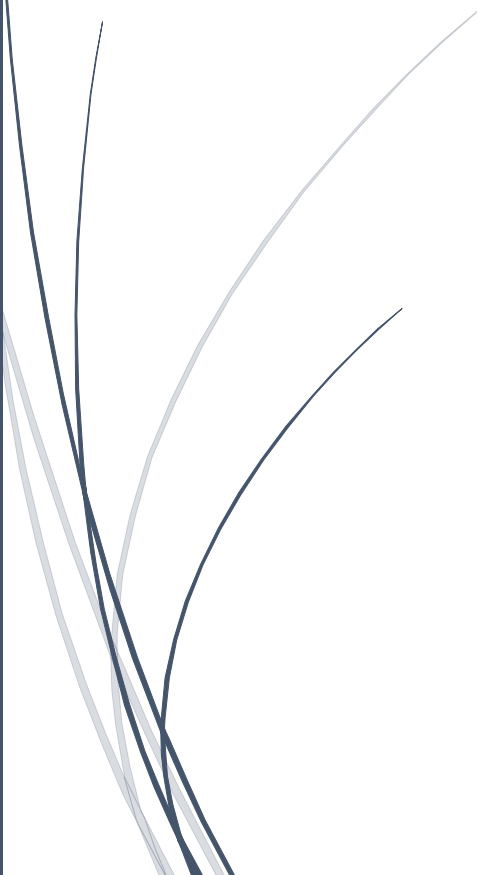




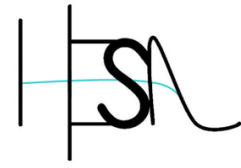
4/11/2016

# Constitution

Human Ecology Students' Association



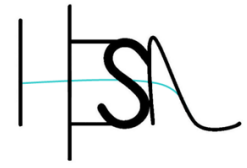
Revised by Nadine Lai 2016  
UNIVERSITY OF ALBERTA



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## Preamble

The Human Ecology Students' Association (HESA) is managed by undergraduate students within the Department of Human Ecology at the University of Alberta. HESA strives to create a memorable experience for undergraduate students in the Department of Human Ecology. Executive Members provide networking opportunities with the professional community for existing and newly-admitted undergraduate students. HESA also serves as a formal means for addressing student concerns within the department.

## ARTICLE I: Name and Purpose

### I.I Name

The name of the student group shall be Human Ecology Students' Association. Hereinafter referred to as "HESA"

### I.II Compliance

The student group operates at the University of Alberta, subject to University of Alberta policies and procedures as well as Student's Union policy and procedures. HESA will also comply with all local, provincial, and federal laws and procedures.

### I.III Objectives and Goals

The group shall operate for the purpose of:

1. Providing networking opportunities with the professional community for undergraduate students;
2. Establishing a formal means of addressing undergraduate student concerns;
3. Creating a memorable university experience for undergraduate students through social events; and
4. Promoting philanthropy through committing resources to a charity(ies) throughout the school year.

## ARTICLE II: Membership and Eligibility

### II.I Membership

- a) Membership in HESA is open to undergraduate students, faculty, and staff at the University of Alberta, who have paid the membership fee. Eligible individuals who wish to become part of the group must indicate this by signing up for a group mailing list (after purchasing a membership card), or by emailing the Secretary before the end of October each year. Elected Executives assume membership within the group and are exempt from this procedure.
- b) HESA will be registered with the University of Alberta and Students' Union. General membership will consist of at least 3/4 Undergraduate Students.

