

Carleton Health Science Society

Constitution of the Carleton University Health Science Society

for the Academic Year:

2024-2025



Health Science Society
Carleton University
2018-2019

Preamble

1. This association shall be known as the Health Science Society of Carleton University.
2. The object of the Health Science Society shall be to facilitate the participation of undergraduate students at Carleton University's Department of Health Sciences in the life of the department and the university, including both social and policy concerns.
3. The membership of the Health Science Society shall consist of all part-time and full-time students duly registered in programs leading to undergraduate degrees in Health Sciences

at Carleton University and are members of the Carleton University Students' Association (CUSA).

Section 1

Purpose of the Organization

1. To organize students on a democratic, co-operative basis for advancing Health Sciences students' interests for all undergraduate classes;
2. To provide a common framework within which students and alumni can communicate, exchange information, and share experience, skills, opportunities and ideas;
3. To provide a vehicle for exchange between Carleton University and Health Sciences students to discuss and democratically achieve necessary educational, administrative, and legislative change wherever decision-making affects students;
4. To facilitate accessible co-operation among students in organizing services and events which supplement the learning experience and which helps develop a sense of community with our peers and with other members of society; and
5. To advocate for the Health Sciences program and to help build a positive, recognizable brand for the program to increase awareness and future opportunities for the program; and

6. To provide opportunity for current students and alumni to build social and academic connections with one and other.

Section 2: Composition and Functions of the Executive

1. The executive of the Health Science Society shall ordinarily consist of a President, Vice-President Academic, Vice-President Communications, Vice-President Events, Vice-President Finance and, Vice President Outreach and Vice-President Internal Affairs. No member shall hold more than one executive position simultaneously.
2. The President shall:
 - a. conduct meetings, including
 - i. executive meetings as required and
 - ii. general membership meetings in September and January;
 - b. ensure that the executive makes efforts to engage and involve the membership in the activities of the Health Science Society and campus life in general;
 - c. with the rest of the executive, promote the Health Science Society and its activities by various means;
 - d. act as a liaison between the Carleton University Students' Association (CUSA) so as to ensure a smooth transfer of funds to the Health Science Society; and

- e. with the help of committees whose membership shall be open to all members of the Society, be responsible for any fundraising activities that the membership approves.
 - f. Facilitate the hand-off between executive members and the executive-elect for takeover to occur on April 30th of each year
3. The Vice-President Academics (VPA) shall:
- a. maintain contact with faculty and staff in the Department of Health Sciences;
 - b. coordinate academically-oriented events with professors and instructors;
 - c. attend executive meetings and report on activities of committee; and
 - d. chair Academic Committee meetings.
4. The Vice-President Communications (VPC) shall:
- a. act as the chief spokesperson for the society.
 - b. be responsible for all internal communications within the society; and
 - c. keep track of the committees, and membership in those committees, of the Health Science Society; and
 - d. coordinate advertisement of academic and social events;
 - e. creating social media posts, writing blurbs for grade rep classroom announcements;
 - f. chair the Communications Committee.
5. The Vice-President Events (VPE) shall:

- a. create and execute socially oriented events;
 - b. communicate with external entities to facilitate events;
 - c. delegating tasks effectively between directors;
 - d. attend executive meetings; and
 - e. chair Events Committee and report on activities of the committee.
6. The Vice-President Finance (VPF) shall:
- a. manage the finances of the society;
 - b. keep detailed records of the group's financial activities;
 - c. manage budget for various events and communicate with VPs about allocated funds for same; and
 - d. give regular updates on funding and sponsorship from CUSA and/or other organizations and apply for the same where necessary.
7. The Vice-President Internal Affairs (VPI) shall:
- a. take the place of the President if he/she *is* unable to fulfill his/her duties; and
 - b. coordinate committees, as well as provide support for the development of societal activities planned by them;
 - c. arrange a suitable date, time, and location for all executive and general membership meetings;
 - d. prepare and circulate an agenda for all executive and general membership meetings; and

- e. record minutes of executive and general membership meetings; and
 - f. post the minutes of executive and general membership meetings within two (2) weeks following a meeting; and
 - g. chair Internal Affairs Committee meetings.
8. The Vice President Outreach shall:
- a. Manage the Health Science first year connections project
 - b. Manage health science merchandise

Section 3 : Non-executive members of the society

- 1. The General Membership shall be the legislative body of the organization and shall be composed of all members.
- 2. The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

Non- executive members (Directors, year representatives) of our club are elected at the same time as the executive members (President, VPs,) during general elections by health science students.

- 1. Directors

- a. Academic (2): These shall directly report to the Vice-President Academic and will be responsible for attending and assisting in the facilitation of Academic Committee meetings and Academic events.
- b. Communications (2): These shall report directly to the Vice-President Communications and will be responsible for managing HSS presence on at least one social network, assisting with placement of posters throughout campus, and designing posters for various academic and social events, and attending and assisting in the facilitation of Communications Committee meetings.
- c. Events (2): These shall report directly to the Vice-President Events and will be responsible for attending and assisting in the facilitation of socially oriented events and Events Committee meetings.
- d. Internal Affairs (2): These shall report directly to the Vice-President Internal Affairs and will be responsible for communications with the Carleton Cognitive Science and Neuroscience Societies, as well as attending and facilitating Internal Affairs Committee meetings. One director will be responsible for communications with the Carleton Science Student Society (CSSS) and the Carleton Academic Student Government (CASG) and must hold a seat on each.
 - i. Should both directors be interested in being named the delegate for CSSS and CASG meetings, a vote will take place at the General membership meeting in September by process of a blind ballot (See Electoral Processes)

2. Representative of Health Sciences (1) on the Council of the Carleton Science Student Society, who shall be *ex officio* members of the Internal Affairs Committee. (See Section 1, part 1, d.)
3. Two (2) Representatives for each of Years 1 through 4, who shall be responsible for making society-related announcements in Health Sciences classes and will be eligible to serve in committees.
4. Members of the society who do not hold titular positions may also serve in the various committees, with a commitment to attending a minimum of three (3) meetings per semester.

