

Mission Statement:

The Biology Students' Association (BioSA) democratically represents the students in all programs under the Department of Biological Sciences at the University of Toronto Scarborough. We are dedicated to:

- Representing all undergraduate Biological Sciences students at the University of Toronto at Scarborough and acting as a forum for these students to voice their opinions and concerns.
- Promoting among members an interest in all matters pertaining to the Biological Sciences through academic seminars, social events and discussion by members of the scientific community at large.
- Serve as a bridge between the undergraduate community and the UTSC faculty associated with the programs in the Department of Biological Sciences, and provide feedback to our Department on student needs and desires.
- Provide opportunities for students to meet outside the classroom in a social and friendly environment.
- Provide members with the resources to further their exploration of science related career paths.
- Uphold the academic integrity of our program and courses and forge the path to further course development, program and curriculum development.
- Be the foundation for innovation, and the starting point for future student-led initiatives from students within the Biological Sciences Department.

Article 1: Name and Head Office

1.01 Name:

The organization shall be known as the "Biology Students' Association."

1.02 Mailing Address:

The mailing address of the organization shall be 1265 Military Trail, c/o Scarborough Campus Students' Union (SCSU), University of Toronto Scarborough (UTSC), Toronto, ON, M1C 1A4.

1.03 Office Location:

The organization's office shall be located in BV-304

Article 2: Membership

2.01 Members:

All full-time and part-time undergraduate students currently enrolled at UTSC in any of the following disciplines are deemed members of the Biology Students' Association:

- Biological Sciences
 - Full list of programs can be found in any current UTSC calendar at this link:
http://www.utsc.utoronto.ca/~registrar/calendars/calendar/Biological_Sciences.html
- Paramedicine

2.02 Rights of Members:

All members of the Biology Students' Association are privileged/eligible to:

- Take part in any debate/discussion and meetings held under the jurisdiction of the Biology Students' Association with the exception of Executive Team meetings pursuant to section 6.01.
- Vote in all elections and general meetings.
- Run for a position on the Executive Committee provided they meet all requirements pursuant to each position description.
- Attend any events open to both Biological Sciences students and Events Membership Card holders.

Article 3: Events Membership Card Holders

3.01 Other Members:

Events Membership is open to all full-time and part-time undergraduate students, graduate students, faculty and staff at the University of Toronto.

3.02 Events Membership Card Fee:

3.02.01 The Events Membership Card (EMC) fee for the 2016-2017 academic year (from September 2016 to August 2017) shall be FIVE and 0/100 DOLLARS (\$5.00).

3.02.02 The Biology Students' Association shall issue an EMC that will be valid for this academic year (Fall, Winter and Summer Sessions).

3.02.03 The fee for each subsequent year shall be established and levied by the Executive Committee.

3.02.04 A new EMC fee must be paid for each academic year for individuals wishing to remain cardholders.

3.03 Events Membership Card Non-Transferable:

The interest of an Events Membership Card holder is not transferable and ceases to exist upon the member's death, withdrawal or expulsion from U of T.

3.04 Privileges of Events Membership Card Holder:

- All event membership card holders are privileged to attend all functions, social and academic held under the capacity of the Biology Students' Association as well as access to any discounts conferred by membership.
- All event membership card holders are privileged to take part in any debate/discussion and meetings held under the jurisdiction of the Biology Students' Association with the exception of Executive Team meetings pursuant to section 6.01.

Article 4: Executive Committee

4.01 Executive Members:

The Executive Committee shall be comprised of the following: two Co-Presidents, Vice President Academics, Vice President Communications, Vice President Finances and Operations, Vice President Social, Medical Sciences Events Director, two Publicity and Marketing Directors, Social Events Director, Academic Events Director, Volunteer/Charity Events Director, two Senior Year Representatives, two Second Year Representatives, two First Year Representatives, the Webmaster, Secretary, 50th Fund Director and the Chemistry Aid Centre Director.

