

THE UNIVERSITY OF TORONTO
JOSEPH L. ROTMAN SCHOOL OF MANAGEMENT

CONSTITUTION OF THE PH.D. STUDENT ASSOCIATION

ARTICLE I – NAME

1. The Rotman Ph.D. Student Association, hereafter referred as the Association, is the student government for all students enrolled as doctoral students at the Joseph L. Rotman School of Management of the University of Toronto.

ARTICLE II – MISSION

1. The mission of the association is to enhance the quality of the educational experience of its members and the reputation of the School's doctoral programs.

ARTICLE III – FUNCTION

1. The function of the Association is to promote and represent the interests of its members, ensuring representation at Faculty and student body meetings, both within the School and University wide, fostering interaction between students and faculty, and informing the members about activities of interest.

ARTICLE IV – MEMBERSHIP

1. Every Ph.D. student registered at the Rotman School of Management is a member of the Association.
2. The membership is free of charge.
3. All the members of the association have the same voting rights and power.

ARTICLE V – CONSTITUTION

1. The Constitution of the Association is intended to provide tangible operating guidelines.
2. The Constitution may be amended at any Association meeting with the approval of the majority of those present, subject to the quorum requirement listed in Article IX, and provided that the amendments have been made public to the members of the Association at least seven (7) days prior to the motion being voted.

ARTICLE VI – EXECUTIVE

1. The Executive shall consist of the following elected officers (in order of succession):
 - a. President, or two (2) Co-Presidents.
 - b. Vice-President, conditional on only one (1) President being elected.
 - c. Treasurer.
 - d. Two (2) Graduate Students' Union Representatives.
 - e. CUPE Steward.
 - f. Ph.D. Program Committee Representatives.
 - g. Learning Resources Committee Representative.
 - h. House and Student Office Space Coordinator.
 - i. Sports Coordinator.
2. All members of the Association are eligible to be members of the Executive.

ARTICLE VII – MEETINGS

1. At least one (1) General Association meeting shall be held the last Friday of September of each year, or if delayed, shall be held no later than October 15th.
2. The executive shall, when petitioned by a minimum of four (4) students, be required to call a General Association meeting.
3. Meetings shall be chaired by the President(s) or Vice-President, or another voting member appointed by the President(s).
4. Quorum, as listed in Article IX, must be met in order for a motion to be carried. If quorum is not met, the meeting can continue for information purposes, but no motions can be carried until quorum is achieved or another meeting is called.

ARTICLE VIII – ELECTIONS

1. Elections will be held at the September General Association meeting, according to a majority vote principle, subject to the quorum requirement listed in Article IX. Voting shall be conducted by a show of hands in the absence of the candidates contesting the particular positions.
2. Nominations can be accepted two weeks prior to the voting day, until the beginning of the General Association meeting where elections will be held.
3. If only one person has been nominated, they will be acclaimed without a vote.

4. Should a vacancy arise on the Executive during the term of office, the Executive may appoint a replacement, subject to the approval of the membership, by a majority vote, at a General Membership meeting.
5. Executive officers may be recalled by a two-thirds majority vote at any General Membership meeting, subject to the quorum requirement as listed in Article IX.

ARTICLE IX – QUORUM

1. Quorum at any Association meeting shall consist of a minimum of ten (10) members.

ARTICLE X – TERMS OF OFFICE AND FINANCE

1. The executive shall hold office from October 1st to September 30th of the following year.
2. The fiscal year shall be from October 1st to September 30th of the following year
3. The books and accounts of the Association shall be kept by the Treasurer, and shall be open for inspection to all students provided that seventy-two (72) hours' notice is given.
4. The Treasurer must prepare the annual financial statements before the first fall meeting of University of Toronto Graduate Students Union (UTGSU).

