

Constitution of University of Alberta Biomedical Technologies Development Group

Mission Statement

To provide a platform to gather students interested in applying their engineering skills to build or improve biomedical devices.

Vision Statement

The ultimate objective of this group is to engage students from various disciplines in the biomedical field without needing to be apart of the biomedical program.

Description

University of Alberta Biomedical Technologies Development Group is a multidisciplinary group seeking to create solutions to clinical and health issues through interdisciplinary action across the fields of science, medicine, and engineering. The group is for undergraduate students only and is project based, providing members with the opportunity to develop and apply technical skills to solve real-world problems. University of Alberta Biomedical Technologies Development Group will be competing in an annual competition in the biomedical sector.

Article 1: Name and Purpose

1.1 Name

The name of the student group shall be the University of Alberta Biomedical Technologies Development Group, and it may also be referred to as UAlberta Biomed and UAB-TDG.

1.2 Compliance

The student group is located at the University of Alberta, subject to the University, Students' Union, and Engineering Student's Society policies and procedures. This group will also comply with all local, provincial, and federal laws and procedures.

1.3 Objectives

The group will operate with the purpose of generating new devices/practices to address issues within the medical industry.

- Provide an opportunity for students interested in the medical industry to make a real difference with their peers
- Create a positive and constructive space for new ideas to be nurtured and explored

Article 2: Membership and Eligibility

2.1 Membership

A. Membership in UAlberta Biomed is open to undergraduate students at the University of Alberta, subject to membership requirements outlined in the University of Alberta's student group policies. Eligible individuals who wish to become part of UAlberta Biomed must indicate this by emailing UAlbertaBiomed@ualberta.ca.

- Membership is restricted to undergraduate students due to competition regulations. Students can be in any discipline with at least one member in the biomedical/bioengineering program

B. The classes of membership that exist in UAlberta Biomed are as follows.

- Associate Members:** An Associate Member is defined as an individual who is not eligible to join the group as a General Member due to lack of time commitment, University of Alberta student status (graduate students), or other affiliation, but who still wants to participate in group business. Associate Members do not have voting rights, do not report to any Team Leads, and may be restricted in contribution level due to competition guidelines. Associate Members are invited to sit in on committees or working groups under certain conditions and can attend all group events.
- General Members:** General Members meet all the criteria of Associate Members, while also taking on responsibilities in regards to the year's project. General Members show dedication to the group and to contributing to the development of a given project, and are expected to meet the requirement and deadlines. General Members are able to vote in group decisions.
- Vice Presidents:** Vice Presidents will be self-nominated, contingent on gaining signatures of support from at least six other members (not including Associate Members) of the student group. Vice Presidents will be elected executive positions. VP's are able to vote in group decisions.
- President:** The president is defined as any General Member who is elected to the presidential position or who is appointed to temporarily assume duties of a vacant presidential position, while that individual is in that role.

C. The conditions of membership in UAlberta Biomed are as follows.

- Attendance of the General Assembly meeting unless notice of extenuating circumstances is given. Attendance must be confirmed by meeting chair
- Attending group meetings as outlined by your positions and team leader/ executive council
- Cooperating with their team and with all group members and contributing their best effort
- Contributing the amount of time that they agreed to in their role
- Zero tolerance policy on violence, abusiveness, discrimination, sexism, etc.

- Additional membership criterion may apply to certain levels of membership, and will be outlined in the description of that title
- A member in bad standing is defined as any member who has not attended any group meetings and events over the preceding calendar year, or who has clearly and purposefully worked against the group's stated purpose and objectives as stated above. All members in bad standing will be given written notice of this fact by the executive committee and team lead (if applicable), and will be given one month from the receipt of this notice to either attend a group event or meeting, to plan a group event, or to propose an alternate measure to amend the member's participation. If a member in bad standing fails to communicate with the executive committee within that time, their membership privileges will be revoked until the next academic year

2.2 Membership Dues

UAlberta Biomed will charge nothing but time for membership status.

Time requirements are flexible for a given week reflective of personal circumstances, and are given as an average over the semester. Changes to availability or required time commitments must be discussed at the next available executive and team meetings.

