

Constitution of the Faculty of Health Student Caucus (FHSC)

I. Name and Objectives

- The Faculty of Health Student Caucus (FHSC) is responsible for functioning as a unifying body to represent all student clubs, organizations and students associated with the Faculty of Health.

The objectives of FHSC are:

- To represent students in the Faculty of Health on the Faculty Council, University Senate and all other University bodies
- To implement activities and events to improve the Faculty of Health at YorkU and the wider community
- To mobilize and engage students in providing and advancing opportunities within York's Faculty of Health
- To act as a unifying body for all our affiliates: Stong College Student Government (SCSG), Calumet College Council (CCC), The HealthAid Network, Kinesiology and Health Science Student Organization (KAHSSO), Undergraduate Psychology Student Association (UPSA), Student Association for Health Management, Policy and Informatics (SAHMPI), Nursing Student Association at York (NSAY), and Global Health Student Association (GHSA).

- Definitions:

- Standing Committees, Faculty of Health Council, and Senate are part of the governance structure at York University. More information can be found on <http://health.info.yorku.ca/governance/>

II. Interpretation

The Vice-Chair will be the sole interpreter of this constitution and will be responsible for making all members aware of its content and ramifications. The Constitution shall be read with reference to and fully in compliance with the Constitutional Guidelines, as set out by York University. The Director of Internal Affairs (Secretary) is the designated Custodian of the Constitution.

III. Membership

Membership is open to all current undergraduate students registered in the Faculty of Health at York University. FHSC reserves limited space for alumni, faculty/staff and non-York members. We are committed to providing a safe, inclusive space for all students interested in joining us, and any forms of discrimination and prejudice (particularly those defined in the Ontario Human Rights Code Prohibited Grounds of Discrimination) will not be tolerated. All members are responsible to represent all students in the Faculty of Health in a respectful, inclusive manner. Privileges include but are not limited to, speaking and voting during meetings.

Types of Membership:

1) General Members

a. Nominated Membership

Nominated Members must attend Caucus meetings and will join a minimum of one ad hoc committee(s). Membership on a standing committee is not the equivalence of membership on an ad hoc committee. Members who fail to comply will not be eligible to run for executive positions.

- Students who complete the General Membership Nomination Form and obtain 20 signatures from current Faculty of Health undergraduate students

b. HealthAid Peer Mentor Membership

- HealthAid Peer Mentors who have been trained in the HealthAid program and who are actively participating in the program

c. Ex-Officio Membership

Ex-Officio members must attend Caucus meetings may join ad hoc committees and must present a report on the activities of their organization at each Caucus meeting.

- Executive members of clubs/organizations with official University recognition as well as recognition by one of the units within the Faculty of Health. The following are considered affiliate student organizations of the Caucus: Kinesiology and Health Science Student Organization (KAHSSO), Undergraduate Psychology Student Association (UPSA), Student Association of Health Management, Policy, and Informatics (SAHMPI), Nursing Student Association of York (NSAY) and the Global Health Student Association (GHSA)

This also includes college councils that are affiliated with the Faculty of Health: Stong College Student Government (SCSG) and Calumet College Council (CCC)

2) Executive Members

Must attend executive and Caucus meetings, join and chair a minimum of one ad hoc committee(s) (depending on event plan). Must follow more specific duties that are outlined in the Executive Members nominations form during the term of election.

Executive Memberships in relation to Committee Memberships:

Chair

- student member of the Faculty of Health Council, but will not sit on a Standing Committee

Vice Chair

- student member of the Faculty of Health Council, but will not sit on a Standing Committee

Director of Internal Communications and Finance

- student member of the Faculty of Health Council, may sit on a Standing Committee

Director of External Communications and Marketing

- student member of the Faculty of Health Council, may sit on a Standing Committee

Director of Outreach

- student member of the Faculty of Health Council, may sit on a Standing Committee

