

BIOSA CONSTITUTION 2024-25

Article 1: Name of Organization

1.1 The official name of the organization will be "Biology Students' Association."

1.2 The Biology Students' Association may be referred to by the acronym "BioSA"

1.3 The mailing address of the organization shall be 1265 Military Trail, c/o Scarborough Campus Students' Union (SCSU), University of Toronto Scarborough (UTSC), Toronto, ON, M1C 1A4.

1.4 The organization's office shall be located in BV-304.

Article 2: Purpose

2.1 The Biology Students' Association (BioSA) democratically represents the students in all programs under the Department of Biological Sciences at the University of Toronto Scarborough. The purpose of BioSA will be to:

2.1.1 Representing all undergraduate Biological Sciences students at the University of Toronto at Scarborough and acting as a forum for these students to voice their opinions and concerns.

2.1.2 Promoting among members an interest in all matters pertaining to the Biological Sciences through academic seminars, social events and discussion by members of the scientific community at large.

2.1.3 Serve as a bridge between the undergraduate community and the UTSC faculty associated with the programs in the Department of Biological Sciences, and provide feedback to our Department on student needs and desires.

2.1.4 Provide opportunities for students to meet outside the classroom in a social and friendly environment.

2.1.5 Provide members with the resources to further their exploration of science-related career paths.

2.1.6 Uphold the academic integrity of our program and courses and forge the path to further course development, program and curriculum development.

2.1.7 Be the foundation for innovation, and the starting point for future student-led initiatives from students within the Biological Sciences Department.

Article 3: Events Membership Card Holders

3.1 Membership

All full-time and part-time undergraduate students currently enrolled at UTSC in any of the following disciplines are deemed members of the Biology Students' Association:

- Biological Sciences
- Paramedicine
- A full list of eligible programs can be found in the current UTSC calendar at http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Biological_Sciences.html

3.2 The term of membership for the will be from September 1- August 31 each year.

3.3 Each member shall be afforded the following rights through membership in the Biology Students' Association:

3.3.1 Take part in any debate/discussion and meetings held under the jurisdiction of the Biology Students' Association with the exception of Executive Team meetings pursuant to section 6.01.

3.3.2 Vote in all elections and general meetings.

3.3.3 Run for a position on the Executive Committee provided they meet all requirements pursuant to each position description.

3.3.4 Attend any events open to both Biological Sciences students and Events Membership Card holders.

3.3.5 The right to communicate and to discuss and explore all ideas

3.3.6 The right to engage in activities/events that are reasonable and lawful

3.3.7 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation

3.3.8 The right to be free from censorship, control, or interference by the University on the basis of 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

3.3.9 The right to distribute on campus, in a responsible way, published material provided that is not unlawful

3.4 Each member shall possess the following responsibilities relative to participation in :

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 Attend general meetings;

3.4.5 Abide by the constitution and subsequent official organizational documents;

3.4.6 Respect the rights of peers and fellow members;

3.4.7 Abide by University of Toronto policies, procedures, and guidelines;

3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.

3.5 Event Membership

Events Membership is open to all full-time and part-time undergraduate students, graduate students, faculty and staff at the University of Toronto.

3.6. The term of membership for the will be from September 1- August 31 each year.

3.7 Events Membership Card Fee:

- The Events Membership Card (EMC) fee for the 2024-2025 academic year (from September 2024 to August 2025) shall be FIVE and 0/100 DOLLARS (\$5.00) CAD.
- The Biology Students' Association shall issue an EMC that will be valid for this academic year (Fall, Winter and Summer Sessions).
- The fee for each subsequent year shall be established and levied by the Executive Committee. If required, the fee may be charged again for the upcoming year or remain for the entire undergraduate experience

3.8 Events Membership Card Non-Transferable:

The interest of an Events Membership Card holder is not transferable and ceases to exist upon the member's death, withdrawal or expulsion from U of T.

3.9 Each member shall be afforded the following rights through events membership in:

3.9.1 All event membership card holders are privileged to attend all functions, social and academic held under the capacity of the Biology Students' Association as well as access to any discounts conferred by membership.