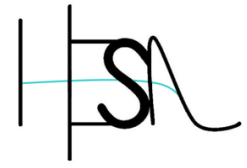


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- c) All members of HESA are considered equal. However, the Executive Committee have the authority to speak and act on behalf of the membership. See Article IV.II for the Duties of Executive Committee Members.
- d) The classes of membership that exist in the group are as follows:
- i. **General Members:** A General Member is defined as any student who signs up for the student group mailing list at a recruitment event and who has attended one group meeting or event over the year as recorded by the Secretary. General Members are able to vote during General Meetings as well as the Annual General Meeting;
  - ii. **Executive Members:** An Executive Member is defined as any student who is elected to an executive position or who is appointed by the President(s) to assume duties of a vacant executive position. Executive Members are able to vote in all group matters;
  - iii. **Honorary Members:** An Honorary Member is defined as an individual who has been nominated and appointed as such by the Executive Committee. Honorary Members do not need to pay membership dues. Honorary Members may be alumni of the Department of Human Ecology at the University of Alberta, community members, or other individuals that the Executive Committee deems appropriate. Honorary Members do not have voting rights but are invited to sit on committees or working groups and to attend all group events.
- e) The conditions of membership in the group are as follows:
- i. To remain in good standing, a member must attend at least one group meeting or event over the course of a year and have their attendance recorded by the Secretary.
  - ii. A member in bad standing is defined as any member who has not attended any group meetings and events over the preceding calendar year, or who has clearly and purposefully worked against the group's stated purpose and objectives.
  - iii. All members in bad standing will be given written notice of this fact by the Executive Committee, and will be given six (6) weeks from the receipt of this notice to either attend a group event or meeting, to plan a group event, or to propose an alternate measure to amend the member's participation/behaviour. If a member in bad standing fails to communicate with the Executive Committee within that time, their membership privileges will be revoked until the next academic year.

## II.II Membership Dues

Membership fees will be \$5.00 per annum. This is subject to change upon the discretion of the Executive Committee. Membership will not be granted until dues are paid.

Memberships purchased at any time during the year will be valid up to August 31.



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## ARTICLE III: Elections

### III.I Eligibility

- a) In order to be eligible to run and hold office, a member must not be in their last year of study at the University of Alberta.
- b) In order to be eligible to vote in an election, a member must be a Human Ecology undergraduate student attending the University of Alberta. A member is not allowed to vote for a race in which they themselves are campaigning.
- c) Members will declare their candidacy by receiving at least two (2) nominations from any Human Ecology undergraduate student.
  - i. If a position is contested, a member is restricted to signing one of the nomination forms of that position. (i.e. If Sam and Taylor are both running for the Secretary position and Jamie signs Sam's nomination form, Jamie cannot sign Taylor's nomination form as well).
- d) Each newly elected candidate will hold office for a term of one calendar year commencing from the month of April. Each candidate is able to be re-elected and able to hold office in their position for two years' maximum. After the two-year term, the candidate is still able to hold a position on the Executive Committee. However, it cannot be the same position they presently hold. Exception to this two-year term clause will be allowed in the event of no new-interested candidates running for that particular position on the Executive Committee. In this case, the current Executive Member can hold their position for another year term.

### III.II Election Supervision

Elections will be monitored by the Secretary and the President(s). If the Secretary and/or President(s) plans to run as a candidate, the President(s) will appoint an impartial non-candidate, Executive Member to supervise the election process as below (i.e. an outgoing member who is not running in the election). The Secretary will provide candidates and voting members with information on the elections, nominations, and all associated procedures, one month prior to the Annual General Meeting.

### III.III Election Procedures

- a) Elections will be held at the Annual General Meeting in March.
- b) All Human Ecology undergraduate students are eligible to vote and run for candidacy. A vote will take place regardless of a position is contested or non-contested.
- c) At the AGM, each candidate will be allotted 30 seconds for a campaign speech for their nominated position.
- d) Voting will take place by secret ballot during the AGM. Ballots will be destroyed (deleted) only after approval from the Executive Committee is granted. Ballots must be destroyed prior to September of that year. The voting logistics will be determined by the Secretary/appointed Executive Member alongside with the President(s) and will be communicated to all members at the AGM.



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- e) A candidate must receive a simple majority (50% with one additional vote) to be elected. If an unopposed candidate does not receive a simple majority, that position is considered vacant.
  - f) Executive terms of office begin on the first day of the month of April and run for a period of one (1) year. The time between April and June will be used to train new Executive Members for their position.

