



## Constitution of The Biochemistry Undergraduate Society

### **Title I** **The Society**

#### Article 1: Name

- 1.1 The Society shall be known as the “Biochemistry Undergraduate Society of McGill University” or or “L’association des étudiants de 1er cycle en biochimie de McGill”, hereafter referred to as “BUGS”.
- 1.2 The Executive Council of the Biochemistry Undergraduate Society of McGill University shall hereafter be referred to as BUGS Council.

#### Article 2: Aim

- 2.1 The aim of the Society shall be:
  - a) to represent all students enrolled in the McGill Biochemistry undergraduate program towards the faculty and the University,
  - b) to support the academic and professional pursuits of biochemistry students,
  - c) to foster a sense of community in the Biochemistry department through facilitation of social activities;
- 2.2 The Society shall be recognized by its members and the Science Undergraduate Society (SUS) of McGill University as representative of all its members as identified in Article 2.

#### Article 3: Membership

- 3.1 Regular members of the Society shall be all students currently registered at McGill University in the Biochemistry Undergraduate Program, subject to payment of fees prescribed in Article 4, where the Biochemistry undergraduate program consists of all students registered in the liberal, major, or honours programs;
- 3.2 All students currently registered in the Interdepartmental Honours in Immunology at McGill University shall also be members, subject to payment of fees prescribed in Article 4.

#### Article 4: Finances of the Society

- 4.1 The financial year of the society shall be from the first (1<sup>st</sup>) of May to the thirtieth (30<sup>th</sup>) of April of the following year;
- 4.2 The Society shall not run deficit;
- 4.3 The accounts of BUGS Council shall be maintained according to standard accounting practices and shall remain public documents at all times.

### **Title II**

#### **Organization of the Society**

##### **Section I – Members and Responsibilities of BUGS Council**

#### Article 5: Members of the BUGS council

- 5.1 The BUGS Executive council shall consist of:
  - i) President
  - ii) Vice President, Finance
  - iii) Vice President, External
  - iv) Vice President, Internal
  - v) Vice President, Communications
  - vi) Vice President, Social
  - vii) 1 Appointed Interdepartmental Honours in Immunology (IHI) Representative
  - viii) 2 Elected U3 Representative
  - ix) 2 Elected U2 Representatives
  - x) 2 Appointed U1 Representatives
  - xi) 1 Appointed Director of Student Affairs
  - xii) 1 Appointed Director of Charity and Fundraising
  - xiii) 1 Appointed Director of Academic Affairs
- 5.2 No member of the Society may hold more than one position of the Council other than the President in the event outlined in Article 5.3.
- 5.3 If a position on Council is not filled, it is the responsibility of the President to fulfill the duties of that Council member, outlined in Article 6, as well as find a permanent replacement.

#### Article 6: Powers and duties of the Executive

**6.1 The President Shall:**

- a) act as chair for all meetings or subcommittees, unless otherwise explicitly authorized by the acting president,
- b) coordinate all interactions between council members and resolve disputes as necessary,
- c) be held responsible for ensuring that all members of council fulfill their respective duties,
- d) serve as primary liaison between BUGS and the faculty of the McGill Department of Biochemistry, the executive council of the Science Undergraduate Society (SUS), and the executive council of the Students' Society of McGill University (SSMU),
- e) act as co-signing officer, along with the VP Finance, for the Society,
- f) be given the right to veto a decision should it be made for the betterment of the society and students;
- g) be responsible for interviewing applicants for the U1 representative appointed positions in conjunction with the acting BUGS VP Internal and a third member of council, at the discretion of the acting BUGS Vice President Internal and the acting BUGS President;
- h) be responsible for interviewing applicants for the VP Finance, IHI representative, Director of Charity and Director of Student Affairs appointed positions in conjunction with the outgoing member holding position and a third member of council, at the discretion of the incoming BUGS President;

**6.2 The Vice President, Finance shall:**

- a) be given the right to veto a decision should it be made for the betterment of the society and students,
- b) be responsible for budget preparation,
- c) be responsible for keeping records of all financial transactions,
- d) act as BUGS co-signing officer with the President,
- e) have the right to increase or limit the budget of any event carried out as he/she shall see fit;
- f) turnover all receipts, invoices, bank information and financial reports to the incoming VP Finance by the end of the term of office, as indicated in article 7.2;

