CONSTITUTION OF THE HUMAN BIOLOGY STUDENTS' UNION

2026

University of Toronto

Article 1: Name

1. The organization shall be known as the "Human Biology Students' Union" and is herein referred to as the "HBSU."

Article 2: Mandate

The HBSU is dedicated to the fulfillment of the following goals:

1. To promote the five Human Biology Programs.
2. To provide information about the Human Biology Programs.
3. To act as the student contact between the Human Biology Programs and the student body.
4. To actively build and strengthen the Human Biology and Life Science community at the University of Toronto.
5. To provide information pertaining to future careers for students in the Human Biology Programs and Life Science Program(s).

Article 3: The Constituency

1. Membership will be granted to any student, alumni, faculty or staff who has or is enrolled or otherwise officially involved with:

(a). the Faculty of Arts and Science as a Human Biology Major/Specialist

OR

(b). is a First Year Life Science student at the University of Toronto

OR

(c). has taken a HMB designated course (including CJH332)

AND

(d). has submitted their name, e-mail address and University of Toronto student number.

Article 4: The Executive

1. The HBSU shall have nineteen (19) executive members consisting of the following table of precedence:

Senior Executives

two (2) Co-Presidents of equal rank,
two (2) Vice-Presidents (VPs),
one (1) Treasurer/Secretary,
two (2) Academic and Mentorship Directors,
two (2) Social and Events Coordinators,
one (2) Web Administrator/Graphics Designer,
one (1) Outreach Director, and
one (1) Photographer.

Junior Executives

two (2) Upper Year Representatives,
two (2) 2nd Year Representatives, and
two (2) 1st Year Representatives.

2. The constituency at the general meeting in March shall elect: two (2) Presidents, two (2) Vice-Presidents (one (1) VP of External Affairs and one (1) VP of Internal Affairs), one (1) Treasurer/secretary, two (2) Academic and Mentorship Director, two (2) Web Administrator/Graphics Designer, two (2) Social and Events Coordinator, one (1) Outreach Director, and one (1) Photographer. Should any position remain unfilled following the March elections, temporary appointments will be at the discretion of the co-presidency and will be filled at the September elections.

3. The constituency at the general meeting in September shall elect: two (2) First Year Representatives, two (2) Second Year Representatives, and two (2) Upper Year Representatives. Permanent appointments for unfilled positions following the September elections will be at the discretion of the co-presidency.

4. Executive Meetings may be called by any member of the executive at the discretion of the co-presidency, and must be called at least once each semester, with the exception of December and April.

5. Impeachment of an executive member must be initiated by a senior executive and decided by a supermajority of executive members or unanimous consent by the senior executive members. Impeachment must be supported by the co-presidency to take effect.

Impeached executive members are barred from re-election for one school year after the year of impeachment.

6. Vacancies in the Senior Executive shall be filled by consensus of the executive members according to the table of precedence. If consensus is not possible the position shall be vacant until a by-election decides the succession.

7. Vacancies in the Junior Executive shall be filled at the discretion of the co-presidency.

Article 5: The Co-Presidency:

1. Both Presidents must be enrolled in a Human Biology Program or Course.
2. Both Presidents shall be the Chief Executive Officers of the HBSU.
3. Both Presidents possess signing privileges and listserve ownership.
4. Both Presidents shall be responsible for calling all HBSU general meetings.
5. Both shall book the rooms required for any HBSU event or meeting.
6. Both shall keep the Executive and the members aware of Union business.
7. Both shall act as a chair at each general and executive meeting.
8. Both shall coordinate and delegate responsibilities for all events.
9. Both shall work to uphold the rules of the Human Biology Programs and the Union.
10. Both should act as a representative of the Union to external organizations.
11. Both are empowered to act on behalf of the executive members for all Union matters.
12. Both are empowered to delegate tasks not explicitly delineated in this constitution to executive members.
13. Both will be held accountable for all HBSU funds upon request.

Article 6: The Vice-Presidency:

1. Both Vice-Presidents must be enrolled in a Human Biology Program or Course.
2. Both Vice-Presidents are responsible for answering member emails and questions in a timely manner.
3. Both Vice-Presidents are responsible for the maintenance of the HBSU member registry.
4. Both Vice Presidents are responsible for maintaining contact obligations with university organizations.
5. Both Vice Presidents are responsible for obtaining Union sponsorship.
6. Both Vice Presidents are empowered to delegate tasks to executive members.

Article 7: Duties of the Treasurer/Secretary (include but not limited to):

1. The treasurer/secretary must be enrolled in a Human Biology Program or Course.

2. They shall be the Chief Financial Officer of the HBSU.
3. They shall receive and account for all HBSU funds.
4. They are responsible for the disbursement of HBSU funds for such purposes as the Executive has approved.
5. They shall draft a budget for all events along with the President and Vice Presidents.
6. They shall report the HBSU's financial status at general meetings if requested to do so.
7. They shall have all financial records on hand at each general meeting and Executive meeting, provided that a reasonable notice is given ahead of time.
8. They will be responsible for the cash box at all events.
9. They will be jointly able with the President to account for all HBSU funds upon request. Failure to do so without appropriate reasoning will be dealt with as per Article 4, Item 6.
10. They shall be responsible for the recording and publishing of proceedings (minutes) of all HBSU meetings.
11. They shall be responsible for distributing minutes to the Executive within a reasonable timeframe.
12. They will be jointly responsible for adding member names to the electronic mailing list.

