



Dalhousie Occupational
Therapy Student Society

Constitution of the

(DOTSS)

DOTSS Executive
Last revised: November 21st, 2017

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Incorporated 1966

Serving Students since 1866

Article 1: Society Name

- A. The society will be known as the Dalhousie Occupational Therapy Student Society (Known as the DOTSS, hereafter referred to as the “Society”).

Article 2: Purpose

- A. The purpose of the Society is to:
- a. To facilitate and maintain cooperation among students and faculty within the School of Occupational Therapy;
 - b. To encourage and provide opportunities for participation in social, athletic and educational events for society members;
 - c. To represent members of the society at the Dalhousie Student Union and Dalhousie Health Sciences Students' Association, as well as to maintain contact with other student societies;
 - d. To maintain and support contact with Alumni in social and professional capacities through association with the Dalhousie Occupational Therapy Alumni Association;
 - e. To promote professional identity of student occupational therapists through communications with the Canadian Association of Occupational Therapists and provincial regulatory bodies and societies, thereby promoting professional identity within the student body;
 - f. To promote the profession of occupational therapy on campus;
 - g. To encourage opportunities to engage in community outreach programs.

Article 3: Membership

- a. Society membership shall consist of all students enrolled in the School of Occupational Therapy programs at Dalhousie University;
- b. All members in the masters entry level program shall pay fees as set by the society in accordance with DSU policy and shall be entitled to full membership in DOTSS;
- c. All students in the post professional masters and PhD programs shall be considered partial members and shall be informed of activities and invited to all events. These members shall not have voting rights.
- d. Non-student members are also restricted from holding executive and/or voting positions within the society.
- e. The society does not place any limits on members based on age, gender, race, religion, language, or disability.

Article 4: Executive Officers

The executive shall consist of the following members

1. President (2nd Year MScOT – Entry)
2. Vice President (1st Year MScOT – Entry)
3. Secretary (1st Year MScOT – Entry)
4. Treasurer (1st year/2nd Year MScOT – Entry)
5. 1st Year Representative (1st Year MScOT – Entry)
6. 2nd Year Representative (2nd Year MScOT – Entry)
7. Post – Professional Representative (MScOT – Post Professional)

All executive members shall abide by duties as set out below:

DOTSS Executive members

1. Shall assume the responsibility of a role model for DOTSS by possessing the qualities of integrity, loyalty, reliability, and aligning actions with the values of the School of Occupational Therapy;
2. Shall assume responsibility to maintain professionalism of DOTSS on social media platforms (i.e., social media communication groups)
3. Collaboratively create and follow through on the strategic direction of DOTSS

President (2nd Year Position)

1. Has authority in first semester (fall);
2. Shall act as chairperson at all general meetings and executive meetings;
3. Is a signing officer on the DOTSS bank account and for the society;
4. Shall call general elections in September;
5. Has a mentoring role for the DOTSS Vice President;
6. Responsible for ratification of society with DSU;
7. Acts as student voice at Occupational Therapy School Council meetings;
8. Acts as student advocate on School of OT appointment committee (hiring panel) or supports faculty to fill position;
9. Responsible for promoting the profession to members of Dalhousie and the community at large via contributions to various social media outlets as requested by the Faculty in the Fall semester and elsewhere deemed appropriate by DOTSS
10. Ensure DOTSS minutes are collected and stored on USB for DOTSS Exec transition at term end
11. Attend Party Event Organizer training / Risk management training and additional society training workshops as instructed by the DSU
12. Read, understand, and ensure DOTSS is congruent with the DSU Society Policy and Alcohol Policy;
13. Commits to a leadership role in facilitating strong and effective communication between DOTSS and the Director of the School of Occupational Therapy;
14. Commits to a leadership role in facilitating strong and effective communication between DOTSS Exec, Sub-DOTSS Committees, and the student body as a whole via means that are most appropriate for the individualized class

Vice President (1st Year Position)

