

## **Article I: Name of Organization**

- 1.1 The official name of the organization will be the Molecular Biology & Immunology Students' Association at the University of Toronto Scarborough.
- 1.2 The Molecular Biology & Immunology Students' Association may be referred to by the acronym MIMSA.

## **Article II: Purpose**

- 2.1 The purpose of Molecular Biology & Immunology Students' Association will be to support all full-time and part-time students in the following programs.
  - Molecular Biology, Immunology and Disease (Specialist or Major program)
  - Molecular Biology and Biotechnology (Specialist Coop and non-Coop)
  - Human Biology (Specialist or Major program)
  - Biology (Major or Minor program)
  - As well as students taking any courses in the above fields at the University of Toronto Scarborough.
  - MIMSA' goal is to foster student involvement beyond the classroom, and connect UTSC students with their peers and faculty both at UTSC and UTSG, while engaging and supporting through undergraduate research seminars, faculty research seminars, educational events, social events and more.
- 2.2 The MIMSA's will enhance the educational, social, or cultural environment of the University of Toronto Scarborough by providing:
  - A friendly and safe environment for students to engage, contribute, and learn about Molecular Biology, Immunology and Disease through social events and networking opportunities
  - Resources, assistance, and guidance from people in the field of molecular biology, immunology and disease
  - Promoting among members an interest in all matters pertaining to Molecular Biology and Immunology through academic seminars, social events and discussion by members of the scientific community at large.
  - Serve as a bridge between the undergraduate community and the UTSC faculty associated with the programs in the Department of Biological Sciences.
  - Provide opportunities for students to meet outside the classroom in a social and friendly environment.
  - Provide members with the resources to further their exploration of science related career paths.
  - Be the foundation for innovation, and the starting point for future student-led initiatives from students within the Biological Sciences Department.
- 2.3 The MIMSA's fundamentally serves a non-profit function within the University of Toronto Scarborough, and will not engage in activities that are essentially commercial in nature.

- 2.4 MIMSA operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

### **Article III: Membership**

- 3.1 Membership in MIMSA is open to all students, staff, faculty and alumni of the University of Toronto Scarborough.
- 3.2 The term of membership for the MIMSA will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in MIMSA:
- The right to participate and vote in group elections and meetings;
  - The right to communicate and to discuss and explore all ideas;
  - The right to organize/engage in activities/events that are reasonable and lawful;
  - The right to freedom from discrimination based on sex, race, religion, or sexual orientation;
  - 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;
  - The right to distribute on campus, in a responsible way, published material if it is not unlawful;
  - Take part in any debate/discussion and meetings held under the jurisdiction of the Biology Students' Association with the exception of Executive Team meetings
  - Run for a position on the Executive Committee provided they meet all requirements pursuant to each position description.
  - Attend any events open to both Biological Sciences students
- 3.3 Each member shall possess the following responsibilities relative to participation in MIMSA
- Support the purpose of the organization;
  - Uphold the values of the organization;
  - Contribute constructively to the programs and activities offered by the organization;
  - Attend general meetings;
  - Abide by the constitution and subsequent official organizational documents;
  - Respect the rights of peers and fellow members;
  - Abide by University of Toronto policies, procedures, and guidelines;
  - Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.4 The MIMSA will implement an exclusive perks membership (EPM) and will collect a mandatory premium fee from each member interested in the EPM each year.
- 3.4.1 This fee will be proposed as part of the operating budget presented to general members for approval at a valid general meeting.
- 3.4.2 The EPM will last from the time of purchase to August 31st of the year of purchase.

