

Association of Biology and Beyond for Students

Constitution 2024 – 2025

Article 1: Name of Organization

- 1.1 The official name of the organization will be the Association of Biology and Beyond for Students at the University of Toronto Scarborough.
- 1.2 The Association of Biology and Beyond for Students at the University of Toronto Scarborough may be referred to by the acronym ABBS.
- 1.3 The Co-Creators of the Association of Biology and Beyond for Students at the University of Toronto Scarborough are Amirfaham Fallahpour (amirfaham.fallahpour@mail.utoronto.ca) and Lingfeng Shi (lingfeng.shi@mail.utoronto.ca).

Article 2: Purpose

- 2.1 The purpose of the Association of Biology and Beyond for Students is to embrace and unite students who are passionate in interdisciplinary aspects of biology, empowering them to become generalists in this rapidly changing world.
- 2.2 The Association of Biology and Beyond for Students values its composition of 4 Houses, each representing an interdisciplinary aspect of biology as follow:
 - 2.2.1 **House of Biochemistry:** Dedicated to understanding the chemical processes in and out of living organisms, utilizing biochemical principles in pharmaceuticals and environmental science.
 - 2.2.2 **House of Bioinformatics:** Specializes in the analysis and interpretation of biological data using computational/statistical tools and techniques.
 - 2.2.3 **House of Biotechnology:** Focuses on the application and modification of biological organisms to develop innovative products in agricultural and industrial settings.

2.2.4 House of Biomedical Science: Emphasizes in health studies including human biology, immunology, and neuroscience to understand the biological foundations of health and disease.

- 2.3** The Association of Biology and Beyond for Students will enhance the academic and social environment of the university by:
- 2.2.1** Providing an interdisciplinary environment for students to interact with both like-minded and cross-disciplinary individuals.
 - 2.2.2** Promoting inclusivity and engagement among students through developing student-led events, with support from each respective House.
 - 2.2.3** Offering students an identity and sense of belonging as they join any one of the House.
 - 2.2.4** Creating a student-centered platform that allows students to explore and participate in all of the disciplines of biology that ABBS offers (in pursuant to Article 3.3.10 – 3.3.11). For first year undergraduate students, they are provided with opportunity to explore all 4 Houses within their 4 or more years of undergraduate program here at the University of Toronto.
 - 2.2.5** Fostering academic and research excellence among students through course-oriented workshops, journal events, and expert-led seminars.
 - 2.2.6** Educating both the students and general public on various disciplines in biology, furthering career options.
 - 2.2.7** Aiding students that are in each of the 4 Houses on both program and course selection.
- 2.4** The Association of Biology and Beyond for Students serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.
- 2.5** The Association of Biology and Beyond for Students operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article 3: Membership

- 3.1** Membership in ABBS is open to all full-time/part-time students, staffs, faculty, and alumni in any discipline of the University of Toronto.
- 3.2** The term of membership for ABBS will be from September 1st – August 31st each year.
- 3.3** Each member shall be afforded the following rights through membership in ABBS:
 - 3.3.1** The right to participate in meetings;
 - 3.3.2** The right to communicate and to discuss all ideas;
 - 3.3.3** The right to organize activities/events that are reasonable and lawful;
 - 3.3.4** The right to freedom from discrimination based on sex, race, religion, or sexual orientation;
 - 3.3.5** The right to be free from censorship, control, or interference by the University based on the organization’s philosophy, beliefs, interests, or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6** The right to distribute on campus, responsibly, published material provided that it is not unlawful;
 - 3.3.7** The right to vote in all elections and decisions in general meetings;
 - 3.3.8** The right to attend and provide feedback to any events that are hosted by ABBS;
 - 3.3.9** The right to run for executive positions provided upon meeting all requirements pursuant to each position description;
 - 3.3.10** The right to join any House at the start of membership each year;
 - 3.3.11** The right to withdraw from the current House and rejoin a different House at the end of membership each year;
 - 3.3.12** The right to express ideas and suggestions in student-led, House-specific and general events;
- 3.4** Each member shall possess the following responsibilities relative to participation in ABBS:

- 3.4.1** Support the purpose of the organization;
- 3.4.2** Uphold the values of the organization;
- 3.4.3** Contribute constructively to the programs and activities offered by the organization;
- 3.4.4** Select a House at the start of membership and decide whether to stay in or change the House at the end of membership each year.
- 3.4.5** Participate in weekly scheduled House meetings, specific to the House each member has chosen to join.
- 3.4.4** Abide by the constitution and subsequent official organizational document;
- 3.4.5** Respect the rights of peers and fellow members;
- 3.4.6** Abide by University of Toronto policies, procedures, and guidelines;
- 3.4.7** Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.5 All General Members are required to pay a membership fee of 5 dollars on the day of Financial Deadline.

3.5.1 The Financial Deadline shall never be on the same day as the “Opening Day” and the exact date will be decided by the Executive Committee.

3.5.2 Non-members expressed interest in joining ABBS are given the “free trial” to explore ABBS without having to pay the membership fee upfront.

3.5.3 General Members failing to pay the membership fee after the Financial Deadline will have their status retrieved and demoted to Non-members.

3.6 Non-members are able to register as General Members on the “Opening Day” and eligible to:

3.6.1 Select a House of their choice.

3.6.2 Attend and participate both House meetings and general events hosted by ABBS

3.6.3 Explore the perks and build a sense of community that the ABBS offers.

3.6.3 Only pay the membership fee on the day of Financial Deadline

3.7 Non-Members are still eligible to attend and participate in ALL events that are hosted by the ABBS, with exclusion of House and General Member meetings.

3.8 Each member's information will be held and protected in the strictest of confidence and will not be sold or released to any other organization or association.

Article 4: Executives

4.1 The executives of the organization shall include the following positions:

4.1.1 The President(s)

4.1.1.1 The president(s) of the club, if they wish to, must be known as the "The ABBSolute (Co-) Lead".

4.1.1.2 The President position must be filled by at least one executive & at maximum two executives.

4.1.1.3 If the co-creators of the club are still students at University of Toronto, upon their agreement, they can continue to hold this position without an election, provided they agree to do so.

