



Biosignal Systems Constitution

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Article I. Name

1.1 Name

- (a) The Society shall be known officially as “Biosignal Systems” and, in French, as “Systèmes Biosignés”, also referred to hereinafter as the Club.
- (b) The name Biosignal Systems can be abbreviated here as BSys.

Article II. Objective

2.1 The Club’s mandate shall be to

- (a) provide all students of Concordia University access to training and multidisciplinary development opportunities for novel forms of biosignal input technology.
 - (i) Examples of relevant technologies include, but are not limited to, brain computer interfaces, biosensors, smartwatches, and optical head mounted displays.
 - (ii) The methods through which BSys shall fulfill its purpose include, but are not limited to, workshops, hackathons, demonstrations, and individual training.
 - (iii) BSys also wishes to address the lack of individual hardware access for often expensive biosignal devices, and also the lack of minimal but needed technical coaching necessary to get started with such devices.

2.2 Code of Conduct

- 2.2.1 The Club shall carry forth its mandate from an anti-oppressive standpoint.
- 2.2.2 Equal respect shall be given to all members, regardless of position.
- 2.2.3 No member shall make personal profit from the club.



Article III. Membership

3.01 Requirements

- (a) All members of BSys must meet all of the following requirements:
 - (i) Be registered for at least one semester of the academic year as an undergraduate student at Concordia University or in a Co-operative program with the Institute for Co-operative education at Concordia.
 - (ii) Have no restrictions on student society membership imposed by the University.
- (b) Additional conditions on membership may be imposed by the by-laws of BSys.
- (c) Membership in the group is open to all undergraduate students, without restriction on the grounds of national origin, race, religion, color, sex, sexual orientation, or faculty of study.

3.02 Member Duties

- (a) To attend at least 2 weekly meetings in 6 months and/or to regularly contribute to online discussions.
- (b) To treat fellow members respectfully.
- (c) To confirm their presence to general meetings to the BSys executive body.
- (d) To participate in and/or contribute to organized club activities.
- (e) To treat BSys equipment with care, clean what is used, and return it to its rightful place.
- (f) To submit their vote, or the abstinence thereof, in elections/referendums before voting closes unless an exemption is granted by an Executive Officer.



3.03 Member Rights and Privileges

- (a) To work, study and learn in an environment free of harassment and discrimination.
- (b) To participate in free and fair elections and referendums.
- (c) To be recognized for their contributions.
- (d) To hold a membership card valid for all promotions, discounts, and special accesses that pertain to members of the Club.

3.04 Verification

- (a) BSys may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any member or prospective member to provide proof that they meet all of the applicable requirements for membership.

3.05 Disqualification

- (a) Failure to maintain any of the requirements for membership may result in the termination or suspension of an individual's membership as determined by the by-laws of BSys or a decision of the Executive Committee.



Article IV. Officers

4.01 Purpose

(a) In order to ensure effective leadership, BSys shall have a number of Officers who shall ensure the proper functioning of BSys and oversee its operations.

4.02 Fixed Officers

(a) At minimum, the society shall have as Officers a President, a VP Internal, a VP Finance, and a VP Communications. Additional Officers may be defined in the by-laws of BSys and shall be subject to the same provisions as those Officers defined in this Constitution.

4.03 Eligibility

(a) Any member of BSys shall be eligible to hold a single Officer position, provided that they are registered to attend classes at the University over the entire expected duration of their term of office.

(i) The requirement for registration shall include fall and winter semesters as applicable, but shall exclude summer semesters.

(ii) Participation in an internship in the related field of study of the member shall satisfy the registration requirement for the semester(s) in which it takes place.

(b) BSys may impose, via its by-laws, additional restrictions on Officer position eligibility.

(c) BSys may, pursuant to its by-laws, a decision of the Executive Committee, or a resolution passed at a general meeting, require any Officer or candidate for an Officer position to provide proof that they meet all of the applicable requirements for the position.

4.04 Vacancies

(a) If a position remains unfilled as of the 1st of June following an election, or becomes vacant at any point after that date and prior to the next regular election, the Executive Committee may vote to appoint a member to fill the position. Such an appointment requires an absolute majority of the Committee in favor and takes effect immediately.

