

**CANADIAN ASSOCIATION FOR HEALTH HUMANITIES (CAHH)
L'ASSOCIATION CANADIENNE DES SCIENCES HUMAINES EN SANTE (ACSHS)**

Approved at AGM on April 14, 2023

The CAHH/ACSHS is a learned, non-profit society based in Canada which exists to promote the development of the medical/health humanities.

A. PURPOSE

1. **MISSION** The CAHH/ACSHS promotes the understanding of both the human condition and practices of patient care through critical dialogue among health care disciplines, the arts, humanities, social sciences and citizens.
2. **AIM** The purpose of the CAHH/ACSHS is to add significant value to the interdisciplinary cultures of medicine, health care, health professions/disciplines, and the field of health humanities locally, nationally and internationally.
3. **OBJECTIVES** The mission and aim of the CAHH/ACSHS will be achieved through:
 - a) Holding at least four regular council meetings, plus an annual general meeting (AGM).
 - b) Assisting in stimulating, curating, and organizing the annual Creating Space meeting.
 - c) Encouraging regional events through promotion, process guides and explicit endorsement.
 - d) Running an informative and interactive website and supporting communications among members via a dedicated listserv and other forms of social media.
 - e) Aligning with scholarly academic and literary journals promoting dialogue about the medical/health humanities in Canada, including *Ars Medica and the Canadian Medical Association Journal (CMAJ)*.
 - f) Developing collaborations with other national organizations, including the Federation for the Humanities and Social Sciences and international partners.
 - g) Lobbying appropriate decision-making and funding bodies related to the public, academia, policy groups, and government, amongst others.

B. MEMBERSHIP

1. Membership shall be open to:
 - a) Individuals interested in the aim and objectives of the CAHH/ACSHS, upon payment of their annual membership fee. Individual members are entitled to vote at the Annual General Meeting. The Executive can create membership subcategories (e.g. honorary or lifetime membership) in special circumstances.
 - b) Organizations and institutions interested in the aim and objectives of the CAHH/ACSHS, upon payment of an annual membership fee. Institutional members are not entitled to vote.
2. The membership fee will be paid annually.
3. The membership fee amount will be set by the Executive at least six months prior to the Annual General Meeting.

C. GOVERNANCE

1. Executive Committee

- a) Role. The Executive will lead the association by
- i. Ensuring effective work and evolution of the association,
 - ii. Seeking advice from and communicating regularly with the Advisory Council and Membership,
 - iii. Identifying strategic priorities,
 - iv. Liaising with relevant associations, journals and conference organizers,
 - v. Representing the association,
 - vi. Administering its finances.
- b) Composition
- i. The Executive Committee comprises five officers: a president, vice president (president-elect), treasurer, a secretary, and a communications officer. Only one position may be held at any one time.
 - ii. Each member of the Executive at the time of their election, and throughout their term of office, shall be a member in good standing of the association.
 - iii. Term of office is normally three years, with the potential for one 3-year renewal, and officers shall not be eligible to stand for re-election into a position for at least three years after holding it.
 - iv. The succeeding president may not come from the same institution as their predecessor.
- c) Function:
- It is the function of all members of the Executive and the Advisory Council to set an example of scholarship, character and service and specifically:
- i. **President:** assisted by the vice-president and other officers of the Executive, responsibilities include identifying strategic priorities, creating meeting agendas, chairing meetings, appointing committees, representing the association in public and official functions, ensuring the Executive fulfills its responsibilities, communicating quarterly with members, and helping to identify and support the organizers of Creating Space.
 - ii. **Vice-President (President-elect):** responsibilities include assisting the president in all of their duties, and performing duties delegated by the president.
 - iii. **Treasurer:** responsibilities include administering the finances of the association including maintaining complete financial records of all income and expenditures, collecting dues and sending reminders, purchasing items or supplies, recruiting potential donors, and presenting an annual financial report.
 - iv. **Secretary:** responsibilities include coordinating meetings of the Executive and Advisory Council, preparing meeting agendas in collaboration with the president, taking and disseminating minutes, maintaining the membership list, answering inquiries, assisting the president with various tasks and initiatives, seeking nominations for Executive positions as well as candidates for vacant Council member positions, and liaising with CAHH/ACSHS-associated journals.
 - v. **Communications Officer:** responsibilities include chairing the Communication Subcommittee; communicating with stakeholders through vehicles such as the website, listserv, social media platforms, and email; overseeing and maintaining the website; assisting the president in communicating with members and other stakeholders; seeking nominations for Executive positions as well as candidates for vacant Council member positions; and liaising with CAHH/ACSHS-associated journals.