- Presidents and VP's are expected to commit an average 8 hours per week
- General Members will be expected to commit anywhere from 2-6 hours per week depending on the specific project-based role that the person signs up for
- Associate members have no required time commitments

Article 3: Elections

3.1 Eligibility

- a. **In order to be eligible to run for a Presidential, VP position, a member must meet the following requirements:**
 - Be an Undergraduate student
 - Minimum of 1 year commitment with the student group and previously participated in one of the groups annual competitions
 - In order to be eligible to vote in an election, a member must be a General or Executive Member in good standing

3.2 Election Supervision

Elections will be monitored by elections committee that is appointed by the executive team. If the same executive member plans to run as a candidate, the rest of the executive team will appoint an impartial committee of three, non-candidate General Members to promote and supervise the election process as below. The Elections Supervisor(s) will provide candidates and voting members with information on the

elections, campaigning, and all associated procedures, 1 month prior to voting. The elections committee will be responsible about monitoring and recording the elections process.

3.3.1 Election Procedure

- Elections will be held as part of the AGM which will take place in early April for the following year. Group will have to renew registration before the end of May
- Each member has an equal opportunity to run if they meet the following minimum requirements: Eight months of active experience with the student group (the latter requirement taking effect after the first year of club operation).

An interview may be used to determine eligibility of members

- All eligible members will be given an opportunity to vote by secret by ballot. The voting logistics will be determined by the Elections Supervisor(s) and will be communicated to all members on or immediately following the nomination deadline.
- The winning candidate will be decided through a ranked ballot and instant runoff voting. If the candidate runs unopposed for a position, they are still required to obtain a majority of first-ranked votes over “none of the above”. Write-ins are not permitted

3.4 Appeals and By-Elections

a. A candidate or General Member may appeal election results within a week of the announcement by the Elections Supervisor(s). The elections committee decides if the appeal is valid. If the appeal is valid, the elections are repeated and depending on the reasons behind the appeal, some of the previous candidates may be disqualified. If in the final round of voting, the number of votes separating the first- and second-place candidates is less than five votes, or 5% of the total number of ballots cast, then another vote for that position, between the first- and second-place candidates will take place via google form, seven days after the main election.

b. Should an executive position not be filled by a general election or become vacant partway through the year, this could be simply because the person is ill, can not handle the responsibility or no one runs for the position in the first place. In that case, a member, preferably an executive member can cover the position until a substitute is found. The temporary replacement has to have treasurer training if the substitute is a signing authority.

The group is given two weeks to find a substitute for the vacant position. This duration maybe restricted even more if the position is of a signing authority.

Article 4: Executive Committee

4.1 Executive Committee members

The composition of the Executive Committee will be 100% U of A students. The Executive Committee will be composed of: the President and VP's

All executive members will be expected to attend regular meetings, complete all duties indicated by their portfolio to the best of their abilities and advocate for the wellbeing and sustainability of the organization.

4.2 Duties of Executive Committee Members

The President and Treasurer will be responsible for completing annual training. One member of your executive committee must be responsible for receiving risk management approval for your group's activities from the Dean of Students'

President

- Oversee and attend group events
- Oversee and attend group outreach and fundraising activities
- Collect and update registration/member standing information
- Meet regularly with all executives, and receive updates from any and all teams
- Receive and review executive summaries from all executives
- Ensure Team is following deadlines
- Work with Treasurer to anticipate and secure funding

Vice President (External Relations)

- Facilitate recruitment & organize recruitment team
- Oversee social media platforms
- Organize social events (fairs, BBQs, etc.)
- Work with Treasurer to seek out, acquire and retain sponsors
- Work alongside president to communicate with faculty re: purpose, goals, and needs

VP Finance / Treasurer

- Work with VP External to seek out, acquire, and retain sponsors
- Develop funding requirements and oversee fund allocation
- Oversee financial transactions (runs bank account with faculty member)
- Develop expense reports, oversee reimbursement
- Complete Annual Training

Vice President (Internal)

- Encourage interdisciplinary cooperation
- Work with VP External to oversee group social events
- Oversee project manager & executive election (sits on elections committee)
- Responsible for receiving risk management approval from Dean of Students' Office
- Maintains records of all official group meetings (agendas, minutes, documents)
- Collects official documents and records from other executives (registration information from the President and budgets, receipts and grant reports from the Treasurer)

4.3 Impeachment/Removal and Replacement of Officers and Members

- a. Members in unsatisfactory standing will be removed from the group in accordance with Membership Section of the Constitution.

Article 5: Meetings

5.1 Annual General Meeting

The Annual General Meeting will be held annually in early April. All members will be notified in writing at least 2 weeks prior.