3.9.2 All event membership card holders are privileged to take part in any debate/discussion and meetings held under the jurisdiction of the Biology Students' Association with the exception of Executive Team meetings pursuant to section 6.01.

Article 4: Executive Committee

4.1 The Executive Committee shall include: two Co-Presidents, Vice President Academics, Vice President Public Relations, Vice President Finances and Operations, Vice President Social, Vice President Graduate Affairs, two Medical Sciences Events Director, three Publicity and Marketing Directors, two Social Events Director, Academic Events Director, director of Volunteer/Charity, two Senior Year Representatives, two Second Year Representatives, two First Year Representatives, two Webmasters, Secretary, 50th Fund Director and the Chemistry Aid Centre Director.

4.1.1 The team will be composed of as many or less, all dependent on the discretion of the current presidents.

4.1.2 Senior Executive:

The Senior Executive shall comprise the Co-Presidents, Vice President Public Relations, Vice President Academics, Vice President Finances and Operations, Vice President Social, Academic Events Director, director of Volunteer/Charity and the Vice President of Graduate Affairs.

4.1.2.1 The team will be composed of as many or less, all dependent on the discretion of the current presidents.

4.1.3 Specialized Committees:

Each of the year representatives shall be assigned by the President(s) to work with one of the Events Directors. The committees will be referred to as the Academic Committee, the Medical Sciences Committee, the Publicity Committee, the Social Committee and the Volunteer/Charity Committee and will be led by their respective Events Director. Committee membership will change at least every academic session.

4.1.3.1 All executive members of BioSA are up to the discretion of the current presidents. If more or less are required, the presidents have full authority to do so, within reason.

4.2 The broad responsibilities of each executive position are as follows:

4.2.1 Duties of all executives:

4.2.1.1 The executive will manage and administer the affairs of the Biology Students' Association and will work to maintain the integrity of the organization.

4.2.1.2 All Executive Members must be in attendance for at least two events each month for either academic or non- academic events.

4.2.1.3 All executives are required to submit a written report to the Vice President Academics at the end of each academic session, which will be made available to successors. 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.

4.2.2 Duties of the Presidents (2):

- Oversee and manage the organization as a whole and assist with requests from all areas of the Executive Committee.
- Act as the official representative and chief communication officer of the organization in formal business.
- Fulfill the responsibilities of any vacant position or ensure that they are fulfilled by another party.
- Call regular meetings of the Executive Committee, and Senior Executive when deemed fit.
- Ensure the Executive Members carry out their assigned duties.
- Develop and maintain relationships with the Department of Biological Sciences, other DSAs, Student Affairs, the SCSU, and other organizations.
- Assist in the transition and continuity of the association from year to year.
- Act as the official representative of BioSA on the DSA Council and attend any meetings of the DSA Council, except under extenuating circumstances at which time another senior executive may be assigned to attend.

4.2.3 Duties of the Vice President of Academics (2):

- Promote discussion among students in Biological Sciences regarding their concerns with respect to their education and academic programming.
- Develop ways to solicit input from Biological Sciences students, communicate students' concerns and ideas to the administration, faculty, or other student organizations, and work to address these issues.
- Direct students to the appropriate academic resources and services.
- Act as an official representative of the organization in business concerning academic activities of the Department.
- Serve as the designate of the President(s) on the Academic Committee of UTSC Council.
- Forge connections / serve on: Programs and Curriculum Committee, and Departmental Meetings.
- Assist the President(s) in carrying out the duties and business of the organization.
- Act as the chief communication officer of the organization in the absence of the President(s).
- Maintain official records of the organization.
- Be responsible for the enhancement of student services and new implementations with the Department of Biological Sciences.
- Be responsible for the organization of academic events and seminars including academia, professional schools that are not health related as well as graduate school seminars excluding the ones that fall under the portfolio of the Medical Sciences Events Director.
- Be responsible for overseeing publicity to ensure that the academic events and seminars that fall under this portfolio are being advertised adequately.
- Report to the President(s) on a weekly basis regarding the progress of the Academic Committee.
- Lead BioAID, the Biology Aid Centre (Online)

4.2.4 Duties of the Vice President Finance and Operations (1):

- Be responsible for the preparation of the organization's annual budget.