4.1.2 The Executive Vice-President(s)

4.1.2.1 There is no requirement to fill this executive position, if only co-creators agree to do so.

4.1.2.2 The Executive Vice-President(s) position must be filled by at least one executive & at maximum two executives.

4.1.3 The Executive Secretary (Chief of Staff)

4.1.4 The Vice-President of Finance

4.1.5 The Vice-President of Logistics

4.1.6 The Vice-President of Outreach and Public Relations

4.1.7.1 The Vice-President of Communication & Coordination (For Biochemistry & Biomedical Houses)

4.1.7.2 The Vice-President of Communication & Coordination (For Bioinformatics & Biotechnology and Biosynthesis Houses)

4.1.8 The Vice-President of Marketing and Publicity

4.1.9 The Vice-President of Biochemistry House

4.1.10 The Vice-President of Biotechnology and Biosynthesis House

4.1.11 The Vice-President of Bioinformatics House

4.1.12 The Vice-President of Biomedical House

4.1.13 The Director of Biochemistry House

4.1.14 The Director of Biotechnology and Biosynthesis House

4.1.15 The Director of Bioinformatics House

4.1.16 The Director of Biomedical House

4.1.17 The Director of Fundraising and Charity

4.1.18 The Director of Logistics and Human Resources

4.1.19 The Director of Human Resources

4.1.20 The Social Media Manager(s)

4.1.21 The Graphic Designer(s)

4.1.21 The Photographer(s)

4.1.22 The Webmaster(s)

4.1.23 The Video Editor(s)

The executive team will be comprised of as many or more or less, all dependant on the discretion of the current president(s). These positions were acquired through elective or hiring procedures. Please refer to “Appendix B” for a diagram.

4.2 Senior Executives:

The Senior Executive Team shall comprise: The President(s), The Vice-President, The Executive Secretary (Chief of Staff), The Vice-President of Finance, The Vice-President of Logistics, The

Vice-President of Outreach and Public Relations, The Vice-President of Communication & Coordination (For Biochemistry & Biomedical Houses), The Vice-President of Communication & Coordination (For Bioinformatics & Biotechnology and Biosynthesis Houses), The Vice-President of Marketing and Publicity, The Vice-President of Biochemistry House, The Vice-President of Biotechnology and Biosynthesis House, The Vice-President of Bioinformatics House, The Vice-President of Biomedical House

4.2.1 The senior executive team will be composed of as many or less, all dependent on the discretion of the current president(s).

4.2.2 The senior executive team is collectively responsible for the day-to-day decision-making of the organization, including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

4.2.3 The senior executive team meets on a regular basis to discuss progresses made by each of the houses and the executive subcommittees.

4.3 All executive positions are voluntary, non-paid positions. The term for these positions extends from May 1st of each year until April 30th of the following year.

4.3.1 Elected positions shall be held by only students members who have at least been in one of the four houses for a minimum of two academic semesters.

4.3.2 Hired positions are open to all students enrolled at the University of Toronto.

4.3.3 If a member is hired or elected after the official election or hiring period, their term shall commence on the day they were elected and will terminate on April 30th.

4.4 Hired positions to ABBS are executive positions which require specific expertise.

These positions are determined by an interview and decision process by simple

majority vote by the President(s), the Executive Vice President, The Executive Secretary (Chief of Staff), (and if needed) not less than two other Vice Presidents.

4.5 The Executives cannot make amendments to the constitution without either the at least 65% approval of the general membership at a valid general meeting or the approval of both co-creators.

4.5.1 If co-creators of the club still hold executive positions, their approval is necessary for making amendments to the constitution.

4.6 General Duties of Executives:

4.6.1 The executive positions collectively will form a committee that acts as the primary steward of the organization, work to maintain its integrity.

4.6.1.1 All executive members are required to thoroughly read and understand the constitution of the association before the start of their tenure. This ensures that each member is fully aware of their responsibilities, the association's regulations, and the ethical guidelines they are expected to follow.

4.6.2 All executives are required to submit a written report to The Executive Secretary (Chief of Staff) the at the end of each academic session, which will be made available to successors. This report include, but not limited to, details of their activities, achievements, and challenges faced during their tenure, and strategic insights and recommendations for future initiatives. As well, executives are required to submit any additional documents and information pertaining to their position to their successor and ensure an appropriate and smooth transition.

4.6.3 All Executive Members, even if they are not in a biology-related program, are required to select one of the four houses to represent during their tenure in the association for the year they are serving.

4.6.4 All Executive Members must be in attendance, and possibly help, for at least two events each month for either academic or non-academic event.

4.6.4.1 These events could be in the forms of house meetings, house-specific events, and main events.

4.6.5 For large main events, which the president identifies as requiring “all hands on deck”, all executives must be present and adaptable to assume additional roles. The assignment of these roles will be determined through a combination of each person's availability and capabilities, with final assignments made by a majority vote of the Senior Executives.

4.7 Any executive of the organization may resign, provided that such resignation is made in writing, given one month in advance, and delivered to the President. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the President, and no ratification by the organization shall be required to make the resignation Official.

4.7.1 Any executive vacancies will be filled by the President or their designated representative until the President appoints a permanent replacement.

4.8 If the President resigns, a notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting with a minimum of two months' notice. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.

4.8.1 Any vacancy of the President(s) shall be filled by the Executive Vice-President(s).

4.8.2 Any vacancy of the President(s) and the Executive Vice-President(s) together shall be filled by another executive committee member, appointed by a simple and clear majority of the executive committee, until the official election period begins.

4.9 If an executive is unable to fulfill their duties or attend a mandatory event due to academic or family obligations, they must provide at least a two weeks' notice to the Executive Secretary (Chief of Staff). If the Executive Secretary is unavailable, notice should be given to the president.

4.9.1 In the event of a sudden emergency that prevents an executive from fulfilling their obligations or attending a mandatory event, they must notify the Executive Secretary (Chief of Staff) as early as possible. If the Executive Secretary is unavailable, they should notify the president.

4.9.2 Any inability to perform obligations or attend mandatory events will be reported by the Executive Secretary (Chief of Staff) at the next executive meeting. The executive in

question may be required to provide an explanation, subject to the discretion of the president(s).

4.10 The duties and responsibilities of the executive positions are outlined as follows:

4.10.1 The President (ABSSolute Lead) - Inherited or Elected

4.10.1.1 Oversee and manage the organization and all its events and meetings, maintain the integrity of the association, and ensure all events and functions align with the mission and values of the association, in a manner consistent with ABBS's constitution and wishes of co-creators.

4.10.1.2 Act as the official representative in formal business matters; act as liaison with other Departmental Student Associations, SCSU, Department of Student Life and various organizations.

4.10.1.3 Maintain open communication (e.g., in person, by email) with executives and general members, informing them of important updates.

4.10.1.4 Call to order and coordinate executive, general, and/or emergency meetings, in accordance with Articles 9, 10, and 11.

4.10.1.5 Plan, approve, supervise, and serve as the co-coordinator of all internal and external operations.

4.10.1.5.1 The President holds the authority to delegate tasks, as needed.

4.10.1.6 Work alongside the Executive Secretary to ensure other executive members are fulfilling their assigned duties and responsibilities.

4.10.1.7 Fulfill the responsibilities of any vacant executive position, or ensure they are being fulfilled by another party.

