

**THE UNIVERSITY OF WESTERN ONTARIO
FACULTY OF HEALTH SCIENCES STUDENTS' COUNCIL**

Constitution

Revised August 2009

Effective September 15, 2009

1.00 PREAMBLE AND MANDATE

- 1.01 The Faculty of Health Sciences Students' Council shall be the representative body of all undergraduate students of the Faculty of Health Sciences, and take on an executive role that overlooks the functioning of the Health Studies Students' Council, Kinesiology Students' Council, and Nursing Students' Council.
- 1.02 The Faculty of Health Sciences Students' Council shall:
- (1) Help with the interaction of academic, social, and cultural programs as produced by the Health Studies Students' Council, Kinesiology Students' Council, and Nursing Students' Council; and
 - (2) Run a minimum of three (3) events throughout the school year for the Faculty of Health Sciences Student Body with the aid of the Health Studies Students' Council, Kinesiology Students' Council, and Nursing Students' Council.

2.00 MISSION STATEMENT

- 2.01 The Faculty of Health Sciences Students' Council shall exist to:
- (1) Provide the Faculty of Health Sciences Student Body with representation within the University community;
 - (2) Provide representation on academic issues within the Faculty of Health Sciences to all students;
 - (3) Pursue social and political issues which impact the greater good of students;
 - (4) Act as a catalyst of change and influence on student issues that affect the Faculty of Health Sciences Student Body;
 - (5) Provide support to the programming and activities of the Health Studies Students' Council, Kinesiology Students' Council, and Nursing Students' Council;
 - (6) Provide opportunities for students to gain experience and marketable skills; and
 - (7) Allocate available resources in an equitable, efficient, and effective manner.

3.00 JURISDICTION

- 3.01 The name of the Faculty of Health Sciences Students' Council shall not be used by any organization without the written consent of the Faculty of Health Sciences Students' Council, as approved at a Council Meeting.

- 3.02 The Faculty of Health Sciences Students' Council, any organization within it or subordinate to it, shall not sign any contract or agreement effective for more than one (1) fiscal year, or which financially binds future Faculty of Health Sciences Students' Councils.
- 3.03 The Faculty of Health Sciences Students' Council shall have oversight over those groups which depend on funding from the Faculty of Health Sciences Students' Council.

4.00 DEFINITIONS AND INTERPRETATION

- 4.01 For the purposes of this Constitution and all other policies and procedures, unless otherwise stated:
- (1) **“Academic Year”** means the period between September 1 until April 30 of the following calendar year;
 - (2) **“HSSC”** means the Health Studies Students' Council;
 - (3) **“Council”** means the Faculty of Health Sciences Students' Council;
 - (4) **“CSC”** means the Campus Sustainability Coalition;
 - (5) **“Dean's Office”** means the Faculty of Health Sciences Dean's Office;
 - (6) **“Dream Team”** means the Make-A-Wish Dream Team;
 - (7) **“Ex-Officio”** means by virtue of Office;
 - (8) **“Faculty”** means the Faculty of Health Sciences;
 - (9) **“Faculty of Health Sciences Student Body”** means all full- and part-time undergraduate students registered in the Faculty of Health Sciences at the University of Western Ontario;
 - (10) **“FHS”** means the Faculty of Health Sciences;
 - (11) **“FHSSC”** means the Faculty of Health Sciences Students' Council;
 - (12) **“FYSC”** means the First Year Student Caucus;
 - (13) **“Head Soph”** means the head of the Faculty of Health Sciences' first-year orientation program;
 - (14) **“Health Sci Pulse”** means the *Health Sci Pulse* newsletter;
 - (15) **“KSC”** means the Kinesiology Students' Council;
 - (16) **“Non-Voting Member”** means anyone who holds a position listed in Section 5.04 of the Constitution;
 - (17) **“NSC”** means the Nursing Students' Council;
 - (18) **“Program Council”** means the Health Studies Students' Council, Kinesiology Students' Council, and/or Nursing Students' Council;
 - (19) **“Senate”** means the University of Western Ontario Senate;
 - (20) **“Senator”** means a student Member of the Senate;
 - (21) **“Soph”** means a volunteer first-year orientation leader;
 - (22) **“Student Body”** means all full- and part-time undergraduate students at the University of Western Ontario;

- (23) “**USC**” means the University Students’ Council at the University of Western Ontario;
- (24) “**UWO**” means the University of Western Ontario;
- (25) “**Voting Member**” means anyone who holds a position listed in Section 5.03 of the Constitution;

4.02 Interpretation:

- (1) Words, phrases, or sentences written in the singular form include the plural; and
- (2) Words, phrases, or sentences written in the feminine form include the masculine.

5.00 COUNCIL MEMBERSHIP

5.01 All Council Members shall be Members of the FHS Student Body, with the exception of the *Ex-Officio* Members and the Health Sciences Senator.

5.02 Council Membership shall be composed of the Members described below:

5.03 The Voting Members shall be:

- (1) the President;
- (2) the Vice-President Academic;
- (3) the Vice-President Communications;
- (4) the Vice-President Finance;
- (5) the Vice-President Programming;
- (6) the Dream Team Director;
- (7) three (3) Program Council Presidents
 - (i) one (1) HSSC President;
 - (ii) one (1) KSC President;
 - (iii) one (1) NSC President;
- (8) five (5) USC Councillors;
 - (i) two (2) Health Studies Councillors;
 - (ii) two (2) Kinesiology Councillors; and
 - (iii) one (1) Nursing Councillor
- (9) one (1) Health Sciences Senator;
- (10) six (6) School Representatives:
 - (i) two (2) Health Studies Representatives;
 - (ii) two (2) Kinesiology Representatives; and
 - (iii) two (2) Nursing Representatives
- (11) one (1) First Year Student Representative.

5.04 The Non-Voting Members shall be:

- (1) the Secretary;
- (2) the Speaker;

- (3) the Head Soph;
- (4) the *Health Sci Pulse* Editor;
- (5) the Programming Commissioner;
- (6) the Social Commissioner;
- (7) the Website Commissioner;
- (8) eight (8) First Year Residence Representatives:
 - (i) one (1) Alumni House Representative;
 - (ii) one (1) Delaware Hall Representative;
 - (iii) one (1) Elgin Hall Representative;
 - (iv) one (1) Essex Hall Representative;
 - (v) one (1) Medway-Sydenham Hall Representative;
 - (vi) one (1) Perth Hall Representative;
 - (vii) one (1) Saugeen-Maitland Hall Representative; and
 - (viii) one (1) Off-Campus Representative
- (9) the EnviroWestern CSC Liaison;
- (10) the Dream Team Communications Coordinator;
- (11) the Dream Team Programming Coordinator; and
- (12) the Dream Team Volunteer Coordinator.

