



**CONSTITUTION OF THE BACHELOR OF
HEALTH SCIENCES SOCIETY**

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ARTICLE 1 – NAME

1.1 This body shall be referred to as the Bachelor of Health Sciences Society, abbreviated as BHSS.

ARTICLE 2 – AIMS AND PURPOSES

2.1 The purpose of the Bachelor of Health Sciences Society is:

2.1.1 To promote unity and participation within the Bachelor of Health Sciences (Honours) program;

2.1.2 To provide educational and extra-curricular opportunities for students to enhance the program atmosphere;

2.1.3 To address the needs and concerns of its members and the program.

ARTICLE 3 – DEFINITIONS

3.1 “Society” shall refer to the Bachelor of Health Sciences Society.

3.2 “Executive” shall refer to the Executive Committee of the BHSS.

3.3 “Chair” shall refer to the Chair of the Executive Committee.

3.4 “Program” shall refer to the Bachelor of Health Sciences (Honours) program, abbreviated as BHSc, at McMaster University.

3.5 “Student” refers to “a person who is registered in a course of study approved by the Senate,” as described in the McMaster University Act.

3.6 “Member” shall refer to a student enrolled in the Program, and meets the conditions listed in Article 4-Membership.

ARTICLE 4 – MEMBERSHIP

4.1 Full Membership in BHSS-related opportunities and services shall be granted to those undergraduate students who:

4.1.1 Have been admitted to and enrolled in the Program;

4.1.2 Are enrolled in eighteen (18) or more academic units, meeting the requirements of full-time studentship;

4.3 Every Full Member is entitled to:

4.3.1 Be represented by the Society;

4.3.2 Be treated with appropriate dignity and respect within the Society; 4.3.3 Participate fully in the Society's elections;

4.3.4 Attend any meetings of the Executive as an observer.

ARTICLE 5 – STRUCTURE OF THE EXECUTIVE COMMITTEE

5.1 The Executive Committee shall consist of no less than fourteen (14) members, in the following roles:

5.1.1 One (1) Chair;

5.1.2 One (1) Academic Coordinator;

5.1.3 One (1) Internal Coordinator;

5.1.4 One (1) External Coordinator;

5.1.5 One (1) Financial Coordinator;

5.1.6 One (1) First Year Representative;

5.1.7 One (1) Second Year Representative;

5.1.8 One (1) Third Year Representative;

5.1.9 One (1) Fourth Year Representative;

5.1.10 Two (2) Social Coordinators;

5.1.11 One (1) Communications Coordinator;

5.1.12 Two (2) Welcome Week Coordinators.

5.2 There shall be five (5) Standing Committees of the BHSS:

5.2.1 The Academic Committee;

5.2.2 The External Committee;

5.2.3 The Internal Committee;

5.2.4 The Social Committee;

5.2.5 The Financial Committee (optional)

5.3 There shall be four (4) BHSS Year Councils:

5.3.1 The First Year Council;

5.3.2 The Second Year Council;

- 5.3.3 The Third Year Council;
- 5.3.4 The Fourth Year Council.

5.4 All Committees and Councils shall aid their respective Coordinators in executing their respective duties.

ARTICLE 6- TERMS OF OFFICE

6.1 The Academic Coordinator, Social Coordinators, Internal Coordinator, External Coordinator, Financial Coordinator, Communications Coordinator, Chair, Second Year Representative, Third Year Representative, and Fourth Year Representative shall be elected by March 30 of each year, and shall hold office from May 1 to April 30th of the following year.

6.2 The First Year Representative shall be elected no later than the second Friday of October of each year, in conjunction with other BHSS vacant positions, and shall hold office from the resolution of the Fall Elections to May 1 of the next calendar year.

6.3 Welcome Week Coordinator shall be selected by the BHSc Office and the Welcome Week Coordinator Selection Committee and hold office from May 1 until April 30th of the following year.

6.4 If any Executive position is not filled during the Spring elections, the voting for that position will take place during the Fall Elections.

ARTICLE 6 – ROLES AND DUTIES OF THE EXECUTIVE

6.1 The overarching duties of the Executive Committee are to:

6.1.1 Ensure full and equal opportunity for Members of the Society to engage in the activities of the Society;

6.1.2 Be the policy-making body of the BHSS;

6.1.3 Make such decisions as are necessary to efficiently administer the BHSS;

6.1.4 Encourage student involvement in the McMaster community;

6.1.5 Act as ambassadors of the Society by promoting its work, assisting other executive members and representing its constituents;

6.1.6 Complete a transition report for their successor by the end of their term.

6.2 The duties of the Academic Coordinator are to:

6.2.1 Identify and formulate possible solutions to, and lobby on behalf of the students concerning academic problems within the Program.

