Constitution of the Rehabilitation Medicine Students’ Association of the University of Alberta

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I. Name and Purpose
I.1. Name
I.1.1. The official name for this student association, under which it is officially registered with Student Group Services (SGS) is the “Rehabilitation Medicine Students’ Association”.
I.1.2. This organization will use the name or its acronym, RMSA, in all publicity materials and correspondence.
I.2. Compliance
I.2.1. The student association operates at the University of Alberta, subject to University of Alberta policies and procedures. The RMSA will also comply with all local, provincial, and federal laws and procedures.
I.3. Mission and Goals
I.3.1. The RMSA is the sole official representative body of the graduate students in the Faculty of Rehabilitation Medicine (FRM) at the University of Alberta. The RMSA exists for the purpose of promoting its mission and goals and providing students with opportunities for involvement, leadership and professional development.
I.3.2. The goals of the RMSA shall be:
I.3.2.i. To represent its members,
I.3.2.ii. To provide services which are beneficial to its members,
I.3.2.iii. To provide a meeting place for the consideration and discussion of questions affecting the interests of members,
I.3.2.iv. To integrate the FRM with the University of Alberta,
I.3.2.v. To foster student engagement and a sense of community within the four departments: Communication Sciences and Disorders (formerly Speech Pathology and Audiology), Physical Therapy, Occupational Therapy and Rehabilitation Science,
I.3.2.vi. To provide an official channel of communication between the faculty/staff and students within the FRM,
I.3.2.vii. To liaise with Graduate Students’ Association (GSA) and other student bodies,
I.3.2.viii. To disseminate information, and
I.3.2.ix. To promote and protect the interest of the membership.
II. Membership

II.1. Membership

II.1.1. Student Members. A Student Member is defined as any full-time or part-time graduate student enrolled in the FRM at the University of Alberta who has paid all applicable annual RMSA membership dues. Student Members are eligible to participate in meetings, run for positions and vote in elections. Student Members are entitled to all current services offered by the association. Student Members are required to show proof of membership before they will be granted these privileges.

II.1.2. Council Members. A Council Member is defined as any Student Member who is elected to a council position or who is appointed to temporarily assume the duties of a vacant council position, while that individual is in that role. Council Members are entitled to all current services offered by the association. Council Members are required to show proof of membership before they will be granted these privileges.

II.1.3. Executive Members. An Executive Member is defined as any Student Member who is elected to a executive position or who is appointed to temporarily assume the duties of a vacant executive position, while that individual is in that role. Executive Members are able to vote on all RMSA matters. Executive Members are entitled to all current services offered by the association. Executive Members are required to show proof of membership before they will be granted these privileges.

II.2. Membership Fees

II.2.1. Membership fees will be collected by the Executive on behalf of the RMSA.

II.2.2. The fees will be set by the Council and shall be applied to Members of the RMSA.

II.2.3. Any adjustment in fees greater than 10% of the current fee must be approved with 3/4 of the Executive in support (subject to formal ratification by the Council).

II.2.4. Council Members are exempt from the membership fees for the duration of their term.

II.2.5. The current fee shall be set at: $25.00 CDN.

II.3. Withdrawal of Membership

II.3.1. Any member wishing to withdraw from the association may do so upon writing to the Executive, with no reimbursement of membership dues.

II.4. Expulsion of Members

II.4.1. If a Member is charged with an academic offence as outlined by the University of Alberta Code of Student Behavior under the Post-Secondary Learning Act, the Member will be expelled from the RMSA.

II.4.2. Failure to meet the Minimum Academic Standing Requirements laid out by the Faculty of Graduate Studies and Research by a Member will result in expulsion from the RMSA.

III. Elections

III.1. Eligibility

III.1.1. In order to be eligible to run and hold office as a Council Member, an individual must be a Member of the RMSA who is in good academic standing and will not be graduating before the end of their term.

III.1.2. In order to be eligible to run and hold office as an Executive Member, an individual must have one (1) year of professional work experience as a member of the RMSA or one (1) year of relevant professional work experience. This requirement is waived if none of the candidates nominated for a position meet this service term requirement.

III.1.3. In order to be eligible to vote in an election, an individual must be a Member of the RMSA.

III.2. Nomination and Election Procedures

III.2.1. Nomination and election procedure will follow the GSA’s regular process for external bodies, which is to send out two (2) calls for nominations in advance of an election. A list
of nominees will be posted a minimum of seven (7) days before the election. If only one (1) nomination is received at the close of the second call for nominations, the Executive shall be given the opportunity to approve or disapprove of the candidate by 3/4 majority vote (subject to formal ratification by the Council). Should the Executive disapprove of the candidate, nominations shall be reopened as per Article III.2. If more than one (1) nomination is received, the RMSA will arrange an election for all graduate students in the department.