5.05 The *Ex-Officio*, Non-Voting Members shall be:

- (1) the Dean of the Faculty (or designate); and
- (2) the USC President.

5.06 No Member shall hold more than one (1) voting position on Council.

5.07 No Voting Member shall hold a voting position on any Program Council, with the exception of the Program Council Presidents.

5.08 No Members shall enter into any contracts as representatives of Council without the permission of Council. Any contracts entered into by a Member without permission shall be the personal responsibility of that Member.

5.09 All Members are subject to and bound by the contents of the Attendance Policy.

5.10 Each Member's term shall begin on April 1 and shall end March 31 of the following year with the exception of the *Ex-Officio*, Non-Voting Members and the Health Sciences Senator.

6.00 DUTIES OF MEMBERS

6.01 All Council Members shall:

- (1) Fulfill a minimum of one (1) Office Hour per week;
- (2) Support and promote all programs and activities of Council, including the three (3) events conducted by the Vice-President Programming and the Programming Committee;
- (3) Support and promote the programs and initiatives of the Dream Team; and

(4) Contribute to the *Health Sci Pulse*.

6.02 The President shall:

- (1) Be elected in accordance to USC By-Law #2;
- (2) Be a Member and attend all Meetings of:
 - (i) the Caucus of Student Presidents;
 - (ii) the Dream Team;
 - (iii) the Executive Committee, as Chair;
 - (iv) the FHS Council;
 - (v) Internal Review Committee;
 - (vi) the Programming Committee;
 - (vii) the Promotions Committee; and
 - (viii) the USC.
- (3) Oversee and provide guidance to:
 - (i) the First Year Residence Representatives;
 - (ii) the Head Soph;
 - (iii) the Secretary;
 - (iv) the Speaker; and
 - (v) the USC Councillors.
- (4) Attend at least one Meeting of each:
 - (i) the HSSC;
 - (ii) the KSC; and
 - (iii) the NSC.
- (5) Oversee all activities of Council;
- (6) Represent the FHS Student Body in all proceedings and duties;
- (7) Represent the FHS Students' Council and Student Body on various Faculty committees, as outlined by the Dean's Office;
- (8) Chair Council Meetings in the absence of the Speaker;
- (9) Organize a Summer Council Retreat and Meeting;
- (10) Provide Council training within three (3) weeks of the beginning of the Academic Year;
- (11) Provide training for First Year Residence Representatives and other Members who join Council after the beginning of the Academic Year;
- (12) Liaise with the Dean's Office regarding academic issues that affect the FHS Student Body;
- (13) Submit a Year End Report by March 31 to the incoming President; and
- (14) Ensure that the Constitution is respected and upheld by all Members.

6.03 The Vice-President Academic shall:

- (1) Be elected as outlined in the FHSSC Elections Policy;
- (2) Be a Member and attend all Meetings of:

- (i) the Academic Priorities Committee;
 - (ii) the Allyn and Betty Taylor Library Committee;
 - (iii) the Dream Team;
 - (iv) the Executive Committee;
 - (v) the FHS Teaching Awards Committee;
 - (vi) the Programming Committee;
 - (vii) the Promotions Committee; and
 - (viii) the Student Caucus on Academic Affairs.
- (3) Be responsible for promoting academics, education and self-improvement of FHS students;
 - (4) Be available to address any academic concerns within the Faculty, and work through the appropriate administrative channels to address these concerns;
 - (5) Be responsible for the planning and implementation of the annual Fall Preview Day and March Break Open House in conjunction with the Dean's Office;
 - (6) Liaise with the Vice-President Academic or equivalent of the Program Councils;
 - (7) Liaise with Academic Counsellors of each respective Schools in the Faculty;
 - (8) Liaise with the Dean's Office and promote communication between the Dean and Council;
 - (9) Liaise with the USC Vice-President University Affairs where appropriate;
 - (10) Submit a Year End Report by March 31 to the incoming Vice-President Academic and President.

6.04 The Vice-President Communications shall:

- (1) Be elected as outlined in the FHSSC Elections Policy;
- (2) Be a Member and attend all Meetings of:
 - (i) the Dream Team;
 - (ii) the Executive Committee;
 - (iii) the Programming Committee; and
 - (iv) the Promotions Committee, as Chair.
- (3) Oversee and provide guidance to:
 - (i) the *Health Sci Pulse* Editor;
 - (ii) the Social Commissioner; and
 - (iii) the Website Commissioner.
- (4) Be responsible for promoting Council and its activities to the FHS Student Body;

- (5) Be responsible for designing and maintaining the Council display case, which shall publicize the Members of Council as well as the activities and programs of Council;
- (6) Ensure that all material printed in the *Health Sci Pulse* is both tasteful and non-libelous;
- (7) Liaise with the Vice-President Communications or equivalent of the Program Councils to promote inter-Council communication;
- (8) Liaise with the FHS Communications Specialist where appropriate;
- (9) Liaise with the USC Communications Officer where appropriate;
- (10) Submit a Year End Report by March 31 to the incoming Vice-President Communications and President.

6.05 The Vice-President Finance shall:

- (1) Be elected as outlined in the FHSSC Elections Policy;
- (2) Be a Member and attend all Meetings of:
 - (i) the Dream Team;
 - (ii) the Executive Committee;
 - (iii) the Programming Committee; and
 - (iv) the Promotions Committee.
- (3) Oversee the finances of Council with the President;
- (4) Present Council with a complete budget for the Academic Year by October 31 of each year and submit the budget to the USC to acquire the FHSSC's USC grant;
- (5) Receive and approve, along with the Executive Committee, funding requests from the Program Councils;
- (6) Be responsible for the coordination of the Council Office, its supplies, and other materials;
- (7) Assume duties of the President in the event she can no longer fulfill the duties of her Office;
- (8) Continue to assume duties of the President in the event that no candidate comes forward for the USC Fall Elections;
- (9) Liaise with the USC Vice-President Finance where appropriate; and
- (10) Submit a Year End Report by March 31 to the incoming Vice-President Finance and President.

