

**Internal Regulations of the Medical
Students' Society of McGill
University—Règlement interne de
l'Association des Étudiant(e)s en
Médecine de l'Université McGill**

Effective July 1, 2018

Amended December 3, 2018

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PART I - GENERAL DISPOSITIONS

1. NAME

1.1. NAME. This bylaw may be referred to as the “Internal Regulations”, and hereafter, the “Bylaw”.

2. DATE OF EFFECT

2.1. DATE. This Bylaw shall come into effect on July 1, 2018.

3. DEFINITIONS

3.1. CONSTITUTION: The Constitution of the Medical Students' Society of McGill University.

3.2. MASS COMMUNICATION: Society-wide email correspondence emanating from officers or governing bodies of the Society.

3.3. MEMBER: A voting member of the Society in good standing as per section 3 of the Constitution.

3.4. OFFICERS: All members of General Council, as described in section 6 of the Constitution.

3.5. REGULATIONS: This bylaw, namely the Internal Regulations of the Medical Students' Society of McGill University.

3.6. ROBERT'S RULES: The most recent edition of Robert's Rules of Order, a code of procedure.

3.7. SOCIETY: The Medical Students' Society of McGill University.

4. PROCEDURE

- 4.1. RULES OF PROCEDURE.** Unless otherwise stated, meetings of the General Assembly, Board of Directors, General Council, and all committees will be governed by Robert's Rules. Individual instances may make modifications to their rules of procedure notwithstanding Robert's Rules and this Bylaw, provided these modifications are adopted according to the rules of procedure in effect at that time.
- 4.2. LAND ACKNOWLEDGMENT.** All meetings of the Society must include a land acknowledgment, stated as follows:
- “McGill University is situated on the traditional territory of the Kanien'kehá:ka, a place which has long served as a site of meeting and exchange amongst nations”.
- 4.3. LANGUAGE.** Members are entitled to use both English and French in all meetings. Minutes and documents, where appropriate, must be produced in English and may additionally be produced in French.

PART II - FINANCE

1. FINANCIAL PRACTICES

- 1.1. AUDITS.** The Society's VP Finance be required to submit a monthly audit 20 days following the receipt of the monthly statement to the Board of Directors. This audit shall include a list of transactions with accompanying documentation.
- 1.2. BOARD REPORT.** In their monthly report to the board, the VP Finance must report on all debits and credits to, from, and between the Society's accounts, the balances in all Society accounts, and the value of other holdings and investments. This report shall be made public on the Society's Website.
- 1.3. OFFICER BUDGETS.** All members of the Society's Executive Council must submit a budget that is to be approved by the VP Finance, if the project or action they wish to undertake entails a total expenditure of over \$5000. In addition, this budget must be made available as a document before sessions of the Executive Council for Members to view at their leisure.

PART III - THE GENERAL ASSEMBLY

1. OFFICIALS

1.1. SPEAKER. The speaker is the chair of the General Assembly. The Board of Directors may nominate any person to be speaker, and any number of persons to assist the speaker in his duties. The Assembly must approve all officials of the General Assembly and may remove, substitute, or add officials in accordance with procedure.

1.2. RESPONSIBILITIES. The speaker and officials are responsible for maintaining order and directing the Assembly according to the rules of procedure. The speaker must issue rulings when conflicts between rules arise, and may take disciplinary actions at their discretion against Members who disrupt the General Assembly. Officials of the General Assembly may not take part in any vote.

2. ORDER OF BUSINESS

2.1. DEFAULT ORDER. Unless modified by the assembly, the order of business shall be as follows:

- (a) Call to Order;
- (b) Land Acknowledgement;
- (c) Approval of the Speaker;
- (d) Approval of the Minutes;
- (e) Adoption of the Agenda;
- (f) Old Business;
- (g) New Business;
- (h) Question Period;
- (i) Reports;
- (j) Adjournment.

2.2. MANDATORY REPORTS. The following reports must be delivered, at least once annually:

- (a) The Report of the Executive Council;

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- (b) The Report of the Vice-President Finance, including a presentation of the Budget and audited financial statements.

3. STANDING RULES

3.1. ADVANCE NOTICE OF MOTIONS. Motions sent to the Secretary of the society at least seventy-two (72) hours in advance shall automatically be added to the agenda. Other motions may only be added to the agenda following a two-thirds vote of the assembly.

3.2. STANDING RULES. The following modifications to Robert's Rules shall apply to the General Assembly:

- (a) The default voting method shall be a placard vote. Any Member may request a division of the vote if they consider the result to have been unclear;
- (b) Abstentions shall only be permitted when voting on main motions;
- (c) A main motion shall be approved if the votes in favour exceed the votes against;
- (d) The mover(s) of a motion are entitled to a maximum of three (3) minutes of speaking time to present their motions;
- (e) Debate on main motions shall be preceded by a Question Period to the movers, lasting a maximum of three (3) minutes;
- (f) Debate on main motions, excluding time for subsidiary motions, shall last a maximum of ten (10) minutes; during debate, movers do not have any special speaking privileges;
- (g) Debate on subsidiary motions shall last a maximum of five (5) minutes;
- (h) The presenter of a report is entitled to a maximum of five (5) minutes of speaking time, followed by a question period lasting a maximum of three (3) minutes.
- (i) The General Question Period shall last a maximum of five (5) minutes.
- (j) All the time limits above are subject to extension following a majority vote of the Assembly;
- (k) The default speaking time per Member shall be of one-and-a-half (1 ½) minutes.
- (l) The Assembly may allow a Member to speak to a motion beyond the usual maximum of two (2) times, following a two-thirds majority vote of the Assembly.

PART IV - THE BOARD OF DIRECTORS

1. OFFICIALS

1.1. CHAIR. The President of the Society chairs meetings of the Board of Directors. In the absence of the President, the Executive Vice-President shall act as Chair of the Board.