### III.IV Appeals and By-Elections

- a) A candidate or General Member may appeal election results within one week of the announcement of the results. Legitimate reasons for appeal can include but are not limited to: illegal campaigning, smear campaigning, or hard evidence of dishonest voting.
  - i. Should a situation like this arise, the President(s), VP Academic and Secretary will be notified immediately. These individuals will convene to discuss the transgression and if found legitimate, will bring it to the attention of the Executive Committee for further discussion. The President(s), VP Academic and Secretary will quickly come to a decision. An emergency meeting with the Executive Committee will be called within the first 24 hours of knowing the transgression and the Executive Committee will come to a decision within the next 48 hours. Should the Executive Committee come to a disagreement or an impasse, Student Group Services will be contacted.
- b) Should an Executive position not be filled or become vacant partway through the year, a Senior or Junior Representative may be nominated by an Executive Member and passed through an Executive vote to fill such vacancies. In this situation, the newly elected candidate will immediately hold office.

## ARTICLE IV: Executive Committee

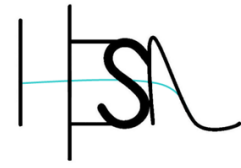
### IV.I Executive Committee Members

The composition of the Executive Committee shall be entirely composed of undergraduate Human Ecology students of the University of Alberta.

Executive Members shall be ambassadors of University of Alberta, the Faculty of Agriculture, Life and Environmental Sciences, the Department of Human Ecology, and Human Ecology undergraduate students.

The Executive Committee will be composed of: President/Co-Presidents (2), Secretary, Vice-President Academic, Vice-President Finance, Vice-President External, Vice-President Student Life, Vice-President Promotions, Association of Canadian Human Ecology Students Representative, Senior Year Representatives, and Junior Year Re

All Executive Members will hold each other accountable for their duties.



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## IV.II Duties of Executive Committee Members

### a) President/Co-President(s)

- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee) and report on activities to the Executive Committee;
- ii. To be a leader for the Executive Committee, for all undergraduate students in the Department of Human Ecology, and in the community;
- iii. To be a spokesperson for HESA in the university and greater community;
- iv. To be ultimately responsible for any decision made by the Executive Committee, or any action/function/organization on behalf of HESA (including financial, legal, etc.);
- v. To be one of the two signing authorities for all HESA cheques;
- vi. To chair monthly Executive meetings;
- vii. To oversee the running of HESA by delegating responsibilities and tasks to other Executive Members as specified in this constitution;
- viii. To encourage new members to join HESA and encourage participation from current members;
- ix. To seek the support of the faculty, and of various university and community organizations;
- x. To attend monthly Department Council Meetings;
- xi. To network with other similar groups within the faculty and campus, in order to increase partnership and communication among students;
- xii. To be responsible for the duties of any member that is not able to fulfill their duties, or in the event that a position is not filled, until such a time as the named duties can be re-assigned;
- xiii. To partake in all sub-committees, at minimum as an advisor to the sub-committee.

### b) Secretary

- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
- ii. To be responsible for recording minutes at weekly Executive Committee Meetings;
- iii. To be responsible for distributing the agenda for the next Executive meeting, which will be sent by email to each Executive Members at least 24 hours before the meeting is to be held;
- iv. To be responsible for disseminating information discussed at all Executive Committee Meetings through meeting notes by email to all Executive Members for their input, additions, and approval, through the use of an action items list;
- v. To be responsible for all communication in the form of email, memos, and letter writing, with the various organizations and/or services that HESA will be in contact with through the email account and mailbox;



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- vi. To make meeting minutes available to undergraduate students upon request;
  - vii. To be responsible for making any necessary updates to all formal HESA documents (constitution, roles and responsibilities, etc.);
  - viii. To be responsible for the upkeep of the office, which includes updating the office calendar;
  - ix. To be responsible for creating any necessary documents and templates for HESA;
  - x. To be responsible for sending reminders to the Executive Committee about important deadlines and meetings;
  - xi. To notify student body about the AGM in April, two weeks prior.

