

The Constitution of the Student Group of the Health and Society Students' Association at University of Toronto Scarborough Campus

Article 1: Name of Organization

- 1.1 The official name of the organization will be "Health and Society Students' Association", a student group at the University of Toronto Scarborough.
- 1.2 The Health and Society Students' Association may be referred to by the acronym "HSSA", (pronounced hessa).

Article 2: Purpose

- 2.1 The purpose of the Health and Society Students' Association will be to enhance the academic experience of students enrolled in the Health and Society academic programs.
- 2.2 The Health and Society Students' Association will enhance the educational, recreational, social, or cultural environment of the University of Toronto Scarborough by:
 - 2.2.1 The creation of a community whereby students can interact with each other within common academic interests in a safe, equitable and accessible environment.
 - 2.2.2 The creation of a community whereby students can interact with faculty members of the Health and Society department to promote research, volunteer, and work opportunities.
 - 2.2.3 Providing advisory services for students within the Health and Society department, such as mentorship and essay editing.
 - 2.2.4 Working with faculty to assess and improve courses offered by the department of Health and Society to ensure progression of the department's academics with the interest of the student body.
 - 2.2.5 A place for students at the University of Toronto Scarborough to voice their opinions and concerns regarding academics, administration and faculty in a safe and open environment.
 - 2.2.6 Serving as a bridge between the students enrolled in the Health and Society academic programs and respective faculty to mediate concerns held by the student body and to enhance the undergraduate experience for students.
- 2.3 The Health and Society Students' Association fundamentally serves a non-profit function within the University of Toronto Scarborough and will not engage in activities that are essentially commercial in nature.
- 2.4 The Health and Society Students' Association operates as an independent entity working within the University of Toronto Scarborough community subject to the values and policies of the University.

Article 3: Membership

- 3.1 General Membership: The process of becoming a member of HSSA is outlined in article 3 and 4.
 - 3.1.1 Any full-time and part-time student enrolled in a Health and Society Subject POST at the University of Toronto Scarborough is eligible to become a general member of HSSA.
- 3.2 The term of membership for the Health and Society Students' Association will be from September 1 – August 31 each year.
- 3.3 Each member shall be afforded the following rights through membership in the Health and Society Students' Association:
 - 3.3.1 The right to participate and vote in group elections and meetings;
 - 3.3.2 The right to communicate and to discuss and explore all ideas;
 - 3.3.3 The right to organize/engage in activities/events that are reasonable and lawful;
 - 3.3.4 The right to freedom from discrimination on the basis of sex, race, religion, or sexual orientation;
 - 3.3.5 The right to be free from censorship, control, or interference by the University on the basis of the organization's philosophy, beliefs, interests or opinions unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned above;
 - 3.3.6 The right to distribute on campus, in a responsible way, published material provided that it is not unlawful;
 - 3.3.7 The right to have access to resources and services provided by HSSA.
- 3.4 Each member shall possess the following responsibilities relative to participation in the Health and Society Students' Association:
 - 3.4.1 Support the purpose of the organization;
 - 3.4.2 Uphold the values of the organization;
 - 3.4.3 Contribute constructively to the programs and activities offered by the organization;
 - 3.4.4 Attend general meetings;
 - 3.4.5 Abide by the constitution and subsequent official organizational documents;
 - 3.4.6 Respect the rights of peers and fellow members;
 - 3.4.7 Abide by University of Toronto policies, procedures, and guidelines;
 - 3.4.8 Abide by the Laws of the Land, including but not limited to the Criminal Code of Canada.
- 3.5 The Health and Society Students' Association values and respects the personal information of its members.
- 3.6 The Health and Society Students' Association secures its member's information at all times and will not supply names or other confidential information to third-parties.

- 3.7 The Health and Society Students' Association will protect the privacy of member information and must use it only for the delivery of service and not for commercial gain.