- 3.4.3 The accumulation of funds will enrich the association by supporting the development of new events and programs for the biological sciences student body at the University of Toronto Scarborough (UTSC).
- 3.5 The MIMSA values and respects the personal information of its members. The MIMSA secures its member's information at all times and will not supply names or other confidential information to third-parties.
- 3.6 The MIMSA will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

#### **Article IV: Executive**

- 4.1 The senior executives of the organization shall include:
- Co-Presidents (2)
  - Director of Academics (2)
  - Director of External Affairs (1)
  - Director of Events & Conference Affairs - Team Lead (1)
  - Director of Events & Conference Affairs (2)
  - Director of Finance and Fundraising (1)
  - Director of Multimedia & Public Relations (4)
- 4.2 The junior executives of the organization shall include:
- Graduate School Mentorship Program Director - Team Lead (1)
  - Graduate School Mentorship Program Director (2)
  - Secretary (1)
  - Senior Associate (2)
  - Second-Year Representatives (2)
  - First-Year Representatives (2)
- 4.3 The responsibilities of each executive position are as follows:
- **Co-President**
    - Oversee the overall management and operations of the association by ensuring its legitimacy and advocacy for research and undergraduate student involvement, while bridging relationships with faculty and campus groups at the University of Toronto's Scarborough and downtown campus.
    - Plan, approve, supervise, and served as coordinator of all internal and external operations and ensure all executives carry out their respective duties.
    - Represent the Molecular Biology and Immunology Students' Association in all events, meetings, and projects.
    - Fulfill the responsibilities of any vacant position or ensure that they are fulfilled by another party.
    - Organize and execute regular meetings with all executive members.

- **Director of Academics**
  - Acts as an advocate for the academic enrichment of members; ensuring accessible, high-quality education provided in all MIMSA events.
  - Act as the chief communication officer of the organization in the absence of the Co-President.
  - Responsible for overseeing publicity of all academic events and seminars by ensuring maximum advertisement through social media and classroom announcements.
  - Attend all required DSA (Department of Student Associations) council meetings or ensure another executive is going in your place.
  - Responsible for organizing all academic events and seminars including the graduate school mentorship program (GSMP) recruitment party, graduate skills seminar, journal club, scholarships workshop and other related events collaboration with the Co-Presidents and Senior Associates
  - Responsible for finding resources (web pages, research opportunities, scholarships, conferences, news articles and the like) related to molecular biology and immunology and collaborating with the Secretary to produce monthly newsletters.
  - Act as an official representative of the organization in business concerning academic activities of the Department.
  
- **Director of External Affairs**
  - Acts as a liaison between the organization and other student clubs, societies, organizations, and groups on and off campus, and is responsible for the hiring and training of all organizational associates.
  - Responsible for contacting relevant speakers from UTSC and UTSG for our faculty and graduate student research seminars, scholarships workshop, journal club and faculty research seminars
  - Responsible for creating a strategy to foster ties with faculty and graduate students at UTSC and UTSG for all academic and social events
  - Maintain contact between the MIMSA Co-Presidents and UTSC/UTSG faculty and addressing any questions or issues that arise from all parties.
  - Maintain contact with MIMSA's graduate student mentors and mentees in collaboration with the Graduate School Mentorship Program Director
  - Responsible for securing a faculty supervisor for the term and serving as the primary point-of-contact between MIMSA's supervisor and MIMSA's executive team
  - Consolidate on all CCR related registration and documentation in collaboration with the faculty supervisor
  - Plan and oversee all meetings with the faculty supervisor.
  
- **Director of Events and Conference Affairs**

- o 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.
  - o Responsible for organizing a minimum of one social event in each session.
  - o Ensure all social events pertaining to the association are planned appropriately and running optimally
  - o Spearhead the logistics of all events (e.g. contact speakers and campus groups)
  - o Work closely with the the Director of Finance and fundraising to secure financing for all events
  - o Sort out specific details of all events, including catering, audio and video equipment, and the overall layout
  - o Work closely with the Director of External Affairs during all event planning processes
  - o Prepare an events listing and estimated costs for each semester to be approved by the Co-Presidents and Director of Finance and Fundraising.
  - o Responsible for seeking out partnerships with 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 generated from MIMSA's side
- **Director of Finance and Fundraising**
    - o Oversee the organization's finances and is charge of developing and enhancing the delivery of member services.
    - o Responsible for managing and maintaining financial records and transactions; i.e. keeping track of all expenditures and collecting receipts for reimbursements.
    - o Responsible for compiling, managing and maintaining an annual budget with the projected and actual revenue, income, and expenses.
    - o Prepare financial reports and submit them to the Co-Presidents in the first week of every academic session, or by request of the Co-Presidents
    - o Manage the organization's bank account, keep proper bookkeeping records.
    - o Prepare invoices, pay bills, prepare cheques for reimbursement, and ensure adequate year-end cash flow in consultation with the President(s).
    - o Responsible for seeking sponsorship and prepare sponsorship proposals.
    - o Serve as an advisory role for MIMSA executives on the financial position after all events
    - o Apply for internal and external funding sources at UTSC in a timely and responsible fashion
    - o Responsible for completing retrospective refunds from SCSU and DSL at appropriate deadlines
  - **Director of Multimedia and Public Relations**
    - o Liaising between the organization and the student body by periodically updating all MIMSA e-platforms; i.e. social media (MIMSA's Facebook, Twitter and Instagram) class e-mails, listserv, etc.

