

University of Western Ontario

Faculty of Health Sciences

Health Studies Student's Association (HSSA)

Constitution

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Part I: Preface

Article I: Preamble and Mandate

- I. The Health Studies Students' Association shall bear the responsibility of being the sole representative syndicate of all undergraduate students of the School of Health Studies, and shall be acknowledged as such
- II. The Health Studies Students' Association shall endeavour to promote student involvement and wellbeing in all areas of student life and scholastic activity within the School of Health Studies

Article II: Definitions

For the purpose of the constitution,

- I. "HSSA" shall be taken to mean Health Studies Students' Association, which also may be colloquially referred to as "The Association" throughout
- II. "FHSSC" shall be taken to mean Faculty of Health Sciences Students' Council
- III. "USC" shall refer to the University Students' Council
- IV. The use of "Faculty" shall denote "The Faculty of Health Science" throughout, unless otherwise indicated. This may include both "Administration" and "Students"
- V. UWO shall be taken to mean "The University of Western Ontario," or "Western University," as appropriate
- VI. "Student" shall be taken to mean all students enrolled in the Faculty of Health Sciences at Western University, either full or part time, and may also bespeak any student within the University when clearly defined as such
- VII. "Associate" may be used to denote any member of the Health Sciences Student Association
- VIII. "Administration" shall indicate any member holding an administrative or teaching role within the Faculty of Health Sciences of present status

Article III: Statement of Purpose

- I. The Association shall exist for the purposes of:
 - A. Promoting a closer relationship between the Students, Faculty, and Administration
 - B. Providing a means of communication between the Students, Faculty, and Administration
 - C. Providing students with interscholastic, social, recreational, and educational opportunities for development, growth, and engagement
 - D. Maintaining an effective channel of communication with the FHSSC and the USC
- II. The Association shall not:
 - A. Hold any form of responsibility or culpability over academic outcomes of its students
 - B. Overrule, or deviate from, the authority of the Administration
 - C. Act with any partiality towards any of its students in any matters

Part II: Membership With the HSSA

Article IV: Divisions of the Association and Positions of Office

- I. There shall be two divisions of the Association, as follows:
 - A. Executive members, including one of each as following:
 1. President
 2. Vice-President, Academics
 3. Vice President, Administration
 4. Vice-President, Communications
 5. Vice-President, Events
 6. Vice-President, Finance
 7. Vice-President, Promotions
 8. Vice-President, Student Affairs
 - B. Council members, as follows:
 1. Grad Social Chair
 2. Ivey Liaison Officer
 3. USC Councillor
 4. Year Representatives, wherein there shall be one representative for each year; years I-IV. Year I shall be represented by two students
 5. Photographer
 6. Soph representative
 7. Senior Advisor
- II. All members of the HSSA shall be students of the School of Health Studies for the entirety of the duration of their term with the Association, as per Article X, Section III.B.
- III. The incumbency of all members of the HSSA shall begin on the 1st of April, and shall then terminate on the 31st of March in the following year. At the end of this term, the member will secede from the HSSA, as with this their power and burden of responsibility also to the incoming Associate
- IV. All the positions outlined in Article IV, Section I.A-B hold voting power in all matters of the Association. All voting matters must follow the regulations of Article VII, Section V
 - A. Addendum: it shall be understood that the President while abstain from casting votes in any matter, excepting those votes where a tie occurs, in which case the President may cast his or her vote.
- V. The election of each position is outlined in Article X

Article V: Duties and Burden of Responsibilities of Associates

- I. The duties, responsibilities, and nature of incumbencies of all Executive Associates are as follows:
 - A. The President shall:
 1. Preside at all meetings of the HSSA; these shall take place once a week during the academic school year. No meetings shall take place without the authority of the presence of the President at those meetings, or the Vice-President of Academics to fulfill the roles of the President in their absence
 2. Serve as an official representative of the Association in its contract within the Faculty and with other organizations for the purposes of advancing its policies and objectives.

