

**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 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 relating to their portfolios to the appropriate body;

**Article II. Duties and Responsibilities of Individual 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. Co-ordinate activities and carry out policies as stipulated by the Constitution, Bylaws, Executive, and Student Body;
- vii. With the Vice President Finances, and with agreement of the Executive Body, conduct financial transactions as signing officer for the BMIGSA;
- viii. With the Vice President Communications, represent BMI at monthly GSAED General Council meetings and present regular reports to BMIGSA;
- ix. With the Vice President Communications, be responsible to disseminate pertinent information to the student body;
- x. Delegate duties of unfilled positions, as appropriate, to other Executive and Council Members;
- xi. Represent BMIGSA at the Faculty of Medicine Graduate Studies Committee (FMGSC).

***Section II. Responsibilities of the Vice-President Internal***

- i. Perform all duties and responsibilities of the President in the event of the President's absence;

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- ii. Represent BMIGSA as their program (Biochemistry or Microbiology and Immunology) representative, in conjunction with an active member of the other program, on the BMI Departmental Council;
- iii. Be responsible for overseeing the handling of internal matters of the BMIGSA;
- iv. Ensure that all positions for graduate student representatives within the department, and faculty are filled to the best of the abilities of the BMIGSA;
- v. Ensure the minutes are prepared following every meeting of the Executive or Council promptly and accurately.

***Section III. Responsibilities of the Vice-President External***

- i. Be responsible to keep lines of communication open between the students at the Institutes and the BMIGSA;
- ii. Assume the responsibilities of Vice President Internal in his or her absence;
- iii. Be responsible to communicate with the Assistant Dean of Graduate and Post-Doctoral Studies, or his or her academic assistant, any important items for discussion during Faculty of Medicine Graduate Studies Student Committee (FMGSSC) meetings;

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

- i. Interchangeably with the President, represent BMI at monthly meetings of the GSAED General Council and present regular reports to BMIGSA;
- ii. Responsible for the dissemination of pertinent information to the student body;
- iii. Act as a liaison between BMIGSA and other Faculty of Medicine GSAs;
- iv. Responsible for overseeing the preparation and distribution of any press releases or publicity through The BMI Bulletin or any other media;
- v. Assume the responsibilities of the Vice President External in his or her absence.

***Section V. Responsibilities of the Vice-President Social***

- i. Organize and promote Association sponsored academic and social events for graduate students;
- ii. Assume the responsibilities of the Vice President Communications in his or her absence;
- iii. Conduct and analyze results of annual survey of new and returning graduate students during welcome week activities, and provide a report of the results to BMIGSA for use for organization of departmental and faculty wide events throughout the year;
- iv. Liaise with other graduate students associations of the Faculty of Medicine to organize welcome week events for the beginning of the fall semester.

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

- i. Receive and custody of all monies and funds of BMIGSA from the GSAED, assure the accuracy of the amount relative to enrolment. Report any discrepancies to BMIGSA Executive and follow up with the GSAED Vice President Finance;
- ii. Be the BMIGSA chief signing officer;

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- iii. Prepare detailed reports on financial affairs and activities of the BMIGSA for the Executive, Council, and active membership.

### ***Section VII. Responsibilities of the Webmaster***

- i. Be responsible for the maintenance of the BMIGSA webpage;
- ii. Ensure all information on the webpage are up to date and pertinent;
- iii. Act as a contact person and liaison between the Faculty of Medicine (Med Tech), or the Department and the BMIGSA in all things website related;
- iv. Be responsible to add up to date minutes, as they are made available by the VP Internal, to the website for public access;
- v. Act as Chair of the Webpage Committee, in times that such a body should be active.