

The McGill Microbiology and Immunology Students' Association Constitution
Amended January 6th, 2020

Submitted to SUS on January 15th,
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ARTICLE I: NAME AND SCOPE

1. This document applies to the undergraduate students' association established in the Department of Microbiology and Immunology of McGill University. We are a unique student association and
2. The organization shall be called the McGill Microbiology and Immunology Students' Association, hereafter referred to as "MISA".
3. In this document, the singular they/ their shall be used for brevity and clarity.

ARTICLE II: AIM

1. To represent all undergraduate students currently registered in the department of Microbiology and Immunology at McGill University, hereafter referred to as the Department.
2. To promote the welfare and interests of all its members.
3. To enhance the educational and social aspects of its members.
4. To act as a liaison between staff, faculty members and students of the Department.
5. To create a more inclusive environment in all its endeavors and initiatives.
 - a) Through VP Sustainability's portfolio

ARTICLE III: MEMBERSHIP

1. All undergraduate students currently registered in the Department shall be considered regular members of the society, hereafter referred to as MISA members. Students under the major concentration, minor concentration or the liberal program are all considered to be members of the society.
2. All undergraduate students registered in the Interdepartmental Honours in Immunology program, hereafter referred to as IHI, at McGill University shall be considered regular members of the society.
3. No membership fee shall be imposed.

ARTICLE IV: ORGANIZATION

1. The governing authority of MISA shall be known as the Council and hereby referred to as such in this constitution. It shall be composed of the Executive Committee and of the Student Representatives.
2. Members of the Council shall hereafter be referred to as Council Members.
3. Members of the Executive Committee, hereafter referred to as Executive Officers, shall be composed of the following:
 - a. President;
 - b. Vice-President, Finance;
 - c. Vice-President, Academic;
 - d. Vice-President, Social;
 - e. Vice-President, External;
 - f. Vice-President, Communications;
 - g. Vice President, Sustainability.
4. The Student Representatives shall consist of:
 - a. U1 Representative(s);
 - b. U2 Representative(s);
 - c. U3 Representative(s);
 - d. IHI Representative(s).
5. The organizational hierarchy of the MISA Council shall be as follows, in descending order of power and status. This hierarchy comes into effect during meetings/ activities when the president or the acting speaker is absent:
 - a. President
 - b. Vice-President, Academic;
 - c. Vice-President, Finance
 - d. Vice-President, External; Vice-President, Communications
 - e. Vice President, Social; Vice President Sustainability
 - f. U1 Representative(s); U2 Representative(s); U3 Representative(s); IHI Representative(s).
 - a) There shall be a maximum of three U1 Representatives, three U2 Representatives and three U3 Representatives;
 - b) There shall be a maximum of one U2 IHI Representative and one U3 IHI Representative;
 - c) In the event of a resignation of a Representative(s), another candidate fulfilling the selection criteria may be appointed to the position or the

responsibilities normally attributed to the vacant Council Member may be reassigned to other Council Members, at the discretion of the Executive Committee.

6. Each Council Member shall be entitled to one vote at Council meetings.
7. No member of the Council has veto power.
8. In the event of a tie vote at an executive meeting on a given issue, the President (or, in their absence, the acting speaker) shall receive one additional vote to resolve the dispute. This hierarchy is established and maintained in clause 5.

ARTICLE V: POWERS AND DUTIES OF THE COUNCIL

1. The President shall
 - a) Be the chief officer of MISA;
 - b) Be the official spokesperson for MISA;
 - c) Enforce the constitution and by-laws of MISA;
 - d) coordinate and supervise the affairs of MISA.
 - e) Act as chair for Council meetings;
 - f) Ensure that all other Council Members fulfill their constitutional duties;
 - g) Represent MISA and serve as the primary liaison between MISA and the Department;
 - h) Be one of the two signing authorities for MISA cheques: along with the Vice-President, Finance;
 - i) Provide an exit report to the incoming President.
2. The Vice-President, Finance shall
 - a) Advise the Council Members on all financial matters of MISA;
 - b) Be responsible for the payments of all bills and accounts approved by the Council;
 - c) Be responsible for receiving and depositing funds on behalf of MISA into a chartered bank account held by MISA;
 - d) Be one of the two signing authorities for MISA cheques: along with the President;
 - e) Keep sufficient funds available to pay Note Taking Club (NTC) writers and/or other outstanding balances;
 - f) Prepare and present the MISA budget & projected budget for ratification by council;
 - g) Administer the budget and obtain funds, as necessary;
 - h) Keep organized, accurate accounts and records of MISA's financial dealings;

- i) Prepare monthly audit reports presentable to SUS according to their timetable;
- j) Prepare a detailed year-end financial statement due no later than end of March, which shall be ratified by the Council;
- k) Be one of the two holders of the MISA debit card to make appropriate transactions using this card;
- l) act as Interim President in case of absence or removal from office of the President;
- m) act as speaker during any meeting of the Council from which the President is absent;
- n) be liable for the financial integrity of the endowment fund and be responsible for its annual allotment to students;
- o) provide an exit report to the incoming Vice-President, Finance.

