

Constitution, Bylaws, and Policies

September 2014

Health Sciences Undergraduate Student Union

ABSTRACT

Proposed constitution and by-laws for the future faculty student union for the Faculty of Health Science.

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Constitution

The organization shall be known as the Health Sciences Undergraduate Student Union.

The purposes of the Faculty Student Union shall be:

1. To promote and represent the interests of undergraduate students in the Faculty of Health Sciences.
2. To advocate for undergraduate student issues at the faculty and university level.
3. To undertake projects that reflect the objectives and interests of its members.
4. To act as a liaison with the Simon Fraser Student Society, other student unions, clubs, the Faculty, and other University organizations.
5. To offer resources and organize activities of educational, social, recreational, and professional value for the membership
6. To act in a manner consistent with the constitution and bylaws of the Simon Fraser Student Society.

Bylaws

Bylaw 1 – Interpretation

1. “Active” is defined as an individual’s status as either a Health Science major or minor in the Faculty of Health Science
2. “Board” shall refer to the Board of Director of HSUSU.
3. “HSUSU” shall refer to the Health Sciences Undergraduate Student Union.
4. “Regulations” shall refer to the constitution, bylaws, and policies of HSUSU.
5. “Society” shall refer to the Simon Fraser Student Society.
6. “University” shall refer to Simon Fraser University.

Bylaw 2 – Membership

1. All members of the Faculty of Health Sciences, as defined by the University, and as indicated on a University transcript are members of HSUSU.
2. Membership shall cease when:
 - a. a member fails to register for undergraduate courses at the University for two consecutive registrations, or
 - b. the transcript of a member no longer indicates membership in the faculty of health sciences.

Bylaw 3 – The Powers and Obligations of Members

1. The powers, duties, and obligations of the members of HSUSU shall be as provided in the constitution, bylaws, and policies of HSUSU, which are themselves subject to the constitution, bylaws, and policies of the Society.

Bylaw 4 – Board of Directors

Composition

1. The Executive board shall consist of the following:
 - a. President,
 - b. Vice President Finance,
 - c. Vice President Internal Relations,
 - d. Vice President External Relations
 - e. Vice President Student Life
 - f. Vice President Marketing
 - g. Creative Director
 - h. Undergraduate Committee Studies Representative – Arts,
 - i. Undergraduate Committee Studies Representative – Science,

Powers and Obligations

2. The Board shall:
 - a. attend all annual and special general meetings
 - b. attend all executive meetings unless there are extenuating circumstances, if so, the President must be notified of the circumstances 48 hours before the meeting
 - c. ensure that the HSUSU constitution and regulations are respected
 - d. represent the HSUSU membership in a positive and professional manner
 - e. advocate for the consolidated interests of all departmental student unions where those named departments of programs are part of the Faculty of Health Science
 - f. liaise with:
 - i. Women's Centre
 - ii. Out on Campus
 - iii. Student Health Advisory Committee, and
 - iv. Aids Awareness Network
 - g. have mandatory office hours each semester (hours determined by the board).
3. The President shall:
 - a. chair all meetings, and coordinate activities of the HSUSU,
 - b. ensure that the requirements of the Constitution and the decisions of the HSUSU are carried out,
 - c. represent the HSUSU to the Department in general, or to any Departmental Committee where a representative has not been elected, or cannot attend,
 - d. act as SFSS council representative and shall,
 - i. attend all council meetings unless extenuating circumstances prevent this. In this case, another board member can take the President's place to attend a meeting. This would be determined with a 2/3 vote or assigned by the

