

Constitution of the Immunology Graduate Students Association (IGSA)

Created December 17, 1979

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- Addition of 4.6.2. There shall be at least one (1) Social Representative from each degree program, such as the PhD program in Fundamental Immunology and the MSc program in Applied Immunology.

Preamble

We, the Graduate Students of the Department of Immunology at the University of Toronto, in order to ensure our concerted representation to the Faculty and elsewhere in all matters that concern Graduate Students, including issues of equity, inclusion and diversity, and to provide a basis for social and scientific intercourse, declare our intent to constitute ourselves as the Immunology Graduate Students Association.

Article 1. Name

1.1. The name of the association shall be the Immunology Graduate Students Association.

1.2. The name may be abbreviated to IGSA in all official documents and communications of the Association.

Article 2. Definitions

In this Constitution,

2.1. “Association” refers to the Immunology Graduate Students Association.

2.2. “University” refers to the University of Toronto.

2.3. “SGS” refers to the School of Graduate Studies at the University.

2.4. “Department” refers to the Department of Immunology at the University.

2.5. “Faculty” refers to the teaching and research staff at the University.

2.6. “GSU” refers to the Graduate Students Union at the University.

2.7. “CUPE” refers to the Canadian Union of Public Employees, Local 3902.

2.8. “Research Institute” refers to a research campus that currently houses the research activities of two (2) or more Members of the Association.

2.9. “Degree Program” refers to the three (3) degree options available at the Department: Applied Masters, Fundamental Masters and Fundamental Doctoral.

2.10. “Mentorship Program” refers to the peer-to-peer advisory and counselling initiative present within the Department.

Article 3. Membership

3.1. Every Student, who is registered or re-registering for the current academic year at the SGS as a full-time or part-time degree candidate in the Department, and who pays GSU fees, shall be a Member of the Association.

Article 4. Executive Council

4.1. The Executive Council shall consist of Executive Officers.

4.2. The Executive Officers shall be the Co-Presidents, the Treasurer, the Social Representatives, the Communications Officers, the GSU/CUPE Representatives, the Sports Representatives, the Community Outreach Representatives, the Career Development Representatives, and the Peer-to-Peer Counsellors.

4.3. Members of the Executive council shall represent more than one Degree Program and Research Institute.

4.4. Duties of Executive Officers may extend beyond those specified in this Constitution.

4.5. Co-Presidents

4.5.1. There shall be two (2) Co-Presidents.

4.5.2. The Co-Presidents shall represent the Association in all activities that concern all Members.

4.5.3. The Co-Presidents shall liaise with the Department in matters of importance to all Members, including but not limited to degree requirements, graduate courses, seminars, and teaching responsibilities.

4.5.4. The Co-Presidents shall liaise with Division IV of the SGS in matters of importance to all Members, including but not limited to tuition and stipends.

4.5.5. The Co-Presidents shall promote social and scientific intercourse within and between the Association and the Department.

4.5.6. The Co-Presidents shall chair all meetings of the Association.

4.5.7. The Co-Presidents shall maintain financial records of the Association.

4.6. Social Representatives

4.6.1. There shall be at least one (1) Social Representative per twenty-five (25) members

4.6.2. There shall be at least one (1) Social Representative from each degree program, such as the PhD program in Fundamental Immunology and the MSc program in Applied Immunology.

4.6.3. The Social Representatives shall organize social events for all Members throughout the Executive Council Term.

4.6.4. The sum of all Social Representatives on the Executive council shall represent more than one Research Institute.

4.6.5. The sum of all Social Representatives on the Executive council shall represent more than one Degree Program.

4.6.6. Social Representatives shall organize at least one (1) social event for specific Members of a Research Institute over the course of the Executive Council Term.

4.6. One Social Representative shall manage the IGSA's online presence on all social media platforms, including the IGSA website.

4.7. GSU/CUPE Representatives

4.7.1. There shall be at least one (1) GSU/CUPE Representative.

4.7.2. All Meetings of the GSU shall be attended by at least one (1) GSU/CUPE Representative. The attending GSU/CUPE Representatives shall report on the proceedings of these Meetings of the GSU to the Executive Council.