4.02 Senior Executive:

The Senior Executive shall be comprised of the Co-Presidents, Vice President Communications, Vice President Academics, Vice President Finances and Operations, Vice President Social, Academic Events Director and the Medical Sciences Events Director.

4.03 Term of Office:

The Executive Committee shall serve a term commencing on May 1st, following the Spring AGM and General Elections, and will be terminated on April 30th of the following year. If a member is elected the Fall Elections, their term shall commence on the day they were elected and will terminate on April 30th.

4.04 Executive Voting:

4.04.01 Only the elected Executive members shall be entitled to vote on any questions under consideration at all meetings of the Executive Committee.

4.04.02 Each executive is entitled to one vote each during regular executive meetings.

4.04.03 The Hired Executives, i.e. the Webmaster, Chemistry Aid Centre Director, 50th Fund Director and the Secretary do not have any voting rights as they have not been elected.

4.05 Powers and Duties of Executive:

4.05.01 The executive will manage and administer the affairs of the Biology Students' Association and will work to maintain the integrity of the organization.

4.05.02 All Executive Members must be in attendance for at least two events each month for either academic or non-academic events.

4.05.03 All executives are required to submit a written report to the Vice President Academics at the end of each academic session, which will be made available to successors. As well, executives are required to submit any additional documents and information pertaining to their position to their successor and ensure an appropriate and smooth transition.

4.05.04 The term for these positions will commence on May 1st and terminate on April 30th of the following year.

4.06 Duties of the Presidents (2):

- Oversee and manage the organization as a whole and assist with requests from all areas of the Executive Committee.
- Act as the official representative and chief communication officer of the organization in formal business.
- Fulfill the responsibilities of any vacant position or ensure that they are fulfilled by another party.
- Call regular meetings of the Executive Committee, and Senior Executive when deemed fit.
- Ensure the Executive Members carry out their assigned duties.
- Develop and maintain relationships with the Department of Biological Sciences, other DSAs, Student Affairs, the SCSU, and other organizations.
- Assist in the transition and continuity of the association from year to year.
- Act as the official representative of BioSA on the DSA Council and attend any meetings of the DSA Council, except under extenuating circumstances at which time another senior executive may be assigned to attend.

4.07 Duties of the Vice President Academics (1):

- Promote discussion among students in Biological Sciences regarding their concerns with respect to their education and academic programming.

- Develop ways to solicit input from Biological Sciences students, communicate students' concerns and ideas to the administration, faculty, or other student organizations, and work to address these issues.
- Direct students' to the appropriate academic resources and services.
- Act as an official representative of the organization in business concerning academic activities of the Department.
- Serve as the designate of the President(s) on the Academic Committee of UTSC Council.
- Forge connections / serve on: Programs and Curriculum Committee, and Departmental Meetings.
- Assist the President(s) in carrying out the duties and business of organization.
- Act as the chief communication officer of the organization in the absence of the President(s).
- Maintain official records of the organization.
- Be responsible for the enhancement of student services and new implementations with the Department of Biological Sciences.
- Be responsible for the organization of academic events and seminars including academia, professional schools that are not health related as well as graduate school seminars excluding the ones that fall under the portfolio of the Medical Sciences Events Director.
- Be responsible for overseeing publicity to ensure that the academic events and seminars that fall under this portfolio are being advertised adequately.
- Report to the President(s) on a weekly basis regarding the progress of the Academic Committee.
- Lead BioAID, the Biology Aid Centre (Online)

4.08 Duties of the Vice President Finance and Operations (1):

- Be responsible for the preparation of the organization's annual budget.
- Prepare financial reports and submit them to the President(s) in the first week of every academic session, or by request of the President(s).
- Follow the regulations as laid out by the Financial Policy.
- Manage the organization's bank account, keep proper bookkeeping records,
- Prepare invoices, pay bills, prepare cheques for reimbursement, and ensure adequate year-end cash flow in consultation with the President(s).
- Be responsible to seek corporate sponsorship and prepare sponsorship proposals.
- Report to the Senior Executive Committee on a bi-weekly basis.
- Co-ordinate the selection process of the Webmaster in consultation with the out-going President(s).
- Manage and maintain close communications with the Social Events Director and Volunteer and Charity Events Director concerning events funding.
- Apply for internal (UTSC) and external funding sources in a timely and responsible fashion.
- Coordinate the activities of the year/discipline representatives.
- Employ judgement of the organizations' finances for collaborative events through consultation with the President(s) and Senior Executive Team.
- Responsible for hiring and assigning tasks as required by the executive team to the Secretary and ensure that they are being completed.