- President if a vote is not possible before the next council meeting,
 - ii. follow all Simon Fraser Student Society requirements for a Student Union Forum Representative,
 - iii. act to further the best interests of HSUSU as directed by the membership, within the Simon Fraser Student Society Forum,
 - iv. report on the activities of the Simon Fraser Student Society Forum at general meetings
 - e. create, send out and review meeting agendas before every meeting.
 - f. make an immediate and urgent decision if one needs to be made. The chairperson shall have the authority to make that decision (all decisions shall be made in the best interest of the union and all other executives must be informed),
 - g. re-evaluate the board membership of a board member if they are not consistent with their duties over an appropriate time period (decided by the board) and/or are not notified of circumstances where obligations may not be fulfilled,
 - h. act as the signing authority for the HSUSU trust fund
 - i. be in charge of the HSUSU paypal account with the Vice President Finance
- 4. The Vice President Finance shall:
 - a. maintain all financial records of the HSUSU, including an accounting of all funds received and spent,
 - b. prepare semester budgets and financial proposals for special projects and events,
 - c. create the content for the sponsorship package for major events,
 - d. make regular reports to the membership,
 - e. liaise between the HSUSU and funding sources,
 - f. ensure the reimbursement of all money spent,
 - g. be in charge of the HSUSU paypal account with the President and maintain transparency with the board members with withdrawals and deposits
- 5. The Vice President Internal Relations shall:
 - a. take down meeting minutes and upload them onto the HSUSU website, send them to SFSS and add them in the bi-weekly newsletter,
 - b. maintain and upkeep the Health Science Undergraduate Student Lounge ,
 - c. actively work with the marketing coordinator and with the liaisons to find and advertise student engagement opportunities,
 - d. update the HSUSU mailing list,
 - e. be responsible for all room and space bookings within the faculty and with SFSS, and

- f. work with the President on any and all content used for the purposes of training members
6. The Undergraduate Studies Committee Representative – Arts shall:
 - a. attend all Undergraduate Studies Committee meetings,
 - b. act as liaison to the peer mentorship program,
 - c. update the board on the activities and opportunities from the peer mentorship program,
 - d. report back to the HSUSU board of any updates through the faculty meetings, and
 - e. actively engage with fellow health sciences – arts students on the health sciences online forum
 7. The Undergraduate Studies Committee Representative – Science shall:
 - a. attend all Undergraduate Studies Committee meetings,
 - b. report back to the HSUSU board of any updates through the faculty meetings,
 - c. act as liaison to the aids awareness network,
 - d. update the board on the activities and opportunities from the aids awareness network, and
 - e. actively engage with fellow health sciences – science students on the health sciences online forum
 8. The Vice President Student Life shall,
 - a. organize and execute academic and social events which are valuable to the membership,
 - b. set up necessary needs for an event to be carried out,
 - c. create event itineraries and maintain organized records of events,
 - d. produce post-event report, giving a debrief on the outline of the event
 - e. chair the Events Committee, and shall
 - i. support and facilitate all activities of the Events Committee
 - ii. initiate call out for committee members
 - iii. be held accountable for the activities of the committee members to the Board
 9. The Vice President Marketing shall,
 - a. work with the SFSS copy centre to print materials,
 - b. photograph and videograph all events,
 - c. work with the Creative Director for promotional materials,
 - d. create facebook event pages and actively engage with members,
 - e. actively make posts onto the website, the HSUSU facebook page, any other HSUSU affiliated facebook pages, twitter, and social media
 - f. maintain and update the website, facebook pages, twitter, instagram, and any other social media accounts on a regular basis, and
 - g. actively poster around campus to market HSUSU events
 10. The Creative Director shall,

- a. create order forms for HSUSU merchandise, take orders for and order HSUSU merchandise,
 - b. design tickets, HSUSU merchandise, and all other promotional materials,
 - c. edit photos wherever appropriate and upload onto the website and social media outlets,
 - d. create and print business cards,
 - e. create HSUSU videos compiled from various events, and
 - f. be in charge of the brand image of HSUSU
11. The Vice President External Relations shall,
- a. create emails to be sent to the advisor for large scale HSUSU events,
 - b. contact organizations for monetary, in-kind, and product sponsorship,
 - c. contact organizations on and off campus for collaborations,
 - d. actively identify various opportunities outside SFU for HSUSU members,
 - e. work with the President to contact and maintain relations with HSUSU and health science alumni,
 - f. keep up to date contact information of HSUSU alumni, and
 - g. keep records of organizations for sponsorships and collaborations
12. The signing authorities for the external bank account for the Health Sciences Undergraduate Student Union shall be:
- 1. The President of the Health Sciences Undergraduate Student Union
 - 2. The Vice President of Finance of the Health Sciences Undergraduate Student Union
 - 3. And the Simon Fraser Student Society Organiser