(b) Unfilled vacant positions shall have their duties temporarily assumed by the President. If the President position is vacant, its duties shall be assumed by the Vice-President. In the absence of a Vice-President, its duties shall be



assumed by the VP Finance. In the absence of a VP Finance, its duties shall be assumed by the VP Communications.

4.05 Term

- (a) Members elected as part of the regular election process shall hold their office for a term of one year, beginning on June 1st of the year they were elected and ending on May 31st of the following year.
- (b) Members appointed to fill a vacant position shall hold office until the 31st of May following the next regular election of Officers.

4.06 Removal from Office

- (a) An Officer may be removed from office pursuant to a motion approved by a two-thirds absolute majority of the Executive Committee, or a two-thirds regular majority of members in attendance at a General meeting.
- (b) An Officer subject to a motion of impeachment shall not be entitled to vote on that motion, nor shall they be included in the number of eligible voters needed to establish the necessary majority.
- (c) Any by-law or amendment to this Constitution that would, if enacted, effectively remove an Officer from their position shall, in addition to any other voting requirements, require the approval of that Officer.
- (d) Any Officer who is shown to no longer meet the applicable requirements for his or her position shall be removed automatically from office seven (7) days after the discovery of such failure, unless the discrepancy is rectified within that period.



Article V. Portfolios

5.1.0 President

- (a) The President shall:
 - (i) preside at all general meetings and the Executive Committee or designate another person to do so;
 - (ii) appoint members to all standing committees, subject to the approval of the Executive Committee;
 - (iii) assume the role of booking officer when rooms, tables, auditoriums, coffee machines or any other components are needed.
 - (iv) assume all executive duties not otherwise delegated;
 - (v) conduct such other business as the Executive Committee may direct.

5.1.1 Vice-President

- (a) The Vice-President shall:
 - (i) assist in organizing the BSys' events and activities;
 - (ii) perform all functions of the President in their absence or at their request;
 - (iii) conduct such other business as the Executive Committee may direct.

5.1.2 VP Finance

- (a) The VP Finance shall:
 - (i) be responsible for maintaining any bank accounts controlled by BSys;
 - (ii) receive all money and pay all debts of BSys authorized by the Executive Committee;
 - (iii) keep all financial records current and in order;
 - (iv) provide financial statements and reports to the Executive Committee, periodically or upon explicit request;



- (v) prepare all financial documents required for annual reports to be submitted to the CSU;
- (vi) supervise budgeting and procurement for all activities and events;
- (vii) provide advice and information regarding financial matters, procurement, and budgeting to officers and members upon request;
- (viii) conduct such other business as the Executive Committee may direct.

5.1.3 VP Communications

- (a) The VP Communications shall:
 - (i) keep minutes of each meeting of the Executive Committee and each General Meeting, and distribute such minutes to attendees in a timely manner;
 - (ii) keep a record of the names, student IDs, and emails of all members and submit this information to the Executive Committee upon request;
 - (iii) ensure that the online presence of BSys (including but not limited to its website and the corresponding Facebook Group) is kept up to date;
 - (iv) assist the President to ensure that BSys' activities are conducted under the provisions of this Constitution and BSys' bylaws;
 - (v) conduct such other business as the Executive Committee may direct.



Article VI. Finances

- (a) The Club may not charge membership fees.
- (b) The President and Vice-President are the two financial Signing Officers.
- (c) The VP Finance is in charge of keeping track of the club budget and expenses made throughout the year and will also be responsible for doing research to find ways to lower club expenses as much as possible.
- (d) BSys shall deposit any proceeds into its internal account at the Concordia Student Union.
- (e) BSys shall not open nor keep an external bank account, nor will it keep event/fundraising/ticket sale proceeds in a cashbox or safe, except for storage immediately prior to deposit per clause (c) at the first opportunity.
- (f) BSys finances shall be managed in the interest of the club and Concordia students, not for personal gain.



Article VII. General & Special Meetings

7.01 Executive Committee

- (a) The Executive Committee shall hold regular and special meetings at such times and places as it determines are appropriate, with a minimum of three meetings per academic year.
- (b) Executive Committee meetings must be announced to Officers no less than three (3) working days prior to the date of the meeting unless the officers unanimously agree to waive this requirement.
- (c) Quorum for Executive Committee meetings shall be one-half the number of filled Officer positions, rounded up.
- (d) Unless otherwise specified in this Constitution, all substantive decisions of the Executive Committee shall require a simple majority of officers in attendance to be adopted.