6.06 The Vice-President Programming shall:

- (1) Be elected as outlined in the FHSSC Elections Policy;
- (2) Be a Member and attend all Meetings of:
 - (i) the Dream Team;
 - (ii) the Executive Committee;
 - (iii) the Programming Committee, as Chair;
 - (iv) the Promotions Committee; and

- (v) the USC Constituency Programming Alliance.
- (3) Oversee and provide guidance to:
 - (i) the Programming Commissioner.
- (4) Plan three (3) events for the Student Body, with at least one (1) event per semester;
- (5) Liaise with her counterparts on the Program Councils to communicate and coordinate programming;
- (6) Liaise with the USC Vice-President Student Events where appropriate; and
- (7) Submit a Year End Report by March 31 to the incoming Vice-President Programming and President.

6.07 The Dream Team Director shall:

- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
- (2) Be a Member and attend all Meetings of:
 - (i) the Dream Team, as Chair;
 - (ii) the Dream Team Executive Committee, as Chair; and
 - (iii) the Executive Committee.
- (3) Select, oversee and provide guidance to the following Dream Team Executive Members:
 - (i) the Dream Team Communications Coordinator;
 - (ii) the Dream Team Programming Coordinator;
 - (iii) the Dream Team Volunteer Coordinator;
- (4) Liaise with the Southwestern Ontario Chapter of the Make-A-Wish Foundation and their constituents;
- (5) Be responsible for organizing and executing events which raise funds and awareness for the Make-A-Wish Foundation; and
- (6) Submit a Year End Report by March 31 to the incoming Dream Team Director and President.

6.08 The Program Council Presidents shall:

- (1) Be elected in accordance to USC By-Law #2;
- (2) Be a Member and attend all Meetings of:
 - (i) the Dream Team;
 - (ii) the Programming Committee; and
 - (iii) the Promotions Committee.
- (3) Act as a representative for all students in their respective Schools;
- (4) Submit any proposal for programming or events to the Executive Committee related to funding from the FHSSC's USC Grant;
- (5) Present a reconciled budget to the Executive Committee at the end of their terms;

- (6) Prepare a list of names, e-mail addresses, and position titles of Members in each respective Program Council for the President by March 31 and provide an updated list whenever changes occur; and
- (7) Submit a Year End Report by March 31 to their respective incoming Program Council President and FHSSC President.

6.09 The USC Councillors shall:

- (1) Be elected in accordance with USC By-Law #2;
- (2) Be a Member and attend all Meetings of:
 - (i) the USC.
- (3) Act as a liaison between Council and the USC;
- (4) Make regular reports to Council on the activities of the USC;
- (5) Present an overview of the USC structure, its services, and their role as USC Councillors to Council at Council Training or a Council Meeting at the beginning of the Academic Year;
- (6) Represent the concerns and interests of the FHS Student Body on Council and the USC;
- (7) Hold one (1) voting position, which may be a shared vote, on either the HSSC, KSC, or NSC, as appointed by the Executive Committee; and
- (8) Perform all other duties as assigned by Council.

6.10 The School Representatives shall:

- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
- (2) Act as a representative for all students in their respective Schools;
- (3) Address concerns from the students in their respective Schools and voice these concerns to Council;
- (4) Have one (1) Member from each School sit on the Programming Committee;
- (5) Have one (1) Member from each School sit on the Promotions Committee; and
- (6) Represent their respective Schools at Fall Preview Day or March Break Open House run by the Faculty of Health Sciences.

6.11 The First Year Residence Representatives shall:

- (1) Be selected independently by each Residents' Council, through a mechanism they deem appropriate, with the FHSSC President available for consultation;
- (2) Act as a liaison between Council and their respective Residents' Councils;
- (3) Make regular reports to their respective Residents' Councils on the activities of Council;
- (4) Have four (4) Members sit on the Promotions Committee;
- (5) Have four (4) Members sit on the Programming Committee; and

- (6) Participate in Fall Preview Day or March Break Open House run by the Faculty of Health Sciences.
- 6.12 The FYSC Representative shall:
- (1) Be elected as outlined in the FHSSC Elections Policy;
 - (2) Represent and communicate issues of the first-year students in the FHS Student Body;
 - (3) If unable to attend a FYSC Meeting, seek a surrogate to speak on Council's behalf; and
 - (4) Make regular reports to Council on the activities of the FYSC.
- 6.13 The Speaker shall:
- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
 - (2) Be a Member and attend all Meetings of:
 - (i) the Internal Review Committee, as Chair.
 - (3) Preside over all Council Meetings in a way that is consistent with the provisions of this Constitution and in accordance with Robert's Rules;
 - (4) Ensure that a copy of the Constitution is present at all Council Meetings;
 - (5) Keep a record of Member's attendance in accordance with the Attendance Policy;
 - (6) Establish a schedule for Office Hours to be served by Members by the second Council Meeting of each term and keep a record of attendance through a weekly Office Hours sign-in sheet;
 - (7) Serve as Chief Returning Officer for all elections in accordance with the Elections Policy;
 - (8) Not hold a voting position on any Program Council;
 - (9) Perform all other duties as assigned by the President; and
 - (10) Submit a Year End Report by March 31 to the incoming Speaker and President.
- 6.14 The Secretary shall:
- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
 - (2) Record, edit, and promptly distribute the minutes of Council Meetings;
 - (3) Perform all other duties as assigned by the Executive Committee; and
 - (4) Submit a Year End Report by March 31 to the incoming Secretary and President.
- 6.15 The Head Soph shall:
- (1) Be selected as outlined by the USC Orientation Coordinator;
 - (2) Be a Member and attend all Meetings of:
 - (i) the Dream Team;
 - (ii) the Programming Committee; and

(iii) the Promotions Committee.

- (3) Be responsible for the planning, coordination, and execution of the Faculty's first-year orientation program;
- (4) Be responsible for organizing Soph selection in accordance with the guidelines outlined by the USC Orientation Staff;
- (5) Submit a proposed budget to the President and Vice-President Finance no later than May 31 following their selection;
- (6) Submit a comprehensive report on their progress in preparations for Orientation Week, including an updated budget and pricing quotes to the President one (1) week prior to the submission of their midterm report to the USC Orientation Staff;
- (7) Perform all other duties as assigned by the President; and
- (8) Submit a final report to the USC Orientation Coordinator and President as outlined in the Head Soph contract.

6.16 The *Health Sci Pulse* Editor shall:

- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
- (2) Report to the Vice-President Communications;
- (3) Be a Member and attend all Meetings of:
 - (i) the Promotions Committee.
- (4) Be responsible for the editing, publishing, and distribution of the *Health Sci Pulse*;
- (5) Be responsible for soliciting articles for the newsletter;
- (6) Ensure the publication of a Frosh edition to be distributed to the first-year students at the beginning of the year through Orientation Kits or another means deemed appropriate;
- (7) Ensure the publication of a minimum of one (1) edition per semester;
- (8) Ensure that all material printed in the newsletter is both tasteful and non-libelous;
- (9) Submit the newsletter to the Vice-President Communications for review prior to printing;
- (10) Provide the Website Commissioner with an electronic copy of each edition of the newsletter to be posted on Council website; and
- (11) Submit a Year End Report by March 31 to the incoming Editor and President.