4.09 Duties of the Vice President Communications (1):

- Ensure that public information regarding the association is kept up to date, including contact lists, website, the intranet, and advertisements in association with the Publicity and Marketing Director, Webmaster, and submit a copy of all information to the Vice-President Academics for inclusion in official records. Oversee the composition of the newsletters and any other publications for members.
- Maintain internal communications within the association and serve as a point of contact with external organizations, not including sponsors.
- Be responsible for the hiring of the Director of the Chemistry Aid Centre
- Be responsible for attending / spearheading initiatives to meet with/attend: Planning and Budgeting, Executive Committee, Governance Council, SCSU Board of Directors, Department of Student Life, Meetings with the Dean / Vice-Dean, DSA council.

4.10 Duties of the Vice President Social (1):

- Ensure all social events pertaining to the association are planned appropriately and running optimally

- Work closely with the Social Director to oversee the planning and execution of events
- Work closely with the VP Finance to secure financing for all events
- Prepare an events listing and estimated costs for each semester to be approved by the President(s) and also VP Finance
- In the event of partnering with other associations or organizations such as but not limited to PNDA, EPSA and SCAA; ensure cohesion amongst the various groups and lead the discussion and ideas generation from BioSA's side
- Overseeing event planning and facilitating the interaction between BioSA and the Department of Student Life (DSL), other Departmental Student Associations (DSAs; if involved), and professors (if involved).

4.11 Duties of the Medical Sciences Events Director (1):

- Be responsible for the organization of events and seminars related to the field of medicine and other health-related fields.
- Be responsible for overseeing publicity to ensure that events and seminars that fall under this portfolio are being advertised adequately.
- Report to the President(s) and Vice-President Academics on a weekly basis regarding the progress of the Medical Sciences Committee.

4.12 Duties of the Academic Events Director (1):

- Be responsible for the organization of academic events and seminars including academia, professional schools that are not health related as well as graduate school seminars excluding the ones that fall under the portfolio of the Medical Sciences Events Director.
- Be responsible for overseeing publicity to ensure that the academic events and seminars that fall under this portfolio are being advertised adequately.
- Report to the President(s) and Vice President Academics on a weekly basis regarding the progress of the Academic Committee.

4.13 Duties of the Publicity and Marketing Directors (2):

- Be responsible for publicity of the Biology Students' Association for the purposes of recruiting members and advertising events held by the organization.
- Prepare various distributable marketing materials on a regular basis with direction from the Executive Committee.
- Be responsible for maintaining the bulletin board on a weekly basis and posting on public forums.
- Design and oversee the preparation of all publications including but not limited to the published Biology Students' Association newsletter and any web-based newsletters.
- Assist the Webmaster and Vice President Communications in web designs/graphics.
- Communicate with the other Events Directors on a weekly basis concerning events.
- Report to the President(s) and Vice-President Communications on a weekly basis regarding the progress of the Publicity and Marketing Committee.

4.14 Duties of the Social Events Director (1):

- Be responsible for the organization of all social events including reservations, ticket sales and transportation.
- Be responsible for organizing a minimum of two social events in each session.
- Be responsible for overseeing publicity to ensure that all social events are being advertised adequately.
- Report to the President(s) and Vice President Social on a weekly basis regarding the progress of the Social Committee.
- Report any financial matters concerning events to the Vice President Finance and Operations.