3. Act as one of the necessary three signatories of the Association's financial accounts, and contribute to a tentative budget with the Vice-President of Finance, as well as affiliated third parties (on a case by case basis)
 4. Hold voting power only in the case of a tie, otherwise secede all voting power to the remaining Associates, as outlined in Article IV, Section IV.A and Article VII, Section V
 5. Hold meetings with the Director of the School of Health Studies, as needed, to discuss matters of the Association
 6. Act as a channel between the Association and the FHSSC in the following manners:
 - a) Attend all FHSSC meetings and act as a representative for the Association, and its student body, on the FHSSC. This responsibility also includes the role of voting on all FHSSC matters
 7. Contribute to the internal election of Vice-Presidents, as outlined in Article X, Section II.F.(1.)
 8. The President shall be elected as set forth by the FHSSC, outlined briefly in Article X, Section IV.A.-B., and Article X, Section III.C.
- B. The Vice-President of Academics shall:
1. Act as an ombudsperson for academic issues within, but do not extend beyond, the Faculty, and in doing so, act in an impartial manner, regardless of any parties involved
 2. Inform the Association, the Administration, and the Students, in a timely manner, of any academic scholarships, bursaries, grants, or opportunities of studying abroad, etc.
 3. Act as a contact for the Undergraduate Chair, the Administration, and Students regarding academic issues, as well as for institutions beyond the Faculty
 4. Organize an academic fair or career fair in conjunction with the Administration
 5. In the case of the absence of the President, preside meetings of the Association until the President is fit or able to return to presiding as per Article V, Section I.A.1. This shall not entrust any power of the President in the Vice-President of Academics' position beyond presiding over meetings; ultimate power of the position of Presidency shall remain solely with the President alone
 6. In the case of a vacant position in the Association, amalgamate the responsibilities of that position with their own, until such a time that an Associate fills the vacant position. Following Article V, Section I.I.2, this power is only recognized if there has been no one appointed to the Senior Advisor position that may fill the vacant position in an interim capacity.
 7. Attend meetings of the Curriculum and Undergraduate Affairs Committee
 8. Organize the Holistic Health Awards and ensure their distribution
- C. The Vice-President of Administration shall:
1. Conduct the meetings of the Association by keeping the meeting running smoothly, managing time, etc.
 2. Record and keep track of the attendance of all Associates at the meetings of the Association
 3. Assimilate all presentation material from all Associates into one large presentation and disseminate this presentation to all Associates within seventy-two hours of the meeting
 4. Summarize the meetings and disseminate the report to all associates within seventy-two hours of the meeting
 5. Review and revise the Constitution as needed and according to proper proceedings outlined in Article XI
 6. Plan one council bonding social in each term
 7. Attend meetings of the School of Health Studies Faculty Council

8. Prepare a list of names, email addresses, and position titles of all Associates to be submitted to the President of the FHSSC by March 31st. Any changes or updates in this list must be sent to the President as they occur
- D. The Vice-President of Communications shall:
 1. Prepare and maintain all forms and presentations of social media of the Association
 2. Prepare all media needed for the purposes of the Association
 3. Handle the email account of the Association, including:
 - a) Collecting, managing and reviewing all emails sent to the Association, particularly those sent from the Students
 - b) Sending out information to the email list
 4. Co-chair "The Apple Newsletter" along with the Vice-President of Promotions
 5. Contribute to the development of FHS Pulse along with the Vice-President of Promotions
- E. The Vice-President of Events shall:
 1. Organize a minimum of two social events per term for the Students
 2. Coordinate spending efforts of all social events and potential income from those events with the Vice-President of Finance
 3. Act as one of the necessary three signatories of the Association's financial accounts
 4. Submit any proposal for programming or events to the Executive Committee of the FHSSC
 5. Organize and put together the Guest Speaker Series
- F. The Vice-President of Finance shall:
 1. Prepare a budget with the President
 2. Act as the primary of the necessary three signatories of the Association's financial accounts
 3. Ensure that all expenditures are authorized by the Association, by way of proper budgeting and voting of all Associates outlined in Article VII, Section V
 4. Ensure that all money that comes into their possession on behalf of the Association is properly deposited in the name of the Association in the USC Accounting Department
 5. Collect the annual grant due to the Association from the Vice-President of Administration for the FHSSC
 6. Receive and pay all accounts and keep proper, accurate, and traceable records of all transactions to, from, and within these accounts
 7. Sign and issue cheque requisition form to the limit of the budget
 8. Oversee all floats and monies handled within the Association for Association related events, especially in matters outlined in Article V, Section I.E.2 and Article V, Section I.G.4
 9. Compose monthly budget updates to be presented during the last meeting of the month
 10. Write a complete summary and report of the final budget, which is to be submitted to the Associates of the following year, due on March 31st
 11. Submit a report and full accounting of the budget the the FHSSC Vice-President of Finance on October 1st at the beginning of the term and March 1st towards the end of the term
- G. The Vice-President of Promotions shall:
 1. Oversee and organize all promotion materials for the Association
 2. Coordinate promotional campaigns for all Association related events
 3. Organize, maintain and update the HSSA bulletin board on a regular basis, in conjunction with the FHSSC

