

**CONSTITUTION, BYLAWS, AND POLICIES OF THE
OCCUPATIONAL SCIENCE AND OCCUPATIONAL THERAPY
STUDENT ASSOCIATION**

UNIVERSITY OF TORONTO

2023-2024

CONSTITUTION

The Constitution is the statement of the fundamental principles of the Occupational Science (OS) & Occupational Therapy (OT) Association.

ARTICLE I – NAME

The formal name of the non-profit organization shall be the Occupational Science and Occupational Therapy (OS & OT) Student Association hereafter called “The Association”.

ARTICLE II – OBJECTIVES

The objectives of The Association shall be:

1. To promote educational, professional and social interaction amongst all members of the Occupational Science and Occupational Therapy program (Occupational Science and Occupational Therapy will hereafter be referred to as OT);
2. To enable participation of members in the wider interests available within the University of Toronto;
3. To promote public awareness of the roles of OT;
4. To promote awareness of current professional and political issues;
5. To promote awareness of members’ needs to the Rehabilitation Sector and to the University of Toronto;
6. To organize activities for the members;
7. To recognize and award the merit of individual members;
8. To raise funds and awareness for a local community organization of The Association’s choice each fiscal year.

ARTICLE III – AFFILIATION

The Association is affiliated with, and a constituent of, the Graduate Students’ Union.

Committee of the Whole

The Association strongly supports the collaboration of OT, Physiotherapists (PT), Speech Language Pathologists (SLP) and Graduate Department Rehabilitation Science (GDRS) students in social and professional activities, in accordance with the governance of the Occupational Science and Occupational Therapy Student Association Constitution at the University of Toronto by liaising with other student associations throughout the year.

- To act as a vehicle of communication between the membership, the Rehabilitation Sector and the University of Toronto;
- To work with the Rehabilitation Sector to support the educational and professional development of the members;

- To support the sharing of knowledge and research experience between members and other professionals or professional students;
- To encourage interprofessional teamwork and social events between departments.

ARTICLE IV – EXECUTIVE DIRECTORS

The executive directors of The Association shall be the Co-Presidents, the Vice-President, the two Treasurers, and the two Graduate Students' Union Representatives

ARTICLE V – RULES

The rules based off group norms determined in first full meeting in September shall govern The Association.

ARTICLE VI – AMENDMENTS

The Constitution may be amended by a two-thirds vote of all members present at a special meeting of The Association. Amendments may be submitted by any member of The Association and must be received by an officer at least two weeks prior to the meeting during which the amendment will be voted upon. The Association shall inform the membership of the meeting and all amendments to be discussed.

BY-LAWS

The By-laws are a more detailed statement of The Association regulations deemed to be so necessary that they can only be changed at a special meeting of The Association.

ARTICLE I – POWERS

1.0 The powers of The Association shall be:

- To manage, direct and supervise the business, property and funds of the Association
- To represent members in all matters related to The Association's objectives

ARTICLE II – MEMBERS

1.0 – Statutory Members

1.1 The statutory members of The Association shall be:

- All students registered within the Department of Occupational Science and Occupational Therapy within the Faculty of Medicine at the University of Toronto

1.2 Duties, rights and privileges of a statutory member shall be designated by:

- The Constitution, By-Laws, Policies and Procedures of The Association
- The Constitution, By-Laws, Policies and Procedures of the Graduate Students' Union

1.3 Statutory members of The Association shall be:

- Entitled to an equal, statistically sound vote in all elections and referenda of the Association

- e) Entitled to nominate or be nominated in all elections of The Associations as defined in By-laws, article IV 3.1 (Exception in Article IV 3.1c)
- f) Entitled to attend and speak at any meetings of The Association

2.0 – Other Members

There shall be no other members.

ARTICLE III – RELATION TO THE GRADUATE STUDENTS' UNION

The Association is affiliated with, and a constituent of, the Graduate Students' Union.

The Association shall have two representatives on the Governing Council of the Graduate Students' Union who shall be elected annually in accordance with By-laws, article IV 3.0.

