

CONSTITUTION

Student Association of Health Management, Policy, and Informatics
York University

ARTICLE I. NAME & OBJECTIVES.

Section A. The name of the organization shall be “Student Association of Health Management, Policy, and Informatics” (SAHMPI), herein referred to as “the Association”.

Section B. The objectives of the committee is to provide opportunities for students at York University to interact, explore issues regarding successful health-care leadership and management skills and through knowledge and experience sharing, build a strong network of current and future health-care leaders.

The committee will also be actively involved within local and international events and projects to improve the social determinants of health within disadvantaged communities.

ARTICLE II. INTERPRETATION.

The Student Association of Health Management, Policy, and Informatics, shall be the sole authority for the interpretation of the constitution. The committee shall, however make all determinants of construction and interpretation within due regard to the accepted rules and procedures of York University.

ARTICLE III. MEMBERSHIP.

- i. A member is defined as: someone who signs up on the membership list and shows interest in club activities.
- ii. Committee Members
All students, staff, faculty and alumni of York University are eligible to become members of the Association. Only student members registered at York University are eligible to have voting privileges and hold executive positions in the committee.
- i. Associate Members
Individuals from outside of the York university community are permitted to have membership, but are restricted from voting privileges and holding executive positions within the committee.
- ii. All members are encouraged to participate and attend general committee meetings.
- iii. At the end of every academic year, all members are dissolved of the Association unless otherwise agreed upon by the Executive members.

ARTICLE IV. MEETING PROCEDURES.

- i. Committee meetings shall typically take place once every month. Executive meetings can take place once every two weeks. If required, executive meetings may take place once every week.
- ii. The date, time and place of meetings will be announced via email at least three days in advance. Meetings can also be announced in person during the last scheduled meeting.
- iii. In the event of an emergency, where a meeting is required or cancelled, there will be at least 24 hours notice.
- iv. The President shall be the chair of the meetings. In the absence of the President, the Vice-President Internal shall be chosen to chair the meeting. In the event that neither the President nor Vice-President is available, the meeting will be rescheduled.
- v. A majority of the executive members must approve a meeting date and time.

- vi. The agenda of the meeting shall officially be announced by the chair either via email or at the beginning of each meeting.
- vii. The secretary shall record the date, time and names of all members who are present at each executive and general member meetings.

ARTICLE V. QUORUM

The number of members required to be present to approve an issue, where a vote is needed, shall be the majority of the executive committee.

ARTICLE VI. OFFICERS, QUALIFICATIONS AND DUTIES

Section A. The Executives of the committee are as follows: President, Vice-President of Internal Affairs, Vice-President of External Affairs, Secretary, Treasurer, Director of Communications and Events Coordinator.

Section B. Duties of the Executives are as follows.

President

1. Providing the administrative guidance and direction to the structure and module of the Association
2. Collaborate with the Executive members in coordinating their efforts in carrying out the objectives and programs of the organization.
3. Convene and preside over all regular meetings and the meetings of the Executive committee.
4. Serve as the official representative of the Association.
5. Prepare budget request and submit to treasurer.
6. Work closely with the Executive Board Officers in all Association's administrative decisions and activities.
7. Publish general membership meeting agendas
8. Accepts overall responsibilities for all actions of the Association.
9. Is the primary and a monetary signing authority.

Vice-President

1. Assume and delegate the duties of the President in their absence.
2. Assist the President in matters of the Association's administration and other duties as assigned.
3. Responsible for liaison between the office and membership taken under the direction of the Association.
4. Seek resources from outside the York University community that will meet the objectives of Association and the interests of memberships.
5. Be a signing authority in Association matters, excluding any monetary transactions.

Director of Communications

1. Responsible for disseminating information about the Association's initiatives and events to general members.
2. Maintain all communications tools, including website, listserve and postering of events.
3. Ensuring proper security is maintained with regards to access and passwords within the Executive committee, and confidentiality on Association matters where needed

Treasurer

1. Monitor the Association budget and maintain current budget status reports.
2. Prepare year-end budget summary to the Executive committee regarding all financial activities.
3. Seek funding from and outside of the York University community that will meet the

- objectives of Association and the interests of members
4. Shall be responsible for overseeing the direction of monetary expenditure for any activity under the execution of office in conjunction with the President.
 5. Be a signing authority of monetary transactions.