4.10.1.8 Enable the transition and continuity of the association from year to year.

4.10.1.9 Serve as an official signing officer and spokesperson of the association.

4.10.1.10 Hold biweekly senior executive meetings.

4.10.1.11 Lead executive member recruitment, working closely with other VPs to organize executive hiring and elections for the upcoming academic year.

4.10.1.12 train executive members, as needed.

4.10.1.12.1 The President is fully responsible for training the Executive Vice President to potentially succeed as the next President. This includes preparing them to assume presidential duties if the current President is unwilling or unable to continue in the role. The President has the final authority in determining whether the Executive Vice President is fit to assume the presidency.

4.10.1.13 Works closely with the Executive secretary to coordinate the activities of House VPs.

4.10.1.14 Meet with the faculty advisor to update them on ABBS activities and ensure the successful transfer of information from year to year.

4.10.2 The Executive Vice President - Elected

4.10.2.1 Serve as the shadow of the President, assisting and supporting in the fulfillment of all presidential responsibilities, according to the President's discretion.

4.10.2.1.1 This role serves as a form of learning for the Executive, ensuring they are prepared to lead the organization in accordance with its values and maintain its integrity.

4.10.2.2 Act in the capacity of the President in their absence, ensuring continuity of leadership and decision-making.

4.10.2.2.1 They maintain readiness to assume the President's duties temporarily or permanently if the position becomes vacant or the President is unable to perform their duties.

4.10.2.3 Collaborate closely with the President in planning, supervising, and coordinating all internal and external operations of the association.

4.10.2.4 edit and fact-check content created by the executive and volunteer teams before publication on social media, under the guidance of the President.

4.10.3 The Executive Secretary- Elected

4.10.3.1 Organize and update both the physical and digital archives of the association.

4.10.3.2 Responsible for preparing the agenda and minutes for each meeting, constructing a suitable office hour schedule, and uploading these documents to the digital archive within 48 hours of each meeting's conclusion.

4.10.3.3 Maintain the main email of the association, redirecting specific emails to appropriate executives as necessary.

4.10.3.4 Maintain internal communications within the association.

4.10.3.5 Schedule the date, time, and location of executive, house and general meetings through consultation with the President.

4.10.3.6 Required to report back to the President on a daily basis

4.10.3.6.1 They should inform the President in case of any forms of disorganization as soon as possible.

4.10.3.7 Follow up with all executives regarding deadlines and meeting dates on a regular basis.

4.10.3.7.1 The Executive Secretary should report to the President(s) on a weekly basis regarding the progress of each committee.

4.10.3.8 Work closely with the VPs of Communication and Coordination to monitor the attendance and performance of all other club members to ensure that they are eligible to receive Co-Curricular Record recognition for their work.

4.10.3.9 Works closely with the president to coordinate the activities of House VPs.

4.10.3.10 Be responsible for attending or spearheading initiatives to meet with/attend the Planning and Budgeting, Executive Committee, and the Department of Student Life.

4.10.3.11 Review all end-of-the-year reports at the end of each academic year and make suggestions for stronger team cohesion for the following year.

4.10.4 VP of Finance - Hired

4.10.4.1 Form the "Finance" subcommittee with the charity and fundraising director, focused on raising and managing funds to maintain the organization and execute events.

4.10.4.1.1 The “finance” subcommittee should at least communicate once a week.

4.10.4.1.2 The VP of Finance should report to the President(s) through the Executive Secretary on a weekly basis regarding the progress of the “Finance” Subcommittee.

4.10.4.2 Responsible for the preparation of the organization’s annual budget.

4.10.4.3 Prepare financial reports and submit them to the President(s) within the first week of every academic session, or upon request of the President(s).

4.10.4.4 Ensure that all financial aspects, including daily cash box balance, sales, and inventory, are updated and properly coordinated.

4.10.4.5 Follow the regulations as outlined by the Financial Policy.

4.10.4.6 Manage the organization’s bank account, keep proper bookkeeping records, prepare invoices, pay bills, prepare checks for reimbursement, and ensure adequate year-end cash flow in consultation with the President(s).

4.10.4.7 Oversee and assist the Fundraising and Charity Director in their obligations, including seeking corporate sponsorship and preparing sponsorship proposals.

4.10.4.8 Purchase materials required for running events and maintain proper records of all purchases.

4.10.4.9 Report to the Senior Executive Committee on a bi-weekly basis.

4.10.4.10 Coordinate the selection process of the Webmaster in consultation with the current President(s).

4.10.4.11 Manage and maintain close communications with the Logistics Committee and VPs of the houses concerning events funding.

4.10.4.12 Apply for internal (UTSC) and external funding sources in a timely and responsible manner.

4.10.4.13 Employ judgment regarding the organization’s finances for collaborative events through consultation with the President(s) and Senior Executive Team.

4.10.5 Fundraising and Charity Director - Hired

4.10.5.1 Form the “Finance” subcommittee with the VP of Finance, focused on raising and managing funds to maintain the organization and execute events.

4.10.5.1.1 The “finance” subcommittee should at least communicate once a week.

4.10.5.2 Be committed to actively seeking corporate sponsorship and preparing sponsorship proposals.

4.10.5.3 Report any financial matters concerning events to the Vice President Finance.

4.10.5.4 Be responsible for organizing a minimum of two charitable events during their tenure.

4.10.5.5 Be responsible for overseeing publicity to ensure that all charitable events are being advertised adequately.

4.10.5.6 Maintain readiness to assist with or assume the VP of Finance’s duties temporarily or permanently if the position becomes vacant or the President is unable to perform their duties, after the approval from the president.

4.10.6 VP of Logistics - Hired

4.10.6.1 Form the “Logistic” subcommittee with the logistics director, working closely together to plan and execute events.

4.10.6.1.1 The “logistic” subcommittee should at least communicate once a week.

4.10.6.1.2 The VP of Logistics should report to the President(s) through the Executive Secretary on a weekly basis regarding the progress of the “Logistics” Subcommittee.

4.10.6.2 Oversees events organized by the group for the benefit of members and the campus community, and is responsible for the betterment of student life, promoting a safe, accessible, equitable and barrier-free campus.

4.10.6.3 Ensure all events pertaining to the association are planned appropriately and running optimally.

4.10.6.3.1 VP of Logistics should make sure that all the association's events and meetings, including the house meetings, are planned to happen at the most appropriate time and place to maximize the participation of students that those meetings and events target.

4.10.6.4 Work closely with the Director of Finance and fundraising to secure financing for all events.

4.10.6.5 Be responsible for overseeing publicity to ensure that the academic events and seminars that fall under this portfolio are being advertised adequately.