6.17 The Programming Commissioner shall:

- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
- (2) Report to the Vice-President Programming;
- (3) Be a Member and attend all Meetings of:
 - (i) the Programming Committee; and

- (ii) the Promotions Committee.
 - (4) Assist the Vice-President Programming in the planning and execution of FHSSC events;
 - (5) Perform all other duties as assigned by the Vice-President Programming; and
 - (6) Submit a Year End Report by March 31 to the incoming Programming Commissioner and FHSSC President.
- 6.18 The Social Commissioner shall:
- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
 - (2) Report to the Vice-President Communications;
 - (3) Be a Member and attend all Meetings of:
 - (i) the Promotions Committee.
 - (4) Be responsible for facilitating social interactions among FHSSC Members and between the FHSSC and Program Councils;
 - (5) Organize the Council Summer Retreat with the President;
 - (6) Organize a Meet & Greet in September for Members of the FHSSC and Program Councils;
 - (7) Plan one (1) FHSSC social event per semester;
 - (8) Organize a social component to the December Meeting and April Turnover Meeting;
 - (9) Organize a minimum of one (1) Council clothing sale; and
 - (10) Submit a Year End Report by March 31 to the incoming Social Commissioner and President.
- 6.19 The Website Commissioner shall:
- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
 - (2) Report to the Vice-President Communications;
 - (3) Be a Member and attend all Meetings of:
 - (i) the Promotions Committee.
 - (4) Be responsible for editing, publishing, and posting information on Council website on a bi-weekly basis;
 - (5) Ensure that the website has:
 - (i) the date, time and location of all Council Meetings;
 - (ii) downloadable copies of all Council Meeting agendas, motions, and minutes;
 - (iii) a downloadable copy of the FHSSC Constitution;
 - (iv) downloadable copies of the *Health Sci Pulse*;
 - (v) the address and location of the Council Office; and

- (vi) the names, pictures and contact information for all current Council Members.
 - (6) Ensure that all Council activities are promoted on the website;
 - (7) Liaise with the Vice-President Communications and *Health Sci Pulse* Editor to facilitate promotion of the website; and
 - (8) Submit a Year End Report by March 31 to the incoming Website Commissioner and President.
- 6.20 The EnviroWestern CSC Liaison shall:
- (1) Be elected through an internal election as outlined in the FHSSC Elections Policy;
 - (2) Be a Member and attend all Meetings of:
 - (i) the CSC.
 - (3) If unable to attend a CSC Meeting, seek a surrogate to speak on Council's behalf;
 - (4) Make regular reports to Council on the activities of the CSC; and
 - (5) Facilitate collaboration between EnviroWestern and Council on environmental programming and initiatives, especially as they pertain to EnviroWeek and Western's Earth Day.
- 6.21 The Dream Team Communications Coordinator shall:
- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
 - (2) Report to the Dream Team Director;
 - (3) Be a Member and attend all Meetings of:
 - (i) the Dream Team; and
 - (ii) the Dream Team Executive Committee.
 - (4) Assist the Dream Team Director in liaising with the Southwestern Ontario Chapter of the Make-A-Wish Foundation;
 - (5) Oversee promotions for Dream Team events on campus and through online media;
 - (6) Liaise with the *Health Sci Pulse* Editor and Website Commissioner to ensure Dream Team events are included in the newsletter and on the Council website, respectively;
 - (7) Perform all other duties as assigned by the Dream Team Director; and
 - (8) Submit a Year End Report by March 31 to the incoming Dream Team Communications Coordinator and Dream Team Director.
- 6.22 The Dream Team Programming Coordinator shall:
- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
 - (2) Report to the Dream Team Director;
 - (3) Be a Member and attend all Meetings of:
 - (i) the Dream Team; and

- (ii) the Dream Team Executive Committee.
 - (4) Be responsible for organizing and implementing events during the year which raise funds and awareness for the Make-A-Wish Foundation;
 - (5) Liaise with Members of the Dream Team and the FHSSC to execute these events;
 - (6) Perform all other duties as assigned by the Dream Team Director; and
 - (7) Submit a Year End Report by March 31 to the incoming Dream Team Programming Coordinator and Dream Team Director.
- 6.23 The Dream Team Volunteer Coordinator shall:
- (1) Be selected through an application and interview process as outlined in the FHSSC Elections Policy;
 - (2) Report to the Dream Team Director;
 - (3) Be a Member and attend all Meetings of:
 - (i) the Dream Team; and
 - (ii) the Dream Team Executive Committee.
 - (4) Organize the Dream Team volunteers, including recruitment during the USC Volunteer Week as well as through other promotional methods;
 - (5) Compile a master list of volunteers;
 - (6) Maintain contact with the volunteers and inform them of upcoming volunteer opportunities;
 - (7) Perform all other duties as assigned by the Dream Team Director; and
 - (8) Submit a Year End Report by March 31 to the incoming Dream Team Volunteer Coordinator and Dream Team Director.

7.00 REMOVAL OF MEMBERS

- 7.01 The President and USC Councillors may resign by submitting a letter of resignation to the Executive Committee and the USC President.
- 7.02 A Member other than the President or a USC Councillor may resign by submitting a letter of resignation to the President.
- 7.03 A motion of impeachment may be posted by any Voting Member against another Member for reasons that include, but are not limited to:
- (1) poor attendance;
 - (2) theft, fraud, or embezzlement of funds;
 - (3) failure to fulfill their Constitutional obligations; and
 - (4) just cause as determined by Council.
- 7.04 The Member shall be notified in writing no later than forty-eight (48) hours prior to the impeachment vote.
- 7.05 The Member shall be given the opportunity to provide an explanation to Council prior to the commencement of debate on the impeachment motion.
- 7.06 A motion for removal of a Member shall require a two-thirds ($\frac{2}{3}$) majority vote of all Voting Members present at the Meeting.

- 7.07 Voting shall take place using a secret ballot.
- 7.08 An impeachment motion shall be moved against a Member only once (1) for each occurrence of each offense.
- 7.09 Should the President resign or be removed, the Vice-President Finance shall assume the duties of the President until a by-election is called by FHSSC.
- 7.10 Should a First Year Residence Representative resign or be removed, the respective Residents' Council shall determine a replacement for that Member.
- 7.11 Should a Member other than the President or a First Year Residence Representative resign or be removed, the Executive Committee shall determine a replacement for that Member, if replacement is warranted.

