

Constitution
Society of Biology Graduate Students of the University of Western Ontario
January 9th, 2016

1 Name

1.1 The name of this organization shall be "The Society of Biology Graduate Students of the University of Western Ontario" hereinafter referred to as the "Society", colloquially known as the Society of Biology Graduate Students (SOBGS).

2 Purpose

2.1 The purpose of the Society shall be to represent the best interests of Biology graduate students including but not limited to academic excellence, professional development, and social networking.

5.2 Duties for these positions are described in Section 12.

6 Meetings

6.1 Decorum

6.1.1 Responsibility for maintaining decorum and preparing the agenda will normally rest with the Chairperson. If the Chairperson is not present, then the responsibility will pass to the Principal SOGS Representative.

6.1.2 Society members shall conduct themselves honourably and respectfully at all times.

6.1.3

Society member and will then be invoked upon being seconded by another Society member, in a manner consistent with the Constitution of the Society.

6.2 General Meetings

6.2.1 General Meetings may be called at an Elected Representatives Meeting (Section 6.3), by any Elected Representative, and the call will succeed if seconded.

6.2.2 The Chairperson shall ensure that a General Meeting of the Society occurs at least once per academic year (September 1 through August 31).

6.2.3 General Meetings will be chaired by the individual responsible for calling the meeting.

6.2.4 Notice of a General Meeting, including an agenda, shall be advertised through the biology graduate student electronic mailing list at least 5 business days in advance of the General Meeting.

6.2.5 All Society members shall be entitled to attend General Meetings. Only Society members shall be entitled to:

6.2.5.1 move, second, and vote on motions.

6.2.5.2 assign proxy, as defined in Section 6.2.6.

6.2.6 A proxy holder must be a Society member. Any Society member attending a General Meeting may hold a maximum of two proxy votes. A proxy form will be made available to the Society membership at notice of the General Meeting by the meeting chair. The signed proxy must be submitted to the meeting chair at the opening of the meeting, and shall be valid for the period of the meeting.

6.2.6.1 The proxy form will be adapted from the current SOGS General Meeting proxy form.

6.2.7 Quorum for a General Meeting shall consist of 10 percent of the Society membership and will be counted by those in attendance, excluding proxies. The meeting chair will be responsible for determining the number of Society members and calculating quorum.

6.2.8 Motions can be carried by a simple majority vote (greater than 50%), unless stated otherwise, either by secret ballot or show of hands at the discretion of the meeting chair.

6.2.8.1 The meeting chair has no voting rights.

6.2.9 Motions made and carried at a General Meeting shall be binding on the Society.

6.3 Elected Representatives Meetings

6.3.1 Elected Representatives may convene meetings to discuss matters concerning the Society.

6.3.2 Elected Representatives Meetings may be called and chaired only by Elected Representatives.

6.3.2.1 A request for an Elected Representatives Meeting, communicated to the Chairperson from an Elected Representative, will obligate the Chairperson to call a meeting within 4 time.

6.3.2.2 Any other Society member may attend and speak at a meeting, providing that the individual is recognized through a simple majority vote (greater than 50%) of Elected Representatives in attendance.

6.3.3 Quorum for an Elected Representatives Meeting will be half plus one of the

be seen in the SOGS By-Laws.

8.2 The responsibility for revealing conflict of interest lies directly with the Society member concerned.

8.3 Conflict of interest perceived by any Society member concerning any other Society member should be brought to the attention of the Chairperson or Principal SOGS Representative immediately.

8.4 If a Society member with a conflict of interest does not abstain from voting, the Chairperson or Principal SOGS Representative shall follow the complaint process as defined in Section 9.

8.5 A Society member may be barred from membership on a SOBGS subcommittee if they are unable to take part in the business of the SOBGS subcommittee due to conflict of interest frequently occurring.

9 Complaints against an elected representative

9.1 Filing a complaint

9.1.1 Any Society member may file a formal complaint about an Elected Representative.

9.1.2 Complaints about the Chairperson shall be addressed to the Principal SOGS Representative and complaints about any other Elected Representative shall be addressed to the Chairperson.

9.1.3

shall inform the person who submitted the proposal of the Elected

11.3 Proposals endorsed by the Elected Representatives shall be presented at the next General Meeting. The Society membership shall vote to accept or reject the proposal, such a motion requiring a two-thirds majority vote approval. No amendments to the proposal will be allowed at the General Meeting.

11.4 Proposals that are rejected may not be resubmitted for consideration until they have been edited to address concerns, or until one calendar year has passed.

12 Duties of the Elected Representatives

12.1 SOBGS Chairperson 1 elected position

12.1.1 Elected through the formal election process of the Society.

12.1.2 Work to improve the biology graduate student experience.

12.1.3 Liaise between biology graduate students and Biology Graduate Chair.

12.1.4 Attend all biology faculty and staff meetings as the official biology graduate student representative.

12.1.5 Call, organize, and chair Society meetings.

12.1.6 Supervise the finances of the Society, working in collaboration with the Principal SOGS Representative and the Biology Department Graduate Program Coordinator.

