

## The Constitution of the Dalhousie Association of Biology Students

<u>Ink it would be Article 1</u>	<b>Name</b>	
Section 1:		The organization shall be called the Dalhousie Association of Biology Students
<u>Article 2</u>	<b>Aims</b>	
Section 1:		To mediate student concerns in all departmental matters.
Section 2:		To provide the undergraduate students with guidance and information pertaining to departmental research
Section 3:		To organize educational, social and athletic events involving the student members as a whole.
<u>Article 3:</u>	<b>DSU Policies</b>	
Section 1:		The society's activities must not infringe upon federal, provincial, municipal laws or University regulations.
Section 2:		The society's activities must not infringe upon the Bylaws and Policies of the Union
<u>Article 4:</u>	<b>Membership</b>	
Section 1:		<b>Any student registered for a class or program in the department of Biology or enrolled in the DISP program at Dalhousie University shall have full rights to membership of the association. Only Dalhousie student members can vote and hold executive positions. The society will not limit membership based on age, gender, race, or religion.</b>
<u>Article 5:</u>	<b>Council</b>	
Section 1:		The council of the association shall consist of seven executive members and nine other council members elected as per <i>article 5</i> of the constitution.
Section 2:		The executive shall include the following members: i) President ii) Chairperson iii) Vice-President (Academic) iv) Vice-President (Social) v) Vice-President (Communications) vi) Treasurer vii) Secretary
Section 3:		The council shall include the following people who are members of the association: i) Sports Coordinator ii) Two representatives of the Dalhousie Science Society (DSS) iii) Upper year/Grad Class Representative iv) 2 <sup>nd</sup> Year Representative v) Social Representative vi) Committee of the Whole (COW) Representative
Section 4:		All terms of office shall be held March 31 until March 30 the following year



## The Constitution of the Dalhousie Association of Biology Students

**of decline the nomination. Each candidate accepting the nomination shall present a short speech, during which, other candidates** are to be absent from the room. After the speeches are concluded, the candidates shall return to the room for the vote. Vote is by secret ballot, with each association member having one vote, except the Chairperson, who only votes in the case of a tie. The winner is the candidate who receives the largest number of votes. Quorum (*Article 5, Section 2*) must be established in order to proceed with elections.

Section 5: Association members at the first general meeting in the fall shall elect the First Year Representative, preferably a first year student.

Section 6: In the event that any member of the council resigns or is removed from office, the Chairperson of the association shall be responsible for the continuity of the society and for making arrangements for an election of the needed officer(s) at the next general meeting. In the event the Chairperson resigns or is removed from office, DSS Representatives shall be responsible.

Each person can only hold one executive position

### Article 7:

#### **Duties of the Executive Positions**

Section 1:

Chairperson

- i) The Chairperson is responsible for presiding at all meetings of the council and of the association
- ii) The Chairperson shall enforce Robert's Rules of Order at said meeting
- iii) The Chairperson shall develop the council meeting agenda

Section 2:

President

- i) The President is responsible for presiding at all meetings of the council and of the association
- ii) The President shall be primarily responsible for the administration of the Society, its council, and its executive.
- iii) The President shall administer the Constitution and ensure its availability and enforce its contents.
- iv) The President shall inform the Society of meetings, no less than one day prior to a meeting.
- v) The President should act as the official spokesperson for the Society.
- vi) The President shall perform duties of Chairperson, Treasurer, and the Secretary in the absence or disability of these officers, excluding taking the minutes.

## The Constitution of the Dalhousie Association of Biology Students

- vii) The President shall be responsible for ratifying the society to DSU regulation every year.

Section 3:

In absence of the President, the three vice presidents shall share all responsibilities and duties of the President.

Section 4:

Vice President (Academic)

- i) The Academic Vice President shall act as the liaison between the body of biology students and the faculty administration.
- ii) The Academic Vice President responds to concerns or a question put forth by students regarding curriculum and other scholastic issues and relates them to the DSS (Dalhousie Science Society) or the Biology curriculum committee.
- iii) The Academic Vice President may take it upon him/herself to organize tutorial sessions for early year students, or act as facilitator between tutors and students to arrange meeting times.
- iv) The Academic Vice President may have duties related to the planning and execution of the Biology Honours Cameron Conference in February of each year.
- v) The VP Academic shall take the lead in organizing the Biology Concept Room and tasks relating to it such as reaching out to students, faculty, recruiting volunteers and making the monthly schedules

Section 5:

Vice President (Social)

- i) The Social Vice President shall be responsible for planning and promoting DABS activities such as parties, orientation, potlucks, camping trips, day hikes.
- ii) When planning an event, the Social Vice President is responsible for delegating tasks to other members of the executive or council.