2. MEETINGS

2.1. CALLING OF MEETINGS. Meetings of the board may be called by the Executive President, the Executive Vice-President or any two (2) directors at any time, provided that seven (7) days' notice is given to all directors. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting.

2.2. REGULAR MEETINGS. The board shall hold regular meetings once every calendar month.

2.3. PUBLIC NOTICE OF MEETINGS. The time and place of meetings of the board shall be made public on the Society's website.

2.4. QUORUM. Quorum for meetings of the board of directors shall be that of three (3) directors.

3. ORDER OF BUSINESS

3.1. DEFAULT ORDER. Unless modified by the assembly, the order of business shall be as follows:

- (a) Call to Order;
- (b) Land Acknowledgement;
- (c) Approval of the Minutes;
- (d) Adoption of the Agenda;
- (e) Report of the Vice-President, Finance;
- (f) Old Business;
- (g) New Business;
- (h) Adjournment.

3.2. MINUTES. The Secretary or the person designated by the Secretary is responsible for the recording of minutes.

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3.3. CONFIDENTIAL SESSION. Meetings of the Board of Directors are open to all Members, except when the Board elects to enter a confidential session. Minutes from confidential sessions shall not be made public unless approved by General Council.

4. STANDING RULES

4.1. STANDING RULES. The following modifications to Robert's Rules shall apply to the Board of Directors:

- (a) The voting method shall be a vote by consensus. Any absent member of the board must signify their approval for a decision to become valid.
- (b) If consensus is not reached on a particular matter, the General Council shall issue a binding ruling within 10 days.
- (c) The Board may waive the application of the whole or a part of Robert's Rules to expedite proceedings.

PART V - THE GENERAL COUNCIL

1. OFFICIALS

1.1. CHAIR. The President of the Society chairs meetings of the General Council. In the absence of the President, the General Council shall select a temporary chair among its members.

1.2. RESPONSIBILITIES. The chair is responsible for the good functioning of meetings of the General Council. The chair may only vote to break ties.

2. ORDER OF BUSINESS

2.1. DEFAULT ORDER. Unless modified by the assembly, the order of business shall be as follows:

- (a) Call to Order;
- (b) Land Acknowledgement;
- (c) Approval of the Minutes;
- (d) Adoption of the Agenda;
- (e) Old Business;
- (f) New Business;
- (g) Discussion;
- (h) Reports;

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(i) Adjournment.

2.2. MINUTES. The Secretary or the person designated by the Secretary is responsible for the recording of minutes.

2.3. CONFIDENTIAL SESSION. Meetings of the General Council are open to all Members, except during a confidential session when mandated by the Constitution, or when the General Council enters a Committee of the Whole. Minutes from confidential sessions shall not be made public unless approved by General Council.

3. STANDING RULES

3.1. ADVANCE NOTICE OF MOTIONS. Motions sent to the Secretary of the society at least seventy-two (72) hours in advance shall automatically be added to the agenda. Other motions may only be added to the agenda following a two-thirds vote of the assembly.

3.2. STANDING RULES. The following modifications to Robert's Rules shall apply to the General Council:

(a) The default voting method shall be a vote by consensus. Any Officer may object to a motion and request a vote by hand;

(b) Debate on main motions shall be preceded by a Question Period to the movers, lasting a maximum of three (3) minutes;

(c) Debate on main motions, excluding time for subsidiary motions, shall last a maximum of ten (10) minutes; during debate, movers do not have any special speaking privileges;

(d) Debate on subsidiary motions shall last a maximum of five (5) minutes;

(e) The default speaking time per Officer shall be of one-and-a-half (1 ½) minutes.

(f) Decision made without quorum are subject to the remote approval procedure of General Council.

3.3. *(repealed, April 17, 2018)*

4. REMOTE APPROVAL

4.1. SCOPE. Any motion except the budget may be subject to a remote vote of General Council without holding a meeting. Motions adopted at meetings of the General Council while quorum is not attained are similarly subject to remote approval.

4.2. REQUIREMENTS. In order to be considered for remote approval, motions must:

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- (a) contain resolutions or explicit actionable items;
- (b) be moved and seconded by Officers, or have been adopted at an out-of-quorum General Council session;
- (c) be accompanied by at least one supporting document, if the motion has not been previously discussed at General Council;
- (d) be submitted in accordance to the procedure outlined in this Bylaw.

4.3. PROCEDURE. The procedure for the submission of motions for remote approval shall be as follows:

- (a) The mover and seconder of the motion shall submit the motion and any supporting document to the Secretary of the Society, unless the motion was adopted at an out-of-quorum General Council session;
- (b) The Secretary shall distribute the motion and all supporting documents to all Officers, and ensure the motion and all supporting documents are published on the MSS Website;
- (c) The Secretary shall solicit a preferential vote from each Officer consisting of the options to adopt the motion, reject it, or postpone it to the subsequent General Council. Officers may also abstain by submitting no vote;
- (d) The Board of Directors shall determine the result according to the method of the single transferable vote, and announce it to the General Council.

4.4. TIME LIMITS. The deadline to submit votes to the Secretary may not be shorter than one (1) week nor longer than two (2) weeks from the time of the diffusion of the motion to all Officers.

4.5. QUORUM. Remote decisions of the General Council are not subject to quorum, provided all Officers had the opportunity to vote in accordance with this Bylaw.

PART VI - THE EXECUTIVE COUNCIL

1. OFFICIALS

- 1.1. CHAIR.** The President of the Society chairs meetings of the General Council. In the absence of the President, the Executive Council shall select a temporary chair among its members.
- 1.2. RESPONSIBILITIES.** The chair is responsible for the good functioning of meetings of the General Council. The chair may only vote to break ties.