ARTICLE XI – HONORARIA

1. No honoraria shall be paid to any member of the Council, including the Executives.
2. Any gifts from a third party must be disclosed to the members of the Executive.
3. The funds of the Association will not be used for the personal benefit of any of the members

ARTICLE XII – DUTIES OF THE CO-PRESIDENTS (OR PRESIDENT/VICE-PRESIDENT)

The President(s) and Vice-President shall:

1. Act as a liaison between the membership and the Faculty's administration.
2. Keep the membership informed of any significant development.
3. Organize social events throughout the year including the General Membership meetings.
4. Cover expenses for social events and coordinating with the treasurer for reimbursement.

5. Order business cards for new PhD students.
6. Attend meetings to help coordinate incoming PhD students' orientation events in the spring and fall.
7. Attend various social events throughout the year and give introductions and speeches.
8. Update the PhD Association Facebook page (the PhD Association website).
9. Attend the GSU's Course Union Presidents' Lunch in the fall.
10. Revise the constitution every year and update, if necessary, at least every 4 years.
11. Attend to at least 1 of the 4 Rotman Councils, and any other required meeting.

ARTICLE XIII – DUTIES OF THE TREASURER

The Treasurer shall:

1. Work with the co-presidents to determine liquidity position, including the annual financial statement as stated in Article X.
2. Assume full responsibility for the receipt and disbursement of any and all funds made available to the Association, and keep a simple record of these transaction.
3. Share signing authority with the President(s) and Vice-President.
4. Handle all the finances and keep track of related paperwork (e.g., depositing cheques, invoices for events, bank statements, PIN for ATM card, password for online account).

ARTICLE XIV – GSU REPRESENTATIVES

The University of Toronto Graduate Students' Union Representatives shall:

1. Circulate emails to all Rotman PhDs pertaining to GSU news and events (GSU mailing list: info.gsu@utoronto.ca).
2. Assist to at least three (3), out of the four (4), meetings each term in order to receive funding for the Association's events (meetings listed on GSU website: <http://www.utgsu.ca/council-and-policy/council-meetings/>).

ARTICLE XV – CUPE STEWARD

The Steward shall:

1. Act as liaisons between our members at work and the officers of the union.
2. Attend to some of the monthly meetings to report on the activities of their department and to discuss potential employment concerns.
3. Be responsible for answering the questions of their members on the benefits, activities, and concerns of the union in the meantime.
4. Pass on electronic communication and attending Stewards' Council meetings.
5. Stewards are also encouraged to become more involved with the Union, and to find other subcommittees in which to participate.

ARTICLE XVII – PH.D. PROGRAM COMMITTEE REPRESENTATIVE

The Ph.D. Program Committee Representative shall:

1. Attend to at least 2 the 4 Rotman Council Meetings held in the fall (2), winter (1) and spring (1), record the most important points of the meetings and forward them and additional materials from the meetings to the PhD Association Presidents.

ARTICLE XVIII – LEARNING RESOURCES COMMITTEE REPRESENTATIVE

The Learning Resources Committee Representative shall:

1. Work closely with PhDs, IT staff, and area PhD coordinators; identifying the technical needs of the PhDs.
2. Work with IT staff to obtain the technical support and software programs required.
3. Attend 1-2 meetings throughout the year with the Ph.D. office to provide opinions on PhD student-related matters.

ARTICLE XVIII – HOUSE AND STUDENT OFFICE SPACE COORDINATOR

The House and Student Office Space Coordinator, preferably a first or second year student, shall:

1. Act as a liaison between the PhDs and Rotman administration regarding the PhD Lounge.
2. Attend 1-2 meeting(s) a year to share students' concerns about office equipment and communicate the major points of these meetings to the President(s).

3. Circulate emails to all Rotman PhDs and attending meetings in the summer to help coordinate office allocations for the upcoming year given each student's preferred location and seniority.

ARTICLE XIX – SPORTS COORDINATOR

The Sports Coordinator, shall:

1. Coordinate sport activities throughout the year.
2. Be responsible for enhancing the experience of Rotman Ph.D. students through the participation of activities that promote a healthy lifestyle.
3. Motivate the participation of all the members and enhance the unity.
4. Coordinate with the MBA Sports Representative.

Approved: November 24, 2017

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