Secretary

1. Responsible for recording the minutes of all Executive and general committee meetings.
2. Minutes must be posted to the Association Executive committee within one week of an Association meeting.
3. Responsible for checking and maintaining the Association's e-mail account at least twice a week and responding to general inquiries
4. Ensuring that the proper Executive member(s) is/are informed of e-mails of interest or addressed to them.
5. Keep a written and electronic copy of meeting minutes upon approval to all Executives and members of Association prior to the next scheduled meeting.
6. To assist the appropriate Executive members in preparing and distributing meeting agendas.

Events Coordinators

1. Create, plan and organize all events.
2. Assume responsibility for the execution of all events.
3. Ensure all York University policies and regulations are adhered to during events.
4. A maximum of two (2) individuals may hold this position.

ARTICLE VII. ELECTION OF EXECUTIVES

- i. Elections will typically be held at the final council meeting of a term of office.
- ii. In the event of an unexpected vacant position, the election process will be held in the next committee meeting. The executive committee has a maximum of two (2) business days to announce a vacant position.
- iii. Elections will be announced at least two (2) weeks prior to the election date.
- iv. Nominations will be made for Executive positions. Any eligible members may nominate themselves for a position.
- v. Once the candidates have been determined, each candidate will have an opportunity to communicate their regards and interest in the position to the committee
- vi. Private ballots shall be handed out and collected at the end of the election meeting. Ballots must be counted and winners will be announced in the same meeting.
- vii. In the event of a tie, candidates shall be given a second opportunity to speak to the committee or have another member speak on behalf of the candidate. A second ballot must be taken and this procedure must be repeated until a winner is declared.
- viii. Election results are final at the discretion of the Chief Returning Officer.
- ix. A Chief Returning Officer (CRO) will be assigned to operate independently from the executive and whose duties include presiding over elections, counting votes, ensuring objectiveness and fairness during the election process and declaring winning candidates.

ARTICLE VIII. CONFLICT OF INTEREST

- i. Definition of Conflict of Interest is as follows: A conflict of interest exists when a member's personal or financial interest conflicts with the duties and responsibilities of their position and the obligation they owe to the Association. For example, personal transactions for personal benefit, use of university supplies for private undertakings, personal acceptance of gifts associated with

- activities of the Association a whole or anything else deemed a conflict of interest.
- ii. In any matter, if a conflict of interest occurs between the members, it is the responsibility of the President to manage and resolve conflicts in a proper and unbiased manner.
 - iii. Conflicts can either be discussed privately or publicly at committee meetings, depending on the seriousness and importance of the conflict at the discretion of the President and the individuals involved.
 - iv. Members are encouraged to present any issues that may create or cause conflict within the Association.

ARTICLE IX. PROCEDURES REGARDING ALLEGATIONS OF WRONGDOING AND DISCIPLINARY ACTION

- i. Any member may report any wrong-doing to the President.
- ii. **The accused individual or groups must have sufficient opportunity to contest allegations.**
- iii. Any breach of responsibility and/or privacy by an executive must be reported to the President.
- iv. The President must warn the person in question and notify the individual of any intentions of his/her dismissal from the Association.
- v. The Executive must have a majority vote to remove someone from the Association

ARTICLE X. FINANCIAL RESPONSIBILITY.

- i. The financial responsibilities of the committee are handled by both the Treasurer and the President.
- ii. The President and the Treasurer are the only sole authorities who may access, distribute and control the finances of the committee.

ARTICLE XI. DUES.

- i. Within the first three weeks of the academic year, all executive members will ratify membership fees.
- ii. If the committee becomes inactive or fold, the remaining funds will be given to a local health related charity.
- iii. All financial dues must be reported and given to the Treasurer.

ARTICLE XII. AMENDMENT PROCEDURES

- i. **The constitution may be amended and subsequently ratified at any time with at least a two-thirds (2/3) majority of the general membership, not counting abstainers.**
- ii. **Members will be given at least one week to consider amendments before ratification.**

ARTICLE XIII. CUSTODIAN OF THE CONSTITUTION

- i. **The primary signing officer is the sole designated of the constitution to be presented at the request Centre for Student Community and Leadership Development (SC&LD).**
- ii. **The president or CRO must turn over the constitution to the newly executive committee.**