

University of Ottawa

School of Epidemiology & Public Health Graduate Students Association

# Constitution

## Article I Name

The name of this organization shall be: The School of Epidemiology & Public Health Graduate Student Association of the University of Ottawa (SEPHGSA), hereinafter referred to as “the association” or “SEPHGSA.”

## Article II Objectives

1. To provide a medium for the exchange of ideas of an academic and social nature between graduate students and the greater University of Ottawa community;
2. To establish a basis for the organization of academic, social, and sporting activities;
3. To discuss problems common to graduate students in the School of Epidemiology & Public Health, and to assist in carrying these problems to the appropriate agency, when necessary, on or off campus;
4. To promote and defend the rights, welfare and interests of members of the association and provide a central body which may represent graduate students within the greater University of Ottawa community; and
5. To act as a representative of the graduate students in the School of Epidemiology & Public Health on the University of Ottawa Graduate Student Association (GSAED).

## Article III Definitions

Whenever used here and hereinafter, the following acronyms shall apply unless stated otherwise:

1. uOttawa shall mean the University of Ottawa;
2. Members shall mean active members of the SEPHGSA;
3. Council shall mean the Executive Council of the SEPHGSA;

4. SEPH shall mean the School of Epidemiology & Public Health;
5. GSEAD shall mean the Graduate Students Association of the University of Ottawa; and
6. FoM shall mean the Faculty of Medicine of the University of Ottawa.

## Article IV Membership

Full Members shall consist of all students currently enrolled in degree programs offered by the School of Epidemiology & Public Health at the University of Ottawa.

## Article V Council Members

The affairs of the association shall be carried out by members of the SEPHGSA council comprised of:

### Executive Members

#### 1. President

- a. To oversee activities of council and act as main liaison contact with the School of Epidemiology & Public Health and the Faculty of Medicine;
- b. To organize and chair meetings of the General Assembly or Executive Council;
- c. Coordinate activities and carry out policies as stipulated by the SEPHGSA Constitution;
- d. With the Vice-President, Financial Affairs, conduct financial transactions as signing officer for the SEPHGSA; and
- e. To represent the SEPHGSA at the SEPH assembly;
- f. To represent the SEHPGSA at GSAED.

#### 2. Vice President

- a. To act as a right hand to the president, fills in when the president is unavailable;
- b. To act as a link between students and department for grievances;
- c. To represent the SEPHGSA at the Faculty of Medicine Faculty Council;
- d. To represent the SEPHGSA at the Faculty of Medicine Graduate Studies Council; and
- e. To ensure smooth communication between the SEPHGSA and other graduate student associations in the Faculty of Medicine; including attending meetings and coordination sessions.

#### 3. Vice-President, Academic Affairs

- a. To organize academic workshops for graduate students;
- b. To work with the SEPH Graduate Studies Chair to organize Research Day each year;
- c. To oversee the organization of Career Day; each academic year;
- d. To represent the SEPHGSA on the School's Graduate Studies Committee; and
- e. To represent the SEPHGSA on the School's Program Development Committee.

#### **4. Vice-President, Wellness**

- a. To plan events, activities and workshops that promote student wellness;
- b. To represent SEPHGSA on the department Student Wellness committee;
- c. To oversee welcoming activities in September in conjunction with vice president; and
- d. To advocate for equitable access to support services for graduate students.

#### **5. Vice-President, Financial Affairs**

- a. Receive custody of all SEPHGSA funds (mainly cheques from GSAED and proceeds from social events) to deposit in the SEPHGSA bank account;
- b. Act as the chief signing officer for SEPHGSA transactions (e.g. bank deposits, reimbursement cheques);
- c. Manage the annual budget, allocate funds for academic/social events, monitor expenditures to ensure that the account is in good standing; and
- d. Assume responsibility of the cash box.

#### **6. Vice-President, Administrative Affairs**

- a. To book rooms for SEPHGSA Meetings and ensure notice is made regarding meeting times and locations to all SEPH students.
- b. To take minutes at executive meetings and distribute them to other members of council. Maintain an archive of the previous minutes and other relevant documents;
- c. Coordinate communication with students through whatever means deemed appropriate: communicate to SEPH students news and planned events from the graduate association, department, faculty, and university; and
- d. To continuously update and maintain the SEPHGSA website.

### **Officers**

Up to two (2) representative officers from each of the degree programs offered in the School of Epidemiology & Public Health may be appointed by their members to represent the interest of students in their programs.

### **Non-Voting Representatives**

In addition, there shall be room for non-voting representatives from various interest groups to attend and participate in council meetings. The main role of these representatives would be to communicate any regional or group-specific activities and/or problems to the council.