III.2.2. Elections will be held annually during the last week of March.
III.2.3. All eligible members will be given the opportunity to vote by secret ballot/online. The voting instructions will be determined by the RMSA and communicated via email to all Members on the deadline to receive nominations.
III.2.4. Results will be communicated by the RMSA via email to all Members.
III.2.5. The term of office for Council Members begins the day election results are announced and ends after the next election, when new Council Members are announced.

III.3. Appeals and By-Elections

III.3.1. A candidate or eligible voter may appeal election results within seven (7) calendar days of the announcement of results. Appeals should be made to the Executive prior to the disputed election.

III.3.2. Should an executive position not be filled or become vacant, the President shall, with 3/4 of the Executive in support (subject to formal ratification by the Council), appoint a member to that position until the next election.

III.4. Expulsion and Impeachment

III.4.1. If an RMSA Council Member fails to fulfill the duties of their position or fails to attend a Council Meeting without giving notice three (3) days prior to Meetings, any Member may petition the Executive for their expulsion or impeachment. The President is responsible for presenting the evidence to the RMSA’s membership at a Special Meeting. The RMSA Council Member complained about will have a chance to respond. An expulsion or impeachment vote requires a 3/4 majority (subject to formal ratification by the Council).

III.4.2. An election will be held as per Article III.2 within two (2) weeks of the date of expulsion or impeachment of any Council Member.

IV. Meetings

IV.1. Council Meetings

IV.1.1. All meetings will run in accordance with Robert’s Rules of Order.
IV.1.2. Council meetings will normally be held bi-weekly. Quorum for Council Meetings is 3/4 of the Council Members.
IV.1.3. Voting members shall include Executive Members (refer to Article V.3). A vote requires a 3/4 majority (subject to formal ratification by the Council).

IV.2. Annual General Meeting

IV.2.1. The Annual General Meeting will be held in September of every year. All Members will be notified electronically seven (7) calendar days prior. The quorum for the Annual General Meeting shall be 40% of the all Members.
IV.2.2. Voting members shall include Executive Members (refer to Article V.3). A vote requires a 3/4 majority (subject to formal ratification by the Council).

IV.3. Special Meetings

IV.3.1. Special Meetings may be called for constitutional amendments (refer to Article XII), impeachment (refer to Article III.4) and dissolution (refer to Article XIII). Amendments to the Constitution require a Special Meeting to be called, except for amendments required
by SGS, as stated in Article XII.2. A Notice of Special Meeting will be directly
communication to all Members five (5) calendar days prior to the meeting date.

V. Council
V.1. Council Members
V.1.1. The RMSA is governed by members of the RMSA Council, whom are nominated and
elected in accordance with the provisions of Article III.2.
V.1.2. The RMSA Council shall consist of:
V.1.2.i. The Executive (Article V.3),
V.1.2.ii. One (1) graduate student elected as Administrative Secretary (Article V.2.1.),
V.1.2.iii. Two (2) graduate students elected as Sport and Recreation Coordinators (Article
V.2.2.),
V.1.2.iv. Two (2) graduate students elected as Special Event Coordinators (Article V.2.3.),
V.1.2.v. Two (2) graduate students elected as Community Relations Coordinators (Article
V.2.4.),
V.1.2.vi. One (1) graduate student elected as the Health Science Students’ Association
(HSSA) representative (Article V.2.5.),
V.1.2.vii. One (1) graduate student representative from each department cohort (Article
V.2.6-V.2.9), and
V.1.2.viii. Two (2) graduate student PhD representatives from Rehabilitation Science
(Article V.2.10.).
V.1.3. All council members are responsible for attending bi-weekly Council Meetings and
assisting with RMSA events.
V.1.4. All council members must also complete Event Organizer Training with SGS as part of
the registration requirement as outlined in the UAPPOL Student Group Procedure.

V.2. Duties of the Council
V.2.1. Administrative Secretary. The Administrative Secretary will be responsible for ensuring
all meetings are effectively organized and recorded. The Administrative Secretary will
keep and distribute meeting minutes to Council Members. The Administrative Secretary
will manage the RMSA’s membership database, keep record of all activities of the
organization and notify all Members of meetings. The Administrative Secretary will be
responsible for ordering supplies and providing refreshments at Council Meetings.