Article 4: Determination of the Executive & Board

- 4.1 The executives of the organization shall include the two Co-Presidents, Vice-President of Finance, and Vice-President of Marketing.
- 4.2 Candidates may express their interest in multiple positions but can only confirm their candidacy for (1) position.
- 4.3 Each board position is determined by executive selection unless otherwise stated in articles 4 and 5, with the consideration of the following:
- 4.3.1 The **Co-Presidents** must be:
- 4.3.1.1 Enrolled as a full-time or part-time student during the Fall or Winter semester;
 - 4.3.1.2 Enrolled in a Health and Society Subject POST during a semester in which their term falls;
 - 4.3.1.3 Must have completed at least (1) year of service either in HSSA or another DSA at the board or executive level (or equivalent positions in accordance to the other DSA's constitution).
 - 4.3.1.4 Candidates with year(s) of service in HSSA and/or exceptional commitment to HSSA in past year(s) of service will be valued.
- 4.3.2 The **Vice-President of Finance** must be:
- 4.3.2.1 Enrolled as a full-time or part-time student during the Fall or Winter Semester;
 - 4.3.2.2 Enrolled in a Health and Society Subject POST during a semester in which their term falls.
 - 4.3.2.3 Candidates with year(s) of service in HSSA and/or exceptional commitment to HSSA in past year(s) of service will be valued.
- 4.3.3 The **Vice-President of Marketing** must be:
- 4.3.3.1 Enrolled as a full-time or part-time student during the Fall or Winter Semester;
 - 4.3.3.2 Enrolled in a Health and Society Subject POST during a semester in which their term falls.
 - 4.3.3.3 Candidates with most years of service in HSSA and/or exceptional commitment to HSSA in past year(s) of service will be valued.
- 4.4 Only student members of the organization may hold executive positions.
- 4.5 The executive positions collectively will form a committee that acts as the primary steward of the organization.
- 4.6 This committee is collectively responsible for the day-to-day decision making of the organization including but not limited to monitoring finances, event planning and execution, member services, and advocating on behalf of members to Administration and student government.

- 4.7 This committee cannot make amendments to the constitution without the approval of the general membership at a valid general meeting.
- 4.8 The term of each executive will last from May 1 following their election to April 30 of the following year.
- 4.9 Any executive of the organization may resign, provided that such resignation is made in writing and delivered to the Co-Presidents. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the Co-Presidents, and no ratification by the organization shall be required to make the resignation official.
- 4.10 Any vacancy of executives shall be filled by the Co-Presidents or designate of the organization until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.
- 4.11 If the Co-President resigns, notice of such resignation must be submitted in writing and delivered to the executive committee at a valid executive meeting. Unless any such resignation is, by its terms, effective on a later date, it shall be effective on delivery to the executive committee, and no ratification by the organization shall be required to make the resignation official.
- 4.12 Any vacancy of the Co-President shall be filled by the other Co-President or they may appoint another executive committee member of the executive committee until such a time where a by-election is held, a permanent appointment occurs, or a hiring process is conducted.

Article 5: Executive Committee

Executive Committee positions are open to all general members at the University of Toronto Scarborough in accordance with Article 4 of the HSSA Constitution. All members of the Executive Committee are Board Members. The following are the positions that comprise the Executive Committee:

5.1 Co-President

5.1.1 The Co-Presidents' responsibilities will include the following:

5.1.1.1 To oversee and manage the organization, maintain the integrity of the organization by ensuring all of the events and functions fall within the purpose of the organization and are consistent with the mandate of the constitution;

5.1.1.2 Provide a structure formed by proposed strategic plans of the year;

5.1.1.3 To communicate and implement the association's vision and mission;

5.1.1.4 To ensure cohesiveness within the organization and ensure that each executive is carrying out their respective responsibilities accordingly;

5.1.1.5 To oversee the operation of the organization in accordance to the vision and mission;

- 5.1.1.6 To oversee relationships with the Department of Health and Society, the University of Toronto and external organizations;
- 5.1.1.7 To maintain effective internal and external communications (within HSSA itself, other DSAs, staff, and faculties);
- 5.1.1.8 To represent HSSA as the official signing officer;
- 5.1.1.9 Attend Departmental Students Association Council meetings or appoint another executive to attend as a designate;
- 5.1.1.10 Responsible for organizing the Annual General Meeting package to be available (2) weeks in advance;
- 5.1.1.11 Responsible for organizing and executing planned elections or recruitment of future executive members as well as representatives;
- 5.1.1.12 To make final executive decisions in regard to the core household necessities of the association;
- 5.1.1.13 If the Co-Presidents are not able to fulfil their aforementioned responsibilities under Article 5.1.1.1-13, it is under the Co- Presidents' discretion to assign overall or shared responsibilities of the organization to (a) designated Vice-President(s).

