

Course Union Constitution

SOPHe CU

Article One (1)

Objectives of the Course Union

The objective of this Course Union is to promote the interests of the students in the School of Occupational and Public Health, to plan and execute events and initiatives in the best interest of the students in the school, and to foster a stronger sense of community within the program.

Article Two (2)

Relationship to Toronto Met Identities

Faculty of Community Services Student Society (FCSS)

- 2.1** The SOPHe Course Union is a campus group recognised as a Course Union by the Faculty of Community Services Society (FCSS) subject to a series of policies, and subject to appropriate risk management;
- 2.2** The Course Union must abide by the FCSS Student Clubs Policy in order to maintain their Course Union benefits available through the FCSS;
- 2.3** The FCSS will not interfere in the activities and operations of the Course Union, however it does have the power to investigate the complaints made by any member of the organization concerning alleged violations of this constitution, and/ or FCSS policies;
- 2.4** The SOPHe Course Union Presidents are expected to attend Student Clubs President meetings once a semester;
- 2.5** The FCSS shall assign a school or at-large director that has no affiliation to the SOPHe that will be an ex-officio member of the Course Union. In the event that an FCSS Board Director has been elected to hold either an Executive or Non-Executive position on the Course Union, their duties on the Course Union will supersede their duties as an ex-officio member.

Toronto Metropolitan Students' Union (TMSU)

- 2.6** The TMSU does not interfere with the activities or operations of the Course Union provided that the Course Union is adhering to the constitution
- 2.7** The Course Union will always abide by the TMSU by-laws
- 2.8** The Course Union will always abide by the TMSU policy manual
- 2.9** The TMSU has the power to investigate and take action as they see fit concerning alleged violation of this constitution

Article Three (3)

Membership of the Course Union

- 3.1** All full-time undergraduate and all graduate students registered within the course are automatically a part of the membership.
- 3.2** The Course Union may not charge levies or membership fees to TMSU or FCSS members.

Article Four (4)

Meetings of the Course Union

- 4.1** Executive meetings are open to all members of a Course Union, however only the Course Union executives will be eligible to vote.
- 4.2** Meetings of the membership are open to all members of the Course Union, and all members of the Course Union are eligible to vote.
- 4.3** Two weeks' notice will be given for a meeting of the membership in the form of posters and if possible, email.
- 4.4** Quorum for meetings both of the Executive as well as meetings of the membership is 50%.
- 4.5** All monthly meetings are mandatory for all executives, Vice-Presidents and the President to attend.

Article Five (5)

Executive Roles and Responsibilities

- 5.1** The executives have the power to make binding decisions on behalf of the membership with a majority vote of the executive team. All binding decisions must adhere to the articles within this constitution.
- 5.2** The executive position terms will end on April 30th of each calendar year. **5.3** No faculty, staff, non-TMSU, or non-Course Union members may hold an Executive position.
- 5.4** Should an executive position become vacant for any reason; the remaining executives may appoint someone from within the membership to fill the vacancy by a majority vote.
- 5.5** The executive positions and responsibilities are as listed below:

Presidents (2) One from OHS and one from PH

- 1. The Presidents shall chair all meetings, both Executive and of the membership.
- 1. The Presidents shall be responsible for liaison with the TMSU
- 2. The Presidents shall be a signing officer of the Course Union
- 3. The Presidents shall be responsible for advising the Campus Groups Coordinator of any changes in the Executive, signing officers, or other important business of the Course Union
- 4. The Presidents shall maintain logistics and finances of the entire course union to remain active for upcoming years.
- 5. The Presidents shall facilitate the SOPHe Spirit Award and other work pertaining to the program office.

Vice-President (4- Year) (2) One from OHS and one from PH

- 1. The Vice-Presidents shall be a signing officer of the Course Union
- 2. The Vice-Presidents shall oversee the operating budget for the year, and will maintain all financial records of the Course Union
- 3. The Vice-Presidents shall keep the minutes of the Course Union and should make them available to the membership upon request

4. The Vice- Presidents shall represent the 4-Year and Co-op students of the Occupational Health and Safety Program.
5. The Vice- Presidents shall work with the President on all projects.
6. The Vice- Presidents shall ensure the Course Union mandate is fulfilled by attending all events and meetings.
7. The Vice Presidents shall attend the Course Union President Meetings alongside the president.

Vice-President (Fast Track) (2) One from OHS and one from PH

1. The Vice- Presidents shall be a signing officer for the Course Union.
2. The Vice-Presidents shall represent the Fast Trackers of the Occupational Health and Safety Program.
3. The Vice-Presidents shall work with the President on all projects.
4. The Vice- Presidents shall ensure the Course Union mandate is fulfilled by attending all events and meetings.
5. The Vice- Presidents shall oversee all tasks and projects delegated to the Course Union executives by the President have been fulfilled.
6. The Vice Presidents shall attend the Course Union President Meetings alongside the president.

Finance and Special Funding Coordinator (2) One from OHS and one from PH

1. The Finance and Special Funding coordinators shall create and maintain the operating budget for the year and will maintain all financial records of the Course Union.
2. The Finance and Special Funding coordinators shall organize any fundraising events (if any).
3. The Finance and Special Funding coordinators are expected to pay for upfront expenses of the course union - in which he or she will be reimbursed.
4. The Finance and Special Funding coordinators shall attend events and required meetings.
5. The Finance and Special Funding coordinators shall be a signing officer of the Course Union.
6. The Finance and Special Funding coordinators shall update the Vice Presidents and President on the operating budget throughout the year.

