

PH.D. STUDENT ASSOCIATION FACTOR-INWENTASH --- FACULTY OF SOCIAL WORK

Factor-Inwentash Faculty of Social Work Ph.D. Student Association Constitution

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ARTICLE I: The Association

Section 1: Definitions

The student association shall be known as “The Factor-Inwentash Faculty of Social Work Ph.D. Student Association” hereinafter as the “PhDSA.”

Section 2: Statement of Philosophy

The PhDSA is committed to initiating, sponsoring and promoting the academic, political and cultural life of its members, the students at the Factor-Inwentash Faculty of Social Work.

The primary purpose of the PhDSA is political: to ensure the active participation of all members in the decision making process at Factor-Inwentash Faculty of Social Work on all issues which affect members on an individual and organizational level. This process is intended to enhance and maximize the academic experience of all Factor-Inwentash Faculty of Social Work students. To this end, the PhDSA is committed to advocacy for and mobilization of members particularly on issues of equity and access to education. This includes a commitment to every student’s right to an educational experience free from harassment (as outlined in Appendix A). It also includes leadership in the fight for financially accessible education

Section 3: The Objectives of the PhDSA

1. To promote and maintain communication between the students of the Factor-Inwentash Faculty of Social Work and the administration of the Factor-Inwentash Faculty of Social Work Ph.D. Student Association
2. To promote and maintain communication between the students of Factor-Inwentash Faculty of Social Work and larger student government at U of T through membership on the Council of the Graduate Students Union (GSU) at U of T.
3. To represent any Ph.D. students of Factor-Inwentash Faculty of Social Work on all matters in which representation may be of interest to those students.
4. To promote and maintain responsible student government at Factor-Inwentash Faculty of Social Work.
5. To initiate, sponsor, co-ordinate and promote academic, as well as political, cultural, social and athletic events in which the students of Faculty may be interested and in general to promote the welfare and interests of the individuals registered as Ph.D. students at Factor-Inwentash Faculty of Social Work.

- a. Social advocacy and other initiatives carried out by the PhDSA can occur by the PhDSA Executive and with the involvement of PhDSA members. PhDSA members may approach the PhDSA with ideas for events, charitable initiatives, and so forth.

ARTICLE II: Constitution

Section 1: Amendments to the Constitution

1. Amendments to the Constitution of the PhDSA shall require a two-thirds (2/3) majority of Co-Chairs of the PhDSA Executive present at the meeting.
2. Notice of any proposed amendment must be prepared and copies distributed to all Co-Chairs at least two weeks before the meeting at which time a vote to amend the Constitution occurs and shall be posted on the Faculty and PhDSA website.
3. Bylaws included with this Constitution can be amended by the Executive at regular PhDSA meetings provided that the PhDSA membership has been informed for a period of one (1) month of the proposed amendments.

Section 2: Publication of the Constitution

It is the responsibility of the Executive Committee to ensure that all students are made aware of the contents of the Constitution of the PhDSA on an annual basis. To this end, Co-Chairs will in September of each academic year, provide a copy of the Constitution to all incoming doctoral student organizations during orientation, post a copy of the Constitution in the PhDSA office and on the Ph.D. board (second floor), ensure that the Constitution is posted on the PhDSA website, and provide a copy of the Constitution to each Co-Chair at the first PhDSA meeting each academic year.

ARTICLE III: PhDSA Members

1. The membership of the Factor-Inwentash Faculty of Social Work Ph.D. Student Association shall consist of all part-time and full-time Ph.D. students registered at the Factor-Inwentash Faculty of Social Work.

ARTICLE IV: PhDSA Executive

Section 1: Executive

1. The Executive Committee of the PhDSA consists of a Co-Chair 1, Co-Chair 2, Co-Chair 3, and Co-Chair 4.
2. The qualifications and duties of the Executive are as follows:

- a. Co-Chair 1:

The Co-Chair 1 must be a Ph.D. student registered with the Factor-Inwentash Faculty of Social Work. The Co-Chair 1 shall be named as “President” in GSU documentation in order to meet student union funding requirements; Co-Chair 1 does not have a more hierarchal or powerful role than any other member of the PhDSA executive. The Co-Chair 1 shall act as the official liaison officer between the governing the Graduate Students’ Union, any other student associations, and the PhDSA. The Co-Chair 1 shall forward the weekly GSU Digest to Ph.D. students on the Factor-Inwentash Faculty of Social Work Ph.D. Listserv and will be responsible for updating the PhDSA webpage should any amendments to the Constitution occur.