2. ORDER OF BUSINESS

2.1. DEFAULT ORDER. Unless modified by the assembly, the order of business shall be as follows:

- (a) Call to Order;
- (b) Land Acknowledgement;
- (c) Approval of the Minutes;
- (d) Adoption of the Agenda;
- (e) Old Business;
- (f) New Business;
- (g) Discussion;
- (h) Reports;
- (i) Adjournment.

2.2. MINUTES. The Secretary or the person designated by the Secretary is responsible for the recording of minutes.

2.3. CONFIDENTIAL SESSION. Meetings of the Executive Council are open to all Members, except when the General Council enters a Committee of the Whole. Minutes from confidential sessions shall not be made public unless approved by the Executive Council or the General Council.

3. STANDING RULES

3.1. ADVANCE NOTICE OF MOTIONS. Motions sent to the Secretary of the society at least seventy-two (48) hours in advance shall automatically be added to the agenda. Other motions may only be added to the agenda following a two-thirds vote of the assembly.

3.2. STANDING RULES. The following modifications to Robert's Rules shall apply to the General Council:

- (a) The default voting method shall be a vote by consensus. Any member may object to a motion and request a vote by hand;
- (b) Debate on main motions, including time for subsidiary motions, shall last a maximum of ten (15) minutes; during debate, movers do not have any special speaking privileges;
- (c) The default speaking time per member shall be of one-and-a-half (1 ½) minutes.

PART VII - OFFICES OF THE SOCIETY

1. EXECUTIVE PRESIDENT

- 1.1. To be the official spokesperson of the Medical Students' Society of McGill University.
- 1.2. To manage all activities of the Society efficiently.
- 1.3. To ensure that the Society's Constitution is observed.
- 1.4. To serve as Chief Executive of the Society and Chair of all meetings of the General Council.
- 1.5. To serve as member ex-officio of all committees of the Society.
- 1.6. To serve as member ex-officio of the Faculty's curriculum and widening participation committees.
- 1.7. To represent Members on all official and emergency occasions.
- 1.8. To make decisions on behalf of the Society, subject to subsequent ratification by the General Council, in such instances as a meeting of the General Council is impossible.
- 1.9. To convene meetings of the General Council and General Assembly and ensure that proper parliamentary procedure is respected, as set out in Robert's Rules of Order.
- 1.10. To maintain proper avenues of communication, in conjunction with the Vice President External, between the Society and organizations external to the University. These organizations include, but are not limited to, the Canadian Federation of Medical Students (CFMS), the Fédération médicale étudiante du Québec (FMEQ), the Association of Canadian Medical Colleges (ACMC), and the Association of American Medical Colleges (AAMC).
- 1.11. To attend and actively participate in all committee meetings of the above mentioned organizations that the Executive President is appointed to, as long as responsibilities to these external organizations do not conflict with responsibilities to the Society.
- 1.12. To maintain proper avenues of communication between the Society and other University offices and organizations. These include, but are not limited to, the offices of the Dean and Associate Deans of Medicine, the office of the Dean of

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Students, the other Faculty Associations of McGill University, and the President's Council of the Students' Society of McGill University (SSMU).

1.13. To cast an active vote, and not abstain on motions brought before the General Council in the event of a tied vote.

2. EXECUTIVE VICE PRESIDENT & CORPORATE RELATIONS

2.1. To aid the President in fulfilling all presidential duties, and to fulfill those duties if the president should become unable to.

2.2. To assume the office and title of Executive President if the president should resign or become unable to fulfill the duties of the presidency.

2.3. To ensure that the Society's constitution is kept up to date and to ensure that copies of the constitution are available to Members.

2.4. To ensure that all actions taken by the general council are in accordance with the MSS constitution.

2.5. To find and appoint a Chief Returning Officer (CRO), who must be external to the Faculty of Medicine of McGill University, to organize and coordinate elections.

2.6. To act as liaison between the Society and the CRO.

2.7. To appoint impartial Assistant Returning Officers (ARO) to assist in running elections and referenda as needed, or when elections are not performed electronically.

2.8. To maintain the collection, organization and distribution of correspondence directed at the Executive and General Councils.

2.9. To arrange the venue for every General Council and General Assembly meeting, and to provide the equipment and documents necessary for the appropriate functioning of those meetings.

2.10. To coordinate and pursue the solicitation of large, or corporate sponsorship agreements for the Society, its publications, and its website in accordance with the MSS Sponsorship policy (as outlined in the by-laws of this Constitution).

(a) To prepare and update a sponsorship kit, and ensure its distribution to past and potential sponsors.

(b) To facilitate the solicitation of large sponsors for all Society clubs, events, organizations, publications and class councils.

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(c) To keep accurate account of the large sponsorship obtained independently by all Society clubs, events (in association with the VP Internal Affairs & VP Socials), organizations, activities, publications, and class councils.

(d) To ensure the proper application of the MSS Sponsorship Policy.

3. VICE PRESIDENT, EDUCATION

3.1. To promote the improvement of the academic life of Members;

3.2. To represent the General Council on the Faculty's MDCM Program Committee and debrief the General Council on activities and decisions of the Committee;

3.3. The Vice-President Education will be expected to remain on the MDCM Program Committee for one additional year after their term has ended. During this time they will not have any official responsibilities to the General Council;

3.4. To represent the Society on the Inter-faculty McGill Academic Round Table (MART);

3.5. To be an advocate for the improvement of the student academic experience, and to facilitate changes that will achieve that goal;

3.6. To maintain an up to date contact list of all students who sit on the various academic committees of the Faculty of Medicine;

3.7. To serve as the liaison with the ACE Standing Committee and other relevant academic committees;

3.8. To chair the MSS Medical Education Committee.

4. PAST PRESIDENT

4.1. After their term is over, the Executive President will serve on the General Council for one year as Past President in order to guide the next Council, unless provided otherwise by the Constitution.