- Prepare financial reports and submit them to the President(s) in the first week of every academic session, or by request of the President(s).
- Follow the regulations as laid out by the Financial Policy.
- Manage the organization's bank account, keep proper bookkeeping records,
- Prepare invoices, pay bills, prepare cheques for reimbursement, and ensure adequate year-end cash flow in consultation with the President(s).
- Be responsible to seek corporate sponsorship and prepare sponsorship proposals.
- Report to the Senior Executive Committee on a bi-weekly basis.
- Co-ordinate the selection process of the Webmaster in consultation with the out-going President(s).
- Manage and maintain close communications with the Social Events Director and Volunteer and Charity Events Director concerning events funding.
- Apply for internal (UTSC) and external funding sources in a timely and responsible fashion.
- Coordinate the activities of the year/discipline representatives.
- Employ judgment of the organizations' finances for collaborative events through consultation with the President(s) and Senior Executive Team.
- Responsible for hiring and assigning tasks as required by the executive team to the Secretary and ensure that they are being completed.

4.2.5 Duties of the Vice President of Public Relations (1):

- 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 Vice-President Academics for inclusion in official records. Oversee the composition of the newsletters and any other publications for members.
- Maintain internal communications within the association and serve as a point of contact with external organizations, not including sponsors.
- Be responsible for the hiring of the Publicity and Marketing Directors.
- Be responsible for attending / spearheading initiatives to meet with/attend: Planning and Budgeting, Executive Committee, Governance Council, SCSU Board of Directors, Department of Student Life, Meetings with the Dean / Vice-Dean, DSA council.

4.2.6 Duties of the Vice President Social (1):

- Ensure all social events pertaining to the association are planned appropriately and running optimally
- Work closely with the VP Finance to secure financing for all events
- Prepare an events listing and estimated costs for each semester to be approved by the President(s) and also VP Finance
- In the event of partnering with other associations or organizations such as but not limited to PNDA, EPSA and SCAA; ensure cohesion amongst the various groups and lead the discussion and ideas generation from BioSA's side
- Overseeing event planning and facilitating the interaction between BioSA and the Department of Student Life (DSL), other Departmental Student Associations (DSAs; if involved), and professors (if involved).

4.2.7 Duties of Vice President of Graduate Affairs (1):

- Be responsible for the organization of events and seminars related to the field of medicine and other health- related fields, including graduate school.
- Be responsible for overseeing publicity to ensure that events and seminars that fall under this portfolio are being advertised adequately.
- Report to the President(s) and Vice-President Academics on a weekly basis regarding the progress of the Medical Sciences Committee.

4.2.8 Duties of the Director of Volunteer Charity Events (1):

- Co-ordinate the recruitment of volunteers and organize effective ways to engage volunteers
- Maintain volunteer lists and organize appreciation events.
- Be responsible for seeking out volunteer opportunities for the general membership.
- Be responsible for organizing a minimum of two charitable events in each session.
- Be responsible for overseeing publicity to ensure that all charitable/volunteer events are being advertised adequately.
- Report to the President(s) on a weekly basis regarding the progress of the Volunteer/Charity Committee.
- Report any financial matters concerning events to the Vice President Finance and Operations.

4.2.9 Duties of the Academic Events Director (1):

- Be responsible for the organization of academic events and seminars including academia, professional schools that are not health related as well as graduate school seminars excluding the ones that fall under the portfolio of the Medical Sciences Events Director.
- Be responsible for overseeing publicity to ensure that the academic events and seminars that fall under this portfolio are being advertised adequately.
- Report to the President(s) and Vice President Academics on a weekly basis regarding the progress of the Academic Committee.

