



ELECTIONS  
2020-2021

Hello! Welcome to the Biochemistry Undergraduate Society's (BUGS') Elections Package for the 2020-2021 academic year. Firstly, thank you for showing interest in running for one of our many executive positions—we are extremely excited for you. All positions hold equal importance in helping our society function smoothly, and we hope that you find one that aligns with your skill set and character.

We strongly suggest that all candidates read the BUGS constitution, which can be found on our website [bugs.sus.mcgill.ca](http://bugs.sus.mcgill.ca) under the 'About Us' tab or directly by clicking [here](#). This document outlines the elections process, various requirements, and portfolios of each council position.

In concordance with, Article 13 of our constitution, the timeline of the elections period shall be as follows (dates inclusive):

<b>Nomination Period:</b>	<b>March 11<sup>th</sup> - March 21<sup>st</sup> 6:00PM</b>
<b>Campaigning Period:</b>	<b>March 23<sup>th</sup> 12:00AM – March 27<sup>th</sup> 11:59PM</b>
<b>Voting Period:</b>	<b>March 28<sup>th</sup> – April 1<sup>st</sup> 11:59PM</b>

The **Nomination Period** requires that all prospective candidates amass the required number of e-signatures on a nomination form and that they **email these forms to the BUGS' Director of Student Affairs ([bugs.dosa@gmail.com](mailto:bugs.dosa@gmail.com)) by Saturday March 21st, 6:00PM.**

The **Campaigning Period** allows candidates to advertise their platforms under the guidelines outlined in the constitution. Specific guidelines will be sent out to those that submit their completed nomination forms on time; subsequently, all violators will be reprimanded accordingly.

The **Voting Period** will take place online through the Computer Task Force (CTF) Election System. Students are permitted to vote only once using their McGill User ID and Password. The votes will be counted and the results will be announced via our Facebook page and listserv on April 2<sup>nd</sup>.

## What am I applying for?

Below are abbreviated descriptions of the elected positions from Articles 6 and 7 of the constitution. To see a full list of duties, please consult the constitution or a current/past member of council. Please note that all members of the BUGS council are required to attend the equity training offered by the SUS Equity Committee in the fall semester.

Role	Duties
President	<ul style="list-style-type: none"> <li>a) Be a member with at least one year of prior experience sitting on the BUGS council</li> <li>b) act as chair for all meetings or subcommittees, unless otherwise explicitly authorized by the acting president</li> <li>c) coordinate all interactions between council members and resolve disputes as necessary</li> <li>d) be held responsible for ensuring that all members of council fulfill their respective duties</li> <li>e) serve as primary liaison between BUGS and the faculty of the McGill Department of Biochemistry, the executive council of the Science Undergraduate Society (SUS), and the executive council of the Students' Society of McGill University (SSMU)</li> <li>f) act as co-signing officer, along with the VP Finance, for the Society</li> <li>g) be given the right to veto a decision should it be made for the betterment of the society and students</li> <li>h) be responsible for interviewing applicants for the U1 representative appointed positions in conjunction with the acting BUGS VP Internal and a third member of council, at the discretion of the acting BUGS Vice President Internal and the acting BUGS President</li> <li>i) be responsible for interviewing applicants for the VP Finance, IHI representative, Director of Charity and Director of Student Affairs appointed positions in conjunction with the outgoing member holding position and a third member of council, at the discretion of the incoming BUGS President</li> </ul>
VP External	<ul style="list-style-type: none"> <li>a) Act as representative to companies external to the University for both business and general sponsorship for the duration of the Student Society fiscal year</li> <li>b) serve as liaison to the Science Undergraduate Society (SUS) and others</li> <li>c) attend bi-weekly general Council meetings held by SUS and inform Council of updates concerning the Biochemistry department and its students</li> <li>d) act as a contact to other universities</li> </ul>