**c) Vice-President Academic**

- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
- ii. To attend Faculty Council Meetings;
- iii. To be responsible for all the duties of the President(s), in the event that the President(s) is unable to fulfill said duties, until such a time, as the duties are re-assigned;
- iv. To provide support to any member of the Executive, as required;
- v. To be primarily responsible for cases (student issues/complaints) that require HESA intervention, and are deemed appropriate for intervention by HESA;
  - i. The VP Academic will be assisted by all Executive but will ultimately be responsible for ensuring that cases classified as being appropriate for HESA intervention are dealt with in a suitable and timely manner.
- vi. To be responsible for advocating for undergraduate students and attending all undergraduate program committee meetings;
- vii. To organize and execute an annual Professional Development Event for undergraduate students.

**d) Vice-President Finance**

- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
- ii. To open and be responsible for the HESA bank account and make the necessary deposits and withdrawals;
- iii. To keep a financial record of all deposits and withdrawals;
  - i. The financial record will be available for viewing by the Executive Committee Members when requested.
- iv. To keep a list of all donations and gifts received by HESA;
- v. To keep track of all monetary transactions, including gifts and donations;
- vi. To produce an annual budget report to the Department of Human Ecology identifying the uses of the yearly grant money received from the Department;
  - i. This report is to be completed by May 15<sup>th</sup> and presented to the Department in order for the grant to be renewed for the following year.

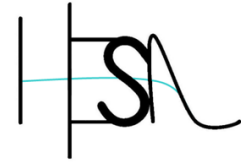




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- vii. To provide monthly updates on HESA's financial situation at the last meeting of every month;
  - viii. To be one of the two signing authorities for all HESA cheques;
  - ix. To write grant applications for HESA;
  - x. To be responsible for collecting the food money from the HESA lounge;
  - xi. To keep an accurate record of the float;
  - xii. Create an annual budget, and provide event budgets as requested.
- e) Vice-President External**
- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
  - ii. To be responsible for keeping ties to the professional community;
  - iii. To encourage undergraduate students to build a strong network with the professional community and assist them as necessary;
  - iv. To be the liaison between HESA and the Alberta Human Ecology and Home Economics Association (AHEA);
  - v. Contact AHEA yearly in regards to their annual donation to HESA;
  - vi. To attend AHEA Edmonton Branch's AGM;
  - vii. To organize the annual AHEA and HESA Mixer;
  - viii. To manage relationships external to Human Ecology as deemed relevant by the Executive Committee Members.
- f) Vice-President Student Life**
- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
  - ii. To plan, organize, and implement student activities organized to bring together undergraduate students of the Department of Human Ecology;
  - iii. To help develop social ties between students, student groups and the broader community, including but not limited to the University of Alberta campus;
  - iv. To be responsible for lounge upkeep (including but not limited to the upkeep of the calendar and bulletin board in the lounge);
  - v. To recycle all of the cans and bottles in the lounge, and give the acquired monetary funds to VP Finance;
  - vi. To be responsible for organizing the purchase and restocking of lounge food;
  - vii. To act as the volunteer coordinator for all HESA events.
- g) Vice-President Promotions**
- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
  - ii. To be responsible for all promotional communication in the form of email, memos, and letter writing, with the various organizations and/or services that HESA will be in contact with;



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- iii. To be responsible for ensuring that HESA membership sponsors are confirmed prior to the end of summer term, including the ordering and printing of membership cards;
  - iv. To be responsible for communicating HESA news to students and larger community;
  - v. To be responsible for making any required posters and distributing them;
  - vi. To be responsible for the maintenance and development of the HESA website and social media presence (Twitter, Facebook, Instagram, etc.);
  - vii. To notify all relevant parties, including the student body of the Annual General Meeting, no later than two weeks prior.
- h) Association of Canadian Human Ecology Student's Representative**
- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
  - ii. To hold an information session about ACHES;
  - iii. To recruit students (minimum two) to attend the ACHES conference;
  - iv. To write, find, and distribute grants, and proposal letters to potential delegates;
  - v. To attend the conference in it's entirety;
  - vi. To be the sole representative during the ACHES AGM.
- i) Senior Year Representatives**
- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);
  - ii. To promote and represent HESA as an ambassador;
  - iii. To become the representative for their year of schooling or a year they have surpassed;
    - i. Senior Year Representatives cannot apply to become a Senior Year Representative of their preceding year.
    - ii. Priority is given to the applicant that is in the same year of study as they have applied for
  - iv. To address student concerns for that year, have a voice for their year and advocate for undergraduate students;
  - v. To self-promote to the appropriate level of classes to become known to the Human Ecology Students;
  - vi. To volunteer to fill vacant Executive Committee positions if required;
  - vii. To help plan, organize, and run events as required;
  - viii. To lend a helping hand to the Executive Members as required
    - i. For example, if the Executive Members have too much on their plate, offer to help them with things that need to be completed.
  - ix. To present HESA and upcoming events to Human Ecology classes.
- j) Junior Year Representatives**
- i. To attend all of the Executive Committee Meetings and function (as deemed acceptable by the Executive Committee);



