

Community Health Students' Association

Constitution

Interdisciplinary Health Program and Family Social Sciences

Rady Faculty of Health Sciences

University of Manitoba

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ARTICLE 1 – GENERAL

1.1 NAME

The name of the student association is Community Health Students' Association, also known as CHSA.

1.2 PURPOSE

CHSA exists to bring together students in the Interdisciplinary Health Program and the Family Social Sciences Program, to represent the students to the Faculty, Departments, and UMSU; to organize regular social events for the students; and to provide administrative assistance for basic student activities.

1.3 MEMBERSHIP

Membership is open to any undergraduate student in the Interdisciplinary Health Program (Health Sciences or Health Studies) or Family Social Sciences program at the University of Manitoba.

Executive Membership for the association lasts for a full academic year, June to April.

General Memberships for the association lasts for a full academic year, September to August.

1.4 COMPLIANCE WITH UMSU

CHSA will follow all bylaws, policies, and procedures of the University of Manitoba Students' Union (UMSU) especially those found in the UMSU Student Clubs Policies and Procedures document.

ARTICLE 2 – COUNCIL COMPOSITION

2.1 EXECUTIVE COUNCIL

The CHSA council will be comprised of the following voting members:

- i. President
- ii. Vice President
- iii. Treasurer
- iv. Senator
- v. Secretary
- vi. Communications Chair
- vii. Social Events Chair
- viii. UMSU Representative
- ix. Health Sciences Representative
- x. Health Studies Representative

2.2 GENERAL COUNCIL

The CHSA council will also consist of the following appointed non-voting member volunteers:

- i. Social Events Committee
 - a. This committee must consist of a minimum of 4 members
 - b. This committee is chaired by the Social Events Chair
- ii. Graduation Committee
 - a. This committee must consist of a minimum of 4 members
- iii. Communications Committee
 - a. This committee must consist of a minimum of 2 members
 - b. This committee is chaired by the Communications Chair
- iv. Community Representatives
 - a. Indigenous Students' Representative
 - b. International Students' Representative
 - c. Accessibility Representative
 - d. LGBTTQ+ Representative
 - e. Women's Representative

ARTICLE 3 – EXECUTIVE OFFICER DUTIES

- i. President
 - a. Assist secretary in preparing agendas for all council meetings
 - b. Chairs all council meetings
 - c. Attends UMSU Board of Senior Sticks meetings
 - d. Acts as signing authority for CHSA
 - e. Sits on any other council needed by the faculty
 - f. Acts as spokesperson for CHSA to the public
 - g. Be the contact person for CHSA
 - h. Maintain frequent contact with faculty staff and students
 - i. Help plan and organize faculty events
- ii. Vice President
 - a. Assist secretary in preparing agendas for all council meetings
 - b. Chairs all council meetings
 - c. In the event of the removal or resignation of the President, the Vice President shall assume the responsibilities of the President
 - d. Collects reports from all committees
 - e. Assist President when the President is unable to perform their duties
 - f. Help plan and organize faculty events
- iii. Treasurer
 - a. Looks after finances
 - b. Monitor budgets for events

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- c. Act as a signing authority for CHSA
 - d. Maintain adequate financial records of CHSA
 - e. Prepare and submit an annual budget for CHSA
- iv. Senator
 - a. Responsible for attending University of Manitoba Senate meetings
 - b. Acts as the liaison between CHSA and the Senate
- v. Secretary
 - a. Takes minutes of all Executive Council and Committee meetings and distributes those minutes to all council members within 24 hours
 - b. Keep official copies of minutes for future records
 - c. Distribute agenda to members with previous minutes attached prior to the meeting
 - d. Assist President in creating meeting minutes
 - e. Create and maintain council contact list
- vi. Communications Chair
 - a. Provide and implement social media use guidelines
 - b. Keep record of social media accounts and passwords
 - c. Schedule posts on social media
 - d. Maintain presence on Instagram and Facebook
 - e. Frequently monitor CHSA email account and direct inquiries to the appropriate contact
- vii. Social Events Chair
 - a. Promote, plan, and organize all social functions for the association
 - b. Act as liaison between Social Events Committee and the Executive Committee
 - c. Chair all Social Events Meetings, to be held minimum once a month
 - d. Oversee committees work on all events
 - e. Delegate tasks to committee
- viii. UMSU Representative
 - a. Responsible for attending and taking notes at UMSU meetings bi-weekly
 - b. Acts as the liaison between CHSA and UMSU
- ix. Health Sciences Representative
 - a. Act as the student representative on the Undergraduate Committee
 - b. Act as the student representative on the Department Council
 - c. Attend any other meetings as per required
- x. Health Studies Representative
 - a. Act as the student representative on the Undergraduate Committee
 - b. Act as the student representative on the Department Council
 - c. Attend any other meetings as per required

