



**BYLAWS OF THE BACHELOR OF**  
**HEALTH SCIENCES SOCIETY**

*Revised March 6 2019*

# **BYLAWS OF THE BACHELOR OF HEALTH SCIENCES SOCIETY**

## **PREAMBLE AND DEFINITIONS**

1.1. To outline the additional responsibilities of the Bachelor Health Sciences Society's Members and Executive Committee.

1.2 To serve as a supplement to the Constitution of the Bachelor of Health Sciences Society.

1.3 "Society" shall refer to the Bachelor of Health Sciences Society.

1.4 "Executive" shall refer to the Executive Committee of the BHSS.

1.5 "Program" shall refer to the Bachelor of Health Sciences (Honours) program at McMaster University.

1.6 "Student" refers to "a person who is registered in a course of study approved by the Senate," as described in the McMaster University Act.

1.7 "Member" shall refer to a student enrolled in the Program

## **BYLAW 1 - ELECTIONS**

### **1. PURPOSE**

1.1 The purpose of this bylaw is to ensure that all elections and referenda within the Bachelor of Health Sciences Society (BHSS) are carried out in a fair and equitable manner.

### **2. PERSONNEL**

2.1 There shall be no more than two (2) Elections Co-Chairs each year.

2.1.1 New Election coordinators shall be chosen, by the current BHSS chair, 2 other current BHSS executive members and the current Election Co-Chairs, no later than April 30th. The Election Co-Chairs shall not sit on the panel if they are reapplying for the position.

2.1.2 Election Coordinators will be appointed for a term starting May 1st and ending April 30th of the following year.

2.2 The Elections Co-Chairs shall:

- 2.2.1 Ensure the integrity and expediency of the electoral process (including establishing clear rules as to what is/isn't allowed during the elections process);
- 2.2.2 Chair, and recruit the membership of, the Elections Committee;
- 2.2.3 Be responsible for managing the budget of the Elections Committee;
- 2.2.4 Establish an annual election schedule to present to the BHSS no later than October 1
- 2.2.5 Advertise opportunities for nomination and the date(s) of polling;
- 2.2.6 Plan and organize opportunities for voters to engage and assess their candidates;
- 2.2.7 Oversee the ballot counting process, and address appeals as necessary;
- 2.2.8 Maintain correspondence with candidates on all matters relating to elections

2.3 The Elections Co-Chairs may be subject to recall proceedings as outlined in Article 10 of the Constitution.

### **3. ELECTION SCHEDULE**

3.1 Elections for members of the BHSS Executive shall be held three (3) times per academic year.

- 3.1.1 Fall Elections for vacant position, including First Year Representative, shall be held no later than the second Friday in October.
- 3.1.2 Winter Elections for Welcome Week Coordinators shall be held no later than the second Friday in February.
- 3.1.3 Spring Elections for all other Executive positions shall be held no later than the last Friday in March.

3.2 Referenda shall be held upon the petition of 5% of the BHSS membership, or upon the call of the BHSS Executive.

### **4. ELECTORAL PROCEEDINGS**

4.1 The Elections Co-Chairs, on behalf of the Elections Committee, shall issue a proclamation alongside the opening of nominations, indicating:

- 4.1.1 The position(s) for which the election is being held;
- 4.1.2 The date(s) of polling;
- 4.1.3 The means of obtaining and submitting a nomination form, as well as the deadline for submission;
- 4.1.4 Any additional information deemed necessary by the Elections Committee.

4.2 The deadline for the submission of nomination forms shall be no less than five (5) days after they are made available.

4.3 Candidates shall be nominated as individuals only.

4.3.1 For positions with two (2) positions open (i.e. Welcome Week Coordinators, Social Coordinators), candidates will not be permitted to run as a pair.

4.4 A candidate may withdraw at any time after nomination and before the opening of polls by providing written notice to the Elections Co-Chairs.

4.5 The Elections Co-Chairs shall be responsible for preparing ballots.

4.5.1 The Elections Committee shall determine the type of ballot (electronic, paper, etc.) most suitable for use.

4.5.2 Candidates shall be listed on the ballot in alphabetical order by surname, clearly indicating the office to which they are seeking election.

