

**CONSTITUTION**  
**Of The University of Waterloo Biochemistry Students' Association (UW BSA)**

**ARTICLE I – IDENTIFICATION**

The name of this organization shall be the “University of Waterloo Biochemistry Students’ Association” and shall be commonly referred to as UW BSA or UW Biochem. This shall be a self-governing organization with the goal of being proactive in its affiliation with Science Society and its affiliate clubs. Members of this organization shall be served through democratic representation.

**ARTICLE II – PURPOSES**

The organization shall exist for the following purposes:

- a. To provide academic resources in the form of material items (i.e. textbooks, notes, etc.), public information sessions, and peer support relating to the Biochemistry program and its affiliate programming at the University of Waterloo.
- b. To encourage, motivate and support students enrolled in or interested in the Biochemistry program and its affiliate programming at the University of Waterloo.
- c. To obtain and promote relevant information that will aid in the ease of the completion of the Biochemistry program and its affiliate programs at the University of Waterloo.
- d. To maintain in constant communication and partnership with Science Society and its affiliate clubs in matters pertaining to issues affecting the Biochemistry program, its students, and its affiliate programs at the University of Waterloo, while promoting available resources and events of those clubs.
- e. To establish and strengthen relationships amongst students as well as between students and faculty affiliated with the Biochemistry program at the University of Waterloo.

**ARTICLE III – MEMBERSHIP**

Members of UW BSA:

- a. Must be registered in an undergraduate program within the University of Waterloo.
- b. Must have paid and not reclaimed the Science Society fee for the term of membership.
- c. Can be on a regular study term or co-operative work term, provided that said person is registered and has paid their fees.

A member has the right to:

- a. Hold office in the elected Executive of the UW BSA.
- b. Fully participate in UW BSA activities.
- c. Inspect the records and transactions of the Association.
- d. Vote at any general meeting (either in person or via proxy, see Article VI, Section 3).

## **ARTICLE IV – EXECUTIVE POSITIONS**

The following shall be the Executive of UW BSA:

### **1. The President:**

- a. Shall be responsible for day-to-day operations and conduct of the Executive team.
- b. Shall assist other members of the Executives with their duties when need be.
- c. Shall hold and chair meetings (except for the first General Meeting of each term at which elections are held and the Returning Officer will chair; see Article VI, Section 1).
- d. Shall attend Science Society (SciSoc) Board of Directors (BoD) meetings as a representative of UW BSA and actively promote a healthy relationship between UW BSA, the Science Society, and its affiliate clubs.
- e. Shall decide, with the advice and consent of the Executive team, what events should be run based on feedback and demand of UW BSA members.
- f. Shall be responsible for drafting the budget with the Executive team within the first three weeks of the term and ensure that all spendings benefit the members of UW BSA and reflects the values of the Association.
- g. Shall promote a healthy and active relationship between members of UW BSA and affiliated the Faculty of Science.
- h. Shall regularly monitor the official UW BSA email inbox (bsawaterloo.gmail.ca)
- i. Shall be responsible for appointing and training a Returning Officer for a smooth transitional period between terms.

### **2. The Vice-President Internal:**

- a. Shall assist the President in the above-outlined duties.
- b. Shall assume the duties of the President should the President be absent.
- c. Shall ensure the duties of the Executives are carried out, assisting other members of the Executives with their duties where necessary.
- d. Shall regularly monitor the official UW BSA email inbox (bsawaterloo.gmail.ca).
- e. Shall function as a liaison between UW BSA and the Faculty of Science, booking rooms on campus for events and contacting professors when necessary.

### **3. The Vice-President Finance:**

- a. Shall be responsible for maintaining records of UW BSA finances.
- b. Shall be responsible for assisting the President in submitting the budget to the Science Society, as agreed upon by the Executive team, within the first three weeks of every academic term.
- c. Shall be responsible for keeping spendings and submitting cheque request forms along with required documents (receipts, invoices, etc.) to the Science Society VP Finance for reimbursement.
- d. Shall be responsible for determining financial aspects of events (ticket prices, cost of BBQ items, etc.) and ensuring this money is deposited into the club account in a timely manner.

**4. The Vice-President Media:**

- a. Shall be responsible for designing and drafting posters and all advertisement and artwork for the promotion of the UW BSA and its events.
- b. Coordinate with the Vice-President Social to put up promotional advertisements and artwork onto the UW BSA's social media accounts.
- c. Shall have access to UW BSA's social media accounts and use them to advertise, and respond to all the messages therein.

**5. Executive Assistant:**

- a. Shall assist any other Executive roles with their duties as called upon and as necessary.