The Communications Officer will work in conjunction with others on the Executive and Advisory Council to advance the association's mission through its communications.

d) Election

- i. The Executive is normally elected at the AGM.
If a member of the Executive is unable to continue in their position, for whatever reason, the remaining members of the Council shall appoint one of its members to fulfill the terms of that position until the next AGM when an election will be held.

2. Advisory Council

a) Role. The Advisory Council will

- i. Advise the Executive in any matter when so requested by the Executive.
- ii. Raise issue(s) of concern based on their individual and collective view of the health humanities community to the Executive in a timely manner.
- iii. Support the Executive by taking on defined tasks as the Council and its members are able.

b) Composition. The Council shall comprise

- i. The five officers of the Executive plus six other Council members in good standing of the CAHH/ACSHS.
- ii. The past-president. This is in the interest of ensuring continuity; they will serve for three years after the end of their term on the Executive.
- iii. Five other voting positions. Every effort shall be made to ensure the remaining positions provide broad representation across Canada. Ideally, they would include at least one representative from:
 - Clinical and/or health professions/disciplines (Nurse or Allied Health or Physician).
 - Clinical professions student or resident.
 - The arts and humanities including academics.
 - The public.
 - International health humanities representative (not required to have a permanent residence in Canada).
- iv. Two non-voting, ex-officio members: an editor of CAHH/ACSHS-associated journals (or representative) and the CMAJ humanities section editor (or representative).

c) Function

- i. It is expected that all members will attend the AGM in person; other meetings will be held via teleconference.
- ii. Council members will normally serve for three years and are eligible for re-election for a further three years.
- iii. Six members shall form a quorum at a meeting (i.e., 6 of 10 Executive members and Council members).
- iv. In the event of a tie vote, the president shall cast a deciding additional vote.
- v. The president will chair Council meetings. In the absence of the president, the Executive shall appoint another Council member, normally the vice-president, or another officer present, to take the chair for the duration of that meeting. In the event of a tie vote, that person will cast the deciding additional vote.

- d) Election
 - i. The Council is normally elected at the AGM.
 - ii. If a member of the Council is unable to continue in their position, for whatever reason, the remaining members of the Council shall appoint one of its members to fulfill the terms of that position until the next AGM when an election will be held.

3. Other Committees

- a) The Executive will establish subcommittees as required.
- b) Each such committee will be given terms of reference, which will include (at a minimum) goals and term limits for membership.
- c) Committees may be deemed standing or ad hoc.
- d) Ad hoc committees will be struck for a pre-determined lifespan.
- e) The Executive will appoint members in consultation with the Council.

D. MEETINGS

1. Annual General Meeting

- a) The AGM shall normally be held at the time of the annual Creating Space meeting.
- b) All individual CAHH/ACSHS members in good standing shall be entitled to attend and vote.
- c) The president shall chair the AGM; as per Council meetings, in the event of a tie vote, the president shall cast the deciding additional vote.
- d) The quorum of an AGM shall be six of ten Council members and ten additional CAHH/ACSHS members. If a quorum is not present within 60 minutes after the time called for the meeting, or if there ceases to be a quorum present, the meeting shall stand adjourned to a time and place determined by the chairperson.
- e) The agenda of the AGM shall include:
 - i. The president's report (which shall cover the activities and work of the Executive, Council and the CAHH/ACSHS as a whole since the previous AGM),
 - ii. The secretary/communications report,
 - iii. The treasurer report including the annual audited financial statement,
 - iv. The appointment of the auditor for the ensuing year,
 - v. The election of Executive officers (as needed) and Council members (as needed),
 - vi. Determination of the membership fees of the CAHH/ACSHS,
 - vii. other business as determined by the Executive or on request of CAHH/ACSHS members verbally at the AGM.