1. Acts as president in the event that the President absent or on placement
2. Attends Occupational Therapy School Council meetings;
3. Shall call general elections in March for the 2nd year DOTSS Exec (president and 2nd year rep), and committee head positions as deemed appropriate each year
4. Is a signing officer on the DOTSS bank account and for the society;
5. Assists President as necessary in preparation for winter semester;
6. Responsible for maintenance and updating DOTSS website;
7. Responsible for promoting the profession and School to members of Dalhousie and the community at large via contributions to various social media outlets as requested by the Faculty in the Winter semester and elsewhere deemed appropriate by DOTSS;
8. Ensure DOTSS minutes are collected and stored on USB for DOTSS Exec transition at term end;
9. Attend Party Event Organizer training / Risk management training and additional society training workshops as instructed by the DSU;
10. Read, understand, and ensure DOTSS is congruent with the DSU Society Policy and Alcohol Policy;

Secretary (1st Year Position)

1. Responsible for taking and posting minutes from AGM and executive meetings;
2. Liaison with Post Professional representative;
3. Routinely updates and maintains the DOTSS calendars in the Forrest building (room 213 and DOTSS room), and DOTSS online calendar to facilitate communication of academic and social events between student, committees, and faculty;
4. Acts as the student communication liaison for the Canadian Association of Occupational Therapists (CAOT);
5. Reads, Addresses, and/ or Responds to emails from the society email;
6. Acts as communication liaison to update DOTSS announcements are displayed on communication TV's in Forrest Building;

Treasurer (1st year & 2nd Year Position)

1. The role of treasurer is a two year position. The first year treasure moves to the 2nd year treasurer position without needing election into the position.
2. Maintain and manage records of all spending within the Society in accordance with DSU regulations.
3. Responsible for preparing the annual budget;
4. Responsible for preparation of general financial report at a monthly for each general DOTSS meeting;
5. Handles all society funds;
6. Is a signing officer on the DOTSS bank account
7. Responsible for society audit (Fall, Winter and Spring Term).

8. On-site treasurer will assume full duties should the other treasurer be off-site due to fieldwork placements.
9. Manage applications for Society Grants to the DSU, and aid members in applying for individual Member Grants through the DSU.
10. Reads and understands the DSU Grants Policy.
11. Act of chair of meetings in the absence of both the President and the Vice-President.
12. Attend Dalhousie Student Union Treasurer Training at the date specified by the Vice President (Internal) of the DSU.

1st Year Representative (1st Year Position)

1. Representative of students on Entry Level Program Committee (ELPC) and in DOTSS;
2. Attends Entry Level Program Committee (ELPC) meetings regularly;
3. Communicates with 1st year student body regarding DOTSS/Academic matters;
4. Appoints student from class to attend Entry Level Program Committee meetings in their stead when they are unavailable;
5. Acts as student advocate to address global class concerns to faculty by following appropriate procedures;
6. Assist in organizing extra-education sessions (i.e. First Aid and CPR Training);
7. Shall give class announcements during academic terms on a weekly basis (i.e., in person, social media, e-mail, posted documents...)

2nd Year Representative (2nd Year Position)

1. Representative of students on Entry Level Program Committee (ELPC) and in DOTSS;
2. Attends Entry Level Program Committee (ELPC) meetings regularly;
3. Communicates with 2nd year student body regarding DOTSS/Academic matters;
4. Appoints student from class to attend Entry Level Program Committee meetings in their stead when they are unavailable;
5. Acts as student advocate to address global class concerns to faculty by following appropriate procedures;
6. Assist in organizing extra-education sessions (i.e. First Aid and CPR Training);
7. Shall give class announcements during academic terms on a weekly basis (i.e., in person, social media, e-mail, posted documents)

Article 5: Meetings

- A. There will be three types of meetings: general meetings, executive meetings, and annual general meetings (AGM's).
- B. The regulations regarding each type of meeting are as follows:

General meetings

- A. A general meeting of society members shall be held twice per year;
- B. General meetings shall cover elections in both September and March, and shall serve as official reporting and voting platforms for budget approval;

- C. At any general society meeting, a majority of all executive members present plus 10 members from each year shall constitute quorum;
- D. Decisions at any general society meeting shall be constituted by a vote of 50%+1 of members present, plus executive quorum.
- E. Voting on motions put forth at general meetings must go before the general membership.
- F. Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.
- G. The Vice-President of the Society will be responsible for giving advance notice of all motions to be voted on at any meeting not less than 48 (forty-eight) hours before the meeting, and this notice must be given to all members of the society.