Internal Communications Coordinator (2) One from OHS and one from PH

1. The Internal Communications coordinators shall keep the minutes of the executive meetings and should make them available to the membership upon request.
2. The Internal Communications coordinators shall attend events and all Executive meetings.
3. The Internal Communications coordinators shall answer emails (ensure with permission of the President and/or VPs)
4. The Internal Communication Coordinators shall attend all events and executive meetings.

Outreach and Sponsorship Coordinator (2) One from OHS and one from PH

1. The Outreach and Sponsorship coordinators shall act as liaisons between Occupational and Public Health Course Unions.
2. The Outreach and Sponsorship coordinators shall keep open the line of communication between each Course Union and facilitate joint activities.
3. Outreach and Sponsorship coordinators shall keep communication with the program department, CIPHI, TMSU, and other organizations.
4. Outreach and Sponsorship coordinators shall communicate with different Faculty of Community Services course unions.
5. The Outreach and Sponsorship coordinators shall attend events and executive meetings.

Events Coordinator (2) One from OHS and one from PH

1. The Events Coordinators shall manage and coordinate events such as social events and executive meetings.
2. The Events Coordinators shall be responsible for room and venue bookings.
3. The Events Coordinators shall ensure proper and detailed event planning including maintaining a calendar of events.
4. The Events Coordinators shall network and communicate with necessary stakeholders.
5. The Events Coordinators shall work with the Marketing executive to promote events/activities.
6. The Events Coordinators shall attend events and all Executive meetings.

Marketing Coordinator (2) One from OHS and one from PH

1. The Marketing Coordinators shall market and promote all events (via social media and in class)
2. The Marketing Coordinators will remain active on all SOPHe course union social media accounts
3. The Marketing Coordinators will moderate and approve all posts on SOPHe social media accounts
4. The Marketing Coordinators shall attend events and all executive meetings.

Graphic Design Coordinator (2) One from OHS and one from PH

1. The Graphic Design Coordinators will create all marketing material including posters, logos, promotional videos, etc.
2. The Graphic Design Coordinators will assist in the design for merchandise
3. The Graphic Design Coordinators will attend events and all executive meetings.

Article Six (6)

Breaking Expectations and Reconciliation

6.1 Breaking Expectations:

- 6.2** In the event that an Executive Officer commits any of the following offenses, their fellow Executive Officers, or a general member, must report this to the Executive Director of FCSS and the FCSS Society Manager;
- 6.2.1** Gross violation of the Course Union Constitution, platforms, policies, regulations, or Course Union decisions;
 - 6.2.2** Behavior unbecoming of a member; that which brings discredit to the Course Union, the Program Department, the Faculty of Community Services, the FCSS, the Overarching Student Government (RSU) or the University;
 - 6.2.3** Any and all malicious acts as defined by statute;
 - 6.2.4** Repetitive and unexcused absences at scheduled meetings or nonperformance of duties;
 - 6.2.5** Misappropriation, falsifying or forgery of any monetary record or negligence of Course Union funds and resources;
 - 6.2.6** Other serious actions not in conformance with the best ethical interests of the organization.

6.3 Reconciliation:

- 6.3.1** Once a formal report has been communicated to the FCSS Executive Director and the FCSS Society Manager, the Plaintiff(s) shall work with the Executive Director and the Society Manager to first seek reconciliation with the accused Office.
- 6.3.2** The FCSS Executive Director and/or the Society Manager shall act as mediators if necessary.
- 6.3.3** If reconciliation is not possible or the offense is too great, the plaintiff(s) may seek to remove the accused Officer from their position of Office; further consultation with the RSU will be needed when this option arises.

Article Seven (7)

Election Rules and Procedures

- 7.1** The Course Union will participate in the Centralized Election System (CES) that is run by the FCSS;
- 7.2** The FCSS Society Manager or a delegate, shall act as the CRO for the Course Union Executive and Year Representative Elections and will facilitate all info sessions, all candidate meetings and the online election itself;
- 7.3** The election shall be held by secret electronic ballot;
- 7.4** Promotion of the election and available positions shall be the responsibility of the Course Union;
- 7.5** Promotion and communications for available positions shall begin in the second last week of February;
- 7.6** Promotion must be fair and equitable, identifying all vacant positions equally;
 - 7.6.1** The Executive Team shall use the official platforms of the Course Union to communicate openings;
- 7.7** Polls must be open for a minimum of three (3) days to ensure that the maximum possible number of members are able to vote;
- 7.8** Executive Officers shall be elected from the General Membership at least 3 weeks

prior to the last day of March;

7.9 At the conclusion of the voting period, the CRO will close the polls, tabulate the results and, without undue delay, prepare a report detailing the positions, candidates, and votes in an auditable format. Such reports shall form part of the permanent records of the Course Union;

7.10 The results will be publicly reported by the last Friday in March, and the composition of the incoming Executive Team and Non-Executive Team will be reported to the Overarching Student Government (RSU), the FCSS and the Program Department by the end of March;

7.11 Uncontested Positions;

7.11.1 In the event that an Executive position is uncontested in an election, there shall be a vote of either YES (in support), or NO (against) for the respective candidate;

7.11.2 In the event that a Non-Executive position is uncontested in an election, the position shall be acclaimed.

Article Eight (8)

Amendments and Review of the Constitution

8.1 This constitution will be in effect until a new constitution is submitted to the TMSU and FCSS.

8.2 A new constitution will be submitted by September 30th each year.