	e) organize a clothing order once per semester;
VP Internal	<p>a) Act as liaison to the faculty of the Biochemistry Department of McGill University, Biochemistry Graduate Student Society (BGSS)</p> <p>b) be responsible for organizing the following events: Research Awareness Day, Career Symposium, U1 Meet and Greet, and information sessions;</p> <p>c) be responsible for interviewing applicants for the U1 representative appointed positions in conjunction with the acting BUGS president and a third member of council, at the discretion of the acting BUGS Vice President Internal and the acting BUGS President</p> <p>d) be responsible for organizing departmental meetings per semester with the Department via the Academic Advisor</p>
VP Communications	<p>a) Be responsible for maintaining communication amongst the members of the Society</p> <p>b) be responsible for taking minutes of meetings and keeping contact information</p> <p>c) be responsible for publishing all flyers and listservs</p> <p>d) be responsible for effectively advertising and publicizing all events</p> <p>e) be responsible for maintaining web pages and official social media</p> <p>f) be the main responder of the official e-mail address: <a href="mailto:bugs@sus.mcgill.ca">bugs@sus.mcgill.ca</a></p> <p>g) be responsible for introducing BUGS council to the biochemistry and IHI student body through various channels such as, but not limited to, social media</p>
VP Social	<p>a) Be responsible for leading the organization of all social events open to all members of the Society;</p> <p>b) be responsible for the organization of Fall Council Retreat;</p> <p>c) be required to attend the equity training offered by the SUS Equity Committee in the fall semester;</p> <p>d) organize, in addition to the council retreat, a minimum of three social events over the fiscal year</p>
U3 Representatives	<p>a) Represent the interests of U3 McGill Biochemistry and IHI students</p> <p>b) be registered in the following required U3 McGill University courses for biochemistry students: BIOC 450 or BIOC 454</p> <p>c) be responsible for the organization of NTCs for the McGill University courses BIOC 450 and BIOC 454</p> <p>d) organize a minimum of one social or academic event for U3 students per semester including the End-of-Year Formal in the winter semester</p> <p>e) i) coordinate creation of, and co-chair, a subcommittee responsible for organizing the End-of-Year Formal ii) the subcommittee responsible for End-of-Year formal will include the U3 co-chairs, President, VP Finance, and other members of council as determined by the U3 reps</p> <p>f) promote BUGS events in U3 classes</p>

	g) organize course evaluations for BIOC 450 and BIOC 454 with the Director of Academic Affairs
U2 Representatives	a) Represent the interests of U2 McGill Biochemistry and IHI students b) be registered in at least two of the following three required U2 McGill University courses for biochemistry students: BIOC 320, BIOC 311, and BIOC 312 c) be responsible for the organization of NTCs for the McGill University courses: BIOC 311 and BIOC 312 d) organize a minimum of one social or academic event for U2 students per semester e) promote BUGS events in U2 classes

### **Am I qualified to apply for this position?**

There are certain qualifications that must be met when applying for a position. Failure to meet these qualifications will result in a dismissal and reappointment. Please inform yourself by reviewing our constitution

### **How do I get started?**

If you find yourself interested in applying for the BUGS executive council for the 2020-2021, you can begin by downloading our “Nomination Package”, which can be found on our website under the ‘Elections’ tab. Alternatively, all relevant forms can also be found on our Facebook page. [Website](#) | [Facebook](#)

### **Some key rules of the Election/Campaign period are outlined below:**

1. A candidate cannot use their position on a student council or committee to promote their campaign. All endorsements must be made by individuals (i.e. No current BUGS member can promote a future BUGS member for a position).
2. No candidate may be alone in the BUGS lounge (Room 510 McMed) at any time.
3. No candidate will be allowed to run on a slate (i.e. pooling campaign resources/ideas).
4. All candidates shall maintain an honest and civil disposition while running a fair campaign.
5. All posters and Facebook pages must be down by 11:59pm on March 28<sup>th</sup>, 2020. Failure to do so may result in disqualification.
6. Candidates must maintain open lines of communication with the Chief Electoral officer and the current Director of Student Affairs ([DOSA – Abed Baiad](#))
7. For any other questions and concerns, please consult the BUGS constitution. If clarifying information is needed, please consult the SUS election by-laws.