



iBioMed Society Constitution

Ratified: September 2018

Revised: June 2020 by Hosam Abdel Hafeez and Amanda Tomkins

1. Name

- 1.1. The following is the Constitution of the iBioMed Society (iBMS), a McMaster Engineering Society (MES) ratified department club.

2. Purpose

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

3. Responsibilities

- 3.1. Responsibilities outlined by being an MES Club/Group/Team.
- 3.2. All club Presidents will be members of the Clubs Leaders Committee. Referring to the Clubs Leaders Committee as outlined in the MES Policy Manual.

4. Membership

- 4.1. Membership in the club/group/team shall be open to all McMaster undergraduate students who support the purpose of the club/group/team.
- 4.2. The iBioMed Society will consist of undergraduate students in the Faculty of Engineering within the Integrated Biomedical Engineering and Health Sciences Program.

5. Executive

- 5.1. The Club executive will consist of: BME Co-President, HESE Co-President, Vice-President Academic, Two (2) Vice-President Events, Vice-President External, Vice-President Finance, Vice-President Marketing, IBEHS Representative on MES.
- 5.2. The Co-Presidents shall:



- 5.2.1. Preside over all meetings of the club and shall be an ex-officio member of all committees within the club.
- 5.2.2. Call all executive meetings and general meetings.
- 5.2.3. Handle the day-to-day operations of the club.
- 5.2.4. Ensure the club's adherence to MES policies.
- 5.3. The Vice-President Events shall:
 - 5.3.1. Act as the President in the latter's absence.
 - 5.3.2. Plan and delegate tasks for all events.
- 5.4. The Vice-President Finance shall:
 - 5.4.1. Keep the organized account books of the club, shall arrange for the custody and distribution of funds pursuant to the executive and general membership's direction.
 - 5.4.2. Give a report to the finances of the club at each executive meeting and have the books available upon the request of any member of the club.
 - 5.4.3. Perform such other duties that are from time to time assigned by the President, executive or general membership.
- 5.5. The Vice-President Academic shall:
 - 5.5.1. Advocate on behalf of the student body on academic matters.
- 5.6. The Vice-President External shall:
 - 5.6.1. Act in the interests of the iBMS to coordinate events with external parties and stakeholders.
- 5.7. The Vice-President Marketing shall:
 - 5.7.1. Design advertising material on behalf of the iBMS.
 - 5.7.2. Plan and design the merchandise for the year.
- 5.8. The IBEHS Representative on the MES shall:
 - 5.8.1. Act as the official representative of the iBMS on the MES.
 - 5.8.2. Act as a line of communication between the iBMS and the MES.

6. General Member Positions

- 6.1. Level Representatives
 - 6.1.1. Represent their respective level.
 - 6.1.2. Communicate with their level on social platforms on behalf of the iBMS.

7. Committees/Subteams

- 7.1. Academic
 - 7.1.1. Represent their program and bring forth academic concerns.
 - 7.1.2. Act upon direction and tasks as delegated by the Vice-President Academic.
- 7.2. Marketing
 - 7.2.1. Design marketing materials, advertisements, and merchandise.
 - 7.2.2. Act upon direction and tasks as delegated by the Vice-President Marketing.



8. Election

- 8.1. Election of executive shall be by secret ballot and require a majority vote. In case of a tie, the outgoing President shall cast the deciding vote except when they are seeking re-election, in which case another executive shall cast the deciding vote.
- 8.2. The AVP Clubs and Services may assist in running the election.
- 8.3. Elections shall occur at a general meeting held before the beginning of the upcoming academic year.
- 8.4. Term of office shall be one year commencing from the day after the elections, ending on the day the next the new executives term begins.
- 8.5. After the election/appointment of the President/Lead, their name must be emailed to VP Student Life and AVP Clubs and Services.

9. Recall and Vacancies

- 9.1. Members may be removed from positions on the iBMS Executive for reasons that include:
 - 9.1.1. Breach of the iBMS Constitution, By-Law, or Policy.
- 9.2. 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:
 - 9.2.1. 60% of Executive Members; or
 - 9.2.2. 20% of General Membership.
 - 9.2.2.1. Clause 9.2.2 will be instated until 2022, where 10% of General Membership will then be required.
 - 9.2.3. In the event that one Co-President is being recalled the petition must be presented to the other Co-President.
- 9.3. Either Co-President shall provide notice to the Executive Member being recalled within twelve (12) hours upon acceptance of the petition.
- 9.4. 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.
- 9.5. 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.