**6.3 The Vice President, External shall:**

- a) act as representative to companies external to the University for both business and general sponsorship for the duration of the Student Society fiscal year,
- b) serve as liaison to the Science Undergraduate Society (SUS),
- c) attend weekly general council meetings held by SUS and inform council of updates concerning Biochemistry department and students;
- d) act as a contact to other universities;

**6.4 The Vice President, Internal shall:**

- a) act as liaison to the faculty of the Biochemistry Department of McGill University, Biochemistry Graduate Student Society (BGSS);

- b) be responsible for organizing all academic events for the Society, including the following: Research Awareness Day, Career Symposium, Poster Day, U1 Meet and Greet, information sessions,
- c) be responsible for interviewing applicants for the U1 representative appointed positions in conjunction with the acting BUGS president and a third member of council, at the discretion of the acting BUGS Vice President Internal and the acting BUGS President;
- d) be responsible for organizing departmental meetings per semester with the Department via the Academic Advisor;

**6.5 The Vice President, Communications shall:**

- a) be responsible for maintaining communication amongst the members of the Society,
- b) be responsible for taking minutes of meetings and keeping contact information,
- c) be responsible for publishing all flyers and listservs,
- d) be responsible for effectively advertising and publicizing all events,
- e) be responsible for maintaining web pages and official social media;
- f) be the main responder of the official e-mail address: [bugs@sus.mcgill.ca](mailto:bugs@sus.mcgill.ca)

**6.6 The Vice President, Social shall:**

- a) be responsible for leading the organization of all social events, such as Council Retreat, Welcome Back, Halloween Festivities, etc;

**6.7.1 The IHI Representative shall:**

- a) be appointed upon recommendation by current IHI representative, the incoming BUGS president, and a third member of council, at the discretion of the incoming BUGS President;
- b) represent the interests of IHI students,
- c) organize additional social and academic events for IHI students such as the U2 information session to involve the IHI program coordinator;
- d) organize monthly meetings with Microbiology and Immunology Student Association (MISA), Physiology Undergraduate League of Students (PULS), and the IHI program coordinator;

**6.8 The U3 Representative shall:**

- a) represent the interests of U3 McGill Biochemistry and IHI students,
- b) be registered in the following required U3 McGill University courses for biochemistry students: BIOC 450 or BIOC 454,
- c) be responsible for the organization of NTCs for the McGill University courses BIOC 450 and BIOC 454,
- d) organize additional social and academic events for U3 students such as Grad Ball,
- e) organize all festivities for the graduating class of the McGill Department of Biochemistry, as well as to help finance graduation events,
- f) promote BUGS events in U3 classes;

**6.9 The U2 Representative shall:**

- a) represent the interests of U2 McGill Biochemistry and IHI students,
- b) be registered in the following required U2 McGill University courses for biochemistry students: BIOC 320, BIOC 311, and BIOC 312,
- c) be responsible for the organization of NTCs for the McGill University courses BIOC 320, BIOC 311, and BIOC 312
- d) organize additional social and academic events for U2 students,
- e) promote BUGS events in U2 classes;

**6.10 The U1 Representative shall:**

- a) represent the interests of U1 McGill Biochemistry and IHI students,
- b) be registered in the following required U1 McGill University courses: BIOC 212 and BIOC 220,
- c) be responsible for the organization of NTCs for the courses BIOC 212 and BIOC 220,
- d) organize additional social and academic events for U1 students,
- e) promote BUGS events in U1 classes;

**6.11 Director of Student Affairs shall:**

- a) be responsible for the administrative affairs of the office and the surrounding space in the McIntyre Medical Building,
- b) ensure maintenance of office equipment, upkeep of the office, and maintenance of the BUGS bulletin boards,
- c) prepare the agendas and book rooms as needed for such meetings,
- d) run council meetings in a timely manner,
- e) organize elections for Executive positions during election periods,
- f) fulfill the President's duties in case of absence for short periods of time but will not attain the Presidency position in case of Presidential dismissal,
- g) not run for any departmentally elected position for the following fiscal year;

**6.12 Director of Charity and Fundraising shall:**

- a) organize events during charity month to raise money for a specific charity chosen by SUS,
- b) be responsible for the acquisition of sponsorship from external companies pertaining to charity month,
- c) organize charitable or community-based endeavours throughout the year,
- d) be responsible for coordinating fundraising efforts for the entire of BUGS Council;

