

# ReNutritional Sciences Student Association (NSSA) Constitution

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Established in 2006

Last modified 16 March 2015

Approved by Council

## **Article 1 – Definitions**

### **Section 1 –NSSA**

The “NSSA” stands for “Nutritional Sciences Student Association”.

### **Section 2 –Members**

The “Members” is defined as all members of the NSSA.

### **Section 3 – Executives**

The “Executives” is defined as the executive officers of the NSSA.

### **Section 4 – Department of Nutritional Sciences**

The “Department of Nutritional Sciences” is a science department within the Faculty of Medicine. They oversee the NSSA programming and events.

### **Section 5 – The Advisor**

The “Advisor” is defined as the staff member from the Department of Nutritional Sciences who has been invited by the NSSA to act as the Advisor to the NSSA.

### **Section 6 – MSSU**

The “MSSU” stands for the Medical Sciences Student Union and is an organization that the NSSA is affiliated with.

### **Section 7 – University**

The “University” is defined as the University of Toronto.

### **Section 8 – Expected Duties**

The “expected duties” of each executive are the duties that must be fulfilled by the member assuming that position. Duties are listed under each position’s description.

### **Section 9 – Constitution**

The “constitution” is defined as this document.

## **Article 2 – Objective**

The objective of the NSSA is to:

1. Organize and run nutrition-related events for the purpose of promoting and providing educational information outside of the classroom.
2. Organize and run social events for interaction among students and professors.
3. Promote student advocacy within the department.

## **Article 3 – Head office and Logo**

### **Section 1 – Head Office**

There is presently no head office for the NSSA. The executives may request a room in the future and amend the constitution.

### **Section 2 – Logo**

Council should be entitled, but not obliged, to adopt by resolution a logo, and if so adopted, the logo will be affixed to the constitution.

## **Article 4 – The Society: Composition and Fees**

### **Section 1 – Membership**

NSSA membership is open to any member of the University of Toronto, including students, staff, faculty and alumni. University members may freely join the NSSA, be freely added to the mailing list and participate in all events. All voting members, including executives, must be full-time Arts and Science undergraduate students who are enrolled in the Nutritional Sciences program or are taking one NFS course.

### **Section 2 – Termination and Transfer**

Membership in the NSSA ends when a member withdraws/is suspended/is expelled from the University; or when a member dies.

### **Section 3 – Annual Membership Fee**

The NSSA does not charge any membership fees.

## **Article 5 – Council: Composition**

### **Section 1 – Membership of Executive**

The members shall elect the following executives, who shall serve as directors of the NSSA and who shall be voting members of council: President, Vice President (External and Internal), Secretary, Social Coordinator, Outreach Coordinator, Webmaster, MSSU/ASSU Representative, Fourth Year Representative (up to two), Third Year Representative (up to two), Second Year Representative (up to two). The Advisor shall also be a member of the executive although he/she has no voting power and only provides advice.

### **Section 2 – Eligible for Membership on Executive**

Any member of the NSSA is eligible to be elected to any voting executive position.

### **Section 3 – Term of Office**

The term of office for executives shall begin at the Elections Meeting of the year in which they were elected, immediately upon the dissolution of the previous year's executives, and shall end in the following Elections Meeting.

Council shall, in April of each year, hold an Elections Meeting, at which it will dissolve itself and thereby end its term of office.

#### **Section 4 – Termination and Transfer**

The membership of any executive shall end if either the member gives written notice of resignation, the member is removed from his/her position, or the member ceases to be a member of the NSSA.

Membership may be terminated should a member not fulfill his/her duties, and will be subject to the procedure under “Failure to Perform Expected Duties and Removal from Office Procedure”.

Membership is not transferable. In the case of an event like this, council will vote on individuals who will be able to take place for the duration of the semester.

#### **Section 5 – Failure to Perform Expected Duties and Removal from Office Procedure**

1. Failure to perform duties will include all duties in the job description and any of the following:
  - Failure to attend meetings without prior notice
  - Failure to meet deadlines on assigned tasks and projects
  - Failure to present oneself in a proper code of conduct including but not limited to violation of any University of Toronto polices
2. Upon failure to perform expected duties, the Executive may receive a verbal warning by the President. The President will then inform the Advisor of such action.
3. Should this member continue to ignore their duties for two weeks, the President, with the counsel of the Advisor (Undergraduate Co-ordinator)s, shall give a written warning to the Executive.
4. Should the Executive subsequently continue to neglect his/her duties as required by the NSSA, or fail to meet expectations, he/she shall be dismissed by the President and the Advisor, and his/her membership shall be terminated immediately.

### **Article 6 – Council: Meetings**

#### **Section 1 – Executive Meetings**

The President determines the date, time, and place of executive meetings.

All executives are expected to attend executive meetings with the exception of the Advisor, who is not obligated to attend executive meetings.

Absence without prior notification of the President will result in action to be taken under “Failure to Perform Expected Duties and Removal from Office Procedure”; Section 5 of the NSSA constitution.

#### **Section 2 – General Meetings**

General meetings may be attended by all interested members of the NSSA. This includes the Executives, Members and prospective members of the NSSA. The President shall determine the time and location of the meeting given the availability of meeting space. The Secretary shall take minutes and the Webmaster will post them on the website.

#### **Section 3 – Notice of General Meetings**

The President will determine the date of each general meeting and notify the Executive of the scheduled time. The Secretary will then distribute these dates to all of the NSSA via email. These dates will also be advertised on the NSSA website, facebook, and twitter by the Webmaster.

