

THE iBMS EXECUTIVE DUTIES AND OPERATION POLICY

A: Definitions and Abbreviations

- 1.1. “*Academic Term*” shall refer to each four-month term during the Academic Year (September to December, and January to April).
- 1.2. “*Academic Year*” shall refer to the period of time between September 1st and April 30th of the consecutive year.
- 1.3. “*Operational Year*” shall refer to the period of time between April 1st and March 31st of the consecutive year.
- 1.4. “*General Assembly*” shall refer to a meeting of General and Executive Members of the iBMS.
- 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.
- 1.6. “*General Member*” shall refer to a student enrolled on a full-time basis in the IBEHS program. General members retain voting rights in external elections and General Assemblies.
- 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.
- 1.8. “*Email distribution list*” or “*EDL*” shall refer to an electronic mailing list of student emails that is set up and administered by the iBioMed Administration.

B: Structure and Organization

1. THE CORE EXECUTIVE

The iBMS Core Executive shall consist of the following positions. One person shall occupy each position. A single individual may hold the same position for a maximum of two (2) academic years in a row until 2020.

- 1.1. **Co-President (BME and HESE).** The Co-Presidents shall
 - 1.1.1. Be the Chief Executive Officer(s) and principal iBMS spokespersons.;
 - 1.1.1. Oversee all operations within the iBMS.
 - 1.1.2. Supervise all expenditures of funds, audit the VP Finance’s monthly statements, and be responsible for validating petty cash.

- 1.1.3. Settle all internal disputes within the Co-President's jurisdiction.
- 1.1.4. Review and/or prepare the Constitution and Operations Policy before the upcoming academic year regarding, but not limited to, iBMS Executive member duties and election matters.
- 1.1.5. Produce a Goals-For-The-Year report by March 31st for the following academic year.
- 1.1.6. Review all Goals-For-The-Year reports prepared by each iBMS Executive member for the following academic year.
- 1.1.7. Ensure that all members of the iBMS act in accordance to the policies and guidelines outlined in the Constitution and the Executive Policy.
- 1.1.8. Provide the final interpretation of the Constitution and iBMS Executive Duties and Operating Policies when there is an instance of ambiguous interpretation of either document between two General Members
- 1.1.9. Assist other iBMS Executive members in their duties, as required.
- 1.1.10. Be in level III at time of nomination starting in 2020

1.2. Vice-President Finance. The Vice-President Finance shall:

- 1.3.1. Organize a yearly budget report before March 31st
- 1.3.2. Ensure the iBMS account is not below zero dollars at any time and ensure that ten percent (10%) of the balance after revenues have been collected and reserved for the following academic year.
- 1.3.3. Approve all expenses and get two of three ($\frac{2}{3}$) signatures from authorized signing authorities (HESE/BME Co-Presidents and iBioMed MES Representative) for transparency
- 1.3.4. Monitor reimbursement for an expense; reimbursement can only be distributed:

1.3.4.1. Within the academic year when the purchase occurred, and

1.3.4.2. If a copy of the receipt and all required forms are submitted to
the VP Finance.

1.3.5. Ensure that all money with the iBMS bank account and its activities are
recorded;

1.3.6. Share signing authority on the iBMS account with the Co-Presidents;
and

1.3.6.1. Signing authority must be turned over within one month of the
end of the academic year to the new Executives.

1.3. Vice-President Academic (BME and HESE). The Vice-President Academic
(BME and HESE) shall:

1.4.1. Identify and formulate possible solutions to academic problems within
the IBEHS program;

1.4.1. Build a relationship between the iBMS and the IBEHS faculty by
scheduling meetings through the academic year with the Co-Directors of
the IBEHS program to discuss current academic student concerns,
including but not limited to: professor quality, course improvement
suggestions, academic integrity, and various aspects unnoticed by the
faculty

1.4.2. Coordinate and manage academic based events and programs; and

1.4.3. Plan and coordinate Academic Speakers; and

1.4.4. Coordinate and manage the iBMS Mentorship Program; and

1.4.5. Maintain contact with the MES VP Academic to report any relevant
course changes affecting the IBEHS program to its General Members

- 1.4.6. Facilitate open discourse with participants belonging their representative streams (BME or HESE) regarding student concerns outlined in clause 1.4.1

1.4. Vice-President Student Life. The Vice-President Student Life shall:

- 1.5.1. Supervise and organize all social events throughout the academic year
- 1.5.2. Ensure all proper documentation such as EOHSS, bus forms, and expense forms for all events have been approved by the appropriate authorities.
- 1.5.3. Supervise a social committee should the need for one arise.

1.5. Vice-President External. The Vice-President External shall:

- 1.6.1. Act as a liaison between the iBMS and the outside community;
- 1.6.2. Be responsible for involving IBEHS students in conferences and events both inside and outside of the McMaster campus;
- 1.6.3. Be responsible for representing the iBMS and planning activities such as joint industry nights with external societies, companies and other organizations.