5.2 Vice President of Finance

- 5.1.1 The Vice President of Finance's responsibilities will include the following:
 - 5.1.1.1 To manage, and maintain accounts of thorough group funds, income, and expenses;
 - 5.1.1.2 To prepare an annual budget at the beginning of each semester, by working closely with the Co-Presidents and Vice-President Marketing;
 - 5.1.1.3 To hold primary responsibility of any fundraising financial flows;
 - 5.1.1.4 To be in charge of all receipts and reimbursement necessities;
 - 5.1.1.5 To prepare and provide a report of thorough financial activities to the Co-Presidents and Vice-President Marketing;
 - 5.1.1.6 To work closely with Sponsorship and Outreach Coordinator in regard to seeking and receiving sponsorships, and food/merchandise vendors;
 - 5.1.1.7 To act as a signing officer for all banking purposes.

5.3 Vice-President of Marketing

- 5.3.1 The Vice-President of Marketing's responsibilities will include the following:
 - 5.3.1.1 To work closely with the Co-Presidents in promoting HSSA events through the development of an effective marketing strategy.
 - 5.3.1.2 To work closely with the Graphic Designers and Website Coordinator for Health and Society; to manage all social media

campaigning, promotional media production, and communications to students.

5.3.1.2 To be in charge of announcements for events and to ensure a sizable turnout (e.g. predict attendance/marketability of events;

5.3.1.3 To regularly operate any social media (e.g. Twitter, Facebook, Instagram etc.) and actively post general news/opportunities;

5.3.1.5 To be present in all the association's events and actively update the social media in regard to event dynamics and content;

5.3.1.6 To maintain strong relationships with other DSA's social media directors.

5.3.1.7 To maintain HSSA emails, and email respective personnel on behalf HSSA;

5.3.1.8 To manage development of HSSA event sign-up forms, and email respective personnel on behalf HSSA;

5.3.1.9 To perform any necessary additional administrative tasks.

Article 6: Board Members

Board Members positions are open to all members at the University of Toronto Scarborough in consideration with election policies. The following are the positions that comprise the Board Members:

6.1 Graphic Designer (x2)

6.1.1 The Graphic Designer's responsibilities will including the following:

6.1.1.1 To be in charge of any essential and effective media productions: such as posters, pamphlets, banners, and/or other form of signage;

6.1.1.2 To use all publication resources on campus (TV, SCSU, Intranet, etc.) to make announcements and promote events;

6.1.1.3 To organize any photographic and/or video documentations of events and meetings.

6.2 Website Coordinator

6.2.1 The Social Media Coordinator's responsibilities will include the following:

6.2.1.1 To work closely with Marketing Coordinator in promoting HSSA events;

6.2.1.2 To be in charge of web design and management of the HSSA website;

6.2.1.3 To communicate and promote HSSA to all Health and Society students as well interested individuals from the public;

6.3 Volunteer Coordinator

6.3.1 The Sponsorship and Outreach Coordinator's responsibilities will be the following:

6.3.1.1 To maintain close and effective communication with companies and other sponsorship resources;

6.3.1.2 To work closely with Finance Coordinator in regard to seeking and receiving sponsorships, and food/merchandise vendors;

6.3.1.3 To search for contacts and maintain effective communication with other groups, as well as actively initiate any collaboration possibilities (groups are not limited to campus clubs and other DSAs, but also inclusive to Residence groups, Co-op Student' Association, groups of other University of Toronto campuses, and other academic institutions);

6.3.1.4 To assist HSSA Executive Council members in being the person-in-contact/person-in-charge for the contacted guests or external vendors during events;

6.3.1.5 To generate and maintain a list of event volunteers and mentors, including Co-Curricular Record Certification process.

