

Biochemistry, Microbiology and Immunology Graduate Student Association

Faculty of Medicine
University of Ottawa

BY-LAWS

Responsibilities of the Executive Officers

Article I. All members of the Executive shall:

- i. Further the long-term interests of the BMIGSA;
- ii. Maintain detailed files related to their portfolio that will serve as a historical record and as a guide for successors;
- iii. Represent the graduate student body at program, department, and faculty levels;
- iv. Represent the graduate student body to other student organizations, and to all general correspondents;
- v. Call and prepare agendas for Executive, Council, General, and Special meetings of the BMIGSA;
- vi. Disseminate relevant information relation to their portfolios to the appropriate body;
- vii. Be elected to their positions by the BMI student body in any year of study. Solely the position of President or Co-President requires one year of Executive experience on the BMIGSA to be eligible for election.

Article II. Duties and Responsibilities of Executive Members

Section I. Responsibilities of the President or Co-Presidents

- i. Act as the official representative(s) of the BMIGSA;
- ii. Supervise generally the affairs of the BMIGSA;
- iii. Call Executive, Council, General, and Special meetings of the BMIGSA;
- iv. Ensure the preparation of an agenda for meetings of the General Council or Executive;
- v. Coordinate activities and carry out policies as stipulated by the Constitution, Bylaws, Executive, and Student Body;
- vi. With the Vice-President, Finance, conduct financial transactions as signing officer for the BMIGSA;
- vii. With the Vice-President, Academic, represent the BMIGSA at the Faculty of Medicine Graduate Studies Council (FMGSC);
- viii. Represent the BMIGSA at Faculty of Medicine Council Meetings;
- ix. Delegate duties of unfilled positions, as appropriate, to tother Executive and Council Members;
- x. Be responsible for the overall organization of BMIGSA files, including the transfer between elected councils.

Section II. Responsibilities of the Vice-President, Academic

- i. Represent the academic needs and interests of BMI graduate students at the department and faculty levels;
- ii. Communicate academic feedback and ideas to the BMI program director and faculty;

- iii. Organize academic events and workshops throughout the year that provide networking and career-related opportunities for graduate students and information sessions on academic degree requirements like TAC workshops;
- iv. With the Vice President, Professional Development, organize Career Day each academic year;
- v. Organize student-invited speaker seminar series throughout the year.

Section III. Responsibilities of the Vice-President, Archives

- i. Book rooms for BMIGSA meetings;
- ii. Take detailed minutes during BMIGSA meetings;
- iii. After BMIGSA meetings, write up notes and post to OneDrive folder;
- iv. Maintain an archive of previous minutes and other relevant documents;
- v. Attend CMM/NSC GSA council meetings and provide the BMIGSA with updates.

Section IV. Responsibilities of the Vice-President, Communications

- i. Communicate to the BMI student body new and planned events from the BMIGSA, BMI department, Faculty of Medicine, and University of Ottawa;
- ii. Act as webmaster for the BMIGSA website and email service.

Section V. Responsibilities of the Vice-President, External (GSAED Representative for BMIGSA)

- i. Represent BMIGSA and the BMI student body to the university-level graduate student association by attending all GSAED meetings;
- ii. Register the BMIGSA as a club under GSAED yearly;
- iii. Liaise between GSAED and BMIGSA if there are any issues;
- iv. Ensure the BMIGSA consistently receives funding from external sources such as GSAED and the Faculty of Medicine.

Section VI. Responsibilities of the Vice-President, Finance

- i. Receive custody of all BMIGSA funds (e.g. cheques from GSAED, proceeds from social events) to deposit in the BMIGSA bank account;
- ii. Act as the chief signing officer for BMIGSA transactions (e.g. bank deposits, reimbursement cheques);
- iii. Manage the annual budget, allocate funds for academic or social events, and monitor expenditures to ensure that the account is in good standing (an account balance greater than \$1500.00);
- iv. Report the updated account balance at each meeting of the BMIGSA;
- v. Assume responsibility of the cash box at monetary events and maintain a reasonable cash float.

Section VII. Responsibilities of the Vice-President, Internal

- i. Represent the BMIGSA at monthly BMI departmental meeting with BMI faculty;
- ii. Update the BMI department about BMIGSA activities and the needs of BMI students;
- iii. Take detailed minutes on topics relevant to the BMIGSA and upload to the OneDrive;
- iv. Assist the BMI office with managing graduate student office space (if necessary);

- v. Plan and organize the summer BMI barbecues and social gathering/pub night post BMI Seminar/Poster Day (can be done in collaboration with other GSAs).