#### **Section 4 – Emergency Meetings**

Emergency meetings may be necessary from time to time depending on how busy the school year is and how much time is necessary to plan and organize for major events.

Should there be a need to have an emergency meeting, the President shall notify the executives and the rest of the members with the aid of the Executives forty-eight hours prior to the meeting.

#### **Section 5 – Meeting Minutes**

Minutes shall be taken by the Secretary during every meeting; if the Secretary is absent, the President will delegate the task.

These minutes shall be made available no later than one week after each meeting via email.

Once available, minutes will be posted on the website.

## **Article 7 – Council: Responsibility and Expected Duties**

### **Section 1 – The Executive**

#### **Co-President (2)**

- Oversees the entire association, organizes events, delegates tasks, represents the NSSA, acts as the main contact
- Determines the place and time of meetings
- Leads meetings
- Assists other executives with tasks
- Submits proposals to the Department of Nutritional Sciences including the year's activities and budget
- Attends ASSU council meetings
- Attend a minimum of 75% of events hosted by the NSSA and assist with planning/setup/clean-up

#### **Vice President External**

- Assists with the responsibility of the President
- Organizes and runs events such as Career Night, U of T Publicity Events and Grad night
- Assists with activities of other executives
- Assume presidential responsibilities should the President be absent
- Attend a minimum of 75% of events hosted by the NSSA and assist with planning/setup/clean-up

#### **Treasurer**

- Create budget for up-coming year
- Submits financial documents to the Department of Nutritional Sciences for reimbursements
- Keep track of spending and profits made by the organization throughout the year
- Takes attendance and minutes at meetings

- Sends out emails to Members through listserv
- Designs and distributes publicity materials for events
- Attend a minimum of 60% of events hosted by NSSA and assist with planning/setup/clean-up

#### **Social Coordinator**

- Organizes social events such as Pub Night and organizing the food for a majority of the events
- Attend a minimum of 60% of events hosted by NSSA and assist with planning/setup/clean-up

#### **Outreach Coordinator**

- Organizes outreach events such as cooking classes, info booths, and other workshops (ex. Royal Winter Fair, Saturday Program)
- Attend a minimum of 60% of events hosted by NSSA and assist with planning/setup/clean-up

#### **Webmaster**

- Works with the president and other executives to ensure the website is up-to-date
- Updates the website with new information, minutes, and upcoming events
- Designs and distributes publicity materials for events
- Attend a minimum of 60% of events hosted by NSSA and assist with planning/setup/clean-up

#### **MSSU/ASSU Representative**

- Represents the NSSA at MSSU and ASSU meetings
- Aids in the organization of joint events with the MSSU (and other medical science student unions) and ASSU
- Attend a minimum of 60% of events hosted by NSSA and assist with planning/setup/clean-up

#### **Class Representatives – (Fourth/Third/Second Year)**

- Informs their respective classes about upcoming events via class announcements
- Represents their respective years' students' voices in NSSA executive meetings
- Attend a minimum of 60% of events hosted by NSSA and assist with planning/setup/clean-up

#### **Advisor (Ex-officio)**

- Advises members throughout the year on all events
- Assists the President and executives in organizing events
- Sets a good example for all NSSA members
- Ensures that all members are abiding by policies
- Ensures that the elections of executives is conducted in a fair manner
- Assists in promoting the NSSA and its events

- Mediates conflicts among members

**Note:**

1. Article 7 Section 1 outlines the executive positions and the essential responsibilities they entail
2. Revisions to Executive duties and additional assignments may occur as needed. Revisions and assignments will be determined and distributed by the President.

## **Article 8 – Council: Elections**

### **Section 1 – Process**

1. Any **full time** arts and science student in the Nutritional Sciences program or any student taking an NFS course in the current and following year is eligible to run as an executive.
2. The president shall call an Elections Meeting in April, with a minimum of two weeks of advertising prior to the date.
3. Any full time arts and science student in the Nutritional Sciences program or any student taking an NFS course is eligible to vote in the elections.

### **Section 2 – Speech**

Any Member interested in becoming an executive shall prepare a one-minute speech to be presented during the Elections Meeting. Following all speeches for each position, candidates will leave the room and members will participate in a blind vote. The president shall tally the votes.

### **Section 3 – Notice of Elections**

The President shall announce the winning candidate immediately after the tallying of the votes.

## **Article 9 – Standing Committees**

### **Section 1 – Definition**

Standing committees may be created if deemed necessary; for example, a Constitution Review Committee.

### **Section 2 – Standing Committees**

Any member who wishes to take the responsibility of being in a standing committee shall express their interest to the President.

### **Section 3 – Striking Standing Committees**

The President shall create proposed committees under the advice of the Advisor as deemed needed. Notifications of such new committees will be voted on in the next meeting. A majority vote will be required to make the proposed committee a standing committee.

## **Article 10 – Amendments**

### **Section 1 – Amendments to the Constitution**

1. The President will have the option of striking a Constitution Review Committee that is responsible for amendments of the constitution. This committee should include the President, Vice President(s), and any other interested executives or members.
2. The President will have the option to host an annual review for the Constitution. Any member of the University shall have the right to propose constitutional amendments, all of which will be presented to executive and general members of NSSA, and voted upon.
3. A minimum of one weeks of advertising is required for a Constitutional review.
4. Amendments to the Constitution require a two-thirds majority vote by the Constitutional Review Committee.
5. Proposed amendments to the Constitution must be submitted to the Constitutional Review Committee for review at least two school days prior to the giving of notice.