6.3.1.9 To regulate mailing contact list and memberships;

6.3 Population Health Coordinator

6.3.1 The Health and Society – Population Health Coordinator's responsibilities will be the following:

6.3.1.1 To work closely and report to Co-Presidents, specifically in the processes of planning and catering events with interest to Population Health;

6.3.1.2 To represent all Health and Society undergraduate students for the academic-year period, and report to the executive team for any student concerns regarding the program;

6.3.1.3 To maintain a positive and effective relationship with all Health and Society - Population Health faculty members.

6.4 Health Policy & Health Humanities Coordinator

6.4.1 The Health and Society – Health Policy Coordinator's responsibilities will be the following:

6.4.1.1 To work closely and report to Co-Presidents, specifically in the processes of planning and catering events with interest to Health

Policy & Health Humanities;

6.4.1.2 To represent all Health and Society undergraduate students for the academic-year period, and report to the executive team for any student concerns regarding the program;

6.4.1.3 To maintain a positive and effective relationship with all Health and Society – Health Policy & Health Humanities faculty members.

6.5 Paramedicine Coordinator

6.5.1 The Health and Society – Paramedicine Coordinator’s responsibilities will be the following:

6.5.1.1 To work closely and report to Co-Presidents, specifically in the processes of planning and catering events with interest to Paramedicine;

6.5.1.2 To represent all Health and Society undergraduate students for the academic-year period, and report to the executive team for any student concerns regarding the program;

6.5.1.3 To maintain a positive and effective relationship with all Health and Society – Paramedicine faculty members.

6.6 Representatives (Junior Representatives (First-year or Second-year) and Senior Representatives (Third-year or Fourth/Upper-year))

6.6.1 The representatives’ responsibilities will be the following:

6.6.1.1 To work closely and report to Vice-President of Marketing, specifically in the processes of planning and catering events with interest to their represented year of study;

6.6.1.2 To represent the Health and Society undergraduate students in their represented year;

6.6.1.3 To report to the Co-Presidents for any student concerns regarding the program;

6.6.1.4 To maintain a positive and effective relationship with all Health and Society faculty members.

Article 7: Removal of Members and Executives

7.1 The process for removing a member or executive may be initiated when a committee of no less than three (3) non-executive board members and two (2) executives appointed by the board membership to investigate a complaint determines that:

7.1.1 A member or executive has engaged in unlawful actions or activities;

7.1.2 A member or executive has violated the constitution;

- 7.1.3 A member or executive has violated University of Toronto policies, procedures, or guidelines;
 - 7.1.4 A member or executive has violated the rights of a fellow member;
 - 7.1.5 A member or executive has not fulfilled their organizational responsibilities;
 - 7.1.6 Other criteria deemed to be appropriate by the Executive Committee in consultation with and approved by a majority of the general membership.
- 7.2 The process for removing a member or executive may also be initiated when:
- 7.2.1 A petition calling for a vote and bearing the signatures of a majority of the general membership is submitted to any member of the executive.
 - 7.2.2 A motion for a removal vote is put forward by any member of the executive and passed by a two-thirds majority vote of the executives. The individual facing potential removal vote is entitled to vote on the motion if they are an executive or be given an opportunity to explain themselves if they are a non-executive general member.
- 7.3 The removal of members and executives will be facilitated by a *three tier* procedure which operates as follows:
- 7.3.1 First Tier:
 - The executive or member will be warned both verbally and in writing that their behavior constitutes grounds for removal from the organization and that it should cease effective immediately.
 - 7.3.2 Second Tier:
 - Initiated because the member or executive has violated section 7.1 after receiving a first tier warning relative to a particular action or behavior.
 - The Co-Presidents will be responsible for contacting the executive or member and facilitating training or suggesting best practices on how to correct the issues of concern.
 - The Co-Presidents must address all complaints in writing by formulating an action plan and timeline to correct any issues involving executives or members within fourteen (14) calendar days.
 - The executive or member accused of violating section 7.1 will be given fourteen (14) calendar days from receiving the Co-Presidents' written response to demonstrate progress or correction of behavior.
 - 7.3.3 Third tier:
 - Initiated because the member or executive has violated section 7.1 after receiving second tier warning relative to a particular action or behavior.
 - The removal vote must take place at a valid general meeting of the membership. A representative supporting the motion for removal and the executive or member facing removal (or an individual they designate), may speak for up to five minutes each.

