

*GRADUATE REHABILITATION SCIENCE
SOCIETY (GRSS)*

**A member of the Graduate Rehabilitation Science Society (GRSS)
McGill University**



By-Laws

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Article I

NAME

The name of the Association hereby established shall be the Graduate Rehabilitation Science Society, designated in short form as “GRSS”.

MISSION

The global mission of the association is to provide efficient and quality representation for its students to ensure that the academic and overall experience at McGill is positive and of the highest quality. In addition, the mission of the GRSS is to:

1. Provide representation for the students in the Graduate Rehabilitation Science program;
 2. Work to ensure the academic and overall experience of the students in the school is of the highest quality by providing resources, services and support to its members;
 3. Represent, promote, and defend the rights of the students;
 4. Disseminate information of interest to the student body.
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Article II

RELATIONSHIP TO THE PGSS

GRSS shall exist as a member association of the Post Graduate Students’ Association, to be referred to from here on as “PGSS”.

Article III

OBJECTIVES

GRSS’s objectives are to:

- represent and protect the interests of the graduate students of the Department of Rehabilitation Science;
- facilitate communication between graduate students and the professors and staff of the Department of Rehabilitation Science, other departments in the Faculty of Medicine, and other faculties within McGill University;
- organize social and academic events in effort to expand relations between graduate students and departmental faculty and staff;

- enhance interactions with other departments and units outside of McGill University;
- provide graduate students with updated information concerning departmental affairs;
- promote interest and awareness of the types of research conducted in the Department of Rehabilitation Science and to disseminate this information within the Department, Faculty of Medicine, McGill University and other institutions and organizations.

Article IV

MEMBERSHIP

Membership Requirements

All student registered as a full-time or part-time graduate student in the Department of Rehabilitation Science shall be a full “regular member” of GRSS, as defined in Article IV paragraph 2, and shall be afforded the rights, benefits, and privileges thereof equally.

Rights, Privileges & Responsibilities of Regular Members

Regular members:

- are permitted to attend and participate in any general GRSS meeting;
- are permitted and encouraged to participate in debates that arise during GRSS meetings and are allowed to vote on issues.
- have the right to request and obtain a copy of this constitution;
- have the right to examine any and all GRSS records or documents;
- are eligible to campaign as a candidate for any position on the GRSS executive Article VII, paragraph 1; &
- have the responsibility to abide by this constitution.

Article V

GRSS COUNCIL

Executive Council

The Executive Council is responsible for setting policy, approving budgets and expenses, and shall oversee the day-to-day operations of GRSS.

The Executive Council shall consist of the following elected members:

1. President
2. Vice President Internal Affairs
3. Vice President External Affairs
4. Communications representative

5. Social representative
6. PhD representative
7. Master's representative

- Meetings among members of the Executive Council shall be called monthly.
- Four of the 7 members of the Executive Council members shall constitute quorum.
- Each member of the Executive Council shall have one (1) vote.
- No proxy votes will be allowed.
- A two-thirds (2/3) majority vote of the Executive members present is needed to carry out a motion.

Responsibilities of the President

The President will:

- Be Chairperson of the Executive Council as well as the General Meetings. In the event that the President cannot be in attendance, he or she is to select a competent representative from the Executive Council to preside over the said meeting.
- Be the Official spokesperson for GRSS.
- Oversee day-to-day management of GRSS
- Direct the implementation of the Council's movements.
- Be responsible for relations with other student communities and student governments and be the main representative of GRSS to the Department of Rehabilitation Science, the Faculty of Medicine, the University administration, and the general public. The President may also appoint another Executive member to represent GRSS to the aforementioned bodies.
- Be the direct link between GRSS and the Department Chair.
- Be one of two (2) signing authorities. The President must sign all contracts dealing with bookings of University space or outside venues, as well as co-signing on all financial transactions.
- Ensure that all GRSS members adhere to the guidelines described in this constitution and those of the PGSS.
- Create committees and assign unto them tasks and duties that he/she chooses to.
- Resolve conflict between GRSS members and take the final decision in the case of non-unanimity.
- See that all rules and regulations of the University as well as those of the Department of Rehabilitation Science and Faculty of Medicine are abided by.
- Serve as the secondary representative of GRSS to the PGSS Council.
- Will attend GRSS meetings.

