



Biology Students' Association
The University of Calgary
Constitution 2019/2020

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Article 1 – Names & Terms

1. The name of the organization shall be the “Biology Students’ Association” at the University of Calgary; hereinafter referred to as the “BSA”.
2. “The Faculty” refers to the Faculty of Science at the University of Calgary.
3. “The Department” refers to the Department of Biological Sciences within the University of Calgary.
4. “BSA Committee” refers hereinafter to the Biology Students’ Association Committee, which is the main consultative and advisory body of the BSA.
5. “BSA Awards Committee” refers hereinafter to the Biology Students’ Association Awards Committee, which is the main body that oversees and adjudicates the BSA awards.
6. “Biological Sciences” refers to the largest department within the Faculty and includes the academic majors of Biochemistry, Biological Sciences, Cellular, Molecular and Microbial Biology, Ecology, Plant Biology, and Zoology.
7. “Executive Council” refers to the highest governing Council of BSA, which is comprised of the President, Vice President Operations & Finance, Vice President Academic, Vice President Internal Affairs, Vice President Marketing, Vice President Outreach, Vice President Professional Events, and the Vice President Social Events.
8. “Junior Executives/Coordinators” refers to any other leadership position within the BSA that falls outside of the Executive Council. Note that the BSA Coordinator positions are Junior Executive positions.
9. “Extraneous Documents” refers to any documents pertaining to the specifics and functioning of the BSA that are external to this document. These documents may be made available on the BSA’s website.
10. “The Constitution” refers hereinafter to this document, the Constitution of BSA.

Article 2 – Objectives & Acknowledgements

1. The objectives of the BSA are:
 - a. To improve the student experience for undergraduate students enrolled in the Biological Sciences within the Department
 - b. To promote a sense of identity, community and pride for Biological Sciences students enrolled within the Department
 - c. To represent and advocate for all Biological Sciences students and their interests to the Department, Faculty and wider University community
 - d. To provide an informal meeting ground for the undergraduate students enrolled within any Biological Sciences program in the Department

- e. To facilitate communication and programming between different student organizations, the Department, the Faculty, and the Students' Union.
 - f. To provide strong academic resources to ensure each students' success within their undergraduate degree in Biological Sciences;
 - g. To create engaging material that promotes inquisitive thinking among those a part of the Department and;
 - h. To promote an inclusive environment at any level of operations within BSA free from discrimination based on race, ethnicity, disability, academic merit, gender identity, or sexual orientation.
2. The BSA acknowledges and will abide by the Students' Union mandatory requirements, expectations, regulations and policies.
 3. The BSA acknowledges and will abide by the Department and the larger Faculty's requirements, expectations, regulations and policies.

Article 3 – Membership in BSA

1. The following classes of membership shall be available within the BSA:
 - a. General Membership
 - b. Honorary Membership
2. General membership is open to any undergraduate student registered in any Biological Sciences program within the Faculty.
 - a. Membership begins when a student signs-up on the BSA's website.
 - b. Membership concludes upon that members graduation, or, request to be removed as a member of the BSA.
 - c. All General members shall be entitled to:
 - i. Attend all events organized by BSA, unless otherwise stated/fee required;
 - ii. Apply and be possibly selected to be an Executive, Junior Executive or Program Representative with the BSA;
 - iii. Attend either any Executive Council meeting as an observer or a BSA Committee meeting as an active participant and;
 - iv. Any other benefits determined by the Executive Council.
3. Honorary Membership is open to anyone who falls outside of the scope of a general membership. This includes non-science students, faculty, staff, graduate students, and other members of the campus community. Honorary memberships are usually awarded.
 - a. Honorary members will not be entitled to apply for positions within the BSA
 - b. All Honorary members may be entitled to:
 - i. Attend all events organized by the BSA

- ii. Be featured on the BSA's website
- iii. Give speeches at BSA events
- iv. Any other benefits determined by the Executive Council

