

CONSTITUTION OF THE BIOLOGY UNDERGRADUATE SOCIETY
OF THE UNIVERSITY OF WATERLOO

ARTICLE I

IDENTIFICATION

The name of this organization shall be The University of Waterloo Biology Undergraduate Society, and it shall be self-governing. Members of this Society shall be served through the process of democratic representation.

ARTICLE II

PURPOSES

The Biology Undergraduate Society of the University of Waterloo shall exist for the following purposes:

- a) To provide a channel of communication between the faculty and the undergraduate body of the Faculty of Science of the University of Waterloo.
- b) To encourage, support and provide a channel of communication between the Science Society and the undergraduate students of the University of Waterloo.
- c) To continuously initiate, encourage and support academic, social and athletic activities within the Faculty of Science of the University of Waterloo.
- d) To promote, in general, the interests and welfare of the undergraduate body of the Faculty of Science of the University of Waterloo.

e) To encourage and provide a channel of communication between the undergraduate body of the Faculty of Science and (but not limited to) the Federation of Students, all other faculties on campus, the Graduate Students Association, University of Waterloo's residences, affiliated colleges and any of its community partners.

ARTICLE III

MEMBERSHIP

SECTION 1

Full members of the Biology Undergraduate Society shall be those undergraduate students, whether they be full or part-time, registered in the Faculty of Science of the University of Waterloo, who have paid the Science Society fee and have not reclaimed that fee.

SECTION 2

Only a full member has the right to hold office in the elected administration of the Society.

Any member has the right to:

- a) Cast one vote in General Meetings and in the election of Executive Officers
- b) Participate in Biology Undergraduate Society activities.
- c) Inspect the records and transactions of the Society.
- d) Access the student facilities and resources of the Society.

SECTION 3

If any member wishes to reclaim their fee, they must do so according to the terms of the Science

Society Constitution. They must retrieve this fee through the Science Society. Any member who

has reclaimed their Society fee loses the rights of the membership as outlined in Article III section 2. T

SECTION 4

The Biology Undergraduate Society Board of Directors (see Article V) reserves the right to dismiss any voting member of the Board of Directors for absenteeism (failing to attend two or more consecutive board meetings without twenty-four hour notice) or gross misconduct, by a three quarters vote, at a properly convened meeting.

ADMINISTRATION AND OFFICERS

ARTICLE IV

SECTION 1

The body responsible for the management of all funds and matters of this Society is the Executive Officers of the Biology Undergraduate Society

SECTION 2

A non-member may hold no position on the executive.

SECTION 3

The following shall be the Executive Officers of the Biology Undergraduate Society, their individual duties and powers:

1. The President:

- a) Shall be the Chief Executive Officer of this Society.
- b) Shall be responsible for the day-to-day operations and conduct of the Society office.

c) Shall have the power to call Emergency Meetings providing that 24 hours notice is given to all Executive Officers, and General Meetings, providing that 72 hours notice is given to all members.

d) Shall, with the assistance of the Vice-Presidents, be responsible for all Society/Faculty relations and Society/Student relations and in conjunction with the interfaculty director, shall be responsible for the relations and communications between this Society and all other extra-Society groups or organizations.

e) Shall be responsible for the Executive Officer meetings, which includes ensuring that all required people attend and, with the assistance of the Vice-President Administration, draw up an agenda for the meeting, and shall be the speaker.

f) Shall be responsible for addressing academic concerns of Society members. Shall also be responsible for communication with the Science Society, Science Faculty Council Board of Academic Affairs, Senate, and the Federation of Students.

g) Shall, with the assistance of the Vice-President Administration, oversee all Biology Undergraduate Society volunteers.

h) Can be occupied by more than one individual but limited to two individuals. Both individuals share the duties of President. Refer to Article VI Section 2.