**6.13 Director of Academic Affairs shall:**

- a) be responsible for the Biochemistry Undergraduate Mentorship Program (BUMP) and all events pertaining to the program,
- b) act as liaison between SUS and BUGS for all academic affairs,
- c) coordinate course evaluations for courses of the Biochemistry department,
- d) coordinate internal and interdepartmental academic endeavours;

Article 7: Powers and Duties of Council

- 7.1 The BUGS council is the governing body of the Society and as such shall:
- a) be entitled to make all decisions on behalf of the Society,
  - b) adopt the Society's annual budget,
  - c) establish Committees of Council when it deems necessary,
  - d) hold regular office hours every week;
- 7.2 The term of office for members of the BUGS Council shall be May 1st to April 30<sup>th</sup>;
- 7.3 Council members are required to compile exit reports and facilitate the transition of newly elected and appointed positions;
- 7.3.1 Council members are required to turnover financial reports, debriefs, Google Drive passwords and BUGS related files to the newly elected positions no later than the end of the term of office (as per article 7.2). Should the position be unfilled by the end of the term of office, all files should be given to the incoming President;

#### Article 8: Meetings of Council

- 8.1 Quorum for a meeting of Council shall be a minimum of 70% of its members;
- 8.2 All executives must be present at all meeting of Council unless one of the following conditions applies:
- a) illness,
  - b) the meeting interferes with a religious holiday or ceremony,
  - c) the member is out of the Greater Montreal Area at the time the meeting is held,
  - d) there is a death of a friend or relative,
  - e) an exam or test conflicts with the meeting,
  - f) in all other cases the member shall contact the President prior to the meeting and shall be expected to accept any decisions made by Council;
- 8.3 The Council shall hold regular meetings once a week during the academic year with the exception of the final examination periods;
- 8.4 Notice of all meetings shall be given at the meeting prior to it, and agendas shall be sent out at least one calendar day prior to the meeting as well as given to all members of Council at the meeting:
- 8.4.1 Submissions to the agenda must be sent to the Director of Student Affairs;
- 8.5 All meetings shall be open to all current members of McGill University.

8.5.1 They have the right to discussion but do not hold a vote for motions put forth during these meetings.

#### Article 9: Sub-Committees of the Executive Council

- 9.1 The Executive may establish sub-committees as deemed necessary;
- 9.2 All members of the student society are eligible to become a member of a sub-committee, provided requirement 9.2a is met:
  - 9.2a No conflict of interest exists that would hinder the ability of the member in question to make unbiased and impartial decisions;
- 9.3 Membership to any sub-committee is attained by appointment of the Executive;

#### **Section III - Elections**

#### Article 10: General

- 10.1 All members of the Society shall be eligible to vote in BUGS elections;
- 10.2 Elections shall be conducted in accordance with this constitution;
- 10.3 Elections shall be won by simple majority;
- 10.4 Execution of the elections/referendums shall be the responsibility of the Director of Student Affairs;
- 10.5 All nominees for an executive position must adhere to “BUGS Campaigning Guidelines”, and failure to do so will authorize the BUGS Council to enforce disciplinary actions as deemed appropriate.
- 10.6 The elected positions are the following: President, VP Internal, VP External, VP Social, VP Communications, U3 Representatives, and U2 Representatives. All other positions (U1 Representatives, Director of Student Affairs, Director of Academic Affairs, Charity and Fundraising Director, VP Finance and IHI Representative) will be appointed.
- 10.7 Outgoing council members, except Director of Student Affairs, are able to hold their positions for more than one term of office given that they follow the same electoral process;
  - 10.7.1 In the case where an outgoing appointed member is interested in a another term of office, the position will be appointed by the outgoing President, the incoming President and a third party council member decided by the incoming President;

### Article 11: Eligibility

- 11.1 All members of the Society shall be eligible to run in an election. Exception to this are: class representatives, for which only members of that class may run and VP Social, for which only a student entering U2 may run;
- 11.2 All elected and appointed individuals must remain members of the Student Society throughout the duration of their mandate;

### Article 12: Procedures

- 12.1 The general election period, for the purpose of the election of BUGS Council, shall be held between March 1st and April 1<sup>st</sup>;
- 12.2 The polling period will be of at least two day's duration;
- 12.3 Executive appointed or elected positions must be filled by October 1<sup>st</sup>;
- 12.4 If a position is not filled through normal electoral procedures, an application and interview process will take place, conducted by the two most senior council members or one of these two members and the member who currently holds the position. This process will take place once all electoral procedures have taken place up to and including ballot counting;

## **Section IV - Referenda**

### Article 13: General

- 13.1 All members of the Society shall be eligible to vote in Society referenda;
- 13.2 Referendum shall be passed by a simple majority;
- 13.3 The result of the referendum will be effective immediately and binding until future modifications;
- 13.4 All referenda shall be advertised at least one week prior to polling.