Article 4 – Executive Council

1. The Executive Council is hereby established as the BSA's highest governing, decision-making and dispute resolving body.
2. The Executive Council shall consist of:
 - a. The President
 - b. Vice-President, Operations & Finance
 - c. Vice-President, Academic
 - d. Vice-President, Internal Affairs
 - e. Vice-President, Marketing
 - f. Vice-President, Outreach
 - g. Vice-President, Professional Events
 - h. Vice-President, Social Events
3. More about each specific Executive role can be found in the "BSA Executive Guide" document on the BSA's website.
4. The roles and responsibilities of the Executive Council shall be to:
 - a. Meet once every two weeks between May and August of the given academic year;
 - b. Meet once every week, minimum, between September and April of the given academic year (with the exception of academic breaks/holidays);
 - c. Meet once a month with all coordinators from September to April to update everyone and share information;
 - d. Manage the business, affairs, and day-to-day operations of the BSA and ensure its continual growth in relation to the Constitution and;
 - e. Bring forward discussion items to the BSA Committee in order to consult and receive feedback from the BSA Committee about upcoming projects and initiatives and;
 - f. Any other important tasks determined by the Executive Council themselves.
5. Each vacant position on the Executive Council shall be determined by an application process due by the end of the third week of April of the given academic year. The applications for the vacant position will be reviewed by the current Executive Council and will be decided by the council. There is currently no appeal process in place in case your application is not accepted.

6. The term of office for members on the Executive Council shall be May 1st to April 30th of the given academic year.

Article 5 – Junior Executives/Coordinators

1. The BSA's Executive Council has decided to create other leadership positions for students to get involved in the BSA, called Junior Executives/Coordinators. This includes the following positions:
 - a. BSA Professional Event Coordinators (3)
 - b. BSA Social Event Coordinators (3)
 - c. BSA Content Coordinators (3)
 - d. BSA Academic Coordinators (3)
2. The term for these Junior Executive positions will be from June 1st to April 30th in the given academic year.
3. The BSA Professional Event Coordinator position is appointed by way of application to the Executive Council, which will be made public on the BSA's website and social media platforms. They will be overseen by the VP Professional Events and be responsible for the following:
 - a. Work with the VP Professional Events to plan/coordinate events for the BSA
 - b. Report to the VP Professional Events on ideas about events that the BSA should hold
 - c. Help facilitate each event on the day of the actual event
 - d. Update the Events section of the BSA website's
 - e. Work with other Executives/Junior Executives to post about events on social media
 - f. Any other task determined by the Executive Council
4. The BSA Social Event Coordinator position is appointed by way of application to the Executive Council, which will be made public on the BSA's website and social media platforms. They will be overseen by the VP Social Events and be responsible for the following:
 - a. Work with the VP Social Events to plan/coordinate social/community events for the BSA
 - b. Report to the VP Social Events on ideas about events that the BSA should hold
 - c. Help facilitate each event on the day of the actual event
 - d. Update the Events section of the BSA website's
 - e. Work with other Executives/Junior Executives to post about events on social media

- f. Any other task determined by the Executive Council
5. The BSA Content Coordinator position is appointed by way of application to the Executive Council, which will be made public on the BSA's website and social media platforms. They will be overseen by the VP Marketing and be responsible for the following:
 - a. Attend events organized by the VP Professional Events or VP Social Events and their respective coordinators;
 - b. Create engaging articles/blog posts either weekly/biweekly for the BSA's website;
 - c. Post/share these blog posts on the BSA's social media platforms;
 - d. Take pictures at different BSA events and promote these events on the BSA's social media;
 - e. Assist the VP Marketing in creating marketing materials
 - f. Any other task determined by the Executive Council
6. The BSA Academic Coordinator position is appointed by way of application to the Executive Council, which will be made public on the BSA's website and social media platforms. They will be overseen by the VP Academic and be responsible for the following:
 - a. Attend events organized by the VP Professional Events or VP Social Events and their respective coordinators;
 - b. Assist the VP Academic in creating Course Profiles for different courses on the website by interviewing professors, reviewing outlines, etc.
 - c. Create any relevant academic materials or resources for the BSA
 - d. Be a member of the BSA Awards Committee, where they will assist in reviewing applications and selecting winners for the BSA Awards
 - e. Coordinate any other academic related affairs of the BSA with the VP Academic
 - f. Any other task determined by the Executive Council

Article 5 – BSA Committee

1. The BSA Committee shall consist of:
 - a. The President
 - b. Vice-President, Operations & Finance
 - c. Vice-President, Academic
 - d. Vice-President, Internal Affairs
 - e. Vice-President, Marketing
 - f. Vice-President, Outreach
 - g. Vice-President, Professional Events