Membership

1. The Organization's General Membership shall be open to all undergraduate students at Carleton University. The club's membership cannot be exclusive towards any group of students at Carleton University.
2. The Organization may grant graduate students at Carleton University and others in the community membership in the Organization, however they must not have voting rights in elections and must have a membership classification in Article III - Structure.
3. Membership in the organization shall be valid from May to April.

4. Only full-time undergraduate students enrolled at Carleton University may serve on the Executive. Graduate students may only serve a non-voting, advisory capacity.

Section 4: Finances of the society

1. All monies accruing to the Health Science Society shall be held in bank accounts in the name of the Health Science Society
 - a. All bank accounts and outgoing cheques shall require the co-signature of at least the Vice President Finance and one other member of the Executive, preferably the President.
2. The organization's fiscal year shall run from 1st May until 30th August. Throughout the fiscal year, the executive, usually represented by the Vice-President Finance, shall update the membership on all Health Science Society financial matters by means of:
 - a. a detailed written report, tabled at the general membership meeting in September, outlining all revenues and expenditures from the previous year;
 - b. written, up-to-date financial statements in January and April; and oral reports at Health Science Society executive and general membership meetings, as required.
3. Any extraordinary expenditure of funds -- those which fall outside customary expenses -- shall be approved by the general membership.

Section 5 : Meetings.

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;
 - b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.
2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
3. Quorum of the General Membership
 - o The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Meetings of the Executive Committee

1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Section 6: Societal Activities

1. By and with the advice of the general membership, the executive shall plan and organize the functions of the Health Science Society.
 - a. These activities may include, but need not be restricted to the following:
 - i. Orientation Day activities;
 - ii. Academic guest lectures;
 - iii. End of term parties.
 - b. Members shall be notified in a timely fashion of events.
2. The executive shall be responsible for the provision, care, and maintenance of Health Science Society property.

Section 7 : Leadership Succession/ Electoral processes

Elections

The Organization has chosen to run elections for its Leadership Succession. The following are the steps necessary to be taken to run elections.

1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - ii. A member of the Clubs Oversight Committee.

- iii. A member of the CUSA Clubs Office.
 - iv. A club member or an external student non-member.
- b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
- c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
- d. Students-at-large will have the opportunity to join the club before the start of voting.
- e. Every voter has the right to cast their ballot in private.
- f. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
- g. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.
- h. Timeline:
- i. Day 1 - Announcement of campaign, voting, and results announcement dates
 - ii. Day 7 - Start of campaign
 - iii. Day 10 - last day to buy voting memberships for the club
 - iv. Day 14 - end of campaign
 - v. Day 15 - start of voting

- vi. Day 16 - end of voting
 - vii. Day 17 - Results announced
2. The Club will run a first past the post-style election to elect the executive positions of [insert executive positions]
- a. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - b. A final “no-confidence” option will be offered at the bottom of the ballot.
 - c. Any ballot with multiple boxes clearly marked will be discarded as “spoiled.”
 - d. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.

Section 8

Impeachment

Executive Impeachment

1. Grounds for impeachment of a club executive include any violation of the constitution, the governing documents of CUSA, negligence in the role, and/or failure to fulfill executive duties.
 - a. Clubs who believe that an executive member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove a member from participating in a club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Rights and Responsibilities through their

own investigation. The Office of Student Affairs is the only campus group that can remove an executive for the violation of the Student Rights and Responsibilities.

- b. Clubs who believe that an executive member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
 3. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.

Member Impeachment

1. Grounds for impeachment of club members include any violation of the constitution, the governing documents of CUSA.
 - a. Clubs who believe that a member has violated the Carleton Rights or Responsibilities can issue a complaint to the Office of Student Affairs. The Office of Student Affairs can conduct an investigation and remove the member from participating in a club if necessary. The Organization cannot remove the member on the grounds of the violation of the Rights and Responsibilities through their own investigation. The Office of Student Affairs is the only campus group that can remove a member for the violation of the Student Rights and Responsibilities.
 - b. Clubs who believe that a member has violated the Carleton Sexual Violence Policy can have the survivor submit a complaint to Equity and Inclusive Communities (EIC). The Sexual Violence Review Committee (SVRC) will conduct an investigation and has the ability to remove a member from participating in the club if necessary. The Organization cannot remove an executive on the grounds of the violation of the Sexual Violence Policy through their own investigation. The Sexual Violence Review Committee (SVRC) is the only campus group that can remove an executive for the violation for the Sexual Violence Policy.
2. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.

3. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Section 9

Amendments

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
2. This constitution may be amended by a simple majority vote of a meeting composed of a quorum of ten percent (10%) of the general membership, provided that the intention to amend and the proposed amendments are announced in writing to the Health Science Society membership at least two (2) weeks prior to the meeting.
3. A simple majority will be required to adopt the new amendment.
4. This constitution will be posted on the Health Science Society website, and links to the aforementioned site will be embedded in the Society's media pages.

Section 10

Dissolution

Upon dissolution of the Organization, all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to the Ottawa Food Bank.