**6. The First and Second Year Representatives (one for each year):**

- a. Must be filled by a student enrolled in Biochemistry; one for 1A/1B terms (First Year) and another for 2A/2B terms (Second Year).
- b. Shall be responsible for communicating the events and news of UW BSA to their respective classes by giving announcements, liaison with professors, etc.
- c. Shall provide information on the availability and interests of their respective year to the Executive team to better plan relevant and useful events.
- d. Shall bring forth any concerns within the Biochemistry program, whether academic or social, to the Executive team.
- e. Shall notify the Executive team of upcoming midterm exams for courses relevant to the Biochemistry program so that review sessions may be organized, and events planned around midterms to maximize event turnout.

**7. The Returning Officer:**

- a. Shall be a member of UW BSA and shall waive their right to run for any position on the Executive team in the corresponding term.
- b. Shall run the UW BSA election and act as Speaker for the election, acting in a organized, impartial, and democratic manner that reflects the values of the Association, thereby abstaining from all voting or trying to influence the results of the election in any capacity.
- c. Shall serve the incoming Executive team as a consultant.
- d. Shall be trained by the President on important relevant information and be responsible for conveying such information (e.g. passwords, keys, file locations, etc.) of the previous Executive team to the new Executive team, to maintain continuity between subsequent terms.
- e. Shall be responsible for organizing the first general meeting of the following term at which the election will take place, announcing nomination periods and election details, and promote of the election to UW BSA members.
- f. Shall be responsible for keeping election documentation (nominees, proxy votes, voting tallies, etc.).
- g. May hold an additional post on the Executive if so voted by the members.

8. Any changes can take effect in the succeeding term if decided in the middle or at the end of the previous term. If the requirement should take effect as soon as possible, then a General Meeting of the Executive shall confirm it. Any wholly new positions must be voted upon by a general meeting of all UW BSA members, comprising of at least 20 people (not including the Executive), with 2/3 votes in favour of a new position. The position shall then be amended into the Constitution as procedurally permitted.
9. The above stated Executive positions are subject to change, depending on: participation, interests of the UW BSA members, and requirements of the Executive. Any changes can take effect in the succeeding term if decided in the middle or at the end of the previous term. If the requirement should take effect as soon as possible, then a General Meeting of the Executive shall confirm it. Any position may be held by more than one person. In such events, the prefix "Co-" shall be added to the title, and the duties of the position shall be shared evenly amongst all those sharing the position.
10. Failure to fulfill any of the duties or responsibilities outlined in any section of this constitution may result in the impeachment of the Executive. To officially impeach any Executive there must be a 2/3s majority from all other UW BSA Executives, or a petition of at least 20 members of UW BSA. The petition must be presented to the UW BSA Executives, at which point a General Meeting will be called within 2 weeks of its receipt. A vote will be called during the General Meeting to vote on the impeachment of the Executive; this requires a 2/3s vote from all UW BSA members attending the General Meeting, at which there must be at least 25 UW BSA members attending the meeting in total. The Executive position may remain vacant.
11. If vacancy is not desired, then the Executive may then expeditely follow the procedures outlined in Article VI, Section 4 to appoint a replacement in case of impeachment or resignation. If a Board of Directors meeting is closer in time than it would take for the entirety of the appointment process outlined therein, then the Executive may directly propose a candidate at the Board of Directors (for signing authorities) who shall then hold the position for the rest of the term. In case where the Executive Assistant, VP Media, or First or Second Year Representative is impeached or resigns, then the appointment process is compulsory, time constraints notwithstanding.

## **ARTICLE V- MEETINGS**

Executive meetings shall be held on a week-by-week basis and be scheduled at a time at which a majority of Executives can regularly attend; Executives who cannot attend must make an effort to stay informed and are still responsible for their duties. Items of importance shall be decided by a democratic vote by the attending Executives, with all members having one vote each. A majority vote is needed to carry a motion.

General Meetings shall be held at the start of each term, where elections will take place; additional general meetings can be held if deemed necessary.

After every meeting of the Executive, the meeting minutes and to-do list for every exec shall be posted to the Discord.

## **ARTICLE VI - APPOINTMENT OF EXECUTIVES**

### **Section 1:**

All signing authorities (Co-Presidents, VP Internal, and VP Finance) shall be elected in a democratic process during the election scheduled by the Science Society. Executive Assistants, VP Media, and First and Second Year Representatives shall be appointed by the means of a publicly available application on UW BSA social accounts at the beginning of the term. The Executive shall then conduct interviews of suitable candidates and appoint the one they see fit.

All members of UW BSA are entitled to one vote. The nomination period is to start at least 1 week prior to the first General Meeting and held open until the position has been filled at the General Meeting.

