

Health Sciences Graduate Student Association

Carleton University

Constitution

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Revision History

Accepted in totality on October 31st, 2023

Article 1: Name

1.1 The organization shall be known as the “Health Science Graduate Student Association” of Carleton University, hereinafter to be referred to as the HSGSA.

Article 2: Objectives

2.1 The HSGSA shall represent the collective interests and promote the general welfare of the graduate students of the Department of Health Sciences (hereinafter to be referred to as the Department) at Carleton University.

2.2 The HSGSA shall promote and assist in maintaining an academic and social environment free from prejudice, rape culture, discrimination, exploitation, or abuse on the basis of, but not limited to, sex, gender identity, race, ethnicity, language, religion, sexual orientation, age, nationality, socio-economic status, political affiliation or belief, disability, or marital status.

2.3 The HSGSA shall promote and maintain communication between the graduate students and the departmental administration and represent graduate students within the department.

2.4 The HSGSA shall administer Health Sciences graduate students' affairs within the limits prescribed by this constitution (hereinafter to be referred to as the Constitution).

2.5 The HSGSA shall act to foster social, intellectual, and political connection among Health Sciences graduate students.

Article 3: Membership

3.1 All master's, doctoral, qualifying year, graduate certificate and diploma, and all other students registered as full-time or part-time graduate students within the Department shall be members of the HSGSA.

Article 4: Executive Organization

4.1 The Executive Committee shall consist of the President, Vice-President Finance, Vice-President Operations, Vice-President Social Media & Communications and Vice-President Academic.

4.2 The Executive shall be elected according to the Constitution.

4.3 Roles & Responsibilities:

4.3.1 President

- Be the primary point of contact between the Department of Health Sciences and the HSGSA.
- Organize meetings and events with the help of VP operations (see below) with other HSGSA executives in a no later a biweekly fashion during the winter and fall terms, and no later than once

a month during the summer terms. This includes drafting meeting outlines and following up on a majority of actionable items (either in collaboration with other execs or solely).

- Be the primary point of contact with the undergraduate student society, and relay important information to the HSGSA execs re: collaboration, events, and common interests.
- Ensure all HSGSA execs are sufficiently involved in the running of the association, and ensure that all HSGSA execs have an opportunity to contribute to meetings, events, and other actionable items.
- Oversee fair and equitable elections in a timely fashion, in collaboration with the Department and the HSGSA.

4.3.2 Vice-President: Finance

- The senior budgeting officer for the Executive Committee and shall oversee all financial operations of the HSGSA. This is to include the financial state of the HSGSA, as well as any committees and/or persons authorized to spend HSGSA monies on behalf of the Executive.
- Report on the financial state of the HSGSA at all Executive and GC meetings, and examine the financial statements of the HSGSA annually.
- Prepare a draft budget each year for approval by the Executive Committee, and monitor the budget throughout the year to ensure that monies are allotted wisely and within the organization's means.
- Be responsible for application to the GSA, or any other administrative body, for available funding for operating budgets, special events funds, and so on.
- Ensure that the HSGSA consistently has two council representatives attending monthly GSA Council meetings

4.3.3 Vice-President: Academic

- Maintain contact with the faculty and staff in the Department
- Lead planning and organization of academic events (research day, academic seminars, workshops, etc.)
 - With support from other members of the Executive Committee, when applicable.
- Connect with other on-campus and off-campus associations and organizations to collaborate on academic events, knowledge and resource sharing, etc.
- Serve as a point-of-contact for the Department when planning and running academic events and seminars
- Attend GSA council meeting, as applicable, and report on any key updates at following HSGSA meetings

4.3.4 Vice-President: Operations

- Act as the primary communications officer on behalf of the Association with graduate students and graduate student groups, and shall be responsible for communication within the Association

- Organize the scheduling of all meetings (via Zoom, as applicable), and shall ensure that the minutes of meetings are taken and duly shared to the HSGSA Slack channel
- Generate and manage the organization's email list of current graduate students in the Department of Health Sciences.
- Support VPs Academic, Social and Communications and Media in their mandates

4.3.5 Vice-President: Social Media & Communications

- Promote and advertise events, seminars and workshops on behalf of the Association to graduate students, and graduate groups on various media platforms (incl. Instagram, Twitter)
- Manage the social media contents of the Association (Instagram, Twitter), as well as communicating information pertaining to the Association, through the website to graduate students, faculties and graduate student groups
- Draft posters and other materials to advertise events on behalf of the HSGSA and the Department (as applicable)
 - With the support of VP Operations & Academic, as applicable

Article 5: Finances

5.1 Monies allocated to the HSGSA shall be distributed, in principle, by a budget prepared by the association's Vice-President Finance.

5.2 Prior to the upcoming fiscal year, the Vice-President Finance, with the advice of the Executive Committee members, shall prepare the estimates for the expenditure of HSGSA funds for the next fiscal year. These estimates shall be presented at the start of the new academic year and the approved estimates shall constitute the budget for the academic year.

5.3 Should changes in the need for funds arise during the year, the Vice-President Finance, on behalf of the HSGSA, shall present supplementary estimates which shall be a supplement to the budget.

Article 6: Democratic Process

6.1 New Executive Committee members will be recruited at the start of a new academic year, based on available positions. Recruitment requirements will be respected by all existing Executive Committee members, who will unanimously decide on new members, as applicable.

6.2 To promote equality, Executive Committee members will consider the status of the students applying for open positions to maintain a fair distribution of MSc (thesis), MSc (HSTP) and PhD students on the Executive Committee, when applicable.

6.2.1 Similarly, Executive Committee members will consider the research group/supervisor of the students applying for open positions to maintain a fair distribution across the Department.

6.3 As applicable, a call for applications will be distributed throughout the Department in September of the new academic year to fill open Executive Committee positions. New and existing students expressing interest will be asked to contact the Executive Committee members to express interest.

6.3.1 Applicants will be asked to provide a letter of interest/experience, and ideas that they would like to present to the Executive Committee.

6.3.2 New members will be notified of their successful applications after a unanimous vote. Unsuccessful applicants will also be notified and will be invited to re-apply in the coming academic year(s).

6.4. If an Executive Committee member cannot complete their term (until the end of the academic year), a new call for applications will be distributed throughout the Department, and the process will follow section 6.3.

6.4.1. In some circumstances, the Executive Committee can contact a previous applicant to determine if they are still interested in the newly open position.

6.4.2. If the President is unable to complete their term (until the end of the academic year), a current Executive Committee member will be asked to serve as an interim President, or President for the remainder of the academic year.

6.4.3. In the event where current Executive Committee members are unable to assume the interim or permanent role of President, a new call for applications will be distributed throughout the Department, and the process will follow section 6.3.