8.00 COMMITTEES

- 8.01 There shall be six (6) standing committees of Council, consisting of:
 - (1) the Executive Committee;
 - (2) the Dream Team Executive Committee;
 - (3) the Dream Team;
 - (4) the Internal Review Committee;
 - (5) the Programming Committee; and
 - (6) the Promotions Committee.
- 8.02 The Executive Committee shall:
 - (1) Be composed of:
 - (i) the President;
 - (ii) the Vice-President Academic;
 - (iii) the Vice-President Communications;
 - (iv) the Vice-President Finance;
 - (v) the Vice-President Programming; and
 - (vi) the Dream Team Director.
 - (2) The following may be invited to attend Meetings of the Executive Committee by the President:
 - (i) the Secretary; and
 - (ii) the Speaker.
 - (3) Meet at the discretion of the President, no less than once (1) per month during the Academic Year;
 - (4) Have each Member provide a report at every Meeting;
 - (5) Serve as a coordinating and administrative body of Council;
 - (6) Administer the finances of Council, manage its properties, and implement Council policies;
 - (7) Approve the programming proposals and finances of the Program Councils throughout the year;
 - (8) Approve the reconciled budgets from the Program Council Presidents;

- (9) Be responsible to Council and report to Council through the President;
 - (10) Bring forth policy resolutions to Council for discussion and comment;
- 8.03 The Dream Team Executive Committee shall:
- (1) Be composed of:
 - (i) the Dream Team Director;
 - (ii) the Dream Team Communications Coordinator;
 - (iii) the Dream Team Programming Coordinator; and
 - (iv) the Dream Team Volunteer Coordinator.
 - (2) Meet at the discretion of the Dream Team Director, no less than once (1) per month during the Academic Year;
 - (3) Serve as a coordinating and administrative body of the Dream Team;
 - (4) Have each Member provide a report at every Meeting; and
 - (5) Be responsible to Council and shall report to Council through the Dream Team Director.
- 8.04 The Dream Team shall:
- (1) Be composed of:
 - (i) the Dream Team Executive;
 - (ii) the FHSSC Executive;
 - (iii) the Head Soph;
 - (iv) the Program Council Presidents; and
 - (v) Members of the Student Body.
 - (2) Be responsible for organizing and executing events which raise funds and awareness for the Make-A-Wish Foundation of Southwestern Ontario.
- 8.05 The Internal Review Committee shall:
- (1) Be composed of:
 - (i) the Speaker, *Ex-Officio*, as Chair;
 - (ii) the President, *Ex-Officio*, voting;
 - (iii) one (1) Dream Team Executive Member, voting;
 - (iv) one (1) First Year Residence Representative, voting;
 - (v) one (1) Program Council President, voting;
 - (vi) one (1) School Representative, voting;
 - (vii) one (1) Vice-President, voting; and
 - (viii) one (1) USC Councillor, voting.
 - (2) Meet at the discretion of the President, no less than once (1) per semester during the Academic Year;
 - (3) Review aspects of the structure of the organization, including the Constitution, policies and all other matters of internal reform; and
 - (4) Report to Council with its recommendations, no less than once (1) per semester during the Academic Year.

8.06 The Programming Committee shall:

- (1) Be composed of:
 - (i) the President;
 - (ii) the Vice-President Academic;
 - (iii) the Vice-President Communications;
 - (iv) the Vice-President Finance;
 - (v) the Vice-President Programming, as Chair;
 - (vi) the Head Soph;
 - (vii) the Program Council Presidents;
 - (viii) one (1) Health Studies Representative;
 - (ix) one (1) Kinesiology Representative;
 - (x) one (1) Nursing Representative;
 - (xi) four (4) First Year Residence Representatives
- (2) Coordinate social programming activities for the FHS Student Body;
- (3) Be responsible for the planning of three (3) events for the Student Body, with at least one (1) event per term; and
- (4) Report to Council at the end of each term regarding the accomplishments of the Committee and its recommendations.

8.07 The Promotions Committee shall:

- (1) Be composed of:
 - (i) the President;
 - (ii) the Vice-President Academic;
 - (iii) the Vice-President Communications, as Chair;
 - (iv) the Vice-President Finance;
 - (v) the Vice-President Programming;
 - (vi) the Head Soph;
 - (vii) the *Health Sci Pulse* Editor;
 - (viii) the Program Council Presidents;
 - (ix) the Website Commissioner;
 - (x) one (1) Health Studies Representative;
 - (xi) one (1) Kinesiology Representative;
 - (xii) one (1) Nursing Representative; and
 - (xiii) four (4) First-Year Residence Representatives.
- (2) Promote academic and social programming activities for the FHS Student Body;
- (3) Be responsible for the promotion of three (3) events for the Student Body organized by the Vice-President Programming and the Programming Committee; and

- (4) Report to Council at the end of each term regarding the accomplishments of the Committee and its recommendations.

9.00 COUNCIL MEETINGS

- 9.01 There shall be bi-weekly Council Meetings during the Academic Year, excluding December Break, Conference Week, and exam periods, and one (1) during the summer.
- 9.02 There shall be a minimum of one (1) Annual General Meeting per year whereby Members of the FHSSC, Program Councils, and Health Sciences Soph team attend to review the activities of each organization.
- 9.03 Meetings shall be called by:
 - (1) the President;
 - (2) the Speaker; or
 - (3) written notice to the Membership by three (3) Voting Members of Council.
- 9.04 There shall be at least forty-eight (48) hours notice prior to the call of a Meeting.
- 9.05 All Members shall attend Meetings. Failure to do so shall result in sanctions as outlined in the Attendance Policy.
- 9.06 All Voting Members are entitled to speak, propose motions, vote on all motions and in all elections of Council and otherwise participate in Council Meetings.
- 9.07 Non-Voting Members shall not be allowed to move or second motions, vote on any motions or in any elections of Council at any Meeting; however, the Speaker shall permit Non-Voting Members the same speaking rights as Voting Members.
- 9.08 At every Meeting, a report shall be given by:
 - (1) each Executive Member;
 - (2) each Program Council President;
 - (3) one (1) of the USC Councillors;
 - (4) the Head Soph;
 - (5) the Health Sciences Senator;
 - (6) the EnviroWestern CSC Liaison;
 - (7) the First Year Student Caucus Representative; and
 - (8) the Academic Affairs Officer.
- 9.09 Robert's Rules of Order shall govern all Meetings.

