

CONSTITUTION

Ph.D. Student Association, Schulich School of Business, York University

Article I – Title

The official title of the Association is “The Ph.D. Student Association of the Schulich School of Business, York University,” hereinafter referred to as the “Ph.D. Student Association”.

Article II: Mission

The Ph.D. Student Association of the Schulich School of Business in York University has as its purpose to provide the students with a forum for discussion of common needs, to work cooperatively with the faculty and administration, to improve our program scientifically and academically, and to develop students’ academic needs and social activities allowing the association to support students to academic success.

Article III: Membership

Eligibility of the Ph.D. Student Association member.

Any person who is enrolled in the Ph.D. program in the Schulich School of Business, York University.

Article IV: Rights and Duties

A. Functions of the Ph.D. Student Association

The primary function of the Ph.D. Student Association shall be to serve as the official voice of the Ph.D. student body. The Officers shall make recommendations on behalf of the Ph.D. Student Association to the Dean of the Schulich School of Business, and to other relevant parties for action on matters concerning Ph.D. students.

The Officers of the Ph.D. Student Association shall host social activities and perform community service at the discretion of the Officers, the Ph.D. Program, and as suggested by the Schulich School of Business.

The Ph.D. Student Association shall look after all the monetary concerns necessary in order to support and maintain the welfare of the activities and functions of the Association.

Officers of the Ph.D. Student Association shall attend all general meetings. Absences from the meeting shall be verbally explained and justified to one of the members of the Ph.D. Student Association officers. Non excused members will relinquish the benefits of the association.

The functions of the Ph.D. Student Association are not limited to the items specified in this Constitution.

B. Meetings of the Ph.D. Student Association

The Ph.D. Student Association officers must attend to all Ph.D. Student Association meetings and activities.

The officers of the Ph.D. Student Association shall meet once per semester at a minimum. The number of additional meetings per semester will be at the discretion of the PhD Association President or if recommended by PhD Association members. Wherever possible, Association business will be resolved via email or through other communication channels.

The officers shall call a general meeting with the Ph.D. Student Association members at least once each semester in order to discuss issues pertaining to their interest. The first meeting shall be held after the election of the Ph.D. Student Association Assembly. The Ph.D. Student Association members shall be encouraged to attend the meetings of the Ph.D. Student Association. All student members shall be notified by informal invitation of meetings dates and agenda at least one week in advance.

The officers shall meet with the Ph.D. Student Association faculty representative of the PhD Program once during the transition period between election and initiation, and once at the beginning of the Fall Semester. Additional meetings with faculty/staff of the PhD program shall be held as required.

All decisions conducted at the Ph.D. Student Association general meetings shall be official if enacted by a quorum of the studentship.

C. Election of Ph.D. Student Association members

Ph.D. Student Association members who are in good academic standing and have been enrolled full-time for two consecutive semesters are eligible to serve as elected officers of the Ph.D. Student Association.

The candidacy nomination must precede the Election Day. This nomination will be done two week's prior to the Election Day. Each member shall receive a nomination sheet in which Ph.D. Student Association members can nominate their candidates.

One week prior to Election Day the president and officers must call for an extra-ordinary meeting with the nominated candidates. In this meeting the candidates shall present their availability for the position at which they has been nominated. Then candidates name shall be presented in a formal nomination sheet with the name and the position in which they are running.

Ph.D. Student Association students shall receive this form at least 3 days in advance of the Election Day. In Election Day each Ph.D. Student Association member is responsible to return the final nomination sheet with their selection to the secretary of the Dean of the Schulich School of Business.

Results shall be announced to the Ph.D. Student Association member and faculties of the Schulich School of Business by e-mail within 24 hours.

D. Duties of the Officers

President: It shall be the duty of the President to represent the Ph.D. Students at the Executive Committee meetings, to represent the Students at the Ph.D. Committee meetings, to welcome new Ph.D. Students to the program and participating to the student admissions process, to chair Ph.D. Association meetings and set the agenda in cooperation with other student representatives, to liaise between the Students, Ph.D. Student Association and the Dean's Office, Student Services and Schulich Administration, to communicate with Sabine Friedrich to order business cards for Ph.D. students, to communicate with Elizabeth Watson at the Library to organize training sessions for Ph.D. students, and to authorize Ph.D. Student Association expenditures and co-signing cheques of the Association.

Treasurer: It shall be the duty of the Treasurer to responsible for managing the finances of the PhD Association, preparing and updating budgets, to authorize expenditures for the Ph.D. Student Association, to co-signs Association Cheques, and to prepare a budget for the Ph.D. Student Association.

Social Convener: It shall be the duty of the Social Convener to create a friendly environment in which Ph.D. students can socialize and get engaged in conversations with each other by organizing pizza lunches, student presentations, book-clubs and sports events, to catering Food and Beverages for events organized for Ph.D. Students, and to announce social events to Ph.D. students and Faculty. It shall also be the duty of the Social Convener to facilitate scholarly and non-scholarly relationships between Schulich Ph.D. students and/or Schulich Ph.D. students and Faculty/other students.