Article 8: Duties of the Academic and Mentorship Director Mentoring Coordinator / Course Contact (include but not limited to):

1. Both Academic and Mentorship Directors must be enrolled in a Human Biology Program or Course.
2. They will be responsible for distributing and collecting mentor applications.
3. They will be responsible for collecting Human Biology students' e-mail addresses and any other required contact information.
4. They will be responsible for attracting and signing-up first- and second-year students into the mentoring program.
5. They will be responsible for informing mentors of any information they are to tell the students for whom they are responsible.
6. They must be available to field any questions from mentors.
7. They are responsible for compiling course evaluations for Human Biology courses for ASSU, with the help of the Executive.
8. They should facilitate an informal listening session after each HMB course to properly assess student reaction (pros and/or cons) of an HMB specific course.

Article 9: Duties of the Social and Events Coordinator (include but not limited to):

1. Both Social coordinators must be enrolled in a Human Biology Program or Course.

2. They shall be responsible for organizing one social per semester for the executive team.
3. They shall be responsible for booking all social event venues and pubs for post-event pub nights
4. They shall be responsible for coordinating with other Executive members regarding team socials.
    a. Coordinating a date and time that all Executive members are able to meet.
    b. Discussing potential social ideas and voting as a team.
5. They shall be responsible for providing updates at Executive meetings.
6. They shall communicate and discuss all financial costs pertaining to socials with the Presidents, Vice Presidents and Secretary.

Article 10: Duties of the Marketing Team (include but not limited to):

10a. Duties as Web Administrator/Graphics Designer (include but not limited to):

1. Both Web Administrator/Graphics Designers must be enrolled in a Human Biology Program or Course.
2. They must have knowledge of website development and management, as well as graphic design.
   Demonstration of this ability may be requested of all candidates for this position at an election. Failure to demonstrate this ability may result in the disqualification of the candidate from the election.
3. They shall be responsible for maintaining and updating the HBSU website and social media platforms (i.e. Facebook, Instagram) on a regular basis with graphics for promotion. The degree of regularity to which the website must be updated will be decided upon by the Executive.
4. They shall be responsible for creating/producing regular promotional graphics within a timely manner for use on all HBSU social media platforms.
5. They shall be responsible for posting proceedings of all HBSU events and meetings on the website and other social media platforms.

10b. Duties as Outreach Director (include but not limited to):

1. Outreach Director must be enrolled in a Human Biology Program or Course.
2. They shall be responsible for advertising all events both on campus and online. Failure to meet two (2) publication deadlines will be dealt with as per Article 4, Item 6.
3. They shall be responsible for delegating advertising tasks to the Year Representatives (for example, assigning specific classes to which announcements must be made regarding events).

10c. Duties as Photographer (include but not limited to):

1. Photographer must be enrolled in a Human Biology Program or Course.

2. They shall be responsible for taking photos for our executive member portfolio and all events (in-person and online). Failure to attend and photograph 70% of events will be dealt with as per Article 4, Items 5 and 6.
3. They shall coordinate with the Web Administrator/Graphics Designer for marketing deliverables.

Article 11: Duties of the Year Representatives (include but not limited to):

1. The year-reps must be enrolled in a Human Biology Program (with the exception of first-year reps).
2. They shall be responsible for advertising events at least in their own classrooms and may be required to do so in other classrooms at the request of the Executive.
3. They shall assist with all general Executive needs.

Article 12: Cheque Co-Signing Policy

1. Any disbursement of HBSU funds must be approved by the President, one Vice-President, and the Treasurer.
2. In order for a cheque drawn on HBSU funds to be valid, the following signatures must appear on the cheque (note that cheques MUST be co-signed to be valid): President + Treasurer.
3. In the event of the absence, incapacity, or resignation of the Treasurer, the VP of Internal Affairs is given the rights and responsibilities as outlined in Article 6b, Item 4.

Article 13: Amendments

1. Amendments to the constitution may be passed only during the period of September through to April.
2. All amendments to the constitution will be approved as a whole by the executive team with a two-thirds majority before being put forward for vote at a general meeting.
3. All amendments to this Constitution require a two-thirds majority of the members who are present and voting at a general meeting.
4. The Constitution will be reviewed every summer prior to the commencement of the following academic year and before April elections.

Article 14: Elections

1. In order to vote, you must be: a first-year life sciences OR have taken a Human Biology (HMB) course or CJH332 OR be enrolled in a Human Biology stream specialist/major.

2. If a candidate expresses any demeaning or defamatory towards another candidate, the union as a whole, or its executive they will be removed from the ballot and restricted from continuing.

Article 15: Term

1. Each position on the Executive has a term of one (1) year from the time of election.