

Constitution of the Medical Students' Society of McGill University—Charte de l'Association des Étudiant(e)s en Médecine de l'Université McGill

Effective July 1, 2018

Amended December 4, 2018

Table of Contents

NAME	3
MISSION	3
MEMBERSHIP	3
GENERAL ASSEMBLY	4
GENERAL COUNCIL	5
COUNCILLORS OF THE GENERAL COUNCIL	8
BOARD OF DIRECTORS	9
NOMINATIONS AND ELECTIONS	10
FINANCES	10
COMMITTEES AND CLUBS	10
OFFICIAL PUBLICATIONS	11
BY-LAWS	11
AMENDMENTS TO THE CONSTITUTION	11

The Constitution of the Medical Students' Society—Charte de l'Association des Étudiant(e)s en Médecine de l'Université McGill

1. NAME

1.1. NAME OF THE SOCIETY. This Society shall be known as the Medical Students' Society of McGill University/L'association des étudiant(e)s en médecine de l'Université McGill, hereinafter referred to as the Society.

1.2. ABBREVIATION. The official abbreviation of the society's name shall be "MSS".

2. MISSION

2.1. MISSION OF THE SOCIETY. The mission of the society shall be: to represent its members and promote their views in all dealings with the Faculty of Medicine of McGill University, McGill University, professional organizations and the community at large; to promote activities encouraging interaction between its members; to facilitate and promote the formation and functioning of Society organizations, clubs, and committees; to disseminate information pertinent to the academic, professional, and cultural enrichment of all Society members; and to act as a positive leader in the McGill University community and the community at large.

3. MEMBERSHIP

3.1. DEFINITION. Membership of the Society shall consist of both active and honorary members. An active member is defined as any student enrolled in the Faculty of Medicine of McGill University and working towards the M.D.,C.M. degree, and who has paid their dues to the Society.

3.2. STATUS OF CERTAIN STUDENTS. All students in the MD-PhD and MD-MBA programs who are currently studying alongside M.D.,C.M. students within the M.D.,C.M. curriculum (Fundamentals of Medicine and Dentistry, Transition to Clinical Practice, Core Clerkship and Senior Clerkship) are considered active members. All students in the M.D.-Ph.D. and M.D.-M.B.A. are considered honorary members during the Ph.D or M.B.A. portion of their curriculum.

3.3. VOTING RIGHTS. Only active members of the Society are entitled to cast votes. M.D.-Ph.D. and M.D.-M.B.A. program students are entitled to cast votes on issues pertaining specifically and explicitly on their status and/or rights within the Society, as determined by the General Council. All active members of the Society shall be granted one (1) ballot in elections of the Society.

Constitution of the Medical Students' Society (MSS)

4. GENERAL ASSEMBLY

- 4.1. COMPOSITION AND POWERS.** The General Assembly consists of all active members of the Society. The General Assembly shall have full authority over the Society. The General Council is bound by all decisions made by a General Assembly.
- 4.2. CONVOCATION.** The General Council must convene a General Assembly at least once a year to report on important business of that electoral year. The General Assembly must be called with written notice sent through society-wide e-mail correspondence at least five (5) working days before the scheduled General Assembly. The notice must indicate the time, location, and agenda for the General Assembly, and include sections 4.1, 4.4, 4.5, 4.6, and 4.7 of this constitution. A General Assembly may be called by a petition presented to the Executive Vice President with at least 10% of the Society members signatures including at least two (2) members from two (2) different years of study. The General Assembly must be called within ten (10) working days of receipt of the petition by the Executive Vice President.
- 4.3. EMERGENCY GENERAL ASSEMBLY.** In case of extreme urgency, a General Assembly may be called by a written public notice posted at least seventy-two (72) hours beforehand by the Executive President or five (5) members of the General Council. The public notice shall include a detailed agenda of the items for discussion. This General Assembly has power only over the stated reason for the assembly. The public notice shall be delivered by the Executive President through society-wide e-mail correspondence.
- 4.4. QUORUM.** The quorum for the General Assembly requires the presence of ten percent (10%) of members including at least two (2) members from each of the four (4) years of study. In the event that quorum is not attained, the General Assembly will continue as an out of quorum session. All motions carried at an out of quorum session of the General Assembly are subject to ratification via online referendum.
- 4.5. RULES OF THE ASSEMBLY.** The Assembly shall be conducted according to the most recent edition of Robert's Rules of Order, subject to any modifications thereupon as detailed in the Internal Regulations or any other Bylaw, or special rules of procedure adopted by the Assembly.
- 4.6. VOTING PROCEDURE.** The vote of the General Assembly will be taken by placard vote. A secret ballot or registered vote may be done if requested by one (1) member present, at the discretion of the chair of the Assembly. Adoption of a proposition requires a majority vote of members present.
- 4.7. SPEAKING RIGHTS.** A discussion may take place concerning the issue to be voted on. All members have the right to speak. Persons external to the Society can be given the right to speak by the Chair of the General Assembly.

