



# **C.I.R.A. CONSTITUTION**

*Canadian Immunology Research Association*

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## **ARTICLE I: TITLE AND OBJECTIVE**

The association shall be known as Canadian Immunology Research Association (CIRA). CIRA aims to raise awareness on the critical role immunology and how immunological research plays in our healthcare system. CIRA strives to enrich the lives of the student body while raising awareness and money for immunological research through social and academic events.

## **ARTICLE II: INTERPRETATION**

- The Canadian Immunology Research Association, hereinafter referred to as **CIRA**, shall be the sole authority for the interpretation of this constitution.
- CIRA refers to the Canadian Immunology Research Association as a whole, including all executive members and general members.
- CIRA shall function as a student-run, non-profit organization existing within the York University community.
- For the purpose of this constitution, quorum refers to twenty percent of all members (including executives and general members). Executive quorum refers to 70 percent of all members of the Executive Committee.

## **ARTICLE III: MEMBERSHIP**

- Membership to CIRA is open to students, staff and faculty at York University.
- Membership can be attained by any individual at no cost.
- The President may grant honorary membership to an individual not officially enrolled at York University but has demonstrated a commitment to CIRA.
- All members of CIRA are entitled to participate in all CIRA events and activities.

## **ARTICLE IV: MEETINGS**

- CIRA meetings shall be convened under the authority of the CIRA Executive Committee to consider the financial affairs of CIRA, the status of events and event planning, as well as other issues affecting the administration of CIRA.
- The CIRA Executive Committee meetings shall be convened at least once every two weeks.
- General CIRA meetings shall be held once a month on a date established by the CIRA Executive Committee.
- A general meeting may be convened at the request of:
  - The President; or
  - The Executive Director; or
  - The signed request/petition of thirty-three percent of the CIRA membership.
- The President/Executive Director has the responsibility of preparing and circulating the agenda for the meeting ahead of time, and to preside over the meeting.
- A notice of said meeting must be provided. This notice is to be as widely distributed as necessary, including but not limited to: email, telephone and

postings on the CIRA website, and this is primarily the responsibility of the CIRA Executive Committee.

- The CIRA Executive Committee reserves the right to call an emergency meeting with less notice.
- An agenda for all meetings, compiled by the President and/or the Executive Director shall be presented to all members present prior to the commencement of the meeting.
- Twenty percent of CIRA membership must be present at any general meeting to constitute a quorum.
- All meetings of CIRA shall adhere to the agenda determined by the President and/or the Executive Director.
- The President and/or the Executive Director can call off any meeting if he/she feels the need to.
- The President and Executive Director reserves the right to veto a decision passed by the Executive Committee provided the veto vote is mutually agreed upon by the President and Executive Director.

## **ARTICLE V: EXECUTIVES**

The term of office for executive members shall commence on May 1st of the current year and terminated on April 30th of the following year.

The Executive Committee shall include, but not limited to:

- President
- Executive Director
- Vice President of Internal Operations
- Vice President of External Operations
- Chief Communications Officer
- Marketing Director
- Chief Financial Officer
- Events Coordinator
- Membership Director

## **ARTICLE VI: RESPONSIBILITIES OF EXECUTIVES**

### General Responsibilities

- All officers of the Executive Committee are expected to attend all meetings.
- All officers of the Executive Committee shall be responsible for having full comprehension of this constitution and its articles. All officers will assume to have such knowledge and will be treated as such.
- All officers of the Executive Committee shall be responsible for upholding the mission statement and integrity of CIRA. They are to act within the confines of this constitution and any legislation passed by CIRA and its Executive Committee.
- All officers of the Executive Committee are expected to review any proposals of any sort.

- All officers of the Executive Committee is required to provide valid reasons for absence at any CIRA related events/meetings.
- Each member of the CIRA Executive Committee shall preside over a committee; outlined in Article VII.

### Specific Responsibilities

#### **PRESIDENT/EXECUTIVE DIRECTOR**

The duties of the President and Executive Director of CIRA include, but are not limited to:

- Being an official representative of CIRA.
- Being the primary and secondary signing officers respectively.
- Organize and govern Executive members in coordinating CIRA events and participation among these events.
- Responsible for calling all the meetings held within the CIRA.
- Arrangement and presentation of the agenda for meetings.
- Delegating responsibilities dealing with all matters of CIRA.
- Oversee all matters related to school administration.
- Review all financial statements along with Chief Financial Officer.
- Along with the Chief Financial Director, preparing the expenses and budget for CIRA.
- Overseeing the activity of the Executive Committee and general members during events and meetings and ensuring due diligence.