- The removal of an executive or member requires a 2/3 majority vote of all of the members present at a valid general meeting (including executives). The executive or member facing removal is entitled to vote on the motion.

Article 8: Finances

- 8.1 The funds of the organization shall be expended pursuant to the operating budget approved by the general membership at a valid general meeting.
- 8.2 All Budgets shall be prepared by the Vice-President of Finance in accordance with the organization's priorities as determined by the executive committee in consultation with general members at a valid general meeting.
- 8.3 The Vice-President Finance shall present a proposed operating budget for the next fiscal year for its consideration at the first executive meeting.
- 8.4 The operating budget shall be the major budget for the fiscal year and provide for all expenditures of the organization for the upcoming year.
- 8.5 The operating budget shall be approved by a majority vote of the general members present and voting at a valid executive meeting.
- 8.6 The banking business of the organization, or any part thereof, shall be transacted with such bank, trust company or other firm or body corporate as the Executive may designate, appoint or authorize from time to time and all such banking business, or any part thereof, shall be transacted on the organization's behalf by one or more Officers or other persons as the Executive may designate, direct or authorize from time to time and to the extent thereby provided.
- 8.7 The Co-Presidents, the Vice-President of Finance, and only in special circumstances the Vice President of Marketing, shall be the sole signing authorities of banking instruments for the organization.
- 8.8 The Health and Society Students' Association will ensure that proper and accurate financial records are maintained and passed on to incoming executives following each year's elections.
- 8.9 The Health and Society Students' Association will accept full financial and production responsibility for all activities it sponsors, plans, or executes.

Article 9: Executive Meetings

- 9.1 The purpose of executive meetings is to provide a forum for the organization's executives to discuss and make decisions on day-to-day matters affecting the organization.
- 9.2 Executive meetings will be facilitated by the Co-Presidents of the organization. The Co-Presidents shall be responsible for:

- 9.2.1 Formulating and distributing an agenda for each meeting;
- 9.2.2 Ensuring appropriate conduct and leading the meeting in an efficient, reasonable manner;
- 9.2.3 Moderating the discussion at meetings according to the agenda;
- 9.3 There shall be a minimum of one (1) executive meeting held every two (2) weeks during the period September 1 to April 30. The date of each subsequent executive meeting will be confirmed at the preceding meeting and will be reiterated to executives via email a minimum of two (2) calendar days prior to the meeting.
- 9.4 The frequency of executive meetings occurring between May 1 and August 31 will be left to the discretion of the executive committee.
- 9.5 Executive meetings may be called to order by the Co-Presidents or through a petition signed by three (3) executive members.
- 9.6 Executive meetings are restricted to executive members only. Quorum will be established by the presence of a simple and clear majority of the total executives for the organization.
- 9.7 Minutes of all executive meetings must be recorded and maintained for reference purposes.
- 9.8 Executives must notify the CO-Presidents a minimum of six (6) hours before an executive meeting to inform them of new business they wish to discuss. The Co-Presidents will then add the discussion item to the agenda.
- 9.9 Each executive member of the organization shall be entitled to one (1) vote at a valid executive meeting.
- 9.10 Any decisions at an Executive Meeting shall be decided by a show of hands or anonymous vote.
- 9.11 Whenever a vote occurs, a declaration by the Co-Presidents that the vote has been carried, carried by a particular majority, or failed shall be recorded in the minutes of the meeting.
- 9.12 In case of an equality of votes at an Executive Meeting, the motion will be recorded as having failed.
- 9.13 The Co-Presidents may, with the consent of the majority of executives, decide to adjourn these meetings from time to time.

Article 10: Emergency Meetings

- 10.1 Emergency meetings can be called for extenuating or unforeseen circumstances that may arise from time to time.
- 10.2 These meetings must abide the respective rules outlined in Article 9 depending on the nature of the meeting.
- 10.3 Notice of these meetings must be provided a minimum of 24 hours in advance through email.

- 10.4 Less notice for emergency meetings may be provided at the discretion of the Co-Presidents in agreement with a minimum of five (5) general members.