V.2.2. Sport and Recreation Coordinator(s). The Sport and Recreation Coordinator is
responsible for organizing sport events, tournaments and drop-in activities that support
Members wellness and campus life. The Sport and Recreation Coordinator will set up all
leagues and registration, and secure necessary facilities, equipment, supplies, medical
needs and personnel to operate programs. The Sport and Recreation Coordinator will
enforce health, safety and security regulations during events in conjunction with facility
services. The Sport and Recreation Coordinator is also responsible for acting as a Unit
Manager on the Intramural Council at the University of Alberta. Responsibilities of the
Unit Manager are to (a) make recommendations concerning intramural activities; (2)
ensure that all policies relating to intramural activities are implemented; (3) review
regulations respecting any matters it considers necessary or advisable to carry out
intramural policy and maintain or improve the intramural program; and (4) register,
manage and advocate for all teams associated with the RMSA.

V.2.3. Special Events Coordinator(s). The Special Events Coordinator is responsible for
developing new events, and maintaining, organizing and managing existing RMSA events
to ensure they operate smoothly, efficiently, and generate maximum revenue and
exposure. The Special Events Coordinator will coordinate guest lists, food service
arrangements, menu planning, decorative and table set up. The Special Events Coordinator
will provide volunteer coordination and recognition for special events. The Special Events Coordinator will respond to all enquiries from Members and the public about events, assisting with media requests.

V.2.4. Community Relations Coordinator(s). The Community Relations Coordinator is responsible for identifying and promoting events in the community. The Community Relations Coordinator is responsible for developing and maintaining constructive and cooperative working relationships with community members and organizations. The Community Relations Coordinator is responsible for promoting and fostering community spirit, goodwill and volunteerism in RMSA Members. The Community Relations Coordinator is also responsible for ensuring that there is a fundraising component to all of the RMSA’s events and activities for which it is appropriate, with due sensitivity to the nature and objectives of each such event. The Community Relations Coordinator is responsible for securing donors and sponsors for such events. The Community Relations Coordinator will coordinate with the Vice-President Finance (to ensure that fundraising activities and transactions fully comply with all applicable policies and legislation), and the Vice-President External (who is responsible for event announcements and publicity). The Community Relations Coordinator will ensure the RMSA expresses appropriate appreciation to all donors, including advertising donor information at all applicable RMSA events.

V.2.5. Health Science Students’ Association (HSSA) Representative. The HSSA Representative is responsible for acting as the Interdisciplinary Representative for the FRM on the HSSA. Responsibilities of the Interdisciplinary Representative are to (1) assist in planning and organizing HSSA events; (2) promote HSSA events to the RMSA for dissemination; (3) represent and advocate for the interests of the FRM; and (4) promote interdisciplinary initiatives to the RMSA for dissemination.

V.2.6. Communication Sciences and Disorders (CSD) Representatives. One (1) graduate student representative from each cohort is responsible for acting as a liaison between the RMSA and their respective cohort. The CSD Representative will assist with CSD-specific duties assigned by the department and voice the ideas, requests and concerns of the CSD department. The CSD Representative will join a minimum of one (1) committee on the RMSA.

V.2.7. Physical Therapy (PT) Representatives. One (1) graduate student representative from each cohort is responsible for acting as a liaison between the RMSA and their respective cohort. The PT Representative will assist with PT-specific duties assigned by the department and voice the ideas, requests and concerns of the PT department. The PT Representative will join a minimum of one (1) committee on the RMSA.

V.2.8. Occupational Therapy (OT) Representatives. One (1) graduate student representative from each cohort is responsible for acting as a liaison between the RMSA and their respective cohort. The OT Representative will assist with OT-specific duties assigned by the department and voice the ideas, requests and concerns of the OT department. The OT Representative will join a minimum of one (1) committee on the RMSA.

V.2.9. Master of Science in Rehabilitation Science (MSc-RS) Representatives. One (1) graduate student representative from each cohort is responsible for acting as a liaison between the RMSA and their respective cohort. The MSc-RS Representative will assist with MSc-RS-specific duties assigned by the department and voice the ideas, requests and concerns of the MSc-RS department. The MSc-RS Representative will join a minimum of one (1) committee on the RMSA.

V.2.10. Doctor of Philosophy in Rehabilitation Science (PhD-RS) Representatives. Two (2) full-time doctoral student representatives from the FRM will be responsible for acting as a
liaison between the RMSA and PhD students. The PhD-RS Representative is responsible for keeping RMSA fully informed on events and issues directly affecting the PhD student body and for voicing their ideas, requests and concerns, in particular those of PhD Students. The PhD Representative will join a minimum of one (1) committee on the RMSA.