4.15 Duties of the Volunteer/Charity Events Director (1):

- Co-ordinate the recruitment of volunteers and organize effective ways to engage volunteers

- Maintain volunteer lists and organize appreciation events.
- Be responsible for seeking out volunteer opportunities for the general membership.
- Be responsible for organizing a minimum of two charitable events in each session.
- Be responsible for overseeing publicity to ensure that all charitable/volunteer events are being advertised adequately.
- Report to the President(s) on a weekly basis regarding the progress of the Volunteer/Charity Committee.
- Report any financial matters concerning events to the Vice President Finance and Operations.

4.17 Duties of the 50th Fund Director (1):

- Manage and lead efforts to co-ordinate the affairs of the BioSA 50th Anniversary Fund Projects; including but not limited to the Meeting Place Mural, Science Wing Community Chalkboard, and AC 223 Outlet Enhancements
- Work with the Volunteer-Charity Director to obtain any volunteers necessary to work on initiatives related to the BioSA 50th Anniversary Fund Projects.
- Work with the VP Communications and Publicity and Marketing Directors to promote initiatives related to the BioSA 50th Anniversary Fund Projects.
- Report to the President(s) on a bi-weekly basis on the progress and maintenance of the BioSA 50th Anniversary Fund Projects.
- Be the first line of communication when working with University of Toronto staff regarding any BioSA 50th Anniversary Fund Projects.

4.18 Duties of the Senior Year Representatives (2):

- Be responsible for assisting the Academic, Medical Sciences, Publicity, Social and Volunteer/Charity Events Directors carry out their duties, as they pertain to the senior year students.
- Be responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
- Be responsible for organizing at least one Academic or Medical Sciences event in consultation with the appropriate Events Director.
- Identify and solicit academic concerns relevant to senior year students and report concerns to the Vice President Academics.
- Be responsible for at least 1 collaboration event with external organizations in the U of T community or the GTA community at large.

4.19 Duties of the Second Year Representatives (2):

- Be responsible for assisting the Academic, Medical Sciences, Publicity, Social and Volunteer/Charity Events Directors carry out their duties, as they pertain to the second year students.
- Be responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
- Be responsible for organizing at least one Academic or Medical Sciences event in consultation with the appropriate Events Director.
- Identify and solicit academic concerns relevant to second year students and report concerns to the Vice President Academics.
- Be responsible for at least 1 collaboration event with external organizations in the UofT community or the GTA community at large.

4.20 Duties of the First Year Representatives (2):

- Be responsible for assisting the Academic, Medical Sciences, Publicity and Marketing, Social and Volunteer/Charity Events Directors carry out their duties, as they pertain to the first year students.
- Be responsible for making announcements in classes about events held by the organization and serve as liaisons between members and the Executive Committee.
- Be responsible for organizing at least one Academic or Medical Sciences event in consultation with the appropriate Events Director.

- Identify and solicit academic concerns relevant to first year students and report concerns to the Vice President Academics.
- Be responsible for at least 1 collaboration event with external organizations in the UofT community or the GTA community at large.

4.21 Duties of the Webmaster (Not Limited to 1):

- Be responsible for the design and maintenance of the Biology Students' Association website and forum.
- Assist the Publicity and Marketing Director in the preparation of all publications, including but not limited to the newsletter and membership cards. Maintain ongoing communication and report on a weekly basis to the Vice President Communications.

4.22 Duties of the Director of the Chemistry Aid Centre:

- Be responsible for the oversight and hiring process for the Chemistry Aid Centre Tutors
- Be responsible for the state of operations at the Chemistry Aid Centre and ensure the centre runs at optimal efficiency
- Communicate with the Environmental and Physical Sciences DSA and VP Communications in a bi-monthly committee review of Chemistry Aid Centre policies, duties, and future directions.
- Assist the Publicity and Marketing Director in the preparation of all publications related to the Chemistry Aid Centre
- Maintain ongoing communication and report on a bi-weekly basis to the Vice President Communications.
- Create the Volunteer schedule for the Chemistry Aid Centre.

