

# CLUB NAME

The name of the club is Biomedical Sciences Student Association. We are not agent or representative of the Federation of Students (Feds), and our views and actions in no way represent the Feds.

# GOVERNANCE

The club will uphold the values, mission, and mandate of both the University of Waterloo (UW) and Feds through following the directives outlined in the Feds Clubs Manual, all Feds By-Laws, Policies, and Procedures, as well as all policies and procedures outlined by the UW Secretariat. Furthermore, the club will abide by all laws of the Region of Waterloo, Province of Ontario, and Government of Canada. All club matters will ultimately be governed by the Feds Internal Administration Committee (IAC), by virtue of the office of the Feds Vice President Internal, via the Clubs Manager and Clubs Manager Delegate.

# PURPOSE

The purpose of the club is to gather University of Waterloo students, staff, faculty and members of the UW community at large to:

- Provide a supportive academic and social network of peers for first and second year Biomedical and Honour's science students
- To promote cohesiveness and build the community of students in these programs
- To provide resources for any student interested in Biomedicine related fields as career options and UW courses related to these pursuits

# MEMBERSHIP STRUCTURE

The club will be fully inclusive and welcoming to both its current and potential membership. New membership is welcome and accepted at any time during a club's active term. Eligible club members may be current: Feds Members, as outlined by the Feds By-Laws; UW graduate students; UW staff or faculty; and/or members of the UW community at large, as defined in the Clubs Manual.

Only current UW students (graduate or undergraduate) may hold voting membership within the club. UW Staff, faculty, and members of the UW community at large may hold non-voting membership within the club. (If Applicable) UW undergrad students who are eligible to obtain voting membership in the club who do not wish to pay the club membership fee at the time of joining may hold non-voting membership within the club. Voting membership can be obtained for said members by paying the membership fee.

At least two thirds of the club's membership must be current UW students (graduate or undergraduate).

## MEMBERSHIP FEE

Club membership is free.

## EXECUTIVE OFFICERS

The majority of executives will be current UW students (graduate or undergraduate). The club president will be a current UW undergraduate student. All club executives will be elected, not hired or appointed. The term of office for all executive positions is ONE ACADEMIC TERM, as outlined by the UW Registrar's Office. All club decisions will be determined by executive vote, as no executive officer (not even the President) holds decision making power for the collective.

The PRESIDENT ensures that:

- The club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert's Rules of Order;
- The club works towards its objectives as agreed upon by the membership;
- The day-to-day operations of the club occur smoothly and is the main personnel of contact
- Communication liaison between the Science Society and BMSA club affairs
- Responsible for overlooking the club room
- The next president is trained
- Additional responsibilities: **the president is a signing authority**

The VPI ensures that:

- Records of what the group has done are maintained, distributed, and are accessible to all the members;
- Meeting minutes/notes are recorded and made available to all voting members;
- All club correspondence is monitored and brought to the attention of the appropriate person(s);
- The duties of the President are undertaken in his/her absence; and
- The next secretary is trained.
- Additional responsibilities: **the secretary is a signing authority, attend BOD meetings**
  - o Respond to club emails in a timely manner
  - o Keep correspondence with appropriate persons in the Faculty of Science (e.g. biomedical science program advisors)

The TREASURER/VP FINANCE ensures that:

- The club's Feds bank account and all financial transactions for the club are monitored and verified;
- All club revenues are collected, deposited into the club's Feds bank account, and reconciled correctly and within a timely manner;
- Determine where termly budgets are allocated and determine end of term actuals;
- Club cheque requests are submitted correctly and in a timely manner; and
- The next treasurer is trained.

- Additional responsibilities: **the treasurer is a signing authority, attend BOD meetings.**

The VP Marketing ensures that:

- BMSA's social network accounts are kept active and posts are made in a consistent manner
- Opportunities that benefit club members are posted to the social network
- Messages received on social networking sites are answered in a timely manner
- Advertising (including the making of posters and sharing on social media) is done for all events
- The next VP social is trained

The VP Event/Academic ensures that:

- Communication with other clubs (Feds and Science Society) is maintained, especially in regards to planned joint events
- Logistics for planned joint events with other clubs or societies are carried out
- Opportunities for the club's involvement in community lead projects (e.g. fundraisers) are brought to the attention of relevant persons
- The next VP Outreach is trained

It is important to assure that the person with the most information and/or knowledge in the club is not the full-time chairperson. Therefore, the club will occasionally rotate the role of chairperson among voting members.