ARTICLE IV – THE ASSOCIATION

1.0 – Duties of The Association

1.1 The duties of the Association shall be:

- a) To hold regular meetings to discuss and resolve the actions of The Association
- b) To receive and address reports, recommendations and requests from members and committees of The Association
- c) To direct and support individual councillors in their actions on behalf of The Association.
- d) To approve the distribution of funds
- e) To facilitate the organization of a variety of events and activities for members
- f) To promote and further the objectives of the Association as defined in the Constitution, article II.

2.0 – Directors

The Association shall consist of:

- a) 3 Co-Presidents (OT2 UTSG (X2), and OT2 UTM)
 - i) 1 OSOT Representative - UTM Co-President
 - ii) 2 CAOT Representatives - UTSG Co-Presidents
- b) 2 Vice-Presidents (OT2 from UTSG and UTM)
- c) 3 Treasurers (OT2 UTSG and UTM, OT1 UTSG)
- d) 2 Communications Officers (OT2 UTSG and UTM)
- e) 3 GSU Representatives (OT2 UTSG and UTM, OT1 UTSG)
- f) 4 Athletic Directors (OT2 UTSG and UTM, OT1 UTSG and UTM)
- g) 4 Professional Development Directors (OT2 UTSG and UTM, OT1 UTSG and UTM)
- h) 4 Social Directors (OT2 UTSG and UTM, OT1 UTSG and UTM)
- i) 4 Interprofessional Education (IPE)/Interprofessional Healthcare Students' Association (IPHSA) Representatives (OT2 UTSG and UTM, OT1 UTSG and UTM)
- j) 4 Social Justice Representatives (OT2 UTSG and UTM, OT1 UTSG and UTM)

2.1 General Duties of all Directors shall be:

- a) To hold office no longer than one year
- b) To attend all meetings of The Association
- c) To participate in the discussions and activities of The Association
- d) To read, understand and follow the Constitution, By-Laws, Policies and Procedures of The Association
- e) To submit a budget proposal to the Treasurer
- f) To submit a final report at the final meeting of the year (July 31st)

2.2 Specific Duties of the Co-Presidents shall be:

- a) To serve as a member of the Executive committee
- b) To set date, prepare agenda, and preside over all Executive and Association meetings
- c) To monitor timeline of events and be responsible for the delegation and completion of all Executive and Association members' duties
- d) To act as liaison between: Faculty and Association; Alumni Associations and Association
- e) To act as representative of Association at University functions or to relevant organizations or appropriately delegate this task.
- f) To organize, promote and facilitate elections
- g) To enhance rehab student unity by liaising with PT and SLP presidents as well as the Committee of the Whole (i.e. Athletic Director, Professional Development Director, Social Director and Communications Director) to discuss social events
- h) To collect nominations from the graduating classes for valedictorian, and facilitate the election

2.2a Specific Duties of the OSOT Representative (UTM Co-President) shall be:

- a) To liaise with the Ontario Society of Occupational Therapists (OSOT).
- b) To facilitate communication of Association issues, activities and information to OSOT.
- c) To relate any issues, activities, and information from OSOT to the Association.
- d) To apply for OSOT's professional development grant.
- e) To collaborate and communicate with PDDs regarding OSOT related events.

2.2b Specific Duties of the CAOT Representative (UTSG Co-Presidents) shall be:

- a) To liaise with the Canadian Association of Occupational Therapists (CAOT).
- b) To facilitate communication of Association issues, activities and information to CAOT.
- c) To relate any issues, activities, and information from CAOT to The Association.