Removal of Members of the Board of Directors

13. Where a member of the Board is derelict fulfilling his/her/zir duties, as outlined in these by-laws and regulations, they may be removed from their position by:
- a. making a motion to the effect of removing said member and motivating for said motion,
 - b. providing notice in writing at least one week in advance, or by
 - c. achieving a two-thirds ($\frac{2}{3}$) majority consensus of the voting members present and voting at a general meeting.

Bylaw 5 – Elections

1. Only active members who are declared Health Science majors or minors in the faculty may be nominated.
2. Members elected to the Board shall hold office for one year (from May until April 30 of the following year).
3. Elections shall take place in April.
4. Nomination period shall be no less than two weeks, and shall remain open until 96 hours before the meeting for voting.
5. Voting shall be by secret ballot, with the person receiving a majority vote being elected.
6. Should a person holding a yearly position be unable to perform their duties for a period exceeding a month, they may request leave and an interim replacement may be elected by a two-thirds majority vote at a quorate meeting.
7. In the event that any of the yearly positions remain or become unfilled, an election for this position shall take place at the next scheduled general meeting and notice of the election will be included with notice of the meeting.
8. No proxy voting shall be allowed.

Bylaw 6 – Amendments

1. Amendments to this constitution shall be allowed if passed by a two-thirds (2/3) majority of members present and voting at a quorate general meeting.
2. The general nature of the proposed amendment must be clearly stated in the notice of meeting preceding that general meeting.
3. Such amendment shall not be effective unless ratified by the SFSS Student Union Organizer.
4. An amendment history and brief summary should be appended to the Constitution as appropriate.

Bylaw 7 – Dissolution

1. In the event that HSUSU becomes inactive, all assets of the HSUSU become the property of the Simon Fraser Student Society.
2. If, during this period, a new Health Science Undergraduate Student Union is formed to represent the interests of undergraduate students in the Faculty of Health Science or if HSUSU becomes active, the trust shall be dissolved and all assets shall become the property of the new HSUSU.
3. After two years, if the trust has not been dissolved, the Simon Fraser Student Society may dispose of the assets as it sees fit.
4. For the purpose of this Article, the Society shall have become inactive if, for two consecutive semesters, the membership does not hold the minimum number of quorate general meetings.

Policies

Article X – Meetings

1. There shall be at least four general meetings in any given semester, the first of which shall occur within the first three weeks of classes and the last occurring within the final two weeks of classes.
2. General meetings shall be called by the Chair, or any other executive should the Chair be unable or unwilling. If an executive is unable or willing to call a general meeting at the request of the membership, any member may do so providing that proper notice is given.
3. Notice of general meetings shall be distributed electronically to the membership (via hsusu-list@sfu.ca) and the SFSS Student Union Organizer at least five working days in advance.
4. Notice of general meetings must contain the following information:
 - a. The time and place of the meeting
 - b. The main points of business of the meeting
 - c. A listing of any constitutional amendments to be adopted, elections to be conducted or funding allotments to be approved.
5. Quorum during the Fall and Spring semesters shall be set at six executive members of the Union.
6. Quorum during the summer semester shall be set at four executive members of the Union.
7. The secretary shall keep a list of attendance to be included in the minutes.

Article X – Decision-Making and Voting Procedures

1. Each member of HSUSU is entitled to one vote per motion at any meeting at which they are present.
2. The approval of motions shall be determined by a simple majority of members present and voting, except where a larger majority is called for by this constitution.
3. By default, voting shall be by show of hands. However, any member in attendance may object to a show of hands and voting will proceed by secret ballot.
4. No proxy voting is permitted.