4. Coordinate campaigning costs with the Vice-President of Finance for the purpose of funding those campaigns
 5. Contribute to the internal election of Vice-Presidents, as outlined in Article X, Section II.F.(1.)
 6. Co-chair "The Apple Newsletter" along with the Vice-President of Communications
 7. Contribute to the development of FHS Pulse along with the Vice President of Communications
- H. The Vice-President of Student Affairs shall:
1. Organize and run the Health Care Challenge
 2. Contribute to the internal election of Vice-Presidents, as outlined in Article X, Section II.F.(1.)
 3. Assist the FHSSC Vice-President of Student Affairs on Fall Preview Day and the March Break Open House
 4. Chair elections, as outlined in Article X, Section II.A.1.
 5. Attend meetings of the Research and Graduate Affairs Committee
- I. The Senior Advisor shall:
1. This position may be filled, at the discretion of the President. In order for a candidate to be considered for this position, they must possess at least 1 year of experience with the Association, in any capacity listed within this Constitution.
 2. This position is not mandated to be fulfilled if a highly qualified and suitable candidate is not recognized by the president.
 3. This position is made by appointment of the President, so general voting procedures shall not apply to this position. Pursuant to this, the Senior Advisor will abstain from all voting matters.
 4. Their roles are as follows:
 - a) Provide general advice and guidance to other Association members in their responsibilities and endeavours
 - b) Take up the responsibilities of any other Association member who prematurely terminates their contract with the Association, is impeached, or is otherwise removed from the Association before the completion of their duties. The Senior Advisor will immediately receive these responsibilities and retain them until such a time that a full time Associate can be appointed to the vacant condition
 - c) Participate in any disciplinary hearings or disciplinary actions if required by the President
 - d) The Senior Advisor will be mandated to assist as a co – chair on one major event per – semester
 - (1) The event(s) that is/are chosen will be decided upon by the senior advisor and sitting council of that year in the first meeting of September.
- II. The duties, responsibilities, and nature of incumbencies of all Council Member Associates are as follows:
- A. The Grad Social Chair shall:
1. Organize a social event for the graduating class
 2. Work with the Vice-President of Promotions to actively promote that social event
 3. Communicate with the Faculty regarding the logistics of the graduation reception
 4. Organize the distribution of gifts for graduating students
- B. The Liaison Officer shall:
1. Maintain communication with, and support, dual degree, minor, and exchange students, as well as students recently transferred to Health Studies
- C. The Year Representatives shall:
1. Promote and publicize Association events to students in their representative year
 2. Assist in the organization of Association activities as much as possible