4.2.10 Duties of the Publicity and Marketing Directors (3):

- Be responsible for publicity of the Biology Students' Association for the purposes of recruiting members and advertising events held by the organization.
- Prepare various distributable marketing materials on a regular basis with direction from the Executive Committee.
- Be responsible for maintaining the bulletin board on a weekly basis and posting on public forums.
- Design and oversee the preparation of all publications including but not limited to the published Biology Students' Association newsletter and any web-based newsletters.
- Assist the Webmaster and Vice President Communications in web designs/graphics.
- Communicate with the other Events Directors on a weekly basis concerning events.
- Report to the President(s) and Vice-President Communications on a weekly basis regarding the progress of the Publicity and Marketing Committee.

4.2.11 Duties of the Social Media Director (2):

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

- Be responsible for capturing photographs and videos at events.
- Be responsible for maintaining a consistent social media presence within the UofT Biological Sciences community.
- Report to the President(s) and Vice President of Public Relations on a weekly basis regarding the progress of the Publicity Committee.

4.2.12 Duties of the Senior Year Representatives (2):

- Be responsible for assisting the Academic, Medical Sciences, Publicity, Social and Volunteer/Charity Events Directors carry out their duties, as they pertain to the senior year students.
- Be responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
- Be responsible for organizing at least one Academic or Medical Sciences event in consultation with the appropriate Events Director.
- Identify and solicit academic concerns relevant to senior year students and report concerns to the Vice President Academics.
- Be responsible for at least 1 collaboration event with external organizations in the UofT community or the GTA community at large.

4.2.13 Duties of the Second Year Representatives (2):

- Be responsible for assisting the Academic, Medical Sciences, Publicity, Social and Volunteer/Charity Events Directors carry out their duties, as they pertain to the second year students.
- Be responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
- Be responsible for organizing at least one Academic or Graduate Affairs event in consultation with the appropriate Events Director.
- Identify and solicit academic concerns relevant to second year students and report concerns to the Vice President Academics.
- Be responsible for at least 1 collaboration event with external organizations in the UofT community or the GTA community at large.

4.2.14 Duties of the First Year Representatives (2):

- Be responsible for assisting the Academic, Medical Sciences, Publicity and Marketing, Social and Volunteer/Charity Events Directors carry out their duties, as they pertain to the first year students.
- Be responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
- Be responsible for organizing at least one Academic or Medical Sciences event in consultation with the appropriate Events Director.
- Identify and solicit academic concerns relevant to first year students and report concerns to the Vice President Academics.
- Be responsible for at least 1 collaboration event with external organizations in the UofT community or the GTA community at large.

4.2.15 Duties of the Webmaster (2):

- Be responsible for the design and maintenance of the Biology Students' Association website and forum.
- Assist the Publicity and Marketing Director in the preparation of all publications, including but not limited to the newsletter and membership cards. Maintain ongoing communication and report on a weekly basis to the Vice President Communications.

4.2.16 Duties of the Secretary:

- Required to report back to the Presidents.
- Be responsible for the preparation of the agenda and minutes for all meetings,
- Be responsible for postering and preparing office hours and announcement schedules as required.
- Be responsible for the maintenance and cleanliness of the office (BV304).
- In the event of an executive leaving or being removed, then the Secretary will step in to fulfill the role of that executive until a replacement can be found.

4.3 Executive Voting:

4.3.1 Only the elected Executive members shall be entitled to vote on any questions under consideration at all meetings of the Executive Committee.

4.3.2 Each executive is entitled to one vote each during regular executive meetings.

4.3.3 The Hired Executives, i.e. the Webmaster, Chemistry Aid Centre Director, 50th Fund Director and the Secretary do not have any voting rights as they have not been elected.

4.4 The term of each executive will last from May 1st, following the Spring AGM and General Elections, and will be terminated on April 30th of the following year. If a member is elected in the Fall Elections, their term shall commence on the day they were elected and will terminate on April 30th.

4.5 Faculty Advisors

4.5.1 Eligibility:

- Faculty members of the Department of Biological Sciences are eligible to serve in the capacity of Faculty Advisors within the Biology Students' Association
- 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.
- This position is non-exclusive and multiple faculty members may serve in these positions.
- A faculty advisor shall be considered an honorary member of the Executive Committee and shall not have voting rights.

