

BGSS Constitution

Article I: Name

1. The Society shall be known as the "Biochemistry Graduate Students' Society of McGill University" hereafter.
2. The acronym, "BGSS" may be used to designate the society.
3. The Society is a non-profit organization formed within the confines of the Department of Biochemistry at McGill University (Montreal, Quebec, Canada).

Article II: Membership

Membership in the BGSS is automatically conferred to any person registered as a student in the post-graduate programs (M.Sc. or Ph.D. or Post-Doctorate) offered by the Department of Biochemistry at McGill University.

Article III: Objectives

1. Provide counseling, support and protection for the members.
2. Cultivate and encourage social interaction amongst members.
3. Foster and facilitate scientific cooperation amongst members.
4. Promote recreational activities encouraging personalized relations between faculty, staff, post-doctoral fellows and graduate students.

Article IV: BGSS council (B.C.)

1. The B.C. shall be the governing body of the BGSS.
2. The B.C. should meet monthly at a moment fixed by the co-presidents.
3. The B.C. is the entity responsible for establishing and completing yearly objectives for the BGSS.
4. The elected offices of the BGSS shall include:
 - a. Executive board (E.B.):
 - i. Presidents (1 or 2)
 - ii. Vice President (VP) Finance (1 or 2)
 - iii. Vice President (VP) Communications (1 or 2)
 - b. Council members:
 - i. Post-Graduate Students' Society (PGSS) Representatives (23)
 - ii. Social Media Representative (1 or 2)
 - iii. Social Life Representatives (up to 5 up to 10)
5. **At meetings, all members of the B.C. will have equal voting power. A simple majority shall be sufficient unless specified.**

- a. The individual presiding over the council (typically one of the co-presidents) will refrain from voting, ~~g~~ (except in the event of an impasse).
6. All ~~BGSS-BC Council~~ members shall share equal responsibility for the overall success of the operation of BGSS.
7. The ~~B-C-C~~ shall be responsible for organizing a number of social or academic at least four major social events per academic year. These ~~may could~~ include, but are not necessitated or limited to:
 - a. An annual barbecue (summer)
 - b. A new student welcome event ~~Meet and Greet Wine and Cheese party~~ (Fall)
 - c. An aAnnual Christmas party ~~Holiday event~~
 - d. An annual Career Symposium ~~Research Day~~
8. Election for all officers shall be completed ~~before~~ immediately after the Annual General Meeting (AGM).
9. No individual shall accept nomination for more than one office in any BGSS election.
10. All officers will serve a 12-month term in office commencing at the beginning of the summer term ~~June, for McGill University.~~
11. Any member of BGSS may attend ~~B-C-C~~ meetings, unless previously banned, but will not possess voting privileges.
 - a. Non-~~B-C-~~ members of BGSS will be considered members at large and are welcome to help in the organization of any BGSS event.
 - b. Members at large can be banned by double-majority (2/3 rds) of the ~~B-C.~~

Article V: Executive Board (~~E-B-~~)

1. The ~~Pp~~presidents, ~~VPs~~ Finances and ~~VPs~~ Communication~~ss~~ shall comprise the BGSS Executive Board (~~E-B-~~).
 - a. The ~~E-B-~~ shall be responsible for enforcing decisions made by the ~~B-C.~~
 - b. The ~~E-B-~~ shall be responsible for keeping the financial affairs of the BGSS in order.
 - c. The ~~E-B-~~ is the entity responsible for the day-to-day management of the BGSS.
2. The EB is responsible for holding 1-2 meetings per academic year with the current Chair of the Biochemistry Department. This meeting should cover the following:
 - a. Proposed (or completed) events for the academic year
 - b. Proposed (or completed) yearly budget and renewed commitment of financial support from the Department, including support for events and amount of travel awards available for poster prizes
 - c. Recommendations to the Department from BGSS related to student life in the department

Article VI: Duties of Officers

1. All members of BGSS (regardless of office) shall:
 - a. Attend the monthly meeting as set by the Presidents
 - b. Each be responsible for organizing at least one BGSS social event per year.
 - i. Formation of subcommittees (including a President and VP Finance) is encouraged when necessary
 - c. Be responsible for providing a detailed written event exit report to the BC within one month of the completion of the event they organized.
 - i. Each event exit report shall be shared in a common folder available to all BC members.
 - d. Attend and help out at, as needed, all BGSS events, whenever possible.
- 1.2. The President(s) shall, in addition:
 - a. Have general supervision over the affairs of the BGSS in coordination with the ~~BGSS Council~~BC.
 - b. Preside over all meetings of the ~~BGSSBC Council~~.
 - c. Serve as spokesperson for the membership to the department and faculty.
 - d. Direct all business at the Annual General Meeting.
 - e. Organize elections for the subsequent ~~BGSSBC council~~.
- 2.3. The Vice President(s) of Finance shall, in addition:
 - a. Be responsible for all funds of the BGSS.
 - b. ~~A~~Will account for the financial condition of the BGSS at the AGM.
 - i. Provide a financial report to the ~~BGSS BC and PGSS Council~~ at the end of their mandate.
 - c. Have authority to receive monies on behalf of the BGSS.
 - i. In the event that there is only a single VP Finance, the current ~~P~~resident(s) shall have the authority to receive monies on behalf of the BGSS.
 - d. Have individual authority over all actions relevant to the bank account of the BGSS.
 - i. Have signing authority to endorse cheques on behalf of the BGSS.
 - ii. In the event there is only a single VP Finance, the current ~~P~~resident(s) shall have the authority to endorse cheques on behalf of the BGSS.
- ~~3.~~The Vice President(s) of Communications shall, in addition:
- ~~a.4.~~ ~~Perform administrative work for the BC GSS council including record keeping and correspondence.~~
 - a. Be responsible for recording BGSS meeting minutes and ensuring the transmission of said minutes to the B-C and members of the BGSS.

