

**University of Ottawa**  
**Biochemistry, Microbiology and Immunology Graduate Students Association**

**BY-LAWS**

**1. Responsibilities of the Executive Officers**

**Article I. All Members of the Executive shall:**

- i. Further the long-term interests of the Association;
- ii. Maintain detailed files related to their portfolio that will serve as historical record and be useful to their successors;
- iii. Represent the graduate student body to the administration at program, department, and Faculty levels;
- iv. Represent the graduate student body to their 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 relating to their portfolios to the appropriate body;

**Article II. Duties and Responsibilities of Executive Members**

***Section I. Responsibilities of the President***

- i. Act as Chair at all meetings of the BMIGSA, or appoint a Chair from the active membership;
- ii. Act as the official representative of the Association;
- iii. Supervise generally the affairs of the Association;
- iv. Call Executive, Council, General, and Special meetings of the BMIGSA;
- v. Ensure the preparation of an agenda for meetings of the General Council or Executive;
- vi. Coordinate activities and carry out policies as stipulated by the Constitution, Bylaws, Executive, and Student Body;
- vii. With the Vice-President, Finance, conduct financial transactions as signing officer for the BMIGSA;
- viii. With the Vice-President, Academic, represent BMIGSA at the Faculty of Medicine Graduate Studies Council (FMGSC);
- ix. Represent BMIGSA at Faculty Council Meetings;
- x. Delegate duties of unfilled positions, as appropriate, to other Executive and Council Members;

***Section II. Responsibilities of the Vice-President, Academic***

- i. Represent the academic needs and interests of BMI graduate students at the department and Faculty level;
- 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;
- iv. Organize Career Day in May of each academic year;
- v. Organize the Student-Invited Speakers Seminar Series throughout the year;
- vi. With the President, represent BMIGSA at the Faculty of Medicine Graduate Studies Council (FMGSC);

### ***Section III. Responsibilities of the Vice-President, Archives***

- 1. Book rooms for the BMIGSA Meetings.
- 2. During the meetings take detailed minutes.
- 3. After the meeting, write up the notes and send them to other members of council.
- 4. Maintain an archive of the previous minutes and other relevant documents.

### ***Section IV. Responsibilities of the Vice-President, Communications***

- i. Communicate to the BMI graduate students news and planned events from the graduate association, department, faculty and university;
- ii. Run social media sites representing the association (twitter and facebook);
- iii. Act as webmaster for the BMIGSA website and email service.

### ***Section V. Responsibilities of the Vice-President, External***

### ***Section VI. Responsibilities of the Vice-President, Finance***

- i. Receive custody of all BMIGSA funds (mainly cheques from GSAED and 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/social events, and monitor expenditures to ensure that the account is in good standing
- iv. Assume responsibility of the cash box and maintain a reasonable cash float

### ***Section VII. Responsibilities of the Vice-President, Internal***

- i. Represent BMIGSA at BMI departmental meetings (BMI Professors) 1/month, 2h/meeting

- ii. Briefly update the BMI department about BMIGSA activities or needs.
- iii. Report back to the BMIGSA on the BMI departmental meeting
- iv. Assign desk space to BMI students on the 4th floor and keep the desk space list updated
- v. \*optional\* Run the summer BMI BBQs May-Aug/Sept.

***Section VIII. Responsibilities of the Vice-President, Social***

- i. Assume responsibility for social and philanthropic programming
- ii. Organize seasonal social events BMI department
- iii. Encourage interaction between students from different labs and locations
- iv. Contribute to positive image of BMIGSA

***Section IX. Responsibilities of the Vice-President, Wellness  
New Role as of 2017***

1. Plan events, activities and workshops that promote student wellness
2. Represent BMI on the department Student Wellness committee