4.2. The Past President is entitled to vote on General Council and General Council motions.

4.3. The Past President is required to attend all Executive and General Council meetings.

4.4. The Past President should act as a consultant to all standing committees, but will not be required to attend all standing committee meetings.

5. VICE PRESIDENT, FINANCE

- 5.1. To manage all Society funds as mandated by the General Council.
- 5.2. To keep accurate account of all the finances of the Society.
- 5.3. To publish a statement showing the assets, liabilities, and financial condition of the Society.
- 5.4. To keep accurate account of all bank accounts opened with the Society's authorization, and to ensure proper maintenance of these accounts.
- 5.5. The Vice President Finance is required to oversee the audit of the budget that was used in the year of his elected term. This audit will take place in the following term, at which time another Vice President finance will have assumed all other responsibilities.
- 5.6. In the following year, after their term has expired, the Vice President of Finance is required to submit the completed audit to the University by December 31st, in accordance to McGill University regulations.
- 5.7. The incoming VP Finance for the following year will prepare a preliminary budget which must be presented to the Officers by July 1st.

6. INFORMATION TECHNOLOGY OFFICER

- 6.1. To maintain an official Society site on the World Wide Web.
- 6.2. To support the Society's clubs in creating and maintaining club websites linked to the Society site.
- 6.3. To be responsible for the proper functioning of the technological equipment in student spaces.
- 6.4. To act as an official technology consultant to all Society Classes, and assist the class councils in technology related matters.
- 6.5. To produce and maintain an online platform for the holding of elections and referenda, in accordance with the Election Bylaw.

7. VICE PRESIDENT, INTERNAL AFFAIRS

- 7.1. To oversee the dissemination of information from the General Council to all Members.
- 7.2. To be responsible for the advertisement and the promotion of Society events to its Members.

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- 7.3. To oversee the production of all publications of the society as outlined in the bylaws.
- 7.4. To be responsible for the distribution of press releases to media corporations, in conjunction with the Executive President, Executive Vice President, and Past President.
- 7.5. To oversee all affairs regarding Society Clubs, as specified in the bylaws, including:
 - (a) To oversee all club activities and events.
 - (b) To assist club representatives with regards to their responsibilities to the Society's General Council.
 - (c) To maintain a contact list of club representatives.
 - (d) To facilitate the delivery of Club mail and electronic mail.
 - (e) To collect and publish the yearly club reports submitted by all society Clubs, and to submit a report about club activities, applications, and funding to the Society's Executive Council at least once a year.
 - (f) To be responsible for clubs application, follow-up, and budgeting.

8. VICE PRESIDENT, SOCIAL AFFAIRS

- 8.1. To organize and coordinate all social events organized by the Society as specified in the by-laws.
- 8.2. To solicit sponsors for all social events organized by the Society.
- 8.3. The position of VP Social Affairs is held by 2 individuals.

9. EXTERNAL OFFICER, CANADA

- 9.1. To represent and further the objectives and best interests of the Society within the Canadian Federation of Medical Students (CFMS) and other organizations outside of Québec.
- 9.2. To transmit pertinent information from these organizations to the General Council and Members.
- 9.3. To attend all meetings of, and actively participate in these organizations. The financial burden of attendance to these meetings and participation in these events shall be that of the Society, in accordance with the guidelines specified in the by-laws.

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- 9.4. To act as liaison between the Society and other medical schools' student societies within Canada, outside of Québec.
- 9.5. To recruit Members for the various CFMS positions available and encourage their involvement in this organization.

10. EXTERNAL OFFICER, QUÉBEC

- 10.1. To represent and further the objectives and best interests of the Society within the FMEQ and other organizations within Quebec.
- 10.2. To transmit pertinent information from these organizations to the General Council and Members.
- 10.3. To attend all meetings of, and actively participate in, these organizations so long as responsibilities to these external organizations do not conflict with guidelines specified in by-law V.
- 10.4. To act as liaison and facilitate communication between the Society and other medical schools' student societies within Québec.

11. GLOBAL HEALTH OFFICERS (Sr. & Jr.)

- 11.1. To co-chair the MSS Global Health Committee and collaborate with IFMSA-Qc and CFMS-GH local and national officers to coordinate local projects and execute inter-campus national campaigns.
 - (a) The VP Global Health Sr. acts as the main external liaison to the CFMS-GH.
 - (b) The VP Global Health Jr. acts as the main external liaison to the IFMSA-Qc and is the IFMSA-Qc Campus Coordinator.
- 11.2. To promote global health, population health and social medicine in the Society and disseminate global health news and opportunities to the student body by means of the global health newsletter and Facebook page.
- 11.3. To act as a liaison between the MSS and the Faculty of Medicine in matters pertaining to global and public health.
- 11.4. To oversee Society global health special projects and collaborate with McGill Global Health Programs on large-scale initiatives.

12. STUDENT SPACE OFFICER

- 12.1. Oversee the use, management and development of the Lady Meredith Student Annex.

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- 12.2. Ensure that the Lady Meredith Student Annex remains a safe, clean, accessible and convivial environment for all Members.
- 12.3. Manage the room booking platform of the Lady Meredith Student Annex.
- 12.4. Obtain approval from the VP Finance for all Annex-related expenses and submit a yearly financial report to the Society's General Council.

13. VICE-PRESIDENT WELLNESS

- 13.1. To promote and advocate for the improvement of wellness in the academic life of Members.
- 13.2. To attend the Standing Academic Committee, acting as a student representative with a mandate to promote and advocate for student wellness in all decisions made. □
- 13.3. The Vice-President Wellness will have a direct impact on the decisions made about the curriculum and student affairs, advocating for more student wellness, thus improving students' lives through faculty sanctioned curricular and policy changes.
- 13.4. To sit on the Faculty's Clerkship committee for one year after the end of their term, once a new Vice-President Wellness is elected. □
- 13.5. To act as the official liaison between the MSW and the Society in all wellness related fields.