2. Nominations and Election of Executive Officers and Advisory Council members

- a) The CAHH/ACSHS has a fair and transparent process to nominate and elect Executive officers and Advisory Council members at the AGM held during the annual Creating Space meeting.
- b) All candidates for election shall:
 - i. Confirm that their permanent residence is in Canada (*This is not a requirement for the International representative), that they are 18 years of age or older and is a CAHH/ACSHS member in good standing.
 - ii. Provide a statement of interest and qualifications,
 - iii. Describe any real or potential conflicts of interest, or conflicts of commitment,
 - iv. Confirm that they will attend the AGM.

c) Nomination process and conduct:

- i. The past-President and Secretary/Communications Officer shall act as the Nominating Committee. (*Until there is a past-President, the President will act in this role).
- ii. Prior to the AGM at Creating Space, the Nominating Committee shall issue a call for nominations via the listserv and membership mailing list to CAHH/ACSHS members for upcoming vacant Executive and Council positions; nominations will close one week before the AGM. The Nominating Committee will then provide the Executive with the slate of candidates. Where no nominations are received for a position, the presiding Executive shall determine options for identifying additional nominees for available position(s).
- iii. Members in good standing can nominate themselves, providing the name of a “seconded” who is a CAHH/ACSHS member in good standing. Alternatively, members in good standing can nominate other members in good standing who agree to let their names stand.
- iv. Maintaining an impartial position, the nominating committee shall attempt to ensure a sufficient number and breadth of nominations prior to announcing the slate of candidates.
- v. Prior to the AGM, the final slate of nominees with their statements of interest and qualifications and any conflicts of interest will be announced to the membership via the CAHH/ACSHS website, listserv and membership mailing list.

d) Election process and conduct:

- i. The chair/co-chairs of the Nominating Committee shall conduct the elections. If the chair/co-chair of the Nominating Committee is unable to conduct the elections, the Executive shall appoint another Council member to act as chair and conduct the elections.
- ii. Two persons will be appointed to act as scrutineers (typically past or current Council members, and/or Creating Space organizing committee members, all in good standing with the CAHH/ACSHS).
- iii. The scrutineers shall distribute, collect and count the ballots for each election. Positions shall be filled in the following order: President, Vice-President (President-elect), Treasurer, Secretary/Communications, Advisory Council members.
- iv. If only one candidate is nominated for a position, the position shall be filled by acclamation.
- v. If more than one candidate is nominated for a position, election to the position shall be determined by secret ballot.
- vi. Members in good standing in attendance at the AGM may cast one vote for each position; proxy votes are not permitted.
- vii. If one candidate receives a majority of the votes, the election of the candidate to the position shall be declared.
- viii. In the event of a tie in the number of votes received (after discarding spoiled ballots), the ballots will be recounted and if unchanged, the vote will be repeated.
- ix. Candidate(s) not elected for a position will be asked if they will stand for election to any remaining open Executive or Advisory Council positions.
- x. When the election is complete, the chair/co-chairs will request a motion to destroy the ballots.

3. SPECIAL GENERAL MEETINGS

- a) The Executive may at any time convene a special general meeting, or shall do so within one month of receipt of a written request endorsed by ten percent or more of the CAHH/ACSHS members in good standing who shall state the object of such meeting.
- b) A special general meeting shall be presided over by the president, who shall cast a tie-breaking vote if necessary.
- c) The quorum of special general meetings shall be six of ten Council members (inclusive of elected Executive members and Council members) and ten additional CAHH/ACSHS members.

E. FINANCES

1. Members of the Executive and other Council members shall serve without remuneration, salary, or otherwise profit from their position, but they may be reimbursed for reasonable expenses incurred in the performance of their duties.
2. Finances of the CAHH/ACSHS shall be administered by the treasurer and held in a bank account as approved by the Executive.
3. The Executive will appoint an auditor, as recommended by the Treasurer and supported by the Executive officers. The auditor will examine the accounts and financial statements of the CAHH/ACSHS at the end of the fiscal year. (The fiscal year of the association shall terminate on December 31st each year).
4. The treasurer shall present a financial report and the auditor's report at the AGM.

F. AMENDMENTS TO THE CONSTITUTION

1. The constitution may be amended only at a regular AGM or a Special General Meeting convened for this purpose.
2. Proposals to amend the constitution shall be presented by Executive officers or Council members. If seconded by two other Council members, the proposal will be discussed at a meeting of the overall Council. If supported by majority vote, the proposal will be brought forward to the overall CAHH/ACSHS membership at the AGM or a special general meeting.
3. All amendments to the constitution shall be adopted if carried by a vote representing over two-thirds of CAHH/ACSHS members in good standing, present the AGM or special general meeting organized to consider the amendment.