



**Health Science Society**  
**Carleton University**  
2018-2019

**Constitution of the Carleton University Health Science Society**  
**for the Academic Year:**  
***2023-2024***

***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: Purposes of the Society***

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 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 same where necessary.

7. The Vice-President Internal Affairs (VPI) shall:
  - a. take the place of the President if he/she *is* unable to fulfil 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 membership of the Society***

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.

#### ***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: 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: Electoral Processes***

1. The President, Vice-Presidents, Directors and Year Representatives shall be elected from the membership at regularly scheduled elections for terms of a year each.
2. In the case that one member of the executive cannot act for an extended period of time, that member shall notify the remaining executive members, who shall then appoint one or more members of the Health Science Society to act in the place of the absent member of the executive.
3. The Vice-President Internal shall be responsible for running elections.
  - a. In the event that the Vice-President Internal is involved in the election as a candidate, a disinterested executive member shall run the election.
  - b. Elections shall be determined by secret ballot.
  - c. A plurality of votes shall indicate the successful candidate(s).
  - d. The vote shall be limited to all Health Science Society members and no proxy voting shall be allowed.
4. Candidates' names will appear individually and alphabetically on the ballots, and they shall be elected as individuals.
  - a. Prior to the election meeting, candidates may campaign however and by whatever means they choose, provided that the image, reputation, status, and financial circumstances of the Health Science Society are in no way compromised.
  - b. Candidates for election to any given position may endorse those who are seeking election to other positions, provided that both of the aforementioned do not present themselves on a slate for election to said positions.



5. Voting shall be overseen by a Chief Electoral Officer, who shall be a disinterested volunteer with current status as a student of Carleton University.
  - a. Nominations shall be received on or before the date set by the Chief Electoral Officer. Nominees must agree to be candidates.
    - i. Students must be able to easily access nomination forms
    - ii. Such forms should be available online and should be well publicised by the Vice President of Internal Affairs
  - b. In the event that only one candidate is presented for a position, that person shall be acclaimed without a vote.
  - c. The Chief Electoral Officer shall confer with the Senate Office of Carleton University so as to set up an electronic voting system
    - i. The electronic voting system should be an instant run-off ranked ballots unless otherwise determined by council
  - d. In the event of a tie, where applicable, further voting shall be done until one candidate receives a majority.
6. To avoid the process of a byelection; vacant positions may be appointed after an application and interview process held by at least three named, elected, members of the society.
7. Per Section 3:1:d:i: Should both Directors of Internal Affairs be interested in being representing Health Sciences on the Carleton Science Student Society and Carleton Academic Student Government, the Vice President of Internal Affairs shall motion for a secret ballot vote at the first general meeting of the year
  - a. Ballots will be counted by a member of the executive with at least two scrutineers present

***Section 8: Dissemination and Amendment of the Constitution***

1. 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.
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. Upon dissolution of the Organization, all assets gained through CUSA and all other assets shall be returned to CUSA.