ARTICLE 4 – VOLUNTEER COMMITTEE DUTIES

- i. Social Events Committee

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- a. This committee must consist of a minimum of 4 members
- b. Respond promptly to Social Events Chairs delegations
- c. Organize a minimum of 1 social event per month throughout the year
- d. Advertise for events
- e. Organize a minimum of 1 CHSA team building event per semester for all CHSA members
- f. Organize fundraisers
- ii. Graduation Committee
 - a. This committee must consist of a minimum of 4 members
 - b. Organize and schedule all events pertaining to graduation
 - i. Work alongside treasurer to seek funding for graduation
 - ii. Fundraising if required
 - iii. Location & catering bookings
 - iv. Advertising
 - v. Ticket sales
 - vi. Obtaining any permits or licenses required
 - vii. General organization
 - c. Organize and schedule graduation photos
- iii. Communications Committee
 - a. Respond promptly to Communication Chairs delegations
 - b. Assist Communications Chair in all duties
- iv. Community Representatives
 - a. Indigenous Students' Representative
 - b. International Students' Representative
 - c. Accessibility Representative
 - d. LGBTTQ+ Representative
 - e. Women's Representative

Responsibilities of all community representatives are:

- i. Attend community assembly meetings monthly
- ii. Ensure inclusivity throughout CHSA

Aside from the duties outlined in Articles 3 and 4, all CHSA members are expected to attend a minimum of 80% of events in order to maintain good standing in CHSA. Members who fail to uphold these expectations will be contacted by the President and Vice President up to three times to address the situation. If non-compliance continues, the member may be subject to removal (see Article 7). This excludes members who have been excused by the Executive Committee.

ARTICLE 5 – ELECTIONS AND RECRUITMENT

5.1 CHSA EXECUTIVE ELECTIONS

- i. All CHSA Executive elections for the upcoming year will occur no later than March 31st on an annual basis
- ii. Prior to the election, the Executives shall appoint a Chief Returning Officer (CRO) to oversee the elections; the CRO should be a graduating Chair or CHSA Executive member, and cannot be a person who is running in the election
 - a. CHSA members interested in being the CRO can express interest at a meeting
 - b. If more than one member is interested in being the CRO, a silent vote will take place to decide
- iii. CRO duties include
 - a. Oversee voting process
 - b. Be in contact with UMSU in all regards to the election
 - c. Publicize the election to student body
 - d. Submit information on all interested candidates to UMSU
 - e. Hear and decide on any appeals or complaints related to the elections
 - i. CRO will never vote in the election
 - f. Announce the results of the elections and inform UMSU of who next year's Executive Officers will be

5.2 CHSA GENERAL COUNCIL RECRUITMENT

- i. Executive committee will begin recruitment the first or second week in September through email, social media, and advertising in classes
- ii. Individuals interested can state a particular volunteer committee of interest
- iii. Executive committee can reallocate if required

ARTICLE 6 – RESIGNATION AND VACANCIES

- i. Any resignation or removal from office of a member of CHSA shall be submitted in writing to the President and Vice President
- ii. In the event of the resignation of the President, the Vice President shall assume the role. The remaining CHSA Executive will appoint a new Vice President
- iii. If an Elected Executive resigns, the remaining Executive Council shall call a by-election for the position
 - a. CHSA Executive Council shall report to the CHSA General Council of the new elected councillor
- iv. If a General Council member resigns, CHSA Executive Council shall vote to appoint a new individual for that position