3) Recognized Members

- Faculty of Health Student Senators (2)
 - will attend all Senate meetings and report to Caucus on any pertinent matters discussed at the Senate
 - cannot serve on Standing Committees
- Faculty of Health Council Student Representatives (8)
 - will attend all Faculty of Health Council meetings and report to Caucus on any pertinent matters discussed at the Faculty Council.
 - Can serve on a Standing Committee

- (2) of which will be the Chair/Vice Chair and another executive member
- (6) of which are General Members
- Faculty of Health Standing Committee Representatives (14)
 - will serve on one standing committee of the Faculty of Health and will report to Caucus on any pertinent matters discussed at committee meeting.
 - Students are only permitted to serve on one Standing Committee at a time, unless exceptions are made by the Executive Council and the Faculty of Health

Special Membership:

Graduate and Alumni Representative:

- will be a former FHSC executive
- no application process however, if more than one candidate is interested, elections will be held
- if the position is not filled it will remain vacant
- no voting power as this is an advisory position

IV. Meeting Procedures

Meetings shall be governed by the rules as provided by Robert's Rules of Order:

1. General Meetings

a. Frequency

- i. Monthly meetings shall be held all year, unless otherwise ordered by special motion. It is the duty of the Chair, Vice Chair and Director of Internal Affairs to call these meetings and ensure they are regularly scheduled. Exceptions may be made during exam periods (December & April) and the summer period (May- August).

b. Notice of Meetings

- ii. Notice must be given of this meeting no less than 1 week prior to the date. Two weeks notice is ideal. It is the responsibility of the Director of Marketing and Communications to make sure this information is circulated in an effective manner (i.e. social media, YU

Connect, e-mail list serv, College Master's Offices and Dean's office) to all parties concerned.

c. Agenda

iii. The agenda will be set by the Executive Committee and should be set one week prior to the meeting and circulated to all parties at this time. Membership and affiliates may request additions to the agenda but should do so prior to 48 hours before the meeting date.

d. Meeting Conduct

iv. At each meeting, the Chair shall conduct the proceedings in conformity with the rules and procedures enacted by the Caucus, and in all cases not so provided for, the rules of the Senate of York University and/or Robert's Rules of Order shall govern. Furthermore, in the absence of the Chair, the Vice Chair shall take on these duties.

General meetings of Caucus will have a duration of 90 minutes unless two-thirds of the members present pass a motion to continue with the business of the meeting.

e. Voting and Speaking Privileges

v. All three levels of membership have voting and speaking privileges.

Any member desiring to speak during a meeting shall address the Chair and shall not speak unless recognized by the Chair.

No member shall speak more than once (and not longer than ten minutes, unless permitted by Caucus) to the same question. This is in exception to the mover, who shall have the right of replying after all members choosing to speak have spoken. A member may, at any time, with the permission of the Chair, explain a material part of the speech that may have been misunderstood.

f. Order of Business

vi. The following order of business shall be observed by the Chair in bringing matters before the Caucus at all regular meetings, and no variation from this order shall be

allowed, except by a two-thirds vote of the members present, which shall be taken without debate.

- Chair's Remarks
- Reading and disposing of the minutes of the last meeting and of all intervening special meetings
- Business arising out of the minutes
- Inquiries
- Reading and disposing of communications, to be disposed of as read
- Consent of agenda items
- Reading of reports of the Senate, to be disposed of as received
- Reading of reports of standing committees, to be disposed of as received
- Reading of reports of ad hoc committees, to be disposed of as received
- New business
- Adjournment

The notice of meeting may identify items to be dealt with by consent. A consent agenda item is deemed to be approved unless, prior to the commencement of a meeting, one or more members of Caucus advises the Chair of a request to debate it.

g. Motions

vii. Practice:

- The Chair may take part in a debate on any subject but, before doing so, shall leave the chair's position and appoint the Vice-Chair, or some other member, to occupy it until after the Chair has spoken.
- No member shall speak to a question after it has been put to a vote by the Chair. No motion can be made and no other interventions are permitted until the tally is completed and the results announced.
- All questions that come before Caucus shall be decided by a majority of votes cast, by those in attendance at the meeting as long as the

stipulations for quorum have been met. In the event of a tie vote, the executive council shall be relied upon to vote on the matter to break the tie. At this point, if the tie is still not broken the Chair will make an executive decision, given that they understand the perspectives of both parties.

