

Immunology Students' Association (IMMSA) Constitution

Article I: Name

The organization shall be known as the "Immunology Students' Association", hereinafter referred to as "IMMSA"

Article II: Definitions

- a. "Faculty" will refer to the Faculty of Arts and Sciences of the University of Toronto
- b. "Executives" will refer to the elected Executive Committee of IMMSA
- c. "ASSU" will refer to the Arts and Science Students' Union
- d. "UTSU" will refer to the University of Toronto Students' Union
- e. "Senior Executive Positions" will refer to the Co-presidents, Vice president, Senior Treasurer, Senior Events Coordinator, Senior Webmaster, Secretary, 3rd year representatives, and 4th year representative positions.
- f. "Junior Executive Positions" will refer to the 2nd year representatives, Junior Treasurer, Junior Events Coordinator, and Junior Webmaster positions.

Article III: Objectives, Duties, and Functions

- a. To represent all undergraduate students in the Immunology Specialist, Major, and Minor Programs of Study as well as all students enrolled in "IMM-" titled courses at University of Toronto
- b. To foster a sense of community between the aforementioned students and to provide support through academic and social functions
- c. To distribute available resources in a manner that reflects IMMSA's objectives

Article IV: Membership

All undergraduate students of the Faculty registered in the Immunology Specialist, Major, and Minor Program of Study as well as students enrolled in "IMM" titled courses offered by the Department of Immunology

Article V: Executives

Section 1: The Executives shall be the governing body of IMMSA. Each Executive constitutes one voting member of the council.

Section 2: The Senior Executives shall be elected at the end of every Winter academic term at the IMMSA general meeting. Junior Executives shall be elected at the beginning of every Fall academic term at the IMMSA general meeting.

Section 3: The Executives shall send at least one of its members to represent IMMSA at ASSU and/or UTSU meetings held during the academic year.

Section 4: The Executives consists of:

- Two (2) Co-Presidents –The co-presidents shall:
 - Oversee other executives within the organization.
 - Implement the organization's guidelines on a day-to-day basis.
 - Provide visionary and strategic leadership for the organization.
 - Meet with other executives to determine if the organization is in accordance with goals and policies.
 - Ensure members of the organization have the information necessary to perform their fiduciary duties and other responsibilities.
 - Oversee budgets, spending, and funds.
 - Collaborate with other councils to organize academic and socializing events to all students the organization represents.
 - Oversee and manage all organized activities.
 - Develop and maintain relationships with other associations that are in the best interest of the council.
 - Communicate with the Department of Immunology.

- One (1) Vice-President – The vice-president shall:
 - Implement the organization's overall direction.
 - Lead, guide, and direct the work of other executives.
 - Formulate strategic plans that achieve the organization's overall goals.
 - Accomplish the vice president's responsibilities and job requirements.
 - Oversee the organization in accordance with the direction established.
 - Evaluate the success of all events organized by the organization.
 - Maintain awareness of both the external and internal landscape, opportunities for funding, collaborators, new events, and so forth.
 - Perform other responsibilities as assigned by the co-presidents.
 - In the event that one of the co-presidents is unable to perform his/her duties, the vice-president will step in as the deputy co-president.

- One (1) Senior Treasurer – The senior treasurer shall:
 - Manage daily fund balances, and documenting all receipts.
 - Ensure the organization's company's fund is adequate to allow it to operate effectively.
 - Forecast payments and anticipate challenges arising from limited funds.
 - Protect the organization's financial well-being. Evaluate financial impact of organized events.
 - Create solutions to new financial challenges by applying financial/treasury knowledge.
 - Provide advice on financial matters impacting on the organization.
 - Take responsibility for, train, and supervise the work of junior treasurer.
 - Keep up to date with funding opportunities and help the co-presidents apply to said opportunities.

- One (1) Junior Treasurer – The junior treasurer shall:
 - Assist with the aforementioned duties of the senior treasurer
 - In the event that the senior treasurer is unable to fulfill his/her duties, the junior treasurer will assume the responsibilities of the senior treasurer

- One (1) Secretary – The secretary shall:

- Book rooms and conference facilities.
 - Attend meetings, take minutes and keep notes.
 - Manage and maintain budgets.
 - Liaise with members in other organizations.
 - Sort, organize, and distribute paperwork, documents and computer-based information.
- One (1) Senior Events Coordinator – The senior events coordinator shall:
 - Identify opportunities for events as well as secure special guest speakers.
 - Produce detailed proposals for events and expected budgetary requirements.
 - Secure and book a suitable location.
 - Coordinate venue management, caterers, and equipment.
 - Organize the production of tickets, posters, and brochures for events.
 - Coordinate suppliers, handle participants' queries, and troubleshoot on the day of the event to ensure that all runs smoothly.
 - Oversee the dismantling and removal of the event and clear the venue.
 - Train and supervise the work of junior events coordinator.
- One (1) Junior Events Coordinator – The events coordinator shall:
 - Assist with the aforementioned duties of the senior events coordinator
 - In the event that the senior events coordinator is unable to fulfill his/her duties, the junior events coordinator will assume the responsibilities of the senior events coordinator
- One (1) 2nd Year Representatives – The 2nd year representatives shall:
 - Identify student needs and issues.
 - Report back to the council any issues raised at events and merchandise sales.
 - Contribute to the organizations' planning.
 - Promote events and manage merchandise sales to all students in their courses.
 - Liaise with other student council representatives.
 - Perform other responsibilities as assigned by the co-presidents and vice president.
- One (1) 3rd Year Representatives – The 3rd year representatives shall:
 - Identify student needs and issues.
 - Report back to the council any issues raised at events and merchandise sales.
 - Contribute to the organizations' planning.
 - Promote events and manage merchandise sales to all students in their courses.
 - Liaise with other student council representatives.
 - Perform other responsibilities as assigned by the co-presidents and vice president.
- One (1) 4th Year Representative – The 4th year representative shall:
 - Identify student needs and issues.
 - Report back to the council any issues raised at events and merchandise sales.
 - Contribute to the organizations' planning.
 - Promote events and manage merchandise sales to all students in their courses.
 - Liaise with other student council representatives.
 - Perform other responsibilities as assigned by the co-presidents and vice president.
- One (1) Senior Webmaster – The senior webmaster shall:
 - Maintain website, Facebook and Twitter accounts.

- Ensure the web server is operating accurately.
 - Design the website and strengthen the organizations' social media presence.
 - Examine and analyze site traffic.
 - Serve as the administrator in regulating the access rights of different users on website.
 - Ensure compatibility and user friendliness of website.
 - Train and supervise the work of junior webmaster.
- One (1) Graphic Designer – The graphic designer shall:
 - Design all posters and promotional material for events
 - Design all posters and promotional material for OQUIC

Section 5: In the event that any of the above Executive positions are unfilled by the end of the academic year, Executive members may be appointed by a fifty-one (51%) majority vote by all members of IMMSA in a by-election in the following general meeting.

Article VI: Procedures

Section 1: General IMMSA meetings shall be held at least once per term at the call of the Executives

Section 2: The Executives shall set post dates for general meetings of each term at least 3 weeks prior the event

Section 3: At all Executive meetings, every question shall be decided by the majority vote of at least fifty-one percent (51%) of the governing body present unless otherwise required by this Constitution

Section 4: The Executives may adopt rules of procedure consistent with this Constitution to facilitate the performance of their duties

Section 5: The Executives shall be responsible for keeping the financial record of IMMSA

Section 6: The quorum at all Executive meetings shall be fifty-one percent (51%) of all voting members

Section 7: The Executives may delegate tasks or responsibilities as may deemed necessary to perform their duties

Section 8: To be eligible for removal, an Executive member must be:

- a) Absent in 3 consecutive general meetings OR as deemed by a 2/3 majority vote of all voters
- b) Given 2 weeks' advanced notice of their removal

Article VII: Finances

Section 1: The fiscal year of IMMSA shall be 3 weeks after the final date for examinations as announced by the Faculty

Section 2: Notwithstanding any other provisions of the Constitution, the Executives may adopt regulations as deemed necessary for the conduct of IMMSA's financial affairs

Section 3: The Executives shall keep sufficient financial records so as to be able to be audited by any member of IMMSA

Section 4: The Executives shall ensure a minimum of one hundred dollars (\$100) is left behind for the Executives of the following academic year

Section 5: All cheques issued must be signed by 2 members. The President, Vice-President, and Treasurer will have signing privileges

Article VIII: Elections

Section 1: IMMSA shall clearly advertise all elections to its members at least two (2) weeks prior to the date

Section 2: Elections for the Senior Executive positions shall be held at the final IMMSA general meeting.

Section 3: Eligible voters shall include all members of the Executives, students enrolled in Immunology Programs of Study, and students enrolled in "IMM"-titled courses at the University of Toronto

Section 4: Eligible nominees include students enrolled in Immunology Specialist or Major Programs of Study. Members shall be elected by a fifty-one percent (51%) majority of the affirmative vote of eligible voters [maybe IMM minors?]

Article IX: Amendments

Section 1: Amendments to this Constitution shall be made on the affirmative vote of all members of IMMSA. A minimum of 2/3 majority vote of members, including the Executives, are necessary for their passage

Section 2: Any and all proposed amendments to this Constitution must be given in writing to all members of the Executives no less than two (2) weeks prior to the date of the general meeting

Section 3: Any amendments to this Constitution shall come into effect immediate following the general meeting at which it was adopted