14. CLASS PRESIDENT

- 14.1. To manage all of their class's activities efficiently.
- 14.2. To represent their class on all official occasions.
- 14.3. To represent their class to members of the Faculty of Medicine of McGill University deanery.
- 14.4. To represent their class at meetings of the General Council.
- 14.5. To represent of their class on the standing subcommittees and ad-hoc subcommittees of the MSS.
- 14.6. To represent their class at Presidents' meetings with the Associate Dean of Medical Education & Internal Affairs.
- 14.7. To represent their class on committees organized by the Faculty of Medicine Administration that require student members.

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14.8. To represent their class on the Faculty's Curriculum Committee.

15. CLASS REPRESENTATIVES

15.1. To represent their class at meetings of the General Council; to represent their class at meetings of the General Council in the capacity of class president, if the situation arises that the class president is not in attendance.

15.2. To organize and promote all activities deemed necessary and appropriate by their Class Council; to be responsible for organizing all social events for their class.

16. CLASS TREASURER

16.1. To manage the finances of their class and conduct affairs of business on behalf of the class.

16.2. To ensure that sponsorship of events organized by their class is in line with the policies of the Society. The Class Treasurer will cooperate with the Vice-President Finance and Executive Vice President in this matter.

16.3. To attend all meetings of the General Council.

16.4. To serve on the Finance Committee, and sponsorship committees for society events, and to play an active role in aiding the Vice President Finance & Executive Vice President in duties relating to the General Council and society sponsorships and finances at large.

17. SSMU REPRESENTATIVE

17.1. To represent the best interests of the General Council and Society to the Student's Society of McGill University (SSMU).

17.2. To act as a liaison between the Student's Society of McGill University, the General Council, and Members.

17.3. To attend all meetings of, and actively participate in the Student Society of McGill University so long as responsibilities to the SSMU does not conflict with responsibilities to the Society.

18. SECRETARY

18.1. *This space left intentionally blank.*

18.2. To keep the minutes and notify Members of upcoming meetings of the General Council and General Assembly.

18.3. To be responsible for the General Council's remote voting procedure.

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18.4. To maintain the official documents of the Society.

18.5. To ensure the members of the Board of Directors are entered under the Society's name in the *Registre des Entreprises*.

19. MEDICINE SENATOR

19.1. To represent the best interests of the General Council and Society to the McGill University Senate.

19.2. To act as a liaison between the University Senate, the General Council, and Members.

19.3. To attend all meetings of, and actively participate in the University Senate and SSMU Senate Caucus so long as these responsibilities do not conflict with responsibilities to the Society.

20. GATINEAU REPRESENTATIVE

20.1. To represent their class at meetings of the Executive Council, ensuring Gatineau students can actively participate in political decisions taking place at the various levels of MSS governance.

20.2. To act as a liaison between the Montreal and Gatineau campuses, disseminating crucial information as well as connecting Montreal-based students rotating through the Outaouais region to Gatineau-based students completing clerkship in the region.

20.3. To coordinate academic and social activities and events in the Gatineau campus.

20.4. To serve as a point-of-contact for FMD and TCP students considering completing their third year clerkship rotations in Gatineau.

PART VIII - STANDING COMMITTEES

1. GENERAL

1.1. SCOPE. Unless otherwise specified, committees have the ability to adopt additional rules regarding their functions, so long as such rules do not conflict in letter or in spirit with the dispositions in the Constitution or this Regulation.

1.2. RECRUITMENT. All Standing Committees must advertise their recruitment process via the Murmur and on all Class Facebook groups twice, with a reminder no later than two (2) days prior to the application deadline.

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- 1.3. **PROCESS.** All standing committees must draft a formal and relatively objective application process, for instance requiring each student to send in a short statement of interest and a CV, or holding interviews. The specifics of the process are at the discretion of each committee.
 - 1.4. **EVALUATORS.** At least 3 evaluators must carry out the selection of candidates, one of which needs to be a member of the Executive Council.
 - 1.5. **TURNOVER.** To ensure a smooth transition into the next academic year, all new members of committees must be formed by mid-June of the ending academic year.
 - 1.6. **CHAIR.** If committees where the Chair(s) is/are not an elected Officer, it is good practice to have a 1 year (renewable) mandate for Chairs and Officers. Although this decision is ultimately up to individual committees (especially newer ones that are still getting established), all committees are strongly encouraged to implement a transparent feedback and quality improvement process. Committees should review the performance of current executives and Chairs who are staying on for the next year(s) and discuss with them, in a supportive and constructive manner, the positive and negative aspects of their work that year.
 - 1.7. **REPORT.** All Standing Committees must present a report of their yearly activities and strategic aims for the next year to the General Council by the end of the academic year.
 - 1.8. **FUNDING.** *This space left intentionally blank.*
2. **SPECIAL PROJECT AND COMMUNITY INVOLVEMENT COMMITTEE (SPCI)**
 - 2.1. **OBJECTIVES**
 - (a) The SPCI Committee provides institutional support, counseling, funding and networking opportunities to student-led initiatives that benefit the community; for this purpose, it manages and allocates the Community Involvement Fund.
 - (b) The SPCI Committee surveys and assesses students' needs, interests and opinions to help establish the future priorities of the Society in accordance with those of the student body.
 - 2.2. **POSITIONS**
 - (a) The SPCI Committee is composed of at least one (1) student from each class (Med-1 to Med-4), two (2) co-coordinators, and at least four (4) members of the Executive Council, including the Executive President.

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- (b) A total of four (4) class representatives will be chosen in September by the Executive President and current co-coordinators of the committee, on the basis of a letter of intent.
- (c) Co-coordinators are required to have at least one (1) year of experience working with the SPCI, and will be selected by the Executive President and previous co-coordinators in June of each year, on the basis of a letter of intent.