4.5.2 Roles within the Executive:

- Faculty Advisors are encouraged to attend all Biology Students' Association events, General Meetings of members and Executive Meetings
- Advise the Executive Committee on any faculty, course or student concerns that have not been previously discussed
- Are encouraged to participate in different mediums of communication with the general membership, including but not limited to online forums and class announcements/discussion

Article 5: Removal of Members and Executives

5.1 Impeachment of Executive Members:

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:

- 5.1.1 A member or executive has engaged in unlawful actions or activities;
- 5.1.2 A member or executive has violated the constitution;
- 5.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
- 5.1.4 A member or executive has violated the rights of a fellow member;
- 5.1.5 A member or executive has not fulfilled their organizational responsibilities;
- 5.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.

5.2 Other reasons of removal

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

- 5.2.1 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.
- 5.2.2 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.

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

5.3.1 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.

5.3.2 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 president(s) 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 president(s) 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 president(s) written response to demonstrate progress or correction of behavior.

5.3.3 Third tier:

Initiated because the member or executive has violated section 5.1 after receiving a second tier warning relative to a particular action or behavior. The Senior Executive Team at their next meeting shall invite the Executive Member(s) under question to provide justification and shall then have the right to dismiss the said member(s) by a two-thirds majority vote, stripping them of their title and all connection to the Biology Students' Association Executive Committee. The impeached Executive Member(s) will be prohibited from applying for Events Membership for the current year. If the Executive Team chooses not to impeach the Executive under question, they may issue a censure following a majority vote.

Article 6: Finances

6.1 Fiscal Year:

The fiscal year of the organization shall commence on May the 1st and end on April the 30th of the following year.

6.2 Preparation of the Budget:

The budget shall be prepared by the Vice President Finance and Operations and presented to the Senior Executive Team one month prior to each academic session.

6.3 Sources of Funding:

The main sources of funding shall be club funding provided by the SCSU, Events Membership fees, sponsorship funding, and any other fees from sales of tickets for paid events, or sales of other items as deemed fit by the Senior Executive Team.

6.4 Banking Arrangements:

The banking business or any part thereof shall be transacted with such bank, trust company or other firm or body corporate as the Senior Executive Team will authorize. All such banking business shall be transacted by the President(s), Vice President Finance and Operations and Vice President Academics, on the organization's behalf.

6.5 Execution of Instruments:

The President(s), Vice-President Finance and Operations and only in special circumstances the Vice President Academics, shall sign the instruments requiring the signatures of the organization.

6.6 Maintenance of Financial Records

The president(s), Vice President Finance and Operations will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.

6.7 Financial Responsibilities

The president(s), Vice President Finance and Operations will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article 7: General Meetings

7.1 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.

7.2 General meetings will be facilitated by a Chairperson selected by the general membership from the executive committee. The Chairperson shall be responsible for:

7.2.1 Formulating and distributing an agenda for each meeting no later than two (2) days before the meeting;

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

7.2.3 Moderating the discussion at meetings according to the agenda;

7.2.4 Suspending members from participating in meetings for constitutional or procedural violations.

7.3 The procedure at meetings of members shall be governed in accordance with the process outlined in Appendix A.

7.4 There shall be a minimum of one (1) general meeting held in both the fall and winter semesters.

7.5 General meetings may be called to order by the President, or members may request a General Meeting take place with the signatures of at least ten percent (10%) of members. The meeting must take place within one month of receipt of the request.

7.6 General meetings are open to registered members of the organization only. Quorum of 15 members physically present must be attained at General Meetings for the transaction of business to occur.

7.7 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.

7.8 All executives are expected to make brief progress reports on their activities at every general meeting.

7.9 Minutes of all general meetings must be recorded and maintained for reference purposes.

7.10 Members must contact the Chairperson a minimum of 48 hours before a general meeting to inform them of new business they wish to discuss. The Chairperson will then add the discussion item to the agenda.

7.11 Each member of the organization shall be entitled to one (1) vote at a general meeting except the Chairperson who shall only vote in the event of a tie.