3. The Vice-President, Academic shall

- a) Be responsible for MISA matters related to courses and research/career awareness, organize academic activities for MISA members that promote career and/or research awareness;
- b) organize and coordinate the Note-Taking Club (NTCs) according to “The NTC Guide” and modify it if and only if necessary to their discretion;
- c) where necessary, organize (in conjunction with the professor(s) of the course(s) in question) the production, printing, and delivery to students of course packs;
- d) coordinate the Peer Mentorship Program in conjunction with Vice-President Communications;
- e) request and/or attend faculty liaison meetings, as required, to discuss and improve the Microbiology and Immunology curriculum;
- f) attend to any academic issues brought to their attention by students or Student Representatives by advocating on their behalf with the department;
- g) maintain if necessary or if possible, the “Textbook and Lab Coat Rental Program.”;
- h) inform students of any Teaching Awards that may be available, working together with the Vice-President Communications;
- i) attend academic related meetings held by SUS and any other academic related meetings that are necessary and/or of interest for MISA to attend;
- j) Ensure that the President fulfills their constitutional duties;

- k) provide an exit report to the incoming Vice-President, Academic.
4. The Vice-President, Social shall
 - a) organize social activities for MISA members, including but not limited to the Welcome BBQ/ Party, Wine and Cheese(s), and /or Apartment Crawl, along with creating other events;
 - b) organize intramural sports teams (if sufficient demand exists) and sporting events for MISA members in conjunction with Vice-President, External;
 - c) provide an exit report to the incoming Vice-President, Social.
 5. The Vice-President, External shall
 - a) represent MISA to all other student and professional bodies outside of the Department;
 - b) attend all Science Undergraduate Society (SUS) General Council Meetings or, in the event that they are unable to attend, to organize for another Council member to attend on their behalf;
 - c) relay pertinent information from outside bodies (including the SUS) to the Council;
 - d) be the primary contact with any company, agency, or sponsor of any nature;
 - e) provide an exit report to the incoming Vice-President, External.
 6. The Vice-President, Communications shall
 - a) be responsible for preparing (under the direction and with the assistance of the President) and distributing the agenda at least 24 hours before the start of all Council meetings;
 - b) ensure that minutes from meetings are prepared, archived and be ready for consultation by any MISA member upon request;
 - c) maintain and update the MISA website on a regular and reasonable basis;
 - d) help inform MISA members of all planned events and other pertinent information by posting flyers, posting information and/or prepare promotional material on all relevant news/social media/physical media channels, Listserv, etc.;
 - e) provided the Vice President, Communications fulfills article VI, clause 2, they will be appointed Chief Electoral Officer;

- f) provide an exit report to the incoming Vice-President, Communications.
7. The Vice President, Sustainability shall
- a) organize and coordinate fundraising efforts for the MISA council, including but not limited to Bake Sales, Samosa Sales and/or Grocery Bagging;
 - b) organize charitable or community-based events throughout their term;
 - c) promote MISA members' involvement in charitable events, including Relay for Life, in conjunction with Vice-President, External;
 - d) be responsible for holding MISA environmentally responsible during all events;
 - e) promote SUS mental health and self-care initiatives and create additional ones for MISA members;
 - f) update the MISA Code of Conduct and ensure it is followed at MISA events;
 - g) provide an exit report to the incoming Vice-President, Sustainability.
8. U1 Representative(s), U2 Representative(s), and U3 Representative(s) shall
- a) edit NTCs of MIMM classes in their respective academic years, under the supervision of the Vice-President, Academic;
 - b) ensure communication is maintained between the Council and MISA members, as in article VI, clause 7c
 - To organize all proceedings required to run an election according to the articles in the constitution and the Election By-Laws
 - c) announce MISA events and initiatives in classes, social media channels and other media deemed appropriate and of use by the Council;
 - d) promote MISA members' involvement within MISA and MISA organized events;
 - e) serve as the ombudsperson for students of their respective academic years, by addressing their needs, questions, concerns, and/or complaints, doing such deeds as they see fit;
 - f) Participate in the organization of MISA events.
9. IHI representative(s) shall
- a) ensure communication is maintained between the MISA Council and IHI members;
 - b) announce MISA events and initiatives as in article VI, clause 7c;
 - c) promote MISA and IHI members' involvement within MISA and MISA organized events;
 - d) serve as the ombudsperson for students of their respective academic years, by addressing their needs, questions, concerns, and/or complaints;

- e) represent the IHI community to the MISA council;
- f) participate in the organization of MISA events.