9.6. Vacancies created by the recall motion for all positions shall be filled through a by-election, following standard election rules and regulations.

9.6.1. A by-election to fill the vacant position must be held no later than two weeks following the initiation of the recall.

9.6.1.1. Should time constraints or lack of availability exist, an individual shall be appointed by means subject to terms in the Operations Policy Manual.

9.6.1.2. Should an Executive Member position, excluding either Co-President, be vacated during the summer months, the sitting Executive Board shall decide on the method of fulfilling the responsibilities of the vacated position by either:

9.6.1.2.1. Upholding 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 or

9.6.1.2.2. Through the formation of a hiring committee to accept applications for the vacant position and selecting the most qualified candidate.

9.6.2. Responsibilities of the vacant position, except that of the Co-Presidents, shall be distributed as the Core Executive sees fit.

9.6.3. 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.

10. Referenda

10.1. 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.

10.2. A referendum can be initiated by:

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

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

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

10.3. 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.



- 10.4. 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.
- 10.5. Electronic ballots must be archived for two (2) years after the referendum.
- 10.6. General Members are permitted to form campaign teams to raise awareness and promote a side of the referendum.
 - 10.6.1. Executive Members may not join a campaign team or publically voice a preference for one side of the campaign.
 - 10.6.1.1. 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.

11.Finances

- 11.1. iBioMed Society must make quorum at SAGM to receive MES funding.
- 11.2. The club may determine an annual membership fee.
- 11.3. Monies received shall not involve any obligation of the MES.
- 11.4. The budget is organized at the beginning of the term by the VP Finance.
- 11.5. All reimbursements for items purchased are through the VP Finance.
- 11.6. The club account is not a personal student account.
- 11.7. The club's bank must be disclosed to the AVP Clubs and Services each year.

12.Meetings

- 12.1. General
 - 12.1.1. General meetings shall be open to all club members,
 - 12.1.2. At least hold one general meeting per academic term.
 - 12.1.3. Meetings shall be led by the Co-Presidents.
 - 12.1.4. Voting procedure for regular business at a general meeting shall be by simple majority.
- 12.2. Executive
 - 12.2.1. At least hold two meetings per month.
 - 12.2.2. Meetings shall be led by the Co-Presidents.
- 12.3. Committee/Subteams
 - 12.3.1. At least hold one meeting per month.
 - 12.3.2. Meetings shall be led by the executive member holding the meeting.

13.By-Laws and Policies



- 13.1. By-Laws and Policies exist as an extension of the Constitution to govern the operations and conduct of the iBMS and its Executive Members.
- 13.2. 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.
- 13.3. 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.
- 13.4. All interpretations of the iBMS Executive Duties and Operation Policy must be made in accordance with the Constitution.
 - 13.4.1.1. 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 by appropriate constitutional amendments and thus be put through a General Assembly.

14. Amendments

- 14.1. The Constitution may be adopted or amended by a majority vote of the General Membership present at a quorate General Assembly.
 - 14.1.1.1. Motions to amend the Constitution must satisfy the requirements outlined in clause 11.4.
 - 14.1.1.2. The constitution that is approved at the start of an operational year is binding for the duration of that operational year.
- 14.2. Notice of Motion to alter the Constitution must be presented to the General Membership at least seven (7) days prior to a General Assembly.
 - 14.2.1.1. The proposed amendment(s) must be presented to the General Membership at least seven (7) days prior to a General Assembly with the agenda.
- 14.3. Passage of amendments to the constitution shall be 2/3 affirmative vote at a general meeting.

15. Disclaimer

- 15.1. The views and actions of this club in no way reflect the views of all the members of the McMaster Engineering Society.

16. Appendices



16.1. Definitions

- 16.1.1. *“Academic Term”* shall refer to each four-month term during the Academic Year (September to December, and January to April).
- 16.1.2. *“Academic Year”* shall refer to the period of time between September 1st and April 30th of the consecutive year.
- 16.1.3. *“Operational Year”* shall refer to the period of time between April 1st and March 31st of the consecutive year.
- 16.1.4. *“General Assembly”* shall refer to a meeting of General and Executive Members of the iBMS.
- 16.1.5. *“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.
- 16.1.6. *“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.
- 16.1.7. *“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.