4.7.3. The GSU/CUPE Representatives may appoint other Members to attend the Meetings of the GSU.

4.7.4. All Meetings of CUPE shall be attended by at least one (1) GSU/CUPE Representative. The attending GSU/CUPE Representatives shall report on the proceedings of these Meetings of CUPE to the Executive Council.

4.8. Sports Representatives

4.8.1. There shall be at least one (1) Sports Representative.

4.8.2. The Sports Representatives shall organize sporting events and teams for all Members.

4.9. Community Outreach Representatives

4.9.1. There shall be at least one (1) Community Outreach Representative.

4.9.2. The Community Outreach Representatives shall organize outreach events.

4.10. Career Development Representatives

4.10.1. There shall be at least one (1) Career Development Representative.

4.10.2. The Career Development Representatives shall liaise with the Department to organize events for the purpose of advancing the careers of all Members.

4.11. Peer-to-Peer Counsellor

4.11.1. There shall be at least one (1) Peer-to-Peer Counsellor.

4.11.2. The Peer-to-Peer Counsellors shall act as resources for all Members in matters including, but not limited to, project advisory committee meetings, and reclassification examinations.

4.11.3. The Peer-to-Peer Counsellors shall encourage the involvement of first- year Members in the Association and in the Department.

4.11.4. The Peer-to-Peer Counsellor shall manage the Mentorship Program in conjunction with appropriate Faculty, Department and University bodies.

4.12. Executive Council Term

4.12.1. The Executive Council Term shall begin on October 1st and end on September 30th each year.

4.12.2. The Executive Council shall take effect at the beginning of the Executive Council Term and be dissolved at the end of the Executive Council Term.

4.12.3 An Executive Council Meeting shall occur at least one (1) time per month during the Executive Council Term.

4.12.4 A member of the Executive Council shall take Minutes of all Executive Council Meetings, all General Meetings, and all Emergency Meetings, and make available these Minutes to any Member upon request.

4.13. Policy Decisions

4.13.1. The Executive Council may ordinarily make Policy Decisions without consulting any Members.

4.13.2. Policy Decisions should reflect the views of all Members.

4.13.3. The Executive Council shall ordinarily represent the Association in areas relevant to all Members, the Department, the University, and the field of immunology.

4.13.4. The Executive Council, in making a Policy Decision, shall make clear whether the Policy Decision represents the opinion of the Executive Council, the opinion of the majority of all Members, or the opinion of the minority of all Members.

4.13.5. The Executive Council shall inform all Members of any Policy Decisions of fundamental importance to the Association, including but not limited to important budgets, fourteen (14) days before the Policy Decision is to take effect.

4.14. Sub-Committees

4.14.1. The Executive Council may create Sub-Committees to promote the interests of the Association and appoint members to these Sub- Committees.

4.14.2. The Executive Council may appoint Members to chair individual Sub- Committees.

Article 5. Finances

5.1. A new Fiscal Year shall begin at the beginning of the Executive Council Term and end at the end of the Executive Council Term as outlined in Section 4.13.1.

5.2. Budgets

5.2.1. The Executive Council shall provide to all Members and the Department, within the beginning of the Executive Council Term, the Finalized Budget from the previous Fiscal Year.

5.2.2. The Co-Presidents shall provide a Provisional Budget for the Fiscal Year to all Members and the Department within the beginning of the Executive Council Term.

5.2.3. Any member of the Executive Council shall make available the Previous Finalized Budget and Provisional Budget upon request.

5.3. All cheques issued by the Association shall be signed by one (1) Co-President.

Article 6. Assemblies

6.1. General Meetings

6.1.1. A General Meeting of the Association shall occur at least one (1) time per Executive Council Term.

6.1.2. Other General Meetings may occur on petition of at least 5% of all Members.

6.1.3. At least fourteen (14) days' Notice of all General Meetings shall be given to all Members. Notices of General Meetings shall include the date, the time, the place of assembly, and the proposed agenda.

6.2. Emergency Meetings

6.2.1. An Emergency Meeting of the Association may occur on petition of at least one quarter (1/4) of all Members.

6.2.2. At least two (2) days' Notice of all Emergency Meetings shall be given to all Members. Notices of Emergency Meetings shall include the date, the time, the place of assembly, and the proposed agenda.