- b. Co-Chair 2:

The Co-Chair 2 must be a Ph.D. student registered with the Factor-Inwentash Faculty of Social Work. The Co-Chair 2 shall be named “Treasurer” in GSU documentation in order to meet student union funding requirements; Co-Chair 2 does not have a more hierarchal or powerful role than any other member of the PhDSA executive. The Co-Chair 2 shall have signing authority over the PhDSA bank account along with the Co-Chair 3. The Co-Chair 2, in accordance /collaboration with the Co-Chair 3, shall receive all moneys due to the PhDSA, keep all records pertaining to the income and expenses, make all bank withdrawals and arrange subsequent payments. The Co-Chair 2 shall co-ordinate the activities of Ph.D. student organizations at the Factor-Inwentash Faculty of Social Work, should such student organizations form.

- c. Co-Chair 3:

The Co-Chair 3 must be a Ph.D. student registered with the Factor-Inwentash Faculty of Social Work. The Co-Chair 3 shall be named “Secretary” in GSU

documentation in order to meet student union funding requirements; Co-Chair 3 does not have a more hierarchal or powerful role than any other member of the PhDSA executive. The Co-Chair 3 shall have signing authority over the PhDSA bank account along with the Co-Chair 2. The Co-Chair 3, in accordance/ collaboration with the Co-Chair 2, shall receive all moneys due to the PhDSA, keep all records pertaining to the income and expenses, make all bank withdrawals and arrange subsequent payments.

d. Co-Chair 4:

The Co-Chair 4 must be a Ph.D. student registered with the Factor-Inwentash Faculty of Social Work. There may be more than one (1) Co-Chair 4. The Co-Chair 4 shall not be named formally in any GSU documentation in order to meet student union funding requirements; Co-Chair 4 does not have a more hierarchal or powerful role than any other member of the PhDSA executive.

The Executive may redistribute the above areas of responsibility among themselves if desired. Co-Chairs must arrange among each other who will attend which GSU Council meeting throughout the year.

3. The Co-Chairs will be appointed for a period of one calendar year, beginning October 1 and ending September 30.
 - a. Co-Chair(s) will approach the incoming Ph.D. first year cohort in September, introduce the PhDSA and invite students to join;
 - b. Co-Chairs may continue their role with the PhDSA for longer than one academic year, if desired.
 - c. If existing Co-Chairs wish to leave the PhDSA at the end of their term, and no Ph.D. students have voluntarily joined the PhDSA by October 1, existing Co-Chairs must meet with the first year cohort during their first year seminar and insist on three (3) volunteers
 - d. Co-Chairs shall both individually and as a group, provide a comprehensive orientation to incoming Co-Chairs by no later October 31.

- e. Co-Chairs can be removed by a 2/3-majority vote at PhDSA meetings. The Co-Chair who is in the process of being removed has the right to speak in her/his defense.
- 4. The PhDSA has charge of the general affairs of the PhDSA and shall be responsible for all property and funds of the PhDSA.
- 5. The Executive Officers shall be empowered to act in place of PhDSA members in dealing with routine business.

Section 2: Conflict of Interest

- 1. No member of the PhDSA Executive, nor the partner/spouse, dependent child, parent, sibling, nor person living in the same household of a Co-Chair shall enter into any monetary business or arrangement (including charitable) with the PhDSA, except when sponsored by a second Co-Chair.
- 2. The Chair of any meeting of the PhDSA shall request any member or outside person who has declared an interest in any business or other financial arrangement with the PhDSA which is being discussed, to absent themselves during the discussion of and vote upon the matter, and the event shall be recorded in the minutes.

