

Constitution of the “Health and Disease Student Association”

Section 1. Name

The official name of this recognized student group is “Health and Disease Student Association ” The acronym or abbreviation of this group is: HDSA.

Section 2. Purpose and Objectives

The purpose of this constitution is to lay out the organization's rules and obligations with the expectation that members and respective interested members have a full understanding of their obligations under this constitution. HDSA is a club for students majoring/specializing in Health and Disease at the University of Toronto. We strive to create a community that offers unwavering support to the students and promotes the program's excellence. Through engaging activities, events, and other opportunities, we connect like-minded individuals, raise awareness about health issues, and provide valuable resources and career opportunities. Come join us at HDSA to connect, learn, and succeed in the field of health and disease while making a positive impact on our campus

Section 3. Definitions

Some key terms will be defined here for clarity as seen in the text.

Voting general member - Any student enrolled in the Health and Disease major or specialist program

Executive - Elected or hired students with designated roles within HDSA.

Authority - Official power delegated to make decisions or take action on behalf of the club.

Presidential Team - Any presidents or vice-presidents who may make decisions on behalf of the club.

Section 4. Rights of Members

4.1: General Membership

- All general members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- All general members have a right to attend all general meetings of members.
- All general members have a right to cast votes at all general meetings of members.
- All general members have a right to stand for election unless otherwise stated in this document.
- All general members have a right to cast votes in all group elections and referendums.
- All general members have a right to propose and vote on amendments to this constitution.
- Voting membership is open to all registered students of the University of Toronto.
- Voting membership is open only to registered students of the University of Toronto.

- Non-voting membership is open to University of Toronto staff, faculty, alumni, and to persons from outside the University
- Group membership fee will be \$0 dollars per year.

4.2 Executive Membership

- The term for all positions on the Executive Committee shall be from May 1st of the electoral/hiring year to April 30th of the following year. This shall be in conjunction to the F and S semesters of one full academic school year, including or limited to at the president's discretion, summer courses.
- Executive membership is given under an electoral vote of general members or hiring discretion of the presidential team.
- All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- $\frac{1}{2} + 1$ of executive members must be full-time undergraduate students registered at the St. George campus.
- No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
- The maximum amount of non-voting positions on the Executive Committee shall be one (1) position or ten per cent (10%) of the positions on the Executive Committee, whichever is greatest.[A1]

4.3 Membership Information

- The membership fee will be \$0 per year.
- For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% 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.

4.4 Executive List and Duties

The executive committee shall be composed of at least 2 officers. These include two Co-Presidents, one Vice-President.

4.5 Finances

- The Treasurer shall keep an active record of income and expenses.

- The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- The Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Executive Committee.
- The group may not engage in activities that are essentially commercial in nature.
- The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
- The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- The group will not pay salaries to any of its officers.

Section 5. Responsibilities of Executive Membership

5.1. Role Outline

The Co-Presidents shall:

- Be eligible to cast votes at meetings of the Executive Committee.
- Serve as the chief representative and leader of the club.
- Oversee the operations, management, and success of the group.
- Oversee the overall direction, planning, and goals of the club.
- Hold signing and financial authority along with the Treasurer.
- Preside over meetings of the Executive Committee and/or members.
- Supervise and support the Executive team.
- Ensure a transition of office from one year to the next.
- Restructure organization as seen fit.
- Engage in conflict management between executive and general members.
- Help train or mentor the incoming presidents before the term ends.

The Vice-President shall:

- Assisting the president in overseeing club operations and ensuring smooth functioning.
- Act as president in event of both absences of co presidents.
- Facilitate collaboration among executive members and provide guidance when needed.
- Taking charge in the absence of the President, including leading meetings and making decisions.
- Coordinating with other club officers and committees to achieve club goals and initiatives.
- Helping to develop and implement strategies for club growth and member engagement.
- Lead or co-lead special projects as delegated by the President.

The Treasurer shall:

- Manage HDSA's financial records and accounts
- Create and maintain budgets to ensure the organization's financial stability
- Communicate financial information to the organization's leader and members

- Manage all club finances and maintain accurate financial records.
- Prepare and present a budget for approval at the beginning of each term or academic year.
- Handle all transactions, reimbursements, and funding requests in accordance with club policies.
- Provide financial updates at executive meetings and submit a final financial report at the end of their term.
- Ensure transparency and accountability in the handling of funds and assist with funding applications or sponsorships when needed.
- Assist in the transfer of position with the succeeding treasurer.