4.10.6.6 Collaborates with the executive committee and the houses to put together an annual schedule of events, activities, functions, and initiatives, and make sure that this schedule is accessible to the senior executive committee at all times.

4.10.7 Logistics Director - Hired

4.10.7.1 Form the "Logistic" subcommittee with the logistics director, working closely together to plan and execute events.

4.10.7.1.1 The "logistic" subcommittee should at least communicate once a week.

4.10.7.2 Be committed to actively following up with both of the "house" committees to understand & plan their event.

4.10.7.3 Be responsible for filling out the student life event application forms and submitting them to VP of logistics in a timely manner.

4.10.7.4 Be responsible for overseeing publicity to ensure that all events are being advertised adequately.

4.10.7.5 Maintain readiness to assist with or assume the VP of Logistics's duties temporarily or permanently if the position becomes vacant or the President is unable to perform their duties, after the approval from the president.

4.10.8 VP of Outreach and Public relations - Hired

4.10.8.1 Form the "Reach" subcommittee with the human resources director, focused on strengthening the bonds within the organization and to the outside.

4.10.8.1.1 The “Reach” subcommittee should at least communicate once a week.

4.10.8.1.2 The VP of Outreach and Public Relations should report to the President(s) through the Executive Secretary on a weekly basis regarding the progress of the “Reach” Subcommittee.

4.10.8.2 Ensure that public information regarding the association is kept up to date, including contact lists, website, the intranet, and advertisements in association with the Publicity and Marketing Director, Webmaster, and

submit a copy of all information to The Executive Secretary for inclusion in official records.

4.10.8.3 Maintain internal communications within the association and serve as a point of contact with external organizations, not including sponsors and financial supporters.

4.10.8.3.1 The executive must actively, or at the president's discretion, reach out to other student groups, associations, and organizations to form relationships and seek partnerships for events.

4.10.8.4 In the event of partnering with other associations or organizations such as but not limited to BIOSA, Synapse, PNDA, MIMSA, UOFTBUSS, CSU, EPSA and GDSC; ensure cohesion amongst the various groups and lead the discussion and ideas generation from ABBS’s side.

4.10.8.5 Facilitate the interaction between ABBS and the Department of Student Life (DSL), other Departmental Student Associations (DSAs; if involved), and professors (if involved).

4.10.8.6 Act as liaisons between the organization and the student body by periodically overseeing the updating of all ABBS e-platforms; i.e. social media, etc.

4.10.8.7 Act as the head of operations during events that do not fall under the purview of other Vice-Presidents (i.e. the house VPs) and will be involved in the logistics of these events alongside the President and VP of logistics by corresponding with and recruiting presenters (i.e. professors, researchers, graduate students, industry leads, etc.).

4.10.8.8 Be responsible for attending / spearheading alongside the Executive Secretary initiatives to meet with/attend: Planning and Budgeting, Governance

Council, SCSU Board of Directors, Department of Student Life, Meetings with the Dean / Vice-Dean, DSA council.

4.10.8.9 Must be familiar with using MailChimp and designing email campaigns, or demonstrate a strong commitment to learning these skills.

4.10.9 Human Resources Director - Hired

4.10.9.1 Form the “Reach” subcommittee with the VP of Outreach and public relations, focused on strengthening the bonds within the organization and to the outside.

4.10.9.1.1 The “Reach” subcommittee should at least communicate once a week.

4.10.9.2 Responsible for making announcements in classes about the Organization’s mission and structure and events held by it.

4.10.9.3 Promote equity, diversity, and inclusion in the club operations and coordinating with campus and external organizations to plan and host fundraisers, awareness campaigns, volunteer program partnerships, and Workshops with the help of Fundraising and Charity Director.

4.10.9.4 Coordinate the recruitment of volunteers and organize effective ways to engage volunteers that accurately addresses their availability and capabilities.

4.10.9.5 Act as liaisons between the organization and new or existing students that are not part of the body of organization, promoting the organization’s values, missions, and benefits to them.

4.10.9.6 Actively recruit new student members for the houses by engaging with students and promoting our organization's values, mission, and opportunities during tabling sessions and other events they are participating.

4.10.9.6.1 The executive must at least hold one tabling session per week with the help of at least one member of the executive committee, preferentially the VP of Marketing and Publicity.

4.10.9.7 Maintain readiness to assist with or assume the VP of Outreach’s duties temporarily or permanently if the position becomes vacant or the President is unable to perform their duties, after the approval from the president.

4.10.10 VP of Marketing and Publicity - Hired

4.10.10.1 Form the “marketing” subcommittee with the social media manager, graphic designer(s), the webmaster(s), video editor(s), and photographer(s), focused on promoting the association’s brand through content creation and developing and executing marketing strategies.

4.10.10.1.1 The “marketing” subcommittee should at least communicate once a week.

4.10.10.1.2 The VP of Marketing and Publicity should report to the President(s) through the Executive Secretary on a weekly basis regarding the progress of the “marketing” Subcommittee.

4.10.10.1.3 The executive must oversee and coordinate and distribute roles to the marketing subcommittee to promote all association events in keeping with the association image.

4.10.10.2 Plan and prepare various distributable marketing materials on a regular basis with direction from the Executive Committee.

4.10.10.3 communicate with “logistics” team and houses on a regular basis and ensure proper and timely marketing of all events of the association.

4.10.10.4 Responsible for publicity of ABBS for the purposes of recruiting members and advertising events held by the organization through social media mediums & and to ensure that ABBS has a cohesive brand across social media platforms.

4.10.10.5 Assist the Webmaster and graphic designers and video editors in web designs/graphics.

4.10.10.6 Actively recruit new student members for the houses by engaging with students and promoting our organization's values, mission, and opportunities during tabling sessions and other events they are participating.

4.10.10.7 Be Responsible for making announcements in classes about the Organization’s mission and structure and events held by it.

4.10.10.8 Ensure all marketing designs adhere to the established brand guidelines, maintaining a consistent look and feel across all platforms and materials.

4.10.10.8.1 Alongside the marketing subcommittee, update and refine brand guidelines as needed to reflect current design trends and organizational changes.

4.10.11 Social Media Manager - Hired

4.10.11.1 Form the “marketing” subcommittee with the VP of marketing and publicity, graphic designer(s), the webmaster(s), video editor(s), and photographer(s), focused on promoting the association’s brand through content creation and developing and executing marketing strategies.

4.10.11.1.1 The “marketing” subcommittee should at least communicate once a week.

4.10.11.2 Be responsible for creating social media content in the form of TikToks, Instagram Posts, Reels and Stories.

4.10.11.3 Be responsible for capturing photographs and videos at events.

4.10.11.4 Be responsible for maintaining a consistent social media presence within the UofT Biological Science community.