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- ii. To report to the Senior Year Representatives of any additional information concerning their position;
  - iii. promote and represent HESA as an ambassador;
  - iv. To address student concerns for that year, have a voice for their year and advocate for undergraduate students;
  - v. To self-promote to the appropriate level of classes to become known to the Human Ecology Students;
  - vi. To volunteer to fill vacant Executive Committee positions if required;
  - vii. To help plan, organize, and run events as required;
  - viii. To lend a helping hand to the Executive Members as required
    - i. For example, if the Executive Members have too much on their plate, offer to help them with things that need to be completed.
  - ix. To present HESA and upcoming events to Human Ecology classes.

#### IV.III Examples of Honorary Members and Their Possible Duties

##### **a) Department Faculty Liaison**

- i. To hold an open line of communication between Human Ecology students and the department;
- ii. To attend at least one HESA meeting each month to obtain updates on the group's activities;
- iii. To be the primary contact in case of conflict;
- iv. To assist with event planning and general operations (i.e., assistance with room booking);
- v. To promote and represent HESA.

##### **b) Graduation Committee Liaison**

- i. To update HESA on Graduation Committee activities;
- ii. To coordinate fundraising and event planning efforts to ensure no crossover of dates with HESA activities;
- iii. To attend at least one HESA meeting per month to update executive on grad committee affairs;
- iv. To hold the ability to request HESA's weekly meeting minutes;
- v. To forward any documents pertinent to the position including financial information to the Executive Committee before the end of their term, with a report for the incoming Graduation Committee Liaison.

##### **c) Faculty of ALES Undergraduate Association (FAUnA) Representative**

- i. To hold an open line of communication between HESA and FAUnA;
- ii. To attend at least one HESA meeting each month to obtain updates on the group's activities;
- iii. To hold the ability to request HESA's weekly meeting minutes.



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## ARTICLE V: Committees

### V.I Committees

- a) The Executive Committee Members may form additional committees as required.
- b) President(s) will partake in all committees, at a minimum as an advisor to the committee. To the Co-President(s) discretion, they may “over step” and have final say in whatever decision in question.

### V.II Association of Canadian Human Ecology Students’ Conference Committee

- a) Led by the ACHES Representative;
- b) Consist of General Members, Executive Members and Honorary Members;
- c) Will abide by the ACHES Constitution;
- d) Consistent to the rotation, will only be assembled on the years it will be hosted by HESA.

### V.III Graduation Committee

- a) Led by Graduation Committee Liaison.

## ARTICLE VI: Meetings

### VI.I Annual General Meeting

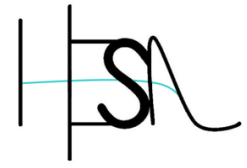
The Annual General Meeting (AGM) will be held in March of every year. All Human Ecology undergraduate students will be notified two (2) weeks prior to the date. The final election process will take place during the AGM. The Secretary will record those who will be in attendance.