3. Maintain a "Class of [Year]" Facebook group
4. The duties of Year Representatives I-IV shall:
 - a) I: Organize at least one social event for first year students, per term
 - b) II: Organize a first aid and CPR training course for the Students at a frequency of at least once a year
 - c) III: Organize a clothing sale and council clothing (if desired) once per year
 - d) IV:
 - (1) Assist the Grad Social Chair with the planning of the Faculty graduation ceremony
 - (2) Plan a social for graduating students in the first semester in conjunction with the Grad Social Chair
 - (3) Organize an Association sponsored conference
- D. The Photographer shall:
 1. Coordinate photography for all HSSA run events
 2. Control photographic media on HSSA social media sites
 3. Update and control photographic content on the HSSA website media
- E. The Soph Representative shall:
 1. Act as a liaison between the Health Science Soph Team and HSSA under the following guidelines:
 - a) Orientation Week: As to acknowledge the work of a Soph during Orientation week, the responsibilities will be for HSSA information and communication exposure to fellow Soph's and students.
 - b) Remainder of school year: Continue the contact and information exposure throughout the year to first years and Soph team
 - c) Aid in promotion and assistance of first year Health Studies events, barring Orientation Week
- F. USC Councillor shall:
 1. Act according to the Terms of Reference outlined by the USC:
 - a) Mandate: Council represents and advocates on behalf of all undergraduate students at Western University. Councilor's make up the Legislative Branch of the USC and are collectively responsible for making, amending and repealing USC policies related to Executive Officers, advocacy, and student- interests and positions.
 - b) Duties and Responsibilities:
 - (1) Be a representative of the undergraduate students of Western University and the students of your constituency.
 - (2) Be prepared for, and attend monthly USC Council meetings.
 - (3) Debate and vote on items coming to USC Council.
 - (4) Be a member of a standing committee of USC Council (Advocacy, Student Experience, and
 - (5) Governance and Finance)
 - (6) Be prepared for, and attend standing committee meetings.
 - (7) Facilitate communication between your constituency and the USC; use student feedback to
 - (8) inform your debate, and voting.
 - (9) Inform your constituents of USC activities, events, and opportunities.
 - (10) Ensure Executive members are acting in the best interests of students.
 - (11) Act as a member of the Corporation of the Western University Students' Council.
 - (12) Act at all times to maintain and embody the mission and vision of the USC.

- c) Accountability:
 - (1) In addition to the accountability outlined by the USC Terms of Reference for USC Councillors, the HSSA USC Councillor must accurately represent their constituents (HSSA / Faculty of Health Sciences.) when speaking or voting.
- III. The Constitution shall be read and understood by all Associates at the beginning of each term
- IV. All Associates shall be entrusted a key or passcode to the HSSA office space
- V. All Associates will see their term to completion, unless they are impeached or cannot duly fulfill the duties of their positions, in which case they shall move to resign their post in office (as per Article IX).
- VI. All Associates will be elected into the Associate as per Article X, except for Senior Advisor, whose appointment remains at the discretion of the President.
- VII. All Associates will understand, sign, and date the Contractual Agreement at the start of their term

Article VI: Code of Conduct

- I. Disclosure of Information and Non-Disclosure Agreements
 - A. Associates shall be at liberty to report only matters regarding:
 - 1. Policy changes
 - 2. Curriculum changes
 - 3. Information on teaching
 - 4. General academic relations
 - B. It is the right of all associates to either disclose or withhold any information of any nature set forth by Article VI, Section A.1-4. Article IV, Section A may not be used as the grounds of any complaint, protestation, or appeal of any Association rulings of those matters
 - C. At no time shall any Associate, for any reason other than those listed in Article VI, Section I.C.1, disclose or report any information containing individual students (with or without personal identifiers), marks, scholarships, admissions, withdrawals, petitions, appeals, or any matter pertaining to a student's personal life.
 - 1. Only in the case of a proper legal sanction or with proper written consent of the student in question may any of this information be released, and in this case only to third parties with the proper authority to receive the information in question.
 - 2. A breach of this personal information by any Associate shall result in severe penalties, including (though not limited to):
 - a) Immediate and peremptory termination of the incumbency of all Associates found to be at fault, either directly or indirectly
 - b) A full investigation into the nature and breadth of the infringement
 - c) Further disciplinary action set forth by the Association, Faculty and Administration, and the University if need be, the latter to be determined by the Administration at their discretion
- II. Duties Consistent Across all Association Positions
 - A. Prepare for, and attend, all meetings. If, for a proper and justifiable reason, an associate is not able to attend, they must inform the president 24 hours prior to the meeting. In the case of missed attendance, Article VII, Section VI shall be followed
 - B. Act as a liaison between the Students and the Faculty
 - C. Promote and attend the Association's activities
 - D. Read and be familiar with the Constitution as well as the rules and regulations of the Faculty and University, particularly those surrounding academic matters

- E. Prepare a year-end report outlining all activities, responsibilities, and proposals for the following year
- F. Support and promote three FHSSC events and attend at least two of those FHSSC events