4.10.11.5 Be responsible for creating and managing the Linktree on ABBS’s social media pages. This includes regularly updating links to ensure they direct users to the most current and relevant content, events, and sign-up forms.

4.10.11.5.1 The executive should know how to create Google Forms for sign-ups or polls. This involves designing user-friendly forms, ensuring data collection is efficient, and analyzing the responses with the help of relevant VPs to inform decision-making.

4.10.11.6 Actively monitor and respond to messages, comments, and inquiries on ABBS’s social media platforms in a timely and professional manner.

4.10.11.6.1 The executive should address any concerns or issues raised by followers, escalating them to the marketing subcommittee and The Executive Secretary if necessary.

4.10.11.7 Develop and implement a comprehensive social media strategy to increase brand awareness, engagement, and followers.

4.10.11.8 Stay updated on the latest social media trends, tools, and best practices to continuously improve ABBS’s social media presence & identify and analyze

key performance indicators (KPIs) to measure the success of social media campaigns.

4.10.11.9 Maintain readiness to assist with or assume the VP of Marketing and Publicity's duties temporarily or permanently if the position becomes vacant or the President is unable to perform their duties, after the approval from the president.

4.10.12 Graphic Designer - Hired

4.10.12.1 Form the "marketing" subcommittee with the VP of marketing and publicity, social media manager, the webmaster(s), video editor(s), and photographer(s), focused on promoting the association's brand through content creation and developing and executing marketing strategies.

4.10.12.1.1 The "marketing" subcommittee should at least communicate once a week.

4.10.12.2 Create and design various visually appealing and engaging graphic content for print and digital collateral, including flyers, brochures, posters, social media graphics, and banners.

4.10.12.2.1 The executive should be able to manage multiple design projects simultaneously, ensuring timely delivery and high-quality outcomes.

4.10.12.3 Develop visual content that aligns with the ABBS brand guidelines and overall aesthetic.

4.10.12.4 Stay updated on the latest design trends, tools, and techniques such as Canvas and Adobe Creative Suite (Photoshop, Illustrator, InDesign).

4.10.12.5 Bring fresh ideas and innovative approaches to design projects to keep the ABBS brand engaging and dynamic.

4.10.13 The Webmaster - Hired

4.10.13.1 Form the "marketing" subcommittee with the VP of marketing and publicity, social media manager, graphic designer(s), video editor(s), and photographer(s), focused on promoting the association's brand through content creation and developing and executing marketing strategies.

4.10.13.1.1 The “marketing” subcommittee should at least communicate once a week.

4.10.13.2 Oversee the day-to-day management of the ABBS website, including updates, maintenance, and troubleshooting.

4.10.13.3 Ensure the website is optimized for performance, security, and usability.

4.10.13.4 Regularly update website content, including event information, news, blog posts, and other relevant materials.

4.10.13.5 Provide technical support to team members and address any website-related issues promptly.

4.10.14 The Video Editor - Hired

4.10.14.1 Form the “marketing” subcommittee with the VP of marketing and publicity, social media manager, graphic designer(s), The webmaster(s), and photographer(s), focused on promoting the association’s brand through content creation and developing and executing marketing strategies.

4.10.14.1.1 The “marketing” subcommittee should at least communicate once a week.

4.10.14.2 Create high-quality, engaging video content that promotes ABBS events, initiatives, and values, enhancing the organization’s online presence and community engagement.

4.10.14.3 Edit raw footage into polished, professional videos that align with ABBS’s branding and messaging.

4.10.14.3.1 The Executive should craft compelling narratives through video to effectively communicate ABBS’s mission, goals, and successes.

4.10.14.4 Incorporate graphics, text, and sound to enhance video content and maintain viewer interest.

4.10.14.5 Ensure all videos are optimized for different platforms and devices, including social media and mobile viewing.

4.10.14.6 Stay updated on the latest video editing software and techniques to ensure high production quality.

4.10.15 The Photographer - Hired

4.10.15.1 Form the “marketing” subcommittee with the VP of marketing and publicity, social media manager, graphic designer(s), The webmaster(s), and the video editor(s), focused on promoting the association’s brand through content creation and developing and executing marketing strategies.

4.10.15.1.1 The “marketing” subcommittee should at least communicate once a week.

4.10.15.2 Attend ABBS events and activities to capture photographs that highlight key moments, participants, and overall atmosphere.

4.10.15.3 Create images for use in promotional materials, including social media posts, flyers, brochures, and the ABBS website.

4.10.15.4 Ensure photographs are of high quality, well-composed, and visually appealing.

4.10.15.5 Contribute to the creative direction of photo shoots, suggesting ideas for poses, settings, and compositions that align with ABBS’s mission and values.

4.10.15.6 Stay updated on the latest photography equipment, techniques, and editing software to produce high-quality images.

4.10.16 VP of Communication and Coordination (2X) - Elected

“One VP of Communication & Coordination is fully responsible for both the Biomedical and Biochemistry Houses, while the other one is responsible for Bioinformatics and Biotechnology Houses.”

4.10.16.1 Serve as the point of communication between their designated houses and the people those house need; i.e. they are responsible for contacting, corresponding with and recruiting relevant speakers and presenters (i.e. professors, researchers, graduate students, industry leads, etc.) for the house specific events such as faculty and graduate student research seminars, scholarships workshop, journal club and faculty research seminars.

4.10.16.2 Provide support (and possibly guidance) to their assigned Houses and House VPs in planning and executing their initiatives & ensure houses have the resources and assistance they need to succeed.

4.10.16.3 Mediate and resolve conflicts or issues within and between the Biochemistry, Biomedical, Bioinformatics, Biotechnology, and Biosynthesis Houses.

4.10.16.4 Ensure the VP of each house organizes and leads bi-weekly in-person social gatherings with their house members.

4.10.16.4.1 The executive must at least be present in at least one of the house meetings of their designated houses every two weeks.

4.16.5 Work closely with the Other VP of Communication and Coordination to act as a liaison between all their Houses, fostering collaboration between their assigned houses and other houses within the organization and encouraging joint events, workshops, and projects that provide mutual benefits and foster a spirit of cooperation and teamwork among members of their assigned houses.

4.10.16.6 Report to the President(s) through the Executive Secretary on a weekly basis regarding their progress & progress of their designated houses.

4.10.16.7 Maintain contact between the ABBS President(s) and UofT faculty and address any questions or issues that arise from all parties.

4.10.16.8 Work closely with the logistic team to make sure that all their designated houses' events and meetings are planned to happen at the most appropriate time and place to maximize the participation of students that those meetings and events target.

4.10.16.9 Be responsible for securing two faculty supervisor (one for each of their two designated houses) for the term and serve as the primary point-of-contact between ABBS's supervisor and their respective house.

