

# **Constitution of “Health Occupations Students of America - University of Toronto St. George Chapter”**

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

- 1.1. The official name of the recognized student group is “Health Occupations Students of America - University of Toronto St. George Chapter”
- 1.2. The official acronym or abbreviation of the group is “HOSA UTSG”
- 1.3. The purpose, objectives, mission and/or mandate of HOSA UTSG is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill, and leadership development of all health science education students, thereby helping the student meet the needs of the healthcare community. HOSA UTSG also helps aspiring healthcare professionals develop leadership and technical competencies by training them to compete in one of the 41 health science events at annual Spring and International Leadership Conferences. In addition, HOSA UTSG holds academic and social events at the campus level in order to equip members with the necessary skills and resources to achieve their professional aspirations.

## **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. Voting membership is open only to registered students of the University of Toronto.
- 2.4. 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.
- 2.5. The membership fee will be divided into 2 categories. The first type is the general membership fee (\$5), which gives members access to HOSA UTSG events, training sessions, and training resources. HOSA UTSG uses the membership fees to cover costs for venues, motivational speakers, and resources (such as related training, tutorials, and database). Members may also choose to pay the registration and conference fee (totalling \$115) directly to HOSA Canada, allowing them to attend and compete at the Fall and Spring Leadership Conferences.

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

- 3.1. All members may apply for a full refund of their general membership fee within one (1) month of becoming a member. All members may apply for a refund to the conference fee according to policies and deadlines established by HOSA Canada.
- 3.2. All voting members have a right to attend all general meetings of members.
- 3.3. All voting members have a right to cast votes at all general meetings of members.
- 3.4. All voting members have a right to stand for election unless otherwise stated in this document.
- 3.5. All voting members have a right to cast votes in all group elections and referenda.
- 3.6. All voting members have a right to propose and vote on amendments to this constitution.

3.7. 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 Committee shall be comprised of twenty-four (24) voting members.
- 4.3. All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 4.4. Non-voting members may hold only non-voting positions on the Executive Committee.
- 4.5. The maximum number 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.
- 4.6. Persons holding non-voting positions on the Executive Committee cannot serve as an officer, financial authority, signing authority, primary contact, or secondary contact.
- 4.7. 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.

#### **5. Article Five - Executive Committee Composition and Duties**

##### **5.1. The President/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 along with the Treasurer,
- 5.1.5. Preside over meetings of the Executive Committee and/or members,
- 5.1.6. Regularly check in on the progress of all Executives (every 2-3 weeks),
- 5.1.7. Ensure a transition of office from one year to the next,
- 5.1.8. Ensure activities of the club comply with policies of the University of Toronto,
- 5.1.9. Coordinate organizational recruitment efforts.

##### **5.2. The Vice President shall:**

- 5.2.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.2.2. Oversee the operations, management, and success of the group,
- 5.2.3. Ensure a transition of office from one year to the next,
- 5.2.4. Act as a liaison between the training and events divisions of HOSA UTSG,
- 5.2.5. Oversee the task distribution in event planning and coordinate the collaboration between executive divisions,
- 5.2.6. Assist the President in administrative tasks,
- 5.2.7. Coordinate organizational recruitment efforts.

##### **5.3. The Financial Director shall:**

- 5.3.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.3.2. Record all financial transactions of the group,
- 5.3.3. Hold signing and financial authority along with the President,

- 5.3.4. Maintain a budget of income and expenses, along with receipts (to be reimbursed, or for general bookkeeping) to maintain financial health of HOSA Canada
- 5.3.5. Advise members on financial position of the group,
- 5.3.6. Prepare an annual budget and event-specific budgets for the group,
- 5.3.7. Contact prospective sponsors and apply for grants.

**5.4. The Secretary shall:**

- 5.4.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.4.2. Maintain a list of registered group members,
- 5.4.3. Maintain a member contact list,
- 5.4.4. Record notes and motions for meetings,
- 5.4.5. Notify all members of general meetings,
- 5.4.6. Handle official correspondence of the organization
- 5.4.7. Assist president with organization of club, primarily the calendar and to-do list
- 5.4.8. Manage event announcements.

**5.5. The Training Director shall:**

- 5.5.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.5.2. Host training sessions to ensure that the trainers can efficiently prepare members for HOSA Canada competitive events,
- 5.5.3. Advise and assist trainers in planning and executing training sessions,
- 5.5.4. Occasionally shadow training sessions,
- 5.5.5. Review progress of events with respective trainers.

**5.6. The Marketing Director shall:**

- 5.6.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.6.2. Help promote HOSA UTSG events to students through various social media and physical promotion strategies,
- 5.6.3. Create regular email newsletter campaigns and social media posts to keep members up to date on HOSA UTSG events,
- 5.6.4. Propose a marketing plan to grow and sustain general member engagement

**5.7. The Events Director shall:**

- 5.7.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.7.2. Plan and organize engaging events for club members and UTSG students,
- 5.7.3. Research information and find resources regarding events

**5.8. The Graphic Designer shall:**

- 5.8.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.8.2. Create promotional material for HOSA UTSG events including Facebook event page banners and both online and physical posters,
- 5.8.3. Create designs for slideshows used in events,
- 5.8.4. Create club apparel and merchandise designs

**5.9. The Trainer shall:**

- 5.9.1. Be eligible to cast votes at meetings of the Executive Committee,
- 5.9.2. Prepare and host weekly/biweekly training sessions prepare members for competing at the annual Spring Leadership Conference; This includes but is not limited to delivering event-related content, teaching studying techniques and strategies, providing practice tests or simulations, and ensuring that training sessions are fun and that members remain engaged

5.9.3. Act as a liaison between the executive team and HOSA UTSG members - ensure that members are updated with club events and plans

## **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 an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

## **7. Article Seven – Finances**

- 7.1. The Treasurer shall keep an active record of income and expenses.
- 7.2. The Treasurer 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 monthly. The quorum for Executive Committee meetings shall be 50%+1 of the voting members of the Executive Committee.
- 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 two (2) weeks 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 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.
- 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 club's membership and will lose any privileges associated with being a member of the club.
- 9.7. Executive Committee members are subject to the same termination of membership process as general members.

## **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.