3. AMBASSADORS FOR COMPREHENSIVE EDUCATION (ACE)

3.1. OBJECTIVES

- (a) The ACE Committee pairs first year medical students with second year mentors to enhance their integration into the McGill Medical School community.
- (b) The ACE Committee manages and utilizes the ACE Committee fund, allocated yearly on behalf of the Society, to achieve its objectives.

3.2. POSITIONS

- (a) The ACE Committee's planning committee is composed of one (1) committee chair and two (2) coordinators from each of the class councils. Should any position remain unfilled, general student Members can fill the vacant positions.
- (b) The chair of the committee and the year coordinators are chosen through a call for applications. Selection will be at the discretion of the outgoing committee members.
- (c) The MSS Buddy Program Planning Committee is required to ensure pairing between first- and second-year students before the first day of class. Additionally, the committee is responsible for coordinating events between the Program's participants throughout the year.

4. MMI PLANNING COMMITTEE

4.1. OBJECTIVES

- (a) The MMI Planning Committee organizes welcoming activities for interviewees to the MD, CM program.
- (b) The Committee is also responsible for the production of the yearly MMI Promotional video.

4.2. POSITIONS

- (a) The MMI Committee is recommended to be composed of one (1) committee chair, four (4) MMI Event Coordinators, one (1) Student Panel Coordinator, and

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one (1) Campus Tour Coordinator. Additionally, the video planning committee is recommended to be composed of two (2) directors, one (1) scriptwriter, two (2) choreographers, one (1) person for filming, and one (1) person for editing. The composition of this committee can be modified at the discretion of the committee chair.

- (b) The chair of the committee and the members are chosen through a call for applications. Selection will be at the discretion of the outgoing committee members under the supervision of the Executive Council.

5. MEDICAL STUDENT WELLNESS COMMITTEE (MSW)

5.1. OBJECTIVES

- (a) The Medical Student Wellness Committee (MSW) promotes mental, physical, nutritional and overall health for all medical students of McGill's Faculty of Medicine.
- (b) To ensure each block of Fundamentals of Medicine and Dentistry (FMD) has a curricular activity.

5.2. POSITIONS

- (a) The MSW is recommended to be composed of two (2) Co-Presidents, one (1) MSS Wellness Representative, one (1) Vice-President Publishing, one (1) Vice-President Finance, one (1) Vice-President Communications and one (1) Vice-President External. The committee composition can vary at the discretion of the Co-Presidents.
- (b) It is recommended to have a total of three (3) class representatives, one (1) for first year, one (1) for second year, and one (1) for both third and fourth year classes of McGill Medicine will be chosen at the time of the Committee's elections by the MSW.

6. MCGILL MEDICAL STUDENTS' GOVERNMENT AFFAIRS AND ADVOCACY COMMITTEE (GAAC)

6.1. OBJECTIVES

- (a) The McGill Medical Student's Government Affairs and Advocacy Committee aims to increase medical student awareness about and involvement in health policy issues within Quebec and Canada. Its goal is to offer opportunities to Members to be active participants in shaping health policy issues of importance to medical students and the patients they serve.

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(b) The GAAC shall operate according to its most up-to-date Terms of Reference, which will be maintained and amended as needed by the Committee.

(c) *(Rescinded)*

(d) The GAAC President, or a delegate from the GAAC designated by the GAAC President, will accompany the Society's delegation to the CFMS and FMEQ General Meetings in order to meet with other GAAC presidents and/or advocacy coordinators and engage in planning sessions.

7. MCGILL GLOBAL HEALTH COMMITTEE

7.1. OBJECTIVES

(a) To provide a structure for global health initiatives at McGill through partnerships with broader representative organizations namely IFMSA-Qc, CFMS, and McGill Global Health Programs.

(b) To work, primarily under the IFMSA structure, to communicate international and exchange opportunities to students and will run under the TOR.

(c) To facilitate global health initiatives at McGill primarily through 7 subcommittees: Global Health, Public Health, Reproductive and Sexual Health, Human Rights and Peace, Medical Education, Indigenous Health, Research and Professional Exchanges.

8. EQUITY COMMITTEE

8.1. OBJECTIVES

(a) The Equity Committee works to promote equity in the Faculty of Medicine. Equity in teaching and learning means that those who are historically underrepresented in medicine have their needs promoted and have equal opportunity to succeed and thrive in medicine. Creating an inclusive learning environment allows all students to fully contribute to the medical faculty and will ultimately translate into better care for marginalized populations.

8.2. MEMBERSHIP

(a) The Committee will be composed of eleven (11) members, with at least one representative from each year of students. In addition, one of the eleven (11) members must be the McGill CFMS Local Officer of Indigenous Health. The Committee will have one (1) Commissioner, selected from the current Committee members by a consensus of the Committee. The outgoing Equity Committee Commissioner and the Executive President will select all other

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members on the basis of an application. The Commissioner's role is to ensure that the committee makes progress towards its goals.

9. ACADEMIC COMMITTEE

9.1. OBJECTIVES

(a) The MSS Academic Committee shall overlook all academic sub-committees. It will ensure all members who sit on faculty committees are aware of any changes and that their suggestions are relayed to the curriculum committee and any other relevant body within the Faculty of Medicine and the Society.

9.2. MEMBERSHIP

(a) The MSS Academic Committee will gather all student members who currently sit on a Faculty Committee. This includes, but is not limited to: the presidents of all 4 medical years, the Executive President and the VP Wellness. Faculty representatives may sit on the committee on an ad-hoc basis.

9.3. STRUCTURE

(a) Meetings will happen on a bi-monthly basis (every two (2) months).

10. MEDIA COMMITTEE

10.1. *(Rescinded)*

11. NOMINATION COMMITTEE

11.1. *(Rescinded)*

12. AD HOC COMMITTEES

12.1. AD HOC COMMITTEES. As the need presents itself, the General Council may organize a Committee. A general directive must be written that contains the stated purpose of the committee.

