

## **Public Health Students' Association: Constitution & Bylaws**

### **Constitution of the Public Health Students' Association**

#### **Article I. Name**

The name of the organization shall be the Public Health Students' Association (PHSA) at the University of Toronto, Dalla Lana School of Public Health.

#### **Article II. Purpose**

The Public Health Students' Association (PHSA) will undertake all actions which are of common interest to the members of PHSA.

#### **Article III. Membership**

All full-time and part-time graduate students registered in the Graduate Department of Public Health shall automatically be members of PHSA.

An individual's membership in the PHSA shall be valid for as long as the individual is registered in the Graduate Department of Public Health Sciences.

An individual's membership in the PHSA is automatically terminated at the end of the term in which the individual ceases to be registered as a student in the Graduate Department of Public Health Sciences.

#### **Article IV. Objectives**

The objectives of PHSA shall be:

- To represent the members of PHSA on all matters in which representation may be in the interests of the students.
- To promote and maintain communication between the members of PHSA, the personnel of the Dalla Lana School of Public Health, and The University of Toronto.
- To initiate, sponsor, coordinate, and promote social, academic, cultural, and athletic events in which the members of PHSA may be interested, and in general to promote the welfare and interests of the individuals registered in the Graduate Department of Public Health at The University of Toronto.

#### **Article V. General Council**

The General Council shall consist of members elected from and by the membership of PHSA.

The General Council members represent each of the fields, years and programs as such:

- MPH Community Nutrition and Dietetics Year 1
- MPH Community Nutrition and Dietetics Year 2

- MPH Epidemiology Year 1
- MPH Epidemiology Year 2
- MPH Health Promotion Year 1
- MPH Health Promotion Year 2
- MPH Occupational and Environmental Health Year 1
- MPH Occupational and Environmental Health Year 2
- MPH/MScCH Family and Community Medicine
- MSc Biostatistics
- MScCH Addictions and Mental Health
- MScCH Health Practitioner Teacher Education
- MScCH Occupational Health Care
- MScCH Wound Prevention and Care
- PhD Social and Behavioural Health Sciences
- PhD Biostatistics
- PhD Epidemiology
- PhD Occupational and Environmental Health (as of September 2015)

The first year representatives for each of the MPH programs will be elected in the Fall term from and by members of the student body. These elected representatives may continue to serve as their field's second year representative. If necessary, a by-election shall be held to fill a vacant office.

The representatives for each of the Doctoral programs will be elected in the Fall term from and by the members of the student body.

The General Council shall also consist of:

- Social Chair(s)
- Two (2) representatives to the Public Health Alumni Association, consisting of one (1) PhD representative and one (1) Masters representative
- Three (3) representatives to the University of Toronto Graduate Student Union
- Six (6) representatives to the school council, consisting of four (4) Masters representatives and two (2) PhD representatives
- All student representatives to other Dalla Lana School of Public Health committees

Meetings of the General Council shall be held as necessary, but no less frequently than once per month during the Fall and Winter terms. All executives and members of the General Council shall attend each General Council meeting. General Council meetings are open to all students in the Graduate Department of Public Health Sciences. A quorum for general meetings shall be five (5) members: three (3) executives and two (2) General Council members.

The duty of the General Council shall be to carry out the normal business of the PHSA.

## **Article VI. The Executive**

The executive shall consist of a minimum of five (5) officers. The executive shall consist of a president, vice-president, treasurer, secretary, and webmaster.

Each of the executive positions may be co-shared between two people. The duties of the officers shall be:

- **The President:** to act as the official representative of PHSA and undertake all duties assigned by PHSA. The president(s) are the signing officers of the executive. In the event that only one President is elected, signing officer authority is given to vice-president.
- **The Vice-President:** shall assist the president in duties assigned by the PHSA in manners deemed appropriate by the president or the PHSA executive. The Vice-President shall assume the responsibilities of the president in the president's absence or in the event that the president's position is vacated without replacement.
- **The Treasurer:** to be responsible for the procurement and disbursement of funds of PHSA. A year-end financial statement shall be submitted to the incoming Treasurer, and an interim financial statement shall be submitted to the General Council during the Fall term. The treasurer along with another executive will have signing authority.
- **The Secretary:** to arrange all General Council meetings, including booking rooms and distributing the agenda. The secretary is responsible for taking minutes at every General Council meeting and distributing the minutes for the review of PHSA membership within one week of the meeting. The secretary coordinates with other members of the PHSA executive to send out emails to the student body as required.
- **Webmaster:** To maintain the PHSA website and to upload documents to DLSPH website. The webmaster updates the PHSA website as required.

## **Article VII. Finances**

Finances are handled by the Treasurer.

Basic Financial Guidelines:

UTGSU funding is allocated as follows:

- 50% of funds to the PHSA General Funds account
- 50% of funds allocated to the Field Specific Accounts

- The treasurer updates the general council of the PHSA financial situation in the fall term
- The treasurer notifies each stream representative of the money they have allocated to their stream
- All receipts are to be submitted to the treasurer and cheques will be issued in a timely manner

- Money can be spent on any social activities, food etc. (Funds cannot be spent on alcohol)
- The general council must agree on what the money from the PHSA general funds account will be spent on
- The treasurer along with the president or vice-president has cheque signing authorization and banking privileges
- All cheques must be signed by two executive members
- The treasurer will be responsible for maintaining the bank account and records of receipts

### **Article VIII. Elections**

All executive officers shall be elected from and by the membership of the General Council. The elections shall be held as determined by a majority decision of the General Council no later than October 31st of any given academic year.

Notice of elections and request for nominations must be given no later than October 15th of any given academic year.

Nominations are open to all eligible students as defined in Article III, and will be accepted at any point until the voting for that specific position commences at the general election. Candidates may be self-nominated or nominated by a member of the PHSA. In the event that no candidate for a position has been nominated by the end of the general election, the position will be considered vacant.

In the event that a position is vacant after a general election, the executive is free to recruit interested members to fill that position.

In the event that a member of the General Council vacates their position before the end of their term, notice of the empty position and request for nominations shall be given to the students registered in the Graduate Department of Public Health Sciences. A by-election shall be held at the next General Council meeting to fill the position.

### **Article IX. Amendments**

This constitution may be amended by the consent of a simple majority of members at a General Council meeting.

Written notice of constitutional motions must be made and posted one (1) week prior to its consideration at a General Council meeting.

### **Article X. Bylaws**

All decisions of a General Council that are intended to stand as having the force of law within PHSA rather than merely having the force of a resolution expressing an opinion of PHSA, shall be enacted and recorded as By-Laws.

**Section 1.** A motion to enact or amend a Bylaw shall require one (1) week's written notice prior to its consideration at a General Council meeting and a simple majority vote for passage.

## **Bylaws of the Dalla Lana School of Public Health Students' Association**

### **Section 1: Finances**

#### **1.1 Distribution of UTGSU Funding**

1.1.1 UTGSU funding is allocated as follows:

- 50% of funds to the PHSA General Funds account
- 50% of funds allocated to the Field Specific Accounts

#### 1.1.2 Field Specific Allocations

Field specific funding allocations are limited to fields with elected field representatives within the fall term of each academic year. The total funds available for the fields are divided among these fields on a per-student basis according to student enrollment. All remaining field funds that are not used by the end of the academic year will be allocated to the PHSA General Funds account.

#### 1.1.3 Proposals for Funds

Students who will require funds of \$50 or more at one time shall submit a proposal for funds to the Treasurer(s) one (1) week prior to the date the funds will be spent.