2. The Vice-President Academic:

a) Shall assist the President in the execution of his/her duties.

b) Shall, in the absence of the President, attend the Science Society Board of Director Meetings.

c) Shall, with the assistance of the President, be responsible for all Society/Faculty

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relations and Society/Student relations.

d) Shall work to ensure that the academic needs of the members are being met through any of, but not limited to the following: tutorial sessions, through appropriate resources in the office, by allowing the use of the office as a study space upon request, or by any other methods or avenues.

04/02/2017 e) Shall hire, oversee and manage all academic tutors for the term. (Replace tutors with mentors)

04/02/2017 f) Shall communicate with course professors to obtain class material and information for tutoring sessions.

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04/02/2017 f) Responsible for drafting mentor training modules, holding mentor training dates, obtaining feedback on the mentorship program.

3. The Vice-President Social:

a) Shall assist the President in the execution of his/her duties.

b) Shall, in the absence of the President, attend the Science Board of Director Meetings.

c) Shall assume the role of President after being voted in at a General Meeting with a majority vote, should the position become vacant. Only the Vice-President's can take the place of the President outside of a regular election.

d) Shall, with the assistance of the President, be responsible for all Society/Faculty relations and Society/Student relations.

04/02/2017 e) Shall oversee coordination of events and social media activities of the Society, that includes but is not limited to the official Facebook page, Twitter page, and Instagram page.

04/02/2017 4. The Vice-President Administration (singular position)

a) Shall maintain an accurate record of all financial transactions of this Society.

b) Shall ensure that minutes are kept at all Biology Undergraduate Society General,

Volunteer and Executive Council Meetings and that minutes are made available to all Society members within one week upon request.

c) Shall oversee and manage all volunteers of the Biology Undergraduate Society, excluding any academic tutors, which shall be the responsibility of the Vice-President Academic.

d) Shall be responsible for completing FedS Society Event forms.

e) Shall, in conjunction with the President, be responsible for maintaining proper upkeep of the Biology Undergraduate Society lounge.

04/02/2017 **5. First Year Representative: (2 positions)**

a) Shall be elected within the first 2 weeks of class by a ballot vote.

b) Must be in their first year of study at the University of Waterloo.

c) Shall be responsible for attending all internal meetings.

d) Shall assist all fellow executive members with their day-to-day BUGS related matters.

e) Shall be responsible for establishing a connection with first year science students.

f) Shall be responsible for collecting and reporting any and all feedback from the

University of Waterloo's first year science community.

04/02/2017 g) Responsible for shadowing one executive member throughout the term.

SECTION 4

1. The following are the duties and powers of all Executive Officers:

a) They shall make themselves available to the membership ~~at regular and reasonable~~

04/02/2017 ~~hours~~ by a number of office hours as determined by the president.

b) They shall be responsible for the co-ordination and implementation of the decisions and objectives of the Science Society Board of Directors.

c) They shall be responsible for the orderly conduct of the business of the Biology Undergraduate Society.

2. The term of office for the elected members of the Society shall be for 12 months, commencing

on the first day of May and ending on the 30th day of April.

3. An executive committee may be formed during the spring term in the absence of the elected Officers. This committee should consist of at least two executive officers which will have signing authority. They shall wield the powers and duties of Officers and shall oversee the day to

day operations of the office with the consultation of the President.

4. Should it become necessary, an Officer of the Biology Undergraduate Society may hold more than one Officer's positions, providing all the responsibilities of all positions are carried out.

5. At the discretion of the previous or current Biology Undergraduate Society Officers any executive position may be held by a maximum of 2 people per term.

SECTION 5

The President, Vice-Presidents Administration, Academic, and Social shall be the only signing Officers for the Biology Undergraduate Society. First Year Representatives do not have signing authority.

SECTION 6

The Executive Officers of the Biology Undergraduate Society will be voted in at the end of each term for the following terms, within the last two weeks of classes, at a General Meeting. A nomination form must be submitted during the General Meeting and voting will be based on the majority of votes. There is no quorum for members, although it is required that there is seventy-five percent of the outgoing Executives are present. Reference Article VI. In the event that less than 75% of the outgoing Executives are present, the decision must be ratified by the Science Society Board of Directors.

