, ethnicity, creed, place of origin, citizenship, political activity, sex, gender, sexual orientation, age, marital status, family status, health status, or physical ability.

Article VI: Procedure

Section 1: Regular meetings of the Executive shall be held at least bi-weekly and notice for regular meetings of the Executive shall be given no less than three (3) days prior to such a meeting.

Section 2: A special meeting of the entire Executive or select members of the Executive may be called at the request of over fifty percent (50%) of the required attendees to consider only such business as may be specified in the notice of the meeting.

Section 3: One (1) general town hall meeting shall be held in September. The Executive shall set and communicate dates for the general town hall meeting to all members at least one (1) week in advance of the event.

Section 4: Each member of the Executive shall have one (1) vote.

Section 5: No member of the Executive shall hold more than one (1) seat nor exercise more than one (1) vote at any time.

Section 6: At all meetings of the Executive, every motion shall be decided by the majority vote with at least sixty percent (60%) of the Executive present and voting. Executives may choose to abstain from voting. In that case, the vote still counts to meeting quorum but is neither in favour nor in opposition to the motion.

Section 7: The Executive may adopt rules of procedure consistent with this Constitution in order to facilitate the performance of its duties.

Section 8: The Executive may delegate tasks and responsibilities or strike as many committees as it may deem necessary for the performance of its duties.

Article VII: Executive

Section 1: The Executive shall serve as the governing body of the Union.

Section 2: The Executive shall consist of fourteen (14) members including: two (2) Co-presidents, Vice President, Director of Operations, Director of Finance and Sponsorships, Director of Communications, Director of Academic Events, Director of Social Events, Graphic Designer, Mentorship Coordinator, Fundraising Coordinator, Second-year Representative, Third-year Representative, and Fourth-year Representative.

Section 3: The Executive shall be elected annually during the last week of March (Spring Election) for a term of one (1) year from May 1st to April 30th with the exception of the Second-year Representative, Third-year Representative, and Fourth-year Representative.

Section 4: The Second-year Representative, Third-year Representative, and Fourth-year Representative shall be elected within the first three (3) weeks of September (Fall Election) for a term of seven (7) months from October 1st to April 30th. Any unfilled positions from the Spring Election must be available for election in the Fall Election.

Section 5: In the case that an Executive position is unfilled following the Fall Election, the Co-presidents shall complete the responsibilities of that position or delegate the responsibility to another member of the Executive if they are in agreement to completing the task.

Section 6: Elected members of the Executive must be members of the ASSU and shall take office on the specified start date of their term as outlined in Article VII, Sections 3 and 4.

Section 7: One (1) Co-president shall preside as the Chairperson at meetings of the Executive or may appoint another member to act as Chairperson. The Chairperson shall not be entitled to a vote on any matters discussed at the meeting.

Section 8: The Executive should, to the best of its ability, report on its activities to all members of the Union.

Section 9: A member of the Executive may be removed from their position by an affirmative vote with at least sixty percent (60%) of the Executive present and voting provided that two (2) weeks notice of motion is given to all members of the Executive. An Executive may be removed if they fail to comply with any part of this constitution and the reason for removal must be documented.

Section 10: All Executives must be present at regular Executive meetings from September to April with a maximum of two (2) unexcused absences allowed. The reason for missing a meeting must be given to both Co-presidents within three (3) days of the missed meeting. The Co-presidents shall determine the reasonableness of the grounds for missing a meeting and either excuse the absence or count the absence as an unexcused absence. Failure to comply with this requirement shall result in the loss of membership on the Executive for the remainder of their term as outlined in Article VII, Sections 3 and 4. It shall be incumbent upon the Union to inform the Executive before any Executive meeting at which non-attendance would jeopardize their status.

Article VIII: Duties of the Executive

Section 1: Duties of the Co-presidents (2)

- a) Chair Executive meetings and provide general guidance to the council;
- b) Ensure that Executive members are familiar with their responsibilities;
- c) Complete or delegate the tasks of any unfilled position;
- d) Serve as a point of contact for the Director of Operations, Director of Finance and Sponsorships, Director of Communications, Fundraising Coordinator, Graphic Designer, and Second-, Third-, and Fourth-year representatives;
- e) Oversee the organization of all events;
- f) Attend ASSU and related meetings;
- g) Manage the BUSS email;
- h) Serve as a signing officer for BUSS; and
- i) Help onboard the incoming Co-presidents.

Section 2: Duties of the Vice President (1)

- a) Chair any Executive meeting where neither Co-president is able to attend;
- b) Serve as a proxy for the Co-presidents at ASSU and related meetings when necessary;
- c) Serve as a point of contact for the Director of Academic Events, Director of Social Events, and Mentorship Coordinator;
- d) Ensure that BUSS and the mentorship program fulfill the requirements for Co-Curricular Record recognition;
- e) Update the official BUSS website;
- f) Lead conference planning initiatives; and
- g) Help onboard the incoming Vice President.

Section 3: Duties of the Director of Operations (1)

- a) Reach out to members of the Executive to coordinate meeting times and locations;
- b) Compile an agenda ahead of Executive meetings and take detailed meeting minutes;
- c) Document attendance at Executive meetings;
- d) Organize one (1) town hall meeting during the month of September;
- e) Curate, develop, and maintain a resources bank for BUSS;
- f) Draft Fall and Winter semester progress reports; and
- g) Help onboard the incoming Director of Operations.