### VI.II Meetings

- a) All meetings will run in accordance with Robert’s Rules of Order, as deemed appropriate by the Executive Committee.
- b) **Regular Meetings:** Notice of meeting will be emailed to general membership two (2) weeks prior to the meeting date.
- c) **Executive Committee Meetings:** Executive meetings will be held once a week and are open to Executive Members. General Members are able to attend Executive Committee Meetings upon invitation by the Executive Committee.
- d) Additional Executive Meetings can be called by the President(s) or VP Academic and will be announced by the Secretary.
- e) The President(s) shall chair all meetings.

### VI.III Absences

Executive Members are required to inform the President(s) within 24 hours if they are not able to attend the meeting. They must provide a reason deemed valid by the President(s) and the VP Academic.



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If the Executive member fails to do so on an ongoing basis the President(s) will meet with the Executive member in question to discuss the situation and follow the procedure of impeachment (See Article IX-II).

#### VI.IV Quorum

- a) No action taken at a meeting of HESA shall be effective unless a quorum consisting of a majority of the Executive is present.
- b) If quorum is not met, the meeting will be cancelled and all agenda items will be discussed at the next Executive Committee Meeting.
- c) Quorum is defined as half the executive members plus one (ie: 10 executive members, six must be present to reach quorum and pass a motion).
- d) Quorum for Regular Meetings is 2/3 of all members. Quorum for Executive Meetings is half plus one of the Executive Committee.

### ARTICLE VII: Finances

#### VII.I Fiscal Timelines

- a) HESA's fiscal year runs from September 1<sup>st</sup> until May 1<sup>st</sup>.
- b) The VP Finance will be responsible to make deposits once a month, or when an amount greater than \$200 has accumulated in the cash box, whichever is sooner.
- c) Bank statements, receipts, grant reports, and other financial documents are to be kept in a secure location for one year before being shredded.

#### VII.II Budgets

The VP Finance is responsible for creating and presenting the upcoming fiscal year's budget at the AGM. The budget will be approved at the AGM.

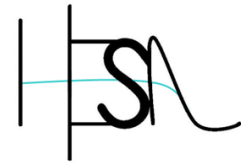
#### VII.III Expenses and Reimbursement

- a) The VP Finance and President(s) must approve all expenses under HESA's name prior to any funds changing hands.
- b) Members may be reimbursed for approved expenses by cheque as long as their reimbursement requests are made, with original receipts, within two (2) weeks after the transaction.

### ARTICLE VIII: Amendments to the Constitution

#### VIII.I Amendments

The HESA Constitution can be amended by both General Members and Executive Members at an Executive Committee Meeting or at the Annual General Meeting. Quorum must be met for the amendment to be passed. Amendments proposed by General Members must be submitted two (2) weeks before the AGM and approved by Executive Members. Once amended, constitutions should be re-filed with Student Group Services.



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## ARTICLE IX: Unanticipated Circumstances

### IX.I Impeachment

The Executive Committee will impeach an Executive Member if the following occurs:

- The Executive Member provides false information and misrepresents the goals and objectives of HESA, as specified in this constitution;
- The Executive Member steals any financial or physical property from HESA;
- The Executive Member fails to uphold their duties and responsibilities on an on-going basis.
- If the Executive Member discloses confidential material and breaches confidentiality between Executive Members.

### IX.II Impeachment Procedure

1. The President(s) will meet with the Executive Member in question to discuss the situation and give the member a warning. This warning will be delivered in the form of a verbal and written conduct report.
2. If another violation occurs from the same Executive Member, Step 1 will be repeated.
3. If two (2) formal warnings have occurred and a third violation occurs, the Executive Member will be impeached.

Throughout this process the Executive Committee will be notified, as the President(s) deem necessary.

If impeachment has been decided as the course of action, the President(s) will inform the Executive Member in question. In the instance where the Executive member in question is the President, the VP Academic will have final authority on the course of action.

### IX.II Dissolution

HESA may be dissolved by a 2/3 majority vote at a Special General Meeting convened for the purpose of which all members will be notified within thirty (30) days. HESA is automatically dissolved upon membership dropping below eight (8) members. Upon dissolution, the Executive Committee is responsible for ensuring that any remaining financial resources are donated to E4C and the bank account is closed down. Any resources or group assets will be donated to E4C where appropriate but will not be distributed to individual members.