

Constitution, PhD Health Student Society

ARTICLE I – Name and Purpose of the Society

- a. The organization shall be known as the PhD Health Student Society (PhD HSS).
- b. The objectives of the PhD Health Student Society are to:
 - i. Represent the interests of member graduate students of the PhD in Health program;
 - ii. Further a strong social and academic community of PhD in Health students;
 - iii. Promote the unity of PhD in Health students;
 - iv. Provide opportunities for networking, student leadership, research promotion, and participation to empower and support students in the PhD in Health program. To serve as a liaison between the students and Faculty of Health Professions.
- c. The PhD Health Student Society's activities will not infringe on federal, provincial, or municipal laws or Dalhousie University regulations.
- d. The PhD Health Student Society's activities will not infringe upon the Bylaws and Policies of the Union.

ARTICLE II – Membership

- a. Membership of the PhD Health Student Society shall consist of full and part-time graduate students within the PhD in Health program at Dalhousie University.
 - i. Students in other research-based graduate students within the Faculty of Health Professions may apply to join to be a member to the Vice President (Internal).
- b. There will be no membership fee.
- c. Only members of the society may vote in elections and hold executive positions.
- d. Membership is not limited by age, gender, race, or religion.

ARTICLE III – Executive

- a. The Executive shall serve as the operational oversight for the Society and will be responsible for ensuring Dalhousie Student Union (DSU) requirements are met.
- b. The Executive shall be composed of:
 - i. **President:** Calling, organizing, and chairing meetings, including one Annual General Meeting, general meetings, and any necessary executive meetings; Communicating with the executive and members regarding the operation of the Society; Overseeing the overall operation of the Society, including financial and administrative aspects; Attend Dalhousie Student Union Society Training Day at the date specified by DSU; Attend PhD in Health Governance Council monthly meetings as the student representative. Responsible for submission of the Society for Ratification in May each year.
 - ii. **Vice-President (Internal):** Supporting the president in their duties, including helping run meetings and research; Overseeing publicity for the society at Dalhousie campus; Acting as chair of all meetings in the absence of the President. Acting as student representative in PhD in Health Governance Council monthly meetings in the absence of the President. In the case that the VP is not available, the President and VP will appoint another member of the executive to attend in their place.
 - iii. **Vice-President (External):** Attending Dalhousie Student Union (DSU) meetings to represent the Society; Acting on behalf of Dalhousie students in the society in university-wide meetings; Making the application on behalf of the Society for grants; Attending Dalhousie Student Union Society Training Day at the date specified by DSU.
 - iv. **Treasurer:** Drawing up a yearly (broken into three terms) budget each May, September, January; Preparing a year-end financial report for the AGM in April; Ensuring that the society follows the budget by approving expenditures; Keeping records of all incoming money and expenses; Ensuring that the books are audited by the DSU Vice-President (Finance) ; Attending Dalhousie Student Union Society Training Day at the date specified by DSU.

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- v. **Secretary:** Attending all official meetings and recording minutes; Making minutes available to members within one week of each meeting, either by posting them in a designated place or simply informing members that they are available upon request; Keeping a file containing records of all meetings held each year; Coordinating, scheduling, and sending event invitations for upcoming society meetings.
- vi. **Communications Coordinator:** Creating posters and advertisements for upcoming events; Communicating to PhD Health students, staff, faculty, and the wider Dalhousie University community via social media accounts, the student society website, and email.
- vii. **Social Events Coordinator:** Organizing, facilitating, and advertising virtual and in-person social events for Society members; Working with the Vice President (External) to prepare grants to cover costs associated with social events.
- viii. **Academic Events Coordinator:** Organizing, facilitating, and advertising virtual and in-person professional development events for Society members; Working with the Vice President (External) to prepare grants to cover costs associated with academic events.
- ix. **All but Dissertation representative:** Representing and addressing the needs specific to students who are in their 4th Year or above of the PhD in Health program and have completed both the comprehensive exams and thesis proposal discussion; Providing support and counsel as needed.
- x. **Third Year Representative:** Representing and addressing the needs specific to students who are in their 3rd Year of the PhD in Health program; Providing support and counsel as needed.
- xi. **Second Year Representative:** Representing and addressing the needs specific to students who are in their 2nd Year of the PhD in Health program; Providing support and counsel as needed.
- xii. **First Year Representative:** Representing and addressing the needs specific to students who are in their 1st Year of the PhD in Health program; Providing support and counsel as needed.
- xiii. **3-Year Residency Representative:** Representing and addressing the needs specific to students who are taking the 3-year entry into the PhD in Health program; Providing support and counsel as needed.
- e. Terms of Executive positions will be 12-months, starting on May 1st of each year. Alternatively, positions can be elected in September upon the start of the school year.
- f. All positions of the Executive must be re-elected every year. Current members of the Executive may be re-elected again.
- g. Any position may be shared (i.e., co-communication coordinators).
- h. Executive members must be Dalhousie students during the full tenure of their position.

