

CONSTITUTION OF THE GLOBAL HEALTH STUDENTS' ASSOCIATION

2023

University of Toronto

1. Article One – Name and Purpose

- 1.1. The official name of the recognized student group is “Global Health Students’ Association”
- 1.2. The official acronym or abbreviation of the group is “GloHSA”

2. Article Two – Mandate

- 2.1. The GloHSA is dedicated to the fulfillment of the following goals:
 - 2.1.1. To promote the Global Health Major and Specialist programs.
 - 2.1.2. To provide information about the Global Health Major and Specialist programs.
 - 2.1.3. To act as the student contact between the Global Health Major and Specialist programs and the study.
 - 2.1.4. To actively build and strengthen the Global Health community at the University of Toronto.
 - 2.1.5. To provide social and educational opportunities to those in the club.
 - 2.1.6. To coordinate and provide assistance to external organizations in-line with global health principles and the club’s purpose and mandate
 - 2.1.7. To provide information surrounding professional pathways that one can pursue with a Global Health degree.

3. Article Three – The Constituency

- 3.1. Voting membership is open to all individuals with general membership in the Global Health Students’ Association.
- 3.2. General Membership can be obtained by all and only registered students of the University of Toronto.
- 3.3. General membership shall open no later than August 1st of every year.
- 3.4. General membership shall end on May 15th of every year.
- 3.5. 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.
- 3.6. The group shall maintain a list of general members for each academic year.

4. Article Four - Executive Committee

- 4.1. The Executive Committee shall be comprised of five (5) Senior Executives, four (4) Junior Executive members, and four (4) year representatives, in accordance

with the following table of precedence:

Senior Executives -

- one (1) President
- two (2) Vice-Presidents
- one (1) Secretary
- one (1) Treasurer

Junior Executives -

- one (1) Outreach Coordinator
- one (1) Academics Director
- one (1) Events Coordinator
- one (1) Social Media Director

Year Representatives -

- one (1) 4th year representative
- one (1) 3rd year representative
- two (2) lower-year representatives

- 4.2.** The term for all positions on the Executive Committee shall begin on April 31st, and end on May 31st of the following year.
 - 4.2.1.** With the exception of the year representatives, who shall begin on October 1st, and end on May 31st of the following year
- 4.3.** The constituency at the general meeting in April shall elect: one (1) President, two (2) Vice-Presidents, one (1) Secretary, and one (1) Treasurer.
- 4.4.** The constituency in September shall elect: two (2) Lower-Year Representatives, One (1) Third-Year Representative, and one (1) Fourth-Year Representative. Permanent appointments for unfilled positions following the September elections will be at the discretion of the presidency and vice presidency.
- 4.5.** The constituency at the general meeting in April shall hire: one (1) Outreach Coordinator, one (1) Academics Director, one (1) Event Coordinator, one (1) Social Media Director. All voting members must be currently registered students at the University of Toronto.
- 4.6.** Executive Meetings may be called by any member of the senior executive at the discretion of the presidency, and must be called at least once each month, except for December and April.
- 4.7.** Impeachment of an executive member must be initiated by a Senior Executive.
- 4.8.** Impeached executive members are barred from re-election for one school year after the year of impeachment.
- 4.9.** Impeached members shall have the right to appeal the decision of the Senior Executive Committee to the general membership.
- 4.10.** Vacancies in the Senior Executive shall be filled through a by-election
 - 4.10.1.** Duties of the vacant position are subsumed by the remaining executive team until a by-election can be conducted
 - 4.10.2.** The by-elections shall hold the same process indicated in Article Nine.
 - 4.10.2.1.** Process will differ in the deadlines, as both the nomination and election period will last 7 academic days, each.
 - 4.10.2.2.** Process will differ in that an emergency chief-returning

- officer will be hired amongst the general membership.
- 4.11. Vacancies in the Junior Executive shall be filled at the discretion of the presidency.

