

# CONSTITUTION

Medical Biophysics Graduate Students' Association (MBPGSA)

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## DEFINITIONS

**The Association:** All members of the Medical Biophysics Graduate Students' Association (MBPGSA).

**The General Council:** The collective encompassing all members of the Executive Committee and the heads of all Standing Committees within the MBPGSA.

**Medical Biophysics (MBP) Faculty Executive:** The committee of faculty members responsible for the governance of the Department of Medical Biophysics.

**University of Toronto Graduate Student Union (UTGSU):** The association representing all graduate students within the University of Toronto.

**Chief Returning Officer:** An appointed individual responsible for the conduct and execution of elections in accordance with this Constitution and its By-Laws.

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## THE ASSOCIATION

### Article 1: Name

1.1. The Association shall be called the "Medical Biophysics Graduate Students' Association (MBPGSA)" of the University of Toronto, hereinafter referred to as 'the Association' or 'the MBPGSA'.

### Article 2: Mandate

2.1. The aim of the Association shall be:

2.1.1. To represent and promote the welfare and interests of all its members.

2.1.2. To provide activities and services to enhance the academic, cultural, social conditions, and well-being of its members.

2.1.3. To facilitate member access to departmental funding.

2.2. The Association shall be recognized by its members, the University of Toronto Graduate Students' Union (UTGSU), and the MBP Faculty Executive Committee as representative of all graduate students in the Department of Medical Biophysics at the University of Toronto.

### Article 3: Membership

3.1. Members of the Association shall all be graduate (MSc, PhD, MD/PhD) students registered in the Department of Medical Biophysics.

#### Article 4: Finances of the Association

- 4.1. The Fiscal Year of the MBPGSA shall be defined as the period between October 1st of each calendar year and September 30th of the subsequent year.
- 4.2. The account holders of the MBPGSA Bank Account shall be the elected Downtown Treasurer and Uptown Treasurer, hereinafter referred to collectively as the Finance Representatives.
  - 4.2.1. Account holders will have signing authority, a debit card, and cheques for the MBPGSA Bank Account
- 4.3. The Head Grant received by the Association from the UTGSU shall be divided such that twenty-five percent (25%) will be allocated to the Uptown funds, and seventy-five percent (75%) to the Downtown funds.
- 4.4. All Standing and Ad-Hoc Committees are eligible to receive funding from the Association.

### **ORGANIZATION OF THE ASSOCIATION**

#### Article 5: Standing Committees

- 5.1. Standing Committees shall include, but are not limited to:
  - 5.1.1. The Executive Committee (Downtown and Uptown)
  - 5.1.2. The MBP Retreat Organizing Committee
  - 5.1.3. The James Lepock Memorial (JLM) Symposium Committee
  - 5.1.4. MBP Podcast
  - 5.1.5. MBP Career Development Association (CDA)
  - 5.1.6. Community Outreach Committee
  - 5.1.7. Mental Health & Wellness Committee
  - 5.1.8. MBP Eco-team
  - 5.1.9. Women in Science Initiative
  - 5.1.10. Medical Physics Student Organization(MPSO)
- 5.2. All Standing Committees must conduct themselves in accordance with the Constitution, the Standing Committee By-Laws, and the MBP Code of Conduct.
  - 5.2.1. Standing Committees of the Association shall be defined by their own Terms of Reference or mission statement.
- 5.3. All Standing Committees will report to and be held accountable by the Executive Committee.
- 5.4. The creation of a Standing Committee, deemed necessary, shall require a simple majority vote by the Executive Committee.
- 5.5. The dissolution of a Standing Committee or the modification of its terms of reference/mission statement shall require a two-thirds (2/3) majority vote by the Executive Committee.
- 5.6. All members of the Association are eligible to become a member of a Standing Committee.

## Article 6: Ad-hoc Committees

- 6.1. An Ad-hoc Committee will exist only for the duration necessary to complete the task conferred upon them. This includes, but is not limited to:
  - i. Self-contained projects initiated by the GSA or the Department of Medical Biophysics;
  - ii. Tasks with which the Executive Committee require help; and
  - iii. Pilot-runs of potential Standing Committees.
- 6.2. An Ad-hoc Committee can be created by the Executive Committee through a simple majority vote.
- 6.3. All Ad-hoc Committees must send a representative to each of the MBPGSA Open Meetings to report an update of their activities.
- 6.4. Each Ad-hoc Committee shall be responsible for submitting an exit/transition report to the Executive Committee at their dissolution.
- 6.5. An Ad-hoc Committee may become a Standing Committee, when deemed appropriate, by the Executive Committee through a simple majority vote.