#### **VICE PRESIDENT OF INTERNAL OPERATIONS**

The duties of the Vice-President of Internal Operations include, but are not limited to:

- Handle administrative work corresponding with the regular function of CIRA (e.g. applying for permits, booking meeting rooms, etc).
- Liaison with other York University clubs/organizations for cooperation in events both in and out of York University.
- Representing CIRA and preserving the image and integrity of CIRA.
- Preside over the Financial Committee; liaison between Executive Committee and Financial Committee along with Chief Financial Officer and Events Coordinator.
- Assist other executives in planning and organizing events.

#### **VICE PRESIDENT OF EXTERNAL OPERATIONS**

The duties of the Vice-President of External Operations include, but are not limited to:

- Handle administrative work corresponding with the regular function of CIRA (e.g. applying for permits, booking meeting rooms, etc).
- Observe any incoming correspondence from external affiliated agencies in event planning or in other matters.
- Preside over the Marketing Committee; liaison between Executive Committee and Marketing Committee along with Marketing Director and Membership Director.

- Representing CIRA and preserving the image and integrity of CIRA.
- Assist other executives in planning and organizing events.

### **CHIEF COMMUNICATIONS OFFICER**

The duties of the Chief Communications Officer include, but are not limited to:

- Be responsible for all internal communications and club administration.
- Notifying members of events and other information.
- Assist other executives on planning and organization of upcoming events.
- Handling and saving copies of all official CIRA documents.

### **MARKETING DIRECTOR**

The duties of the Marketing Director include, but are not limited to:

- Responsible for updating all forms of media (ie Facebook, Twitter, YU Connect, etc) regarding CIRA.
- Responsible for creating/posting flyers for upcoming events.
- Update the public with news regarding events with prior approval of Executive Committee members.
- Raise awareness of CIRA among campus.
- Liaison between Executive Committee and Marketing Committee along with Vice President of External Operations and Membership Director.
- Assist other executives on planning and organization of upcoming events.
- Responsible for uploading media content onto corresponding mediums.
- Responsible for Media Release forms and keeping record of its distribution.

### **CHIEF FINANCIAL OFFICER**

The duties of the Chief Financial Officer include, but are not limited to:

- Act as a liaison between CIRA and all/any banking matters.
- Liaison between Executive Committee and Financial Committee along with Vice President of Internal Operations and Events Coordinator.
- Cooperate with the President regarding any financial matters.
- Supervising and handling of all finances along with the President.
- Responsible for preparing annual budget along with the President.
- Responsible for preparation of year-end financial statements.
- Assist other executives on planning and organization of upcoming events.

### **MEMBERSHIP DIRECTOR**

The duties of the Membership Director include, but are not limited to:

- Primary contact for all new members.
- Responsible for coordinating the annual recruitment (ie advertisement, renewal membership forms, etc).
- Liaison between Executive Committee and Marketing Committee along with Vice President of External Operations and Marketing Director.
- Responsible for updating and maintaining membership roster.
- Liaison between members and the executive members.

## **EVENTS COORDINATOR**

The duties of the Events Coordinator include, but are not limited to:

- Plan and oversee the preparation of events.
- Ensure that all deadlines are met and all main administrative work relating to events are completed.
- Liaison between Executive Committee and Financial Committee along with Vice President of Internal Operations and Chief Financial Officer.
- Coordinate assistance/volunteers for CIRA events.
- Along with the President and Executive Director, coordinate executive duties during CIRA events.

## **ARTICLE VII: COMMITTEES**

All CIRA members will be placed in one of three general committees based on their interests and suitability. The three committees are as follows:

1. Administrative Committee
  - Consists of the President, Executive Director, Chief Communications Officer, as well as general members
  - Responsible for organizing and overseeing major CIRA events.
2. Financial Committee
  - Consists of the Vice President of Internal Operations, Chief Financial Officer, Events Coordinator, as well as general members.
  - Responsible for holding fundraising events.
3. Marketing Committee
  - Consists of the Vice President of External Operations, Marketing Director, Membership Director, as well as general members.
  - Responsible for marketing of all CIRA events as well as the recruitment of new members.