5. Article Five - Executive Committee Composition and Duties

- 5.1. The President shall:**
- 5.1.1. Possess signing privileges.
 - 5.1.2. Be responsible for calling all GloHSA general meetings.
 - 5.1.3. Keep the Executive and the members aware of the GloHSA business.
 - 5.1.4. Act as chair at each general and executive meeting.
 - 5.1.5. Coordinate and delegate responsibilities for all events.
 - 5.1.6. Work to uphold the rules of the GloHSA.
 - 5.1.7. Act as a representative to external organizations.
 - 5.1.8. Be empowered to act on behalf of the executive numbers for all organization matters.
 - 5.1.9. Be held accountable for all GloHSA funds upon request.
 - 5.1.10. Assist in the executive transition process at the end of their executive term.
 - 5.1.11. It is recommended for the President to have experience working as a senior executive member, or its equivalent, for other student organizations.
 - 5.1.12. It is recommended for the President to attend at least one (1) clubs essential training workshop, offered by the clubs help desk.
- 5.2. The Vice-Presidents shall:**
- 5.2.1. Delegate tasks to executive members in accordance to their responsibilities.
 - 5.2.2. Oversee and supervise executive members and their duties.
 - 5.2.3. Be responsible for the maintenance of the GloHSA member registry.
 - 5.2.4. Be responsible for maintaining contact obligations with university organizations.
 - 5.2.5. Be empowered to delegate tasks to executive members.
 - 5.2.6. Assist in the executive transition process at the end of their executive term.
 - 5.2.7. Ensure all necessary components within the newsletter are included.
 - 5.2.8. It is recommended for the Vice-president to have experience working as a senior executive member, or its equivalent, for other student organizations.
 - 5.2.9. It is recommended for the Vice-Presidents to attend at least one (1) clubs essential training workshop, offered by the clubs help desk.
- 5.3. The Secretary shall:**
- 5.3.1. Maintain a working list of group members.
 - 5.3.2. Maintain the group website and emails.
 - 5.3.3. Collaborate with other executive members in creating the monthly newsletter, with a focus on communicating upcoming GloHSA-related

events.

- 5.3.4. Be responsible for answering member emails and questions in a timely manner.
- 5.3.5. Record minutes and motions for meetings.
- 5.3.6. Notify all members of general meetings.
- 5.3.7. Assist president with organization of the club, primarily the calendar and to-do list.
- 5.3.8. Coordinate with other members to disseminate information.
- 5.3.9. Assist in the executive transition process at the end of their executive term.
- 5.3.10. It is recommended for the Secretary to attend at least one (1) clubs essential training workshop, offered by the clubs help desk.
- 5.4. **The Treasurer shall:**
 - 5.4.1. Record all financial transactions of the group.
 - 5.4.2. Hold signing and financial authority along with the President.
 - 5.4.3. Maintain a budget of income and expenses, along with receipts (to be reimbursed, or for general bookkeeping).
 - 5.4.4. Advise members on the financial position of the group.
 - 5.4.5. Prepare an annual budget for the group.
 - 5.4.6. It is recommended for the Treasurer to attend at least one (1) club's essential training workshop, offered by the clubs help desk.
- 5.5. **The Outreach Director shall:**
 - 5.5.1. Reach out to student organizations to collaborate and form partnerships.
 - 5.5.2. Contact potential guest-speakers for paneling events and workshops.
 - 5.5.3. Maintain relationships amongst organizations through social media platforms.
- 5.6. **The Academics Director shall:**
 - 5.6.1. Organize educational activities alongside other executive members.
 - 5.6.2. Suggest tips and advice for GloHSA members to promote academic excellence and integrity.
 - 5.6.3. Provide academic resources and support to general members through the newsletter
 - 5.6.4. Maintain a working knowledge of relevant news and developments in the field of Global Health.
 - 5.6.5. It is highly recommended that the Academics Director has knowledge in the courses offered by the global health program and is familiar with tools such as Degree Explorer, etc.
- 5.7. **The Event Coordinator shall:**
 - 5.7.1. Plan, organize, and facilitate engaging events for club members and UTSG students.
 - 5.7.2. Research information and find resources regarding events.
 - 5.7.3. Build relationships within the club and between other clubs for potential event collaborations.
 - 5.7.4. Work alongside executives to maximize event planning efficiency.

5.8. The Social Media Director shall:

- 5.8.1. Maintain, manage, and update the GloHSA social media platforms.
- 5.8.2. Create and design social media posts and posters that align with the themes and activities of GloHSA.
- 5.8.3. Design and format the newsletter with provided information.
- 5.8.4. Take photographs at all events and recap key information to disseminate to members via. Social media.
- 5.8.5. Communicate Global Health information and news amongst members of GloHSA.

5.9. Duties of the Year Representatives (include but not limited to):

- 5.9.1. Be responsible for representing students of their academic year in GloHSA affairs.
- 5.9.2. Be responsible for advertising events (at least in their own classrooms) and may be required to do so in other classrooms at the request of the Executive needs.
- 5.9.3. They shall assist with all general Executive needs.

6. Article Six – Finances

- 6.1. The Treasurer shall keep an active record of income and expenses.
- 6.2. The Treasurer shall present the group's updates on the group's financial position at annual general meetings.
- 6.3. The Senior Executive Committee must approve all expenditures over \$100.00 through a majority vote at a meeting of the Senior Executive Committee.
- 6.4. The group may not engage in activities that are essentially commercial in nature.
- 6.5. The group will not participate in any activity that makes it an on-campus chapter of a commercial organization.
- 6.6. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.
- 6.7. The group will not pay salaries to any of its officers.

7. Article Seven: Cheque Co-Signing Policy

- 7.1. Any disbursement of GloHSA funds must be approved by the President, Vice-Presidents, and the Treasurer.
- 7.2. For a cheque drawn on GloHSA funds to be valid, the following signatures must appear on the cheque (note that cheques MUST be co-signed to be valid):
President + Treasurer.

