

Microbiology Graduation Students Association Constitution

Effective date: October 1st 2019



Article 1: Organisation Name

- I. The name of the graduate student group shall be the Microbiology Graduate Student Association, also called the MicroGSA.

Article 2: Organisation Mandate

- I. The mandate of the MicroGSA is to strive towards maintaining morale and ensuring a welcoming and inclusive work environment for graduate students and postdoctoral fellows of all backgrounds in the Department of Microbiology. MicroGSA's activities include providing a collective voice for students via anonymous suggestions and representing the membership during external endeavours, organizing and hosting social events for graduate students, as well as coordinating community outreach events.

Article 3: Organisation Membership

- I. MicroGSA membership is closed exclusively to graduate students and postdoctoral fellows, part- and full-time, in the Department of Microbiology, either fully or cross-appointed.
- II. There is no membership cost to join MicroGSA, nor any annual membership fee.

Article 4: Statement of Compliance

- I. MicroGSA complies with all rules, regulations, bylaws, policies, and procedures of the University of Manitoba Students Union (UMSU) (<https://umsu.ca/about/governing-documents/>), especially those found in the UMSU Student Clubs and Procedures document (<https://umsu.ca/get-involved/student-clubs/>), and the Student Group Promotion and Affairs Committee (SGPAC).

Article 5: Organisation Council Positions

- I. The following positions (with their associated duties) make up the executive council of MicroGSA (hereafter called "the council"):
 - a. President
 - i. Attend all meetings or appoint the vice-president to attend when they cannot attend
 - ii. Act as signing authority
 - iii. Keep meeting on track with respect to agenda
 - iv. Ensure the committee stays on track with respect to the mandate
 - v. Need to ensure that the meeting follows Robert's Rules of Order (https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order).
 - vi. Officially represent MicroGSA at events or appoint a representative if they cannot attend
 - b. Vice-president
 - i. Attend all meetings and lead in the absence of the president
 - ii. Act as signing authority
 - iii. Assist the president with their responsibilities

- c. Executive – (Records)
 - i. Responsible for documenting meeting minutes and disseminating them to the committee
 - ii. Setting and disseminating the agenda in advance of meetings
 - iii. Archive minutes from meetings and sub-committee meetings
- d. Executive – (Finance)
 - i. Maintain adequate financial records for MicroGSA with reports at every formal meeting in accordance with Article 8
 - ii. Be responsible for the cash box (float) and records pertaining to it
 - iii. Act as signing authority
 - iv. Responsible for facilitating reimbursement
 - v. Responsible for ensuring the GSA stipend is deposited
- e. Executive - (Events)
 - i. Responsible for event logistics
 - ii. Attends events or appoints designate to be responsible for setup/takedown
 - iii. Orders supplies for events (food, beverages, etc.)
 - iv. Upholds the cultural diversity of the membership
- f. Executive - (Internal Communications)
 - i. Responsible for emails to the membership
 - ii. Making and disseminating advertisement for events (posters, etc.)
 - iii. Surveys for feedback from membership (in coordination with External Communications)
- g. Executive - (External Communications)
 - i. Managing the MicroGSA website
 - ii. Managing social media accounts
 - iii. Surveys for feedback from membership (in coordination with Internal Communications)
 - iv. Communication with MiSC (Microbiology Student's Club)
 - v. Manage merchandise
- h. Graduate Student Association Representative
 - i. Attend all GSA council meetings and bring up any concerns or comments that the MicroGSA executive may have
 - ii. Report to the MicroGSA council the salient points of the GSA meetings
 - iii. Prepare and submit expenditure reports for MicroGSA when required

II. Duties are subject to change as per Article 8.

III. If not enough students run for executive council, only the mandatory positions must be filled. These include President, Vice-president, Executive - (Records), Executive - (Finance). Once these minimum positions have been filled, the duties of the remaining positions must be distributed amongst the executive council to ensure all of the above duties are managed appropriately. However, no council member may have more than one title and will only have one vote no matter how many duties assigned.

IV. If there are no nominees for the four mandatory positions for any given election period, the previously elected council is given the option to hold their positions for another term.

Article 6: Executive Council Elections and Terms of Office

- I. MicroGSA elections for all council positions shall be held in the fall semester every year, unless changed by a majority vote of the MicroGSA (see Article 8).
- II. Terms of all council members shall be one (1) year position. If the position is forfeited before the term has been completed the position will be filled as required by the executive council and the existing member(s) must follow transition protocols of Article 7. Incumbent council members may be re-elected for any number of subsequent terms.
- III. Prior to the MicroGSA elections, the exiting council shall select a Chief Returning Officer (CRO) to oversee the fairness and transparency of the election process. The CRO may or may not be a member of MicroGSA, but cannot run as a candidate in the election while holding the CRO position. Selection of the CRO is up to the discretion of the exiting council upon consultation with the membership. An email and posted notices must be disseminated two (2) weeks before appointing the CRO. To ensure the CRO has the support of the membership, a survey must be sent to the department asking if the CRO has the support (yes or no answers only, no explanations required). The CRO must have positive responses from 75% of the respondents to be selected. A proposed CRO who does not have the support of the membership must be replaced and the same process must be followed.
- IV. Duties of the CRO:
 - a. Oversee and administer the elections
 - b. Set the date for elections
 - c. Publicize the elections to membership of the MicroGSA
 - d. Make available a list of candidates for council positions at least one (1) week before the first day of voting
 - e. Hear and decide any appeals and/or complaints related to elections (see Article 12: Appeals)
 - f. Oversee and administer the fair and accurate counting of votes or ballots
 - g. Ensure that the integrity of the ballots are maintained
 - h. Announce the results of the elections to the membership
- V. Voters must be part of the MicroGSA membership as defined in Article 3 at the time of the vote.