4.23 Duties of the Secretary:

- Required to report back to the Vice President Finance and Operations.
- Be responsible for the preparation of the agenda and minutes for all meetings,
- Be responsible for posting and preparing office hour and announcement schedules as required.
- Be responsible for the maintenance and cleanliness of the office (BV304)
- In the event of an executive leaving or being removed, then the Secretary will step in to fulfil the role of that executive until a replacement can be found.

4.24 Specialized Committees:

Each of the year representatives shall be assigned by the President(s) to work with one of the Events Directors. The committees will be referred to as the Academic Committee, the Medical Sciences Committee, the Publicity Committee, the Social Committee and the Volunteer/Charity Committee and will be led by their respective Events Director. Committee membership will change at least every academic session.

4.25 Impeachment of Executive Members:

If for any reason an Executive Member(s) has not fulfilled their duties in a responsible, orderly, and professional manner as seen fit by their fellow Executive Members, the Senior Executive Team at their next meeting shall invite the Executive Member(s) under question to provide justification and shall then have the right to dismiss the said member(s) by a two-thirds majority vote, stripping them of their title and all connection to the Biology Students' Association Executive Committee. The impeached Executive Member(s) will be prohibited from applying for Events Membership for the current year. If the Executive Team chooses not to impeach the Executive under question, they may issue a censure following a majority vote.

4.26 Impeachment of Senior Executive Members:

If for any reason a Senior Executive Member(s) has not fulfilled their duties in a responsible, orderly, and professional manner as seen fit by their fellow Executive Members, the Senior Executive Team at their next meeting shall invite the Senior Executive Member(s) under question to provide justification and shall then have the right to dismiss the said member(s) by a two-thirds majority vote, stripping them of their title and all connection to the Biology Students'

Association Executive Committee. Their right to vote shall be waived. The impeached Senior Executive(s) will be prohibited from applying for Events Membership for the current year. If the Senior Executive Team chooses not to impeach the Senior Executive under question, they may issue a censure following a majority vote and inform the Executive Committee of said censure.

Article 5: Faculty Advisors

1.01 Eligibility:

- Faculty members of the Department of Biological Sciences are eligible to serve in the capacity of Faculty Advisors within the Biology Students' Association
- A member of the faculty may be self-nominated or nominated by any member of the Executive Committee, and appointment will take place after a vote of the Executive Committee for a term of one year.
- This position is non-exclusive and multiple faculty members may serve in these positions.
- A faculty advisor shall be considered an honorary member of the Executive Committee and shall not have voting rights.

1.02 Roles within the Executive:

- Faculty Advisors are encouraged to attend all Biology Students' Association events, General Meetings of members and Executive Meetings
- Advise the Executive Committee on any faculty, course or student concerns that have not been previously discussed
- Are encouraged to participate in different mediums of communication with the general membership, including but not limited to online forums and class announcements/discussion

Article 6: Meetings

6.01 Meetings of the Executive Committee:

The Executive Committee will meet at least once a month, and additional meetings may be arranged based on necessity. The President(s) shall chair Executive Meetings. In the absence of a President, the Vice President Academics shall chair the meeting.

6.02 Meetings of the Senior Executive Team:

The Senior Executive Team will meet when necessary and meetings will be called to order when quorum is established.

6.03 Quorum for Executive Committee and Senior Executive Team Meetings:

Quorum of meetings shall require a majority of voting executive present.

6.04 Notice of Meetings:

In order for a meeting to be held, notice must be made public at least seven days prior to the date scheduled.

6.05 Agenda and Minutes:

The following will apply for meetings

6.05.01 Agendas:

In consultation with the President(s), an agenda for the meeting will be prepared and distributed by the Vice President Communications. This agenda will be distributed and posted for the public no less than three days prior to the scheduled meeting.

6.05.02 Minutes:

Minutes for meetings will be prepared and distributed by the Vice President Communications and will be available on the website no more than fourteen days after the meeting takes place.