12.1.6.1 Prepare a projected budget in coordination with the Treasurer to be ratified at a General Meeting.

12.1.7 Ensure the Elected Representatives are fulfilling their responsibilities, especially, but not limited to the:

12.1.7.1 Biology Graduate Research Forum,

12.1.7.2 Biology Formal.

12.1.8 Act as a stand-in for the Principal SOGS Representative in the event that the Principal SOGS Representative is unavailable.

12.1.9 Has no voting rights at Elected Representative Meetings except in the case of a tie, where their vote is used as a tie breaker (1 vote).

12.2 Principal SOGS SOBGS Representative 1 elected position

12.2.1 Elected through the formal election process of the Society.

12.2.2 Attend all monthly SOGS Council Meetings.

12.2.3 Ensure the SOGS Representatives attendance at the monthly SOGS Council Meeting is complete for at least the first hour and a half of each meeting.

12.2.4 Assist in arranging Alternate SOGS Representatives when SOGS Representatives are unable to attend the monthly SOGS Council Meeting.

12.2.5 Communicate SOGS business highlights to the Society membership.

12.2.6 Encourage attendance among all Society members for the SOGS General Meetings.

12.2.7 Act as a stand-in for the Chairperson in the event that the Chairperson is unavailable.

12.2.8 Has voting rights at SOBGS Elected Representative Meetings (1 vote).

12.3 SOGS SOBGS Representatives

12.3.1 Six representatives will be elected through the formal election process of the Society. The number of positions is annually revised by SOGS. Once the number of

councillors has been allocated by SOGS, councillor positions will be filled by the Elected Representatives according to decreasing order of votes received.

12.3.1.1 Those among the six Elected Representatives that did not assume a SOGS councillor position will be assigned the position of Alternate SOGS SOBGSOGS councillor p

12.7 Graduate Education Committee SOBGS Representative 2 positions

- 12.7.1 Elected through the formal election process of the Society.
- 12.7.2 From among the Graduate Education Committee SOBGS Representatives, one will be selected by those representatives as the spokesperson at Society meetings.
- 12.7.3 Attend all Graduate Education Committee meetings.
- 12.7.4 Work towards the goals of the Graduate Education Committee as defined by the committee itself. These duties may include:
 - 12.7.4.1 Selection of biology graduate students for admission,
 - 12.7.4.2 Setting and implementing all biology departmental graduate policy,
 - 12.7.4.3 Organization of the biology graduate curriculum,
 - 12.7.4.4 Organization of qualifying exams,
 - 12.7.4.5 Appointment of members of advisory committees,
 - 12.7.4.6 Arranging for the defense of theses,
 - 12.7.4.7 Ranking of post-graduate scholarship and post-doctoral fellowship applications,
 - 12.7.4.8 Consideration of requests for extensions of biology departmental financial support,
 - 12.7.4.9 Assist the yearly update and publication of the Biology Graduate Student Handbook.
- 12.7.5 Communicate Graduate Education Committee business at Society meetings.
- 12.7.6 Have voting rights at SOBGS Elected Representative Meetings (1 vote each).

12.8 Seminar Committee SOBGS Representative

- 12.8.1 One Fall Representative will be elected in September, with the remaining Winter Representative(s) (*in a number allocated by the Seminar Committee*) elected in January, through the formal election process of the Society (Section 7.2.1).
- 12.8.2 From among the Seminar Committee SOBGS Representatives, one will be selected by those representatives as the spokesperson at Society meetings.
- 12.8.3 Attend all Seminar Committee meetings.
- 12.8.4 Follow the SOBGS Graduate Student Seminar Hosting Guidelines, available on the Biology Department website.
 - 12.8.4.1 Work towards the goals of the Seminar Committee as defined by the committee itself. These duties may include:
 - 12.8.4.2 Assist in the invitation and reception of speakers for the biology departmental seminar series held weekly during the fall, winter, and spring terms,
 - 12.8.4.3 Facilitate the annual election of a biology graduate student-nominated speaker(s).
- 12.8.5 Communicate Seminar Committee business at Society meetings.
- 12.8.6 Have voting rights at SOBGS Elected Representative Meetings (1 vote each).
- 12.8.7

12.9 Undergraduate Education Committee SOBGS Representative

- 12.9.1 Elected through the formal election process of the Society, *in a number allocated by the Undergraduate Education Committee*.
- 12.9.2 From among the Undergraduate Education Committee SOBGS Representatives, one will be selected by those representatives as the spokesperson at Society

meetings.

12.9.3

SOBGS meetings that are of interest to SOBGS.

12.11.6.1.2 Plan and execute an event during the winter academic semester to bring graduate and undergraduate students together to discuss life as a graduate student and general interest in becoming a graduate student.

12.11.7 Communicate Outreach Committee business at Society meetings.

12.11.8 Have voting rights at SOBGS Elected Representative Meetings (1 vote each).

12.12

Graduate students at AAFC

That duty could include;

12.14.6.1 Communicating with the TA instructors to consider the difficulties of commuting to campus and working to enable an effective solution

12.14.6.2 Facilitating attendance at seminars, workshops and other departmental activities

12.14.6.3 Informing AAFC students of social events held by the Society and coordinating access to these events

12.14.7 Facilitate the access of on-campus students to the facilities at AAFC and vice versa

12.14.8 Has voting rights at SOBGS Elected Representative Meetings (1 vote).