Section 4: Duties of the Director of Finance and Sponsorships (1)

- a) Serve as a signing officer for BUSS and manage the online banking account;
- b) Draft and submit Fall and Winter budget request forms to the ASSU;
- c) Ensure that BUSS adheres to budget by tracking expenses throughout the year;
- d) Collect and file physical and digital copies of receipts;
- e) Reimburse Executives for costs incurred on personal bank accounts;
- f) Serve as a proxy for the Co-presidents at ASSU and related meetings when necessary;
- g) Develop a plan to seek additional funding and sponsorship opportunities throughout the school year and fill out relevant applications; and
- h) Help onboard the incoming Director of Finance and Sponsorships.

Section 5: Duties of the Fundraising Coordinator (1)

- a) Provide support for any task delegated by the Director of Finance and Sponsorships;
- b) Lead the planning and advertising of at least one (1) fundraising initiative each semester; and
- c) Help onboard the incoming Fundraising Coordinator.

Section 6: Duties of the Director of Communications (1)

- a) Develop a social media strategy that efficiently uses Instagram, Facebook, and LinkedIn to communicate BUSS events and initiatives;
- b) Forward any important communications received through social media to the Co-presidents and Vice President;
- c) Send emails to members about BUSS events and services;
- d) Send a recurring newsletter with other opportunities that may be of interest to students;
- e) Work with the Graphic Designer to develop visuals for communications. In the event that there is no graphic designer, the Director of Communications shall take over the role; and
- f) Help onboard the incoming Director of Communications.

Section 7: Duties of the Graphic Designer (1)

- a) Provide support for any task delegated by the Director of Communications;
- b) Responsible for designing all graphics, posters, and advertisements at the request of the Director of Communications or other members of the Executive; and
- c) Help onboard the incoming Graphic Designer.

Section 8: Duties of the Director of Academic Events (1)

- a) Work with Co-presidents to promote biochemistry programs and courses;
- b) Organize the Lunch & Learn seminar series;
- c) Organize a graduate school application seminar;
- d) Organize a summer research application seminar;
- e) Work with the Mentorship Coordinator to develop academic initiatives for the mentorship program; and
- f) Help onboard the incoming Director of Academic Events.

Section 9: Duties of the Director of Social Events (1)

- a) Reach out to other course unions to host one large social event each year;
- b) Organize one to two social events per semester;
- c) Lead the planning for Executive socials;
- d) Work with the Mentorship Coordinator to plan social activities for the mentorship program; and
- e) Help onboard the incoming Director of Social Events.

Section 10: Duties of the Mentorship Coordinator (1)

- a) Lead the BUSS mentorship program;
- b) Work with the Director of Social Events and the Director of Academic Events to integrate the mentorship program into wider BUSS programming; and
- c) Help onboard the incoming Mentorship Coordinator.

Section 11: Duties of the Second-, Third- and Fourth-year Representatives (1 each)

- a) Responsible for making announcements in biochemistry classes about upcoming events.
- b) Act as a liaison between BUSS and students in their year;
- c) Represent their peers' interests during Executive meetings and event planning;
- d) Support the Director of Academic Events and Director of Social Events with any event planning and be present on the day of the event to help out;
- e) Work with other members of the Executive to propose and plan one initiative; and
- f) Help onboard the incoming Second-, Third-, and Fourth-year Representatives.

Article IX: Finances

Section 1: The fiscal year-end of the Union shall be April 30th of each year.

Section 2: The Executive shall submit a Fall and Winter budget to the ASSU prior to the deadline set by the ASSU in September and January, respectively.

Section 3: The Union shall maintain sufficient and detailed financial records in a central location so as to be able to be audited.

Section 4: The Union shall have a minimum of two (2) signing officers for the BUSS bank account and there must be a minimum of two (2) signatures from signing officers on each reimbursement issued to an Executive member.

Section 5: Notwithstanding any other provision of this Constitution, the Executive may adopt financial regulation as may be deemed necessary for the conduct of the financial affairs of the Union.

Article X: Elections

Section 1: The Union shall notify the ASSU office of all elections and clearly advertise all elections at least two (2) weeks prior to the date of the elections.

Section 2: The Chief Returning Officer for the Spring Election shall be, to the extent possible, a randomly selected non-returning member of the Executive. The Chief Returning Officer for the Fall Election shall be nominated by the newly elected Executive following the Spring Election.

Section 3: Ballots shall be used for all Executive elections. Ballots must be clearly distinguishable and controlled using sign-in sheets indicating the students' names and university ID numbers.

Section 4: No campaigning, in any form, may take place once the balloting for the election has started.

Section 5: The Executive should, to the best of its ability, report on election results to all members of the Union.

Section 6: Two (2) weeks shall be allowed for any appeals relating to Union elections. Appeals should be filed with the ASSU directly. The ASSU shall have final ruling on all appeals.

Section 7: Results from all Union elections shall be submitted to the ASSU within two (2) weeks of said election.

Article XI: Amendments

Section 1: Amendments to this Constitution shall be made on the affirmative vote of at least two-thirds (2/3) of any members of the Union present and voting at the general town hall meeting in September.

Section 2: Any and all proposed amendments to this Constitution must be given in writing to all members of the Union no less than one (1) week prior to the date of the general town hall meeting.

Section 3: Any amendments of this Constitution shall come into effect immediately following the general town hall meeting at which it was adopted.

Section 4: The Union shall submit at least one (1) copy of the Constitution to the ASSU office within fourteen (14) days of adoption.