## MEETINGS

### General Meetings

The club will hold **TERMLY** general meetings. Quorum for general meetings will be 15 voting members of 20% of voting membership (whichever is more).

### Executive Meetings

The club will hold **BI-WEEKLY** executive meetings. Quorum for executive meetings will be 2 executives or at least 51% of the executive body (whichever is more).

The first meetings (both general and executive) of the following term will be arranged by the outgoing executive. At said meetings, subsequent meeting dates and locations will be set. Meeting dates and times will be forwarded to voting members by:

- EMAIL
- FACEBOOK MESSENGER

Emergency meetings can be called by any executive via:

- EMAIL
- FACEBOOK MESSENGER

and must sent to the appropriate members at least 48 hours prior to the meeting time.

## ELECTION PROCESS

Elections shall take place at the end of each term for the following academic term. Only University of Waterloo students who are members of the club can vote. Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place. The term of office shall be for one term. An executive can only hold office (any position) for a total of up to three terms.

Nominations for executives can be made from any club member. The majority of executives must be undergraduate University of Waterloo students. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

## IMPEACHMENT AND DISCIPLINARY PROCEDURES

A movement to impeach an executive officer may be made by any executive officer or by petition of at least five voting members. When the motion is made the Clubs Manager will be informed. An emergency general meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.

At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the officer(s) under impeachment will have an opportunity to defend their position(s) on the matter.

There will then be a question and answer period followed by the selection process for a Chief Returning Officer (CRO) who will oversee the voting process to ensure the decision is fair and democratic. Any executive officer who is neither the initiator nor subject of the impeachment may volunteer as CRO. If there is no such officer, then any voting member of the club present at the meeting may volunteer. If there are multiple volunteers, then the CRO will be selected based on a simple majority vote cast by secret ballot and tallied publically by the chairperson of the meeting. If there is no such volunteer for CRO, then the meeting will be at a standstill until either an eligible executive officer or voting member volunteers.

The vote will be by a "YES/NO" secret ballot, tallied publically by the CRO. If at least two thirds of the votes are for impeachment, then said officer will immediately be stripped of their position. The remaining executive may choose to call an immediate by-election to replace the newly vacant executive officer position.

## CONFLICT OF INTEREST

A claim against any executive officer or club member regarding a potential conflict of interest can be made by any executive officer or by petition of at least five voting members. If such a claim arises, then said individual(s) under suspicion have the opportunity to remove them self (or themselves) from said

potential conflict without acknowledging intention of wrongdoing. In the event the claim is contested, then the Clubs Manager will be informed and an emergency executive meeting will be called to determine the validity of the claim. Executive officers who have a claim against them cannot vote to determine the validity of said claim. If executive quorum is not possible due to the removal of said vote(s), then an emergency general meeting will be called and the same proceedings described for impeachment will be used to determine the validity of the claim.

If the claim is validated and there is suspicion of intentional wrongdoing, an immediate impeachment proceeding may be called by any executive officer or by petition of at least five voting members, of whom are not named in the claim. If it is determined that a club member is involved in intentional wrongdoing, the impeachment proceeding will be called to determine said member's club status.

## AMENDMENTS

Constitutional amendments may be proposed by any executive officer or by petition of at least five voting members. The amendment will then be voted on by referendum. The voting procedure will be the same as for the impeachment process. If the vote passes, the amendment and the vote will be forwarded to the Clubs Manager for final approval from IAC. If IAC approves, then the constitution will be amended and any changes will be inserted into the constitution.

A motion to officially close the club will follow the same procedure as a constitutional amendment. If such a motion passes, then the club will be purged from the clubs system.