## Article 7: Executive Committee

- 7.1. The Executive Committee shall be composed of the following elected members:
  - 7.1.1. The Downtown President
  - 7.1.2. The Downtown Vice-President
  - 7.1.3. The Uptown President
  - 7.1.4. The Uptown Vice-President
  - 7.1.5. The Downtown Treasurer
  - 7.1.6. The Uptown Treasurer
  - 7.1.7. The Downtown Social Representatives, a maximum of two (2)
  - 7.1.8. The Uptown Social Representative
  - 7.1.9. The Communications Representative
  - 7.1.10. The International Student Representative
  - 7.1.11. The First Year Representatives, a maximum of two (2)
- 7.2. There shall be two (2) subdivisions of the Executive Committee, each representing either the downtown or uptown core of the MBPGSA.
  - 7.2.1. Hereinafter referred to as the Downtown Executive, the Downtown Executive shall represent members affiliated with the following institution(s):
    - i. Princess Margaret Cancer Centre/Princess Margaret Hospital (PMCC/PMH),
    - ii. Hospital for Sick Children (SickKids),
    - iii. Toronto General Research Institute,
    - iv. Krembil Research Institute, Toronto Western Hospital,
    - v. Li Ka Shing Knowledge Institute, St. Michael's Hospital,
    - vi. Techna Institute,

- vii. Structural Genomics Consortium,
- viii. Terrence J. Donnelly Centre for Cellular & Biomolecular Research,
- ix. Lunenfeld-Tanenbaum Research Institute, and
- x. Ontario Institute for Cancer Research (OICR).

7.2.2. Hereinafter referred to as the Uptown Executive, the Uptown Executive shall represent members affiliated with the following institution(s):

- i. Sunnybrook Health Sciences Centre,
- ii. Baycrest-Rotman Research Institution.

7.3. All members of the Executive Committee shall have one (1) vote in the Association.

7.4. All motions and budgets must be voted on during Executive meetings.

#### Article 8: Powers and Duties of the Executive Committee

8.1. All members of the Executive Committee shall be bound by the Constitution and must act in the best interest of the Association.

8.2. All members of the Executive Committee shall hold a full-year term starting on October 1st of the year they are elected and ending September 30th of the following year.

8.3. The month of September shall hereinafter be referred to as the Transition Period, and shall be primarily dedicated to transitioning governance of the Association from the Outgoing Executive to the Incoming Executive.

8.4. During the Transition Period:

8.4.1. The Outgoing Executive Committee must:

- i. Hold at least one (1) meeting with the attendance of the Incoming Executive,
- ii. Meet with their position-specific Incoming Executive member(s) to discuss the logistics of their role, and
- iii. Submit transition documents to the Incoming Executive.

8.4.2. The Incoming Executive Committee must:

- i. Complete the recommended training for the year provided by the Mental Health and Wellness Committee and ensure all incoming Standing Committee heads complete the training.

8.5. The Transition Period for the First-Year Representative(s) will be separate from the other Executives, and shall be defined by the one (1) month post by-elections.

8.6. The Executive Committee shall carry out the normal business of the Association, including but not limited to:

8.6.1. Obtaining and administering monetary funds, including GSU Head Grants and fundraising, towards the activities of the Association.

8.6.2. Organizing events that promote the interaction between members and/or faculty, at the discretion of attendance or participation.

8.6.3. Acting as the first round of approvals for applications to the MBP Initiative Fund on behalf of the Department of Medical Biophysics.