- Elections for the following year will occur at these meetings
- Project's for the following year will be brainstormed
- All members of student group are invited
- $\frac{1}{3}$ of the student group must be present for any proceedings of the meeting to be valid
- All executive members must be present for any proceedings of the meeting to be valid

5.2 Meetings

Rules for formal group meetings:

- A meeting agenda needs to be determined before the meeting time with a maximum of three topics to discuss.
- A majority vote decides an issue.
- Every topic presented for decision should be discussed fully. Every member has a right to speak on any issue and all members, except Associate Members, have a right to vote.
- No vote shall be taken until all members wishing to speak on the matter at hand have been provided reasonable opportunity to do so as decided by the Team Leader.
- Every member has the right to ask questions and to be heard by the group.
- All members of student group are invited
- $\frac{1}{3}$ of all General Members must be present for any proceedings of the meeting to be valid
- All executive members must be present for any proceedings of the meeting to be valid

Different meetings the group will hold include formal and informal meetings.

Meetings will be called by the Executive Team or the VP's. Other team members are welcome to suggest a meeting for a set purpose to the Executive Team or VP's for review.

The Executive's will meet once biweekly at a set date and time agreed at the beginning of the year. All members will be welcome to attend these meetings but it will not be required attendance.

Article 6: Amendments to the Constitution

6.1 Amendments

In order for members to propose amendments, suggestions can be proposed during official student group meetings or submit a proposal of the changes. Suggested amendments will be tabled until the next official student meeting, where it will be presented and immediately voted upon. A two-thirds majority is

required for the amendment to pass. Official meetings that would involve amendments should have a quorum of at least 2 executives and 3 members.

The executive committee will then formulate the amendments and present it to the Student Group Services. The whole student group body will be notified by the most common platform of communication.

Article 7: Dissolution

7.1 Dissolution

The group may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which 30 days notice must have been given in writing to all members. The group is automatically dissolved upon membership dropping below 10 members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to Student Group Services and the Engineering student group fund and that the bank account is closed down. Any resources or group assets will be donated to Student Group Services and the Engineering student group fund. These donations will be earmarked for use by other student groups or for donation to charity. Student group resources will not be distributed to individual members.

Article 8: Finance

8.1 Fiscal Year of the Group

- The fiscal year will end on June 30 to align with the competition (May) and potential competition awards earned in the end of May
- Any extra money from the previous fiscal year will be reinvested into the Student Group for the new fiscal year. No money will be distributed to the members of the Student Group.
- Budget for each fiscal year must be approved by all executives, and record of approval kept for 6 years

8.2 Record Keeping

- Treasurer will be in charge of maintaining all financial records
- Treasurer will be responsible for ensuring that the Student Group is within their budget throughout the fiscal year
- Any money exchange above \$100 needs to be approved by either Treasurer or President
- Signing authorities include the treasurer and the executives.
- Only signing authorities have access to the student group's bank account.
- Treasurer has to submit a budget update/ outlook every three months to the executives.
- Financial records have to be retained for 6 years both hard and soft copies before shredding and deleting the records.
- Soft copies are placed in password protected folders while hard copies are kept in folders that are stored in physically locked containers.

- The executives and the treasurer will have access to all the retained documents within the 6 years of those documents

8.3 Reimbursements

- If a member of the student group spends their own money on materials for the Student Group, they must submit an expense report (provided by the student group) and the receipts in order to get reimbursed

8.4 Cash Handling

- In case cash is involved in any of the events, one of the executives and/or the treasurer has to be present at all times of the event.
- The cash is locked in a box, to be overseen by the Treasurer
- After the event, the cash must be deposited into the Student Group's bank account within 48 hours or when the amount exceeds \$500, whichever comes first.
- For daily cash handling, cash must be deposited when the amount exceeds \$500 or every two weeks, whichever is sooner.

9.1 Committees

The Executive Committee Members may form additional committees as required. Full executive support is required to form a committee. The dissolution of any committee requires a $\frac{2}{3}$ majority vote, to take place at the AGM.

9.2 Standing Committees

The following outlines committees which will exist from the outset of the student group:

All members are eligible to join any team, but it is suggested that each member belong to only one team. Depending on membership level, it may be necessary to make a time commitment to furthering the interests of a specific team. To serve as a team lead, applicants must submit an application form to the executive team. Eligible candidates will then be elected in by their team. After the first year, all applicants must have served on as a general member in good standing on the team of interest for at least one semester.