6.3. Quorum for all General Meetings and all Emergency Meetings shall be at least one fifth (1/5) of all Members.

Article 7. Elections and Recall

7.1. Election Procedures for Executive Officer Positions

7.1.1. An Election for Executive Officer Positions shall occur at a General Meeting within the last two (2) months of the Executive Council Term.

7.1.2. Candidates for Executive Officer Positions shall be Members in good standing.

7.1.3. The Co-Presidents shall appoint up to two (2) Elections Officers.

7.1.4. The Elections Officers shall be Members.

7.1.5. The Elections Officers shall not be Candidates.

7.1.6. The Elections Officers may cast votes in the Election. The Elections Officers shall not express support for or against any Candidate until the end of the Election.

7.1.7. The Elections Officers shall specify a period of time, before Online Voting, for the Candidacy Declaration Period. During the Candidacy Declaration Period, Members may declare their candidacies for Executive Officer Positions to the Elections Officers.

7.1.8. The Elections Officers shall implement Advance Voting only for Members who are unable to attend the Election. Advance Voting shall occur after the Candidate Declaration Period and before the Election. Advance Voting shall occur for Executive Officer Positions for which Candidates have declared their candidacies during the Candidacy Declaration Period.

7.1.9. If there are remaining Executive Officer Positions to Be Filled at the beginning of the Election, Members may declare their candidacies for these Positions to be Filled at the beginning of the Election. Voting for these Positions to Be Filled shall occur separately from positions for which Candidates have declared their candidacy during the Candidacy Declaration Period.

7.1.10. The Elections Officers shall count ballots by pooling ballots from the Advance Voting and the Election.

7.1.11. Members may observe the Ballot Counting Process. Members shall not interfere with the Ballot Counting Process.

7.1.12. If a tie occurs between at least two (2) Candidates for an Executive Officer Position, additional rounds of voting shall occur until a winner is declared.

7.1.13. If there are remaining Executive Officer Positions to be filled at the end of the Election, Members may declare themselves as Candidates for these Executive Officer Positions. Voting shall occur to elect these Candidates to these Executive Officer Positions.

7.2. Recall Procedures

7.2.1. An Active Executive Officer shall be an Executive Officer who is not currently recalled through Sections 7.2.2 or 7.2.3.

7.2.2. Any Active Executive Officer may be recalled at a General Meeting by a majority of all Members. This Active Executive Officer may distribute a brief Statement to all Members in his or her defence. If required, the Association shall make available funds for the distribution of this Statement.

7.2.3. Any Active Executive Officer may be recalled by unanimous agreement of all other Active Executive Officers on the basis of failing to perform his or her duties. This Active Executive Officer may distribute a brief Statement to all other Active Executive Officers in his or her defence. If required, the Association shall make available funds for the distribution of this Statement.

7.2.4. Any Recalled Executive Officer who has been recalled through Section 7.2.3 may be reinstated through unanimous agreement of all Active Executive Officers. Should all Active Executive Officers vote not to reinstate this Recalled Executive Officer, a General Vote shall occur with Members who are not Executive Officers. The Recalled Executive Officer may distribute a brief Statement in his or her defence to all Members. If required, the Association shall make available funds for the distribution of this Statement. Should this General Vote pass with a majority, the Recalled Executive Officer shall be reinstated; otherwise, the Recalled Executive Officer shall vacate his or her position. The result of this General Vote shall not be disputed by any Member.

7.3. If an Executive Officer Position becomes vacant, the outgoing Executive Officer for the Position and the Executive Council may appoint a Member to fill this Position. The appointed Member may decline his or her appointment. On petition of at least three (3) Members, a General Meeting shall occur to fill this Position through a by-election instead.

Article 8. Constitution

8.1. Questions of procedures not provided for in this Constitution shall be resolved in accordance with Bourinot's Rules of Order (3rd Edition, G.H. Stanford, 1977).

8.2. Amendments may be made to this Constitution on approval of two thirds (2/3) of those present at a General Meeting. All Members shall be notified of all proposed changes fourteen (14) days before their consideration.