- b. Be responsible for monitoring, sending and responding to correspondences from the BGSS e-mail account in conjunction with the President(s) as necessary.
 - c. Be responsible for managing the administration of the attendance list for all mandatory departmental seminars.
 - d. Oversee the maintenance of the BGSS website.
 - e. In the event that the presidency is vacant following a resignation or impeachment, the VPs Communication~~ss~~ shall act as interim presidents until a new president is chosen.
- 4.5. The PGSS Rrepresentatives shall, in addition:
- a. Attend all meetings of the PGSS council or arrange for someone to attend in their place.
 - b. Act as a liaison between the BGSS and PGSS councils.
 - b.i. At every BC monthly meeting, report back with the main points and news discussed at the latest PGSS meeting.
 - c. Further the interest of biochemistry students within the parameters of the PGSS council.
6. The Social Media Representative(s) shall, in addition:
- a. Update the different social media platforms (i.e. Facebook, Twitter, etc.) every time an event needs to be promoted or for any other communication purposes.
7. The Social Llife Rrepresentatives shall:
- a. Engage in active discussion at the monthly meetings to forward new or existing events.
 - 5-b. Bring ideas for new events to the attention of the council
 - ~~a. Be in charge of organizing various social events of the BGSS throughout the year.~~
 - ~~b. Each be responsible for organizing at least one BGSS social event per year.~~
 - ~~c. Help oOrganize any other event submitted to BGSS and approved by the B.C.~~
 - ~~d. Form a n organization sub-committee for each events composed of at least one of each of the Co-Presidents, VPs Finance and VPs Communication~~ss~~.~~
 - ~~— Responsible for writing and providing a detailed event exit report to the B.C. within one month of the completion of the event.~~
 - e. Each event exit report shall be shared in a common folder available to all BC members.

Article VII: Elections

1. Elections shall be conducted in accordance with this constitution.
2. All BGSS members shall be eligible to vote in BGSS elections.
 - a. Elections shall be won by a relative majority.
3. All members of the BGSS ~~the Society~~ shall be eligible to run in an election.

- a. All candidates for an executive position must adhere to “PGSS Campaigning Guidelines”, and failure to do so will authorize the B.C. to enforce disciplinary actions as deemed appropriate.
 - b. All elected individuals must remain members of the BGSS Society throughout their mandate, otherwise they must resign.
4. Execution of the elections and /referendums shall be the responsibility of two members of the B.C., preferably the Co-Presidents, with the exception of those running for office.
5. The general election period, for the purpose of the election of the Executive Committee, shall be held between May 1st and May 30th.
6. If a position is not filled through normal electoral procedures, or if an executive resigns or is impeached, an application and interview process will take place, conducted by at least two members of the E.B. The new officer will be chosen by the B.C. upon nomination by the two E.B. interviewers.
 - a. This process will occur once all electoral procedures have taken place up to and including ballot counting.
 - b. Any B.C.-elected officer who wishes to obtain this new position may apply, but if he is chosen, he will be forced to leave his-their previous B.C. office. The vacant office will be filled by the same procedure.

Article VIII: The Annual General Meeting (AGM)

1. The AGM shall be held after-before the general elections each year during the first half of the summer term of McGill University.
2. BGSS membership will be notified of the AGM at least two weeks prior.
3. All BGSS members are permitted to attend the AGM.
4. At the AGM:
 - a. Current members of the BC shall introduce themselves.
 - b. Members not part of the BC but attending the AGM shall introduce themselves.
 - a.c. Current elected officers of the BGSS councilBC shall describe their respective duties and stand for questioning.
 - b.d. Current VPss Finance shall report on the state of BGSS finances.
 - e.e. The Presidents shall give a report of the past years's events and activities.
 - d. New members of the BGSS council shall be introduced.
 - e.f. Proposals for the constitutional amendments shall be discussed and voted upon.
 - f.g. Any further business shall be conducted.

Article VIII: Impeachment

1. Any officer of the B.C. may be removed from office for:
 - a. Misuse of funds
 - b. Non-fulfillment of the duties outlined in Article VI.

- c. Non-attendance of four regular monthly B.C. meetings.
 - d. Behaviour contrary to the interests of the members of [BGSS](#)~~the~~
~~Society~~.
2. Impeachment requires a double majority (2/3) vote of the remaining members of the B.C.
 3. Any excluded member will be banned from attending meetings or nomination for office within the B.C. for a period of 12 months.

Article X: Amendments

1. A referendum may be held at any time during the academic year to vote on proposed changes to the constitution put forth by members of the B.C.
 - a. BGSS members may put forth amendments to the B.C. provided they have support of ~~the~~ 10% of the membership outlined on a petition.
2. Members must be allowed a period of one month between the announcement of proposed changes and the commencement of the voting period.
3. Each member will have one vote, and the proposed change shall be incorporated provided at least 60% of the members participating vote in favour of the amendment.
4. In order for a proposed change to pass, a minimum of 25% of the entire body of members must vote.
5. Any alteration resulting from such a referendum must be presented at the next AGM.