Article 11: Hiring

- 11.1 Executive hiring will be held prior to March 31 each year for senior executive roles.
- 11.2 Candidates for executive positions shall be selected through an application process subject to meeting a set of minimum qualifications for holding a particular position. These qualifications will be established by the outgoing executive team each year prior to the commencement of the application submission period.
- 11.3 Only student members who meet the minimum qualifications to hold an executive position shall be permitted to participate in the hiring process and hold executive positions.
- 11.4 All screening and interviewing of candidates will be conducted by a selection committee that consists of outgoing senior executives who will assess each candidate's qualifications against pre-established criteria for holding the positions and requirements as stated in Articles 4, 5, & 6.
- 11.5 Successful candidates will be interviewed by the selection committee that consists of outgoing senior executives.
- 11.6 Successful candidates will be determined by the committee that consists of outgoing senior executives.
- 11.7 Notification of the acceptance of applications for executive positions will be sent via email to all general members a minimum of twenty-one (21) calendar days prior to the general meeting at which the election will be held.
- 11.8 All application periods must commence a minimum of fourteen (14) calendar days prior to the general meeting at which the interviews will be held.
- 11.9 Final results must be presented to the membership for ratification of the process only. The results themselves should not be brought into question; only the process through which these results were tabulated.
- 11.10 The selection committee comprised of outgoing senior executives holds the discretion to choose to have one hiring application where these select the whole team or two separate hiring periods where:
- 11.10a The selection committee that consists of outgoing senior executives, first hire the incoming senior executives, then...
- 11.10b The incoming senior executives join the selection committee consisting of outgoing senior executives, to complete hiring the remainder of the board member roles in a subsequent second application period.

Article 12: Amendments

- 12.1 The organization may make, amend or repeal the constitution or certain sections therein.
- 12.2 Notice of a meeting called to consider such a resolution shall be given as follows:
 - 12.2.1 Notice of the full text of the proposed constitutional amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change;
 - 12.2.2 A summary of the rationale for the proposed amendment shall be given to each member at least fourteen (14) days prior to the date of the meeting called to consider the change.
- 12.3 Amendments to the constitution require the approval of two-thirds of the members present at a valid general meeting (a general meeting that has achieved quorum).
- 12.4 The general membership must have the final say on amendments to the constitution.

Article 13: Transition

- 13.1 All outgoing executives are required to transfer all organizational resources used relative to a particular role over the course of the preceding year to new executives upon leaving the position.
- 13.2 All outgoing executives are responsible for providing a detailed report to incoming executives that stipulates the status of ongoing projects in their portfolio and evaluations of previous projects and programs that they lead.
- 13.3 All outgoing and incoming executives will participate in a joint training session occurring no later than the end of May each year to assist with the transition between new executive teams.

Article 14: Emergency Powers

- 14.1 In the case of extenuating circumstances, the executive shall be afforded the ability to act without direction from the organization's members.
- 14.2 An extenuating circumstance is defined as any instance that may jeopardize the immediate functioning of the organization including but not limited to: executive vacancies, unexpected cancellations, removal from position, or lack of response from members.
- 14.3 Emergency powers may only be used for such a period of time as is needed to address an extenuating circumstance.

- 14.4 General members have the ability to remove emergency powers where appropriate through submission of a signed petition from at least 10% of the entire general membership.

Article 15: Food Handling on Campus

- 15.1 The Health and Society Students' Association will conform to Provincial and Municipal Health Regulations when events which include the sale and/or service of food products are held on the University of Toronto Scarborough campus.

Article 16: Precedence of University Policies

- 16.1 The Health and Society Students' Association will abide by all pertinent University of Toronto policies, procedures, and guidelines. Where the University's policies, procedures, and guidelines conflict with those of the Health and Society Students' Association, the University's policies, procedures, and guidelines will take precedent.

Article 17: Legal Liability

- 17.1 The University of Toronto Scarborough does not endorse the Health and Society Students' Association's beliefs or philosophy nor does it assume legal liability for the group's activities on or off campus.

Article 18: Banking

- 18.1 The Health and Society Students' Association agrees to provide the name of the bank, the branch number and address, transit number, bank account number, and a list of all signing officers for all bank accounts opened in the organization's name to the Department of Student Life, University of Toronto Scarborough.