- On any question, all members of Caucus shall have only one vote by show of hand or by secret ballot. Votes may not be transferred or delegated. Those attending a meeting by proxy via real time online can also vote.
- Members may ask for a recorded vote. If there is any objection, there will be a vote taken on whether to have a recorded vote.
- The Chair shall declare the results of every vote and, on any question except the motion to adjourn the Caucus or a debate, any member may require the yeas and nays to be recorded.
- All motions, except those for adjournment of Caucus or a debate, shall be put in writing and recorded before being debated or put from the Chair. No motion introducing new matters, other than matters of privilege or petition, shall be taken into consideration at any regular meeting of Caucus, except upon a two-thirds vote of the present quorum, unless notice in writing has previously been given to the Director of Internal Affairs for circulation with the notice of meeting, and circulated no less than 48 hours in advance.
- When a motion has been made and recorded, it shall be disposed of. Unless there are objections from Caucus, a mover may withdraw a motion.
- When a question is under debate, no motion shall be received by the Chair except for one of the following purposes:
 1. To adjourn Caucus
 2. To adjourn the debate
 3. To put the question
 4. To refer the matter to an ad-hoc committee

5. To amend

- The motion to adjourn Caucus or a debate shall always be in order, but no member may speak to such a motion for more than five minutes.
- A motion to refer a question to an appropriate committee (committee and purpose to be specified) shall, unless it is defeated, preclude all amendments to the main question

2. Special/Emergency Meetings

a. A special meeting may be called for the transaction of such business only as is specified in the notification of such meetings (e.g. time sensitive matters of importance). These meetings can be called upon the request of the Executive or by not fewer than five general or recognized members and shall at any time, be called by the Chair, with not less than 48 hours notice.

V. Quorum

At all regular or special meetings, 4/5 executive members and a minimum of 5 voting general or recognized members of Caucus shall form a quorum. Decisions will be made by a 2/3 majority vote.

VI. Officers, Associates, Qualifications and Duties

List the officers' and associates' positions separately and include qualifications for holding the position and the detailed duties of each position.

- Section A. The officers of the organization shall be the following: Chair, Vice Chair, Director of Internal Communications and Finance, Director of External Communications and Marketing, and Director of Outreach
- Section B. All members are responsible to represent all students in the Faculty of Health in a respectful, inclusive manner. Privileges include but are not limited to, speaking and voting during meetings.
 - The duties of the officers shall be as follows (clearly outline the duties for each position):
 - ❖ Chair
 - ✓ Will conduct all meetings and prepare an agenda for each meeting
 - ✓ Will be responsible for the fhschair@yorku.ca account
 - ✓ Will provide oversight to caucus executives, functions, and events

- ✓ Will oversee the role of the Director of Internal Communications and Finance
- ✓ Will attend all meetings as stipulated by the Faculty of Health
- ✓ Signing Authority

- ❖ Vice Chair
 - ✓ Will conduct all meetings in the absence of the Chair
 - ✓ Will take on the duties of the chair in his/her absence
 - ✓ Will oversee the role of the Director of External Communications and Marketing, and Director of Outreach
 - ✓ Will oversee general operations of FHSC and events
 - ✓ Oversees ad-hoc committee operations
 - ✓ Will attend all meetings as stipulated by the Faculty of Health in the absence of the Chair
 - ✓ Will share responsibility for the fhschair@yorku.ca and fhscsec@yorku.ca accounts

- ❖ Director of Internal Communications and Finance
 - ✓ Will aid the Chair and Vice Chair with any Caucus duties
 - ✓ Will keep track of all Caucus members and contact information
 - ✓ Will prepare minutes for all meetings, will send out agendas for all meetings
 - ✓ Will be responsible for the fhscsec@yorku.ca account
 - ✓ Will maintain contact with all executive members
 - ✓ Will keep track of all finances of Caucus
 - ✓ Manages and budgets FHSC bank account and cost centre account
 - ✓ Obtains funding and donations from appropriate sources
 - ✓ Signing Authority
 - ✓ Manage YUConnect