4.10.16.10 Plan and oversee all meetings with the faculty supervisors & alongside the president(s) and the executive secretary, consolidate on all CCR related registration and documentation in collaboration with the faculty supervisor.

4.10.16.11 Report to the Senior Executive Committee on a bi-weekly basis.

4.10.17 VP of The House (House Leader) - Inherited or Elected

4.10.17.1 Leads one of the organization's houses (Biomedical House, Biochemistry House, Biotechnology House, Bioinformatics House).

4.10.17.1.1 The House VP should meet their house members bi-weekly in the form of an in-person social gathering/meeting.

4.10.17.2 Inspire and motivate house members by setting a clear vision and strategic goals for the house. Lead by example, demonstrating commitment, integrity, and enthusiasm.

4.10.17.3 Cultivate a strong sense of identity, belonging and camaraderie among house members through regular social events, team-building activities, and collaborative projects.

4.10.17.4 Plan, organize, and execute house-specific events, workshops, and seminars with the help of other student members of their house to promote learning, development, and networking opportunities.

4.10.17.5 Maintain open and transparent communication channels with house members, addressing their concerns, feedback, and suggestions promptly.

4.10.17.6 Mediate conflicts and resolve issues within the house, fostering a positive and harmonious environment.

4.10.17.7 Provide guidance and support to house members, helping them achieve their personal and professional (academic and non-academic) goals.

4.10.17.8 Work closely with other house leaders and the respective VP of Communication & Coordination to share ideas, coordinate inter-house activities, and promote best practices in alignment with the organization & their house's overall objectives.

4.10.17.9 Communicate with the Executive Secretary once a week on a weekly basis regarding the progress of their house.

4.10.17.10 Prepare and present a short report on the progress of their house during the regular senior executive meeting.

4.10.17.11 Train House Director;

4.10.17.11.1 The House VP is fully responsible for training their House Director to potentially succeed as the next House VP. This includes preparing them to assume House VP's duties if the current House VP is unwilling or unable to continue in the role. The President & The House VP together have the final authority in determining whether the House Director is fit to assume the House VP role.

4.10.18 Director of The House - Elected

4.10.18.1 Serve as the shadow of their respective House VP, assisting in the leading one of the organization's houses (Biomedical House, Biochemistry House, Biotech House, Bioinformatics House).

4.10.18.1.1 The House Director should meet their house members bi-weekly in the form of an in-person social gathering/meeting.

4.10.18.1.2 This role serves as a form of learning for the Executive, ensuring they are prepared to lead the organization in accordance with its values and maintain its integrity.

4.10.18.2 Assist the VP of House in the planning and execution of house events, ensuring every detail is managed efficiently and effectively.

4.10.18.3 Actively engage with house members, fostering a welcoming and inclusive atmosphere where everyone feels valued.

4.10.18.4 Handle administrative duties related to house activities, including scheduling, communications, and resource management.

4.10.18.5 Gather feedback from house members on their experiences and needs, using this information to inform house activities and improvements.

4.10.18.6 Mediate conflicts and resolve issues within the house, fostering a positive and harmonious environment.

4.10.18.7 Support the VP of House in identifying and resolving issues or conflicts, maintaining a positive house culture.

4.10.18.8 Maintain readiness to assist with or assume the House VP's duties temporarily or permanently if the position becomes vacant or the President is unable to perform their duties, after the approval from the president.

Article 5: Faculty Advisor(s)

5.1 Eligibility:

5.1.1 Faculty members of the Department of Biological Sciences are eligible to serve in the capacity of Faculty Advisors within the Association of Biology and Beyond for Students (ABBS).

5.1.2 A member of the faculty may be self-nominated or nominated by any member of the Executive Committee, and appointment will take place after a vote of the Executive Committee for a term of one year.

5.1.3 Each house must have at least one faculty advisor. This position, however, is non-exclusive and multiple faculty members may serve in these positions.

5.1.4 A faculty advisor shall be considered an honorary member of the Executive Committee and shall not have voting rights.

5.2 Roles within the Executive:

5.2.1 Faculty Advisors are encouraged to attend all ABBS events, General Meetings of members and Executive Meetings

5.2.2 Advise the Executive Committee, Esp their designated House VP and House Director, on any faculty, course or student concerns that have not been previously discussed.

5.2.3 Are encouraged to participate in different mediums of communication with the general membership, including but not limited to house meetings, online forums and class announcements/discussion.

Article 6: Removal of Members and Executives

6.1 The President(s) - The ABBSolute Lead - holds the right to remove any member or executive if they have engaged in unlawful actions or activities, violated the constitution, violated University of Toronto policies, procedures, or guidelines, violated the rights of a fellow member, or not fulfilled their organizational responsibilities.

6.2 If at least two executives bring a valid complaint to the president, either through the executive secretary or not, the club will hold a meeting with more than 80% of executive members present and discuss the complaint. The ABBSolute Lead must be present in this meeting and will issue the final decision.

6.3 ABBS will show a zero-tolerance policy to any general or executive member not following the community guidelines.

6.4 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive general members and two (2) executives appointed by the general membership to investigate a complaint determines that:

6.4.1 A member or executive has engaged in unlawful actions or activities;

6.4.2 A member or executive has violated the constitution;

6.4.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;

6.4.4 A member or executive has violated the rights of a fellow member;

6.4.5 A member or executive has not fulfilled their organizational responsibilities;

6.4.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

6.5 The process for removing a member or executive may also be initiated when:

6.5.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.

6.5.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.

6.6 The removal of members and executives will be facilitated by a three tier procedure which operates as follows:

6.6.1 First Tier:

The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.

6.6.2 Second Tier:

Initiated because the member or executive has violated section 5.1 after receiving a first tier warning relative to a particular action or behavior.

The GDSC Lead will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.

The GDSC Lead must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.

The executive or member accused of violating section 5.1 will be given fourteen (14) calendar days from receiving the Vice President Human Resources' written response to demonstrate progress or correction of behavior.

6.6.3 Third tier:

Initiated because the member or executive has violated section 5.1 after receiving second tier warning relative to a particular action or behavior.

The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article 7: Club-Defining Events

7.1 To promote engagement among House members, the executive team must plan and execute at least 2 (two) Main Events concerning all the Houses per academic year. The Main Events including but not limited to:

7.1.1 Campus-wide Research Conference

7.1.2 Cross-disciplinary competitions

7.1.3 Inter-House Olympiad

7.2 To highlight the unique features of each House, the executive team and House members must collaboratively plan and execute at least 1 (one) House-specific event every two months.

7.2.1 Unlike the Main Events that are mainly planned and executed by the executive team, the House-specific event is student-led and developed by each House members, with the assistance of the Vice President and Director of each respective House.