4.5.3 Ballots shall contain the option to ABSTAIN, indicating a voter's indifference to the candidate elected.

4.5.4 Ballots shall contain the option of NO CONFIDENCE, indicating a voter's desire that no candidate be elected.

4.5.5 Ballots shall contain clear, concise, and thorough instructions on how to properly vote, as well as the deadline for polling.

4.6 Polls shall be opened at the call of the Elections Co-Chairs, and shall remain open for no less than five (5) days.

4.7 Following the close of polls, ballots shall be counted by the Elections Committee.

4.7.1 Ballot counting shall commence at a reasonable, prompt time following the close of polls.

4.7.2 No ballot counting shall be done alone, and all counts shall be conducted at least twice.

4.7.3 The Elections Co-Chairs shall announce the candidates(s) elected to each office.

4.7.4 Full ballot counts and results shall be posted by the Elections Committee following the counting of ballots.

4.7.5 In the event of a tie for first place, by more candidates than the number of positions available, polls shall be re-opened for no less than three (3) days to determine the winner(s).

4.7.6 In the event that a plurality of votes (excluding abstentions and spoiled ballots) have selected NO CONFIDENCE in a particular set of candidates, the election for that office shall be invalidated and nominations shall be reopened.

## 5. CAMPAIGNING

5.1 Campaigning shall be defined as any action taken by a candidate for the purpose of presenting a platform to, or soliciting support from, potential voters.

5.2 The following shall not constitute campaigning:

- 5.2.1 An individual asking to have his or her nomination form signed
- 5.2.2 Submitting campaign material to the Elections Coordinators
- 5.2.3 Publicizing an upcoming election without endorsing a specific candidate
- 5.2.4 Producing campaign material prior to the start of campaign period, so long as it is not publicly available or visible

5.3 Candidates are required to:

- 5.3.1 Film a video recorded by the Elections Coordinators that will be posted on the BHSS Youtube page.
- 5.3.2 Post one (1) message to the BHSS Elections LearnLink folder, subject to the explicit parameters established by the Elections Coordinators (not applicable starting September 2019).
- 5.3.3 Submit one 8' by 11' poster which may include one picture of the Candidate as well as 250 words about themselves and their platform to the Elections Co-Chairs which once approved will be posted on the Health Sciences Lounge bulletin board.
- 5.3.4 Answer any questions asked of them from BHSS general members, processed and sent by the Elections Coordinators.

5.4 Candidates may:

- 5.4.1 Create one (1) Facebook page that may include posters and advertisements of their platform and candidacy but MUST include a link to the BHSS Facebook page in their post and in the first line of the description of their campaign page.
- 5.4.2 Create one (1) Instagram page that may include posters and advertisements of their platform and candidacy but MUST include a link to the BHSS Instagram page in their post and in the first line of the description of their campaign page.

5.5 The Elections Coordinators and the BHSS Chair will be admins of the Facebook pages mentioned in 5.4.1

- 5.5.1 The Elections Coordinators shall post in each BHSc Year Facebook group at a specified release date;
- 5.5.2 The pages shall not be revealed prior to said date;
- 5.5.3 Candidates may be permitted to share their individual page, but must include a link to the BHSS Facebook page in their post and in the first line of the description of their campaign page.
- 5.5.4 BHSS general members may also share candidates' Facebook pages

5.5.5 Individuals may post questions and comments on the candidate's page.

5.6 The Elections Committee shall reserve the right to disqualify any candidate for any major violation of the established campaigning rules.

## **6. ELECTION VIOLATIONS**

6.1 Ignorance of any rule presented in the bylaws/constitution is not an excuse for violations. Candidates should proactively seek clarification from the BHSS Elections Coordinators if needed.

6.2 Election violations will be monitored by the Elections Coordinators via a three strike system, where the accumulation of three strikes result in the disqualification of the candidate. Minor violations equate to one strike, whereas major violations equate to three strikes.