- h. Vice-President, Social Events
 - i. Three, Students' Union Faculty of Science Representatives
 - j. One student selected from each Program within the Biological Sciences via application to the Executive Council, entitled a "Program Representative"
 - k. Associate Head of Undergraduate of the Department, who shall chair the BSA Committee
 - l. Any other student or Departmental/Faculty member who wants to join and partake in the Committee's activities and discussions
2. A Program Representative will be appointed to the BSA Committee through way of a public application, usually at August or September of the given academic year. The term for a Program Representative with the BSA is from October 1st to April 31st of the given academic year. Their responsibilities are as follows:
 - a. Attend each BSA Committee meeting, unless adequate notice is given to the President of the BSA;
 - b. Actively engage in discussion at the BSA Committee meetings;
 - c. Provide program specific insight into discussion topics
 - d. Bring forward their own discussion items if needed and;
 - e. Any other tasks determined by the Executive Council.
3. The BSA Committee shall:
 - a. Meet once every month between October to March of the given academic year;
 - b. Serve as the main consultative and advisory committee to the Executive Council;
 - c. Discuss engaging topics on how to improve the Department and the Faculty as a whole and;
 - d. Provide feedback to the Executive Council on events, programs, or initiatives to ensure the BSA's continual improvement and;
 - e. Ensure that the BSA and its Executive Council are acting in accordance with this Constitution and other policies within the BSA.

Article 6 – BSA Awards Committee

1. The BSA Awards Committee shall consist of:
 - a. The President;
 - b. Vice-President, Academic
 - c. Three BSA Academic Coordinators
 - d. Undergraduate Program Coordinator within the Department

- e. Admin Assistant Graduate Program within the Department
 - f. Research Admin and Space Lead within the Department
2. The BSA Awards Committee shall:
- a. Meet twice in the winter semester of the given academic year;
 - b. Oversee and adjudicate the BSA Awards;
 - c. Review processes of the awards in conjunction with the BSA Committee, if appropriate and;
 - d. Any other tasks determined by the Executive Council

Article 7 – Removals & Resignations

1. The Students' Union Coordinator of Student Organizations and/or the University of Calgary's Student Conduct Office may recommend the removal of a BSA Executive Member, Junior Executive Member, Program Representative, or General/Honorary member if they have:
 - a. Failed to abide by the rules outlined in this Constitution;
 - b. Breached the University of Calgary's academic or non-academic misconduct policies and/or;
 - c. Or any other activities deemed worthy of removal
2. Resignations of a member of the Executive Council shall follow the procedure outlined below:
 - a. If any individual, other than the President, decides to resign, they must provide a minimum of two weeks' notice;
 - b. This resignation shall be made via a letter to the President outlining the reason for resignation;
 - c. In the event the President resigns, a minimum of four weeks' notice shall be given to the Executive Council and the Associate Head of Undergraduate in the Department. A new President shall be selected from the current Vice Presidents, and the vacant Vice President position shall be filled by an application
3. Resignations of any member of the BSA Committee shall follow the procedure outlined below:
 - a. If a Students' Union Faculty of Science Representative resigns from the Committee, the new Students' Union Rep will be determined via the SU policies and procedures.
 - b. If a Program Representative resigns, the Executive Council shall be responsible for selecting an individual to fill the vacancy via application
4. Resignations of any of the Junior Executive/Coordinator positions shall follow the procedure outlined below:

- a. Provide a minimum two week notice via email to their respective BSA Executive lead (VP Professional Events, VP Social Events, VP Marketing or VP Academic) outlining the reason for resignation and;
- b. An application will be made available for the vacant Junior Executive position to be filled

Article 8 – Notice of Extraneous Documents

1. The Constitution of the BSA remains the overarching document that governs the Association and its relation to the Students' Union as a sanctioned club. There are, however, extraneous documents that provide more details for the BSA in addition to this Constitution. This includes, but is not limited to:
 - a. BSA Executive Guide
 - b. BSA Annual Budget
 - c. BSA Strategic Plan
 - d. BSA Coordinator Guide
 - e. And any other document needed for the functioning of the BSA.
2. These extraneous documents may be made public on the BSA website, annually, in addition to the Constitution for transparency and awareness at discretion of the Executive Council.

Article 9 – Dissolution

1. The BSA shall not pay any dividends or distribute its property among its members, Executives, Junior Executives/Coordinators, or Program Representatives.
2. If the BSA is dissolved, any funds or assets remaining after paying off debts are to be given to a charity of choice, which would be decided by the Executive Council.

Article 10 – Reviewal & Amendments

1. The BSA Constitution shall be reviewed at the beginning of each semester, or when deemed necessary, by the President and/or the Executive Council.
2. The Constitution can only be amended by bringing forward an amended Constitution to the BSA Executive Council. The new Constitution will be voted on and all BSA Executive Council members present at the meeting must vote in favour of amending the Constitution. These amendments can be voted on electronically as well.