Executive meetings

- C. Meetings of executive members are to be held at a minimum of once per month during academic terms, in addition to elections, AGMs, and general meetings
- D. Meetings of executive members must be called by the President of the Society; these typically occur on a set monthly roster. Additional meetings can be called with 48 hours notice.
- E. A majority of 4 of 6 voting members when both classes are present shall constitute quorum;
- F. A majority of 2/3 voting members when one class is present shall constitute quorum;
- G. Meetings shall be conducted with decorum and respect, according to the professional behaviour rubric as set forth by the Dalhousie School of Occupational Therapy. All members shall display conduct becoming of an occupational therapist;
- H. Executive members shall meet with the director of the school of Occupational Therapy once per term or as deemed necessary.

Annual general meetings (AGM's)

- A. Quorum for an AGM shall be a majority of Executive members along with 50% of the general membership.
- B. An AGM must be called at least once per academic year by the President.
- C. There will be at least one AGM during the months of February or March (see Article 6).
- D. Any additional AGM's may be called at the request of all Executive, or at the request of a member of the general membership with a petition for an AGM signed by 75% of the general members.

- E. Constitutional amendments can only be made at an AGM (see Article 8).
- F. Voting on motions must go before the general membership.
- G. Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.
- H. A majority vote is needed to pass a motion.
- I. Notice of an AGM must be given to all members not less than one week before the AGM, and the Vice-President is responsible for delivering this notice.

Article 6: Elections

Article 6: Elections A. Elections shall be held at a general meeting no later than March 31 and October 1st of each year. In the event that due to unforeseen circumstances, the date of an election cannot be upheld, the council may meet to determine the next best course of action to call a later election.

B. The President shall be responsible for overseeing elections.

C. If the President wishes to re-run for any position, then the Vice-President shall act as chair.

D. In the event that both the President and Vice-President wish to run for any position, the members present at the AGM shall nominate and vote on a chair from the general membership. E. Nominations :

1. Candidates shall submit complete nomination forms, with the signatures of 3 current supporting Dalhousie University occupational therapy students;

2. Occupational therapy students may support more than one candidate in nominations as they so choose;

3. Date for nominations shall be set by the executive;

4. Nominations shall be completed one week before the elections;

5. Nominations must be for student candidates in good standing (i.e. passing) at Dalhousie University School of Occupational Therapy. Candidates must plan to continue as a full time student for the entirety of the following academic year;

6. A person may only accept a nomination for one of the six executive positions;

F. Election Process:

1. The President shall call elections for the positions of Vice President, 1st Year Representative and Secretary prior to the third week of September.

Positions elected will become effective immediately following the election;

2. The President shall call elections for the position of Treasurer prior to the third week of September. The treasurer position will become effective January 1st until December of the following year;
3. The Vice President shall call elections for the positions of President and 2nd Year Representative for the following academic year prior to the third week of March. Positions elected will become effective on the upcoming July 1st;
4. Elections shall be called two weeks prior to the election date;
5. Nominations will be posted for students' reference no later than one week prior to the elections;
6. Speeches shall be held for nominees and shall be no longer than three minutes;
7. Voting will be held by secret ballot. An affirmative vote will be constituted by a majority of 50% + 1 of those present;
8. In the event that only one nomination is received for any given position, a vote shall be conducted to affirm that candidate. An affirmative vote shall be constituted by a "yes" response by 50%+1 of those present;
9. Ballots shall be counted by the faculty liaison and one class representative. One student from each class shall act as observer. In the event that the class representative is a candidate in the election, a suitable replacement shall be chosen by the executive officers;
10. Where there are more than two candidates for any position, and a first vote does not produce a majority win, the candidate with the least votes shall be dropped from the ballot and a second vote shall be conducted. This shall continue until a majority has been reached;
11. If any vote with two candidates results in a tie, that vote shall be redone. In the event that a tie persists, one of the two students shall be chosen at random in a meeting of the executive officers;