- d) To coordinate the annual CAOT student “gOT spirit challenge” for national submission.
- e) To coordinate the annual CAOT pizza lunch and information session.
- f) To collaborate and communicate with PDDs regarding CAOT related events

2.3 Specific Duties of the Vice President shall be:

- a) To serve as a member of the Executive committee
- b) To facilitate communication of Association issues, activities and information
- c) To relay any concerns or suggestions from the first and second year classes across both campuses to The Association
- d) To coordinate the Association clothing order for both classes
- e) To serve as acting president in the event that co-presidents are unavailable

2.3.1 Specific Duties of the UTM Vice President shall be:

- a) To relay any concerns or suggestions from the first and second year classes
- b) To assist with the Swag clothing order for UTM
- c) To serve as acting president in the event that co-presidents are unavailable
- d) To organize and facilitate graduation photos for UTM campus
- e) To chair monthly committee-wide meetings with UTSG Vice President
- f) To take meeting minutes (if UTM-specific meetings are called)
- g) To prepare and display OS&OT Student Association News on the Bulletin Board

2.4 Specific Duties of the Treasurers shall be:

- a) To serve as a member of the Executive committee
- b) To collect and review budget submissions from all members of Association who require revenue from the Treasury
- c) To receive and disburse monies on behalf of and subject to the direction of the Association
- d) To be in charge of a bank account in the name of the Occupational Science and Occupational Therapy Student Association from which cheques will be drawn under the signatures of the Treasurer and the President
- e) To be knowledgeable of and conduct their duties according to the Handbook for Student Societies in the University of Toronto
- f) To regularly count and deposit monies collected by The Association in the bank account
- g) To maintain financial records of all transactions throughout the fiscal year
- h) To submit appropriate budgeting documentation (in collaboration with the GSU directors) to the GSU to collect two head grant installments each fiscal year
- i) To prepare financial documents for The Association’s annual external and internal audits. These documents are prepared in isolation, but submitted with the ‘PT Student Association’
- j) To prepare financial documents for the Occupational Therapy and Physiotherapy Graduate Student’s Council’s annual external and internal audits. These

documents are prepared and submitted in collaboration with the 'PT Student Association'.

- k) To submit appropriate and up-to-date audit records and copies of this document to the office of student accounts and cashiers to collect three installments of student fees each fiscal year. This process is completed in collaboration with the 'PT Student Association'.

2.5 Specific Duties of the Communications Officers shall be:

- a) To record the proceedings of each Association meeting.
- b) To prepare and distribute minutes following each meeting.
- c) To book meeting rooms.
- d) To coordinate yearbook with the PT yearbook representative.
- e) To liaise with the Executive and Communications Assistant of the OS&OT Department.
- f) To manage council social media (i.e., Facebook page and Instagram page).
- g) To create and upkeep a live activities calendar to update the cohort on any Student Association events as well as other student-led initiatives.

2.6 Specific Duties of the GSU Representatives shall be:

- a) To serve as a member of the Executive committee
- b) To ensure head grant application is completed and submitted to GSU council in September
- c) To pick up head grant cheques twice a year (October & March) from GSU council
- d) To attend monthly GSU council meetings or send a proxy
- e) To act as a link between GSU council and student OT body
- f) To report to The Association about GSU council activities
- g) To report to GSU council about any problems/issues affecting The Association and/or student body.

2.7 Specific Duties of the UTM Union Representatives shall be:

- a) To liaise with UTM graduate student union representatives to discuss available funding options
- b) To communicate with the OS & OT executive committee at UTM and UTSG regarding funding availability, grant options, and process
- c) Attend any meetings with the UTM Graduate Student Union
- d) To act as a link between UTM Graduate Student Union and the student OT body

2.8 Specific Duties of the Athletic Directors shall be:

- a) To attend University of Toronto Intramural Council meetings
- b) To communicate intramural information with students
- c) To oversee community health and athletic events
- d) To liaise with PT and SLP athletic representatives to coordinate intramural teams
- e) To coordinate the annual dragon boat team including practices and the regatta
- f) To promote physical activity and healthy active lifestyles among OT students

2.9 Specific Duties of the Professional Development Directors shall be:

- a) To coordinate the promotion of OT student membership to his/her respective professional associations
- b) To coordinate the organization of professional development opportunities for OT students
- c) To coordinate the promotion of the OT professions by participating in professional association related activities and events
- d) To coordinate the organization of a Job Fairs