1.6 VP Marketing. The VP Marketing shall:

- 1.7.1 be active on all iBMS social media accounts
- 1.7.2 keep social media accounts secure and password protected
- 1.7.3 regularly post content on social media accounts regarding upcoming activities, present activities, IBEHS student life, and iBMS life
- 1.7.4 advertise upcoming events and iBMS-related content through posters, social media, and other means

- 1.7.5 design, organize and sell iBMS merchandise (i.e. clothing and accessories)
- 1.7.6 gain updated EDL list at beginning of academic year
- 1.7.7 shall have sole access to the EDL
- 1.7.8 must approve and send all outgoing emails through the EDL which may be but not limited to
 - 1.7.8.1 outgoing emails must abide by the regulatory clauses of the Email Distribution List Guidelines for the IBEHS program
- 1.7.9 receives and appropriate redirects emails from the EDL
- 1.7.10 ensure an email sent to the EDL is regulated to once per week
- 1.7.11

1.7 iBioMed Representative on MES. The iBioMed Representative shall:

- 1.8.1 Act as a liaison between the iBMS and the MES.
- 1.8.2 maintain integrity as an executive on the MES
- 1.8.3 keep everyone in the know with things regarding MES
- 1.8.4 oversee the logistics of elections in accordance to the operations policy

Table of the Core Executive Roles

Position	Reports to:*
Co-Presidents	President of the MES
iBioMed Representative on MES	President of the MES, Co-Presidents
VP Academic (BME and HESE)	Corresponding Co-President of same stream, other Co-President
VP Finance	Co-Presidents, iBioMed Representative on the MES
VP External	Co-Presidents

VP Student Life	Co-Presidents
VP Marketing	Co-Presidents

*Report to in order of precedence

2. THE iBMS EXECUTIVE BOARD

The iBMS Executive Board shall consist of the Core Executive and the Executive Associates.

3. THE EXECUTIVE ASSOCIATES

Each Vice-President position of the iBMS Core Executive shall have, as the Core Executive sees fit, at most one (1) Executive Associates to aid the VP perform their respective duties.

4. AUTHORITY AND RESPONSIBILITY OF THE EXECUTIVE

4.1. Executive Responsibility:

- 4.1.1. Meet a minimum of three times a month as a group.
- 4.1.2. Complete a Year Plan for the following academic year by the beginning of the upcoming academic year
- 4.1.3. Assist in the adequate transitions of the iBMS Executive between March 1st and March 31st.
- 4.1.4. Uphold the iBMS Constitution and By-Laws at all times.
- 4.1.5. Attend all Executive meetings. Failure to attend three (3) or more meetings without proper explanation is grounds for recall or other disciplinary action.
- 4.2.6. Listen to all concerns regarding matters pertaining to iBMS and the IBEHS program, and promptly discuss the issue with the iBMS Executive Board.

4.2.7. Review the Constitution and its policies, duties, rules, By-Laws, and Year-
End reports at the beginning of the academic year.

5. TRANSITION

- 5.1. The Transition Period is from the last week of March until the end of current operational year.
- 5.2. The newly elected Executives shall have full privilege as the previous Executives except voting rights, which shall be granted at the end of the Transition Period.
- 5.3. The previous Executives must introduce the new Executives to the basic operations of the iBMS.
 - 5.3.1. All existing documentation must be received and read over by incoming Executives as a physical guide if previous Executives are not available.
 - 5.3.2. All Executives from the current academic year must submit a transition report containing a list of recommendations for the iBMS that will be publicly released.
- 5.4. The new Executives must review the policies, rules, duties and bylaws of the iBMS.
- 5.5. Any changes to yearly policies that will come into effect in the next operational year such as, but not limited to, executive function and duties, and iBMS clubs shall be automatically put into effect. The incoming Executive Board will be able to attempt to change the policy at a later date when first and second year representatives are elected and available to vote.

6. ANNUAL ELECTIONS

- 6.1. All members of the iBMS Core Executive must be elected before the last week of March during the current academic year. The nomination period will last one week, beginning Monday during the last week of February, and be extended to the first Monday of March should not enough nominations be received by Friday. The election campaign will begin the next week after the nomination period or 2 days after the extended nomination period. Election campaigns shall be run until the second last week of March on the Friday. The results of the election shall be announced on the first Monday back or the last week of March, where the transition period will begin.
- 6.2. All Executive Associates must be appointed no later than October 15 of the following academic year.
- 6.3. Each member running for a position on the iBMS Executive Board must submit the proper form(s) to the HESE or BME Co-Presidents by the end of the nomination period and prepare a platform to present to the general members.
- 6.4. Following the nomination period, the position of iBMS Co-Presidents will be:
 - 6.4.1. Filled by a candidate in level three or higher
 - 6.4.1.1. Clause 6.4.1 will not be instated until year 2020
 - 6.4.2. Elected by a majority vote at large, by general members.
 - 6.4.3. Each member running for the position of iBMS Co-President is free to form a campaign team.
 - 6.4.4. The campaign period will run from the second Tuesday of March for the current academic year.

- 6.5. Interviews with each qualifying applicant for Executive Associate positions will be held by both Co-Presidents and previous holders of the position, who will also determine the successful applications for these positions.
- 6.6. If a candidate declines a position on the iBMS Executive Board:
 - 6.6.1 The vacancy will be filled by the runner-up of the position if the dismissal is within thirty (30) days of election.
 - 6.6.2 After thirty (30) days, a vacant position must be filled by the results of a by-election. In the urgent case of filling a vacant position, a temporary individual may be appointed to the position in the interim through an interview structured as stated in Article 6.5. Appointed individuals may not re-run for the same interim position in the following election as they have gained position experience without election by the General Members.
- 6.7. Positions regarding first-year representatives, Executive roles vacated during the summer, and new positions validated by the iBMS will be filled during a Fall Election period held during the last week of September.