8.7. All members of the Executive Committee shall meet at least once a month during the year.

- 8.8. Quorum for an Executive meeting shall be fifty percent (50%) of its members with at least one Uptown Executive being present.
- 8.9. Passage of a motion in an Executive meeting shall require a simple majority.
- 8.10. The minutes of all resolutions and actions made during an Executive meeting must be made available to all members of the Association.
- 8.11. One member of the Uptown and Downtown Executive shall be responsible for representing the views of the student Executives at all MBP Faculty Executive meetings.
- 8.12. The International Student Representative shall be responsible for representing the views of international students in the association at all MBP Faculty Executive meetings.
- 8.13. The **President** shall:
  - 8.13.1. Be elected, given a minimum of one (1) year experience on the Executive Committee.
    - 8.13.1.i. In the case that no eligible candidates are available, individuals who have served one (1) year on the General Council may be considered.
  - 8.13.2. Coordinate and supervise the affairs of the Association.
  - 8.13.3. Sit on the MBP Faculty Executive Committee as a liaison between the members of the Association and the faculty of the Department.
  - 8.13.4. Attend meetings of the Graduate Representative Committee (GRC) as a liaison between the members of the Association and the other Faculty of Medicine student associations.
  - 8.13.5. Call and preside over meetings of their respective Executives.
  - 8.13.6. Coordinate with the Co-President.
  - 8.13.7. Be the official spokesperson of the Association.
  - 8.13.8. Ensure that all other Executive members fulfill their constitutional duties.
  - 8.13.9. Be responsible for the coordination of the MBP Open House with the administration and the Chief Returning Officer (CRO).
  - 8.13.10. Be responsible for the coordination of the MBP Interview/Orientation Day together with the MBP administrative team.
- 8.14. The **Vice-President** shall:
  - 8.14.1. Be elected.
  - 8.14.2. If Downtown Vice-President, be responsible for overseeing the Standing Committees.
  - 8.14.3. If Uptown Vice-President, collaborate with the Treasurer to coordinate the financial affairs for the Uptown Executive.
  - 8.14.4. Be responsible for the transcription and distribution of agendas and/or minutes of all Executive meetings and town halls called by the Department Chair.
  - 8.14.5. Oversee the scheduling and coordination of GSU representatives to attend monthly UTGSU meetings.
  - 8.14.6. Ensure that the President fulfills their constitutional duties.
  - 8.14.7. Assume the roles and responsibilities of the President should the President be unavailable.

- 8.14.8. Act as ombudsperson to members of the Association should conflict arise between members and faculty of the Department, raising an ad-hoc Feedback Committee as necessary.
  - 8.14.9. Assist in GSA initiatives including MBP merch sale.
- 8.15. The **Treasurers** shall:
- 8.15.1. Be elected.
  - 8.15.2. Represent and coordinate the financial affairs of both the Downtown and Uptown Executives
  - 8.15.3. Keep proper accounts and records of financial spending of the Association, in the case of an audit, in accordance with the Financial By-Laws outlined in Article 4.
  - 8.15.4. Manage the budgets of the Association's various events and initiatives.
  - 8.15.5. Oversee Student Initiative Fund reimbursements.
- 8.16. The **Communications Representative** shall:
- 8.16.1. Be elected.
  - 8.16.2. Call meetings of the Executive Committee, in conjunction with the President.
  - 8.16.3.
  - 8.16.4. Maintain all documentation relevant to the Association, including but not limited to contact information of all Executives, Constitution, and By-Laws.
  - 8.16.5. Maintain the various social media platforms of the GSA and, in the case that there is no fit candidate for Webmaster, the GSA website.
  - 8.16.6. Collate and distribute a weekly newsletter, if deemed appropriate.
- 8.17. The **Social Representatives** shall:
- 8.17.1. Be elected, given a minimum of one (1) year experience on the Social Committee.
  - 8.17.2. Organize monthly social events of diverse nature for the Association.
  - 8.17.3. Be responsible for the appointment of the Social Committee to aid in the fulfillment of their duties.
  - 8.17.4. Be responsible for organizing the annual MBP Holiday Party and Summer Olympics with help from their Committee.
  - 8.17.5. Coordinate any collaborative events with Departments of the Faculty of Medicine or UTGSU.
- 8.18. The **International Student Representative** shall:
- 8.18.1. Be elected.
  - 8.18.2. Be the official spokesperson of the international Downtown and Uptown students of the association.
  - 8.18.3. Sit on the MBP Faculty Executive Committee as a liaison between the international members of the Association and the faculty of the Department.
  - 8.18.4. Coordinate with other Departmental International Student Representatives in the Faculty of Medicine on issues affecting students across the Faculty.
- 8.19. The **First-Year Representatives** shall:
- 8.19.1. Be elected.
  - 8.19.2. Not have been a member of the Association for more than one (1) year.
  - 8.19.3. Present first-year interests and concerns to the Executives.

- 8.19.4. Coordinate the MBP Mentorship Program, and any other first-year related initiatives.
- 8.19.5. Organize the MBP Orientation Day, in conjunction with the President.
- 8.19.6. Oversee the administration of the MBP Education Awards.
- 8.19.7. Assist in coordinating other GSA initiatives (i.e. GSA apparel, class pictures, intramural teams), as needed.
- 8.20. In the event of resignation or impeachment of the President or Vice-President, an appointment by the remaining members of the respective Executive shall be made to assume the duties of the President or Vice-President for the remainder of the term.
  - 8.20.1. The appointed replacement shall be passed by a two-thirds (2/3) majority vote by the Executive Committee.
  - 8.20.2. Similarly, an impeachment shall be passed by a two-thirds (2/3) majority vote by the Executive Committee.

