

CONSTITUTION OF 'UNIVERSITY OF OTTAWA HOSA'

Constitution — English version updated November 8, 2023. Approved November 19, 2023

Table of Contents

Article I. Name	1
Article II. Club Mandate	1
Article III. Membership	1
Article IV. Executive	1
Article V. Responsibilities of the Executive	2
Article VI. Meetings	3
Article VII. Executive Appointment	3
Article VIII. Amendments	4
Article IX. Impeachment	4
Article X. Finance	4
Article XI. Refund Policy	4
Article XII. Agency Clause	5

I. Name

- 1.1. The club’s official name will be “University of Ottawa HOSA”. “uOttawa HOSA” and “HOSA uOttawa” may be used as an abbreviation for marketing purposes. No other name will be used in the advertisement or representation of the club.

II. Club Mandate

- 2.1. List all purposes for which this club will serve:
Our mission is to provide resources to current students in order to help push them to become leaders in the healthcare industry. The University of Ottawa chapter prides itself with the affiliation under HOSA Canada and HOSA Inc., organizations which empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience. We invite students, professors, healthcare experts, and organizations to come together to support the excellence and innovation of the upcoming generations of healthcare workers. Joining the HOSA community at the University of Ottawa will allow students to:
- Delve into the world of healthcare and the importance of teamwork and leadership required for any career aspirations.
 - Countless networking opportunities will create everlasting friendships and foster meaningful relationships between students, medical professionals, and community partners.
 - Gain confidence and character while pushing towards innovation, learning about the pathways that lead you to success in your studies and future endeavors in healthcare.

III. Membership

- 3.1. Membership will be open to all students enrolled in an undergraduate program.
3.2. At least 75% of the members of the club are registered students at the University of Ottawa.
3.3. All executive members of the club are registered University of Ottawa students.
3.4. All members must pay the HOSA Canada fees and uOttawa Membership fees as indicated by the University of Ottawa HOSA club.
3.5. Members and executives must be registered as a part of HOSA Canada each term.

IV. Executive

- 4.1. The executive committee shall consist of the following at minimum:
- 4.1.1. Administration team
 - 4.1.1.1. President
 - 4.1.1.2. Internal Affairs
 - 4.1.1.3. Bilingual Affairs
 - 4.1.1.4. Financial Affairs
 - 4.1.2. Events team
 - 4.1.2.1. Social Affairs
 - 4.1.2.2. Fundraising
 - 4.1.2.3. Competitive Events Lead
 - 4.1.3. Outreach team
 - 4.1.3.1. External Affairs
 - 4.1.3.2. Communications
 - 4.1.3.3. Media

Note: Names are subject to change from term to term.

- 4.2. The executive member term will begin on May 1st of each year and last exactly one calendar year.
4.3. Executive members must attend 75% of executive meetings and 75% of general member meetings. For executive meetings, they are permitted to attend through online platforms in the inability to be physically present.

- 4.4. Including a Vice-President will be at the discretion of the President as the Internal Affairs executive oversees functions of the Secretary.