12.2. CHAIR. The Chair of all Ad Hoc Committees shall be appointed by the Executive President, subject to approval of the General Council.

12.3. DISSOLUTION. Ad Hoc Committees may be dissolved at the request of the Chair with approval of the General Council, by a decision of a majority of the Council, or when their stated purpose is accomplished as determined by the General Council.

PART IX - CLUBS

1. DEFINITIONS

- 1.1. OFFICIAL CLUB:** An Official Club (hereafter, "Club") is an entity composed of Club Members that enjoys the rights and that must respect the responsibilities of Society Clubs.
- 1.2. CLUB CATEGORIES:** Each Official Club of the Society must identify as one of three (3) categories:
- (a) Interest Group (IG): an Official Club which provides Society Members with the opportunity to pursue interests or acquire skills related to a specific medical field.
 - (b) Outreach Clubs: an Official Club whose primary goal and efforts are focused towards providing services to vulnerable populations within the community or raising awareness of community health challenges.
 - (c) Common Interest (CI) Clubs: an Official Club which is focused on a common interest and does not fall under IGs or Outreach Clubs.
- 1.3. RETURNING CLUB:** A Returning Club is defined as an Official Club that is:
- (a) applying for renewal Official Club status for the next semester; and
 - (b) that has or had the Official Club status for the current or past semester.
- 1.4. NEW CLUB:** A New Club is defined as an entity composed of Active members of the Society that is:
- (a) applying to obtain the status of Official Club; and
 - (b) that does not meet the requirements of a Returning Club.
- 1.5. CLUB MEMBER:** A Club Member is defined as any Member of the Society that manifests an interest in an Official Club.
- 1.6. EVENT:** an event is a one-time gathering of Club Members in order to share the interests and objectives of the club. An event must be open to all club members and all club members should have an equal opportunity to attend it.
- 1.7. EVENT-ATTENDANCE:** an event-attendance is a unit of measurement of club activity, where one (1) event-attendance represents the attendance of one (1) club member to one (1) event organized by the club.
- 1.8. SPECIAL PROJECT:** a special project is an event or an activity organized by one or several clubs that requires special financial needs and that provides club

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members with an exceptional opportunity in accordance to the club's mission statement.

2. GOVERNANCE AND REGULATIONS

2.1. OBJECTIVES. The purpose of Official Clubs is to provide Club Members with the opportunity to pursue curricular or extra-curricular interests or activities.

2.2. REGULATION. Official Clubs are governed and regulated by the VP Internal Affairs, and are funded in part or in whole by the Society, in accordance with the Constitution and the Society By-Laws.

2.3. RESPONSIBILITIES. The responsibilities of MSS Clubs are as follows:

- (a) To possess the status of Official Club for the current semester;
- (b) To be open to all active Society Members;
- (c) To disseminate information regarding its activities to all Society Members and to use the calendar on the Society's website to do so;
- (d) To make judicious use of its financial resources for the benefit of Society Members;
- (e) To keep accurate and complete records of its finances and event attendances;
- (f) To ensure that its sponsorship agreements are in concordance with the MSS Sponsorship Policy;
- (g) To ensure that its actions do not go against the objectives and philosophy of the Society;
- (h) To maintain and regularly update an official club website linked to the Society's website;
- (i) To present the Vice President Internal Affairs with all the documentation required by the By-Laws for Club Status and Funding;
- (j) To be present at Clubs Day and Clubs Meet & Greet;
- (k) To have at least one club executive at the head of the Club who is an MSS member;
- (l) To terminate all club-related activities and assets, including financial ones, when they are requested to do so by the VP Internal Affairs or the General Council;
- (m) To ensure that none of its events are organized at the same time as an Official MSS Council Event posted on the Society's website calendar at least three (3)

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weeks in advance, including but not limited to General Assemblies, MSS Lunch Conferences and social events;

- (n) To abide by the requirements outlined in the MSS' Memorandum of Agreement with McGill University;
- (o) To ensure that it follows the MSS Communication Strategy;
- (p) To abide by the MSS Equity Policy;
- (q) To minimize the amount of paper mail it receives.

2.4. RIGHTS. The rights of MSS Clubs are as follows:

- (a) All official MSS Clubs are entitled to a financial allocation from the Society;
- (b) Official MSS Clubs are allowed to use the Society's name when advertising for events;
- (c) Official MSS Clubs may book the Meredith Annex for activities, with the understanding that at least one (1) of its rooms must always stay available;
- (d) Official MSS Clubs have the right to file a complaint against an individual MSS member or MSS club that did not respect the Meredith Annex rules with the MSS Student Space Officer.
- (e) All Members of the Society have the right to seek Official Club Status with proper documentation as outlined in 4.2.

3. FUNDING

3.1. DETERMINATION OF FUNDING. Society funding for clubs is applicable to Official Clubs only. Funding is provided by the Society for the Fall and Winter Semester. Funding allocated for each semester is based on event-attendance; funding to Returning and New Clubs may be determined by the formula described in this Regulation, for the Fall and Winter Semesters.

3.2. ALLOCATION CATEGORIES. Budgeted financial resources for clubs shall be separated equally between the Fall and Winter semester. At least five (5) percent of the allowed financial resources for each semester shall be reserved for New Clubs and not included in the budgetary envelope for returning clubs; at least five (5) percent of the allowed financial resources for each semester shall be reserved for Special Projects and not included in the budgetary envelope for returning clubs. The exact proportion is determined by the General Council at the beginning of each semester, at the same time as clubs applications are reviewed.

