

**Integrated Biomedical
Engineering and Health Sciences**

iBioMed Society

Society Constitution

McMaster University

Faculty of Engineering

Ratified: September 2018

Last Revised: September 2018

iBioMed Society

Preamble

This document contains the Constitution of the iBioMed Society (iBMS), a student-run society made of undergraduate students in the Integrated Biomedical Engineering and Health Sciences (IBEHS) program at McMaster University. This document is binding on the iBMS and supersedes all previous constitutions, bylaws, policies, or related documents.

The iBMS was ratified September 2018 to enhance the undergraduate experience of students in the IBEHS program at McMaster University.

1. Name and Definition

1.1. The organization shall be referred to as the iBioMed Society, abbreviated as iBMS.

1.1.1. All instances of this document are binding terms of reference for iBMS operations and policies.

2. Mission Statement

2.1. The iBioMed Society will foster a social and sustainable community integral to the growth of well-rounded Integrated Biomedical Engineering and Health Sciences students. Providing accessible support through academic, recreational and professional activities, the iBioMed Society aims to craft a unique identity for the IBEHS program and student body, while strengthening its link to engineering and health science faculty societies.

3. Membership

3.1. General Membership in the iBMS shall be granted to full-time undergraduate IBEHS students

3.2. General Members are entitled to voting rights at General Assemblies and in elections. General members are eligible to be appointed and/or elected to the

iBMS Executive Board by means subject to the terms stated in the operations policy.

4. Purposes

- 4.1. The purpose of the iBMS is to enhance the university experience of its General Member by:
 - 4.1.1. Planning events that provide an inclusive and engaging student experience for all iBMS General Members;
 - 4.1.2. Communicating important matters to University Administration on behalf of General Members;
 - 4.1.3. Informing General Members of all relevant issues and events;
 - 4.1.4. Fostering communication between General Members, Faculty Members, McMaster University, the McMaster Students Union, the McMaster Engineering Society, other organizations; and
 - 4.1.5. Enhancing the experience of General Members.

5. Structure of the Executive

- 5.1. The responsibilities and authorities of all Executive Board members are outlined in the Executive Policy. The Executive Board is responsible for upholding the Constitution, and all by-laws, policies, rules, and duties.
- 5.2. The Core Executives consist of:
 - 5.2.1. BME Co-President
 - 5.2.2. HESE Co-President
 - 5.2.3. Vice-President Finance
 - 5.2.4. Vice-President Academic (BME)
 - 5.2.5. Vice-President Academic (HESE)
 - 5.2.6. Vice-President Student Life
 - 5.2.7. Vice-President External
 - 5.2.8. Vice-President Marketing
 - 5.2.9. IBEHS Representative on MES
- 5.3. General members can be hired to sit on the Executive Associate or an Ad Hoc Committee.

- 5.3.1. Preference for Executive Associate positions will be given to General Members in the lower levels of the IBEHS program (first-year and second-year) to foster the growth of future executives.
- 5.3.2. Members of the Executive Associate, along with members of the Core Executive, will maintain voting rights in both internal and external elections.

6. Annual Elections

- 6.1. Refer to terms stated in operations policy.

7. Recall and Vacancies

- 7.1. Members may be removed from positions on the iBMS Executive for reasons that include:
 - 7.1.1. Breach of the iBMS Constitution, By-Law, or Policy.
- 7.2. A notice of recall of any Executive Member must be supported by a petition presented to both Co-Presidents containing the support, signature, and student numbers of:
 - 7.2.1. 60% of Executive Members; or
 - 7.2.2. 20% of General Membership.
 - 7.2.2.1. Clause 7.2.2 will be instated until 2022, where 10% of General Membership will then be required.
 - 7.2.3. In the event that one Co-President is being recalled the petition must be presented to the other Co-President.
- 7.3. Either Co-President shall provide notice to the Executive Member being recalled within twelve (12) hours upon acceptance of the petition.
- 7.4. The Executive Member being recalled will be provided the opportunity to justify their actions or resign from their position within seventy-two (72) hours of the notice of recall. Recalled Executive Members reserve the ability to re-run for an Executive position.
- 7.5. The recall must be brought to a vote, where it shall be accepted upon two-thirds majority vote of the Executive Board, rounded to the nearest whole number. The member being recalled shall not vote or count within the number of Executives.
- 7.6. Vacancies created by the recall motion for all positions shall be filled through a by-election, following standard election rules and regulations.

- 7.6.1. A by-election to fill the vacant position must be held no later than two weeks following the initiation of the recall.
 - 7.6.1.1. Should time constraints or lack of availability exist, an individual shall be appointed by means subject to terms in the Operations Policy Manual.
 - 7.6.1.2. Should an Executive Member position be vacated during the summer months, the sitting Executive Board shall uphold the responsibilities of the vacated position until the Academic Year, where a General Member may be elected to the position during the Fall election period.
- 7.6.2. Responsibilities of the vacant position, except that of the Co-Presidents, shall be distributed as the Core Executive sees fit.
- 7.6.3. If there is a vacancy in either Co-President positions, the vacancy shall be filled by the member of the Core Executive studying in the stream that the Co-President represents (BME or Health Science). Should there be a lack of availability or time constraints, the other Co-President shall be responsible for upholding the responsibilities of the position until a new Co-President is elected.