V. Responsibilities of the Executive

- 5.1. President
 - 5.1.1. Oversee the other members of the executive in fulfilling their responsibilities;
 - 5.1.2. Chair all meetings; and
 - 5.1.3. Have signing authority for the club.
 - 5.1.4. Research and book any logistics for meetings and trips.
 - 5.1.5. Hiring new executives for administration committees. These executives will be appointed in a joint decision between the President and Internal Affairs as indicated in Article 7.
 - 5.1.6. Control over all financial dealings of the clubs and be a signing authority for the club's bank account.
- 5.2. Internal Affairs
 - 5.2.1. Assist with overseeing the other members of the executive in fulfilling their responsibilities;
 - 5.2.2. Chair meetings in the absence of the President if appointed; and
 - 5.2.3. Have signing authority for the club.
 - 5.2.4. Assist with researching and booking any logistics for meetings and trips.
 - 5.2.5. Assist with hiring new executives for administration committees. These executives will be appointed in a joint decision between the President and Internal Affairs as indicated in Article 7.
 - 5.2.6. Record meeting minutes for all meetings.
- 5.3. External Affairs
 - 5.3.1. Responsible for contacting (emails, phone calls, in-person visits) organizations external and/or internal of the University of Ottawa to facilitate relationships for events and conferences, and for financial support.
 - 5.3.2. Coordinate with Communications and Fundraising for possible collaborations and sponsorships with other organizations.
- 5.4. Bilingual Affairs
 - 5.4.1. Responsible for translation of all documents and media between English and French.
- 5.5. Communications
 - 5.5.1. Responsible for communication between the club and its members through regular emails including any updates and information regarding events.
 - 5.5.2. Be responsible for answering all questions from all methods of contact.
 - 5.5.3. Coordinate with External Affairs and Fundraising for possible collaborations and sponsorships with other organizations.
- 5.6. Financial Affairs
 - 5.6.1. Control over all financial dealings of the clubs and be a signing authority for the club's bank account.
 - 5.6.2. Responsible for submitting all subsidy request forms for financial reimbursements.
 - 5.6.3. Responsible for hotel and transportation bookings for all conferences.
 - 5.6.4. Responsible for fee collection for conferences and club memberships.
- 5.7. Social Affairs
 - 5.7.1. Responsible for planning a minimum of one social and one academic event per academic semester.
 - 5.7.2. Coordinate with the outreach team to determine the most effective way to advertise events and support from sponsors.
- 5.8. Fundraising

- 5.8.1. Responsible for fundraising planning and execution during events for the year to subsidize costs for the conference.
- 5.8.2. Coordinate with External Affairs and Communications for possible collaborations and sponsorships with other organizations.
- 5.9. Media
 - 5.9.1. Be responsible for overseeing all marketing dealing of the club including graphic design, printing, logo and website updates.
 - 5.9.2. Be responsible for the effective and appropriate use of social media platforms.
 - 5.9.3. Coordinate with External Affairs, Communication, and Fundraising for updates and promotion via all platforms of contact.
- 5.10. Competitive Events Lead
 - 5.10.1. Be responsible for the hiring of trainers for each event
 - 5.10.2. Oversee all training procedures to ensure compliance with event guidelines
 - 5.10.3. Purchase any required training materials with approval of the President.
 - 5.10.4. Responsible for creation of any training mock exams or simulations

VI. Meetings

- 6.1. At least three general meetings shall be held during the school year, including the Annual General Meeting, Information Sessions and Training Sessions.
- 6.2. Members will be informed of each of these meetings at least seven (7) days in advance. These are minimum requirements.
- 6.3. Information sessions will be held throughout the fall semester, until the deadline for registration which is set out by HOSA Canada.
- 6.4. One executive ‘Vision Planning’ meeting must be held before the start of the fall semester to plan out events and dates for training sessions. All dates and events must be agreed upon in a 2/3 majority.

VII. Executive Appointment

- 7.1. The application process for the executive committee will begin in March of each year.
- 7.2. The length of the mandate of executive members is from May 1st to April 30th of the following year.
- 7.3. The executive positions will be open to members of the club who are students at the University of Ottawa. The position of President will require 1 year of prior experience as an executive member beforehand. Positions of Internal Affairs, External Affairs, and Competitive Events Lead will require at least 1 year of prior experience in a HOSA Competitive Event.
- 7.4. The first round of applications will consist of a written application form.
- 7.5. Candidates for executive positions must convey their interest in any position(s) through the created application form before the deadline. Then, the current President and Internal Affairs executive will organize a general meeting following the national conference to vote for the executives for the following term. The candidates will present their vision and future plans for the club to the rest of the current executive council and attending general members and a vote will be held where a majority win is required for each position.
- 7.6. In the event of a tie, the President and Internal Affairs executive will unanimously determine the best suited candidate for the position. This decision will be based on interviews with each candidate with consideration with the written application.
- 7.7. All candidates for executive positions must be selected at least 1 week before the start of the new term. Applicants will be notified by email.
- 7.8. Selection of new positions created by the President of that year, will conduct the application procedure over the summer break and candidates must be notified by email in mid-August.

