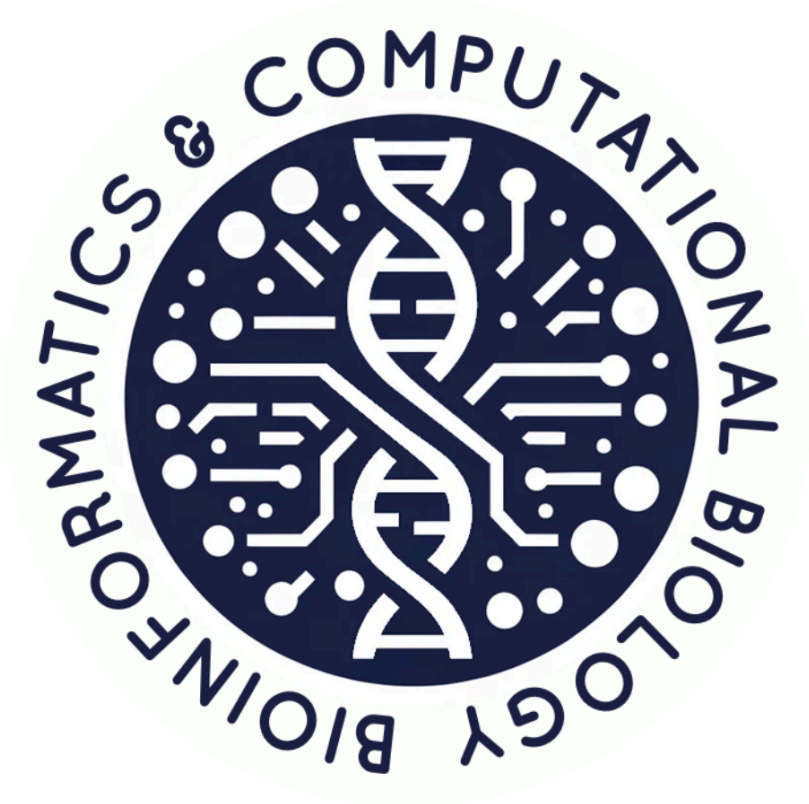


# The Constitution of the Bioinformatics & Computational Biology Students' Association (BCBSA)

*Last revised on October 15, 2024*



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## 1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Bioinformatics & Computational Biology Students’ Association (BCBSA).”
- 1.2. The official acronym or abbreviation of the group is “BCBSA.”
- 1.3. The organization’s purpose, objectives, mission and/or mandate is to bring bioinformatics students together through academic and social events. The BCBSA is the organization for any BCB student with questions, concerns, and/or feedback regarding the program – the BCBSA acts to enrich the BCB student experience.

## 2. Article Two – Membership and Membership Fee

- 2.1. The group shall maintain a list of group members.
- 2.2. The membership fee will be \$0.
- 2.3. Membership shall be open to individuals, including current students, alumni, faculty, or staff who are or have been formally associated with *at least one of the following*:
  - (a) The Faculty of Arts and Science in the capacity of a Bioinformatics and Computational Biology Specialist,
  - (b) Those enrolled as First Year Life Science or Computer Science students at the University of Toronto,
  - (c) Anyone who has completed a course designated under the BCB (Bioinformatics and Computational Biology) curriculum.
- 2.4. A voting member is defined as a full-time undergraduate Arts & Science student who is a part of *at least one of the following categories*:
  - (a) Enrolled in the Bioinformatics and Computational Biology Specialist (ASSPE1868),
  - (b) Enrolled in a BCB-designated course.
- 2.5. A non-voting member is defined as a member of the BCBSA who is not eligible to be a voting member. These members are:
  - (a) Not full-time undergraduate students in the Faculty of Arts & Science,
  - (b) Not enrolled in the Bioinformatics and Computational Biology Specialist (ASSPE1868),
  - (c) Not enrolled in a BCB-designated course.