Nomination Procedure

- I. Nomination forms must be submitted to the CRO two (2) weeks in advance of the date the CRO proposes for elections. These are available to the membership. Advertisement by the nominees may be posted upon (and not before) the nomination deadline. All advertisements must be taken down by the nominees within two (2) days after the voting has ended. Advertisements must meet University of Manitoba guidelines for appropriate conduct. Costs of the campaign cannot exceed \$10 per nominee and will not be reimbursed by the council. Receipts must be provided to the CRO and the CRO is obliged to penalize over-expenditures by deducting 5% of the votes, rounded up to the nearest person, for the offender for every dollar exceeded, rounding up to the nearest dollar.

Eligibility

- I. All membership as defined in Article 3 can be nominated to be on the council unless previously impeached from this committee or currently assigned as a CRO for the same election cycle.
- II. Individuals can only be nominated for one (1) council position per year

Voting for the council will be conducted according to The Election Policy and meeting the minimum criteria below:

- I. Voting will be conducted online by a survey managed by the CRO
- II. Voting will take place over a period of five (5) business days
- III. Voting must only occur once per member (as defined in Article 3)
- IV. Ballots must include full name of voter, student number and principal investigator's name
- V. Any ties will be resolved by holding a runoff election

Runoff Procedure

- I. In the event of a tie, a runoff election will be held in accordance with Article 6 with the following exception. The time that will be allowed for the campaign will be reduced to 1 week.
- II. Any breach of these regulations will be brought before the incumbent council, who may decide to expel the offender on a majority vote.

Article 7: Transition of the Executive Council

- I. All outgoing members must return all keys (lock box, cupboard, etc.)
- II. Passwords of shared accounts must be passed on to new members and changed by incoming council every year.
- III. Signing authorities exiting the council must go to the bank with new signing authorities to transfer control.

Article 8: Organisation Meetings

- I. Meetings will be scheduled at minimum once every two months.
- II. At each meeting, the President and or/the Vice-President and at least one other Executive must be present. For any vote to pass the organisation must meet majority. Majority is defined as the presence of a majority (half +1).
- III. An end of year (July/August) annual general meeting (AGM) must be held yearly and the proposed CRO must be announced at this meeting (as well as disseminated by email to the membership). Updated financials must be presented at this meeting. Announcement of the AGM date, agenda, and location must be disseminated to the membership a minimum of two (2) weeks before the scheduled AGM.

Article 9: Clear Representation for Ph.D./M.Sc./Postdoctoral Fellows

- I. In the event that the elected council is composed solely of M.Sc. students or composed solely of Ph.D. students, then an extra council position must be added that is a M.Sc. or Ph.D. student representative. If desired, Postdoctoral Fellows may elect a representative as well. This is to ensure that there is fair representation on the council.

Article 10: Breach of Conduct

- I. Breach of conduct constitutes the mishandling or misappropriation of funds, misrepresentation of MicroGSA, and/or general abuse of any privileges given in good faith by the membership. Should any member of the council be found wanting in their duties removal of council members will follow Article 4 and the impeachment procedure set out in Article 11.
- II. Members who have missed 3 meetings in a row can be removed by the council on a formal vote (as per Article 8).

Article 11: Impeachment Procedure

- I. Upon knowledge of any potential infraction, the council, in conjunction with the Department Head, will hold a meeting to determine the validity of the accusation. If substantial evidence is found to incriminate the accused, an email detailing the incident and accompanying evidence (for and against) will be sent to the membership.
- II. The guilty party will be given the opportunity to step down. Should they refuse, the email to the membership will include a survey to ask if the membership wishes to remove the individual(s) from the council.
- III. The CRO from the most recent election will coordinate the following vote. The results of this vote will be counted one (1) week after the email was sent. Majority vote of the respondents will be required to expel the offender(s). Full confidentiality will be maintained throughout any investigation of wrongdoing until the email has been sent to the department. If any council member(s) are expelled the positions will be filled as per Article 6 and they must follow transition protocols of Article 7.

Article 12: Appeals

- I. Refer to the official appeal policy of the MicroGSA.
- II. Amendments to the official appeal policy must follow the same procedure as those of the constitution, see Article 13.

Article 13: Amendments to the Constitution

- I. Any amendments to the constitution must be documented as a new version of the document and the old version archived.
- II. It then must be approved by a formal vote of the entire council. The amendments must then be distributed to the membership at least two weeks prior to and must be presented at the AGM for a vote from the membership. The proposed amendments will not take effect until the AGM vote.
- III. After approval by the membership, the president and one other member of the council must sign off that the changes were accepted and assign a new effective date.

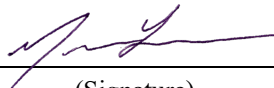
Document History and Approval:

I. Version 1:

- i. Constitution in effect. Signatories below were those involved in the creation of the constitution and therefore were members of the voluntary council prior to elected officials.


Effective Date: 10, 01, 2019
(mm, dd, yyyy)

Tasia Lightly
(Name)


(Signature)

Acting President
(Position)

Ellen Sykes
(Name)


(Signature)

Acting Secretary
(Position)