8. Article Eight– Amendments

- 8.1. All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- 8.2. Voting members in the general meeting shall include the Senior Executive members, Junior Executive members, and general members.
- 8.3. All voting members may propose and vote on amendments to the constitution.
- 8.4. Proposals for amendment changes must be sent to the Secretary two weeks prior

to the general meeting.

- 8.5. 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.
- 8.6. 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.

9. Article Nine – Elections

- 9.1. All voting positions on the Senior Executive Committee and year-representatives shall be filled through an annual election.
 - 9.1.1. The Senior Executive Committee nominations period shall begin on March 1st, and end on March 14th
 - 9.1.1.1. A valid nomination form for the Executive position of President shall consist of: the legal names of the candidates, their student numbers, their addresses and phone numbers, and the signatures and student numbers of at least ten (10) students of the Membership or the global health program.
 - 9.1.1.2. A valid nomination form for all other positions with voting power shall consist of: the legal name of the candidate, their student number, their address and phone number, and the signature and student numbers of five (5) students of the Membership or the global health program.
 - 9.1.1.3. The year representatives' nomination process shall begin on September 14th.
 - 9.1.1.4. The year representatives must be elected by October 1st.
- 9.2. The Senior Executive Committee elections will be coordinated by a hired Chief-Returning Officer (CRO)
 - 9.2.1. The CRO will be appointed by a non-returning senior member of precedence. If this is not possible, the CRO will be hired amongst the general membership.
 - 9.2.1.1. In the event that the CRO is hired by the general membership, eligibility will follow article 9.1.1.2, following a 7-day nomination period and a 3-day voting period.
 - 9.2.1.2. The CRO must be elected before February 26th of each year.
 - 9.2.2. The CRO will have non-voting power.
 - 9.2.3. The Senior Executive Committee elections shall begin no later than March 19th and must last for 7 academic days.
 - 9.2.4. The Senior Executive Committee must be chosen by April 1st.
- 9.3. Nominees may only run for one senior executive position in one academic year
 - 9.3.1. With the exception of a by-election occurring within that year
- 9.4. All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- 9.5. Non-voting group members shall not be eligible to cast a ballot for any elected position.

- 9.6. The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- 9.7. 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.
- 9.8. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election (see Article Eleven for bias claims)

10. Article Ten – Hiring Process

- 10.1. The Junior Executive committee shall be filled through an annual hiring process.
 - 10.1.1. The Junior Executive Committee will not have voting power during any elections.
 - 10.1.2. The Junior Executive Committee hiring process shall begin on April 31st.
 - 10.1.3. The Junior Executive Committee must be hired by May 31st.
- 10.2. The hiring committee shall constitute the presidency and vice presidency.
- 10.3. The hiring committee shall consist of the senior executives, if presidency and vice-presidency are unable to, in order of precedence.
- 10.4. The hiring committee shall always consist of three members.
- 10.5. The hiring process will consist of a written application, an in-person or virtual interview, and a follow-up interview (if deemed necessary by the hiring committee).
 - 10.5.1. The written application must include the submission of a statement of interest and a CV/resume.
 - 10.5.2. At least two members from the hiring committee must be present at an interview to conduct the interview with the interviewee.
 - 10.5.3. Interview questions must be consistent across all interviews to ensure fairness and uniformity in the hiring process.
- 10.6. The hiring of an executive member shall require a majority vote by the hiring committee.

11. Article Eleven - Termination of Membership

- 11.1. The Senior 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.
 - 11.1.1. Impeachable offenses also include:
 - 11.1.1.1. Missing three meetings without a valid excuse.
 - 11.1.1.2. Failing to contribute to sanctioned events and weekly meetings.
- 11.2. Any member of the executive or general membership may be impeached for failure to fulfill duties.

- 11.2.1.** Executive Committee members are subject to the same termination of membership process as general members.
- 11.3.** A vote to revoke membership must be held at a meeting of the Executive Committee.
- 11.4.** The proceedings start with grievances presented by one of the vice-presidents.
- 11.5.** The Findings are presented to the Executive Committee
 - 11.5.1.** Impeachment committee formed if indictments are valid, consisting of the Senior executive team.
 - 11.5.1.1.** If a senior executive member is affected, junior executive members may replace their position in the impeachment committee in order of precedence
 - 11.5.2.** Members facing impeachment have the right to address indictments before the committee.
 - 11.5.3.** Committee's decision based on facts and member's defense.
- 11.6.** A two-thirds majority of the Impeachment Committee is required to approve any motion to revoke membership.
- 11.7.** Any member facing removal shall have the right to appeal the decision of the Senior Executive Committee to the general membership.
- 11.8.** Following a termination of membership, the member will be removed from the club's membership and lose any privileges associated with being a club member.