## FALL 2018 Referendum (Effective Winter 2019 and Fall 2019)

- o Role of SCISOC-COORDINATOR
  - o Due to the transition from under "Feds" to under "SciSoc" this role is no longer necessary, however, should we be placed back under "Feds" instead of SciSoc it is highly recommended

- o Transition of role from SciSoc coordinator to “Gopher” position
  - “Extra” executive position to help lessen the work load of others, especially VP Social or Secretary by designing posters, taking meeting minutes, assisting with budgeting, etc.
- o Extended Terms
  - o Due to the nature of the Biomed Science program only offering “regular” or traditional study terms (as opposed to co-op), target audience of students are only present on campus for Fall and Winter Terms
  - o To keep BMSA message/goals clear throughout the year, the roles of TREASURER/VP FINANCE and FIRST YEAR REPRESENTATIVE will extend for TWO ACADEMIC TERMS beginning in the Fall term, and ending in the Winter term of a single academic year
    - o e.g. vote in at the beginning of Fall 2019 and serve until the end of Winter 2020
    - o **TO TAKE AFFECT STARTING IN FALL 2019**
- o Mandatory Mental Health Training
  - o Effective Winter 2019, all executive members have **3 weeks from the date of election**, to complete “More Feet on the Ground” mental health awareness training and upload certification to the BMSA Google Drive
- o Update to Impeachment Regulations
  - o Effective Winter 2019, all executive members are **REQUIRED to attend ALL executive meetings** (pending special circumstances, e.g. medical/family emergency, consistent time conflict, etc.)
  - o Any member, general or executive, can bring up issues at any time and initiate a movement for impeachment
    - o Issues should be brought up to the President (unless the president is the MIQ, in which case they will be brought to the secretary), who then *MUST* bring it up to *ALL* other executive members **within 1 week** of being made aware of the issue
      - Ensures all members are on the same page throughout the term
    - o MIQ must be made aware of “warning” separately, before other members, if possible
  - o The MIQ will be made aware of infringements **within 10 days** of “committing” the offense and can choose to have a meeting with the President (or secretary if president is the MIQ) to work out the issue (e.g. lessening workload, extenuating circumstances, etc.)
    - o This meeting will be documented as well as the specific infringement in the case of an impeachment
    - o If the offense is not reported to the president or MIQ within 14 days from its occurrence (e.g. MIQ failed to meet a deadline on Oct. 11, but was not reported until Oct. 25), the issue may be brought to the attention of the president, but it cannot be held against MIQ (does not count as a “strike”)
  - o After **3 infringements** the member in question (MIQ) will be invited to a meeting to explain their behaviour or inability to carry their workload, at which time impeach proceedings described above within constitution and referendum will take place

- o If MIQ does not attend/schedule meeting or defend against behaviour **within 1 week** of being made aware of issue, movement will proceed.
  - *Maximum 17 days can occur between date of most recent/3rd offense and scheduling of meeting to discuss future*
  - Workload and schoolwork may be taken into consideration during scheduling of meeting (i.e. if its hell week for MIQ or other execs, that should not be held against MIQ)
- o Purpose of meeting must be explicitly stated and MIQ must be reasonably available to attend (e.g. meeting cannot be scheduled an hour before MIQ has a lab or other conflict, unless MIQ chooses to)
- o ***Infringements include but are not limited to:***
  - o MIQ not doing what is asked of them, with no explanation
  - o Failure to meet deadlines, with no explanation
  - o Neglecting duties specifically outlined in role summary (e.g. VP social not posting to social media), with or without reminder from President or other executive members
  - o Missing meetings consistently, with no explanation
  - o Failure to respond to messages about club proceedings in a timely manner (within 3 days of message sent, within 2 days if signing authority)
  - o Hostile or difficult attitude towards other executive members
  - o Otherwise acting disrespectful towards the club, its member(s), the University of Waterloo, or any other group or community
  - o Failure to carry a fair workload or consistently needing others to do their work
  - o Any other behaviour that is deemed unacceptable by other executive members (must be within reason for the specific role of the MIQ)
- o Infringements are expunged after 1 academic term (e.g. 2 infringements in Fall 2019 will not be carried over to Winter 2020), however may be taken into account in future impeachment hearings
  - o i.e. you cannot be impeached if you receive 2 infringements in fall and then 2 infringements in winter, however, if you receive 3 infringements in winter, and all are “lesser” offenses (e.g. failure to respond to messages within 3 days), 2 infringements from Fall may still be used to argue for impeachment

## AFFILIATIONS

No organization(s) is/are currently affiliated with this club.