10. All Council Members shall

- a) submit to the greater authority of the Council and execute its decisions, even if the decisions conflict with the Council Member's individual opinions or preferences;
- b) act in the interest of MISA Members;
- c) assist the President when required;
- d) keep organized and accurate records of their activities in relation to MISA;
- e) attend all Council meetings.

- 1. Failure to notify the President of more than one absence from Council meeting shall be grounds for impeachment of a Council Member as in article IX;

- f) ensure an equitable and reasonable distribution of duties among the Council members

- 1. The President reserves the right to assign MISA related duties to members of the Council to whom they judge is not contributing their fair share

- g) maintain scheduled office hours, each executive having at least one per week;

11. In the case that Council resolves to support a petition under the name "MISA", a disclaimer must be present that these views are selective to Council and represent the views of MISA members.

ARTICLE VI: ELECTION AND SELECTION OF COUNCIL MEMBERS

- 1. Executive Officers shall be elected by MISA members by a confidential ballot held no later than March 31st of the Winter semester of the academic year;
- 2. The Council shall appoint a Chief Electoral Officer. Their duty shall be to ensure to organize all due processes required to run an election
 - a. The Chief Electoral Officer must not be running as a candidate for a Council position in the election.
 - b. Provided the Vice President, Communications fulfills the above requirement, they will be appointed Chief Electoral Officer.
 - c. If the Vice President, Communications decides to run for an elected position, another member of the Council will be appointed Chief Electoral Officer by the

President, if no council member is eligible for this position, an external graduate student will be appointed with the council's approval;

- d. The Chief Electoral Officer shall ideally be a member of the Council.
- e. The Chief Electoral Officer shall report to the Council.
3. The Chief Electoral Officer will have final say on all matters relating to the election and shall make their decisions in accordance with this constitution and its by-laws (see Article XI);
4. The Chief Electoral Officer shall fulfill their duties impartially.
5. The elections shall be won by a simple majority in relation to the number of people running with no specific percentage in mind;
6. The term of office shall run for one year commencing May 1st of the summer semester of the academic year;
7. Should no candidate be presented for an Executive position, a by-election may be called in the Fall;
8. In the event of the failure of article VI, clause 6, the responsibilities normally attributed to the vacant Council Member may be reassigned to other Council Members;
9. U1 Representatives, U2 Representatives, U3 Representatives shall
 - a. be MISA members
 - b. be selected by the Executive Committee based on an interview conducted by the Executive Committee
 - c. The nomination period will be the first two weeks of September of the Fall semester of the academic year
 - d. At the discretion of the Executive Committee, cover letters and additional application materials may be requested during the nomination period, as well as on subsequent interviews
 - e. Representatives must be selected no later than the third week of September of the Fall semester of the academic year
 - f. Representatives must notify the Executive Committee one week prior to resignation from their position in office
 - g. Representatives will be held responsible for completing duties assigned prior to their resignation from their position in office
 - h. U1 Representatives must be in MIMM U1 classes while serving their term of office
 - i. U2 Representatives must be in MIMM U2 classes while serving their term of

office

- j. U3 Representatives must be in MIMM U3 classes while serving their term of office

10. U2 and U3 IHI Representatives shall

- a. be selected by the Executive Committee, following the process outlined in clause 8, article VI.
- b. Coordinators must be IHI members.
- c. U2 IHI Social Coordinator must be a U2 IHI student while serving their term of office
- d. U3 IHI Social Coordinator must be a U3 IHI student while serving their term of office.

ARTICLE VII: ELIGIBILITY OF OFFICERS

1. Unless otherwise specified in this Constitution, any and all MISA members may run for President, Vice-President External, Vice-President Finance, Vice-President Academic, Vice-President Social, Vice-President Communications, and Vice-President Sustainability.
2. No member shall run for more than one Executive Officer position per election.
3. Only one candidate shall be elected to each Executive Officer position per election
4. An Executive Officer cannot be an executive member of any other departmental society.