6.2.1 In the case of any extenuating circumstances that a candidate faces that may have resulted in a violation of one of the election rules, it's the responsibility of the candidate to discuss them with the Elections Coordinators. It's then the responsibility of the Elections Coordinators to take those circumstances into account on a case-by-case basis while keeping in mind the integrity of the elections process

6.3 Minor Election Violations Include:

6.3.1 Candidate not filming a video recorded by the Elections Coordinators

6.3.2 Candidate not posting one (1) message to the BHSS Elections LearnLink folder by the appropriate deadline, subject to the explicit parameters established by the Elections Coordinators (not applicable starting September 2019)

6.3.3 Candidate publishing a Facebook/Instagram campaign page or any other campaign material before the time and date assigned by the BHSS Elections Coordinators

6.3.4 Candidate not submitting a poster to the Elections Coordinators as required in *Article 5.3.3* of the bylaws

6.3.5 Candidate not answering the questions that are processed and sent by the Elections Coordinators to the candidates by the assigned deadline

6.3.6 Candidate not including a link to the BHSS Facebook/Instagram Page in the first line of the description of their campaign page (applicable to candidates who choose to create a Facebook/Instagram campaign page)

6.4 Major Election Violations Include:

6.4.1 Any financial or academic incentives, beyond the roles mandated, to encourage voting for a particular candidate

6.4.2 Campaign material that is in “bad taste,” which shall include but is not be limited to material that is determined by the BHSS elections coordinators to be: sexist, racist, heterosexist, homophobic, pornographic, obscene, derogatory or prejudicial to any member of the McMaster community.

6.5 To Address Violations:

6.5.1 One strike: issue a warning to candidate

6.5.2 Two strikes: issue a second warning to candidate and inform voters about the offence by that particular candidate (i.e. BHSc student body)

6.5.3 Three strikes: disqualify candidate

6.5.4 The elections coordinators can disqualify the candidate without issuing a warning if the violation is deemed to have majorly impacted the validity of the elections process and that issuing a warning at that point in time would not help in re-establishing the integrity of elections

## 7. APPEAL PROCEEDINGS

7.1 Any candidate is entitled to appeal the results of an election if they believe, and can substantiate, that

7.1.1 Misconduct has occurred during the ballot-counting process;

7.1.2 The Elections Committee has erred in its decision to disqualify;

7.1.3 The Elections Committee has otherwise failed to execute its proper mandate, and that this has unfairly compromised the appellant's candidacy.

7.2 Appeals must be received by the Elections Co-Chairs, in writing, no later than 6:00 PM, five (5) business days following the counting of ballots.

7.3 In order to be eligible for consideration, appeals must contain:

7.3.1 The name of the appealing candidate, and the office to which he or she sought election;

7.3.2 The grounds for appeal, including the specific action(s) of the Elections Co-Chairs or Elections Committee to be subjected to reconsideration;

7.3.3 Any corroborating evidence.

7.4 Upon receiving an appeal, the Elections Co-Chairs shall call an emergency meeting of the Elections Committee to assess its merits.

7.4.1 The Elections Committee shall decide, by majority vote, whether to grant the appeal and reconsider any earlier decisions.

7.4.2 Quorum at this meeting shall be ten (10) BHSS members, excluding the

candidate, the Elections Co-Chairs, and any members of the BHSS Executive present.

7.4.3 The candidate, the Elections Co-Chairs, and members of the BHSS Executive may participate in discussion, but may not vote on the appeal.

7.5 No results shall be considered official until all pending appeals have been resolved.

## **BYLAW 2– McMASTER HEALTH FORUM STUDENT SUBCOMMITTEE**

### **1. OUTLINE**

1.1 One BHSS executive member shall sit on the Student Sub-Committee of the McMaster Health Forum.

## **BYLAW 3 – TRANSITION REPORTS**

### **1. OUTLINE**

1.1 Outgoing BHSS executive members shall post electronic transition reports in the BHSS Exec folder by April 30.

## **BYLAW 4 – ADDITIONAL DUTIES OF THE EXECUTIVE**

### **1. PURPOSE**

1.1 The purpose of this bylaw is to outline any additional duties of the executive that have not been covered within the BHSS Constitution.

### **2. ADDITIONAL DUTIES**

2.2 Additional duties of the Chair are to:

2.2.1 Be responsible for the completion of all necessary risk management documents for the BHSS and its affiliated organizations.