10.00 QUORUM

- 10.01 Fifty percent plus one (50% + 1) of the Voting Members shall constitute quorum for matters of regular business requiring approval.

11.00 FINANCES

- 11.01 Council shall create a budget from known and projected revenues (such as the USC Grant) and from known and projected expenses (such as office supplies).

- 11.02 The Council budget shall include funds to be transferred to the Program Councils, as outlined in the Budget Policy.
- 11.03 The approval process for Orientation expenses shall be outlined in the Orientation Policy and in accordance with the USC.

12.00 POLICIES

- 12.01 Council shall create, where appropriate, policies to assist in the governance of Council and its business.
- 12.02 These policies shall be administered by the Executive Committee.
- 12.03 Any Voting Member shall be permitted to propose policies or amendments to adopted policies.
- 12.04 New policies or amendments to policies shall require a Simple Majority vote of all Voting Members present at a duly-called Council Meeting to be adopted.

13.00 CONSTITUTIONAL AMENDMENTS

- 13.01 Constitutional amendments may be proposed by any Voting Member of Council.
- 13.02 Proposed amendments must be submitted to the Speaker to be posted at least forty-eight (48) hours in advance of the Meeting to debate the proposed amendments.
- 13.03 A proposed amendment shall require a two-thirds ($\frac{2}{3}$) majority vote of all Voting Members present at a duly-called Council Meeting to be adopted.
- 13.04 Proposed amendments to Section 13.00 of the Constitution shall require an affirmative vote of at least ninety percent (90%) of all Voting Members present at a duly-called Council Meeting to be adopted.

14.00 CITATION

- 14.01 This document shall be cited as the FHSSC Constitution as of September 15, 2009.
- 14.02 This Constitution shall replace all previous FHSSC Constitutions as of September 15, 2009.

THE UNIVERSITY OF WESTERN ONTARIO
FACULTY OF HEALTH SCIENCES STUDENTS' COUNCIL

Policies and Procedures

Revised August 2009

Effective September 15, 2009

1.00 BUDGET POLICY

- 1.01 A total of \$1000 from the total USC Grant shall go towards FHS Orientation Week programming.
- 1.02 The FHSSC shall keep 40% of the remainder of the USC Grant. This money shall be used for:
- (1) three (3) FHSSC events for the year as coordinated by the Vice-President Programming and the Programming Committee;
 - (2) the *Health Sci Pulse*;
 - (3) the Council website;
 - (4) emergency funds:
 - (i) If a Program Council goes into a deficit, they can request a load from Council. This money will then be deducted from the next installment(s) of the USC Grant until fully repaid
 - (5) donations:
 - (i) Members of the Student Body may make requests for charitable donations;
 - (ii) Requests must be made in a presentation at a Council Meeting where quorum is fulfilled; and
 - (iii) Monetary donation requests must be submitted in writing to the Vice-President Finance forty-eight (48) hours prior to the Council Meeting.
 - (6) other expenditures deemed appropriate.
- 1.03 The remaining 60% of the USC Grant shall be divided between the Program Councils. This shall be based on the number of full- and part-time students in each School.
- 1.04 Council's Annual Budget, submitted by the Vice-President Finance, must be passed at least one week before the USC deadline for Council Budgets.
- 1.05 The Program Councils must submit their Annual Budgets at least three (3) weeks prior to the USC deadline for Council Budgets.
- 1.06 Council's Annual Budgets, submitted by the Vice-President Finance, shall be submitted to the USC Vice-President Finance by the date requested.
- 1.07 Council's fiscal year shall end on April 1. Program Council Presidents must submit a reconciled budget two (2) prior to the fiscal year end.
- 1.08 No Council Members shall receive an honorarium, based on the decision that money could be better spent elsewhere.

2.00 ELECTIONS POLICY

2.01 Purpose:

- (1) Ensure fairness and democracy;
- (2) Provide a manner of balloting that is efficient, effective, impartial, and confidential; and
- (3) Protect the reputation of Council on campus and elsewhere.

2.02 President:

- (1) The Presidential election shall be governed by USC By-Law #2.

2.03 Program Council Presidents:

- (1) The Program Council Presidential elections shall be governed by USC By-Law #2.

2.04 USC Councillors:

- (1) The USC Councillor elections shall be governed by USC By-Law #2.

2.05 If any of the above positions are unfilled, an individual shall be appointed in the interim until the USC Fall Elections in accordance with the USC By-Law #2.

2.06 Health Sciences Senator:

- (1) The Health Sciences Senator election shall be governed by Senate guidelines.

2.07 Timetable:

- (1) Vice-Presidential elections shall take place in the month of March in accordance with the procedures outlined in this policy;
- (2) The Commissioner positions, Dream Team Executive, and School Representatives shall be filled through an application and interview process conducted after Vice-Presidential elections by the incoming and outgoing Presidents, unless otherwise stated;
- (3) First Year Residence Representatives shall be selected independently at the beginning of the Academic Year by each Residents' Council, through a mechanism they deem appropriate;
- (4) First Year Student Caucus Representative shall be internally elected at the beginning of the Academic Year before the deadline set by the USC First Year Students' Caucus Commissioner;
- (5) EnviroWestern CSC Liaison shall be internally elected at the beginning of the Academic Year before the deadline set by the USC EnviroWestern Coordinator; and
- (6) The Executive shall be responsible for determining the time and duration of the nomination period for any by-elections for vacant positions.

2.08 Candidate Eligibility:

- (1) Any student in the FHS Student Body is eligible to run as a Presidential candidate so long as they have been an undergraduate student in the Faculty of Health Sciences for a minimum of one (1) semester and remain so for the duration of their term;

- (2) Any student in the FHS Student Body is eligible to run as a Vice-Presidential candidate so long as they remain an undergraduate student in the Faculty of Health Sciences for the duration of their term;
- (3) Any student in the FHS Student Body is eligible to apply for a Commissioner or Dream Team Executive position so long as they remain an undergraduate student in the Faculty of Health Sciences for the duration of their term;
- (4) Any student in the FHS Student Body is eligible to apply for a School Representative position so long as they remain an undergraduate student in the Faculty of Health Sciences School they wish to represent for the duration of their term;
- (5) First Year Residence Representatives must be enrolled in their first year of an undergraduate program in the Faculty of Health Sciences and must reside in the residence they wish to represent for the duration of their term; and
- (6) Program Council Presidential candidates must:
 - (i) Be enrolled in the School they wish to represent for the duration of their term; and
 - (ii) Have held a position on their respective Program Council for at least one (1) year.