Part III: Procedures, Operations, and Policies

Article VII: Association Meetings, Attendance Policies, and Voting Regulations

- I. The first meeting of the Association shall be held in March, at which point in time all incoming and outgoing Associates must be present. The outgoing Associates will orient the incoming Associates, via written information about the position and verbal communication
- II. The President shall call a meeting, at minimum, once every week throughout the school year. For each meeting, there shall be, at minimum, one week's notice of the date, time, and location of the meeting, as well as the agenda of that meeting
- III. As per Article VI, Section I.B., an Associate must provide notice of their pending absence 24 hours prior to the meeting. Otherwise, all meetings are mandatory
- IV. At the discretion of the Association, representatives of special committees and other interested groups may attend the meetings to make presentations. Furthermore, any interested Student or Administration may attend the meetings and participate in discussion, under the following two clauses:
 - A. Admittance to the meetings remains at the discretion of the Association, and the Association reserves the right to deny anyone access to the meetings
 - B. In the event that issues of a sensitive or confidential nature are to be discussed, the Association may declare part or all of the meeting closed, until such a time that all guests depart and proper confidentiality is restored
- V. A quorum shall consist of two-thirds of the Associates present, and to pass a motion there must be a 50%-plus-one voting approval. Positions of voting power are set forth in Article IV, Section IV(.A).
- VI. Failure to attend three meetings each month without adequate notice will result in a meeting with the President to discuss their continuing position on the Association. From there, if the problem of absences persists, the President shall move to impeach, as outlined in Article VII, Section II.E-H

Article VIII: Impeachment of an Associate

- I. Any Associate may be removed from the position they hold by a vote, outlined in Article VII, Section V, if the Associate is found to be delinquent in fulfilling their duties as outlined in the Constitution, especially that of Article VII, Section VI
- II. All impeachments must follow a due process, as follows:
 - A. All complaints about fellow Associates are brought to the President. If the matter at hand is regarding attendance infractions, no complaint need be brought forward
 - B. The Associate will be informed of the complaint against them in a private meeting with the President.
 - C. If the problem is of severe nature, or is persistent in character, the President will determine whether or not to move forward with impeachment
 - D. Should the President decide to pursue impeachment, they shall, at the next meeting, present their case to the rest of the Associates
 - E. Upon presenting the proposal for impeachment, the Associate in question will have a chance to present their case to the Associates

- F. At the proceeding meeting, all Associates, except for the President and the Associate in question, will vote on the matter of impeachment. A quorum must be present, as per Article VII, Section V, for the vote to be official and final in nature.
- G. If the impeachment is approved via voting, the Associate is removed from office effective immediately after the voting, and the Vice-President of Academics shall assume the role of the vacant position until such a time as a suitable replacement can be found, or indefinitely, similar to Article X, Section I.F.
- III. All voting of impeachment shall be done in an anonymous manner.
- IV. The result of any vote is final and may not be appealed. This is not to say that an individual Associate cannot be put to an impeachment vote more than once, so long as there is just cause for a repeat impeachment process.
- V. All Associates who are put to an impeachment vote shall have the right to defend themselves, either verbally in meeting or via a written letter prior to voting, but all defence must be made before 24 hours of the next meeting. Otherwise defence is forfeited and voting will proceed at the following meeting.

Article IX: Resignation of an Associate Prior to Term Completion

- I. If an Associate, other than the President, wishes to resign before the presupposed incumbency outlines, a written letter with proper reasons of departure must be submitted to the President. The Associate will retain their position for another two weeks from the time and date of submitting the letter to the President before they may fully and conclusively resign from their position
- II. If the President wishes to resign, they must inform the Executive Committee of the FHSSC as well as the Vice-President of Student Affairs prior to informing the rest of the Association. In this case, the Association will nominate and vote on who will assume the role of the President until the next election
- III. Except in the case of the President departing, it is up to the discretion of the Association to decide whether or not a bi-election will be held to fill the position. If the position remains unfilled, the Vice-President of Academics shall carry out the duties of the role.
- IV. All property, information, and otherwise, belonging to the Association, must be surrendered to the Association no later than the date of the official resignation

Article X: Election Policies and Procedures

- I. General Policies:
 - A. The election for the President will follow the regulations set forth in the FHSSC Constitution
 - B. The USC Councillor shall be appointed by the regulations set forth by the FHSSC
 - C. Year representative elections shall follow the regulations of:
 - 1. Year representatives II, III, IV will be conducted during the spring election time period by the Current President, incoming President, and Vice – President of Student Affairs.
 - 2. The First Year Representatives must be elected by the first week of October each year
 - D. All Students of the Faculty are eligible to vote in both spring and fall elections. However, no student shall have any voting power for year representatives outside of their respective year