ARTICLE V: Meetings

- 1. The business year of the PhDSA shall commence October 1 and run from the date until the following September 30.
- 2. The Executive shall meet a minimum of 3 times during an academic year;
 - a. At minimum the PhDSA will meet once during the fall term, once during the winter term, and once during the summer term.
 - b. An emergency meeting of the Executive must be summoned upon receipt of:
 - i. a request from at least one Co-Chair of the PhDSA;
 - ii. a petition from at least one Ph.D. student at the Faculty.
- 3. A quorum at a PhDSA meeting is calculated as a half (1/2) of PhDSA Co-Chairs in attendance.
- 4. PhDSA Executive meetings will have a rotating Chair. The Co-Chair 1 will Chair the first PhDSA Executive meeting; the Co-Chair 2 will Chair the second PhDSA Executive

meeting; the Co-Chair 3 will Chair the third PhDSA; the Co-Chair 4 will Chair the Fourth PhDSA Meeting.

- a. If a Co-Chair is unable to Chair her/his designated meeting, she/he may switch with another Executive.
5. Voting shall be by a show of hands.
 - a. A vote is considered binding when passed by a simple majority of members present at a Council meeting, except when a 2/3-majority is required in the following situations:
 - i. Bylaws changes and amendment
 - ii. Equity issues

Article VI: Representation on External Committees

1. The PhDSA shall nominate at least one representative of the PhDSA to the Faculty Council at the Factor-Inwentash Faculty of Social Work. It is the responsibility of the Co-Chair(s) on the Faculty Council to:
 - a. Represent the PhDSA at Faculty Council meetings and provide updates on activities, initiatives, and any other pertinent news or business.
 - b. Inform all Co-Chairs of the PhDSA of what happened at Faculty Council meetings.

Article VII: Budget and Fiscal Year

1. The fiscal year of the PhDSA shall be from September 1 to August 31.
2. The Co-Chair 2 and Co-Chair 3 shall prepare and present an up-to-date financial statement for the entire PhDSA before the final handing over to the new executive.
3. The Co-Chair 2 and Co-Chair 3 shall assist the new executive in preparing the Head Grant form.

Article VIII: Finances and the Raising and Distribution of Funds

1. A central commitment of the PhDSA shall be to raise the maximum amount of funds possible in order to support students' academic, as well as political, interests. This includes:
 - a. Applying for Conference Grants with the GSU in order to hold a research symposium at the Faculty featuring Ph.D. student research
 - b. Fundraise for charitable causes.

Appendix A: Harassment

The PhDSA recognizes that oppression, discrimination and harassment can target a broad range of factors including, but not limited to, race, creed, skin colour, age, national origin, nationality, citizenship, ancestry, gender, sex, sexual orientation, ability or (dis)ability, marital or parental status, the number of dependents of a person, family relationship, place of residence, religious or political belief, affiliation or activities, socio-economic status, Acquired Immune Deficiency Syndrome (AIDS) AIDS-related illnesses, AIDS-related complex (ARC), positive Human Immune Deficiency Virus (HIV) test, and other acute and chronic diseases and illnesses. The PhDSA also recognizes that harassment and discrimination can be multi-faceted.

Appendix B: Financial Bylaws

Procedures:

1. All funds shall be kept in a bank account with Alterna Savings (800 Bay Street, Toronto) and credited to the Factor-Inwentash Faculty of Social Work Ph.D. Student Association.
2. Funds in the excess of immediate operating expenses shall be held in interest bearing accounts, term deposits, bonds, and other financial document of this kind.
3. There shall be two (2) signatories to the PhDSA, this shall include the Co-Chair 2 and Co-Chair 3 (referred to as “Treasurer” and “Secretary” in GSU documentation).
4. Those powers authorized to sign cheques on behalf of the PhDSA do so by virtue of and for as long as they continue to hold their office or positions on the PhDSA Executive.
5. The PhDSA shall always operate with a reserve fund of \$500 unless decided otherwise by Executive.

Honouraria:

1. The PhDSA shall approve the amount of honouraria to be paid to members of the PhDSA executive every year in the PhDSA budget based on the existing amounts; it is recommended that the PhDSA allow no more than 10% for Co-Chair honouraria.
2. The executives members’ honouraria shall be either:
 - a. Distributed in a lump sum at the start of the academic year, or
 - b. Used towards refreshments at PhDSA Co-Chair meetings throughout the year
 - c. All Co-Chairs shall receive the same honorarium amount.