2.09 Nominations:

- (1) Two (2) weeks after USC Spring Elections, nominations shall open for:
 - (i) Vice-President Academic;
 - (ii) Vice-President Communications;
 - (iii) Vice-President Finance; and
 - (iv) Vice-President Programming.
- (2) Nominations shall be made by the completion of a nomination form, requiring the signature of five (5) students of the FHS Student Body;
- (3) Nominations for candidates shall be effective only if the required nomination form has been submitted on time and has been filled out completely and accurately;
- (4) Nomination forms shall be due back one (1) week after nominations open, no later than 4:00 PM;
- (5) If only one (1) person submits a completed nomination form on time, this person shall require a confidence vote; and
- (6) Elections shall take place at the first Council Meeting following the close of nominations.

2.10 Administration:

- (1) Elections shall be conducted and supervised by the Speaker;
- (2) In cases of conflict, the President shall assume the responsibility of this position;
- (3) The responsibilities of the Speaker shall include:

- (i) Administration and timing of speeches and balloting;
 - (ii) Composition of the ballot;
 - (iii) Ballot counting procedure (assisted by the President or a designate), including defining a “spoiled ballot” and making this definition known to Council prior to voting; and
 - (iv) Announcement of official results to the candidates and Council.
- (4) The Secretary shall be responsible for the timing the candidates during their address to Council; and
 - (5) The Vice-President Communications shall be responsible for advertising the call for nominations and publicizing the official results.

2.11 Speeches:

- (1) The order of elections, subject to change by the President, shall be Vice-Presidents in alphabetical order;
- (2) Speeches for each Vice-President position shall be in alphabetical order by last name;
- (3) Speeches for Vice-Presidential candidates shall be no longer than three (3) minutes, subject to change by the President; and
- (4) The length of the question period and length of time each candidate has to answer any particular question, shall be at the discretion of the President.

2.12 Ballots:

- (1) There shall be a separate ballot for each position;
- (2) The names of the candidates for a position shall be listed in alphabetical order by last name; and
- (3) Only the legal names (or reasonable derivations) of the candidates shall appear on the ballot.

2.13 Voting:

- (1) Each Voting Member of the outgoing Council, the incoming President, incoming Program Council Presidents, and incoming USC Councillors shall be entitled to one (1) vote per ballot for any given position;
- (2) Voting by proxy is not permitted;
- (3) Only Members who are present for speeches from all candidates for a particular position are eligible to vote for that position;
- (4) If a Voting Member is running in an election, that Member must give up their right to vote in the election for that position;
- (5) Voting shall take place by a secret, ranked ballot whereby:
 - (i) each Member must indicate the order in which she prefers all of the candidates by placing a numeral one (1) beside her first preference, a numeral two (2) beside her second preference, and so on for every possible choice;
 - (ii) in the first count, ballots are counted according to the first preference votes;

- (iii) if one (1) candidate receives a Simple Majority, that candidate is deemed to be elected. If not, the candidate with the fewest first preference votes is removed from the ballot and the ballots are recounted according to their highest preference candidate amongst those not eliminated;
 - (iv) this process is repeated until one (1) candidate receives a Simple Majority of the highest preference votes remaining on the ballot;
 - (v) if, at any point, two (2) or more candidates are tied for having the fewest votes, both should be dropped from all ballots; and
 - (vi) in the event of a tie, whenever possible the election shall be resolved in favor of the candidate with the most first preference votes, otherwise a coin toss will be employed to determine the winner.
- (6) In the event that there is only one nomination for a position, the nominated candidate must be approved by Council through a Simple Majority vote of confidence. If a majority vote of non-confidence results, the Executive shall re-open nominations according to procedure outlined in Section 2.07;
 - (7) In the event of a dispute as to whether or not a ballot is to be considered spoiled the final decision will be left to the Speaker;
 - (8) Ballots shall be cast and counted following the close of question period for each position;
 - (9) Ballots shall be counted in a private area designated by the Speaker prior to the commencement of the election; and
 - (10) The winners for each position shall be announced by the end of the Meeting.

2.14 FHSSC Applications:

- (1) The day following Vice-Presidential elections, applications shall open for:
 - (i) Secretary;
 - (ii) Speaker;
 - (iii) six (6) School Representatives
 - a. two (2) Health Studies Representatives;
 - b. two (2) Kinesiology Representatives;
 - c. two (2) Nursing Representatives;
 - (iv) *Health Sci Pulse* Editor;
 - (v) Programming Commissioner;
 - (vi) Social Commissioner; and
 - (vii) Website Commissioner.
- (2) The application forms are due back ten (10) School days later by 4:00 PM;
- (3) The selection panel shall conduct interviews with each applicant;

- (4) The selection panel for the Secretary, Speaker and School representatives shall consist of:
 - (i) the incoming President, voting; and
 - (ii) the outgoing President, non-voting.
- (5) The selection panel for the *Health Sci Pulse* Editor, Social Commissioner and Website Commissioner shall consist of:
 - (i) the incoming President, voting;
 - (ii) the incoming Vice-President Communications, voting; and
 - (iii) the outgoing President, non-voting.
- (6) The selection panel for the Programming Commissioner shall consist of:
 - (i) the incoming President, voting;
 - (ii) the incoming Vice-President Programming, voting; and
 - (iii) the outgoing President, non-voting.
- (7) The selection panels shall select the candidates best suited for the positions based on their application and interview.

2.15 Dream Team Executive Applications:

- (1) Following Vice-Presidential elections, applications shall open for:
 - (i) Dream Team Director;
 - (ii) Dream Team Communications Coordinator;
 - (iii) Dream Team Programming Coordinator; and
 - (iv) Dream Team Volunteer Coordinator.
- (2) The selection panel shall conduct interviews with each candidate.
- (3) The selection panel for the Dream Team Director shall consist of:
 - (i) the incoming President, voting;
 - (ii) the outgoing Dream Team Director, non-voting; and
 - (iii) the outgoing President, non-voting.
- (4) The selection panel for the Dream Team Coordinators shall consist of:
 - (i) the incoming Dream Team Director, voting;
 - (ii) the incoming President, voting;
 - (iii) the outgoing Dream Team Director, non-voting; and
 - (iv) the outgoing President, non-voting.
- (5) The selection panels shall select the candidates best suited for the positions based on their application and interview.

2.16 Program Council Presidents have full autonomy to elect their respective Councils.

3.00 SIGNING AUTHORITY POLICY

3.01 Purpose:

- (1) To outline the individuals who will have signing authority over the FHSSC accounts;

(2) These individuals shall be termed the “Signing Officers” of Council.

