

Constitution of “Physician Assistant Student Association”

1. Name

The official name of this recognized campus group is “Physician Assistant Student Association”
The acronym or abbreviation of this group is: PASA

2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:
The mandate of the Student Association shall be:

- i) To foster a thriving community of students based on diverse interests, backgrounds and the commonality of being enrolled in the Consortium of PA Education Physician Assistant professional degree program at the University of Toronto in collaboration with Northern Ontario School of Medicine (NOSM) and The Michener Institute for Applied Health Sciences (Michener);
- ii) To implement students’ views, demands as well as cater to the specific and unique needs of Physician Assistant students within the Department of Family and Community Medicine (DFCM) in the Faculty of medicine;
- iii) To act as the primary platform for debate and action on all matters pertinent to Physician assistant students;
- iv) To identify, develop and maintain the needs of the Physician Assistant Student Association in relation to the needs of the Physician Assistant (PA) students;
- v) To act as the elected unifying body for all other PA student organizations, councils and initiatives within the Faculty;
- vi) To unify PA students across all cohorts (Prospective, incoming, Year I, II and Alumni) within the Department of Family and Community Medicine (DFCM) in the Faculty of Medicine under a student-run governing body of elected representatives;
- vii) To keep and preserve a detailed archive of records and material which the Executive Council deems of value and interest to the Faculty and future club members;
- viii) To bring the ideas and opinions of Physician Assistant students to the attention of the CAPA, CMA, OMA, CPSO, IFMSA, University of Toronto, the Faculty of Medicine and their associated bodies, on any subject matter pertaining to the Physician Assistant program, Medical Education and the practice of Medicine;
- ix) To enhance the educational opportunities of PA students within the faculty;

x) To enhance the quality of student life for Physician Assistant students both academically and nonacademically;

xi) To encourage interprofessional collaboration with other students across the U of T campus and Canada and the World.

xii) These objectives will be achieved by having a website and a dedicated PASA email for student questions and communication with other student groups.

xiii) Special events will be planned for students, including an annual Welcome/Stethoscope Ceremony, an annual December holiday social and a graduation formal, and will be communicated via the website and email.

3. Membership

Membership to the group is open to all the registered University of Toronto members students in the following three categories:

1. Executive Members: four (4) members will be elected as Executive Members from the first-year cohort each September to join the four (4) registered and existing second year PASA executives. All eight (8) executives will maintain voting rights.

2. General Members: all registered University of Toronto students, will be given general voting rights at annual meetings

3. Alumni Members: open to all Consortium of Physician Assistant Education graduates these, members will not be entitled to voting rights.

General members are permitted to run, nominate, and vote in elections and constitutional amendments. Members must register with a designated executive by submitting their full name and a valid email address. All voting position on the Executive Committee shall be filled through an annual election

The membership fee will not be fixed from year to year, and its amount is to be determined by the incoming members of the PASA government within one month of its establishment. A \$20 membership fee is recommended, depending on the number of members within each cohort The membership fee for the year must be agreed to by a minimum of $\frac{2}{3}$ of the PASA government. Membership fees are to offset costs of association events and offer discounted pricing on the following:

- Clothing orders
- Social events throughout the year
- Graduation gifts

The preceding list is not exhaustive, and events / incentives are subject to change based on PASA membership voting

Any member of the club may apply for a refund within one (1) month of becoming a member. No refunds are permitted 30 days after the election periods.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 15 members, a minimum of 75% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

4. List and Duties

(i) Executives

The executive committee shall be comprised of eight (8) elected officers. These include a President, Vice President, Secretary, Treasurer, four (4) general executive members.

The President, who shall:

- Oversee the operations, management, and success of the group.
- Be the spokesperson for the group.
- Hold signing officer authority along with the Treasurer for financial purposes.
- Preside over board meetings as well as general meetings.
- Ensure transition of office to the future Executives.
- Lead the renewal of the Physician Assistant Student Association's status with the University of Toronto on a yearly basis, and submit application for renewal no later than two months prior to status expiry.
- The President WILL NOT assume authority over any other executive position in a member's absence to ensure a check in balance of authority.

Additional responsibilities may include:

The Vice-President, who shall:

- Assume the duties of the President in their absence.
- Oversee the various committees.
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto.
- Coordinate organizational recruitment efforts.

Additional responsibilities may include:

- Presiding as the Incumbent President while a new President is selected, if the serving President steps down or is otherwise deemed unable to continue in the position (note the Vice President is able to be elected as President in such a circumstance).

The Secretary shall:

- Make a list of all registered members
- Maintain the web sites and member contact list
- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

The Treasurer shall:

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events

Additional responsibilities may include:

The Canadian Association of Physician Assistant (CAPA) Representative, who shall:

- Maintain a link of communication with CAPA and update members of upcoming events and policy changes
- Provide, at a minimum, yearly reports on CAPA activity and policy changes.

The Social Representative, who shall:

- Present and aid in the planning of PASA social events with members of the PASA government and members of appointed sub-committees.
- Present social budget to PASA government for approval.
- Serve as the head of social event committees.

Class Representative, who shall:

- Serve as a liaison between PASA and the University of Toronto's Physician Assistant professional degree program office.
- Present to the University of Toronto's Physician Assistant professional degree program concerns and/or ideas raised by the membership of PASA.
- Clarify with the University of Toronto's Physician Assistant professional degree program on any concerns the program office has on PASA operations and present them to the PASA government.
- The Program Representative WILL NOT be permitted to assume authority over any other PASA positions.

The above executive positions, and their associated responsibilities, are subject to change by the serving PASA government. Any changes to position responsibilities must be passed with a minimum of a ⅔ vote among the PASA government.

