

## **Constitution of “Healthcare Student Association”**

### **1. Article One – Name and Purpose**

1.1. The official name of the recognized student group is “Healthcare Student Association”

1.2. The official acronym or abbreviation of the group is “HCSA”

1.3. The purpose, objectives, mission and/or mandate of the organization is to connect students with different roles in Healthcare by helping them gain exposure to numerous perspectives that branch off this vastly diverse field. To do so we hope to host a variety of panels where we invite different healthcare professionals to share their experiences that led to their current positions. Since the University of Toronto has a widespread community involvement in areas of medical research, we aim to develop the scope by focusing on the roles that navigate around direct primary care. Another aspect of our association is to facilitate a positive community within students aiming to work in healthcare. We aspire to do so by hosting social events where these individuals can bond over common interests and discuss future goals.

### **2. Article Two – Membership and Membership Fee**

2.1. The group shall maintain a list of group members.

2.2. Voting membership is open to all registered students of the University of Toronto.

2.3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.

2.4. The membership fee will be \$0 per year.

### **3. Article Three – Rights of Members**

3.1. All voting members have a right to attend all general meetings of members. 3.2. All voting members have a right to cast votes at all general meetings of members.

3.3. All voting members have a right to stand for election unless otherwise stated in this document.

3.4. All voting members have a right to cast votes in all group elections and referenda.

3.5. All voting members have a right to propose and vote on amendments to this constitution.

3.6. The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

### **4. Article Four - Executive Committee**

4.1. The term for all positions on the Executive Committee shall be from May 1st to April 30th.

4.2 The executive team shall be comprised of four voting members.

4.2. All voting members of the Executive Committee must be currently registered students of the University of Toronto.

4.3. Non-voting members may hold only non-voting positions on the Executive Committee.

4.4. The maximum number of non-voting positions on the Executive Committee shall be limited to a maximum of one (1) or ten percent of the full executive body, whichever is greatest

4.5. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.

4.6. The Executive may appoint Directors or Coordinators for various committees who do not hold executive decision-making authority and are not eligible to cast votes at meetings of the Executive Committee.

**5. Article Five - Executive Committee 5.1. The Founder and Co-Presidents shall:**

5.1.1. Be eligible to cast votes at meetings of the Executive Committee, 5.1.2. Oversee the operations, management, and success of the group, 5.1.3. Serve as spokesperson for the group,

5.1.4. Hold signing and financial authority,

5.1.5. Preside over meetings of the Executive Committee and/or members.

**5.2. Internal Affairs shall:**

5.2.1. Be eligible to cast votes at meetings of the Executive Committee, 5.2.2. Maintain a list of group members,

5.2.3. Maintain a group chat and member contact list,

5.2.4. Record notes and motions for meetings,

5.2.5. Notify all members of general meetings.

**5.3. The Outreach Director shall:**

5.3.1. Be eligible to cast votes at meetings of the Executive Committee,

5.3.2. Work with Marketing Director to promote the association,

5.3.3. Help develop partnership with potential clubs/ student associations within the University of Toronto,

5.3.4. Help develop partnership with potential organisations and panelists outside the University of Toronto community.

**5.4. The Financial Director shall:**

5.4.1. Be eligible to cast votes at meetings of the Executive Committee, 5.4.2.

Record all financial transactions of the group,

5.4.3. Maintain a budget of income and expenses,

5.4.4. Advise members on financial position of the group,

5.4.5. Prepare an annual budget for the group, 5.4.6. Find potential funders.

**5.5. The Marketing Director shall:**

5.5.1. Responsible for designing the social media pages,

5.5.2. Update the social medias/ association website regularly, 5.5.3. Work with Outreach Coordinator to promote the association.

**5.6. The Event Director shall:**

5.6.1. Coordinate potential social events and panels,

5.6.2. Articulate ideas for social events,

5.6.3. Work with Financial Director to set a budget for each event.

**6. Article Six – Elections**

6.1 All voting positions on the Executive Committee shall be filled through an annual election.

6.2. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.

6.3. All non-voting group members shall be eligible to seek nomination only for non- voting positions on the Executive Committee.

6.4. Non-voting group members shall not be eligible to cast a ballot for any elected position.

6.5. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.

6.6. On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.

6.7. The elections must be held in a nonbiased manner. No individual who is seeking election may participate in planning or administering the election.

6.8. For all unfilled positions, the remaining officers will share the duties and responsibilities until someone can be found to fulfill the positions(s) through a by- election and vote of simple majority (50% + 1)

**7. Article Seven – Finances**

7.1. The Financial Director shall keep an active record of income and expenses.

7.2. The Financial Director shall present the group's updates on the group's financial position at annual general meetings.

7.3. The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.

7.4. The group may not engage in activities that are essentially commercial in nature. 7.5. The group will not have as a major activity a function that makes it

an on- campus chapter of a commercial organization.

7.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

7.7. The group will not pay salaries to any of its officers.

## **8. Article Eight – Meetings**

8.1. The Executive Committee shall meet minimum once a month.

8.2. The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.

8.3. The Executive Committee must announce the date of a general meeting to the general membership at least one week prior to the date of the meeting.

## **9. Article Nine - Termination of Membership**

9.1. The executive committee may revoke the membership of any member of the association who commits an act negatively affecting the interests of the association and its members, including non-disclosure of a significant or continuing conflict of interest.

9.2. A vote to revoke membership must be held at a meeting of the Executive Committee.

9.3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.

9.4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.

9.5. In the case of an appeal, a simple majority vote at a meeting of the general membership shall be required to sustain the revocation of membership.

9.6. Following a termination of membership, the member will be removed from the association's membership and will lose any privileges associated with being a member of the association.

## **10. Article Ten – Amendments**

10.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.

10.2. All voting members may propose and vote on amendments to the constitution. 10.3. The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.

10.4. Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