## **Article VI Finance**

- 1.** Assets of the SEPHGSA are comprised of account balances, purchases made under the SEPHGSA name, and donations given to the SEPHGSA.
- 2.** The total annual SEPHGSA budget, and all proposed amendments to such shall be approved by a simple majority vote at a council meeting. The budget, and proposed amendment(s) to such, are to

be distributed to council at least on week prior to the council meeting at which the budget or proposed amendment(s) is (are) to be voted on. Should there be no quorum at the council meeting, the president may reschedule the council meeting as appropriate.

3. The total budget of the SEPHGSA shall be composed of the annual fees collected from the membership and distributed to the SEPHGSA by the GSAED during that year, the remaining account balance of the previous fiscal year, and any donations or fundraising made during that year over which the SEPHGSA has complete control.
4. All monies of the SEPHGSA shall be deposited in the bank account of the SEPHGSA except for no more than \$100.00 which may be kept by the VP, Finance for petty cash.
5. The VP, Finance and President shall be the signing officers of the SEPHGSA. The signatures of the VP, Finance or President are necessary for the issuance of all cheques by the SEPHGSA.
6. The financial year beginning shall coincide with the beginning of the new term of office of council.

## Article VII Meetings

1. The council shall meet once monthly throughout the entire calendar year. Active members not part of the council are welcome to attend council meetings. Attendance by non-students (for example faculty members and staff) should be discussed by council in advance.
2. Council may call general meetings of the SEPHGSA active membership by means of a motion passed by a simple majority vote. If there is a tie, there shall be a meeting.
3. General meetings of the SEPHGSA may be called by a petition of 10% of the active membership. The council will be bound by motions passed in a general meeting.
4. **Notice**
  - a. Council meetings shall be decided upon by the majority of council members. Date, time, and location of next council shall be decided upon at each council meeting.
  - b. There shall be at least 14 days notice for any general meeting of the SEPHGSA.
  - c. There shall be at least 21 days notice for a referendum of the SEPHGSA.
5. **Quorum**
  - a. The quorum for council meetings shall be a minimum of three people. If there are fewer than three people, quorum shall be 100% of filled council seats.
  - b. The quorum of general meetings shall be 20 members.
  - c. Unless stated otherwise, there is no quorum for a referendum.

## Article VIII Annual General Meeting

During the spring, the council shall call or an annual general meeting (AGM) of active members in the School of Epidemiology & Public Health Graduate Student Association for the purpose of electing council members. Candidates interested in becoming members must present themselves at an all candidates meeting where they will present their nominations. The all-candidates meeting is to be held

approximately two weeks prior to the AGM. This notice shall be publicized by e-mail notification to all students as well as by normal means of department communication.

1. Quorum for the AGM to elect council shall be 20 active members of the association. If quorum is not achieved then the existing council, in conjunction with those present, shall appoint a new council.

## Article IX Vacancy and Tenure of Position

1. The standard term of office for a council member shall normally be one year starting in May. Once elected, new council members shall assume duties immediately.
2. If at any time a position on council is vacated, the council should first determine if interested members within the council wish to fill the position. The position would be filled with a simple majority vote of council. If no existing member of council wishes to fill the position, the council may advertise the position to all active members. Interested parties would be invited to present themselves at council and voted by a simple majority vote of council.
3. The council shall have the power to remove any council member deemed by the council to not be fulfilling his/her duties or acting in such a manner that does not reflect the collective council. In such a case the council may vote to impeach the member. 2/3 majority vote is required by the entire council of filled seats minus one member to impeach a council member.

## Article X Voting

1. Roles
  - a. Only executive members and officers may vote at council meetings.
  - b. All active members may vote in general meetings.
  - c. All active members may vote in referendums.
2. Unless otherwise stated, a simple majority is required to pass motions and make decisions.
3. The results of referendums are final.

## Article XI Amendments and Revisions

As the University of Ottawa, Faculty of Medicine, and the School of Epidemiology & Public Health are constantly changing and developing with time, such occasions where this document is no longer up to date should be remedied by amendment or revision.

### 1. Amendments

Minor changes to this document may be proposed and voted on at the Annual General Meeting each year. These types of changes include:

1. Modifying stated definitions to reflect changes in names of schools, departments, etc.;
2. Updating the names and existence of committees assigned to the executive; and

3. Adjusting the assignment of duties amongst members of the executive.

## 2. Revisions

Where larger revisions of this document are required, the executive shall update the constitution as necessary and circulate all changes to SEPHGSA members for comment. A referendum shall be held on these changes no fewer than 21 days after the finalized draft is circulated.

Adopted in referendum **1 March 2019**

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