Appendix A: General Meeting Rules of Order

1. Call to Order

1. The Chairperson may call the meeting to order only if a quorum of executives and non-executive general members is present in person. If a quorum does not exist, the meeting is not qualified to conduct business. A general member may not appear by proxy or mail ballot.
2. The meeting must be open to all applicable general members. General members must receive notice of the meeting in accordance with the constitution.

2. Review of the Agenda

1. The first draft of the agenda is prepared by the chairperson prior to the meeting. Agenda items should ordinarily appear in the order set forth in these rules of order.
2. The agenda belongs to all general members. The agenda may be modified only by a majority vote. This power should only be used when necessary as proper functioning of meetings and the organization requires advance planning.
3. At this point in the agenda, general members may add or delete items from the agenda and may change the order of presentation.
4. When possible, changes to the agenda should be done by acquiescence of all general members. Formal voting on the agenda is only necessary where it appears to the chairperson that there is a disagreement.

3. Approval of Previous Minutes

1. The minutes need not be read aloud but they should be entered into the organization's official minute ledger upon approval by the general membership.
2. The minutes are prepared by either the secretary or some other individual appointed by the general membership to act as recording secretary. Any general member may suggest changes to the minutes before the general membership adopts them. The suggested changes should be set forth in the minutes for the record, and then the general membership should adopt or reject such changes.
3. Minutes should state precisely each motion considered by the general membership, and identify the general members voting in favor, against, or abstaining, and whether the motion was carried.

Minutes need not reflect the comments made except in those instances when the member desires to make his/her comments recorded.

4. When possible, changes to the minutes and adoption of the minutes should be done by acquiescence of all general members. Formal voting on the minutes is only necessary where it appears to the Chairperson that there is a disagreement.

4. Executive Reports

1. Executives may report their findings or recommendations to the general membership at this point of the agenda.
2. The full report should be presented and then general members, in turn, may ask questions or comment. It is not appropriate to make motions or discuss items of business during this portion of the meeting.
3. This time should also be used for any presentations to be made to the general membership.

5. Open Forum

1. It is the custom and practice of most organizations to allow general members an open forum to ask questions and speak about their concerns to an executive after a report has been provided.
2. Strict time limitations should be imposed by the Chairperson and these limitations must be enforced. Each general member should address the Chairperson regarding an issue and must speak courteously and to the point.

6. Old and New Business

1. All items that were tabled during previous meetings must be revisited during the business portion of the agenda occurring after executive reports.
2. The general membership may vote to postpone consideration of any old business or it may remove any item from consideration.
3. Except in the case of emergency business, all new items of business are heard only after all of the old items have been addressed by the general membership.
4. All business must be conducted in the form of motions or resolutions adopted by a vote of the general membership.

7. Motions and Deliberations

1. When an item of business is to be discussed, the Chairperson announces the item to be discussed and opens the floor to discussion.
2. No general member may speak until recognized by the Chairperson. No general member may interrupt the speaker who has the floor.
3. The Chairperson may impose reasonable time limitations. All time limitations must be uniformly imposed upon all of the general members. The speaker shall be given a one-minute warning before time runs out. By vote of a majority of the general membership, time limits may be extended.
4. The Chairperson is to recognize each general member in turn. Discussion shall be limited to the item of business at hand, and the Chairperson shall have the authority to take the floor from a speaker who does not limit discussion to the item of business at hand.
5. No general member may speak to an issue for a second time until all other general members have had the opportunity to speak to it for the first time. Likewise, no general member may speak to an issue for a third time until all other general members have had the opportunity to speak to it for a second time.
6. When it appears to the Chairperson that all general members have had the opportunity to fully discuss the matter at hand, the Chair should announce that the item of business is ready for a vote.

8. Voting

1. There are 3 basic motions for each item of business:
 - A motion to adopt a specific action by the board.
 - A motion to postpone the item to another meeting (including fact-finding assignments to a person or committee).
 - A motion to remove an item from consideration
2. The general membership is limited to discussing one item of business at a time, but there are no limits to the number of motions that may be considered as to how to dispose of that item of business.
3. After the general membership has had the opportunity to discuss each motion presented for consideration, the Chairperson will call each motion presented to a vote.
4. The fact that a motion has been adopted or failed does not prevent the item of business from being added to the agenda in the future and all motions may be reconsidered at any time by the general membership.