6.2.2 Chair the Academic Committee of the BHSS and coordinate between subcommittee heads

6.2.3 Organize academic events and initiatives to provide support for all members of the BHSS.

- 6.2.4 Facilitate upper year mentorship to ensure a culture of collective success.
- 6.2.5 Act as the primary liaison for the BHSS on academic matters.
- 6.2.6 Integrate input and feedback from relevant leaders within the BHSc Office.
- 6.2.7 Strict management of *peer-made* academic resources appropriately distributed to BHSS members in accordance with McMaster's relevant policies.
- 6.2.8 Facilitate interdisciplinary endeavours with other programs, and BHSS executives.

6.3 The duties of the Chair are to:

- 6.3.1 Facilitate the Executive to effectively administer the BHSS;
- 6.3.2 Chair the Meetings of the Executive;
- 6.3.3 Coordinate the activities of the Society;
- 6.3.4 Ensure that the tasks assigned through the BHSS Constitution and Bylaws are completed in a timely manner;
- 6.3.5 Liaise with the BHSc Office, Faculty of Health Sciences, University Administration, University Senate, Student Representative Assembly and MSU Presidents' Council on matters relevant to the BHSS;
- 6.3.6 Act as the primary contact and representative for the BHSS;
- 6.3.7 Manage the BHSS' space within the Faculty of Health Sciences Lounge.

6.4 The duties of the Communications Coordinator are to:

- 6.4.1 Coordinate relations between the BHSc office and the BHSc community through online social media and other available platforms
- 6.4.2 Monitor BHSc and BHSS social media pages, and educate BHSc community on available academic and extracurricular resources

6.5 The duties of the External Coordinator are to:

- 6.5.1 Chair the External Committee of the BHSS;
- 6.5.2 Organize housing conference to coordinate off-campus housing for first year BHSc students
- 6.5.3 Coordinate and promote initiatives for BHSS Members that contribute to charitable organizations in the Hamilton community;
- 6.5.4 Coordinate funding initiatives to support BHSc students for off-campus events or intramurals
- 6.5.5 Organize interfaculty events that would be beneficial to BHSc students

6.6 The duties of the Financial Coordinator are to:

- 6.6.1 Act as the primary financial contact and advisor for the BHSS;
- 6.6.2 Keep an accurate and current record of all monies received, banked and spent;
- 6.6.3 Keep a file of receipts to correspond with all expenses;
- 6.6.4 Deposit all monies received in the bank account of the Society;

- 6.6.5 Collect and manage external financial requests;
- 6.6.6 Make financial records available upon the request to any member of the Society;
- 6.6.7 Keep an accurate and current record of the Society's inventory;
- 6.6.8 Provide a semesterly report on the state of the Society's finances to the Executive, or upon the Executive's request;
- 6.6.9 Collect student fees from the Office of Student Accounts and Cashiers by October 30;
- 6.6.10 Present a budget for the academic year to the Executive by September 1.

6.7 The duties of the First Year Representative are to:

- 6.7.1 Facilitate the full and equal integration of first year students into the BHSS;
- 6.7.2 Chair the First Year Council;
- 6.7.3 Organize educational and extracurricular opportunities for first year students;
- 6.7.4 Act as the primary liaison between first year students, the BHSc Office and the MSU First Year Council.
- 6.7.5 Act as the primary BHSS representative and contact for first year students.

6.8 The duties of the Fourth Year Representative are to:

- 6.8.1 Facilitate the full and equal integration of fourth year students into the BHSS;
- 6.8.2 Chair the Fourth Year Council;
- 6.8.3 Organize educational and extracurricular opportunities for fourth year students;
- 6.8.4 Act as the primary liaison between fourth year students and the BHSc Office;
- 6.8.5 Act as the primary BHSS representative and contact for fourth year students;
- 6.8.6 Organize the fourth year class gift and faculty appreciation initiative.

6.9 The duties of the Internal Coordinator are to:

- 6.9.1 Ensure that the concerns of all BHSc students are considered in decisions made by the executive
- 6.9.2 Run the BHSc Buddy Community by matching incoming students with upper years and plan Buddy related events
- 6.9.3 Organize events and initiatives designed to benefit BHSc students and community
- 6.9.4 Advocate and promote BHSc student ideas and initiatives
- 6.9.5 Collaborate with executive members to better the BHSc and the society as a whole

6.10 The duties of the Second Year Representative are to:

- 6.10.1 Chair the Second Year Council
- 6.10.2 Facilitate the full and equal integration of all second year students into the BHSS
- 6.10.3 Organize academic and extracurricular opportunities for second year students
- 6.10.4 Act as the primary liaison between second year students and the BHSc Office
- 6.10.5 Act as the primary BHSS representative and contact for second year students

6.11 The duties of the Social Coordinators are to:

- 6.11.1 Organize a diverse range of social events which develop a supportive student community;
- 6.11.2 Chair the Social Committee of the BHSS;

- 6.11.3 Organize the BHSc Formal;
- 6.11.4 Act as the organizers for Faculty Night during Welcome Week, should Welcome Week request BHSS Social aid.