7.2.2 Each House-specific event highly encourages House members from a separate House to attend, promoting cross-disciplinary networking and exploration of a different field of biology.

7.3 Both the Main Events and House-specific events are open to ALL students, faculty, and staffs in the University of Toronto. Both Non-members and General Members are encouraged to attend the events hosted by ABBS.

Article 8: Finances

8.1 The VP of Finances shall keep an active & updated record of income and expenses, and present the group's updates on the group's financial position at the senior executive meetings, whenever required.

8.2 The funds of the organization shall be expended pursuant to the operating budget approved by the President/Co-President and/or Vice President and the VP of Finance.

8.3 Notwithstanding section 6.1, the executive committee may not approve any unbudgeted expenditure of the organization's funds above \$100.00 without the approval of the President/Co-President.

8.4 The President, the VP of Finances, and only in special circumstances, the Executive Vice President, shall be the signing authorities of banking instruments for the organization.

8.5 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.

8.6 The association will not pay salaries to any of its executives.

8.7 All budgets shall be prepared by the Finance Subcommittee in accordance with the organization's priorities as determined by the executive committee in consultation with the Faculty Advisor(s).

8.8 VP of Finance shall present a proposed operating budget for any event to the executive team at a senior executive team meeting

8.9 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.

8.10 The operating budget shall be approved by a majority vote of the executive members present.

8.11 The president will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

8.12 ABBS will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article 9: General and House Meetings

9.1 The purpose of General Meetings is to provide a forum for executives to overview the activities of the organization and solicit feedback from members, to engage in policy-making, to propose amendments to the constitution, and to report on the financial status of the organization.

9.2 As decided by the President and Executive Vice President, the General Meetings can either occur in person or replaced by indicated digital meeting space such as Discord or Slack channels in which students are able to provide feedback at any time.

9.3 General meetings will be facilitated by the Executive Secretary and shall be responsible for:

- 9.3.1** Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;
- 9.3.2** Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- 9.3.3** Moderating the discussion at meetings according to the agenda;
- 9.3.4** Suspending members from participating in meetings for constitutional or procedural violations.
- 9.4** The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.
- 9.5** There shall be a minimum of one (1) general meeting held every academic semester. The date of each subsequent general meeting will be confirmed at the preceding general meeting and will be reiterated to members via email a minimum of two (2) calendar days prior to the meeting.
- 9.6** General meetings may be called to order by the President, through a petition by a petition signed by three (3) executive members, or by a petition signed by five (5) non-executive general members.
- 9.7** General meetings are open to registered members of the organization only. Quorum will first be established by the presence of a simple and clear majority of the executives.
- 9.8** For quorum to remain valid, the number of non-executive general members present at a general meeting must exceed the number of executives present at all times.
- 9.9** All executives are expected to make brief progress reports on their activities at every general meeting.
- 9.10** Minutes of all general meetings must be recorded and maintained for reference purposes by the Executive Secretary.
- 9.11** Members must contact the Executive Secretary a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Executive Secretary will then add the discussion item to the agenda.
- 9.12** Each member of the organization shall be entitled to one (1) vote at a general meeting except the Executive Secretary who shall only vote in the event of a tie.
- 9.13** Any question at a valid general meeting shall be decided by a show of hands or through a poll/survey that can be administered electronically.

9.14 Whenever a vote by show of hands or a digital survey occurs, a declaration by the Executive Secretary that the vote upon the question has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

9.15 In case of an equality of votes at a valid general meeting, the Executive Secretary of the meeting shall have the deciding vote.

9.16 The Executive Secretary presiding over a meeting of members may, with the consent of the majority of members, decide to adjourn these meetings from time to time.

9.17 In addition to General Meetings, the General members are also encouraged to participate in House Meetings in which differ by the following:

9.17.1 The purpose of House Meetings is to provide an informal platform for members to network, receive informational updates, and brainstorm and execute House-specific, student led- events under the guidance of both the Director and the Vice President of respective House.

9.17.2 The House Meetings for each House will occur in a biweekly setting and facilitated by the Vice President of each respective House. If the Vice President of the House is not available, then the Director of the House will assist in the facilitation of House Meetings and gathering of House members.

9.17.3 The Vice President of the House, the Director of the House and the Vice President of Communication will collaborate together to determine the location and specific time slot of the House Meetings. The House Meetings can either occur in person or through digital channels such as Discord/Slack.

9.17.4 When formulating a student-led, house-specific event, the proposal will only be passed if more than one-half of the House members have voted to agree and under the approval of both the Director and Vice President of the House.

9.17.4.1 Each House member is entitled to one (1) vote at a House meeting.

9.17.4.2 In case of an equality of votes at a valid House meeting, the VicePresident of the House shall have the deciding vote.

9.17.5 Notice and details of location and time slot must be provided to the House members 3 business days prior to to the House Meetings through email.

Article 10: Executive Meetings

10.1 The Executive Team shall meet bi-weekly. The presence of Vice-Leads and the GDSC Lead is mandatory at each meeting. However, directors may skip one meeting every two consecutive meetings.

10.2 The regular day and time for these meetings shall be specified before the start of the academic year (September), in accordance with the executives' schedules. If there are no time slots where all executives are available at the same time, preference will be given to the senior executives' availability.

10.2.1 The president will determine whether these meetings will be held online or in person. The executive secretary must inform the attendees of the meeting format and details via email or social media.

10.3 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.

10.4 Executive meetings will be facilitated by the President of the organization & The Executive Secretary. The President(s) & Executive Secretary shall be responsible for:

10.4.1 Formulating and distributing an agenda for each meeting;

10.4.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;

10.4.3 Moderating the discussion at meetings according to the agenda;

10.5 The executive may meet on additional occasions at the discretion of the President or any two members of the executive.

10.6 Executive meetings are restricted to executive members only. Quorum of any executive meeting shall be the attendance of greater than 50% of the senior executives.

10.7 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

10.8 Executives must notify the Executive Secretary a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The Executive Secretary will then add the discussion item to the agenda.

10.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.

10.10 Any question at an Executive Meeting shall be decided by a show of hands.

10.11 Whenever a vote by show of hands occurs, a declaration by the President that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.

10.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.

10.13 The President may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

10.14 A summary of business conducted at any meeting of the executive shall be made publicly available to all members, by the Executive secretary.

10.15 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.

Article 11: Emergency Meetings

11.1 Emergency meetings can be called in extenuating or unforeseen circumstances.

11.2 These meetings must abide by the respective rules outlined in sections 8 and 9, depending on the nature of the meeting.

11.3 Notice of these meetings must be provided a minimum of 24 hours in advance through either in person, email or social media.

11.4 A shorter notice of emergency meetings may be provided at the discretion of the President in agreement with at least two senior executives.

