



Microbiology Course Union

The Microbiology Course Union at the University of British Columbia

BYLAWS

Version History (insert rows as needed)

Version	Date	Name	Comment
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*if any amendments to the bylaws are passed, they must be recorded in the version history



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Article I – Interpretation and Definitions

1. In these Bylaws, words imparting the singular shall include the plural, and vice versa, and words imparting the masculine gender shall include the feminine gender, and words imparting the person shall include bodies corporate.
2. In the case of contradictions between these Bylaws and the UBCSUO Constitution and/or Bylaws, the UBCSUO Constitution and/or Bylaws shall be taken as precedent, and this document shall be amended so as to keep it in line with the UBCSUO Constitution and/or Bylaws.
3. In these Bylaws, unless the context otherwise requires:
 - a. “Academic Year” shall mean the period from September to April in which students attend the University of British Columbia
 - b. “Business Days” shall mean days through Monday to Friday, from 9:00AM until 5:00PM and shall not include statutory holidays or university closures
 - c. “By-election” shall mean an election for an Executive Team member that is not held as part of a General Election
 - d. “Bylaws” shall mean the bylaws of the Microbiology Course Union at the University of British Columbia
 - e. “Calendar Year” shall mean the year starting January 1st ending December 31st
 - f. “Campus” shall mean the University of British Columbia’s Okanagan Campus
 - g. “Course Union” shall mean any course union constituted under the UBCSUO that exclusively represents the students of a respective program
 - h. “Election Period” shall mean the time from when the Elections are announced, through to when the next Executive is ratified
 - i. “Executive Team” shall mean the executive team of the Microbiology Course Union
 - j. “Governing Documents” shall mean the bylaws
 - k. “Member” shall mean those persons who satisfy the requirements set out under ARTICLE II – ACTIVE MEMBERSHIP
 - l. “Referendum” shall mean an informed democratic decision by the members of the Microbiology Course Union at the University of British Columbia
 - m. “Resolution” shall mean a resolution of the Executive Team passed by the majority of the votes cast, exclusive of abstentions
 - n.



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- o. “School” shall mean the Irving K. Barber School of Arts and Sciences at the University of British Columbia’s Okanagan Campus
- p. “Semester” shall be as defined by the academic calendar of UBC’s Okanagan Campus
- q. “Term” shall mean the period that an elected member serves
- r. “UBC” shall mean the University of British Columbia
- s. “UBCSUO” shall mean the Student Union of UBC Okanagan at the University of British Columbia’s Okanagan Campus
- t. “University” shall mean the University of British Columbia’s Okanagan Campus



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Article II - Active Membership

4. Active members shall be comprised of students who have signed up for the Course Union and are enrolled in any program in the Irving K. Barber School of Arts and Sciences.
5. An Active Member shall have the right to:
 - a. Vote in all elections of the Microbiology Course Union
 - b. Nominate or be nominated as a candidate for Executive positions
 - c. Hold any office within the Microbiology Course Union that they are qualified in accordance with the Bylaws
 - d. Propose and second amendments to the Bylaws, or motions at a general meeting of the Microbiology Course Union
 - e. Attend and participate in general meetings of the Executive Team
6. Active membership in the Microbiology Course Union, including the rights listed in Article II - Active membership – Section 5, shall cease:
 - a. When a student is no longer registered in the Irving K. Barber School of Arts and Science
 - b. When they have either not signed up for the current year or has written permission to remove them from the Microbiology Course Union



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Article III - Membership Fees

7. All Members shall not have to pay any fees for active membership in accordance with these bylaws as long as they have registered for the Microbiology Course Union
8. A Membership Fee may be implemented and adjusted through a resolution of the Executive team



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Article IV – General meetings

9. There shall be an annual General Meeting of the Microbiology Course Union held no later than 30 days before the first day of the Winter semester exams with the date and agenda of the meeting to be determined by the Executive Team
10. There shall be a Fall General Meeting of the Microbiology Course Union held no later than 30 days after the first day of the Fall semester with the date and agenda of the meeting to be determined by the Executive Team
11. The Executive Team shall establish the date of the annual general meeting and the fall general meeting at least 10 days in advance of the general meeting with notice being given to the active membership in accordance with Article VI.25
12. The Executive Team shall include on the agenda of any general meeting any Resolutions submitted to the Executive Team no less than 2 days in advance of the meeting
13. The following business shall be conducted at the annual general meeting
 - a. Presenting a review of the budget for the present academic year
 - b. Receiving the Review Report from the President with respect to activities of the Microbiology Course Union in the present academic year
 - c. Any resolutions as per the agenda
 - d. Motions from the Floor
 - e. Electing the next Executive Team
 - f. Turnover of the Executive Team
14. The following Business shall be conducted at the Fall General Meeting
 - a. Reintroduction of the Executive Team
 - b. Receiving the report from the President with respect to activities of the Microbiology Course Union in the present academic year
 - c. Any resolutions as per the agenda
 - d. Motions from the Floor
15. A special general meeting may be called by Resolution of the Executive Team
16. There shall be no voting by proxy at any general meeting of the Microbiology Course Union
17. Each Active Member is entitled to one (1) vote per motion at a general meeting of the Microbiology Course union