2.10 Specific Duties of the Social Directors shall be:

- a) To coordinate the organization of social events and fundraising activities
- b) To enhance OT student unity by promoting unity between first and second year classes and between OT campuses (UTSG and UTM)
- c) To ensure that there is at least one social event per month
- d) To liaise with social directors of other healthcare professions to coordinate inter-professional social activities
- e) To coordinate the annual student semi-formal and graduation celebration

2.11 Specific Duties of the Interprofessional Education (IPE)/Interprofessional Healthcare Students' Association (IPHSA) Representative shall be:

- a) To ensure the class completes core, elective, and fieldwork IPE learning activity requirements as mandated by the IPE curriculum
- b) To inform classes of IPE curriculum initiatives, such as elective credit events
- c) To inform classes of Interprofessional Healthcare Students' Association (IPHSA) events and initiatives, such as social events and position papers
- d) To attends IPHSA meetings every month
- e) To liaise and meet regularly with department IPE coordinator regarding any issues concerning the IPE curriculum
- f) To assist in various social initiatives conducted by the Social Engagement Directions

2.12 Specific Duties of the UTM Interprofessional Education (IPE)/Interprofessional Healthcare Students' Association (IPHSA) Representative:

- a) Ensure the class attends and completes elective, core, and fieldwork workshops/learning activities, and are following the IPE curriculum
- b) Inform classes of IPE events & help to coordinate specific UTM IPE events
- c) Informs class of IPHSA events and initiatives, and liaises with the UTSG IPE representative for updates on the monthly IPHSA meetings
- d) Attends Student Council meetings and will meet with the UTM Department IPE co-ordinator to discuss Faces of Healthcare IPE's updates, feedback and concerns
- e) Meet regularly with the UTSG IPE department coordinator regarding the IPE curriculum
- f) Organize extracurricular workshops for the classes" to now state " Organizes and

- coordinates the IPE Faces of Healthcare-A student lead IPE Elective with the Trillium Health Partners team and MAM students
- g) Assist social director with any OT-MAM interprofessional social events”

2.13 Specific Duties of the Social Justice Representative:

- a) Liaising with the EDI, IDEA, and Justice Rehab committees to support events, policies, and movements
- b) Raising awareness to important dates and events pertaining to social justice matters
- c) Communicating and acknowledging culturally significant dates as per the UofT Interfaith calendar
- d) Sharing seminars, training opportunities, and events relevant to social justice and OT

3.0 – Election of Directors

3.1 Eligibility

- a) To qualify as a candidate for Vice President, 2nd year Treasurer, 2nd year GSU Representative, 2nd year Social Director, 2nd year Athletic Director, 2nd year OSOT representative, 2nd year CAOT representative, 2nd Year IPE representative, Communications officer, and Professional Development Director (PDD), the nominee shall be a member of The Association, having completed at least one year of their program
- b) To qualify as a candidate for one of the first year representative positions, the nominee shall be a statutory member of The Association in their first year of the program.
- c) To qualify as a candidate for Co-President, the nominee shall be a statutory member of The Association entering their second year.

3.2 Special Meetings for Election of Association

- a) All members of The Association shall apply for positions to be elected, and shall conduct a selection process as determined by the Co-Presidents
- b) The Co-Presidents shall be elected by their respective class in April of each year. The process of this election shall be determined by the current co-presidents as per the Constitution and Bylaws of the Association.
- c) The 2nd year Representatives shall be elected in July each year, in an election set up by the Co-Presidents. Successful candidates will be elected by all members of the first year class of the Association.

3.3 Election of First Year Class Representatives

- a) The First Year Class Representatives shall be elected by their respective class in September of each year. The process of this election shall be determined by the current presidents.

3.4 Vacancies

- a) Any vacant Association positions shall be filled as soon as possible by an eligible member, as determined in Article IV subsection 3.1a.

