

# Health Graduate Students Association

## Constitution & Guidelines

Fall 2015

### **The Purpose of this Constitution is:**

1. To provide a general philosophy and rationale for the Health Graduate Student Association.
2. To provide a general orientation for the membership.
3. To lend stability and continuity to the Health Graduate Student Association.
4. To provide an understanding of the operations, practices and procedures carried on within the various parts of the Health Graduate Student Association.

### **ARTICLE 1: Name and Compliance**

***I.I Name:*** This organization shall be known as Health Graduate Students Association, the name under which it is officially registered with York University Graduate Students Association (YUGSA). It will hereinafter be referred to as HGSA.

***I.II Compliance:*** HGSA operates at York University, subject to York University and York University Graduate Students Association (YUGSA) policies and procedures.

### **Article 2: Preamble**

The Health Graduate Student Association—hereafter referred to as the HGSA—represents and advocates for the collective interests of Health graduate students in all matters of departmental policy and action at York University. The HGSA seeks to build community among the graduate students, faculty, and larger university, with consideration for diverse experiences and interests. Above all, the HGSA works to optimize the environment within which graduate students develop, both professionally and personally.

### **Article 3: Membership**

The members of the HGSA are Health graduate students. Current enrollment in the graduate program is sufficient for membership. No general membership dues will be collected from members, although members may be expected to pay nominal fees for specific events.

### **Article 4: Meetings**

HGSA meetings will be moderated by the Chair/Co-Chair and held a minimum of one meeting per semester during the academic year. All members are invited and encouraged to attend. Normally, any voting will take place in the meeting, and members who are not in attendance at the meeting forfeit their right to vote, unless a proxy vote has been arranged in advance. The HGSA does reserve the right to decide, by a majority vote or the decision of the Chair/ Co-Chair, to put any vote to the

entire HGSA. In these cases, the issue will be presented via written or electronic memo to all members, and members will be given a pre-specified period of time in which to cast their ballots. Before any official action is taken by the HGSA, a majority vote must be obtained for those votes taken outside of meetings (as per the stipulations outlined above). In all cases, the votes of all members will be weighed equally.

### **Article 5: Elections and Eligibility**

Elections for HGSA offices will be held in the September of every year. Only HGSA members may hold official positions. All nominations for elected office will be either A) decided by those members present at the GSA meetings (or submitted by a member via advance proxy) or B) sent to the election officer/graduate program assistant. No individual may hold, or run for, more than one GSA office at the same time. After the nomination period, ballots will be distributed electronically to all graduate students, and persons will have a pre-specified period in which to cast their ballots. For each position, the person receiving the largest number of votes will be elected. Ballots will be submitted to and tabulated by the current HGSA Chair/election officer/Graduate program assistant.

### **Article 6: Elected Positions**

The HGSA has 6 elected officers: Chair, Co-Chair, Secretary, Treasurer, Social Chair, and FGS council rep.. The office of Chair may be held by two Co-chairs of equal authority who run for the office jointly.

#### *Section 5.1: Requirements of Officers*

The Officers of GSA must attend >75% of regularly scheduled meetings.

- **Chair/Co-Chair:**  
Requirements: The president is responsible for organizing and overseeing meetings [and elections], communicating with other officers, calling special meetings, coordinating officers in special tasks
- **Secretary:**  
Requirements: The secretary is responsible for recording the minutes of the meetings and distributing them to the membership, keeping all records and lists updated, and moderating the departmental listserv.
- **Treasurer:**  
Requirements: The treasurer is responsible for drafting the HGSA's budget and presenting it to the executive, membership and YUGSA, keeping the membership informed of the HGSA's current budget, reporting the amount of expenditures by the HGSA at each meeting.
- **Social Chair:**  
Requirements: The social chair is responsible for planning and coordinating the social activities of the HGSA.
- **FGS Council Rep:**  
Requirements: The FGS council rep is responsible for attending FGS meetings and representing the HGSA studentship in any votes that take place.

### **Article 7: Replacing Officers and Representatives**

If a member serving in an elected position other than the Chair, resigns or is otherwise unable to fill his or her position, the HGSA executive, will appoint a replacement to fill the remainder of the term. If the Chair resigns or is otherwise unable to fill her or his term, the Co-Chair will fill the remainder of the term. If the Co-Chair is unable to fill the remainder of the term, an election will be held following all the guidelines and stipulations for a regular election. Replacement members for any position, including those elected, will serve only until the end of the original term of that position.

### **Article 8: Finances**

The HGSA's money will be primarily acquired through funds allocated to the HGSA by YUGSA and the department. Any expenditures of the HGSA must be in accordance to the HGSA's annual budget, approved by the membership. Only if the HGSA exceeds its budget or needs money for a special event may dues be collected. This must be approved by a majority (50% +1) of the membership. All monies belonging to the HGSA shall be deposited and disbursed through a bank account established for the HGSA. All funds must be deposited within one week of collection.

### **Article 9: Ad Hoc Committees**

Ad hoc committees may be created at any time by the decision of the Chair or a majority vote at a HGSA meeting. Appointments to the ad hoc committee will be the responsibility of the executive committee. Each ad hoc committee must select a contact person so that HGSA members and others can communicate efficiently with that committee. All ad hoc committees are responsible for maintaining records of their activities and for reporting pertinent information to members at the HGSA meetings.

### **Article 10: Amendments and Revisions**

An amendment can be added to this constitution with a 2/3 vote of all members present at the meeting when the issue arises. The amended constitution must be presented to the YUGSA office in the beginning of every academic year.