Executive Members Shall:

- Partake in planning, organization and implementation of PASA functions
- Participate in UTSU club training
- Organize and hold general meetings and elections
- Be elected and adopt one (1) of four (4) PASA executive positions (President, Vice President, Secretary or Treasurer) by January of their first year
- Participate in future PASA executive training

The group may appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision-making authority.

(ii) PA Student Representatives

The Evaluation and Assessment Committee Rep (two positions; year 1, year 2) has responsibility for the development of a comprehensive curriculum evaluation plan (Program Evaluation) and the ongoing monitoring of the performance assessment tasks of the PA students (Student Assessment).

The committee membership includes one first year PA student (elected by student body, upon approval of Medical Director). The PA student member shall serve one year.

Interprofessional Education Rep (two positions; year 1, year 2). The University of Toronto's Interprofessional Healthcare Students' Association (IPHSA) is a group/club of student representatives from the thirteen healthcare faculties who work together to promote interprofessional education and student interaction within these faculties. The aim of the group is to build relationships between students within healthcare programs and to facilitate understanding and cooperation between the healthcare disciplines. The IPE representative attends monthly meetings, disseminates information gained at IPHSA meetings to PA students and faculty, presents information about PAs at IPHSA events, sits on subcommittees for IPHSA events, and organizes PA teams for IPHSA social events.

The Curriculum Committee Rep (two positions; year 1, year 2) is responsible to organize and coordinate the development, implementation and ongoing monitoring of the curriculum in all matters pertaining to the PA professional degree program. The committee membership includes one first year PA student (elected by student body, upon approval of Medical Director). The PA student member shall serve one year.

Although not in the Terms of Reference, the Curriculum Committee, on March 14, 2012, invited a second-year student to also join the committee (elected by the student body, upon approval of the Medical Director). The Curriculum Committee meets once per month.

The Admissions and Selection Committee Rep (two positions; year 1, year 2) has responsibility for initiating and implementing policies and procedures with respect to the selection and admission of all applicants to the BScPA professional degree program. The subcommittee will also be responsible for assessing the qualifications of all applicants seeking admission. The

committee membership includes one first year PA student (elected by student body, upon approval of Medical Director). The PA student member shall serve one year.

Class Reps (two positions; year 1, year 2). Each of the PA classes is expected to have a class representative. The position of Class Representative is elected from the members of the class. The term of office for the PA class representative is at least one year. The primary duties of the PA class representative include working with students to resolve problems, and informing program leaders and the student body of ideas emanating from the class. The class representative also has the responsibility of leading class meetings, organizing student activities and events, and potentially collecting funds for the class to use for social activities. The PA class representative will also be considered to the student voice representing the student body.

Each of the PA Student Reps shall communicate and work with PASA as appropriate and necessary to facilitate events and initiatives of PASA. The PA Student Reps play an important role in communicating with PASA to work effectively and efficiently together to better various aspects of student life such as curriculum and events.

Termination of Executives or General Members:

Any member of the club who commits an act negatively affecting the interests of the club and its members, including nondisclosure of a significant or continuing conflict of interest, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A two-thirds majority vote of the current members present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.

5. Elections

The executive committee shall strike the Elections Committee and appoint one (1) Chief Returning Officer (CRO) and two (2) Scrutinizers from the general members on the committee to conduct and hold elections in September. All members of the Elections Committee shall be nonbiased in the results of the election and shall be required to disclose any and all conflicts of interest in the election.

The CRO Returning Officer shall accept nominations only from group members that are also registered U of T members (staff, faculty, students and alumni) for candidacy of executive positions from the general membership before the beginning of September. Candidates have to be members in good standing and be part of the group for at least one month prior to the nomination period.

The CRO shall select three (3) election dates before September for the voting period. These dates will be announced in a minimum of two (2) weeks prior to elections dates and must fall on weekdays.

The CRO and Scrutinizers shall provide each U of T member with a paper ballot on the voting dates and ask the member to place their ballot in an enclosed box.

In preparation for a tie, the CRO shall select an executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, one of the two Scrutinizers shall break the seal and count the ballot in order to break the tie.

After the election is over, the CRO and Scrutinizers shall count the ballots. The candidate with the most votes shall be elected to the position. The CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Registered U of T members may not vote by proxy. Non-Uof T members may not nominate or vote in elections.

Only U of T members who have paid any applicable membership fees and have been a member in good standing for 30 days prior to election dates are eligible for voting.

Term of executive positions shall be a minimum of 1 year beginning October 1st with an optional 1-year continuance where the eligible member can maintain their appointed role in order to continue working on and implementing goals and initiatives of PASA, while facilitating training and mentorship of succeeding members.

6. Finances

The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the annual general meetings. The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.

The group's executive or members may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the group, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, the group will not have as a major activity a function that makes it an on-campus part of a commercial organization, will not provide services and goods at a profit when that profit is used for purposes other than those of the organization, and will not pay salaries to some or all of its officers.

7. Group Logo

The group logo is the intellectual property of PASA and shall not be used, altered or reproduced without written permission from PASA Executive Members.

8. Meetings

A) Annual General Meetings (AGMs):

The group shall hold general meetings at least twice per year, i.e. once per academic term.

The Executive Committee will announce these dates two (2) weeks prior to holding the meetings. These meetings are intended to go over the group's annual activity plan, financial health and propose or vote on constitutional amendments, if any. Motions will require 2/3 majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

B) Executive Meetings:

The executive committee shall meet on a monthly basis where date and times are to be set by an executive. The quorum of executive meetings shall be 50%+1 of executives.

9. Amendments

Any registered U of T members may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.

Constitutional amendments shall require a 2/3 majority to be passed at Annual General Meetings by registered U of T members in attendance.

The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Students' Union, etc) within two (2) weeks of its approval by general members.