6.12 The duties of the Third Year Representative are to:

- 6.12.1 Facilitate the full and equal integration of third year students into the BHSS;
- 6.12.2 Chair the Third Year Council;
- 6.12.3 Organize educational and extracurricular opportunities for third year students;
- 6.12.4 Act as the primary liaison between third year students and the BHSc Office;
- 6.12.5 Act as the primary BHSS representative and contact for third year students.

6.13 The duties of the Welcome Week Coordinators are to:

- 6.13.1 Facilitate the welcoming and integration of first-year and transfer students into the Program;
- 6.13.2 Plan, organize and implement all faculty events during Welcome Week;
- 6.13.3 Assemble, train and lead the Bachelor of Health Sciences (Honours) Program's Welcome Week Team of Representatives known as the 'Heartbeats' during the second academic term and summer preceding Welcome Week;
- 6.13.4 Act as the primary contact and liaison for the BHSS with the Student Success Center, other Welcome Week Coordinators, MSU, BHSc Office and all other Welcome Week related groups;
- 6.13.5 Act as the secondary organizers of Faculty Night during Welcome Week.

ARTICLE 7 – ELECTIONS

- 7.1 Elections for members of the Executive shall be held two times per academic year.
 - 7.1.1 Fall Elections shall be held to elect the First Year Representative or vacant Executive positions.
 - 7.1.2 Spring Elections shall be held to elect all other Executive positions.
- 7.2 Any student in the BHSc program may be nominated for any position on the Executive, with the exception of the Year Representatives.
 - 7.2.1 Year Representatives must be elected by their applicable cohort.
 - 7.2.2 Any BHSc student may hold the same Executive position for no more than two terms, including year representatives.
 - 7.2.3 No BHSc student may simultaneously hold Executive positions during the same term.
- 7.3 Members of the Executive shall be elected by plurality of all members casting valid ballots.
 - 7.3.1 All members of the BHSS may vote in the Fall and Spring Elections.

7.3.2 Year Representatives may only be elected by Members in their year.

7.3.3 Quorum for any election is 20% of all eligible voting Members.

7.4 Each election shall be administered by the BHSS Elections Chair with the aid of the BHSS Elections Committee

7.4.1 Members of the Society may participate in the Elections Committee, except for those nominated for positions in the election term.

7.4.2 The Elections Committee is responsible for adhering to Bylaw 1: Elections, and for recommending changes to the Executive.

ARTICLE 8 – MEETINGS OF THE EXECUTIVE

8.1 At least eight (8) meetings of the Executive shall be called by the Chair per academic term.

8.1.1 Quorum for these meetings shall be 50% of the Executive members.

8.1.2 Meetings of the Executive may be called by the Chair with a minimum of three (3) days notice.

8.1.3 Upon the receipt by the Chair of a written request for an Executive Meeting, signed by a majority of the Executive, the Chair shall call an Executive meeting at the earliest possible date.

8.2 Decisions shall be made by the Executive via majority vote

8.2.1 Should at least one-third (1/3) of the Executive feel that a majority vote is inappropriate, the issue shall no longer be considered by the Executive but may be addressed at a General Meeting.

8.2.2 Decisions of the Executive made over social media platforms may only be made via consensus

ARTICLE 9 – GENERAL MEETINGS

9.1 A General Meeting may be called by the Chair, if decided upon, during the academic year.

9.1.1 Quorum for General Meetings shall be 5% of the members of the Program.

9.2 The date and location of General Meetings shall be arranged by the Executive at least seven (7) days in advance.

9.2.1 Upon sufficient request from the Members of the Society, the Chair shall call a General Meeting at the earliest possible date.

9.3 Decisions made at a General Meeting shall be binding on the Executive if a two-thirds (2/3) affirmative vote has been reached.

9.3.1 Members of the BHSS may proxy their vote at a General Meeting through a signed contract

drafted by the Elections Coordinators.

9.3.2 Proxy voting may only be used for decisions regarding the General Meeting's pre-determined agenda outlined by the Chair.