7.12 Any question at a valid general meeting shall be decided by a show of hands.

7.13 Whenever a vote by show of hands occurs, a declaration by the chairperson 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.

7.14 In case of an equality of votes at a valid general meeting, the Chairperson of the meeting shall have the deciding vote.

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

Article 8: Executive Meetings

8.1 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.

8.2. The President(s) shall chair Executive Meetings. In the absence of a President, the Vice President Academics shall chair the meeting.

The President shall be responsible for:

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

8.2.2 Moderating the discussion at meetings according to the agenda

8.3 There shall be a minimum of one (1) executive meeting held every month during the period September 1 to April 30.

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

8.5 The Executive Committee will meet at least once a month, or up to the discretion of the president(s), and additional meetings may be arranged based on necessity. The Senior Executive Team will meet when necessary and meetings will be called to order when quorum is established.

8.5.1 In order for a meeting to be held, notice must be made public at least seven days prior to the date scheduled.

8.6 Executive meetings are restricted to executive members only. Quorum of meetings shall require a majority of voting executives present.

8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes. In consultation with the President(s), an agenda for the meeting will be prepared and distributed by the secretary. This agenda will be distributed and posted for the public no less than three days prior to the scheduled meeting, if required.

8.7.1 Minutes for meetings will be prepared and distributed by the secretary and will be available on the website no more than fourteen days after the meeting takes place, if required.

8.8 Executives must notify the President a minimum of 24 hours before an executive meeting to inform them of new business they wish to discuss. The President will then add the discussion item to the agenda.

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

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

8.11 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.

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

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

8.14 All resolutions passed by the Executive Committee shall remain in force until rescinded. A two-thirds majority vote of the voting members of the Executive Committee will be needed in order to rescind a motion.

8.15 All Executive Members must be in attendance at every executive meeting.

- A leave of absence for up to two months can be taken with a valid reason pending approval of two-thirds majority vote of the Senior Executive team. A notice of at least two weeks needs to be given to the Senior Executive Team before deciding to take the leave.
- An Executive Member(s) will be deemed to have resigned following non-attendance of three executive meetings (unless on two months leave). The position shall be considered vacant unless at the next meeting of the Senior Executive Team, the said Executive Member(s) provides justification acceptable to two-thirds majority. Any reinstated Executive Member(s) who is absent from two (2) further meetings shall be deemed permanently resigned, and their position shall be considered vacant.

Article 9: Emergency Meetings

9.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.

9.2 These meetings must abide the respective rules outlined in sections VII and VIII depending on the nature of the meeting.

9.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

9.4 Less notice for emergency meetings may be provided at the discretion of the President in agreement with a minimum of five (5) general members.

Article 10: Elections

10.1 Eligibility:

All UTSC students enrolled in any undergraduate program offered by the Department of Biological Sciences are eligible to run for any elected position on the Executive Committee. Senior Executive positions further require at least one year of service on the Executive Committee. The positions of the Publicity and Marketing Director, Social Events Director, and Volunteer/Charity Events Director are restricted to students entering their second or higher years. Senior Year Representative Positions are restricted to students entering their third year or above. Second Year Representative Positions are restricted to students entering their second year. First Year Representative Positions are restricted to students currently in their first year. Student must identify which position they are running for at the time of nominations. Current First-Year students who have not registered in a subject post as of election time may run for a position with intention of registering in a Biological Sciences program by September. No Executive Member can run, apply for, nor hold more than one position at one time.

10.2 Notice:

The date of the election shall be made public at least two weeks prior and the notice shall include information regarding the nomination process.

10.3 Nomination Process:

Any UTSC student may nominate a Biological Sciences student for a position on the Executive Committee provided that they are eligible to run for that position pursuant to section 8.01. 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.

10.4 Fall Elections:

An election shall be held no earlier than the third week of September and no later than the second week of October for the purposes of electing the First-Year Representatives pursuant to section 8.01.

10.5 Spring Elections:

An election shall be held no earlier than the second week of March and no later than the first week of April. All eligible members may run for executive positions for the upcoming academic session pursuant to section 8.01.