### Article 14: Procedure

- 14.1 A referendum may be initiated by a petition passed by 10% of the Student Society,
- 14.2 Referenda may only be held during the months of October, November, February, and March;



- 14.3 In the case of a referendum initiated by Council, the referendum question must be made available to all members of the Society by the BUGS Council a minimum of 14 days prior to the opening of the polling period;
- 14.4 In the case of a referendum initiated by a member of the society, all signatures must be submitted to the President at least 21 days prior to the opening of the polling period. The President must then act in accordance with Article 14.3 in making the question available;

## **Section VI - Judicial Board**

- 15.1 Members of the BUGS may consult the judicial board of the Students' Society of McGill University (SSMU), which shall be the final authority on:
- a) the interpretation of the Constitution of the Society,
  - b) the interpretation and legality of any motion passed by Council,
  - c) the interpretation and legality of referenda,
  - d) the legality of any action taken by any member of the Society;
- 15.2 Upon hearing and appeal, the Judicial Board shall have the power to declare invalid any of the BUGS or the Committees of its Council or decisions of the Executive, which derogate from the Constitution and of the Society;
- 15.3 All decisions of the Judicial Board shall be binding upon all involved parties;
- 15.4 All members of the Society shall have the right to petition the Judicial Board on matters falling within its authority set out herein.

## **Section VII – Removal from Office**

### Article 16: Procedures

- 16.1 Any member of the BUGS Council may be removed from office for impropriety, violation of the provisions of this Constitution, delinquency of duties such as frequent absences from meetings or slandering of the BUGS name or misappropriation of funds;
- 16.2 A motion to remove a member of the BUGS Council must be presented in writing at a council meeting, signed by at least one half of the members of the Council, or one hundred members of the Society and distributed to all members of the BUGS Council at a regular meeting. The motion to impeach will then be inscribed on the agenda of the next regular meeting of the BUGS Council;
- 16.3 Quorum for a motion to remove a Council Member from office shall be 75%;
- 16.4 Anyone removed from office shall have the right to appeal to the Judicial Board.

## **Section VIII – Miscellaneous Provisions**

### Article 17: Language of the Society

- 17.1 English and French are the Official Languages of the Society;
- 17.2 Members of the Society may use either official language at all meetings and in all documentation of the Society;

### Article 18: Freedom of Information

- 18.1 All documentation of the BUGS Council shall be public, except those minutes and documents described in 18.3;
- 18.2 Requests to see the minutes and documents shall be addressed to the VP Communications;
- 18.3 No Council member shall be obliged to release confidential information.

### Article 19: Reports

- 19.1 There shall be permanent documents of the Society known as exit reports in which each executive shall record all activities and policies within their portfolio to aid the following year's executive;
- 19.2 All events shall be recorded by the executive in charge, describing the purpose of event, who was involved, attendance, means for improvement, budget, and any other relevant information at the discretion of the executive in charge. This form will then be filed in the appropriate binder;

### **Title III**

#### **The Constitution**

##### Article 20: Superseding Clause

20.1 The constitution annuls and supersedes all previous constitutions governing students from the Biochemistry student body.

##### Article 21: Language of the Constitution

21.1 This document was redacted in English, as requested by the Student Society. Any individual may request that any clause in this document be translated to French. English and French texts of this Constitution are equally authoritative;

21.2 The Constitution shall respect the principles of impartiality and equity between all members of the Society at all times.

##### Article 22: Amendments to the Constitution

22.1 The Constitution may only be amended by a referendum conducted in accordance with Title II, Section IV of this Constitution;\*\*\*

22.2 The existing wording as well as the proposed constitutional amendment shall be provided at every polling station during the referendum;

22.3 All amendments to this Constitution shall be adopted in both languages.

##### Article 23: Coming into Force

23.1 This Constitution shall be in effect for the 2016-2017 academic year;

23.2 The BUGS Constitution shall be voted upon at the beginning of each successive academic year.