The Social Media Managers shall:

- Manage social media accounts with the exception of email.
- Come up with post ideas and work with the Academic, Outreach, and Events directors when needed.
- Help create and design graphics to promote the club's events and activities.
- Create a schedule posting plan with timelines and content with the expectation of following through with said timeline.
- Repost other clubs inquiries in a timely manner (2-3 business days).
- Respond to inquiries in the forms of direct messages in two-three (2-3) business days.
- Report to the Outreach Director.

The Graphic Designers shall:

- Create and design posts for the club's social media accounts.
- Works closely with Social Media Manager, Academic, Outreach, and Events directors to collaborate on club initiatives.
- Utilize HDSA canva account without the use of paid for graphics.
- Work closely with the social media manager to create content that will align with the timeline.
- Expected to be able to edit reels, posts, videos for the social media manager.
- Report to the Outreach director.

The Academics Director shall:

- Provide general academic advice to guide students in the program through workshops.
- Work with other executives to create academic content related to the Health and Disease Program.
- Stay updated on current news in the Health and Disease field.
- Work closely with co-presidents to aid in the continuum of academic mentorship.
- Work closely with Outreach, Events, and Social Media/Graphic Design to curate content.
- Contribute to the timeline of the social media managers.
- Summarize key findings and implications of research articles in a concise and accessible format for members.

- Create informative and engaging posts on association platforms to share insights from recent research.
- Lead and organize journal club meetings where members discuss selected research articles, fostering critical thinking and knowledge exchange.

The Outreach Director and Coordinator shall:

- Send emails and reach out to professors or organizations when hosting events.
- Be the main point of contact for graphic designers and social media coordinators.
- Look for and invite speakers for club events and meetings.
- Coordinate with external partners to facilitate their participation in club activities.
- Managing communication and follow-ups with potential collaborators and guests.
- Respond to emails and inquiries in a timely manner 2-3 business days.
- Collaborate with the Academics and Events Directors.
- Manage the Graphic Design and Social Media Team.

The Events Coordinator shall:

- Planning and organizing events, including developing concepts, schedules, and coordinating with vendors.
- Managing the event budget, tracking expenses, and ensuring cost-effectiveness by working with the treasurer.
- Creating promotional materials and advertising the events to attract participants in conjunction to the graphic design team.
- Overseeing event setup, execution, and addressing any issues that arise during the event.

5.2: Impeachment and Removal of Executive Members

5.2.1 Grounds for Removal

Executive members may be removed from their position if they:

- Fail to fulfill their duties as outlined in the constitution.
- Act in a manner that is dishonest, discriminatory, harmful, or inconsistent with the club's values.
- Miss more than 63% (assuming there will be 8/semester) of consecutive executive meetings per semester without valid reason.
- Misuse club funds or resources.
- Breach confidentiality or put the club at legal or reputational risk.
- If the presidents receive no reply after 2 days of contact (slack or email) without a valid reason.
- Executive Committee members are subject to the same termination of membership process as general members.

A valid reason/exemption should be provided to the presidential team and will be reviewed on a per case basis.

5.2.2. Procedure for Removal

1. Concern Submission

Any active member may submit a written concern or complaint to the President (or Vice-President if the concern is about the President).

2. Discussion and Mediation

The presidency team will meet to discuss the concern with the members involved. A written warning and opportunity for improvement may be issued if appropriate. This will only be allowed 1 time for the entire term.

3. Vote of Removal

If the issue persists or is deemed serious, a formal vote may be called.

- A two-thirds ($\frac{2}{3}$) vote of the presidency team is required to remove a member from their position.
- If the President is the subject of the vote, the Vice-President will facilitate the process.

4. Appeal Process

The removed member may appeal the decision by submitting a written request to the executive team within 7 days of removal. An appeal hearing will be conducted if necessary.

Section 6. Elections

- All voting positions on the Executive Committee shall be chosen through an annual election.
- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 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.
- The elections must be held in an unbiased manner.

Section 7. Executive Meetings

- The Executive Committee shall meet at least once a month. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 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.

- The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

Section 8. Termination of General Membership

1. The Executive Committee may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
2. A vote to revoke membership must be held at a meeting of the Executive Committee.
3. A two-thirds majority of the Executive Committee is required to approve any motion to revoke membership.
4. Any member facing removal shall have the right to appeal the decision of the Executive Committee to the general membership.
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.
6. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
7. Executive Committee members are subject to the termination process outlined in *Section 4.2*.

Section 9. Amendments

- All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- All voting members may propose and vote on amendments to the constitution.
- 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.
- 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.