Section VIII. Responsibilities of the Vice-President, Social

- i. Assume responsibility for social and philanthropic programming;
- ii. Organize seasonal events for the BMI department (e.g. Halloween, Christmas, Valentine's Day, St. Patrick's Day etc.);
- iii. Organize recurring or one-time social events (e.g. coffee socials, skating, bowling, board game nights);
- iv. Liaise with other GSAs for collaborative social events;
- v. Encourage interactions between students from different labs and buildings.

Section IX. Responsibilities of the Vice-President, Wellness

New Role as of 2017

- i. Plan events, activities, and workshops that promote student physical and mental wellbeing;
- ii. Represent BMI on the Student Wellness committee;
- iii. Liaise with the Wellness Office regarding any events or important information, hosting student catered events and promoting wellness.

Section X. Responsibilities of the Vice-President, Social Media

New Role as of 2023

- i. Run social media sites representing the BMIGSA (e.g. Twitter, Instagram, Facebook);
- ii. Communicate any direct messages received through social media platforms to the appropriate channels or members of the Executive;
- iii. Take photos and videos at social, academic, or wellness-related events and upload to the OneDrive;
- iv. Designate an alternative member of the Executive to take photos or videos if unable to attend an event.

Section XI. Responsibilities of the Vice-President, Professional Development

New Role as of 2023

- i. Organize networking events for BMI students;
- ii. With the Vice-President, Academic, assist in the planning of Career Week;
- iii. Coordinate professional headshots for students;
- iv. Highlight and promote offices and services within and beyond the University of Ottawa that provide students opportunities for professional development.

Section XII. Responsibilities of the Representative, International Students

New Role as of 2023

- i. Advocate on behalf of all international students;
- ii. Actively promote the resources available in the department and the university to international students;
- iii. Liaise with BMIGSA and other international student-specific committees, supporting the activities of international students;

- iv. Work towards increasing participation of international students within the BMI department;
- v. Work with Social VP to organize events and activities for international students;
- vi. Address any comments or concerns from international students.

Section XIII. Responsibilities of the Representative, University of Ottawa Heart Institute (UOHI)

New Role as of 2023

- i. Liaise between BMIGSA and UOHI by promoting BMIGSA events at the Heart Institute;
- ii. Initiate collaborations between the BMIGSA and O Heart Committee (Heart Institute Council);
- iii. Raise any questions or concerns from the Heart Institute to the BMIGSA;
- iv. Attend O Heart Committee meetings.

Section XIV. Responsibilities of the Representative, Ottawa Hospital Research Institute (OHRI)

New Role as of 2023

- i. Liaise between the BMIGSA and the OHRI councils;
- ii. Promote BMIGSA events at OHRI and initiate collaborations between BMIGSA and OHRI councils;
- iii. Raise any questions or concerns from the OHRI to BMIGSA.

Section XV. Responsibilities of the Representative, Children's Hospital of Eastern Ontario (CHEO)

New Role as of 2023

- i. Liaise between the BMIGSA and the CHEO councils;
- ii. Promote BMIGSA events at CHEO and initiate collaborations between BMIGSA and CHEO councils;
- iii. Raise any questions or concerns from the CHEO to BMIGSA.

Section XVI. Responsibilities of the Vice-President, Francophonie

New Role as of 2023

- i. Translate all posters, emails and other advertisements to French;
- ii. Translate all documents that are officially associated to BMIGSA such as bylaws, constitution and official statements to French;
- iii. Attend any unilingual French meetings that would be beneficial for the BMIGSA or BMI student body;
- iv. Must hold B levels in all areas of language according to the Government of Canada guidelines.

Section XVII. Responsibilities of the CUPE 2626 Steward(s)

New Role as of 2023

- i. Consult the members of the BMI department to assess their needs and their concerns in order to communicate them at the Steward Council (SC) meetings;

- ii. Keep the members of the BMI department informed about the activities of the Executive Board (EB) and the SC, as well as of other important issues relating to CUPE 2626;
- iii. Send out EB and Chief Stewards monthly CUPE update documents to the BMI CUPE members;
- iv. Attend SC meetings and General Assemblies (GAs). If ever you cannot attend a meeting, Stewards are required to appoint a proxy.

Amended: Sept 7th, 2023