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18. At any Annual or Special General Meeting, the Members of the Microbiology Course Union may vote on a motion of non-confidence in either individual or multiple Executive Team members. If a three-quarters (3/4) majority of members support a motion of non-confidence, the executives in question will be removed from their positions
19. Following a successful motion of non-confidence in any Annual or Special General Meeting a call for nominations will be made for the vacant positions. A nominee becomes a candidate when their nomination is seconded, and they accept the nomination. The Assembly at the General Meeting will vote by secret ballot to fill the vacant positions



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Article V – Elections and Referenda

20. There shall be an Executive Team election held no later than the last week of March
21. Each Active Member is entitled to 1 vote in the election of positions and 1 vote in any referenda of the Microbiology Course Union
22. Active Members may vote on matters concerning the business of the Microbiology Course Union by means of a referendum
23. A referendum shall be called by the Executive Team without delay in accordance upon:
 - a. A Resolution of the Executive Team
24. The text of the referendum shall be clear and unambiguous and be capable of being answered by “yes” or “no”



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Article VI- Notice of General Meetings, Elections and Referenda

25. The Microbiology Course Union shall give no less than 10 days' written notice of a general meeting, or referenda
26. A notice of a general meeting shall state the date, time, location, and proposed agenda for the meeting, and, if Resolutions are to be considered, the wording of the Resolution
27. Sufficient notice of a general meeting, election, or referendum will be deemed to have been given with the posting of the following:
 - a. A notice on the home page of the Microbiology course Union's website and social media accounts
 - b. If the Microbiology Course Union has access to an electronic contact list for its Active Members, an email to all Active Members



Article VII - Executive Team

28. The Executive Team shall be the official governing body of the Microbiology Course Union
29. The voting members of the Executive Course Union Include:
 - a. 8 Executive Team members
 - b. Members of the academic and event teams
30. Each voting member of the Executive Team shall have one vote on the Executive Team, and each position on Executive Team shall be occupied by one (1) individual
31. Each Executive Team member must be an Active Member of the Microbiology Course Union
32. An Executive position will be deemed to be vacant upon:
 - a. The Executive Team member's death, resignation, removal, or abandonment of the position
33. An Executive Team position that remains unfilled after an election or by-election is a vacant position
34. No member of the Executive Team shall hold more than one voting position on the Executive Team
35. The Executive Team shall meet at least once a month in the Academic Year
36. The President shall convene a meeting of the Executive Team without delay if requested by:
 - a. The majority of the members of the Executive Team
 - b. The president after determination that an Executive Team meeting is required
37. There shall be at least 48 hours' notice given by a non-regularly scheduled meeting of the Executive Team
38. Meetings of the Executive Team shall be open to Active Members unless the Executive Team deems said meeting as confidential
39. The voting members of the Executive Team shall be elected by the Active Members in a General Election, with their turnover at the closing of the Annual General Meeting



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40. Elected Executive Team Members shall commence their term following ratification and their term on the executive Team shall expire after the ratification of the newly elected Executive Team Members
41. In the event that an Executive Team position becomes vacant, the Executive Team may fill the vacancy by a Resolution until the position is filled in the next election of the Microbiology Course Union
42. An Executive Team Member may be removed from the Executive Team by a Resolution at a general meeting and another person may be appointed by Resolution to serve until the position is filled in an election or by-election
43. An Executive Team Member who misses 3 meetings over the whole of their term, without reasonable cause or without an approved leave of absence, will be deemed to have abandoned office



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Article VIII - Powers & Duties of the Executive Team

44. The Executive Team shall perform the duties set out under the Bylaws
45. The Executive Team shall oversee the Microbiology Course Union on a day-to-day basis
46. The Executive Committee shall consist of the:
 - a. President
 - b. Vice-President
 - c. Vice-President Finance
 - d. Vice-President Internal
 - e. Vice-President External
 - f. Vice-President Communications
 - g. Vice-President Academics
 - h. Vice-President Events
47. The Executive shall:
 - a. Meet at least once a month
 - b. Collectively supervise and provide direction for implementation of directives from the Executive Team
 - c. Collectively be responsible for day to day decision making and oversight of the Microbiology Course Union in accordance with the Bylaws
 - d. Review the budget and strategic plan at least once in each school year semester and present amendments as required
 - e. Be responsible for internal and external communications of the Microbiology Course Union
 - f. Present options and make recommendations on matters of concern to Active Members
 - g. Ensure a program of orientation is in place for all new Executive Team Members
48. Each member of the Executive Team shall have 1 vote on the Executive
49. Meeting minutes of each meeting shall be recorded and kept in an online folder which each Executive Team member has access to



Article IX - Individual Roles and Responsibilities of the Executive Team

51. The President shall:

- a. Chair and coordinate the activities of the Executive meetings including the preparation of the agenda
- b. Chair or delegate the chair of general meetings
- c. Call Executive meetings as required
- d. Be familiar with the contents of the the Governing Documents of the UBCSUO
- e. Oversee the members of the Executive
- f. Act as the primary representative of the Microbiology Course Union
- g. Oversee the transition of the Executive at the end of the elected term
- h. Act as a signing authority
- i. Work cooperatively with any Executive on their specific duties as is required at the discretion of the president
- j. Additional duties as required by the policy manual of the UBCSUO