- ❖ Director of External Communications and Marketing
 - ✓ Will maintain communication between Caucus and other organizations
 - ✓ Will report directly to Vice Chair to ensure all external communication duties are being met in an orderly and professional manner

- ✓ Will be responsible for responding to all FHSC communications and directing communications to the appropriate contact all external communications for FHSC particularly our affiliates
 - ✓ Will be responsible for web site maintenance, social media and graphic design
 - ✓ Will share responsibility for the fhscotrc@yorku.ca
- ❖ Director of Outreach
 - ✓ Will be responsible for the fhscotrc@yorku.ca account
 - ✓ Will be responsible for organizing ad-hoc committee(s)
 - ✓ Will be held accountable for recruiting General Members for events, ad-hoc committee(s)
 - ✓ Will assist in the creation of the itinerary for events
 - ✓ Prepares attendance, sign-in/out and sign-up sheets for events and meetings
 - ✓ Responsible for generating interest in FHSC initiatives
- Section C. The associates of the organization shall be the following: Speaker (also the Chair), and the Chief Returning Officer (CRO).
- Section D. All members are responsible to represent all students in the Faculty of Health in a respectful, inclusive manner. Privileges include but are not limited to, speaking and voting during meetings.
 - The duties of the officers shall be as follows (clearly outline the duties for each position):
 - ❖ Chief Returning Officer (CRO)
 - ✓ Not a member of your executive council
 - ✓ May be a past/outgoing executive, or a general member of your club
 - ✓ Will oversee applications, nominations, campaigns, and finally elections
 - ✓ Will count ballots after election
 - ✓ Address challenges to elections procedures and/or results (NOTE: election tribunals are often recommended to deal with appeals and should not possess any conflicts of interest)
 - ✓ Ensures your election runs smoothly and democratically
 - ✓ Appointed either at the beginning of the year, or just before your election process, but will have no other duties

- ✓ Term of office begins just before your elections and ends right after the winners are announced

- ❖ Other Associates

- ✓ Determined on an as needed basis by the Executive Council

VII. Election of Officers

Section A. Terms of Office:

General Members – Nominated

- Membership is based on full-time student status and can be ongoing after the annual completion of the renewal form
- Can join at any time

Recognized Members – Elected

- Membership is based on election to position by FHSC voting body and will terminate annually on April 30
- May stand for election for additional term(s)
- Positions will be acclaimed if one person is running, if two or more people run for the same position, elections will be held
- Positions will remain open until filled because these are dependent on General Member interest.

Executive Membership- Endorsed & Elected

- Membership is a one year term beginning on May 1 and ending on April 30
- Members may stand for election for additional term(s)
- Positions will be acclaimed if one person is running, if two or more people run for the same position, elections will be held
- If there is no candidate for an executive position, the position will be available to any student who is a member of the Faculty of Health even if they have not served as a member of the caucus.

Section B. Elections will be advertised a minimum of two weeks prior and should be discussed at the previous General Meeting. Candidates must have their endorsement forms completed prior to the meeting. Exceptions may be made at the discretion of the current Executive Council and CRO. Members are eligible to hold office if they have been an active member in the past, completed the endorsement form, and were elected through the democratic process.

Any member, who wishes to become an Executive member, must do the following:

The Member must have served on the caucus as a general member for at least one year. They must fill out a nomination form and have at least three current members sign the nomination form two of whom are a member of the Executive. Furthermore, they must prepare a statement, 250 words or less, stating why he/she would make a good candidate for the position. These steps should be completed before the March Caucus meeting.

At the March Caucus meeting, the members will either have the option of reading out their statements or if they are absent they have the option to submit a video or have the Director of Internal Affairs and Finance read their statement. If the Director of Internal Affairs and Finance, is running for re-election, an executive member who is not running will read aloud candidate statements for this position. Voting will follow. All current members have the right to vote by secret ballot.