10.6 Equality of Votes:

In the case of an equality of votes, the Senior Executives or President(s) will vote to break the tie.

10.7 By-Elections and Vacancies of Office:

10.7.1 Procedure after Resignation/Impeachment:

Upon resignation or impeachment of an executive member(s) the Senior Executive Team by a two-thirds majority vote, may decide on one of the followings:

- Appoint any candidate that ran for the position in question.
- Appoint a current Executive Committee member to fulfill the duties.
- Decide to leave the seat empty and share the duties amongst themselves.
- Decide to hold a by-election for the position to be filled.
- Employ 'executive appointment' pursuant to Section 9.01
- Have the secretary take over the position until a replacement can be found.
- In the case of a resigned or impeached senior exec, an executive will be promoted to the position upon the decision by the Senior Executive Team. The original position held shall be replaced by the secretary until a more proper replacement is found.

10.7.2 Minimal Candidates during Fall Elections:

If a vacancy or vacancies occur as a result of there being no candidate, or too few candidates nominated in the Fall Elections for any position, then a by-election shall be held in order to fill the position(s). If there is any remaining vacancy or vacancies after the by-election, the Senior Executive Team, by a two-thirds majority vote, may decide on one of the following:

- Appoint a current Executive Committee member to fulfil the duties.
- Decide to leave the seat empty and share the duties amongst themselves.
- Employ 'executive appointment' pursuant to Section 9.01
 - 8.07.03 Minimal Candidates during Spring Elections:
 - If a vacancy or vacancies occur as a result of there being no candidate, or too few candidates nominated in the Spring Elections for any Executive position the Senior Executive Team, by a two-thirds majority vote, may decide on one of the following to fulfill the duties of the position until a by-election is held in the Fall Session:
- Appoint a current Executive Committee member.

- Decide to leave the seat empty and share the duties amongst themselves.
- Employ 'executive appointment' pursuant to Section 9.01
 - If a vacancy or vacancies occur as a result of there being no qualified candidate, in the Spring Elections for a Senior Executive position the Senior Executive Team, by a two-thirds majority vote, may decide on one of the following to fulfil the duties of the position until a by-election is held in the Fall Session:
 - Decide to leave the seat empty and share the duties amongst themselves until the Fall elections at which point a current Executive may be appointed to the Senior Executive position
- Decide to leave the seat empty and share the duties amongst themselves until the Fall elections and re-open nominations at that time
- Employ 'executive appointment' pursuant to Section 9.01

10.7.3 Vacancies of the Office of the President:

Upon the office of the President becoming vacant, the Vice-President Academics shall serve as the acting President or if he/she is unable to act as such, then the Senior Executive Team, by a two-thirds majority vote, shall designate another member of the Senior Executive Team to serve as acting President.

10.7.4 Vacancies of the Office of the Vice-President Academics, Vice President Social, Vice President Communications, Vice President Finance and Operations, Academic Events Director or the Medical Sciences Events Director:

Upon the office of the Vice-President Academics, Vice President Social, Vice President Communications, Vice President Finance and Operations, Academic Events Director or the Medical Sciences Events Director becoming vacant, the Senior Executive Team by a two-thirds majority vote may decide on one of the following:

- Appoint any candidate that ran for the position in question.
- Appoint a current Executive Committee member to fulfil the duties.
- Decide to leave the seat empty and share the duties amongst themselves.
- Decide to hold a by-election for the position to be filled.
- Employ 'executive appointment' pursuant to Section 9.01

10.8 Appointment of the Webmaster (Not limited to 1):

10.8.1 Eligibility:

Applicants for the Webmaster positions shall be undergraduate students enrolled at UTSC. Applicants are eligible to either run for or apply for one position at one time. Need for Webmaster is at the discretion of the current President(s).

10.8.2 Process:

The appointment shall occur by the following manner:

- A call for applications will be made during or before the week of the Spring Elections by the current members of the Senior Executive Team.
- Applications shall be collected by the current President(s).
- The newly elected Senior Executive Team shall conduct interviews during the first two weeks of May.

