

# Constitution of the “Health and Disease Student Association University of Toronto”

## 1. Name

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

## 2. Purpose and Objectives

The purpose, objectives, mission and/or mandate of organization is outlined here:

HDSA is a club for students majoring/ specializing in health and disease at our university. We strive to create a community that offers unwavering support to the students and promotes the program's excellence. Through engaging activities, events, and other opportunities, we connect like-minded individuals, raise awareness about health issues, and provide valuable resources and career opportunities. Come join us at HDSA to connect, learn, and succeed in the field of health and disease while making a positive impact on our campus.

## 3. Rights of Members

- All members may apply for a full refund of their membership fee within one (1) month of becoming a member.
- All voting members have a right to attend all general meetings of members.
- All voting members have a right to cast votes at all general meetings of members.
- All voting members have a right to stand for election unless otherwise stated in this document.
- All voting members have a right to cast votes in all group elections and referenda.
- All voting members have a right to propose and vote on amendments to this constitution.
- The rights prescribed in Article Three are not awarded to non-voting members as described in Article Two.

## 4. Executive Committee

- The term for all positions on the Executive Committee shall be from May 1st to April 30th.
- All voting members of the Executive Committee must be currently registered students of the University of Toronto.
- 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. Membership

The membership fee will be \$0 per year.

For recognition by the University of Toronto Students' Union (UTSU), the group must maintain a minimum of 30 members, a total of 51% of membership are UTSU members. The group must also maintain recognition from the Office of Student Life. These requirements are subject to change and should be checked with UTSU annually to ensure qualifications are met.

## 6. Executive List and Duties

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

The Co-Presidents shall:

- Be eligible to cast votes at meetings of the Executive Committee,
- Oversee the operations, management, and success of the group,
- Serve as spokesperson for the group,
- Hold signing and financial authority along with the Treasurer,
- Preside over meetings of the Executive Committee and/or members,
- Ensure a transition of office from one year to the next

The Vice-President shall:

- Assisting the President in overseeing club operations and ensuring smooth functioning
- Taking charge in the absence of the President, including leading meetings and making Decisions
- Coordinating with other club officers and committees to achieve club goals and initiatives
- Helping to develop and implement strategies for club growth and member engagement

The Social Media Managers shall:

- Manage social media account
- Come up with post ideas and work with the Academic directors
- Help create and design graphics to promote the club's event and activities

The Graphic Designers shall:

- Create and design posts for the club's social media accounts
- Work with the social media manager to decide on content to post

The Academics Director and Coordinator shall:

- Provide general academic advice to guide students in the program
- Work with other executives to create academic content related to our program
- Stay updated on current news in the Health and Disease field

The Research Coordinator shall:

- Identify and review current research articles and studies relevant to health and disease fields.
- Summarize key findings and implications of research articles in a concise and accessible format for members.

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

The Outreach Director and Coordinator shall:

- Send emails and reach out to professors or organizations when hosting events
- Look for and invite speakers for club events and meetings.
- Coordinate with external partners to facilitate their participation in club activities.
- Managing communication and follow-ups with potential collaborators and guests.

The Events Director and Coordinator shall:

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

The Treasurer shall:

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

## 7. Elections

- All voting positions on the Executive Committee shall be chosen through an annual election.
- All voting group members shall be eligible to seek nomination to and cast a ballot for each voting position.
- Non-voting group members shall not be eligible to cast a ballot for any elected position.
- The nominee winning the plurality of votes cast in the election for each position shall be deemed the winner.
- On the condition that multiple candidates are to be elected for a single position, the nominees winning the largest share of the votes cast shall be deemed the winners until all positions are filled.
- The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.

## 8. Meetings

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

- The group shall hold general meetings at least twice per year to provide the general membership an opportunity to review the group's annual activity plan, financial health, and propose or vote on constitutional amendments.
- The Executive Committee must announce the date of a general meeting to the general membership at least two (2) weeks prior to the date of the meeting.

## 9. Termination of Membership

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

## 10. Amendments

- All constitutional amendments shall require a 2/3 majority vote to be passed at a general meeting.
- All voting members may propose and vote on amendments to the constitution.
- The Executive Committee shall submit the revised constitution to staff in the Division of Student Life at the University of Toronto within two (2) weeks.
- Amendments to the constitution shall take effect only once the revised constitution has been approved by staff in the Division of Student Life at the University of Toronto.

## 11. Termination of Executives or General Members:

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, may be given notice of removal. The member up for removal shall have the right to defend his/her actions. A vote will be held at an executive meeting, and a two-thirds majority vote of the current executives present in favor of removal is required. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.

The member will be removed from the club's membership and will lose any privileges associated with being a member of the club. Executive members are subject to the same termination or impeachment

process and, as determined by the vote, may lose their executive position along with their membership to the group.