6.06 Rescission of Resolutions:

All resolutions passed by the Executive Committee shall remain in force until rescinded. A two-thirds majority vote of the voting members of the Executive Committee will be needed in order to rescind a motion.

6.07 Attendance at Executive Meetings and Events:

- All Executive Members must be in attendance at every executive meeting.
- A leave of absence for up to two months can be taken with a valid reason pending approval of two-thirds majority vote of the Senior Executive team. A notice of at least two weeks needs to be given to the Senior Executive Team before deciding to take the leave.
- An Executive Member(s) will be deemed to have resigned following non-attendance of three executive meetings (unless on two months leave). The position shall be considered vacant unless at the next meeting of the Senior Executive Team, the said Executive Member(s) provides justification acceptable to two-thirds majority. Any reinstated Executive Member(s) who is absent from two (2) further meetings shall be deemed permanently resigned, and their position shall be considered vacant.

6.08 Meetings of the General Membership:

There shall be at least one general meeting of members in both the fall and winter sessions.

6.09 Quorum for General Meetings

Quorum of 35 members physically present must be attained at General Meetings for the transaction of business to occur.

6.10 Request of General Meeting

Members may request a General Meeting take place with the signatures of at least ten percent (10%) of members. The meeting must take place within one month of receipt of the request.

Article 7: Finances

7.01 Fiscal Year:

The fiscal year of the organization shall commence on May the 1st and end on April the 30th of the following year.

7.02 Preparation of the Budget:

The budget shall be prepared by the Vice President Finance and Operations and presented to the Senior Executive Team one month prior to each academic session.

7.03 Sources of Funding:

The main sources of funding shall be club funding provided by the SCSU, Events Membership fees, sponsorship funding, and any other fees from sales of tickets for paid events, or sales of other items as deemed fit by the Senior Executive Team.

7.04 Banking Arrangements:

The banking business or any part thereof shall be transacted with such bank, trust company or other firm or body corporate as the Senior Executive Team will authorize. All such banking business shall be transacted by the President(s), Vice President Finance and Operations and Vice President Academics, on the organization's behalf.

7.05 Execution of Instruments:

The President(s), Vice-President Finance and Operations and only in special circumstances the Vice President Academics, shall sign the instruments requiring the signatures of the organization.

Article 8: Elections

8.01 Eligibility:

All UTSC students enrolled in any undergraduate program offered by the Department of Biological Sciences are eligible to run for any elected position on the Executive Committee. Senior Executive positions further require at least one year of service on the Executive Committee. The positions of the Publicity and Marketing Director, Social Events Director, and Volunteer/Charity Events Director are restricted to students entering their second or higher years. Senior Year Representative Positions are restricted to students entering their third year or above. Second Year Representative Positions are restricted to students entering their second year. First Year Representative Positions are restricted to students currently in their first year. Student must identify which position they are running for at the time of nominations. Current First-Year students who have not registered in a subject post as of election time may run for a position with intention of registering in a Biological Sciences program by September. No Executive Member can run, apply for, nor hold more than one position at one time.

8.02 Notice:

The date of the election shall be made public at least two weeks prior and the notice shall include information regarding the nomination process.

8.03 Nomination Process:

Any UTSC student may nominate a Biological Sciences student for a position on the Executive Committee provided that they are eligible to run for that position pursuant to section 8.01. Official nomination forms must be provided by the outgoing members of the Senior Executive Team, who will also be responsible for the election process. If for any reason there is no person to fulfil this responsibility, an outgoing Executive Committee Member shall be appointed by the President(s). If there are no Executives considered out-going, the entire Senior Executive Team will fulfil this responsibility. Nominations will only be accepted during the designated time preceding elections set by the outgoing members of the Senior Executive Team. Candidates cannot nominate themselves, nor can be endorsed by any member on the Executive Committee.

8.04 Fall Elections:

An election shall be held no earlier than the third week of September and no later than the second week of October for the purposes of electing the First-Year Representatives pursuant to section 8.01.