V.3. Executive

V.3.1. The Executive Members of the RMSA shall be:

V.3.1.i. President (Article V.4.1.),
V.3.1.ii. Vice-President External (Article V.4.2.),
V.3.1.iii. Vice-President Academic (Article V.4.3.) and,
V.3.1.iv. Vice-President Finance (Article V.4.4.).

V.3.2. The Executive Members vote on all RMSA matters and require a 3/4 majority (subject to formal ratification by the Council).

V.3.3. All Executive Members act as a voting member on RMSA Excellence in Teaching Awards.

V.4. Duties of the Executive

V.4.1. President. The President will set strategic direction for the RMSA and is the Chair of the Executive. The President acts as the main point of contact for all external organizations, possesses signing authority on the RMSA bank account, approves RMSA expenses and is the primary media contact. The President must also complete annual training with SGS as part of the registration requirement as outlined in the UAPPOL Student Group Procedure. The President will be responsible for completing the RMSA’s registration process with SGS by the end of the month following their election month. The President will enforce due observations of the policies and constitution of the RMSA and the UAPPOL Student Group Procedure. The president will organize and chair all Executive and Council Meetings of the RMSA unless absent, in which case the Vice-President External shall chair the meeting. The President will hold a key to the RMSA office, which is to be turned over at the end of the elected term.

V.4.2. Vice-President External. The VPE is responsible for establishing and maintaining contact with external organizations, partners, and affiliates. The VPE is responsible for updating and managing the RMSA’s website, social media, and other communications. The VPE will be responsible for keeping up to date on University of Alberta risk management policy and receiving approval for all RMSA events. The VPE must also complete annual training with SGS as part of the registration requirement as outlined in the UAPPOL Student Group Procedure. The VPE will preside in the absence of the President. The VPE will possess signing authority on the RMSA bank account.

V.4.3. Vice-President Academic. The VPA is responsible for the planning, coordination, and execution of academic events and initiatives. The VPA will submit all proposed academic events and initiatives, along with budgetary information for review and discussion by the Council, and for final approval by the Executive. The VPA will notify Members of academic events and initiatives, ensure that academic events and initiatives follow all applicable rules and laws. The VPA must also complete annual training with SGS as part of the registration requirement as outlined in the UAPPOL Student Group Procedure. The VPA will possess signing authority on the RMSA bank account.

V.4.4. Vice-President Finance. The VPF is responsible for creating and presenting RMSA budgets. The VPF will possess signing authority on the RMSA bank account, and will be responsible for handling RMSA funds, making regular cash deposits, and approving expenses. The VPF will curate the RMSA’s financial records in compliance with Article
XI. The VPF must also complete annual training with SGS as part of the registration requirement as outlined in the UAPPOL Student Group Procedure.

VI. Committees
VI.1. The Executive shall decide on an annual basis which committees need to be established in order to advance the RMSA.
VI.2. All Committee Chairs will be appointed no later than seven (7) days after the committee has been established. Only Executives may serve as Committee Chairs.
VI.3. The duties of all Committee Chairs shall include:
   VI.3.1. Selecting Council Members to serve on their respective committee.
   VI.3.2. Coordinating and chairing committee meetings, as needed.
   VI.3.3. Keeping the Council well-informed of the plans and intentions of the committee.

VII. Faculty Liaison
VII.1. Liaison Requirements
   VII.1.1. The FRM will appoint a primary liaison.
   VII.1.2. Other persons may serve as secondary liaisons as needed.
VII.2. Duties
   VII.2.1. The role of the faculty liaison may include: operational advice, constitutional/bylaw advice or revision assistance, election assistance, trouble-shooting, assistance with room-booking or general operations, liaising between the RMSA and the larger faculty, communications help within the faculty, updates on the RMSA’s activities, and assistance with event planning or risk management.
   VII.2.2. A liaison may not vote in RMSA matters, hold office, or unduly influence decisions of the student organization.

VIII. Key Distribution
VIII.1. RMSA Office
   VIII.1.1. The President, Vice-President External, Vice-President Academic and Vice-President Finance will hold a key to the RMSA office, which is to be turned over at the end of the elected term.
   VIII.1.2. Individuals will be responsible for penalties incurred by the loss of a key.