One member of the current executive, not running for re-election, will count the ballots together with the CRO. In the event that all Executive Members wish to run for re-election, a Recognized Member will be chosen to count ballots.

Section C. Votes shall be counted by the CRO. The Chief Returning Officer will be appointed at the start of the election process and their duties will cease after results have been announced. They will ensure that a democratic election process is followed in an unbiased manner. The CRO for FHSC will be an Associate Dean, Dean or staff member if unavailable. The CRO will be appointed to this position by the Executive Council. Election results shall be approved by the ratification bodies of YFS and the Student Success Centre. Procedures concerning advertising, expenses, and dealing with challenges and disputes arising from an election will be addressed by the CRO, the Faculty of Health, and the current executive council.

Section D. Installation of the new executive council shall take place on May 1st of each year. Outgoing members will meet their incoming counterparts. The outgoing members will be responsible for providing a brief report on their year in office (i.e. contact list, events, procedures, meeting agendas, etc.). This transition meeting must take place.

Section E. A by-election shall be held if a vacancy occurs. The elections should occur no later than one month after the vacancy occurs. Members shall be notified by list serv, social media and YUConnect.

VIII. Conflict of Interest

This is a situation in which a person or organization is involved in multiple interests (financial, emotional, or otherwise), one of which could possibly corrupt the motivation of the individual or organization. Any member will be considered guilty of conflict of interest if, either for himself/herself or some other person(s), attempts to promote a private or personal interest which results or appears to result in the following:

- An interference with the objective exercise of his/her duties in the Caucus.

- A gain or an advantage by virtue of his or her position in the Caucus.

Members are expected to declare conflicts of interest and recuse themselves of voting. Allegations of conflict of interest will be directed to the Chair and Vice Chair. If necessary, a committee will be formed by the Vice Chair. The committee will include the Chair, Vice Chair, Director of Internal Affairs and Finance, Director of Communications and Marketing, & Director of Outreach. They will report to the Caucus on action(s) to be taken.

a) Executive Council

Should this arise within the executive council, this member shall make it known, and if determined to be a conflict of interest they would recuse themselves from the situation. If the situation were to escalate and a member participated knowing they had a conflict of interest, members should look towards Section IX. Procedures Regarding Allegations of Wrongdoing and Disciplinary Action.

b) Associate Member

Should this situation arise for an associate member, such as the CRO, the member will be temporarily replaced by another member chosen by the Executive Council until the conflict of interest is resolved. If this member failed to express their potential conflict of interest, they would be removed from their position following the stipulations of Section IX. Procedures Regarding Allegations of Wrongdoing and Disciplinary Action.

IX. Procedures Regarding Allegations of Wrongdoing and Disciplinary Action

In Regards to misconduct by a General Member or Recognized Members:

- FHSC will operate on a “three-strike” rule where each successive strike leads to censure, suspension of membership on Caucus for a set period of time or the revoking of membership on Caucus. It will be the responsibility of the Executive Council (Chair, Vice Chair, Director of Internal Affairs, Director of Marketing and Communications, and Director of Outreach) to hear allegations and adjudicate the appropriate sanction. In extreme situations, the Executive Council may, by way of democratic vote, choose to automatically suspend membership on Caucus for a set period of time or revoke a member’s membership on Caucus, if there is a two-thirds majority vote to do so.

In Regards to misconduct by an Executive Member (when found guilty):

- FHSC will operate on a ‘two-strike” rule where each successive strike leads to censure and resolution, followed by revocation of executive status. It will be the responsibility of the Chair and/or Vice Chair to determine the existence of misconduct or failure of executive duties of the accused member. Once the Chair has raised concern about any misconduct, it is up for the rest of the Executive Members to hear such allegations.

The process of judgment, with all the Executive Members, will proceed as such:

- Statement of allegations of misconduct will be given by accuser
- Statement of defence will be given by the accused
- Rebuttal of defence by any Executive Member will be heard
- Final statements from all parties
- A public vote will be held among Executive Members where 3 of the 4 neutral members are needed for adjudication.