Responsibilities of the Vice President of Internal Affairs

The Vice President of Internal Affairs will:

- Organize GRSS's human resources, including volunteers.
- Draft all internal documents to be distributed to the Department and/or students.
- Work in conjunction with the Vice President External Affairs in obtaining sponsorship for GRSS sanctioned events and activities.
- Keep an updated list of all internal University contacts, including University administration, all graduate student representatives and committees, etc.
- Aid the President in conflict resolution and take control over any conflicts should the President become involved.
- Act as secretary.
- Be responsible for putting together and updating the student handbook.
- Work with the communications' representative to develop the student website.
- Be responsible for other duties pertinent to student services.
- Will attend GRSS meetings.

Responsibilities of the Vice President of External Affairs

The Vice President of External Affairs will:

- Serve as the primary representative of GRSS to the PGGC Council.
- Attend Post Graduate Students Society (PGSS) council meetings as a councillor representing the School of Rehabilitation Science
- Will be the primary representative for graduate students in the program who have Teaching Assistant positions.
- Will be responsible for organizing the incoming student mentorship program and developing a plan to evaluate its success.
- Be responsible for obtaining sponsorship and legal approval, if necessary, for GRSS sanctioned events.
- Be responsible for communications and dealings with individuals or groups not immediately connected to the University.
- Monitor the activities of student associations at other Universities.
- Further the interests of the Rehabilitation Science graduate program through advertising and promotions.
- Keep an updated list of all external University contacts.
- Will attend GRSS meetings

Responsibilities of the Communications Representative

The communications representative will:

- Develop and maintain a student website to serve as a primary communication tool between current and prospective students.
- Organize any activities pertaining to the GRSS website; coordinate and liaise with the department head to keep the website current accurate;
- Attend computer committee meetings

- Will assist the Vice President of Internal affairs to disseminate information to students and staff.
- Will be responsible for setting up and maintaining a student directory.

Responsibilities of the Social representative

The social representative will:

- Responsible for organizing social events at least three times a year.
- Will attend GRSS meetings

Responsibilities of the PhD representative:

The PhD representative will:

- Serve as a liaison between the GRSS council and PhD students.
- Will be the student representative in working groups related to the development or amendment or PhD related procedures specific to the comprehensive exams, protocol defense, thesis defense process, and curriculum changes.
- Will assist the VP of internal affairs with the mentorship program.
- Will assist the social representative in organizing events.
- Will attend GRSS meetings

Responsibilities of the Master's representative:

The Master's representative will:

- Serve as a liaison between the GRSS council and the master's students.
- Will act as the student representative in working groups related to the development or amendment of procedures related to protocols, thesis defense, and curriculum.
- Will assist the social representative in organizing events.
- Will attend GRSS meetings

Article VI

BUDGET COMMITTEE & FINANCES

President will chair the Budget Committee.

The Budget Committee will be composed of the President, Vice President of Internal Affairs and Vice President of External Affairs.

It is the responsibility of the Budget Committee to prepare an annual GRSS budget for approval by GRSS members.

Budget Committee meetings shall be scheduled as deemed necessary. Committee members shall receive a minimum of seventy-two (72) hours notice, unless waived by all committee members.

The Budget Committee will:

1. Collect, count and deposit all funds generated by GRSS.
2. Control, approve and keep records of all expenditures related to GRSS activities.
3. Conduct, monitor, and keep records of all financial dealings with banks or other institutions.
4. Create budgets for all GRSS events, in cooperation with other Rehabilitation Science committees and boards.
5. Ensure all cash and cheques are deposited within a reasonable time limit.

Article VII

ELECTIONS & BY-ELECTIONS

Any Regular member or current Executive GRSS member can be nominated and run for an Executive Council position for the following year.

Nominations for each candidature must be supported and signed by a minimum of three (3) fellow graduate students from the Department of Rehabilitation Science.

Each Executive GRSS member shall serve a term of one (1) academic year; beginning the first day of the Fall semester and ending on the last day of the Summer semester.

A new Executive Council shall be elected annually by an election held at the beginning of the month of August and is to be conducted by secret ballot.

The new Executive Council shall take office on the first day of the Fall semester.

All GRSS members, that is both Regular and Executive members, have the right to one (1) vote per election. Twenty percent (20%) of the members shall constitute quorum.