Article 12: Hiring & Elections

12.1 Depending on the position, there are 3 possible ways for selection:

12.1.1 Hired Positions: These positions are filled through an application and interview process conducted by the new President(s), new elected Executive Vice President(s) and New Executive Secretary based on the procedure issued by the last-year's President(s). These position include:

- **VP of Finance**
- **Fundraising and Charity Director**
- **VP of Logistics**

- **Logistics Director**
- **VP of Outreach and Public Relations**
- **Human Resources Director**
- **VP of Marketing and Publicity**
- **Social Media Manager**
- **Graphic Designer**
- **Webmaster**
- **Video Editor**
- **Photographer**

12.1.2 (Only) Elected Positions: These positions are filled through a voting process by the general membership to ensure the candidate has the majority support of the organization's members who have participated in the election. These position include:

- **Executive Vice President(s)**
- **Executive Secretary**
- **VPs of Communication and Coordination**
- **Directors of The House**
- **President(s) (ABSSolute Lead(s)) - pursuant to section 11.2**
- **VPs of The House (House Leader) - pursuant to section 11.3**

12.1.3 Inherited or Elected Positions: These positions are filled through an inheritance process, where the role is passed down from the current holder to a chosen designated successor, unless a need for an election process instead is identified.

- **President(s) (ABSSolute Lead(s))**
- **VPs of The House (House Leader)**

12.2 The newly elected Executive Vice Presidents undergo training to prepare for the presidency. If, by the time of the spring elections, the current president(s) deem them fit for the position, they

will assume the presidency for the following year. Otherwise, an election will be held to select next year's president.

12.3 The newly elected House Directors undergo training to prepare for the Vice-presidency of their respective house. If, by the time of the spring elections, both the current president(s) & and their respective House VPs deem them fit for the position, they will assume the Vice-presidency of their respective house for the following year. Otherwise, an election will be held to select next year's VP of the house.

12.3.1 If the Vice Presidents of the House are still students for at least one more academic year after the end of their tenure and inform the senior executive team before the spring elections that they wish to continue in their roles for the next year, the president(s) may allow them to do so, provided they are deemed fit for the position.

12.3.1.1 In such cases, if the elected house director are still students for at least one more academic year after the end of their tenure and inform the senior executive team before the spring elections that they wish to continue in their roles for the next year, the president(s) may allow them to do so, provided they are deemed fit for the position. Therefore, for the position of this director, there will be no elections.

12.4 No Executive Member can run, apply for, nor hold more than one position at one time, unless only co-creators allow them to do so.

12.5 Spring Elections:

An election shall be held no earlier than the second week of March and no later than the first week of April.

12.6 The date of the election shall be made public at least two weeks prior, and the notice shall include information regarding the nomination & election process issued by the current president(s).

12.7 Nomination Process:

Any UTSC student may nominate any student member of the organization for a position on the Executive Committee provided that they are eligible to run for that position pursuant to section

11.1. Official nomination forms must be provided by the outgoing members of the Senior Executive Team, who will also be responsible for the election process. If for any

reason there is no person to fulfil this responsibility, an outgoing Executive Committee Member shall be appointed by the President(s). If there are no Executives considered out-going, the entire Senior Executive Team will fulfil this responsibility. Nominations will only be accepted during the designated time preceding elections set by the outgoing

members of the Senior Executive Team. Candidates cannot nominate themselves, nor can be endorsed by any member on the Executive Committee.

12.7.1 If Co-creators are still students at the time of the nomination process, they can assist with the nomination process if they wish to.

12.7.2 For the positions of House Director and Vice President of Communication and Coordination, only students who have been part of the associated house for at least one academic session can be nominated.

12.8 Candidates who run for a position unopposed must receive a simple and clear majority of the total eligible votes at a valid general meeting in which an election is held to be declared the winner of that election.

12.8.1 In the case of an equality of votes, the President(s), and if needed The executive Secretary and The Executive Vice president(s), will vote to break the tie.

12.8.2 For each of the positions of House Director and Vice President of Communication and Coordination, only students who have been part of the associated house for at least one academic session are considered eligible voters.

12.9 If an error in the process is found, the election should be re-held at the final General Meeting with a new election oversight committee.

12.10 All the positions that are hired pursuant to section 11.1 must be filled by the new appointed executives by the end of the second week of July.

12.10.1 Candidates for these executive positions shall be selected through an application & interview process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.

12.10.2 The new presidents have the final authority on hiring decisions.

Article 13: Amendments

13.1 The organization may make, amend, or repeal the constitution or certain sections therein.

13.2 Notice of a meeting called to consider such a resolution shall be given as follows:

13.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least seven (7) days prior to the date of the meeting or review period called to consider the change.

13.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least seven(7) days prior to the date of the meeting or review period called to consider the change.

13.3 Amendments to the constitution require the approval of both co-creators, two-thirds of the executive member and two-thirds of general members present at a valid general meeting (a general meeting that has achieved quorum).

13.4 The executive and general members have 1 business day (within 24 hours) to vote and finalize decision after the meeting is held. In the case that the meeting is held on a weekend, the voting will be extended to the next upcoming business day.

Article 14: Transition

14.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.

14.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.

14.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article 15: Emergency Powers

15.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.

15.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.

15.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

15.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article 16: Food Handling on Campus

16.1 The Association of Biology and Beyond for Students will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 17: Precedence of University Policies

17.1 The Association of Biology and Beyond for Students will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of Association of Biology and Beyond for Students, the University's policies, procedures, and guidelines will take precedent.

Article 18: Legal Liability

18.1 The University of Toronto Scarborough does not endorse the Association of Biology and Beyond for Students' beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article 19: Banking

19.1 The Association of Biology and Beyond for Students agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

1. Call to Order

1.1 The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.

1.2 The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with, the constitution.

2. Review of the Agenda

2.1 The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.

2.2 The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.

2.3 At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.

2.4 When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the Executive Secretary that there is a disagreement.

3. Approval of Previous Minutes

3.1 The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.

3.2 The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.

3.3 Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried. Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

3.4 When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

4. Executive Reports

4.1 Executives may report their findings or recommendations to the general membership at this point of the agenda.

4.2 The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.

4.3 This time should also be used for any presentations to be made to the general membership.

5. Open Forum

5.1 It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.

5.2 Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

6. Old and New Business

6.1 All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.

6.2 The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.

6.3 Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.

6.4 All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

7. Motions and Deliberations

7.1 When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.

7.2 No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.

7.3 The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.

7.4 The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.

7.5 No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.

7.6 When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

8. Voting

8.1 There are 3 basic motions for each item of business:

8.1.1 A motion to adopt a specific action by the board.

8.1.2 A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).

8.1.3 A motion to remove an item from consideration

8.2 The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.

8.3 After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.

8.4 The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.