X. Financial Responsibility

The Director of Internal Affairs and Finance will maintain records of all finance activity (budget and financial reports) and ensure that the FHSC external bank account has a minimum balance of \$2000 at the end of the academic year. The Executive Council is responsible for approving the

budget. If for whatever reason the Faculty of Health Student Caucus were to fold, any remaining funds shall be turned over to the Faculty of Health.

XI. Dues

FHSC does not charge for membership as we are a recognized faculty student government and represent the Faculty of Health undergraduate student body.

XII. Employment Standards

FHSC is committed to ensuring our dedicated student leaders put their academic life first. We expect executive members to allocate 5 hours per week to FHSC duties, except for General Meeting and event weeks, which executive members should allocate 10 hours to. This is not an exhaustive list of exceptions; however, members are encouraged to speak to the Vice Chair should they have concerns with the time they are expected to put in. General and Recognized members are responsible to maintain less hours, however to be considered active members they should allocate no less than 15 hours to FHSC in a membership year.

Members should note that the hours above are expectations of their role in addition to their academic commitments. As a faculty student government, student leaders must recognize their FHSC membership as a priority. To ensure student leader success in these roles, members will also be provided with training. These trainings can be on time management or any other skills they wish to hone to be a successful member of FHSC. We are committed to the continued growth and learning of all members and as such will make it a priority to circulate information regarding various workshops and trainings offered by various bodies both in and outside of the York community.

In exchange for this service, FHSC offers recognition letters, an awards night, free club swag, training, and hours for one's Co-Curricular Record. Furthermore, the skills you foster and the network you create are invaluable resources for the future.

XIII. Committees

The organization is empowered to create various ad-hoc committees as it sees fit if the purpose, membership, and powers of said committee are clear and communicated to the organization beforehand and are not in conflict with the constitution. The Vice Chair will oversee the operations of such committees.

The Faculty of Health Standing Committees are the responsibility of FHSC to fill through election meetings. It is the responsibility of FHSC to generate interest in these committees and to provide the Faculty of Health with student representatives (14) as follows:

- c) Executive and Planning Committee (2)
- d) Curriculum Committee (2)
- e) Committee on Examinations and Academic Standards (2)
- f) Committee on Research and Awards (2)
- g) Committee on Tenure and Promotions (2)
- h) Petitions Committee (4)

Students elected to these positions are responsible to report on the general business of these meetings at the Caucus's general meetings. This can be done via proxy or by being attendance at these meetings. It is the Caucus's responsibility to train these members on conduct and how, for example, to report on these committees while maintaining the confidentiality.

XIV. Advisory & Management Boards

N/A

XV. External Affiliations

FHSC is a student-led faculty government that is overseen by the Office of the Dean of the Faculty of Health.

XVI. By-Laws and Amendment Procedures

- a. By-Laws
 - i. By-laws must be created by executive members or by general/recognized members with recommendation from the executive members.
 - ii. By-laws must be in accordance with this constitution as amended.

- iii. By-laws must be sponsored by at least (two) persons, one being an officer, committee chair, etc. and one being any other member recognized by the three types of membership.
- iv. By-laws shall be adopted by a 2/3 vote of the voting body.

b. Amendment Procedures

- i. Only the current Executive Council of FHSC may sanction amendments to this constitution.
- ii. This constitution may be amended and subsequently ratified (by the Clubs Committee of YFS and the Student Success Centre) at any time with a two-thirds (2/3) majority vote of the attending membership, not counting abstainers.
- iii. Members must be given one week to consider amendments before the vote takes place.
- iv. Amendment meetings will happen annually to ensure the constitution is kept up-to-date.

XVII. Ratification

This constitution shall be enforced upon approval by a 2/3 majority vote of the Faculty of Health Student Caucus Executive Council and Membership, and upon the approval of this constitution by the Clubs Committee (YFS) and the Student Success Centre.