In the event that an Executive position has not been filled, the Executive Council will call a by-election or appoint a member to the unfilled position. Executive members elected in a by-election or appointed shall serve until the final day of the Summer semester of that academic year.

Chief Electoral Officer shall be the current President of the Rehabilitation Science Society. If the President is repeating candidacy in an election for either the same position or another position within the society, a member of the Rehabilitation Science Faculty will be appointed as Chief Electoral Officer.

Resignation

- Any elected member has the right to resign from their position without penalty, prejudice or any other form of negative consequence.
- A written and signed letter of resignation must be submitted to the GRSS President. In the case that the President is resigning from his or her duties, the letter of resignation shall be submitted to the Vice President of Internal Affairs.
- The remaining Executive members shall decide which of the following will be the most appropriate form of action:

Calling a by-election. In this case, the position from which the former Executive member has resigned will be considered “unfulfilled” and the by-election rules as stated in Article VII, paragraph 6 are to be followed.

Appointing a new Executive Council member. The remaining Executive Council members may name a Regular member to the unfulfilled position, providing that all Executive members agree and the said newly appointed Executive member accepts.

Delegating responsibilities. The Executive Council may decide to assign the responsibilities of the resigned position unto themselves, dividing the responsibilities amongst the remaining Executive members, should they decide that there is not enough time remaining in the term of service to bring in a new Executive member.

Impeachments & Removal from Office

- A petition signed by 3/4 of the Regular members or 2/3 of the Executive members demanding that any of the Executive members be removed from office shall be acknowledged. An open forum meeting will be held so that both parties can state their case. The decision of whether or not to impeach or remove this member from office will be voted on and the results of the vote will remain as the decision rendered.
- An Executive member may be asked to step down for the following reasons:
 - misappropriation or absconding of funds;
 - dereliction of duties;
 - Violation of the GRSS or PGSS constitutions.
- The accused must be given five (5) business days to respond to the notice of the accusation and be informed of all details concerning the accusation.
- The remaining Executive Council members shall act as detailed in Article VII, paragraph 8 following the removal of said candidate from office.
- Should the President be impeached, the person occupying the position of Vice President of Internal Affairs will assume the responsibilities and duties of the President until the situation is rectified.

Article VIII

MEETINGS

General Meetings with all regular members will be held once per semester.

The GRSS President will act as Chairperson, and preside over all meetings. In his or her absence, the President shall appoint another Executive member to direct the meeting.

All GRSS members are to be notified of the date, time and location of a meeting two (2) weeks prior to the meeting.

Two-thirds (2/3) of the Executive Council and twenty percent (20%) of Regular members shall constitute quorum at General Meetings.

GRSS members should receive a tentative agenda for the next meeting twenty-four (24) hours prior to the start time of the meeting. Any member who wishes to discuss a particular issue has the right to contact the President or Vice President External, who will subsequently adjust the agenda accordingly. A final version of the meeting agenda shall be sent to all members at least twelve (12) hours prior to the meeting. All members shall have the right to add items of business to the agenda prior to final approval of the agenda.

It is the responsibility of the Chairperson to ensure that sufficient time is allotted to each of the items listed on the agenda, and that all items are discussed. Those items not discussed will be immediately tabled and placed on the agenda of the next meeting.

Executive and Regular members alike have the right to one (1) vote. However, to vote, the member must be present at the meeting and cannot vote by proxy.

A majority vote is needed to carry a motion.

In the event where a decision cannot be reached, it is the responsibility of the President to take the final decision. The President may seek advice of the Executive Council before rendering a final decision.

The minutes of the meeting will be reviewed by the Executive Council and distributed by the Vice President of Internal Affairs to all regular members of GRSS and the Department Chair.

Article IX

APPLICATION OF THIS CONSTITUTION

This constitution is subject to the ratification by the GRSS Council.

Should a conflict arise between the interpretation of this constitution and either the General By-Laws of the PGSS or the rules and regulations over member-associations specified by the PGSS, the latter shall have priority.

Article X

AMENDMENTS

Amendments to this constitution or any internal regulations may be made through by following any of the following procedures:

1. Majority vote of Executive Council and Regular members held at scheduled meetings.
2. Majority vote of Executive Council acting on behalf of all GRSS members.
- 3.** Majority vote of Regular members voting in a referendum.