7.02 General Meetings

- (a) BSys shall hold regular and special General Meetings of the full membership at such times and places as designated by the Executive Committee, with a minimum of two meetings per academic year.
- (b) General Meetings must be announced to members no less than five (5) working days prior to the date of the meeting.
- (c) Quorum for General Meetings shall be one-third of the number of total BSys members, rounded up.
- (d) Unless otherwise specified in this Constitution, all substantive decisions taken at a General Meeting shall require a simple majority of members in attendance to be adopted.

7.03 Meeting Procedure

- (a) The default rules of procedure for both the Executive Committee meetings and General Meetings shall be as defined in the BSys by-laws. Any rule or procedure not defined in either this Constitution or the BSys by-laws shall be open to adoption as a standing or temporary rule by simple majority vote.



Article VIII. Elections

- 8.1. The general membership must receive two weeks' notice in advance of the General Meeting called for the purpose of electing new officers.
- 8.2. Elections are to be held before March 31 during the General Meeting called for this purpose.
- 8.3. Club members may nominate themselves for available positions during the two weeks preceding the General Meeting at which the election will take place.
- 8.4. The [Executive Committee/Collective] may designate Deputy Electoral Officers (DEOs) to assist the running of the elections.
- 8.5. Elections are to be conducted by secret ballot in person.
- 8.6. Ballots must be kept in a secure place for 4 weeks after the date of voting.
- 8.7. The CSU Vice-President Clubs must be notified immediately in the event of contested electoral results.

The Vice-President is responsible for informing members about the structure of BSys and the positions available, the date, time, and location of the election, and the voting procedure. The Vice-President is responsible for organizing the election unless the Executive decide upon another individual to undertake the task.

- (a) All elections and referendums shall include an "I abstain from this vote" option
- (b) No election shall be scheduled during an examination period held by the University, nor within seven (7) days of the beginning of an examination period.
- (c) The elected Executive must receive a simple majority of all valid votes cast.



Article IX. Replacement & Impeachment Procedures

9.1. Officers can be impeached from their positions for failing to perform their assigned duties.

9.2. Officers may also be impeached for failing to present themselves at more than 50% of Regular Meetings or 50% Executive Meetings without proper reason.

9.3. Officers who fail to present or uphold their duties will be given up to three official warnings, carried out by the [Executive Committee/Collective].

9.4. An Officer who has received three official warnings and continues to fail to perform their assigned duties or to present themselves at meetings of the Club may be brought to an impeachment vote at the following duly convened General Meeting of the Club.

An Executive member may be impeached in one of the following ways:

- (i) An approved request for the impeachment of an executive is signed by the remaining executives, submitted to the CSU, and announced at the next regular meeting.
- (ii) A 2/3 majority vote at a general meeting, with a quorum of at least 70 % members (excluding Executives).
- (iii) Replacement of the impeached executive will be conducted by secret ballot, with candidacy and voting requirements identical to those of the general elections. An interim executive shall be appointed by the Executive body at one of their meetings.



Article X. Affiliation

10.1 BSys is supported by the following organizations:

- (i) District 3 Innovation Center MakerSpace.
- (ii) NeuroTechX
- (iii) WearHacks.

10.2 Biosignal Systems shall maintain a cooperative relationship with SynapsETS, Mental McGill and PolyCortex (Polytechnique).

Article XI. Constitutional Amendment Procedure

11.1 This Constitution may be amended with the concurrence of an absolute majority of the Executive Committee and a two-thirds regular majority of BSys members present and voting at a General Meeting.

11.2 Constitutional amendments must be announced to the full membership of BSys at least seven (7) days prior to their introduction at a General Meeting.

11.3 Any amendments to the Club's constitution will be communicated to the VP Clubs of the CSU.

Article XII. Disputes & Appeals

Disputes among members of the Club or concerning the Club's constitution will be referred to the CSU Judicial Board for ruling if a member wishes to appeal the decisions of the Executive Committee.

Article XIII. CSU Policies

Where items are not defined in this constitution or there are inconsistencies with the CSU's By-Laws, regulations, and policies, the CSU's By-Laws, regulations, and policies shall take effect.