

## **MGYSU Constitution**

### **Article I: Name**

The organization shall be known as the "Molecular Genetics and Microbiology Students' Union", "MGYSU", hereinafter referred to as the "Union".

### **Article II: Definitions**

a) "Faculty" refers to the Faculty of Arts and Science

b) "ASSU" refers to the Arts and Sciences Students' Union

c) "Executive" refers to the Executive of the Union.

d) "President" refers to two (II) members representing Molecular Genetics and Microbiology. If either position cannot be filled by co-presidents, then one (1) president only will be responsible for the Union. Both are elected by and directly responsible to the members for a term of one (1) year at the last regular meeting of the executive in March.

e) "Treasurer" refers to one (I) member elected by the members for a designated term in accordance with Article VII of this Constitution. The Treasurer shall be primarily responsible for the finances of the Union and shall be present at all Executive and general meetings of the Union.

### **Article III: Object, Duties and Functions**

**Section 1:** The object of the Union shall be to improve, and to provide services for the improvement of, the education, academic and social life of all undergraduates in the Union.

**Section 2:** Towards the object stated in Section 1, the Union shall: a) administer and distribute funds available for the object of the Union b) provide services that may contribute to the object of the Union.

### **Article IV: Membership**

All full time undergraduate students of the Faculty registered in a Molecular Genetics and Microbiology course (and ie. MGY courses) or enrolled in the program.

### **Article V: Executive**

**Section 1:** a) The executive shall be the governing body of the Union. The executive shall consist of the 4th, 3rd, and 2nd year representatives, Social conveyors and one member each of 2 co-Presidents (in accordance with Article II d), Treasurer, and Secretary.

b) The executives shall be elected at the end of every school term at the last general meeting.

c) The members of the executive shall take office after the meeting at which they were appointed.

**Section 2:** Members of the Executive may be removed by the affirmative vote of two-thirds (2/3) of the members of the Executive council present and voting, provided that: a) Two (2) weeks notice of motion is given to all members of the Executive, and b) the number of those voting in favour is equivalent to at least fifty percent (50%) plus one (1) vote of all members of the Executive

**Section 3:** The President has a designated seat at the ASSU council meetings. The second position will be filled by all members of the Executive. They shall rotate as the second ASSU representative at the ASSU council meetings from September to April, failure to comply with this requirement shall result in the loss of membership in the Union.

**Section 4:** All members of the Executive must be present at all Executive meetings from September to April with three (3) absences allowed, failure to comply with this requirement may result in loss of membership in the Union for the remainder of the term, dependent on a vote conducted in accordance with Article V, Section 2. It shall be incumbent upon the Union Executive to inform a member before any Executive meeting at which their non-attendance would affect their status.

**Section 5:** All members of the Executive must provide proof of enrollment once course enrollment is completed at the end of July. If it is discovered that a member is not enrolled in an MGY course or program at any point in their tenure as an executive, they will be notified of their constitutional violation and granted 2 days to enroll in an MGY course. Failure to enroll in an MGY course within 2 days will result in an immediate removal of that executive from their position on the team. If the member re-enrolls in a MGY course following the discovery, they shall be granted a vote conducted in accordance with Article V, Section 2 to determine the continuance of their position on the executive team.

## **Article VI: Procedure**

**Section 1:** General meeting of the Union shall be held at least once per term at the call of the Executive.

**Section 2:** The Executive shall set and post dates for the general meetings of each term within the first month of the said term.

**Section 3:** Each member of the executive shall have one (1) vote.

**Section 4:** No member of the executive may exercise more than one (1) vote at any time.

**Section 5:** At all meetings of the Executive, every question shall be decided by the affirmative vote of sixty percent (60%) of the members present and voting unless otherwise required by this constitution or by the rules of the procedure.

**Section 6:** The Executive may adopt rules of procedure consistent with this constitution to facilitate the performance of its duty.

**Section 7:** The Executive may strike as many committees as it may deem necessary for the performance of its duty.

**Section 8:** The executive shall be responsible for keeping the financial record of the Union.

**Section 9:** The Secretary shall be responsible for preparing and posting the minute of all Executive meetings. In the absence of the Secretary, one (1) member shall be appointed to prepare and post the minutes for that meeting.

**Section 10:** The member that attended the ASSU Council meeting shall be responsible for reporting to the Executive the content of the meeting.

**Section 11:** The quorum at all meetings of the Executive shall be sixty percent (60%) of all voting members.

**Section 12:** The Executive may delegate tasks or responsibilities as it may deem necessary for the performance of its duties.

**Section 13:** The members of the executive may not download files from any union-associated accounts for personal use.

**Section 14:** The members of the executive may not delete files or data on files from any union-associated accounts without express, documented permission from the Presidents.

#### **Article VII: Finances**

**Section 1:** The fiscal year end of the Union shall be April 30th of each year.

**Section 2:** Notwithstanding any other provisions of the Constitution, the Executive may adopt such financial regulation as may be deemed necessary for the conduct of the financial affairs of the Union.

**Section 3:** The Union shall either keep sufficient financial records so as to be able to be audited or shall allow its financial records to be kept centrally as part of the records of the Union.

**Section 4:** The Union shall have a minimum of two (2) signing officers to the account and there must be at least two (2) signatures on each cheque.

#### **Article VIII: Elections**

**Section 1:** The Executive shall clearly advertise the occurrence of an online election in which its new members will be elected at least two (2) weeks prior to the start of the election.

#### **Article IX: Amendments**

**Section 1:** Amendments to this Constitution shall be made on the affirmative vote of (2/3) of the members of the Union, present and voting.

**Section 2:** Any and all proposed amendments to this Constitution must be posted for the general population and given in writing to all members so the Executive no less than three (3) weeks prior to the date of the general meeting.

**Section 3:** Any amendments of this Constitution shall come into effect immediately following the general meeting at which it was adopted.