The General Meeting is to be held within the first or second week of the term; elections will take place at this meeting. Both the nomination period and General Meeting are to be advertised via posters and social media. The election is to be organized, promoted, and run by the Returning Officer, who will act as Speaker. Once the nominations are finalized, the responsibilities of each position shall be read out by the Returning Officer. Each candidate may then give a brief speech, with a maximum time determined by the members of UW BSA attending the General Meeting, provided it is not derogatory to any individual(s) in which case said candidate would be cut off.

Before the official vote for any Executive position (except for Returning Officer, see Article VI, Section 2), all relevant candidates shall leave the room. Votes (for, against, and abstaining) shall be cast by a single hand raised, after a prompt given by the Returning Officer and recorded by the Returning Officer. Once the final vote count is tallied, nominees shall re-enter the room and be informed of the results; candidates will be elected by whomever has the most votes for them. If there is only 1 person/group running for a position, a vote must still be held, with the candidate being acclaimed to the position as long as 1 / 3 of the UW BSA members present do not vote against the candidate. New nominees can be immediately put forth at the first General Meeting if the position is not filled or acclaimed. Positions may remain vacant if no suitable candidate is found, at the discretion of the UW BSA members voting at the first General Meeting.

If in the case that elections are run online, then the same rules for nomination and campaigning apply.

### **Section 2:**

The Returning Officer shall be recommended by the President to the Executive team at an Executive meeting before the end of the term, and appointed after a vote is held by the Executive team with a simple majority (50% + 1) in agreeance. If a simple majority is not reached, new candidates for the role of Returning Officer can be nominated by anyone on the Executive team,

by which another vote is held by the Executive team and again requiring a simple majority (50% + 1) in agreeance. If a consensus cannot be reached, the role of Returning Officer will be given to an impartial third party, with their written consent (e.g. a member of SciSoc).

### **Section 3:**

UW BSA members who cannot be present during a General Meeting (e.g. co-op, classes, etc.) may vote via proxy. Anyone can be a proxy for a UW BSA member, with a limit of one proxy vote per person. The Returning Officer/Speaker for the General Meeting must be informed of any proxy voting taking place in writing before votes are cast, and documentation must be kept by the Returning Officer/Speaker.

### **Section 4:**

In the case that there are no candidates for an elected position, pursuant to Article VI, Section 1, elections for other positions where there are candidates shall progress as normal. For positions without candidates, the Executive shall make a publicly available application for potential candidates, conduct interviews of the same, and then appoint the most suitable candidate to that position. If the candidate applied for any position that is a signing authority, they may not assume their role until approved by a meeting of the Science Society Board of Directors.

Alternatively, the Executive may directly propose the appointment of a candidate directly to the Science Society Board of Directors in case of exceptional circumstances, such as due to errors in applications, in elections, or the pressing need for time. Such an appointment, if approved, shall have the same effect and finality as the above process.

### **Section 5:**

The positions of First and Second Year Representative are not compulsory positions and the Executive may function without them. Depending on circumstances, the Executive may choose to forgo the appointment of these Representatives for the term. However, an application must be posted and candidates must be interviewed and appointed if fit. In Spring term there shall be no First Year Representative.

## **ARTICLE VII – UW BSA CLUBROOM**

1. The Door Code
  - a. Only the Executives may possess the door code. They may not distribute it to anyone, except another Executive member.
  - b. The names and student numbers of all members with the door code must be recorded by Executives for each term.
2. Personal Belongings

- a. All materials or items left in the UW BSA Clubroom that are not the property of UW BSA are not the responsibility of the club; liability for any damages or losses are the responsibility of its owner.
3. The Clubroom Space
- a. All materials and furniture owned by UW BSA and the University of Waterloo shall remain within the UW BSA Clubroom unless approval is granted by a current UW BSA Executive, in which case it is the responsibility of the Executive to ensure that all materials and furniture are returned to the UW BSA Clubroom in the same condition.
  - b. The clubroom is to be kept clean and sanitary; all refuse is to be thrown away into appropriate containers before leaving the clubroom.
  - c. Everyone in the club room must follow the Science Society Code of Conduct, posted on the wall, in addition to any further regulations made by the Executive.
  - d. No one is permitted to sleep in the clubroom overnight.
4. Non-Compliance
- a. Failure to comply with these rules may result in a warning, a request to remediate the situation, or immediate expulsion from the clubroom as deemed appropriate by an Executive.
  - b. Any such actions taken by an Executive shall be reported to the President as soon as possible.

#### **ARTICLE VIII - AMENDMENTS TO THE CONSTITUTION**

Amendments to the constitution shall be made at general meetings, providing:

- 1. An amendment must be proposed to the Science Society Board of Directors after being approved at a General Meeting.
- 2. No amendment shall be voted on more than once per term.

This amended constitution is submitted to the Science Society for approval in Spring 2023, and will be made available to all UW BSA members upon its approval.