SECTION 7

The Executive Officers of the Biology Undergraduate Society will hold a General Meeting at the beginning of each term to provide members an opportunity to sign-up as a Biology Undergraduate Society Volunteer

SECTION 8

1. The general duties of all Volunteers are to:

- a) Participate to some level in Biology Undergraduate Society activities at the

University of Waterloo.

b) Assist the Executive Officers with the promotion and execution of Biology

Undergraduate Society events.

c) Encourage fellow members to attend Biology Undergraduate Society events and

utilize BUGS services

04/02/2017 d) Hold a minimum of two office hours per week.

SECTION 9

Any Officer may be impeached for gross negligence of duty if they do not fulfil their duties. A three-quarters majority is required at a Science Society Board of Directors Meeting where at least seventy-five percent quorum has been obtained.

SECTION 10

All Executive Officers or Volunteers shall remain indemnified from any liability or legal action brought against the Society or any of its affiliated clubs; in whole or in part under all circumstances where such member(s) act in — what they believe to be — the best interest of the Society/Club, except where there is a conflict of interest. Any of the above members must identify a conflict of interest to an Executive Officer or Volunteer upon such realization and may not participate or be present during the discussion of such topics.

ARTICLE V

MEETINGS OF THE BIOLOGY UNDERGRADUATE SOCIETY

SECTION 1

Meetings shall be held at the call of the President until regular dates and times are set by the Biology Undergraduate Society Executive Council.

SECTION 2

All meetings shall be open to all members of the Biology Undergraduate Society. Non-members may be invited by any Executive Officer and must be approved by the Biology Undergraduate Society Executive Council. They may be asked to leave, by the speaker, if they are disrupting the orderly conduct of the Society's business.

SECTION 3

General Meetings shall be held at least three times per term. Rules for the General Meetings are

as follows:

a) General Meetings shall be open to the entire membership of the Biology

Undergraduate Society. At this meeting, all of the members shall have voting rights except where

indicated differently by other items in this Constitution.

b) There will be no proxy rights observed in General Meetings.

SECTION 4

In the case of a disagreement on a Biology Undergraduate Society issue among the Executive officers, the team shall hold a majority voting among themselves or among the members of the Biology Undergraduate Society. Each Executive Officer or member has one vote. In the case of two individuals acting as President, they will each have one vote. In the case of a tie-breaker, the decision will be decided by a coin flip.

ARTICLE VI

ELECTIONS OF OFFICERS

SECTION 1

The Biology Undergraduate Society shall have an election in the winter term before the last week of classes, for the officers of President, Vice- President Academic, Vice-President Social and Vice-President Administration

SECTION 2

The position of President can be occupied by a maximum of two individuals. This can be achieved by one of two ways:

a) Two individuals can run as a team for the President position in the beginning of the election.

b) Through majority vote post-election, the elected Executive Officers may determine a second individual for the President position if the elected President wishes to hold a cooperative position with one of the runner-ups.

SECTION 3

1. Completed nomination forms require:

a) The nominator's identification (who must be a member of the Biology Undergraduate Society).

b) A seconder's identification (who must be a member of the Science Society).

c) The nominee's identification.

d) Ten members' signatures and student ID numbers.

e) The position being run for.

2. Identification refers to the printed name, the signature, the student ID number, and the e-mail address or phone number of the person.

SECTION 4

Nominations must be open for at least 5 school days.

SECTION 5

The nominations may be completed on the day of the election as long as the nomination form is completed by the time of the General Meeting.

SECTION 6

All members are entitled to one vote.