Article 7: Impeachment

- A. No member of the executive may be recalled without just cause, or in any manner not specified in this constitution.
- B. Just cause is defined by this constitution as:
 - i. Failing to attend 4 consecutive executive or general meetings.
 - ii. Failing to fulfill the majority their mandates as dictated by this constitution, within reasonable limits, and without reasonable excuse.
 - iii. Conduct likely to result de-ratification of the Society, or conduct likely to bring the Society into disrepute.
 - iv. In the case of the President, failing to submit a request for Ratification before November 1st of the year of their Presidency without reasonable excuse.
 - v. Other gross misconduct.
- C. Any complaint against a member of the executive shall be brought to the attention of the President immediately;

- D. In the event of a complaint against the President, the matter shall be brought to the attention of the Faculty Advisor.
- E. Remaining members of the executive, with the full knowledge of the faculty advisor, shall investigate all complaints
- F. The executive member in question will have the opportunity to hear the complaints made against them and defend their case to the general membership, remaining executive members and the faculty advisor.
- G. If it is found that any executive member is not operating within the bounds of their duties as described in this document, that member shall be eligible for impeachment.
- H. A vote of general membership will be held. A result of 50% + 1 of members present will result in the impeachment of the officer in question.
- I. An election will be held immediately to replace that executive officer.

Article 8: Constitutional Amendments

- A. In the event that the Society cannot be ratified as a result of the content of this constitution, the current Executive have the ability to make such changes as are deemed necessary by the Vice President (Internal) of the Dalhousie Student Union. These changes become official upon ratification.
 - i. If any member of the Society wishes to contest the changes, they may do so at the next AGM, or petition the President to call one as per Article 5(iii)(d).
- B. With the exception of circumstances in Article 8(A), amendments to this constitution are subject to the following regulations:
 - i. Amendments to the constitution can only be made at an AGM.
 - ii. Motions to amend the Constitution must be presented to the Vice-President of the Society no less than one-week before the AGM at which the constitution will be amended.
 - iii. All members are entitled to vote on amendments to the constitution.
 - iv. Voting will be conducted via a show of hands, though any member may request that the motion be voted on by secret ballot. If any one member requests this for any motion, voting must be done by secret ballot.
 - v. A 2/3 vote is required to pass a motion to amend the constitution.

Article 9: Finances

- A. As stated in Article 4, the President, Vice-President, and Treasurer will be the signing officers of the Society.
- B. There will be four or five signing officers of the society, two of which will be required to sign all documents pertaining to society funds. The president or the vice president and the

treasurer shall be two primary signing officers, with the third and fourth being the first and second year class representatives.

- C. An executive officer cannot sign a cheque made out to his/her self.
- D. The budget will be created each year by the Treasurer, and will be passed by the executive at an Executive meeting.
- E. The treasurer shall be responsible for all finance and budgetary concerns, and shall report to the president;
- F. All monies received by the society are to be deposited in the name of the society in a chartered bank;
- G. If necessary, monies are to be kept in a safe place until such time when they can be deposited.
- H. The fiscal year of the society shall run from May 1st to the following April 30th;
- I. A budget shall be prepared by the treasurer, and approved by a vote of both the executive council and a vote in a general meeting to be called for that purpose;
- J. The treasurer shall keep accurate record of funds acquired and used by society members, and shall submit those records as requested for audit.
- K. Treasurer is to communicate with the Intramural Sports Rep regarding asking for Intramural Deposit back In March