8.05 Spring Elections:

An election shall be held no earlier than the second week of March and no later than the first week of April. All eligible members may run for executive positions for the upcoming academic session pursuant to section 8.01.

8.06 Equality of Votes:

In the case of an equality of votes, the Senior Executive will vote to break the tie.

8.07 By-Elections and Vacancies of Office:

8.07.01 Procedure after Resignation/Impeachment:

Upon resignation or impeachment of an executive member(s) the Senior Executive Team by a two-thirds majority vote may decide on one of the followings:

- Appoint any candidate that ran for the position in question.
- Appoint a current Executive Committee member to fulfill the duties.
- Decide to leave the seat empty and share the duties amongst themselves.
- Decide to hold a by-election for the position to be filled.
- Employ 'executive appointment' pursuant to Section 9.01
- Have the secretary take over the position until a replacement can be found.
- In the case of a resigned or impeached senior exec, an executive will be promoted to the position upon the decision by the Senior Executive Team. The original position held shall be replaced by the secretary until a more proper replacement is found.

8.07.02 Minimal Candidates during Fall Elections:

If a vacancy or vacancies occur as a result of there being no candidate, or too few candidates nominated in the Fall Elections for any position, then a by-election shall be held in order to fill the position(s). If there is any remaining vacancy or vacancies after the by-election, the Senior Executive Team, by a two-thirds majority vote, may decide on one of the following:

- Appoint a current Executive Committee member to fulfil the duties.
- Decide to leave the seat empty and share the duties amongst themselves.
- Employ 'executive appointment' pursuant to Section 9.01

8.07.03 Minimal Candidates during Spring Elections:

If a vacancy or vacancies occur as a result of there being no candidate, or too few candidates nominated in the Spring Elections for any Executive position the Senior Executive Team, by a two-thirds majority vote, may decide on one of the following to fulfil the duties of the position until a by-election is held in the Fall Session:

- Appoint a current Executive Committee member.
- Decide to leave the seat empty and share the duties amongst themselves.
- Employ 'executive appointment' pursuant to Section 9.01

If a vacancy or vacancies occur as a result of there being no qualified candidate, in the Spring Elections for a Senior Executive position the Senior Executive Team, by a two-thirds majority vote, may decide on one of the following to fulfil the duties of the position until a by-election is held in the Fall Session:

- Decide to leave the seat empty and share the duties amongst themselves until the Fall elections at which point a current Executive may be appointed to the Senior Executive position
- Decide to leave the seat empty and share the duties amongst themselves until the Fall elections and re-open nominations at that time
- Employ 'executive appointment' pursuant to Section 9.01

8.07.04 Vacancies of the Office of the President:

Upon the office of the President becoming vacant, the Vice-President Academics shall serve as the acting President or if he/she is unable to act as such, then the Senior Executive Team, by a two-thirds majority vote, shall designate another member of the Senior Executive Team to serve as acting President.

8.07.05 Vacancies of the Office of the Vice-President Academics, Vice President Social, Vice President Communications, Vice President Finance and Operations, Academic Events Director or the Medical Sciences Events Director:

Upon the office of the Vice-President Academics, Vice President Social, Vice President Communications, Vice President Finance and Operations, Academic Events Director or the Medical Sciences Events Director becoming vacant, the Senior Executive Team by a two-thirds majority vote may decide on one of the following:

- Appoint any candidate that ran for the position in question.
- Appoint a current Executive Committee member to fulfil the duties.
- Decide to leave the seat empty and share the duties amongst themselves.
- Decide to hold a by-election for the position to be filled.
- Employ 'executive appointment' pursuant to Section 9.01

8.08 Appointment of the Webmaster (Not limited to 1):

8.08.01 Eligibility:

Applicants for the Webmaster positions shall be undergraduate students enrolled at UTSC. Applicants are eligible to either run for, or apply for one position at one time.

8.08.02 Process:

The appointment shall occur by the following manner:

- A call for applications will be made during or before the week of the Spring Elections by the current members of Senior Executive Team.
- Applications shall be collected by the current President(s).
- The newly elected Senior Executive Team shall conduct interviews during the first two weeks of May.
- The newly elected President(s) shall inform all candidates of the decision made by the Senior Executive Team.