SECTION 7

In the event that an elected member cannot assume their position at the beginning of their term, or in the event that a position is unfilled, it is at the discretion of the incoming President to determine the appropriate action. This could include running a by-election, or having other Executive Officers complete the roles of the absent position. In the event that the vacant

04/02/2017 position is of the President, the Vice-President Social will assume the role of President.
(FINAL SUGGESTED CHANGE)

replace with 'a Vice President'

SECTION 8

If an officer of the Society resigns within the first month of the term, a by election shall be held conforming to all of the rules pertaining to election. If an executive position becomes vacant after the first month and before the last month of the term, the position may be filled by appointment of the Biology Undergraduate Society Executive Officers, except in the case of the President, whose position shall be filled by the Vice-President and a suitable replacement shall be appointed to the Vice-President's position.

SECTION 9

There is no quorum necessary for a binding vote for an election at a General Meeting. Elections will be decided by a majority vote.

REFERENDA OF THE SOCIETY

ARTICLE VII

SECTION 1

A referendum shall be a binding piece of legislation on which every full member may vote. A referendum shall pose a question requiring a simple yes or no answer. The referendum will be processed through the Science Society and the procedures therewith will be those stated within the Science Society Constitution.

SECTION 2

1. The Biology Undergraduate Society shall submit a written proposal to the Science Society of planned activities at the beginning of the term (except in the case of an unscheduled activity where the written proposal may be submitted just prior to the advertisement of the event) for approval by the Board of Directors.
2. The Biology Undergraduate Society shall keep an up-to-date constitution, which is available to all its members.
3. The Biology Undergraduate Society shall be open to all members of the Science Society, and there shall be no additional fee.
4. All Biology Undergraduate Society meetings shall be publicly announced.

5. The Biology Undergraduate Society shall hold a minimum of three meetings per term.
 6. The Biology Undergraduate Society will keep an up-to-date executive member list indicating the signing officers of the Club. A copy of these, along with the numbers and locations of all Club bank accounts shall be submitted to the Science Society Vice-President Administration.
 7. The Biology Undergraduate Society shall keep an up-to-date record of all financial transactions and the purposes of each expenditure. These records shall be open for inspection to the Board of Directors and all Society members. A copy of these records must be presented to the Biology Undergraduate Society Vice-President Administration before the end of each term.
 8. For each event for which funds from the Science Society are required, the Biology Undergraduate Society must provide a budget, at the beginning of the term, which approximates a cost breakdown of each of the events in writing to the Science Society Board of Directors for approval. Included in this budget should be the total cost and how much the Science Society will fund for each event. In the case of an unscheduled event, an accurate cost breakdown must be submitted to the Board prior to the advertisement of the event. At no time are funds guaranteed for the said events. At the end of the term a summary of events run, cost, receipts, and number of people that attended must be submitted to the Biology Undergraduate Society Vice-President Administration
 9. In the event of a disagreement between an article and/or section of the constitutions of the Biology Undergraduate Society and that of the Science Society, the Science Society shall take precedence.
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10. The Biology Undergraduate Society's account balance at the end of the term may not exceed

an amount greater than \$200.00 of money given from the Science Society. If the Biology Undergraduate Society requires money for an event to be run early during the next term for an amount greater than stated above, a written proposal, due by the last BOD meeting is required outlining how the money will be used. Major purchases that have been previously approved at a Board of Directors meeting are exempt from this rule. All fundraising and donations will be maintained in the Biology Undergraduate Society account and will not be returned to the Biology Undergraduate Society account. Emergency funds can be issued if there is a majority vote at a Board of Directors meeting or via email.

AMENDMENTS TO THE CONSTITUTION

ARTICLE VIII

Amendments shall be submitted to the Science Society Board of Directors as a formal motion, during the meeting at which the voting shall be held. The amendment shall be decided by a ~~three-~~ quarters majority vote of the Science Society Board of Directors.

This constitution was presented to the Science Society Board of Directors on March 8, 2010.

This constitution was presented to the Science Society Board of Directors on May 22, 2013.