

Erindale Biology Society 2023-2024 Constitution

Article I: Name

The name of the organization is the Erindale Biology Society (at the University of Toronto at Mississauga) referred to as EBS.

Article II: Purpose

- To serve the needs of students on campus, specifically those enrolled in Biology courses
- The organization is a non-profit organization, and none of the executives have paid positions
- To voice issues faced by Biology Students on campus, with a focus on helping historically underrepresented groups in biology, navigate their undergraduate career
- To provide opportunities for students to discover careers they can work towards with a degree in biology, in collaboration with other clubs and organizations at UTM
- To create meaningful connections between students and the biology department

Article III: Membership

All full time University of Toronto students, i.e those who have paid their incidental fees, are eligible to become voting members of the club. Part-time students may receive memberships as well.

Although most of the events & services provided by the Erindale Biology Society will be designed to meet the needs of Biology students, all U of T students are invited to join.

All registered biology students are not required to pay a membership fee to join the club. A membership lapses when a member is expelled from the University. Membership will also expire at the end of the school year, which is the end of the spring term

Article IV: Executives

All executive members are required to provide an advisory role to EBS members, when

approached with questions or concerns.

The following is applicable to all executives:

1. Treat everyone with respect
2. Ensuring to attend meetings/events/tabling shifts, as stated by your availability.
 - a. If you are unable to attend, despite your given availability, inform the President or Vice Presidents at least 24 hours prior
3. Communicating to other executive members regarding your responsibilities to the team
 - a. For instance, responding to WhatsApp messages that are directed to you or the responsibilities within your position within 48 hours
4. Communicating any grievances and/or difficulties that you have as an executive member to one of your Presidents or Vice President
 - a. If your issue involves the President, organize a meeting to explain your issue to a/the Vice President(s).
5. Asking for assistance when needed/required - there are no wrong questions.
6. Agreeing to attend a progress meeting with one of your Presidents two times each within the fall and winter semester
 - a. The progress meeting will take place, if applicable, during your office hour or as a Zoom call to discuss any concerns and questions about your responsibilities.
7. Mental health is important.
 - a. If at any time the responsibilities of your position at the 2023-2024 Erindale Biology Society are too strenuous, feel free to request either your President/VPs for a break
 - i. Ensure to state the start and end date of your break (up to two weeks continuous or more, on a case by case basis)
 - ii. If for any reason you feel you cannot continue your tenure with 2022-2023 Erindale Biology Society, you can choose to resign
 - iii. Ensure to talk to the President about your intent to resign, prior to resigning
8. Successful completion of the aforementioned responsibilities will grant reference letter(s) from the President or Vice Presidents.
 - a. Reference letters may be requested starting November 1st, 2023.

The following responsibilities are applicable to specific executive positions:

President

1. Decide the number and types of events taking place during the year with the entire Executive Team
 - a. Allocate responsibilities to each executive member
2. Coordinate weekly executive meetings with Executive Team Members
3. Act as the main liaison between EBS, the Biology department and UTMSU and any other organizations (stakeholders)
4. Must emphasize the need for equal participation and assumption of responsibility by each member of the Executive Team; be willing to delegate
5. Responsible for running all meetings, unless extenuating circumstances arise

Vice President (2x)

1. Assist the President in allocating responsibilities to each executive member
 - a. Overseeing respective executive groups (advertising, events, mentorship, etc.)
2. Coordinate activities to ensure executive members' responsibilities are being fulfilled
3. Must emphasize the need for equal participation and assumption of responsibility by each member of the Executive Team; be willing to delegate
4. Must assist/chair with the President in coordinating all meetings
5. Apply for Awards/Scholarships for the academic society with input from the Presidents, when available and applicable

Associate Director

1. Responsible for recruiting associates
2. Responsible for creating a communication platform either in-person, through social media or both that ensures that associates are being relayed information regarding the executives planning/decisions
3. Recruiting associate assistants as they seem fit.
4. Providing executives, the times and availability of associates whenever they require their assistance
5. Exist as a mentor to the associates and relay any concerns or emergencies about associates to Presidents at your earliest availability.

Office Administrator

1. Must buy any needed office supplies
2. Responsible for taking minutes during Executive Meetings and posting the document on Google Drive
3. Starting from the Fall Semester, send out a weekly eNewsletter through MailChimp, when applicable
4. Must check club mail at least once every other day; read mail directed to EBS and notify the concerned members to respond, if they are unable to respond themselves.