- The newly elected President(s) shall inform all candidates of the decision made by the Senior Executive Team.

10.9 Appointment of the Secretary:

10.9.1 Eligibility:

Applicants for the Secretary positions shall be undergraduate students enrolled at UTSC. Applicants are eligible to either run for, or apply for one position at one time. Need for Secretary is at the discretion of the current President(s).

10.9.2 Process:

The appointment shall occur by the following manner:

- A call for applications will be made during or before the week of the Spring Elections by the current members of the Senior Executive Team.
- Applications shall be collected by the current Vice President Finance and Operations.
- The newly elected VP Finance and Operations shall conduct interviews during the first two weeks of May.
- The newly elected VP Finance and Operations shall inform all candidates of the decision made.

Article 11: Amendments to the Constitution

11.1 The organization may make, amend or repeal the constitution or certain sections therein. The process is as follows:

11.1.1 Any member of the organization may raise an issue regarding the Biology Students' Association Constitution to be reviewed by the Senior Executive Team.

11.2.2 The issue will be discussed at the next Senior Executive Team as well as the next Executive Committee meeting.

11.2.3 The Executive Committee's proposed resolutions will be presented at the next scheduled meeting of the General Membership.

11.2.4 The amendments will be made to the Biology Students' Association Constitution. The new document will be made available to all members, and will also be submitted to the office of Student Affairs & Services.

11.2 First Amendment: Executive Appointments:

11.2.1 Circumstances:

In the event that the process for selection of a new executive is not complete (section 8.07) then the Executive Committee can be granted the authority to hire the position in question. Executive Hirings can only commence after consultation with the Executive Committee and a 2/3 majority must be reached before the process can begin.

11.2.2 Process:

The appointment shall occur by the following manner:

- A call for applications will be made upon the decision by the executive committee.
- Applications shall be collected by the current President(s).
- The Senior Executive Team shall conduct interviews to gauge the ability of the candidate.
- The Senior Executive team will relay the choices for the position and information obtained through interviews to the rest of the executive team and the executive team will vote on the choice for the candidate.
- The newly elected President(s) shall inform all candidates of the decision made by the entire executive team.

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

11.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;

11.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.

11.4 Amendments to the constitution require the approval of two-thirds of the members present at a valid executive meeting.

11.5 The executive members must have the final say on amendments to the constitution.

Article 12: Transition

12.1 All outgoing executives are required to transfer all organization resources relative to the role over the course of the preceding year to new executives upon leaving the position. ■

12.2. Executives are responsible for providing a detailed report to incoming executives that details all their tasks and projects in the preceding year.

12.2 Executives are required to submit any additional documents and information pertaining to their position to their successor and ensure an appropriate and smooth transition.

12.3 Executives may also be required to participate in a training session no later than the end of May to assist with the transition between new executive teams.

Article 13: Emergency Powers

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

13.2 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.

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

13.4 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 14: Food Handling on Campus

14.1 The Biology Students' Association will adhere to Provincial and the Municipal Regulations when events are held at the University of Toronto at Scarborough, which include the sale and/or service of food products.

Article 15: Authority

This Constitution, in its entirety shall become the sole source origin for the formation, powers, responsibilities, and duties for all members of the Biology Students' Association and henceforth from the date of ratification by the membership shall invalidate all previous documents pertaining thereto.

Article 16: Precedence of University Policies

16.1 BioSA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of , the University's policies, procedures, and guidelines will take precedence.

Article 17: Legal Liability

17.1 The University of Toronto Scarborough does not endorse BioSA's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article 18: Banking

18.1 BioSA 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 and Rules of Order

I. Call to Order

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.
2. The meeting must be open to all applicable general members. General members must receive notice of the

meeting in accordance with, the constitution.

II. Review of the Agenda

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. 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.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
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 chairperson that there is a disagreement.

III. Approval of Previous Minutes

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.
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. 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.
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.

IV. Executive Reports

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

10

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

V. Open Forum

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.
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.

VI. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda

occurring after executive reports.

2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
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.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

VII. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
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.
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.
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.
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.

VIII. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
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.
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.
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.