IX. Lockers
IX.1. General Terms and Conditions
   IX.1.1. Lockers located in Corbett Hall shall be rented to full-time or part-time graduate students in the FRM from August 1 to July 31.
      IX.1.1.i. Students are not permitted to switch with or give any locker to another student.
      IX.1.1.ii. The locker may be opened by law, university, or RMSA personnel for emergency purposes or for good cause as determined by the FRM, the RMSA President or other authorized law personnel.
   IX.1.2. Students renting a locker will be given access to the locker rooms via their ONEcard.
   IX.1.3. Locks are property of the RMSA and may not be removed or replaced.
   IX.1.4. Property left in the lockers after the rental term shall be removed and held in the RMSA office for seven (7) days and then given to University of Alberta Protective Services.
IX.2. Locker Location
   IX.2.1.i. Female lockers are located at 1-14, 1-20, 1-22, and 1-24 Corbett Hall.
   IX.2.1.ii. Male lockers are located at 1-17 and 1-19 Corbett Hall.
IX.3. Locker Rental Fees
   IX.3.1. Locker rental fees will be collected by the Executive on behalf of the RMSA.
   IX.3.2. RMSA members will receive a $10 CDN discount on locker rentals.
   IX.3.3. The locker rental fee and Member discount will be set by the Council.
IX.3.3.i. Any adjustment in fees greater than 10% of the current fee must be approved with 3/4 of the Executive in support (subject to formal ratification by the Council).

IX.3.3.ii. Any adjustment in discounts greater than 5% of the current discount must be approved with 3/4 of the Executive in support (subject to formal ratification by the Council).

IX.3.4. The current fee shall be set at: $50.00 CDN.

X. RMSA Subsidy

X.1. The RMSA Subsidy is designed to enhance member's experiences while at the University of Alberta Faculty of Rehabilitation Medicine. The RMSA Subsidy encourages member's to attend (a) professional development sessions and conferences that will grow their professional networks and build their knowledge base and (b) intramural activities that will improve mental health and well-being.

X.2. The RMSA will pay up to $25 incurred for registration costs associated with involvement in professional development sessions, conferences and intramural activities for RMSA members up to a maximum of $25 per membership year.

X.2.1. Professional development sessions or courses taken for credit or that are a degree requirement are excluded from subsidization.

X.2.2. Member must be in good academic standing as per the Faculty of Graduate Studies and Research and must not have been charged with an academic offense as outlined by the University of Alberta Code of Student Behavior under the Post Secondary Learning Act.

X.3. Subsidy applications must be submitted to the RMSA, with original receipts, proof of payment and proof of course completion if applicable, within fourteen (14) days of the final day of the professional development session, conference or intramural activity.

XI. Financials

XI.1. Fiscal Year

XI.1.1. The RMSA’s fiscal year runs from April 1 to March 31

XI.1.2. The Vice-President Financial will make deposits regularly or when an amount greater than $500 has accumulated in the cash box.

XI.1.3. Bank statements, receipts, grant reports, and other financial documents are to be kept in a secure location for six (6) years before being shredded.

XI.2. Budgets

XI.2.1. The Vice-President Financial is responsible for creating and presenting the upcoming fiscal year’s budget to the Council. Upon Council approval (constituted by a 3/4 majority subject to formal ratification by the Council), the proposed budget will be distributed to the Council.

XI.2.2. A minimum balance of $5000 shall remain in the account at all times.

XI.3. Borrowing Powers

XI.3.1. The RMSA shall be permitted to borrow money from the University of Alberta Students’ Union. The RMSA shall not borrow money from any other financial institutions.

XI.4. Auditing of Accounts

XI.4.1. The Vice-President Financial shall audit the RMSA accounts at the end of the fiscal year.

XI.4.2. An audited financial statement shall be given to the incoming RMSA Council.

XI.5. Finances

XI.5.1. The Executive must approve all expenditures, with a 3/4 majority (subject to formal ratification by the Council), under the RMSA’s name prior to any funds exchanging hands.
XI.5.2. Members may be reimbursed for approved expenses by cheque as long as their reimbursement requests are made, with original receipts, within fourteen (14) days of the transaction.

XII. Amendments to the Constitution

XII.1. Any Member can propose amendments to the Constitution by submitting a request to the President to consider those amendments.

XII.2. Constitutional amendments can be approved during Council Meetings. These amendments require a 3/4 majority vote from the Council.

XII.3. Constitutional amendments required by SGS can be approved during Council Meetings. These amendments require a 3/4 majority vote (subject to formal ratification by the Council) from the Executive.

XIII. Dissolution

XIII.1. The RMSA may be dissolved by a 2/3 majority vote (using normal rounding) at a Special Meeting convened for the purpose of which ninety (90) days notice must have been given in writing to all members. The RMSA is automatically dissolved upon membership dropping below ten (10) members. Upon dissolution, the Executive is responsible for ensuring that any remaining financial resources are endowed into a Rehabilitation Medicine Students’ Association Scholarship to be controlled by the FRM and the bank account is closed down. Any resources or RMSA assets will not be distributed to individual members.

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