Constitution of the Medical Students' Society (MSS)

5. GENERAL COUNCIL

- 5.1. DEFINITION AND POWERS.** The governing body of the Society is the Medical Students' Society of McGill University General Council, hereinafter referred to as the General Council. The General Council is empowered to legislate and execute all regulations, and policies of the Society. A decision of the General Council can only be superseded by one made by a General Assembly. The General Council is empowered to transact all business and engage in all affairs of the Society in the name of the Society, unless otherwise stated.
- 5.2. COMPOSITION.** The general council is constituted by all executive council members, class council members, and officers. No member may hold two positions on the General Council. All General Council positions, with the exception of Class Representatives and VP Social Affairs, may only be held by one (1) member.
- 5.3. QUALIFICATIONS.** The following persons shall not be eligible for any position of General Council:
- (a) Such persons who have not yet reached the age of majority;
 - (b) Such persons who would not be qualified to hold the position of Director due to the institution of a regime of protective supervision in their respect or by one of the common causes of extinction of obligations provided for by law, such as if the person is recognized by a court as having lost the ability to reason.
 - (c) Such persons who are not active Members of the Society.
- 5.4. TERM LENGTH.** All General Council positions have a mandate of one year's duration.
- 5.5. VOTING RIGHTS.** One (1) vote on the General Council is granted to each member, except the Executive President. The Executive President is entitled to one (1) vote in the event of a tied vote.
- 5.6. CONFLICTS OF INTEREST.** All Society members who represent the society as part of committees external to the MSS shall be required to vote for and support any position that has been adopted by the General Council, even if that viewpoint conflicts with their own opinion. All Society Members who are part of other organizations external to the MSS, but do not represent the MSS in those organizations, must declare their conflict of interest and abstain from voting whenever the General Council considers matters related to that external organization.
- 5.7. CONVOCATION.** The General Council shall assemble at the request of the Executive President or any five (5) voting members of the General Council. The Executive President is required to convene the General Council at such times as

Constitution of the Medical Students' Society (MSS)

the business of the Society demands, there being at least four (4) meetings during the term of the General Council.

- 5.8. QUORUM.** The quorum shall consist of a simple majority of the voting positions of the General Council with at least one (1) person from each of the four (4) classes being present. Subsequent to the graduation of members in Med-4 and prior to the election of the Med-1 Council, quorum shall consist of a simple majority of the voting positions of the General Council with at least one (1) person from each of the three (3) remaining classes being present. Once quorum is attained it is considered maintained for the entire meeting. If the quorum was not obtained for a meeting, an electronic vote of the entire General Council will take place between General Council meetings following the proceedings for electronic consultation.
- 5.9. MEETINGS.** All meetings, except those held in camera as prescribed elsewhere in this Constitution, are open to all Society member. After a General Council meeting has commenced, any member holds the right to call a portion of the meeting in camera, subject to the council's approval. The procedures of General Council shall be detailed in the Internal Regulations.
- 5.10. SPEAKING RIGHTS.** Non-Council members may be granted permission to speak at the General Council meetings with the sponsorship of a member of the General Council.
- 5.11. SUSPENSION OF COUNCIL MEMBERS.** All members, except the Executive President and Class Presidents, may be suspended by a $\frac{2}{3}$ vote of General Council, which must be renewed at every meeting of General Council. A second renewal of suspension automatically incurs the removal of the suspended member.
- 5.12. REMOVAL OF COUNCIL MEMBERS.** All members, except the Executive President and Class Presidents, may be removed by the General Council. The person removed from Council must hand over all property of the society, and all files relating to society business to the Executive President at the time of the vote. Removal of General Council Members from the General Council must be considered at the next General Council Meeting if:
- (a) at least five (5) members of the General Council submit a written petition to the Executive President to remove a Council member at least five (5) days before the next scheduled General Council meeting; or
 - (b) thirty (30) active society members from the constituency General Council member to be considered for removal, including at least two (2) members from each year of study (if applicable), submit a written petition to the Executive President to remove a Council member at least five (5) days before the next scheduled General Council meeting;

Constitution of the Medical Students' Society (MSS)

(c) the member of the Council resigns, dies, is unable to fulfill their duties as a result of severe incapacity, or is otherwise no longer qualified as per section 5.3, in which cases removal shall be automatic.

5.13. SECRECY OF REMOVAL PROCEEDINGS. Publication of the motion to remove a general council member is forbidden. It is not to be mentioned in the agenda of the General Council meeting. The council member being considered for removal is to be informed by the Executive President of the pending motion at least five (5) days prior to the meeting, and if he/she resigns before the meeting, the matter is closed.