Faculty Council Representative: It shall be the duty of the Faculty Council Representative to attend Faculty Council meetings, to prepare a report on Ph.D. student accomplishments and to present it at the Faculty Council, and to present to the Ph.D. Student Association the information obtained during the Faculty Council.

Tenure and Promotions Representative: It shall be the duty of the Tenure and Promotions Representative to represent Ph.D. students on the Tenure & Promotions Committee to ensure that procedures are run fairly and transparently, and to update the Association on Tenure and Promotions meeting issues as much as it is allowed by the confidentiality rules governing these meetings. The Tenure and Promotions Representative also has a vote on Tenure and Promotions matters.

Faculty of Graduate Studies Representative: It shall be the duty of the Faculty of Graduate Studies Representative to represent the Students at the Faculty of Graduate Studies meetings, to inform Ph.D. students of the issues related to Faculty of Graduate Studies, and to present to the Ph.D. Student Association the information obtained during the Faculty of Graduate Studies meeting.

Graduate Student Association Representative: It shall be the duty of the Graduate Student Association Representative to represent Ph.D. Students at the Graduate Student Association meetings, to inform the Ph.D. Students of the relevant Graduate Student Association related issues, and to present to the Ph.D. Student Association information obtained during the Graduate Student Association meetings

CUPE Representative: It shall be the duty of the CUPE Representative to represent Ph.D. Students at the CUPE meetings, to inform Ph.D. students of CUPE related issues, and to present to the Ph.D. Student Association all the relevant issues raised during the CUPE meetings.

Members: It shall be the duty of the Representatives to attend all meetings and elections. It is the responsibility of the Ph.D. Student Association members to participate in all activities executed by the officers and to collaborate in the PSM studentship programs. The representatives shall communicate all matters to the Ph.D. Student Association. The representatives are also responsible for keeping all Ph.D. Student Association materials on reserve in the library current and in order, as well as keeping the Ph.D. Student Lounge clean and organized.

E. Finances of the Ph.D. Student Association

All monetary accounts of the Ph.D. Student Association shall be handled by the Treasurer of the Ph.D. Student Association. Reimbursements for expenses shall be processed by this officer unless the expenses were incurred at the bequest of the Ph.D. Program, in which case reimbursements shall be handled by the Ph.D. Student Association.

F. Communications of the Ph.D. Student Association

The letters "Ph.D. Student Association" and/or the logo must be on all correspondence. This signifies an official correspondence of the Ph.D. Student Association.

The Officers of the Ph.D. Student Association have the sole authority to act as representatives of the Ph.D. Student Association and to use the letters "Ph.D. Student Association" or the logo of the Ph.D. Student Association in any and all correspondence.

The President of the Ph.D. Student Association has the sole authority to communicate with the student body as a whole, by acting as the sole administrator of the student e-mail distribution list.

G. Confidentiality

Any information gained by an officer or member of the Student Assembly in the execution of their office that is deemed as personal or sensitive should remain confidential.

Rights and benefits of Ph.D. Student Association members

Unless otherwise stated, membership of the Association will confer the following rights and privileges:

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To participate fully in all the activities of the association including the right to nominate and to vote for other members in elections for the Association's officers and to vote in the proceedings of the Association at General Meetings.

To be eligible for the Ph.D. Student Association Fellowship award. The awardees are selected based on good academic standing and their personal income.

To be nominated for the Ph.D. Student Association, the Academic Senate and the Student Council. Only Ph.D. Student Association active members can be eligible.

To have a voice to support, up-date, modify or amend any policy of the legislation and function of the Ph.D. Student Association.

Article IV: Ph.D. Student Lounge

The Ph.D. Student Lounge has as its purpose to provide a quiet and proper space for the Ph.D. students to study independently or in groups.

The Ph.D. Student Lounge can be used by the Ph.D. Student Association officers for the meetings.

The Ph.D. Student Lounge is not a private space for any single person. It can be used at any time by anyone who is a member of the Ph.D. program.

Article V: Ratification of the Constitution

This constitution shall be ratified by vote of the Ph.D. Student Association members (50% of the enrolled full-time students that year plus 1).

The officers shall call for special meetings.

A copy of the Ph.D. Student Association constitution will be given to each member.

Once the constitution is ratified by Ph.D. Student Association members, the Faculty Advisor and the Dean of the Schulich School of Business must ratify it.

After proper revision, the **Ph.D. Student Association Constitution must be accepted as the governing document of the Association.**

Article VI: Amendments

The amendments to the constitution shall be brought by the officers, who will notify the student body.

Amendments to the constitution shall be accepted by half of the membership plus one.

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Final amendments to the constitution shall be accepted by the Ph.D. Student Association officers, the Faculty Advisor and the Dean of the Schulich School of Business.

This Constitution has been constituted for the Ph.D. Student Association in the Schulich School of Business at York University in the month of February of the year Two Thousand and Sixteen.