4.0 – Executive Committee

4.1 The Duties of the Executive Committee of The Association shall be

- a. To ensure to effective operation of The Association
- b. To meet as a committee at least 2 times per year to review the Constitution, Bylaws, and policies of the Association
- c. To propose changes to the Constitution, Bylaws and policies of The Association, as deemed necessary, at a Special Meeting of The Association called for that purpose
- d. To assume the full powers of The Association at emergency need, and with all actions subject to review of The Association
- e. Any other duties as determined by The Association.

4.2 The Executive Committee of Association members shall consist of:

- a. Co-Presidents
- b. Vice President
- c. Treasurers
- d. GSU representatives
- e. Communications Officer

5.0 – Other Committees and Caucuses of the Association

- a. Health and Wellness Committee
- b. Community Involvement Club
- c. Semi-committee
- d. IDEA Committee
- e. O-Week Committee
- f. OTech Committee

ARTICLE V – FINANCES

1.0 – Fiscal Year

- a) The fiscal year of The Association shall be from May 1 – April 30.

2.0 – Funds

- a) The Treasurer shall deposit, or cause to be deposited, all funds in a chartered bank chosen by The Association.
- b) All accounts shall be paid by cheque signed by the Treasurers plus one of the Co-Presidents.
- c) Need to add in something about pass over of funds responsibility.

- d) How to Fund Student Led Committee Requests and Student Initiative Requests
- i) Set amount for 2019-2020 year: \$500 (pool for all student led and committee and student initiative - NO DISCLOSURE TO STUDENT BODY REGARDING FUND AMOUNT) In addition, the pool amount will be determined on a yearly basis based on the current funds available in the account.
 - ii) For the purposes of voting, the request for funding be de-identified and will be sent to one Co-President who will not vote in order to maintain confidentiality and removal of bias.
 - iii) The amount provided will be funded based on the need of the Student Led Committee or the Student Initiative - needs basis funding
 - iv) Student Led Committee: Based on the current funds available to the Student led committee, the student led committee is expected to apply for a donation from the OS & OT Student Association. The application for request of donation will include: the reason for donation, how the funds will be used specifying what events they will be used for and why they demonstrate the financial need AND will be submitted to ONLY ONE Co-President from the respective site
 - v) Student Initiative Requests: Based on the current funds available to the Student Association, the student is expected to apply for a donation from the OS & OT Student Association. The application for request of donation will include: the reason for donation, the want/need of the request from the student body, how the funds will be used specifying what events they will be used for and why they demonstrate the financial need AND will be submitted to ONLY ONE Co-President from the respective site
 - vi) Once submitted, the Association will vote on the amount as per the need for the student led committee or student initiative

3.0 – Fees

- a) The membership fee shall be set by The Association in accordance with the "Handbook for Student Societies". The fee shall be paid to the Office of the Controller of the University of Toronto from tuition fees, under incidental fees. 2017-2018 Fee is \$10/year/student shared with PT Association.
 - i) Student fees are released when the audit authorization/documents (ie. forms from the external audit company) for the previous year have been received by University. However, if there is a delay in the previous fiscal year's audit approval, then student fee payments are withheld.

4.0 – Expenses

- a) Payment shall be made to members for necessary expenditures so authorized and incurred while conducting Association business. Receipts for monies spent must be submitted to the Treasurer within three weeks of purchase.
- b) Expenses of the Association equal to or greater than \$50 must receive two thirds vote for approval by directors of the Association prior to expenditure.

5.0 – Budgets and Financial Records

- a) The projected budget must be presented for approval at a meeting of The Association by the end of October of each academic year.
- b) Any revisions to an approved budget must be reviewed and approved by The Association. All financial records will be kept on file with the Treasurers.
- c) The Treasurers must make available financial records, budgets, and auditor's reports upon request by any member of The Association.
- d) All reports must be submitted for both external and internal audits each fiscal year.