- E. Elections for the Executive Associates shall be conducted by the current President, the Vice-President of Student Affairs, and the Vice-President of Promotions
 - F. Elections for the Council members barring the Soph Representative shall be conducted by the current President, the incoming President, and Vice-President of Student Affairs
 - G. The Soph Representative shall be elected by the Head Soph, President of HSSA, and an additional council VP at the discretion of the president in an interview fashion, as well as the Senior Advisor if the position is filled that year, whose appointment remains at the discretion of the President.
 - H. If it is the case that an Association position is not filled by the official start of the Association term, the Vice-President of Academics shall amalgamate the responsibilities of this vacant role with their own, until such a time as a suitable replacement can be found
- II. Procedures:
- A. Administration:
 - 1. It will be the duty of the Vice-President of Student Affairs to chair the operations of elections. If there is a conflict of interest, the President shall assume the responsibility of this role
 - 2. The responsibilities include:
 - a) Publicizing the call for nominations along with the Vice-President of Promotions and Year Representatives
 - b) Announce the official results of voting
 - c) Administrate the timing of speeches and balloting
 - d) Contact the USC to arrange for candidates to be added to the online voting ballot
 - B. Chronology:
 - 1. The campaigning periods are as follows:
 - a) For the President; the campaigning period will align with that of the USC
 - b) For the First Year Representatives, positions will be finalized by the October deadline set forth by the FHSSC
 - C. If there is only one applicant has submitted a nomination form on time, an interview shall be conducted to assess the qualifications of the candidacy in that role. It is the discretion of the interview committee to deem best fit for the position under the following guidelines:
 - a) If there is a candidate who applied for another role who was unsuccessful but is a better fit for the acclaimed position, the alternate candidate may be appointed to that role, over the acclaimed candidate in such an instance as the candidate applying for the acclaimed role is deemed by all parties present in the interview as unfit for the position, and it is in the council's best interest to consider another candidate who applied for an alternate position.
 - D. Students shall vote for the President as a part of the online USC election voting period
 - E. In the event of a tie in the voting, or the results are within a 5% margin of each other; the outgoing President shall determine the proper actions to be taken, either:
 - 1. A revote
 - 2. Another fair method of determining the outcome, sanctioned by the Association
 - F. All appointments for Vice-Presidents shall be carried out internally and selected by the outgoing President, the Incoming President, the Vice-President of Student Affairs, and the Vice-President of Promotions, along with the outgoing incumbent of that position.
 - 1. Addendum: if the outgoing incumbent intends to return to their position (or any other), they may not sit in on interviews for those positions. This shall be consistent with Article X, Section I.D.-E.
 - G. The Vice-President of Student Affairs and the Vice President of Promotions shall be responsible for counting votes and announce winners in a timely manner

III. Candidate Eligibility:

- A. The requirements of eligibility are set forth in the FHSSC Constitution
- B. In order to be eligible, candidates must be currently enrolled in the Faculty, and be a full time student within the Faculty for the duration of their potential term
 - 1. An exemption of this rule shall be made for the Ivey Liaison Officer.
- C. All candidates applying for the position of the President must have, at minimum, one year of experience with the Association, USC or FHSSC
- D. Individuals running for a voting position on the FHSSC cannot serve as a voting member on any of the HSSA, KSC, or NSC

IV. Nominations for Presidency:

- A. Nominations for the Association's President shall be completed through the completion of a nomination form, bearing the signature of 5 students in the Bachelor of Health Sciences Program
- B. Only nominations completed accurately and submitted on time will be considered effective

V. Ballots:

- A. There shall be a separate ballot for each position available
- B. The names of the candidates shall be listed in alphabetical order, by last name
- C. Only legal names of the candidates are allowed to appear on the ballot

Article XI: Amendments to the Constitution

- I. This Constitution must be reviewed by each outgoing Association before the election of the incoming Association.
- II. Amendments may be made with a proper quorum voting of Associates at scheduled meetings
- III. No alterations or revisions shall be made to this document in any manner other than a proper voting (Article X, Section II)
- IV. It shall be the responsibility of the Vice-President of Administration to prepare a new Constitution with any amendments to be made to be put to a voting.