VIII. Amendments

- 8.1. Amendments to the constitution must win a two-thirds majority vote of the present executive members; and
- 8.2. An amendment to the constitution must be approved by the UOSU Clubs Committee, which must be presented with a typed copy of the proposed amendment as well as typed minutes from the meeting when the amendment was passed in order to prove that the amendment was passed. The Clubs Committee may decertify a club should it fail to notify the Vice President of Student Affairs, in writing, of any changes to its constitution or to its executive.

IX. Impeachment

- 9.1. Any member of the club who commits an act negatively affecting the interests of the club and its members may be given notice of impeachment by the President;
- 9.2. The impeached individual shall have the right to defend her actions; and,
- 9.3. A two-thirds ($\frac{2}{3}$) majority vote of executives present will result in the removal of the impeached individual from the club and the loss of any privileges associated with the club. Paid fees from the member will remain non-refundable.
- 9.4. Any executives who commits an act negatively affecting the interests of the club and/or its members may be given notice of impeachment by the President or executive members;
- 9.5. A vote will be held between all executives of that term in the University of Ottawa HOSA club. Unanimous approval for impeachment is required to remove an executive member from their position.
- 9.6. The removed executive will lose any privileges associated with the club that the President deems fit.
- 9.7. Appointment of a new executive to fill the role will be conducted by the President(s) immediately.
- 9.8. In the case of the removal of the president, the Internal Affairs officer will replace the president effective immediately following their removal.

X. Finance

- 10.1. The President and Internal Affairs executive will set a membership fee annually where a two-thirds majority vote is required among the executives.
- 10.2. Members participating in the competition must pay the registration fees set out by HOSA Canada and University of Ottawa HOSA, and in the event of international competition, HOSA Inc.
- 10.3. Any financial decision must be approved by the President and Finance executive. The President and Finance executive will also have control over the financial accounts of the club. Large purchases of \$1000 CAD or more (excluding fees related to registration fees) must be unanimously approved by the entire executive team.

XI. Refund Policy

- 11.1. Initiating a refund policy for club members which is to include the following format and minimum standard:
 - 11.1.1. A member may apply to her club for a refund within one (1) month of becoming a member of the club, or within one (1) week of the club's first official event if:
 - 11.1.1.1. There has been a misinterpretation of the club's mandate and proposed activities as specified of the member when signing onto the club.
- 11.2. A member may only apply to her club for a refund after one (1) month of signing up for membership for the club, or after one (1) week of the club's first official event for extenuating circumstances.
 - 11.2.1. Extenuating circumstances include, but are not limited to: Serious organizational issues with the club executive that led to a complete lack of communication to its members; lack of programming as promoted to its members; any circumstances

that seriously hamper the ability for the club member to enjoy its membership to the club.

- 11.2.2. Where a club and its members cannot resolve the refund issue, a club or the member may request assistance from the Clubs Coordinator who will act as a mediator between the Club and the member to reach a resolution.
- 11.3. Refund deadlines for membership fees are set annually by HOSA Canada. A member may not apply for a refund after this deadline no matter the circumstances. They also may not apply for a refund within 24 hours of the deadline; this allows time for the club presidents to process the request and inform HOSA Canada. The membership fees that are given to uOttawa HOSA are non-refundable. All fees for transportation and hotel are non-refundable unless stated otherwise.

XII. Agency Clause

- 12.1. The University of Ottawa HOSA is not an agent of the University of Ottawa Students' Union and its views and actions do not represent those of the UOSU.
- 12.2. The University of Ottawa HOSA club is a registered chapter of HOSA Canada and HOSA Inc. from September 2020.