ARTICLE VI – MEETINGS

1.0 – Quorum

- a) Quorum for all meetings of the Association will consist of 30% Directors of The Association
- b) Quorum for meetings of the Executive shall consist of 4 Executive Directors of The Association

2.0 – Turnover Meeting

- a) Both the outgoing and incoming Association shall attend a turnover Association meeting to be held prior to July 31st of each year. At this time, the outgoing Directors shall present year-end reports.
- b) All records, including final reports from Association Directors, shall be transferred to the newly elected Director.

3.0 – Annual General Meeting

- a) Each year, an Annual General Meeting will be held in the month of October
- b) At this meeting, Directors will present financial statements from the previous fiscal year, provide members with a rough outline of financial plans for the upcoming year, and provide reports from any of the elected Directors.
- c) Advertising to all members of the Association shall begin one month prior to the meeting.
- d) Meeting minutes and summary will be disseminated by Communications officer no later than one-week post meeting.
- e) If desired, the student council may hold a virtual Annual General Meeting so long as it conveys all of the above information and each student under the association has equitable access.

ARTICLE VII – POLICIES

The Association may append to these By-Laws a series of policy statements on issues related to the objectives of The Association. Policy statements shall not conflict directly with articles of the Constitution or By-Laws as stated herein, but may qualify or further detail these Articles. Policies may be added, removed, or modified by 2/3 majority vote of The Association, or a 2/3 vote at the Annual General Meeting.

1.0 – Financial Conflicts of Interest

- a) The Student Association's policy aligns with the Conflicts of Interest guidelines provided by the College of Occupational Therapists of Ontario.
 - i) A person in a position to effect an official decision has a personal or financial interest in the outcome of the decision.
 - ii) A director that receives money or gifts from a third party in association with a decision by the society to employ, or contract with, this third party.
- b) Any gifts received by a director of the Association must be brought to a council meeting to be voted upon for further action. In these cases, societies should require individuals to declare their conflict and the individuals themselves should not participate (i.e. vote) in the decisions taken related to the conflict.

2.0 – Constitutional Conflicts

- a) A person is involved in two (or more) organizations and the interests of one organization are at odds with the interests of the other.
- b) A person is selected or elected by and from a particular constituency while being expected to act in the best interests of the organization as a whole and not as a “representative” of their constituency.

3.0 – Grievances

3.1 Investigation & Hearing

- a) Any party with a grievance shall coordinate with the vice president to determine further actions, such as discussion at a future meeting of the association or involvement of other parties.
- b) It is the discretion of the vice president and the involved individual(s) to involve any other parties.
- c) The issue in question should be addressed until the satisfaction of all involved parties.

3.2 Recommendations and Decisions

- a) Details of a grievance are to be shared with the Executive at an appropriate time, as determined by the vice president and the involved individual(s).
- b) Details of a grievance, if applicable to all members of the association, shall be appropriately disseminated to the membership in a reasonable time by the Executive.
- c) Details of the grievance are to be brought to the attention of the Faculty of the Department of Occupational Science & Occupational Therapy in writing, if deemed appropriate and necessary by the Executive, with consultation and a two thirds vote of the Directors.
- d) If the issue is not adequately resolved upon exhaustion of these means, the Association defers to The University Complaint and Resolution Council for Student Societies.

3.3 Appeal of Decision

- a) If decision is not agreed upon by the parties with a grievance these parties have the option to appeal the decision to the Association.
- b) At the discretion of the Association and/or individual(s), other appropriate resources, such as faculty members, can be included in the process.
- c) If the issue is still not adequately resolved it will be addressed through The University Complaint and Resolution Council for Student Societies.

ARTICLE VIII – AMENDMENTS

1.0 – Bylaw Amendments

- a) The Bylaws may be amended by a two-thirds vote of all members present at the Annual General Meeting of the Association.
- b) Amendments may be submitted by any member of The Association and must be received by a Director at least two weeks prior to the meeting during which the amendment will be voted upon.
- c) The Association shall inform the membership of the meeting and all amendments to be discussed.

For further inquiries please review the [Handbook for Student Societies](#)