- o Prepare various distributable marketing materials on a regular basis with direction from the Co-Presidents
  - o Responsible for posting all MIMSA events, seminars and programs on UTSC bulletin board through SCSU
  - o Be responsible for the publicity of MIMSA for the purposes of recruiting members and advertising events held by the organization.
  - o Responsible for finding and staying abreast with emerging and current topics in molecular biology and immunology (i.e. journals, reviews, commentaries and the like) and promoting them on Facebook and Twitter.
  - o Liaising between other related organizations and campus groups for greater outreach.
  - o Design and oversee the preparation of all publications including but not limited to MIMSA's monthly newsletters
  - o Report to the Co-Presidents and the Director of Events and Conference Affairs on a weekly basis regarding the progress of the Publicity and Marketing Committee.
- **Secretary:**
    - o Responsible for preparing the agenda and minutes from each meeting, and constructing a suitable office hour schedule.
    - o Maintain [mimsa.utsc@gmail.com](mailto:mimsa.utsc@gmail.com) and redirect specific emails to executives when needed.
    - o Maintain internal communications within the association and serve as a point of contact with external organizations, not including sponsors.
    - o Follow up with all executives regarding deadlines and meeting dates.
    - o Be responsible for attending/spearheading initiatives to meet with/attend: Planning and Budgeting, Executive Committee, and the Department of Student Life
    - o Must be familiar with using MailChimp and designing email campaigns, or demonstrate strong commitment to learning
    - o Manage and update MIMSA's bi-weekly newsletters
    - o Review all end-of-the-year reports at the end of the 2020 and make suggestions for stronger team cohesion for the following year.
- **Senior Associate:**
    - o Responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
    - o Act as liaisons between the organization and senior year students, and identify and solicit academic concerns relevant to senior year students and report concerns to the Co-Presidents
    - o Responsible for assisting the Academic, Multimedia and Public Relations, and Graduate School Mentorship Program Directors carry out their duties, as they pertain to the senior year students.

- o Responsible for assisting the Director of Academics with overseeing our journal club sessions, and securing faculty supervisors
  - o Responsible for organizing at least one Academic or Medical Sciences event in consultation with the appropriate Director.
- **Second-Year Representative**
    - o Responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
    - o Act as liaisons between the organization and second-year students, and identify and solicit academic concerns relevant to second-year students and report concerns to the Co-Presidents
    - o Responsible for organizing at least one social event and one academic event in collaboration with the appropriate Executive director at UTSC
    - o Responsible for assisting the Academic, Multimedia and Public Relations, and Graduate School Mentorship Program Directors carry out their duties, as they pertain to second year students.
    - o Responsible for organizing at least one event in consultation with the appropriate Director.
- **Graduate School Mentorship Program Director**
    - o Responsible for planning the graduate school mentorship program (GSMP) launch party in collaboration with the Director of Academics and the Director of Events and Conference Affairs
    - o Responsible for soliciting graduate student mentors and maintaining contact with both mentors and mentees in collaboration with the Director of External Affairs via email and telephone
    - o Responsibly for sending out tri-weekly mentoring plan updates
    - o Oversee publicity for all mentee and mentor recruitment initiatives, as well as the launch party and in collaboration with the Director of Multimedia and Public Relations
    - o Be the first line of communication when working with and reaching out to student clubs, departments, staff and professors at UTSC and UTSG to recruit graduate student mentees
    - o Prepare and review the feedback survey and prepare comprehensive suggestions for improvement
    - o Report to the Co-President(s) on a weekly basis regarding the progress of the program.