ARTICLE VIII: COUNCIL MEETINGS AND LEGISLATION

1. The Council shall meet at least once every second week during the academic year, excluding holidays hereby referred to as regular meetings
2. Quorum for a Council meeting shall require a minimum of 70% of its members of which four must be Executive Officers. This quorum requirement does not apply to meetings concerning the removal of a Council Member or Executive Officer from office (see Article IX).
3. Regular meetings shall be open to all MISA members.
4. Non-members of MISA may attend regular meetings with the permission of one Executive Officer.
5. The Council may decide to conduct closed meetings which involve only Council Members. This decision requires a two-third majority vote of present Council Members.

6. All Executive Officers may delegate a subcommittee with no minimum or maximum number of members.
7. Minutes of all meetings shall be made available to all Council Members.
8. Minutes of regular meetings shall be available to any MISA member, upon formal request submitted to the Vice President, Communications.
9. Minutes of closed meetings shall be available to any MISA member, upon formal request submitted to the Vice President, Communications, provided that any information deemed confidential or sensitive by the Council is removed.
10. All meetings shall be conducted in accordance to Robert's Rules of Order but at the discretion of the President, meetings may be run along more informal lines.

ARTICLE IX: REMOVAL FROM OFFICE

1. Any Council Member may be removed from office if it is deemed they have failed to fulfill their duties outlined in Article V, misappropriated MISA funds, and/or other violations of this Constitution or SUS Constitution their respective by-laws.
2. A motion to remove the Council Member in question, hereafter referred to as the accused, shall be based on reasons outlined in Article IX clause 1 and requires a quorum of three-fourths of the Council, of which four must be Executive Officers.
3. If the accused is a Council Member other than the president, the president shall call a closed meeting and introduce a motion of removal from office.
4. If the President is the accused, it shall be the responsibility of the Vice-President, Finance to call a closed meeting and introduce the motion of removal from office.
5. The motion of removal from office at the closed meeting shall proceed sequentially in the following manner:
 - a. Charges against the accused shall be read.
 - b. The accused (if present) may respond to the charges.

- c. Council members may choose to make a statement, proceeding according to rank.
- d. A confidential ballot vote is taken and if a majority finds the accused guilty of the charges, the accused loses their position, with only the president being allowed to see these votes and if the president is accused, then article IV, clause 5 should be followed.

ARTICLE X: SUCCESSION AND REPLACEMENT

1. Should an Executive Officer resign, be removed from office, or be otherwise unavailable to hold office, the Executive Council shall at its discretion adopt one of the following:
 - a. hold a by-election to fill the vacant position.
 - b. appoint a replacement from the Council.
 - c. appoint a replacement from among other MISA members.
 - d. redistribute the duties (as listed under Article V) of that office among the remaining members of the Council.

ARTICLE XI: FINANCES OF ORGANIZATION

1. The financial year for MISA shall be from May 1st to April 30th the following year.
2. MISA shall always keep a positive account balance in both its chequing and savings account.
3. MISA's financial accounts shall be maintained according to standard accounting practices and there shall remain publicly available documents at all times upon formal request to the Vice President, Communications.
4. There shall be a minimum of \$2000 account balance on the last day of the financial year (April 30th).
5. The signing officers of the MISA account shall be the President and the Vice-President Finance.
6. Any member of MISA can make a reasonable request to inspect the financial accounts of MISA.
7. In the event of irregularity, the Executive Committee shall bring the matter to Council and appropriate action will be taken.
8. Any Council Member shall be allowed to purchase items for the purpose of MISA activities, provided such purchases have been pre-approved by the Council. Reimbursements shall be made promptly by the Vice-President, Finance, providing

accurate receipts of the purchases are submitted.

ARTICLE XII: AMENDMENTS TO THE CONSTITUTION

1. Quorum for an amendment to this constitution shall be three-fourths of the Council, of which five must be Executive Officers.
2. The amendment must be accepted by three-fourths majority vote of present Council Members.

ARTICLE XIII: AMENDMENTS TO THE BY-LAWS

1. Appended to this constitution are a set of by-laws which may be adopted by the Executive Council as it sees fit, providing that such by-laws conform to the principles embodied in this constitution.
2. Quorum for a motion to enact, amend or rescind a by-law of MISA shall be three-fourths of the Council, of which 5 must be Executive Officers.
3. Passage to enact, amend or rescind a by-law shall require a two-thirds majority of present Council Members.

ARTICLE XIV: RATIFICATION

1. This constitution repeals and supersedes all previous constitutions adopted by MISA.