ARTICLE IV – Meetings

- a. **Annual General Meeting:** There shall be one general meeting per year, to be held in the month of April. Notice must be given a minimum of one week prior to the AGM to all members.
 - i. Quorum for an AGM shall be two thirds of executive members along with at least two Members not on the executive.
 - ii. The business conducted at the Annual General Meeting shall be:
 - a. Presentation on society activities for the year;
 - b. Presentation on society financial position; and
 - c. Election of society executives (this may be postponed until September to elect incoming students if agreed upon by members present).
- b. **General meetings:** The Society shall meet monthly between September to May to discuss ongoing opportunities for networking, student leadership, research promotion, and participation to empower and support students.

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- i. Quorum for general meetings shall be 2/3 of the executive.
 - ii. The Secretary will be responsible for giving advance notice of all motions to be voted on at any meeting not less than 48 hours before the meeting. Notice must be sent to the society email list and posted on the social media account and/or website.
 - iii. During the summer term, meetings may continue monthly provided the minimum Quorum can be reached.
- c. **Emergency Meetings:** Such meetings may be called at any time by a member of the Society, provided justification and a minimum of one-week notice is given.
- d. **Executive Meetings:** At the beginning and end of each term the executive meeting will meet to ensure the smooth operation of the Society, evaluate the previous term, and plan for the next term.
 - i. Quorum for executive meetings shall be 50 per cent of the executive members.
 - ii. All members of the Society are permitted to join in Executive meetings, though notice of the meeting need not be given and general members will not have a vote.

ARTICLE V – Elections

- a. Annual Elections shall be held to elect members of the Executive Team by April 30th each year, or if agreed upon by the current executive, to be held in September to allow for the inclusion of incoming students.
- b. Nominations can be made by any Society member and all nominations must be seconded by at least one other member; this will be done by a show of hands.
- c. In the event that only one person runs for a position, that person will be considered elected, unless a society member calls for a yes/no vote.
- d. The specific election process outlined in the By-Laws, in accordance with the DSU Society Policy, will be followed.

ARTICLE VI – Removal from office

- a. If an Executive is not fulfilling their duties or has become detrimental to the Society, any member can move submit a motion for that officer to be removed. The member must bring their concerns to the highest Executive not involved in the offense prior to the next meeting. Such reasons include but are not limited to:
 - i. Failing to attend 4 consecutive executive or general meetings.
 - ii. Failing to fulfill their duties without reasonable excuse, as determined by the membership.
 - iii. Conduct likely to result de-ratification of the Society.
 - iv. Other gross misconduct.
- b. The reason(s) for removal must be communicated to the executive facing removal at least one week before a motion to removal is discussed.
- c. At the next meeting, the Executive informed shall inform the Society and the Executive accused will have an opportunity to defense accusations.
- d. At the end of the meeting, members present shall vote by secret ballot and a majority of 50% of members present at the meeting plus one (1) vote is required for an Executive to be removed.

ARTICLE VII – Financial

- a. The PhD Health Student Society shall abide by an annual budget approved by the Executive Team.
- b. Signing Authorities of the Society shall be, with the requirement that at least 2 signing officers must approve expenditures:
 - i. President(s)
 - ii. Vice-President(s)

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- iii. Treasurer
 - iv. Any other person designated by the Executive Team.
- c. Only verified expenditures on statements/receipts that have been previously authorized through the annual budget shall be paid. All expenditures not previously budgeted for must be authorized by a meeting of the Executive.
- d. The primary source of funds will include membership fees, grants, fundraising, and extra fees collected at special events.
- e. The fiscal period shall be from May to April each year.
- f. The budget shall be drawn up by the Treasurer and shall be presented at a meeting at the AGM for the following year. A majority of 50% plus one (1) vote of the members' present is necessary for the budget to pass.

ARTICLE VIII – Constitutional Amendments

- a. Any PhD HSS member may propose a constitutional amendment at a General Meeting.
- b. Amendments to this Constitution shall be approved by majority of 50% plus one (1) vote of the members' present.