Section 6:

Vice President (Communications)

- i) The Communications Vice President shall be responsible for all publicity concerns of the association. Including, but not limited to maintaining the associations' bulletin board in the Biology department.
- ii) The Communications Vice President shall design all of the posters and advertisement for upcoming events, and may receive assistance from the Social Vice President and other members of council

## The Constitution of the Dalhousie Association of Biology Students

- Section 7:
- Treasurer
- i) The Treasurer shall keep and maintain the financial books and accounts of the Society, containing accurate records of all financial transactions.
  - ii) The Treasurer shall supervise administration of Society funds in conjunction with the other signing officers.
  - iii) The Treasurer shall produce statements of the Society's financial status for each regular society meeting or as directed by the President.
  - iv) The Treasurer shall prepare a Financial Statement/Balance Sheet at the last society meeting before the end of the term of office.
  - v) The Treasurer shall perform additional financial duties as recommended by the President.
- Section 8:
- Secretary
- i) The Secretary shall record and submit an accurate account of the proceedings of the Society's meetings.
  - ii) The Secretary shall have charge of the books, records, and paper of the Society other than those kept by the Treasurer.
  - iii) The Secretary shall post the minutes of the Society meetings via email no later than seven days after the meeting.
  - iv) The Secretary shall perform additional duties as recommended by the executive.
- Article 8:                      **Duties of Other Council Positions**
- Section 1:
- Sports Coordinator
- i) The Sports Coordinator shall coordinate athletic activities sponsored by the association and monitor other athletic activities, which involve the association.
  - ii) The Sports Coordinator is vested with the authority to appoint other individuals as coaches and managers of various teams.
- Section 2:
- Curriculum Committee Representative
- i) Attend the Curriculum Committee meetings held the 2nd Monday of each month from 10:30-11:30am (*Online*)
  - ii) Relay information from these meetings to the DABS executive
- Section 3:
- DSS Representatives
- i) Two members of council shall sit on the DSS council as representatives of the association and report events back to the council.

## The Constitution of the Dalhousie Association of Biology Students

- Section 4: Upper Year/Grad Class Representative
- i) The Upper Year/Grad Class Representative shall assist in the coordination and long-term planning of the activities of the society.
  - ii) The Upper Year/Grad Class Representative shall act as a liaison between the graduating class of Biology students and the society.
- Section 5: First Year Representative
- i) The First Year representative shall communicate events to all first year students of the department.
  - ii) The First Year Representative shall also attend all meetings and keep the society informed about events held outside the association pertaining to first year students.
- Section 6: Second Year Representative
- i) The Second year representative shall communicate events to all second year students of the department.
  - ii) The Second year representative shall also attend all meetings and keep the society informed about events held outside the association pertaining to second year students.
- Section 7: Committee of the Whole (COW) Representative x 2
- i) The Committee of the Whole Representative shall attend meetings held by the Committee of the Whole of the Biology department and report back to the association with the results of the meeting.
- Section 8: Social Representative
- i) The Social Representative shall be responsible for assisting the Vice President (Social) in planning and promoting DABS activities such as parties, orientation, potlucks, camping trips, day hikes, etc.
  - ii) The Social Representative shall be responsible for assisting Vice President (Academic) and Vice President (Communications) and their respective duties pertaining to academics and communication initiatives
  - iii) The Social Representative shall also attend all meetings and keep the society informed about events held outside the association.

# The Constitution of the Dalhousie Association of Biology Students

DABS Exec and must attend at least 1 event per semester that is not the AGM/MGM.

- i) Event can be social or academic themed.

## Article 9:

### **Financial**

Section 1:

We are a department society under the umbrella of the DSS and derive funds through disbursements granted by the DSS following a successful audit of our books by the DSS treasurer.

Section 2:

- i) Cheque signing authorities for the society shall be the President, VP Social, and Treasurer.
- ii) No signing authority can sign a cheque made out to themselves.
- iii) At least 2 signing authorities must sign each cheque.

Section 3:

- i) Budget will be discussed by society executives
- ii) All aspects of budgets will be voted upon, required 70% to pass motion.

## Article 10:

### **Meetings**

Section 1:

There shall be at least two general meetings of the association each term, excluding the summer term.

Section 2:

A meeting of the council shall be held at least once every three weeks during the academic year, excluding Holiday break, study break and during exam times scheduled by the registrar.

Section 3:

- i) Notice of general meetings of the association shall be given no less than one week in advance of the meeting.
- ii) Notice of council meetings must be given at least 72 hours before the meeting
- iii) If necessary, the President and one other executive may call a meeting within 48 hours notice.