3.02 Signing Officers:

(1) The Signing Officers of the FHSSC main account shall be:

- (i) the President;
- (ii) the Vice-President Communications;
- (iii) the Vice-President Finance; and
- (iv) the Vice-President Programming.

(2) The Signing Officers of the FHSSC O-Week account shall be:

- (i) the Head Soph;
- (ii) the President; and
- (iii) the Vice-President Finance.

(3) The Signing Officers of the FHSSC Dream Team account shall be:

- (i) the Dream Team Director;
- (ii) the President; and
- (iii) the Vice-President Finance.

3.03 USC Account:

- (1) Council shall hold an account with the USC;
- (2) This account shall be the primary bank account of Council;
- (3) The President shall present the USC with the names of the Signing Officers by April 1 following the election of the new Signing Officers;
- (4) The Program Councils shall hold their primary bank account with the USC; and
- (5) All transfers of the FHSSC’s USC Grant shall only occur internally through the USC. Therefore, no outside cheques shall be made for private bank accounts.

4.00 ATTENDANCE POLICY

4.01 Regrets:

- (1) All regrets must be submitted to the Speaker twenty-four (24) hours prior to the commencement of a Council Meeting; and
- (2) A valid reason must be given with regrets.

4.02 Demerit Points:

- (1) 0.5 demerit points shall be given for missing a Meeting with valid regrets;
- (2) 1.0 demerit points shall be given for missing a Meeting without valid regrets;
- (3) Missing four (4) Meetings without valid reasons is grounds for removal from Council;
- (4) When a Member has accumulated 2.0 demerit points, she shall receive a warning from the Speaker or President; and

- (5) When a Member has accumulated 4.0 demerit points, she must appeal to the Executive Committee.

4.03 Proxy:

- (1) Members must attend a minimum of five (5) Meetings;
- (2) If a proxy is obtained, no demerit points shall be awarded;
- (3) The Member must inform the Speaker no later than twenty-four (24) hours prior to the commencement of a Meeting that a proxy will be sent in her place;
- (4) Continuously sending a proxy after a Member attends five (5) mandatory Meetings is fair grounds for removal; and
- (5) The proxy must be:
 - (i) a Member of the FHS Student Body;
 - (ii) if sent on behalf of a Program Council President, a Member of that respective Program Council; and
 - (iii) an independent person from those who already sit on Council.

5.00 KEYPAD CODE POLICY

5.01 Purpose:

- (1) The purpose of possession of the Council Office keypad code is for access to the Council Office.

5.02 Holders of the keypad code:

- (1) Must be a Member of the FHSSC or HSSC or the Project Manager of the Learning it Together Program; and
- (2) Must not distribute the code to other individuals.

6.00 ORIENTATION POLICY

6.01 Responsibility:

- (1) The responsibility of the Orientation Program shall rest upon the Head Soph and President;
- (2) The Head Soph must have everything approved by the President and USC Orientation Coordinator;
- (3) All issues regarding finance must receive the signatures from two Signing Officers. Thus, those with signing authority must be available continuously, including the summer months, for the aid and convenience of the Head Soph;
- (4) The Head Soph is responsible for leading a respectable Soph team that shall represent the Faculty throughout Orientation Week and the academic year; and
- (5) The Dean's Office must constantly be informed of all the progress of the Orientation Week plans.

6.02 Head Selection Process:

- (1) Communication:

- (i) It shall be the responsibility of the outgoing Head Soph and President to appropriately advertise the position.
- (2) Applications:
 - (i) The application forms shall be made available by the USC Orientation Coordinator.
- (3) Interviews:
 - (i) The Head Soph Selection Panel shall, in accordance with the USC Orientation Coordinator, consist of:
 - a. the outgoing Head Soph, as Chair, unless a conflict of interest exists;
 - b. the outgoing FHSSC President, as vice-Chair, unless a conflict of interest exists in which case the Chair shall appoint a non-conflicted, outgoing Executive Member;
 - c. the Dean, or designate; and
 - d. the Orientation Staff Liaison or another Orientation Staff Member.
 - (ii) All candidates shall be given a 20-30 minute interview.
 - (iii) In the event there is only one (1) candidate, an interview shall still be conducted. If this person is not deemed qualified for the position, the USC Orientation Staff, Head Soph and President shall determine the application process from this point.
- (4) Deliberations:
 - (i) After all of the candidates have been interviewed, the panel shall deliberate over each candidate to select the next Head Soph. The deliberation shall be based on merit, but not limited to, to the individual who:
 - a. is best suited for the job;
 - b. is responsible and organized;
 - c. is passionate and knowledgeable about the program;
 - d. possesses excellent leadership and managerial qualities; and
 - e. is committed to the full-year responsibilities of the position.
- (5) Notification:
 - (i) During the interview process, the candidates shall have their telephone numbers verified and informed of when the notification will approximately occur; and
 - (ii) Notification will occur by telephone by the outgoing Head Soph.
- (6) Training:
 - (i) The incoming Head Soph shall be trained by the outgoing Head Soph regarding the duties and responsibilities of the position;

- (ii) The incoming Head Soph shall attend all training and meetings conducted by the Orientation Staff; and
- (iii) The incoming Head Soph shall continuously report to the President as everything must be approved by the President before implementation.

6.03 Soph Selection Process:

- (1) Once the Head Soph has been chosen, Soph applications shall be made available to all FHS students.
- (2) The Soph team shall be selected according to the USC Orientation Coordinator through the process of:
 - (i) Application;
 - (ii) Carousel; and
 - (iii) Interview.

6.04 Sophs:

- (1) All Sophs shall:
 - (i) be a member of the FHS Student Body;
 - (ii) go through the selection process;
 - (iii) receive a phone call after interviews for notification as to whether they are a Member of the team;
 - (iv) be a visible and active member of her floor(s) by participating in floor and residence events;
 - (v) support and promote the programs and activities of Council; and
 - (vi) support and promote the programs and initiatives of the Dream Team;
 - (vii) Follow all rules and regulations put forth by both Orientation Staff and Council; and
 - (viii) Sign and precisely follow the Soph contract set forth by Orientation Staff. Failure to comply is grounds for dismissal.
- (2) It is at the discretion of the President and Head Soph as to whether the President shall be considered a Soph. All other FHSSC Members must go through the selection process. If the President chooses not to take part as a Health Sciences Soph, she is still responsible for all actions that occur during Orientation Week. Therefore it is highly recommended that the President is a Soph in order to maintain a close relationship between the President and the Head Soph.