8.09 Appointment of the Director of the Chemistry Aid Centre (DCAC) (1):

8.09.01 Eligibility:

Applicants for the DCAC position shall be undergraduate students enrolled at UTSC. Applicants are eligible to either run for, or apply for one position at one time.

8.09.02 Process:

The appointment shall occur by the following manner:

- A call for applications will be made during or before the week of the Spring Elections by the current members of Senior Executive Team.
- Applications shall be collected by the current VP Communications.
- The newly elected VP Communications shall conduct interviews during the first two weeks of May.
- The newly elected VP Communications shall inform all candidates of the decision made.

8.10 Appointment of the Secretary:

8.10.01 Eligibility:

Applicants for the Secretary positions shall be undergraduate students enrolled at UTSC. Applicants are eligible to either run for, or apply for one position at one time.

8.10.02 Process:

The appointment shall occur by the following manner:

- A call for applications will be made during or before the week of the Spring Elections by the current members of Senior Executive Team.
- Applications shall be collected by the current Vice President Finance and Operations.
- The newly elected VP Finance and Operations shall conduct interviews during the first two weeks of May.
- The newly elected VP Finance and Operations shall inform all candidates of the decision made.

8.11 Appointment of the 50th Fund Director:

8.11.01 Eligibility:

Applicants for the 50th Fund Director positions shall be undergraduate students enrolled at UTSC. Applicants are eligible to either run for, or apply for one position at one time.

8.11.02 Process:

The appointment shall occur by the following manner:

- A call for applications will be made during or before the week of the Spring Elections by the current members of Senior Executive Team.
- Applications shall be collected by the current President(s).
- The newly elected President(s) shall conduct interviews during the first two weeks of May.
- The newly elected President(s) shall inform all candidates of the decision made.

Article 9: Amendments to the Constitution

Amendments shall take place as follows:

- Any member of the organization may raise an issue regarding the Biology Students' Association Constitution to be reviewed by the Senior Executive Team.
- The issue will be discussed at the next Senior Executive Team as well as the next Executive Committee meeting.
- The Executive Committee's proposed resolutions will be presented at the next scheduled meeting of the General Membership.
- A vote will be taken by all those in attendance at the meeting. A two-thirds majority of voting members present of the organization must be obtained in order to pass the constitutional change.
- The amendments will be made to the Biology Students' Association Constitution. The new document will be made available to all members, and will also be submitted to the office of Student Affairs & Services.

9.01 First Amendment: Executive Appointments:

9.01.01 Circumstances:

In the event that the process for selection of a new executive is not complete (section 8.07) then the Executive Committee can be granted the authority to hire the position in question. Executive Hirings can only commence after consultation with the Executive Committee and a 2/3 majority must be reached before the process can begin.

9.01.02 Process:

The appointment shall occur by the following manner:

- A call for applications will be made upon the decision by the executive committee.
- Applications shall be collected by the current President(s).
- The Senior Executive Team shall conduct interviews to gauge the ability of the candidate.
- The Senior Executive team will relay the choices for the position and information obtained through interviews to the rest of the executive team and the executive team will vote on the choice for the candidate.
- The newly elected President(s) shall inform all candidates of the decision made by the entire executive team.

Article 10: Food Handling on Campus

The Biology Students' Association will adhere to Provincial and the Municipal Regulations when events are held at the University of Toronto at Scarborough, which include the sale and/or service of food products.

Article 11: Authority

This Constitution, in its entirety shall become the sole source origin for the formation, powers, responsibilities, and duties for all members of the Biology Students' Association and henceforth from the date of ratification by the membership shall invalidate all previous documents pertaining thereto.

Date of Approval _____

Biology Students' Association President(s): Ellie Kubisz and Imaan Javeed

Chair of the Department of Biological Sciences: Andrew Mason

Student Affairs Representative: _____