52. The Vice-President shall:

- a. Work cooperatively with the president as required
- b. Work to oversee the executive alongside the President
- c. Work cooperatively with any Executive on their specific duties
- d. Act as a representative for the Microbiology Course Union as needed
- e. Work to extend the Microbiology Course Union's reach across campus
- f. Act as a signing authority
- g. Additional duties as required by the policy manual of the UBCSUO

53. The Vice-president Finance shall:

- a. Oversee and coordinate the finances of the Microbiology Course Unions
- b. Ensure the long-term financial stability of the Microbiology Course Union
- c. Ensure the maintenance of all financial records
- d. Prepare financial statements and reports to be presented to the Executive Team
- e. Complete any funding requests as required
- f. Oversee all funds received and disbursed by the Microbiology Course Union and keep all invoices, receipts and vouchers
- g. Act as a signing authority
- h. Source additional funds from other means outside the UBCSUO
- i. Additional duties as required by the policy manual of the UBCSUO

54. The Communications Head shall:

- a. Act as the primary means of distributing information to the membership
- b. In the case of the Vice-President Internal being absent, be responsible for the recording of meeting minutes of Executive meetings, as well as annual general meetings



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- c. Coordinate internal publicity to ensure awareness of the Course Union on campus
 - d. Actively maintains the Course Union's website, bulletin board and social media accounts
 - e. Additional duties as required by the policy manual of the UBCSUO
55. The Vice-President Internal shall:
- a. Liaise with students at the UBCO campus
 - b. Maintain relationships with the UBCSUO, Course Unions, and other relevant organizations at the University
 - c. Serve as advocate to the Irving K. Barber School on behalf of Active Members in matters of academic concern
 - d. Liaise with administration of the University
 - e. Additional duties as required by the policy manual of the UBCSUO
56. The Vice-President External shall:
- a. Liaise with students outside of the University, including but not limited to:
 - i. Other Course Unions at other post-secondary institutions
 - b. Seek out academic and professional opportunities off-campus
 - c. Seek out information on conferences and competitions, and distribute relevant information to the Executive
 - d. Select delegates in coordination with the President to represent the Microbiology Course Union at conferences and competitions
 - e. Be responsible for securing sources of funding and coordinating transportation for conferences and/or competitions
 - f. Act as a Delegate, or delegate the role of Delegate, at conferences and/or competitions
 - g. Additional duties as required by the policy manual of the UBCSUO
57. The Academics Head shall:
- a. Be responsible for organizing the Academic Coordinator Team
 - b. Coordinate with the Executive team and Academic Coordinator Team to organize academic events and services including but not limited to academic reviews and office hours
 - c. Coordinate with the Executive Team to host academic events
 - d. Oversee the provision of services to the membership of the Microbiology Course Union
 - e. Be responsible for provisioning the Academic budget and coordinating any budget changes with the VP Finance



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58. The Events Head shall:

- a. Be responsible for organizing the Event Coordinator Team
- b. Coordinate with the Executive team and Event Coordinator Team to organize events including but not limited to social events and professional development events
- c. Coordinate with the Executive Team, other Course Unions, and clubs to host events
- d. Be responsible for provisioning the Academic budget and coordinating any budget changes with the VP Finance
- e. Support the Academics Head with academic events and services as required

59. An executive of the Microbiology Course Union must:

- a. Act honestly and in good faith and in the best interests of the Microbiology Course Union
- b. Exercise the care, diligence and skill of a reasonably prudent person, in exercising the powers and performing the functions as an executive
- c. Keep accurate records and files concerning his or her activities and responsibilities



Article X - Removal of Executives

60. The Executive team has the authority to remove an executive from office if the executive member in question:
 - a. Has acted in such a way as to neglect their duties and responsibilities
 - b. Has failed to act honestly and in good faith as set in these Bylaws
 - c. Has demonstrated a lack of financial accountability

61. In the event of one of the occurrences laid out in Section 60 of these Bylaws the Executive Team must deliver a written warning to the executive member and give the executive member an opportunity to correct the situation within a reasonable period of time, where “reasonable” is left to the discretion of the Executive Team

62. If the executive member in question fails to rectify the situation, then the Executive Team may, at their earliest possible convenience and with reasonable evidence, censure the executive member’s actions

63. If the situation is deemed to be unable to be resolved, the Executive Team may remove the executive member in question, in accordance with Section 64 of these Bylaws

64. An executive may be removed from office by Resolution of the Executive Team and another executive may be elected, or appointed by Resolution, to serve during the remaining balance of the term



Article XI - Amending the Bylaws

65. The Bylaws may be amended by:
 - a. A resolution of the Executive Team

66. Amendments to these Bylaws that are simply corrective measures to ensure proper formatting and grammatical structure may be passed by the Executive with a Two-Thirds Resolution provided these amendments do not change the concept or spirit of the point being amended