Events Coordinator (4x)

1. Responsible for brainstorming new events/activities for the society to hold during the academic year.
2. Responsible for organizing/planning EBS events, which includes, but not restricted to:
 - a. advising President/Vice Presidents on what room(s) need to be booked
 - b. requesting equipment/IT
 - c. ordering food
 - d. decorating room(s)
 - e. making purchases within budget
 - i. consult with Finance Director
 - f. ensuring enough support (executives and/or associates) is available prior to an event
 - i. 5 days prior to a small event (i.e. Nature Walks)
 - ii. 3 weeks prior to a large event (i.e. Meet the Grad Night)
 - g. ensuring proper marketing has been set-up with the Advertising Team prior to an event, like hanging posters around campus and/or posting posters on social media
 - i. 1 week prior to a small event (i.e. Nature Walks)
 - ii. 3 weeks prior to a large event (i.e. Meet the Grad Night)

Financial Director

1. Management of all EBS funds in an efficient and ethical manner (serious penalties instituted by the university for people in the club who misappropriate funds)

2. Will assume co-signing status of the EBS business account with the President
3. Must keep accurate records of all transactions and provide financial statements at the end of each semester
4. Must check the online banking account at least once a week to ensure that no conspicuous transactions occur
5. Complete two UTMSU audits within the academic year
6. Must attempt to find new ways of funding (either sponsorships or grants)
7. Must keep track of previous sponsorship relationships
8. Should work with the Events Team to brainstorm on budgets for events
9. Should justify prices for all EBS events and expenditures (with the help of other executive members)

Advertising Directors (2x)

1. Responsible for designing and making flyers, posters, and presentation boards, social media videos etc.
2. All posters should show at least the name of the club, the name of the event, the location, date, and time
3. Must ensure that the message to be delivered is written clearly and visibly
4. Remember to place posters on authorized UTMSU and UTM areas, especially those near Biology Laboratory and Lecture Rooms
5. Responsible for maintaining and updating all social media resources, including but not limited to Facebook, Instagram, etc.
6. Must prepare posters/social media posts for posting as per the deadlines:
 - a. 1 week prior to a small event (i.e. Nature Walks)
 - b. 3 weeks prior to a large event (i.e. Meet the Grad Night)
7. When hosting in person events, they must remove all posters within 48 hours after the event has ended.

Graphics Designer (2x)

1. Responsible for designing and making visuals for flyers, posters, and presentation boards, social
 - a. media videos etc.
2. All posters should show at least the name of the club, the name of the event, the place, date, time and the EBS email address. Must ensure that the message to be

delivered is written clearly and visibly

3. If applicable, remember to place posters on authorized UTMSU and UTM areas, especially those near Biology Laboratory and Lecture Rooms

Mentorship Coordinators (2x)

1. Creating a mentorship program with the Mentorship Team and Presidents, i.e. how many events should be held per semester, how many events should the mentors/mentees attend to award the students with CCR accreditation
2. Collaborate with appropriate event coordinators for new events for the society to hold during the year that would be appealing to first/second year students/mentees and mentors
3. Collaborate with the advertising team with designing and making flyers, posters, and presentation boards by providing input on advertising/marketing tactics
4. Responsible for promoting the mentorship program to finding likely mentors
5. Responsible for promoting the mentorship program to find likely mentees
6. Responsible for matching mentors and mentees

Article V: Meetings

The Executive Council shall have the power at any time to call a general meeting of the members of the organization to be held at least once a semester (twice a year) on such a date and at such a time and such a place as the Executive Council may decide. The club will have bi-weekly executive meetings throughout the summer term to coordinate its activities, then weekly meetings during the fall and winter semesters. General meetings are open to all members of the society.

Article VI: Elections

The following election procedure must be adhered to by the academic society:

- The Academic Society must follow the Campus Groups Elections Timeline set by the UTMSU in the Winter Semester
- Elections are open to all interested candidates who qualify for the position and are in a Biology program (major, minor or specialist)

- Advertising for elections are mandatory and must be visible throughout the campus
- All election advertisements must be submitted for approval and signature to the Chief Returning Officer
- The election must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the academic society executive and the Chief Returning Officer
- A nomination period following the advertising period should be set for a period of one week
- A campaign week will be held in the week following nominations close
- Elections are to take place at an executive council designated place in the week following campaigning, consisting of a period of two days
- In the case of a by-election, clubs must still follow the above regulations
- Any complaints that arise during the course of elections, or as a result of elections, must be brought to the attention of the CRO and the Campus Groups Coordinator, in written form, within 72 hours of the elections
- All full time University of Toronto students, i.e those who have paid their incidental fees, may vote in the EBS elections
- Executives for the calendar year will be elected through a majority vote

Article VII: Removal from Office

An executive can be removed from office for failing to perform their duties as defined by the club constitution, and by-laws. Two procedural options would be available to the society to remove an executive - one to be followed by the club members and/or the other to be followed by the society executives. To remove an executive the following procedure must be followed:

1. For society members: A request for removal, signed by no less than 30% of the membership shall be submitted to the Campus Group Coordinator. Upon receipt of request, the executive council shall be required to hold a said referendum within the next twenty days. The majority of the votes cast must indicate a desire to have the member in question removed from the Council; OR
2. For society executives: Each executive member shall receive three warnings from the society's President/Vice Presidents. On the third warning, a meeting shall be held

where the President and Vice Presidents will vote upon removing the executive from the council

3. In case of a council member being removed from office, applications from general members will be considered

Article VIII: Amendments

In case of amendments a society meeting will be held where all executives must be present. There the amendment in question would be voted upon. To pass the amendment must be ratified by at least 2/3 of the executive council.

All the articles of the constitution are open for amendments and must be approved by the membership and by the UTMSU.