## 3. Article Three – Rights of Members

- 3.1. All voting members have a right to attend all general meetings of members.
- 3.2. All voting members have a right to cast votes at all general meetings of members.
- 3.3. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.4. All voting members have a right to cast votes in all group elections and referendums.
- 3.5. All voting members have a right to propose and vote on amendments to this constitution.
- 3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

#### **4. Article Four - Executive Committee**

- 4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th of the subsequent year.
- 4.2. The Executive Committee shall comprise five (5) voting members who are full-time undergraduate students from the Faculty of Arts & Science or enrolled in a BCB-designated course.
- 4.3. The Executive Committee can only consist of currently registered students of the University of Toronto.
- 4.4. Non-voting members are not eligible to hold any of the elected positions on the Executive Committee outlined in Article Five.
- 4.5. 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.

#### **5. Article Five - Executive Committee Composition and Duties**

- 5.1. The **President** shall:
  - 5.1.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.1.2. Oversee the operations, management, and success of the group,
  - 5.1.3. Serve as spokesperson for the group,
  - 5.1.4. Attend Arts & Science Student Union (ASSU) council meetings,
  - 5.1.5. Hold signing and financial authority,
  - 5.1.6. Be a signing officer of the BCBSA bank account,
  - 5.1.7. Assume duties of the Treasurer in their absence,
  - 5.1.8. Preside over meetings of the Executive Committee and/or members,
  - 5.1.9. Ensure a transition of office from one year to the next.
- 5.2. The **Vice-President** shall:
  - 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.2.2. Assume duties of the President in their absence,
  - 5.2.3. Ensure activities of the club comply with policies of the University of Toronto,
  - 5.2.4. Coordinate organizational recruitment efforts,
  - 5.2.5. Manage outreach with other organizations for partnerships, funding, and events.
- 5.3. The **Social Director** shall:
  - 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.3.2. Maintain BCBSA social media (Instagram),
  - 5.3.3. Maintain the group website and communications (Discord, etc),
  - 5.3.4. Make announcements to BCBSA members,
  - 5.3.5. Notify all members of general meetings.
- 5.4. The **Events Director** shall:
  - 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.4.2. Organize events of the group,
  - 5.4.3. Oversee all event-related administrative tasks.
- 5.5. The **Treasurer** shall:
  - 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
  - 5.5.2. Be a signing officer of the BCBSA bank account,
  - 5.5.3. Manage the BCBSA bank account,
  - 5.5.4. Set the BCBSA budget for the year,
  - 5.5.5. Assist the Vice-President to secure funding,

5.5.6. Manage all BCBSA expenses.

## **6. Article Six – Elections**

- 6.1. All voting positions on the Executive Committee shall be filled through an annual election.
- 6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 6.3. Non-voting group members are not eligible to seek nomination or election for any position on the Executive Committee.
- 6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.
- 6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 6.6. 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.
- 6.7. The elections must be held in an unbiased manner. A Chief Returning Officer (CRO) to run the election must be assigned by the current Executive Committee. The CRO must not be an individual who is eligible to run in that election round.
- 6.8. If a position is not filled during the annual election period, by-elections may be held to fill the unoccupied position.

## **7. Article Seven – Finances**

- 7.1. The President shall keep an active record of income and expenses.
- 7.2. The President shall present the group's updates on the group's financial position at annual general meetings.
- 7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- 7.4. The BCBSA may not engage in activities that are essentially commercial in nature.
- 7.5. The BCBSA will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- 7.6. The BCBSA will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 7.7. The BCBSA will not pay salaries to any of the members of the Executive Committee.

## **8. Article Eight – Meetings**

- 8.1. The Executive Committee shall meet weekly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 8.2. The group shall hold a general meeting once per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- 8.3. The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

- 9.1. 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.
- 9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.
- 9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
- 9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
- 9.5. 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.
- 9.6. 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.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **10. Article Ten – Amendments**

- 10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 10.2. All voting members may propose and vote on amendments to the constitution.
- 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- 10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto and from the ASSU at the University of Toronto.