Section 4:

The Chairperson shall be compelled to call a general meeting within one week of receipt from a petition for twenty members of the association.

Section 5:

- i) All members of the association are welcome to general meetings of the association
- ii) The council can invite non-council members of the association to meetings of the council.

# The Constitution of the Dalhousie Association of Biology Students

Section 6:		<ul style="list-style-type: none"><li>i) A quorum for council meetings shall consist of a simple majority of current council members, including simple majority of the executive members, one of which must be the acting President.</li><li>ii) A quorum for a general meeting shall consist of seventeen members of the association, including the quorum for the council.</li></ul>
Section 7:		<ul style="list-style-type: none"><li>i) Only council members have voting privileges at meetings of the council, with one vote per person.</li><li>ii) All members of the association shall have voting privileges during general meetings of the association.</li><li>iii) There shall be no voting by proxy at general meetings of the association.</li><li>iv) 51% of the vote is required to pass a motion</li></ul>
Section 8:		Financial matters require a vote of two-thirds of the executive present at the meeting to pass; all other matters require a simple majority to pass, unless otherwise specified in the Constitution.
Section 9:		All meetings of the association shall be in accordance with Robert's Rules of Order.
<u>Article 11:</u>	<b>Officers of the Association</b>	
Section 1:		<ul style="list-style-type: none"><li>i) The executive of the association may appoint any member of the association, with their consent, as an officer of the association.</li><li>ii) These said officers shall carry out duties as directed by the said executive and shall be responsible to the executive and to the association for their actions as an officer of the association.</li></ul>
Section 2:		The executive can appoint officers to manage some of the functions which normally are covered by one of the council positions described in <i>Article 6</i> , in which case the officers are to work under the supervisions of the council member involved and remain responsible to the association and its executives as per <i>Article 10, Section 1, part ii</i> ).
Section 3:		The term of office of the said officers shall be from the time of their appointment to March 30, unless removed from office by a simple majority of the executive members as per <i>Article 4, section 5</i> .
Section 4:		<ul style="list-style-type: none"><li>i) The Committee of the Whole Representatives may sit on the</li></ul>



## The Constitution of the Dalhousie Association of Biology Students

subcommittees of the Curriculum Committee and on the Committee of the Whole as voting members.

- ii) The Executive is obliged to do all it can to ensure that there is always full student representation on the Committee of the Whole.

### Article 12:

#### **Committees of the Association**

- Section 1: The council of the association may create at any meeting of the association, committees within the association to perform a specified function or to assist a council member of the association in the performance of their duties; these committees shall be known as ad-hoc committees.
- Section 2: The creation or dissolution of ad-hoc committees requires a simple majority of council vote.
- Section 3: All existing ad-hoc committees shall be considered to be dissolved once a new council has been elected and has taken office.
- Section 4: Standing committees of the association shall only be created by Constitutional amendments, which list the name, function, and coordinator of the committee.
- Section 5: Standing committees of the association shall be considered to have infinite lifetimes.
- Section 6:
- i) The DABS Academic Committee shall be a standing committee of the association, with membership open to all members of the association; its purpose shall be to organize all academic events sponsored by the association.
  - ii) The DABS Academic Committee shall be under the leadership of the Vice President Academic.
  - iii) Sub-committees of the DABS Academic Committee may be enlisted as per *Article 11, Sections 1 and 2*.

### Article 13:

#### **Constitution Availability**

- Section 1: A copy of the Constitution shall be made available to all members of council upon election, free of charge.
- Section 2: Any member of the association may request a copy of the Constitution free of charge.

### Article 14:

#### **Constitutional Amendments**

- Section 1: Amendments to the Constitution of the association may be drafted by any member of the association but must be submitted to the executive and posted seven days in advance of meeting.

## The Constitution of the Dalhousie Association of Biology Students

- Section 2:
- i) Constitutional amendments require a vote of seventy percent of the voting members to pass.
  - ii) Voting will be conducted by show of hands

Section 3: Any and all Constitutional amendments must be made at a general meeting, which is to be announced one week in advance.

### Article 15:

#### **Impeachment**

Section 1: **If a member is found to not fulfill the duties of their position (*as outlined in Article 7*), they can be nominated for impeachment by any student of biology.**

Section 2: **A motion to impeach must be brought to the general membership.**

Section 3: **The vote to impeach will be held at a general meeting with at least two weeks notice given to the officer up for impeachment.**

Section 4: **The vote must be won by a 2/3 majority of council members.**

Section 5: **Vote is by secret ballot.**

Section 6: **Any member up for impeachment will be given the opportunity to speak in self defense at a meeting of the general society, which will be called to decide upon the motion to impeach.**

This Constitution was last updated September 2022