## **ARTICLE VIII: ELECTION PROCEDURES**

1. A call for nominations for executive officers shall be declared during the month of March.
2. A call for volunteers for the election committee shall also be declared during the month of March. The election committee shall be comprised of 5 randomly selected members from members who have volunteered. In order to maintain impartiality, members of the election committee are not permitted to run for any executive position.
3. All those wishing to become CIRA executives may pick up a nomination form from the office. Any York University student who has completed the nomination form and handed it in by the deadline shall be considered nominated for the CIRA executive position that said person had chosen, provided that said person has been a member of CIRA for at least one year. For the positions of President, Vice President of Operations and Vice President of Communication, nominees must also have at least one year of experience in an executive position.
4. Applications shall be made available beginning on the first week of March.

5. The election shall take form of a secret ballot.
6. Each ballot will count towards one vote regardless of position held
7. A successful candidate is the one with the most number of votes. This candidate shall assume the executive position to which she/he was elected.
8. Where there is only one candidate that candidate shall succeed through acclamation.
9. In the event of a tie, the current President will have the final decision. \*This statement has been amended on October 18, 2012. Refer to Appendix: Statement 1.

## **ARTICLE IX: REMOVAL OF MEMBERS**

Any member of the CIRA Executive Committee may be removed if they violate this constitution and/or act in any way that is deemed prejudicial to CIRA. This includes, but not limited to: misappropriation of funds, mishandling of duties as described in Article VI, and lack of attendance to meetings.

The removal procedures are as follows:

- i) A motion for removal may be made by any member of CIRA.
- ii) If a member of the Executive Committee seconds the motion, then the removal process will begin; this process can only take place when an executive quorum is attained.
- iii) The motion and charge against the Executive member is presented before the Executive Committee.
- iv) The accused member is allowed to make a statement on his/her behalf
- v) There is a discussion of the statement of the accused, and a vote among members of the Executive Committee takes place.
- vi) If the vote passes by majority, the accused member is removed and dismissed.
- vii) The dismissed member has a right to appeal his/her removal in writing, within ten days of the proceedings.
- viii) The appeal will be addressed by the Executive Committee at the next CIRA meeting.
- ix) A motion can be made for reinstatement; reinstatement requires a majority vote among the Executive Committee.
- x) In the event that the no appeal is made or the dismissed member is not reinstated, a call for nominations for the position will be put forth among members.
- xi) Election procedures will be put into effect, as per Article VII, to fill the vacant position.
- xii) Alternatively, any member of the Executive Committee has the right to voluntarily step down from their position.

- xiii) In the event that a member of the Executive Committee steps down, a call for nominations for the vacant position shall be put forth and election procedures shall be put into effect.

#### **ARTICLE X: CONFLICT OF INTEREST**

Any member of the CIRA will be consider of conflict of interest if he/she attempts to promote a private or personal interest which results or appears to result in the following:

1. Interference with the objective of his/her duties
2. A gain or an advantage by virtue of his/her position with respect to CIRA

Shall a case of conflict of interest arise, the guilty party shall be brought forth to the Executive Committee who shall determine the fate of said party's future with CIRA.

#### **ARTICLE XI: FINANCIAL RESPONSIBILITIES**

1. CIRA shall function as a non-profit, student run organization. All profits will be directed to an external affiliate.
2. All budgetary items must be discussed by the entire Executive Committee.
3. All financial matters exceeding 100 dollars must be voted upon by the Executive Committee and meet executive quorum.
4. All financial matters 100 dollars or less only require the consent of the President and the Financial Co-Directors.
5. The Financial Co-Directors must receive copies of all bank statements and receipts, and make them available to all members of the Executive Committee upon request.

#### **ARTICLE XII: RESIDUAL POWER**

Any and all powers not detailed in this constitution shall reside in the office of the Executive Committee.

#### **ARTICLE XIII: SIGNING AUTHORITIES**

The President, Vice-President of Internal Operations, and Vice-President of Communications are the only members with signing authority.

#### **ARTICLE XIV: AMENDMENTS**

1. All members of CIRA have the ability to propose and vote on amendments to this constitution.
2. Any amendment of this constitution must be presented to the Executive Committee and may be voted upon at the subsequent meeting. The amendment must be passed with the support of 2/3 of the total possible votes.
3. All amendments passed shall be incorporated into the constitution in the appendix.

#### **ARTICLE XV: APPENDIX**



1. As of October 18, 2012, the President will no longer hold the tie-breaking vote in election procedures. In the event of a tie, a re-vote between the deadlocked candidates shall occur, with the individual receiving the greater number of votes deemed to be elected.