ARTICLE 10 – RECALL AND VACANCIES

10.1 Any Executive member of the BHSS may be recalled by:

10.1.1 A consensus of the remaining Executive Members;

10.1.2 A two-thirds (2/3) affirmative vote of BHSS members at a General Meeting.

10.2 A notice of recall must be supported by a petition of twenty-five (25) members of the Program before it can be brought to a vote.

10.3 A vacancy on the Executive may be declared by the Chair if a member of the Executive:

10.3.1 Has been recalled;

10.3.2 Is absent for three (3) or more regular meetings without providing a justification acceptable to the Executive. An absence shall be defined as being anything greater than 15 minutes late to a meeting;

10.3.3 Ceases to be a Member in good standing with the Society.

10.4 All Members of the Society shall be informed of the vacancy and shall be eligible for nomination to fill the vacancy. 10.4.1 Exceptions exist for these elections as outlined in Articles 7.2.1, 7.2.2 & 7.2.3.

10.5 In the event that a vacancy arises for the position of Chair, the Executive shall elect a new Chair from within its own membership. 10.5.1 The newly elected Chair's prior position will be open to re-election as per Article 10.4.

ARTICLE 11 - FINANCES

11.1 The BHSS shall collect an annual fee of thirty dollars (\$30) from its members to fund the operations of the Society.

11.1.1 Decisions regarding the expenditure of the Society's fund shall be made by the Executive.

11.1.2 Any increases made to the annual fee must be approved by referendum, with a quorum of 25%.

- 11.2 The BHSS shall formulate an annual budget to outline the use of the Society's funds for the budgetary period.
- 11.2.1 A new budgetary period shall begin on June 1 of each year.
- 11.2.2 Each Executive Member must submit a proposed budget required to carry out the duties of their position to the Financial Coordinator by June 1.
- 11.2.3 A majority vote of the Executive is required in order to approve any proposed budget.
- 11.2.4 The Executive must maintain a budget to fund additional projects and initiatives that may arise during the budgetary period, subject to Article 11.5.
- 11.2.5 Any funds that have not been spent by the end of the budgetary period shall be carried over to the following budgetary period as a surplus.
- 11.3 No purchases shall be made with BHSS funds, until explicit permission has been granted by the Executive.
- 11.3.1 For purchases made from a BHSS Executive Member's approved budget, the purchase need only to be approved by that Executive Member.
- 11.4 Payments and reimbursements may only be made by the BHSS via cheques signed by two Executive members:
- 11.4.1 The Financial Coordinator;
- 11.4.2 The BHSS Chair;
- 11.5 The executive must maintain an external proposals budget to fund additional projects and initiatives of non-BHSS Affiliated Groups that may arise during the budgetary period.
- 11.5.1 The proposals budget shall be included in the BHSS budget and subject to Articles 6 and 11.
- 11.5.1.1 The external proposals budget shall have a minimum allocation of 5% of student fees collected.
- 11.5.1.2 Funding shall be restricted to initiatives that promote the Aims and Purposes of the BHSS as outlined in Articles 2.1.1, 2.1.2, and 2.1.3
- 11.5.2 Funding for initiatives may be requested by any member of the BHSS, through the official forms as identified by the BHSS Financial Coordinator

11.5.4 The BHSS reserves the right to offer funding to applicants on a conditional basis.

11.6 The executive must make financial records clearly available to members by releasing documents on a public medium (e.g., the BHSS website).

11.6.1 Financial records must include at minimum the approved annual budget and an ongoing record of spending within each budget line

11.6.2 The executive must release a yearly report at the end of their term by June 1

11.7 The executive must provide a semesterly report of the Society's finances to the Executive team a minimum of three times during the academic year

11.7.1 One report must be given in September, December, and April

11.7.2 The Executive team can request additional reports at any point during the year

11.7.3 Should the executive fail to provide these reports, finances must be further investigated by the Chair

ARTICLE 12 – BYLAWS AND AMENDMENTS

12.1 Matters not addressed by this Constitution may be accounted for in the Bylaws and Operating Policies Manual of the BHSS.

12.1.1 Changes to the Bylaws and Operating Policies Manual may only be made by a consensus of the Executive.

12.1.2 In matters of conflict between this Constitution and supporting documents such as the Bylaws and Operating Policies Manual, this Constitution prevails.

12.2 Amendments to this Constitution require the approval of the BHSS as a whole.

12.2.1 Proposed amendments must be submitted to the Chair.

12.2.2 Proposed amendments must be posted in a location visible to all BHSc members and presented at a General Meeting.

12.2.3 Amendment of this Constitution must be approved by a two-thirds (2/3) majority vote of program members at a General Meeting or via a vote on a program-specific online voting system.

12.2.4 Approved amendments will be brought into effect at the beginning of the following academic year.