

Laboratory Medicine and Pathobiology Students' Union (LMPSU): Constitution

September 21st, 2015

Please note: Amendments to the existing constitution are made in red font, and can be found at the beginning of page 2.

Article 1: Name

The student organization shall be known as the University of Toronto "Laboratory Medicine & Pathobiology Students' Union", "LMPSU".

Articles 2: Objectives

LMPSU shall:

- a) provide an opportunity for undergraduate LMP students to come together as a group through social and academic events.
- b) work closely with the LMP faculty, and promote student representation on Faculty, through course evaluations and social events, in order to provide a comfortable and friendly environment for students and teachers.

Article 3: Membership

Members of LMPSU shall consist of all full-time undergraduate students belonging to the Department of Laboratory Medicine and Pathobiology at University of Toronto. This includes students enrolled in the LMP Specialist Program as well as people taking any LMP courses.

Article 4: Executive Council

Section 1: The Executive Council will be the governing body of LMPSU.

Section 2: The Executive Council shall consist of members of LMPSU, who will be elected annually by all the members of LMPSU.

Section 3: The Executive Council will be comprised of two Co-Presidents, Vice Presidents (Finance, Social and Academic), Internal Affairs Officer, External Affairs Officer and Events Committee. *Section 4:* The Executive Council has the authority to form an ad hoc committee as deemed necessary.

Article 5: Responsibilities of the Executives

Section 1: All members of the Executive Council are responsible for carrying out the mandates of this constitution, attending Executive Council meetings, and assisting each other in organizing events in the best interest of the LMPSU members.

Section 2: Co-Presidents (Must have served on the LMPSU for at least one year prior)

- A) The Co-Presidents are responsible for the overall organization of LMPSU.
- B) They will be responsible for ensuring that the Council is ran in a fair and liberal fashion.
- C) They will act as the official representatives of LMPSU in University of Toronto affairs.
- D) They will act as the liaison between the students and the faculty.
- E) At least one of them will attend ASSU Council Meetings.

Section 3: Vice President (Finance)

- A) He/ she shall work with the President in the general organization of LMPSU.
- B) He/ she will document all LMPSU financial transactions and provide frequent updates to the Executive Council.
- C) He/ she will be responsible for the collection of funds.
- D) He/ she will be responsible for the collection of receipts and reimbursement.

Section 4: Vice President (Academic)

- A) He/ she shall work with the President in the general organization of LMPSU.
- B) He/ she will be responsible for coordinating academic events such as working closely with the academic speaker or presenter, and the events committee.
- C) He/ she will be responsible for ASSU course evaluations.
- D) He/ she will be responsible for selling past LMP course tests.

Section 5: Vice President (Social)

- A) He/ she shall work with the President in the general organization of LMPSU.
- B) He/ she will be responsible for organizing and coordinating LMPSU social events
- C) He/ she will be responsible for contacting, obtaining information and permission from organizations such as the LMP department, catering services, etc.
- D) He/ she will work closely and lead the Events Committee.

Section 6: External Affairs Officer

- A) He/ she shall work with the President in the general organization of LMPSU.
- B) He/ she will be responsible for booking halls or rooms for LMPSU events.
- C) He/ she will be responsible for sending out invitations (in the form of an e-mail or other means) to other committees, LMP Faculty, and other external contacts.
- D) He/ she will be responsible for monitoring the e-mail account and responding to e-mails from LMP faculty and other non-LMPSU members.

Section 7: Internal Affairs Officer

- A) He/ she shall work with the President in the general organization of LMPSU.
- B) He/ she will be responsible for taking minutes at all Executive Council meetings and provide the minutes (by e-mail or other means) to all Council members after the meeting.
- C) He/ she will be responsible for sending out invitations (in the form of an e-mail or other means) to LMPSU members.
- D) He/ she will be responsible for monitoring the e-mail account and responding to e-mails from LMPSU members.

Section 8: Events Committee (2-4 people including the second year and third year LMP representatives)

- A) They shall work with the President in the general organization of LMPSU.
- B) They will be working closely with the Vice President (Social)
- C) They will be responsible for the assisting in the organization of the event, as well as during the event.

Section 9: Non-LMP Specialist Representative (to be implemented starting in the 2014-2015 academic year)

- A) He/ she shall work with the President in the general organization of LMPSU.
- B) He/ she will represent LMPSU members who are not part of the LMP Specialist Program and voice their opinions and concerns.
- C) He/ she will be responsible for ensuring that LMPSU members who are not part of the LMP Specialist Program are informed about upcoming social and academic events.

Section 9: Webmaster

- A) He/she shall work with the President in the general organization of LMPSU.
- B) He/she will be responsible for ensuring that the LMPSU website is functioning and is up to date (i.e. posting upcoming events on the website, making sure current contact information is accurate, etc.)

Section 10: Junior Treasurer (to be implemented for the 2015-2016 academic year only)

- A) He/ she shall work with the President in the general organization of LMPSU.
- B) He/ she will aid the Vice President of Finance in documenting all LMPSU financial transactions and provide frequent updates to the Executive Council.
- C) He/ she will be responsible for the collection of funds from third year students
- D) He/ she will be responsible for the collection of receipts and reimbursement of third year students

Section 11: 3rd Year Specialist Representative (to be implemented for the 2015-2016 academic year only)

- A) He/she shall work with the Presidents in the general organization of LMPSU
- B) He/she will represent 3rd year students part of the LMP Specialist Program and voice their opinions and concerns.
- C) He/she will be responsible for ensuring that students part of the LMP Specialist Program are informed about upcoming social and academic events.

Section 12: 3rd Year Events Committee Representative (to be implemented for the 2015-2016 academic year only)

- A) They shall work with the President in the general organization of LMPSU.
- B) They will be working closely with the Vice President (Social) as well as other members of the Events Committee
- C) They will be responsible for the assisting in the organization of the event, as well as during the event.

Article 6: Amendments and Elections

Amendments to this constitution may be made on both a 2/3rd majority resolution of the Executive Council and a 2/3rd majority vote of the general membership body. Voting will be by count of hands. A two week notice must be given to all members.

The LMPSU general elections can be held anytime during the second semester. Voting will be done online. A two week notice must be given to all members. Another set of elections may be held at the beginning of each school year to elect a second year LMP representative (who will be a part of the Events Committee), a non-LMP specialist representative, and to fill up any available executive positions. Voting for this set of elections will be done by ballot.

Article 7: General Meetings

A minimum of two general meetings for all members shall be held during each academic year. A minimum of 14 days notice must be given to all members.