

University of Ottawa

Cellular and Molecular Medicine/ Neuroscience

Graduate Student Association

CONSTITUTION

Last modified September 12th 2024

Article I **Name**

The name of this organization shall be: the Cellular and Molecular Medicine/ Neuroscience Graduate Student Association of the University of Ottawa (CMM/NSC GSA), hereinafter referred to as “the Association” or “the CMM/NSC GSA”.

Article II **Objects**

2.1 To provide a medium for the exchange of ideas of an academic and social nature between graduate students and the greater University of Ottawa community.

2.2 To establish a basis for the organization of academic, social, and sporting activities.

2.3 To discuss problems common to graduate students in the departments of Cellular and

Molecular Medicine and/or Neuroscience and to assist in carrying these problems to the appropriate agency when necessary, on or off campus.

2.4 To promote and defend the rights, welfare and interests of members of the association and provide a central body which may represent graduate students within the greater University of Ottawa community

2.5 To act as representative of the graduate students in the fields of Cellular and Molecular Medicine and Neuroscience on the University of Ottawa Graduate Student Association (GSAED).

Article III **Definitions**

Whenever used here and hereinafter, the following acronyms shall apply:

1. UofO shall mean the University of Ottawa;
2. Members shall mean active members of the CMM/NSC GSA unless stated otherwise;
3. Councilors shall mean members elected to position of Exec or Rep;
4. GSA shall mean the General Body of the CMM/NSC GSA;
5. CMM/ NSC shall mean the departments of Cellular and Molecular Medicine, and Neurosciences;
6. GSAED shall mean the Graduate Students Association of the UofO;
7. GSAED GSA shall mean the General GSA of the GSAED;
8. Community shall comprise the faculties and departments within the University of Ottawa

Article IV **Membership**

3.1 Full Members

All graduate students (including Qualifying Year, M.Sc., Ph.D., full time, part-time, and additional session students) registered in the departments of Cellular and Molecular Medicine and Neuroscience of the University of Ottawa shall automatically be entitled to full membership in the Association.

Article V **GSA Members**

- 5.1 Executive positions shall carry the responsibilities below whereas representatives shall act in a communication role with their given designation. Members are not limited to their written duties and may be required at the discretion of the CMM NSC GSA to take on additional duties.
- 5.2 The affairs of the association shall be carried out by the members of the CMM/NSC GSA comprised of:

EXECUTIVE MEMBERS

President (1 or 2): To oversee activities of the GSA and act as main liaison contact with Departments and Faculty. Organize and chair meetings- including preparation of the agenda. Attend FMGSC Meetings.

Vice President (1; if there is only 1 president): To act as a right hand to the president. Fills in when president is unavailable. Act as official check and balance to President, optional attendance at FMGSC meetings.

VP Academic (2): Organizes academic workshops for graduate students, reports back about events and attends events they are organizing.

VP Finance (1): To oversee the financial affairs of the association.

VP External (1): To coordinate fundraising activities for the association and be the point of communication with other groups.

VP Social (2): To oversee and coordinate social activities for the members of the association.

VP Administration (1): To take minutes at executive meetings, coordinate elections and other administrative tasks.

VP Communication (1): Communicate various ongoings of the association to its members through email and various social media platforms.

VP Webmaster (1): Responsible for overseeing the creation, design, and maintenance of the CMM/NSC graduate student website. Specific duties shall include but not be limited to ensuring the design of the website is executed in a cost effective manner and reflects needs of CMM and NSC graduate students. Other duties shall include, maintaining website functionality and addressing technical issues, ensuring website is kept up to date with current and accurate information that is relevant to CMM/NSC graduate student body, and finally responsible for collection of information from secure and reliable sources.

VP Wellness (2): Oversee welcoming activities in September in conjunction with VP Social. Responsible for organizing several events and ongoing wellness initiatives throughout the year. Act as a link between students and department for grievances. Coordinate with representatives at the different institutions.

VP Athletics (1): To coordinate, organize and promote sporting activities and physical fitness for students. Support the VP socials.

Representatives: Representatives will be elected to link students and the various aspects of members within the CMM/NSC GSA. The main role of representatives is to act as a liaison between students in the regions, or interest groups and the executive members of the association. Reps would be expected to communicate any regional or group specific activities and/or problems to the GSA and in turn communicate the activities of the GSA to students in the various groups and/or regions. Elected representatives are as follows:

Neuroscience

CMM

TMM

OHRI

Cancer Center

CHEO

RGN

Loeb and/or Heart

Royal Institute

GSAED representative

5.2 The powers and responsibilities of the GSA shall be as defined in the By-Laws of the CMM/NSC GSA.

Article VI **Finance**

6.1 Assets of the CMM/NSC GSA are comprised of account balances, purchases made under the CMM/NSC GSA name, and donations given to the CMM/NSC GSA.