8. General Assembly

- 8.1. At least one (1) General Assembly of the iBMS shall be held per Academic Year
- 8.2. A General Assembly shall be called by:
 - 8.2.1. A majority vote of the iBMS Executive;
 - 8.2.2. The written request of 10% of the iBMS General Membership; or
 - 8.2.3. The iBMS Co-Presidents.
- 8.3. The Co-Presidents shall announce the date of a General Assembly a minimum of fourteen(14) days in advance.
- 8.4. The agenda for a General Assembly must be publicly available no less than seven (7) days prior to the General Assembly.
- 8.5. Fifteen-percent (15%) of the iBMS General Membership shall constitute quorum for the iBMS.
 - 8.5.1. Decisions made at a General Assembly shall be binding on the iBMS if a majority vote is reached.
 - 8.5.2. If quorum is not met, all votes are non-binding and will be considered as recommendations to the iBMS.

8.6. All motions passed in the General Assembly will be implemented into the appropriate governing document for the following academic year.

9. Referenda

9.1. A referendum of the General Membership of the iBMS may be called on any matter relevant to the Purpose of the iBMS or the role of the iBMS Executive.

9.2. A referendum can be initiated by:

9.2.1. A petition signed by fifteen percent (15%) of General Members;

9.2.2. A resolution vote passed at a General Assembly; or

9.2.3. A majority vote of the total members of the Executives after being informed of the proposal by the person and/or parties involved.

9.3. A minimum of fifteen percent (15%) of the General Membership's vote will constitute quorum for the referendum outcome to be binding on the iBMS.

9.4. Voting on the referendum may take place during an election cycle. Voting will last for the duration of polling, and will take place online to maximize student accessibility.

9.5. Electronic ballots must be archived for two (2) years after the referendum.

9.6. General Members are permitted to form campaign teams to raise awareness and promote a side of the referendum.

9.6.1. Executive Members may not join a campaign team or publically voice a preference for one side of the campaign.

9.6.1.1. Clause 9.6.1 holds unless both sides of a campaign are each sided by an Executive Member. Executive Members must take a Leave of Absence (LoA) before joining a campaign and there shall be an announcement to General Members reporting the support of both sides in a campaign.

10. By-Laws and Policies

10.1. By-Laws and Policies exist as an extension of the Constitution to govern the operations and conduct of the iBMS and its Executive Members.

10.2. By-Laws or Policies may be adopted or amended by a majority vote of the members present at an Executive Meeting, provided that one-half of the Executive members are present at the meeting.

10.3. Notice of Motion to alter a By-Law or Policy must be provided at least forty-eight (48) hours in advance to all members of the Executive.

10.4. All interpretations of the iBMS Executive Duties and Operation Policy must be made in accordance with the Constitution.

10.4.1.1. All proposed changes to the iBMS Executive Duties and Operation Policy put through an internal vote of the iBMS Executive Board must not contradict the current constitution. Any proposed changes to the policy that contradicts the current constitution must be accompanied appropriate constitutional amendments and thus be put through a General Assembly.

11. Amendments

11.1. The Constitution may be adopted or amended by a majority vote of the General Membership present at a quorate General Assembly.

11.1.1.1. Motions to amend the Constitution must satisfy the requirements outlined in clause 11.4.

11.1.1.2. The constitution that is approved at the start of an operational year is binding for the duration of that operational year.

11.2. Notice of Motion to alter the Constitution must be presented to the General Membership at least seven (7) days prior to a General Assembly.

11.2.1.1. The proposed amendment(s) must be presented to the General Membership at least seven (7) days prior to a General Assembly with the agenda.

12. Appendices

12.1. Definitions

12.1.1. "*Academic Term*" shall refer to each four-month term during the Academic Year (September to December, and January to April).

12.1.2. "*Academic Year*" shall refer to the period of time between September 1st and April 30th of the consecutive year.

12.1.3. "*Operational Year*" shall refer to the period of time between April 1st and March 31st of the consecutive year.

12.1.4. "*General Assembly*" shall refer to a meeting of General and Executive Members of the iBMS.

12.1.5. "*Executive Members*" shall refer to elected and/or appointed positions in the Executive Board that retain voting rights in both internal and external elections. This includes the Co-Presidents and the Associates.

12.1.6. “*General Member*” shall refer to a student enrolled in the IBEHS program who has paid their membership fees in full and meets the conditions listed in Article 4. General members retain voting rights in external elections and General Assemblies.

12.1.7. “*Student*” shall refer to a “person who is registered in a course or study approved by the Senate”, as described in the McMaster University Act.