5.14. VOTING FOR REMOVAL. A 2/3 vote of the General Council is required to remove a member. Voting must occur in camera at this General Council meeting.

5.15. IMPEACHMENT OF CLASS PRESIDENTS. Class Presidents may be removed by a two-thirds (2/3) majority vote of their class by online vote. Impeachment procedures will be initiated by written petition of twenty (20) members of the class, or by 2/3 approval of the General Council. An Impeachment Class Assembly shall be held prior to the impeachment vote and will be open only to the executive president, the class president being impeached, and the represented class.

5.16. IMPEACHMENT OF THE EXECUTIVE PRESIDENT. The Executive President may be impeached by a 2/3 majority vote open to all members of the Society. Impeachment procedures will be initiated by written petition of thirty (30) active members including at least two (2) members from each year of study submitted to the Executive Vice President for removal of the Executive President. An Impeachment Assembly shall be held prior to the impeachment vote and will be open to all members of the society.

5.17. REPLACEMENT OF CLASS COUNCIL MEMBERS. All vacancies will be filled by way of Emergency Election. The standard emergency elections guidelines prescribed in the Election Bylaw will apply.

5.18. REPLACEMENT OF OTHER MEMBERS. Other Vacancies on the General Council shall be filled on an interim basis by a member of the General Council until a replacement can be found for the vacant position.

(a) The following vacancies will necessitate an emergency election: Executive President, Executive Vice-President and Corporate Affairs, Vice-President Academics, Vice-President Wellness, SSMU Representative, and Medicine Senator. The standard emergency elections guidelines as detailed in the Election Bylaw will apply.

(b) All other positions on the Executive Council do not require an emergency election, and will be filled through an open application process within the Society's membership. The Executive Vice President shall solicit applications from all active members of the Society. If more than one candidate presents

Constitution of the Medical Students' Society (MSS)

himself/herself, the General Council shall select the interim replacement by secret ballot at their next scheduled meeting. For this purpose, all applications will be blinded to ensure a fair selection process.

- (c) A vacancy of the Past President position does not require replacement.
- (d) The General Council may request an emergency election for all the positions not listed under (a) as it sees fit, in which case the same provision listed under (a) will apply. The newly appointed executive will assume his/her duties until the end of the normally scheduled mandate period.

6. COUNCILLORS OF THE GENERAL COUNCIL

6.1. CLASS COUNCILS. Each medical class shall elect in exclusivity its own Class Council, consisting of the following:

- (a) **CLASS PRESIDENT.**
- (b) **TWO (2) CLASS REPRESENTATIVES.**
- (c) **CLASS TREASURER.**
- (d) **ACADEMIC REPRESENTATIVE (Med-1 class only).** An Academic Representative will also be elected for the M1 class.

6.2. EXECUTIVE MEMBERS. The Executive Council serves to plan, organize, and carry out the day-to-day activities of The Society. The Executive Council shall be composed of the following, elected by all Members of the Society:

- (a) **EXECUTIVE PRESIDENT.**
- (b) **EXECUTIVE VICE-PRESIDENT.**
- (c) **SECRETARY.**
- (d) **VICE-PRESIDENT, FINANCE.**
- (e) **VICE-PRESIDENT, INTERNAL AFFAIRS.**
- (f) **VICE-PRESIDENT, EXTERNAL (QUEBEC).**
- (g) **VICE-PRESIDENT, EXTERNAL (CANADA).**
- (h) **VICE-PRESIDENTS, SOCIAL AFFAIRS (2).**
- (i) **VICE-PRESIDENT, WELLNESS.**
- (j) **VICE-PRESIDENT, EDUCATION.**
- (k) **VICE PRESIDENTS, GLOBAL HEALTH (2; Sr. and Jr.).**

6.3. OFFICERS.

(a) **VICE PRESIDENT, INFORMATION TECHNOLOGY.**

(b) **VICE PRESIDENT, STUDENT SPACE.**

(c) **SSMU REPRESENTATIVE.**

(d) **MEDICINE SENATOR.**

(e) **GATINEAU REPRESENTATIVE.**

(f) **PAST PRESIDENT.**

6.4. ROLE OF THE EXECUTIVE COUNCIL. As a standing committee of the Society, the Executive Council does not hold legislative power, but rather serves as a committee to facilitate the activities of the Society. The Executive President is required to convene the Executive Council at such times as the business of the Society demands, there being at least four (4) meetings during the term of the General Council.

6.5. ROLES AND RESPONSIBILITIES OF MEMBERS. The roles and responsibilities of members of General Council shall be detailed in the Internal Regulations.

6.6. TERM OF OFFICE. General Council members shall hold office for one (1) calendar year, starting July 1st unless otherwise decided by the General Council. The Med-4 Class President, Class Representatives and Treasurer shall continue to hold their positions on the General Council of the Society until their degrees are officially conferred.