- 6.2 The total annual CMM/NSC GSA budget, and all proposed amendments to such, shall be approved by a simple majority vote at a GSA meeting. The budget, and proposed amendment(s) to such, are to be distributed to GSA at least one week prior to the GSA meeting at which the budget or proposed amendment(s) is (are) to be voted on. Should there be no quorum at the GSA meeting, the President may reschedule the GSA meeting as appropriate.
- 6.3 The total annual budget of the CMM/NSC GSA shall be composed of the annual fees collected from the membership and distributed to the CMM/NSC GSA by the GSAED during that year, the remaining account balance of the previous fiscal year, and any donations or fundraising made during that year over which the CMM/NSC GSA has complete control.
- 6.4 All monies of the CMM/NSC GSA shall be deposited in the bank account of the CMM/NSC GSA except for no more than \$100.00 which may be kept by the VP finance for petty cash.
- 6.5 The VP Finance and President shall be the signing officers of the CMM/NSC GSA. The signatures of VP Finance and President are necessary for the issuance of all cheques by the CMM/NSC GSA.
- 6.6 The financial year beginning shall coincide with the beginning of the new term of office of GSA.
- 6.7 Upon the VP Finance's proposal, the GSA shall be responsible for the approval of all expenditures.

Article VII Meetings

- 7.1 The GSA shall meet approximately every 2 weeks throughout the entire calendar year. Active members not part of the GSA are welcome to attend GSA meetings. Attendance by non councilors and non members (for example faculty members and staff) should be discussed by GSA in advance.
- 7.2 Councilors must attend an average of 1 GSA meeting per month unless approved by the President in advance. Councilors that miss more than 3 GSA meetings in a row will be suspended from their position and put on probation (unless absence was approved in advance). GSA members will vote to

either re-instate or officially remove the councilor from their position after 2 months of probation.

- 7.3 GSA may call general meetings of the CMM/NSC GSA active membership by means of a motion passed by a simple majority vote. If there is a tie, there shall be a meeting.
- 7.4 General meetings of the CMM/NSC GSA may be called by a petition of 10% of the active membership. The GSA will be bound by motions passed in a general meeting.
- 7.5 A) GSA meeting schedule shall be decided upon by the majority of GSA members. Date time and location of next GSA meeting shall be decided upon at each GSA meeting.
B) There shall be at least fourteen (14) days notice for any general meeting of the GSA.
C) There shall be at least twenty-one (21) days notice for a referendum of the GSA.
- 7.6 A) The quorum for GSA meetings shall be minimum five people. If there are fewer than three people quorum shall be 100% of filled GSA seats.
B) The quorum of general meetings shall be 10% of active members.
C) Unless stated otherwise, there is no quorum for a referendum.
- 7.7 Any changes to the CMM/NSC constitution must be presented to active members and approved by simple majority vote with quorum. Any changes to the CMM/NSC constitution must be appropriately documented and archived.
- 7.8 Annual Assembly to elect GSA:
During the fall, the GSA shall call for an annual general assembly (AGM) of the active members in the Cellular and Molecular Medicine and Neuroscience departments for the purpose of electing GSA members. Candidates interested in becoming members of the GSA must present themselves at an all candidates meeting where they will present their nominations. The all candidates meeting is to be held approximately two weeks prior to the AGM. The existing GSA shall issue a notice of the meeting inviting candidates to submit their nominations and mentioning the time and place of the all candidates meeting as well as the AGM. This notice

shall be publicized by e-mail notification to all students as well as by normal means of department communication. Quorum for the Annual Assembly to elect GSA shall be 10% of active members of the association. If quorum is not achieved then the existing GSA, in conjunction with those present, shall appoint a new GSA.

- 7.9 All current councilors must submit a written report of all events (workshops, social nights, meetings etc.) that they organized or attended during the course of the past term as part of their position with the CMM/NSC GSA. These reports will be submitted to the president. The written report must be made available to the incoming member of that position. The president will present a brief oral report at the ACM and AGM.

Article VIII **Vacancy and Tenure of Position**

- 8.1 The standard term of office for a GSA member shall normally be one year starting in August. Once elected, new GSA members shall spend the summer months training for their new duties with the outgoing councilor, unless the position is vacant in which case the new member shall assume duties immediately and assume the position for the summer term and plus one year starting in August. During the transition, new GSA members are expected to attend meetings and are extended voting privileges.
- 8.2 For the position of President, the term will last for at least one year. The requirement of being President is at least prior term as executive (VP-level) position. The position is open to all active members.
- 8.3 If at any time a position on GSA is vacated, the GSA should first determine if interested members within the GSA wish to fill the position. The position would be filled with a simple majority vote of GSA. If no existing member of GSA wishes to fill the position, the GSA may advertise the position to all active members. Interested parties would be invited to present themselves at GSA and voted in by a simple majority vote of GSA.
- 8.4 The GSA shall have the power to remove any GSA member deemed by the GSA to not be fulfilling his/her duties or acting in a such a manner that does not reflect the voice of the

collective GSA. In such a case the GSA may vote to impeach the member. 2/3 majority vote is required by the total GSA minus one member to impeach a GSA member.

- 8.5 The number of active members in executive positions shall not exceed two.
- 8.6 When multiple members are interested in a given executive member position and no compromise is available, it is appropriate for interested members to develop a strategic plan for their tenure. Interested members are required to present their plan to the GSA for voting, where a simple majority vote will fill the position.
- 8.7 The number of executive positions within the GSA is under the discretion of current active members and creation of new executive positions and representatives will be determined by simple majority vote with quorum. New positions must be non-redundant and duties must represent the best interests of CMM/NSC students and active members.

Article IX **Voting**

- 10.1 A) Only GSA members may vote at GSA meetings.
 B) All active members may vote in general meetings.
 C) All active members may vote in referendums.
- 10.2 Unless otherwise stated, a simple majority is required to pass motions and make decisions.
- 10.2 The results of referendums are final.