Article 9: Appointed Positions

- 9.1. The General Council shall also consist of the following members, appointed by the Executive Committee:
  - 9.1.1. The Webmaster
  - 9.1.2. The GSU Representatives, a maximum of three (3)
- 9.2. Responsibilities and duties of the Webmaster include:
  - 9.2.1.1. Maintaining and updating the MBPGSA student website.
  - 9.2.1.2. Maintaining the various social media platforms for the MBPGSA, if necessary.
- 9.3. Responsibilities and duties of the GSU Representatives include:
  - 9.3.1.1. Attending monthly UTGSU Council meetings.
  - 9.3.1.2. Reporting all UTGSU affairs to the Executives.
  - 9.3.1.3. Acting as liaison between the MBPGSA Executives and the UTGSU.

**ELECTIONS**

Article 10: General Elections

- 10.1. All members of the Association shall be eligible to vote in general elections.
  - 10.1.1. There shall be no distinction between voting for Downtown and Uptown elections.
- 10.2. Elections shall be conducted in accordance with this Constitution and its Electoral By-Laws.
- 10.3. The Electoral Period must be completed before September 1st of each year.
- 10.4. Elections shall be won by simple plurality.
- 10.5. Elections must have voter turnout of at least ten percent (10%) of all eligible voters to be considered valid.

Article 11: Electoral Officers



- 11.1. There shall be a Chief Returning Officer (hereinafter referred to as the CRO) who shall be responsible for the conduct and execution of elections in accordance with this Constitution and its By-Laws.
  - 11.1.1. The CRO shall serve the respective Executive as an advisor, in role, outside of conducting the MBPGSA Elections. The CRO shall not have a vote on the respective Executive.
- 11.2. To ensure the CRO shall fulfill their duties with impartiality, each Downtown and Uptown Executive shall appoint one (1) individual, respectively, who conforms to the criteria below:
  - 11.2.1. The individual shall be a student currently enrolled in the Department of Medical Biophysics.
  - 11.2.2. The individual must have previously held the executive position of President, at any time, with no intention to run in the current elections.
  - 11.2.3. In the absence of a candidate with the above eligibility, the individual may be a student who has previously held the executive position of Vice-President, at any time, with no intention to run in the current elections.
- 11.3. The CRO shall report all activities and incidents to the President, in addition to submitting an exit report to the respective Executive.
- 11.4. All decisions made by the CRO concerning the interpretation of articles in this Constitution and its By-Laws regarding elections and referenda shall be considered binding.

#### Article 12: Eligibility to Run

- 12.1. All members of the Association shall be eligible to stand for election to any of the Executive positions for which they qualify.
  - 12.1.1. Members shall stand for election for the Executive as determined by their affiliated institution (i.e. Uptown or Downtown).

#### Article 13: Procedure

- 13.1. The general election period shall be held any time between the 1st of July and the 31st of August.
- 13.2. The voting/polling period should last at least one (1) day.
- 13.3. The date of the polling period must be set by the respective Downtown or Uptown Executive at a meeting at least fourteen (14) days before the start of said polling period.

### **TOWN HALL MEETING**

#### Article 14: Town Hall Meeting

- 14.1. The Association shall hold at least two (2) Town Halls per year.
- 14.2. A Town Hall may establish, amend, or rescind any policy of the Association, except:

- 14.2.1. The Constitution and By-Laws of the Association.
- 14.2.2. Membership fees or other financial matters of the Association.
- 14.3. A Town Hall shall be convened by the President(s), either at the request of the MBPGSA Council or the sitting MBP Faculty Executive.
- 14.4. At least five (5) days public notice must be given for a Town Hall

## **THE CONSTITUTION**

### Article 15: Superseding Clause

- 15.1. This version of the Constitution repeals and supersedes all previous versions of the Constitution of the Association.

### Article 16: Amending By-Laws and/or the Constitution

- 16.1. Appended to this Constitution are a set of By-Laws, which will be upheld by all Executives.
- 16.2. Quorum for a motion to enact, amend, or rescind the Constitution or a By-Law of the Association shall be two-thirds (2/3) of the members of the Executive.
- 16.3. Passage of a motion to enact, amend, or rescind a By-Law of the Association shall require a simple majority of the members present.
- 16.4. Passage of a motion to enact, amend, or rescind the Constitution of the Association shall require a two-thirds (2/3) vote of the members present.
- 16.5. Quorum to call for a referendum on the Constitution or a By-Law of the Association shall be ten percent (10%) of all Association members.
- 16.6. Referendums shall be passed by simple plurality.
- 16.7. Referendums must have a voter turnout of at least ten percent (10%) of all eligible voters to be considered valid.

### Article 17: Coming Into Force

- 17.1. This Constitution shall come into effect on October 7, 2024.