7. BOARD OF DIRECTORS

7.1. COMPOSITION. The Board of Directors shall be composed of the Executive President, Executive Vice-President, Vice-President Finance and Secretary. These directors hold their position *ex officio*. The directors are jointly and solidarily responsible for the Society's affairs, as prescribed by law.

7.2. POWERS AND RESPONSIBILITIES. The Board is constituted in accordance to the Companies Act. It is responsible for the application of this Constitution. It is the final arbiter regarding the constitutionality of all actions undertaken by official bodies of the Society. Decisions of the board must be unanimous.

7.3. REMOVAL OR SUSPENSION OF DIRECTORS. Directors are automatically removed or suspended when they are removed or suspended from their position on General Council.

Constitution of the Medical Students' Society (MSS)

7.4. PROCEDURE. The rules of procedure of the Board of Directors shall be detailed in the Internal Regulations.

8. NOMINATIONS AND ELECTIONS

8.1. REGULAR ELECTORAL PERIODS. Fall general elections will be held to select the Vice President Global Health Jr., and the Med-1 Class Council. Spring General Elections will be held to select the upcoming Med-2, Med-3, and Med-4 Class Councils, Officers and the Executive council with the exception of VP Global Health Jr. Spring General Elections shall begin no later than the last day of March. Fall Elections shall begin no later than the last day of September. Elections shall be held in accordance with the Election Bylaw.

8.2. ELIGIBILITY. Any active member of the Society shall be eligible to stand for nomination for any position on the General Council provided that they will remain an active member for the duration of their mandate. Candidates for class councils must be a part of the constituency electing the position they are running for.

8.3. PAST PRESIDENT. The past president position shall be occupied by the president of the previous year, unless:

(a) The president of the previous year holds another position on the General Council, including the position of president;

(b) The president of the previous year is not eligible as per section 5.3, or would be automatically removed as per 5.12.(c).

9. FINANCES

9.1. MEMBER DUES. Each active member shall be assessed an amount to be collected by the University Cashier. The amount assessed to each active member shall not be altered without the approval of the Society as determined by a referendum vote or General Assembly.

9.2. BUDGET. The Vice-President Finance shall be responsible for the annual budget. A finalized budget must be approved by the General Council no later than the last day of October.

9.3. FISCAL YEAR. The fiscal year of the Society shall be May 1 to April 30.

9.4. FINANCIAL REGULATIONS. The financial regulations of the Society shall be detailed in the Internal Regulations.

10. COMMITTEES AND CLUBS

10.1. STANDING COMMITTEES. Standing committees are established to administer the activities of the Society, and facilitate the responsibilities of General Council Members who chair each committee. Standing committees are required to meet no

Constitution of the Medical Students' Society (MSS)

less than two (2) times per year. The following are permanent standing committees of the General Council:

- (a) **EXECUTIVE COUNCIL.**
- (b) **SPECIAL PROJECT AND COMMUNITY INVOLVEMENT COMMITTEE (SPCI).**
- (c) **AMBASSADORS FOR COMPREHENSIVE EDUCATION (ACE).**
- (d) **MMI PLANNING COMMITTEE.**
- (e) **MEDICAL STUDENT WELLNESS COMMITTEE (MSW).**
- (f) **MCGILL MEDICAL STUDENTS' GOVERNMENT AFFAIRS AND ADVOCACY COMMITTEE (GAAC).**
- (g) **MCGILL GLOBAL HEALTH COMMITTEE.**
- (h) **EQUITY COMMITTEE.**
- (i) **ACADEMIC COMMITTEE.**
- (j) **MEDIA COMMITTEE.**

10.2. REGULATIONS OF STANDING COMMITTEES AND CLUBS. The regulations of committees and clubs shall be described in the Internal Regulations of the Society.

11. OFFICIAL PUBLICATIONS

11.1. DEFINITIONS. The official publications of the Society are the weekly newsletter and the MSS website. The MSS website shall be maintained by the Vice President Information Technology. Notices on the Society Bulletin Board in the McIntyre Building shall be considered "Official MSS Publications," if approved, signed and so marked by the Executive President, Executive Vice President, or Vice President Communications.

12. BY-LAWS

12.1. LEGISLATIVE PROCEDURE. The MSS shall have bylaws. By-laws shall come into effect upon being passed by a two-thirds (2/3) majority of the General Council.

13. AMENDMENTS TO THE CONSTITUTION

13.1. AMENDMENT PROCEDURE. Proposed changes to this Constitution must be announced to all society members via society-wide e-mail correspondence. If a meeting of the General Council is held for discussion of the change, such a meeting will take place at least one (1) week prior to the vote. Any article may be amended

Constitution of the Medical Students' Society (MSS)

by a two-thirds (2/3) majority vote of members present at the General Assembly, or of total votes cast in referendum.