4.2 Only student members of the organization may hold executive positions.

4.3 The executive positions collectively will form a committee that acts as the primary steward of the organization.

4.4 This committee 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.
- 4.5 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 4.6 The term of each executive will last from May 1 following their election to April 30 of next year.
- 4.7 Any executive of the organization may resign, provided that such resignation is made in writing 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.
- 4.8 Any vacancy of executives shall be filled by the President or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.9 If the President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. 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.
- 4.10 Any vacancy of the President shall be filled by another executive committee member appointed by a simple and clear majority of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

#### **Article V: Removal of Members and Executives**

- 5.1 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 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 Vice President Human Resources 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 Vice President Human Resources 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.
- 5.3.3 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 VI: Finances**

- 6.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 6.2 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 general members at a valid general meeting.
- 6.3 All Budgets shall be prepared by the Vice-President Operations in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 6.4 The Vice-President Operations shall present a proposed operating budget for the next fiscal year to the general membership for its consideration at the final general meeting.

- 6.5 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the subsequent year.
- 6.6 The operating budget shall be approved by a majority vote of the general members present and voting at a valid general meeting.
- 6.7 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.
- 6.8 The President, the Vice-President Operations, and only in special circumstances the Secretary shall be the sole signing authorities of banking instruments for the organization.
- 6.9 MIMSA will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 6.10 MIMSA will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

#### **Article VII: 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 each month. 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.
- 7.5 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.

- 7.6 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.
- 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 VIII: 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 Executive meetings will be facilitated by the President of the organization. The President shall be responsible for:
  - 8.2.1 Formulating and distributing an agenda for each meeting;
  - 8.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
  - 8.2.3 Moderating the discussion at meetings according to the agenda;
- 8.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
- 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 Executive meetings may be called to order by the President or through a petition signed by three (3) executive members.

- 8.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 8.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 8.8 Executives must notify the President a minimum of six (6) 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.

#### **Article IX: 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 X: Elections**

- 10.1 Executive elections will be held prior to March 31 each year.
- 10.2 Candidates for executive positions shall be selected through an application 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.
- 10.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in an election and hold executive positions.
- 10.4 All screening of candidates will be conducted by a committee comprised of majority number of non-executive general members and minority number of executives who will assess each candidate's qualifications against pre-established criteria for holding the positions.

- 10.5 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.
- 10.6 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the election will be held. The application period must end a minimum of seven (7) days prior to the general meeting at which the election will be held.
- 10.7 Successful candidates will be permitted to give a short speech at the general meeting where the election is being held. Each speech will be followed by a short question and answer period. The length of each speech and the question/answer period will be left to the discretion of the Chairperson.
- 10.8 Elections shall be conducted by secret ballot, and overseen by an election oversight committee separate and unique from the candidate selection committee described in section 10.4.
- 10.9 This committee will be comprised of two (2) non-executive general members and one (1) executive.
- 10.10 Successful candidates will be determined by accrual of the most number of votes tallied from amongst the general membership.
- 10.11 Final results of the election must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 10.12 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.
- 10.13 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.

#### **Article XI: Amendments**

- 11.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 11.2 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.
- 11.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 11.4 The general membership must have the final say on amendments to the constitution.

#### **Article XII: Transition**

- 12.1 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.
- 12.2 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.
- 12.3 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 XIII: 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 XIV: Food Handling on Campus**

- 14.1 MIMSA 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 XV: Precedence of University Policies**

- 15.1 MIMSA will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of MIMSA, the University's policies, procedures, and guidelines will take precedent.

### **Article XVI: Legal Liability**

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

### **Article XVII: Banking**

- 17.1 MIMSA 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.

**Article XVIII: Executive Voting:**

- o Only the elected Executive members shall be entitled to vote on any questions under consideration at all meetings of the Executive Committee.
- o Each executive is entitled to one vote each during regular executive meetings.

**Appendix A: General Meeting 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.
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.