

Constitution of The Biotechnology And Computer Science Association

Updated as of July 25, 2025

Article I: Name and Purpose

- 1.1 The official name of the Campus Group will be The *Biotechnology And Computer Science Association*.
- 1.2 The campus group may be referred to by the acronym BACSA
- 1.3 The purpose, objectives, mission and/or mandate of the organization is to provide members with a competitive edge through professional and academic development. We offer access to hands-on workshops, guest lectures, networking events, and the opportunity to develop their research project, combining biotechnology and computer science.

Article II: Membership

- 2.1 The group shall maintain a list of group members.
- 2.2 Voting membership is open to all registered students of the University of Toronto.
- 2.3 Voting membership is open only to registered students of the University of Toronto.
- 2.4 Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
- 2.5 The membership fee will be \$5 per year.

Article III: Rights of Members

- 3.1 All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- 3.2 All voting members have a right to attend all general meetings of members.
- 3.3 All voting members have a right to cast votes at all general meetings of members.
- 3.4 All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5 All voting members have a right to cast votes in all group elections and referenda.
- 3.6 All voting members have a right to propose and vote on amendments to this constitution. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

Article IV: Executive Committee

- 4.1 The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- 4.2 The Executive Committee shall be comprised of at least 7 voting members.
- 4.3 All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4 Non-voting members may hold only non-voting positions on the Executive Committee.

4.5 The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.

4.6 Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.7 No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.

4.8 The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the

The Executive Board consists of the following positions:

- Co-Presidents (2): Lead all club operations, initiate collaborations, and provide support across all departments.
- Vice President of Biotechnology (1): Plans one biotechnology skills workshop and one guest lecture per semester; organizes the final year-end Conference. Leads and manages the Biotech team.
- Vice President of Computer Science (1): Plans one coding workshop and one guest lecture per semester; assists in organizing a coding competition or Hackathon. Leads and manages the CompSci team. Additionally, it manages the website of the club.
- Vice President of Research (1): Manages the Research team; organizes and delivers the final research project at year-end. This VP is responsible for overseeing the selection of teams with viable research projects, organizing the research project kick-off event, managing the development of projects, writing papers, overseeing the peer review process, and presenting the best research projects during the conference.
- Vice President of Marketing (1): Oversees all promotional materials and digital engagement; manages monthly newsletters, LinkedIn and Instagram presence, and event marketing campaigns.
- Vice President of Finance (1): Handles fundraising, sponsorship outreach, budget planning, and reimbursement.
- Vice President of Internal Affairs (1): Organizes socials, fosters club culture, handles internal conflicts, and ensures strong internal communication.

Article V: Elections

5.1 All voting positions on the Executive Committee shall be filled through an annual election.

5.2 All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

5.3 All non-voting group members shall be eligible to seek nomination only for non-voting positions on the Executive Committee.

5.4 Non-voting group members shall not be eligible to cast a ballot for any elected position.

5.5 The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

5.6 On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

5.7 The elections must be held in a non-biased manner. No individual who is seeking election may participate in planning or administering the election.

5.8 For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the position(s) through a by-election and vote of simple majority (50% + 1)

Article VI: Termination of Membership

6.1 The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.

6.2 A vote to revoke membership must be held at a meeting of the Executive Committee.

6.3 A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

6.4 Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

6.5 In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

6.6 Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

6.7 Executive Committee members are subject to the same termination of membership process as general members.

Article VII – Amendments

7.1 All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

7.2 All voting members may propose and vote on amendments to the constitution.

7.3 The Executive Committee shall submit the revised constitution to staff in the Student Life programs office at the University of Toronto Scarborough within two (2) weeks.

7.4 Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Student Life programs office at the University of Toronto Scarborough.

Article VIII – Additional Policies

Meetings

8.1 Executive Meetings: Held bi-weekly. If an executive cannot attend, a representative must attend in their place.

8.2 General Member Meetings: Held monthly.

CCR Requirement

8.3 Members must fulfill their responsibilities and attend 75% of events to be eligible for CCR recognition.

Onboarding and Transition

8.4 Outgoing executives must provide a transition document, hold a meeting, and transfer all resources.

8.5 Incoming executives must review materials, attend a meeting, and plan department goals within two weeks.

8.6 Directors must be onboarded by their respective VPs.

8.7 Co-Presidents oversee the entire transition process.

Departmental Goals

8.8 Biotech and CompSci Departments: Each must host at least one workshop and one guest lecture per semester. As well as the Annual Conference, Hackathon/coding competition, and managing the website (as per the previous section).

8.9 Research Department: Oversees the research project.

9.1 Marketing Department: Must produce promotional content, including a reel, two pre-event posts, one recap post per event, monthly newsletters, and manage digital communications.

9.2 Finance Department: Responsible for growing funds, managing reimbursements, and securing sponsors.

9.3 Internal Affairs: Organizes monthly socials, destressors, and builds community within the club.

Impeachment and Resignation

Resignation

9.4 Executive or Director members may resign with at least two weeks' notice.

9.5 A transition document and handover meeting are expected.

Grounds for Impeachment

9.6 Neglect of duties, violation of conduct, or unexcused absences from multiple meetings/events.

Procedure: Three-strikes policy

9.7 The first strike for not fulfilling their responsibilities will be given via email with a formal justification. The Internal Affairs VP will be responsible for sending this notice; any person in the Association can receive a strike regardless of their position. If it is the Vice President of Internal Affairs who is receiving the strike, the co-presidents will be

responsible for sending it.

9.8 The second strike will involve a Zoom meeting with the Vice President of Internal Affairs and the Co-presidents.

9.9 A third strike will represent the immediate removal from BACSA.