ARTICLE 7 – SUSPENSION AND REMOVAL

- i. Removal of President or Vice President
 - a. A written request can be brought to the remaining Executive Officers if the President or Vice President has failed to perform their duties, outlined in **Article 3**
 - b. A three quarters vote of all CHSA members is required to pass a motion for the removal of the President or Vice President
 - c. Successful removal of the President will result in the Vice President filling their position and a by-election for the Vice President position

- ii. Removal of CHSA Executive Council Members
 - a. A written request can be brought to the remaining Executive Officers if any Executive Councillors have failed to perform their duties, outlined in **Article 3**
 - b. A two thirds vote of all CHSA members is required to pass a motion for the removal of any Executive Council Member
 - c. Successful removal of an Executive Councillor will result in a by-election for the position removed
- iii. Removal of CHSA General Members
 - a. CHSA Executive Council may submit a formal written request to remove a General Member, including Committee members and Community Representatives if the member has failed to perform their duties
 - b. A two thirds vote of all CHSA members is required to pass a motion for the removal of any General Council Member
 - c. Recruitment for replacement of the position removed will occur

ARTICLE 8 – TRANSITION OF THE EXECUTIVE

- i. During the period from the end of the second week of April until the first day of May, when the new Executive team will assume office, it is the responsibility of the departing Executives to orient the newly elected Executive Officers to their jobs. This includes teaching the incoming Executives about UMSU policies and procedures, transitioning records and materials (including office, locker combinations, all passwords to all student association social media accounts, and the club's bank account), and preparing the new Executives to be effective in their roles for the next year's work
- ii. It is the responsibility of the departing President to ensure that all student requirements to UMSU, including submission of a complete Executive Transition Form* and the removal of all student club records and materials from the office and locker, have been fulfilled before the incoming Executives assume office
- iii. It is the responsibility of the departing President and Treasurer to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and Treasurer must arrange with the respective incoming Executives for the transition of the bank account into the incoming President and Treasurer's names. These tasks are to be completed and their credentials delivered to the new Executives no later than the last day of May
- iv. It is the responsibility of the incoming Executives to assume custody of all student association records and material and accountability for all financial activities of CHSA and for all club requirements to UMSU commencing with the first day of May

* Ever year following your associations elections an Executive Transition Form must be submitted to UMSU to maintain recognized association status.

ARTICLE 9 – MEETINGS

- i. The following are meetings required throughout the year:
 - a. Changeover meeting (see more in **Article 8**)
 - b. Executive meetings: monthly meetings to ensure all executive councillors are up to date on all things occurring in CHSA
 - c. Committee chairs must hold committee meetings as they see fit

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- i. Social Events committee should be meeting at least monthly to discuss that months event and to appoint committee members to their duties throughout the year
- ii. President, Vice President or Committee Chairs may call a meeting at any time. Members who cannot attend a meeting, are required to send their regrets to the Chair of the meeting
 - a. Notice of meetings must be given two weeks prior to the meeting

ARTICLE 10 – CONSTITUTION AMENDMENTS

- i. Any amendments to this constitution must be approved by a formal vote of the entire student association membership at a publicized meeting of the club
- ii. The proposed changes must be made available to all members of the club at least two weeks before the meeting, and require the support of at least two-thirds of the members present and voting at the meeting
- iii. A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting via the UMSU email
- iv. If there is a proposed amendment to the constitution, it must be delivered to the President and Vice President in writing. The Executive Council will then discuss such proposals at the next council meeting
- v. A copy of the amended constitution must be submitted to UMSU within two weeks of the meeting
- vi. At least once every year, the constitution must be reviewed at a General Council meeting. This can occur at any meeting throughout the year and should ensure the constitution is up to date and no amendments are to be made