2.2.2 Be the curator of the BHSS Constitution, Bylaws, Meeting Minutes and Transition Reports in both digital & hard copies.

2.2.3 Invite the BHSc SRA Members and the FHS Senator to meetings of the Executive.

2.2.4 Be the primary BHSS liaison for the Faculty of Health Sciences Lounge.

2.3 Additional duties of the Communications Coordinator are to administer and update the LearnLink Guidelines.

## **BYLAW 5 – BRANDING STATEMENT**

### **1. PURPOSE**



1.1 The purpose of this bylaw is to detail the official branding elements of the Society in order to produce consistent and professional documents.

## **2. DETAILS**

2.1 The official logo of the Society is that chosen by the Executive on the 13<sup>th</sup> of November, 2011.



2.2 The logo shall appear on all official documents of the society including but not limited to:

- 2.2.1 The BHSS Constitution
- 2.2.2 The BHSS Bylaws
- 2.2.3 BHSS Meeting Minutes
- 2.2.4 BHSS Transition Reports
- 2.2.5 Formal BHSS correspondences
- 2.2.6 BHSS Advertisements & Posters

2.3 The logo shall only appear in its colour form or a black and white version.

## **BYLAW 6 – AFFILIATED GROUPS**

### **1. PURPOSE**

1.1 The purpose of this bylaw is to describe the duties of BHSS Affiliated groups and the benefits that they receive.

### **2. DUTIES**

2.1 All BHSS Affiliated Groups are required to:

- 2.1.1 Share any resources whether tangible or intangible with the BHSS and its other affiliated groups.
- 2.1.2 Thank the BHSS for its contributions at any official group event.

### **3. BENEFITS**

3.1 All BHSS Affiliated Groups are entitled to:

3.1.1 Submit their risk management documents through the BHSS to McMaster University's Environmental & Occupational Health Support Services.

3.1.2 Advertise their group on the BHSS website and clubs newsletter.

3.1.3 Use BHSS storage within the Faculty of Health Sciences Lounge where possible.

#### **4. CURRENT AFFILIATIONS**

4.1 The BHSS is currently affiliated with:

4.1.1 Bachelor of Health Sciences Charity Fashion Show

4.1.2 Health Sciences Musical

### **BYLAW 7 – BHSS INVESTMENT ACCOUNT**

#### **1. OUTLINE AND DEFINITIONS**

1.1 The investment account shall run separate from the BHSS operating account.

1.2 The investment account shall be composed of only three types of low-risk investments: CIBC Flexible Guaranteed Income Certificates ("Type A"), CIBC Short Term Income Funds ("Type B"), and CIBC Managed Income Portfolios ("Type C").

#### **2. ACCOUNT STRUCTURES**

2.1 The investment account can hold all funds in excess of the required minimum balance of the operating account, as identified by CIBC, and budgeted expenses occurring within the next calendar month.

2.1.1 At no point will the investment hold funds that are expected to be used within the next thirty days. If such a situation occurs, funds will be transferred from the investment account to the operating account immediately.

2.1.2 Type A investments must, at all times, compose at least one-third of the investment account balance.

#### **3. AUTHORITY**

3.1 Financial Coordinator shall develop and propose investment opportunities for the Executive.

3.2 The Financial Coordinator may not act on opportunities until the action has been approved by the two-thirds majority vote of the BHSS Executive.

3.3 The BHSS Executive reserves the right to liquidate investments in entities that engage in unethical or illegal activities.

## **BYLAW 8 – BHSS FUNDING REQUESTS**

### **1. BHSS Funding Proposals**

1.1 For all funding requests, after the Finance Committee reviews the submission, if the proposed amount by the Finance Committee exceeds 4% of the yearly proposals budget, then funding that initiative will be decided upon by a BHSS majority vote. If the proposed amount by the Finance Committee is equal to or less than 4% of the yearly proposals budget, then funding that initiative will be decided upon by the Finance Committee and the Financial Coordinator. The remainder of the BHSS executives in the aforementioned situation may be consulted, but it is not mandatory.