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- 3.3. FUNDING FORMULA.** The amount granted to each club from the returning clubs fund is at least proportional to the amount of event-attendances of the club of the previous semester of activity over the total amount of event-attendances of all clubs for their previous semester of activity, provided such documentation has been submitted. The submitted attendance sheets in its follow-up report determine the number of event-attendances of a club. Only the signatures of Members may be used to calculate event-attendances.
- 3.4. ALTERNATIVE DETERMINATION OF FUNDING.** The funding for clubs that have not submitted a follow-up report will be to the discretion of the General Council.
- 3.5. FUNDING APPLICATION.** To apply for funding, a club must submit, in addition to their application for club status, a budget for the upcoming semester. If the club is a returning club, it must also submit a proof of account balance as well as bank account information.
- 3.6. APPLICATION FOR FUNDING BY FORMULA.** To obtain funding using the formula described in this Regulation, a club must submit a follow-up report that details Member participation in its activities. The follow-up report must contain:
- (a) A list of all the events and activities of the previous semester of activity;
 - (b) Records of expenses and income, including sources and amounts, for the previous semester of activity;
 - (c) Signed attendance sheets for events held during the previous semester of activity;
 - (d) Screenshots of the week on which Club events occurred on MSS website's calendar;
 - (e) Screenshots of Murmur submissions.
- 3.7. CONTROL OF FUNDS.** Funding can only be deposited in bank accounts held by clubs under Society authority. Every budget must be approved and voted on by the General Council and the aforementioned council reserves the right to modify such budgets. In exceptional circumstance, the General Council can overrule previous clauses about funding to a specific club.
- 3.8. AWARDS.** Awards may be distributed to Official Clubs during the MSS/SPCI Showcase. The monetary amount is to the MSS Council's discretion and, depending on the year, may reach up to \$200.

3.9. PENALTIES. Funding Penalties shall apply in the event one club does not respect its responsibilities (as outlined in PART IX - 2.3). Failure to attend Clubs Day or Clubs Roundtable will result in a reduction of 25% of the allocated funding of the club for the current or upcoming semester, for each absence. Failure to provide accurate information as part of club application or follow-up will result in a penalty to the funding of the club, to the discretion of the VP Internal Affairs.

4. CLUB STATUS

4.1. MAINTENANCE OF CLUB STATUS. Official club status is only valid for one semester and must be renewed for Returning Clubs at every Fall and Winter semester. Returning clubs must submit a follow-up report to be able to obtain funding that is not allocated to New Clubs or Special Projects. Applications must be submitted by the VP Internal Affairs to the General Council at the beginning of the Fall and Winter Semester.

4.2. STATUS APPLICATION. All clubs must submit an application that contains:

- (a) The name of the club;
- (b) The category of clubs it considers itself to be;
- (c) The name of at least one club executive, with position, year of study and contact information;
- (d) The list of plans and activities for the upcoming semester.

In addition, new clubs must submit the following as part of their application:

- (e) A mission statement;
- (f) A signed list of at least 15 potential members.

In addition, returning Interest Groups and Outreach Clubs must submit the following as part of their application:

- (g) An end-of-semester report.

4.3. STATUS CRITERIA. Criteria to grant Official Club Status are:

- (a) The submission of all requested documents.
- (b) Have at least one executive member who is an MSS member.
- (c) The concordance of the club's objectives with those of the Society.
- (d) The pertinence of the club for Society Members.

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- (e) The sustainability or possibility for continuity of the club.
- (f) The observance of the club's responsibilities towards the Society (for returning clubs).

The club executives must sign a contract with the Society, open a bank account as determined by the VP Finance, and create a page on the Society's website for their club.

4.4. STATUS AND FUNDING AUTHORITY. Clubs are accountable to the General Council for their activities and use of funding. Granting for funding and club status is done by the General Council.

5. RECRUITMENT

5.1. GENERAL.

- (a) Interest Group and Outreach Clubs Presidents may hold up to a maximum of two (2) one-year mandates unless they are also the Club's founder;
- (b) A club member who holds a position of Class Rep (or an equivalent title) must reapply for an executive position the following year;

5.2. PROCESS.

- (a) Clubs categorized as Interest Groups or Outreach Clubs must abide by a blinded recruitment process, meaning that applications must be submitted through the MSS website without any identifying factors;
- (b) If requiring interviews in the recruitment process, there must be either an MSS Council or an Equity Committee member sitting in on the interview;
- (c) For positions that remain unfilled after two (2) consecutive recruitment periods, members can be nominated to fill vacant positions.

5.3. MID-MANDATE RECRUITMENT.

- (a) Should an executive member resign mid-mandate, the club should nominate an interim executive for the remainder of the semester;
- (b) In the event that no interim member is available to take over the position, an exceptional recruitment may be allowed but must be discussed with the MSS VP Internal before.

5.4. RECRUITMENT REGULATIONS.

- (a) Recruitment must remain centralized through the MSS website;

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- (b) All clubs, including Interest Groups, Outreach Clubs and Common Interest Clubs must refrain from posting recruitment calls prior to or during the recruitment period anywhere other than the centralized recruitment page on the website, such as Facebook Class pages;
- (c) Initial recruitment period may only be extended for clubs where positions remain vacant or unopposed;
- (d) All recruitment must be finalized within the first 4 weeks of the semester.

6. FUNDING

- 6.1. DETERMINATION OF FUNDING.** Society funding for clubs is applicable to Official Clubs only. Funding is provided by the Society for the Fall and Winter Semester. Funding allocated for each semester is based on event-attendance; funding to Returning and New Clubs may be determined by the formula described in this Regulation, for the Fall and Winter Semesters.
- 6.2. ALLOCATION CATEGORIES.** Budgeted financial resources for clubs shall be separated equally between the Fall and Winter semester. At least five (5) percent of the allowed financial resources for each semester shall be reserved for New Clubs and not included in the budgetary envelope for returning clubs; at least five (5) percent of the allowed financial resources for each semester shall be reserved for Special Projects and not included in the budgetary envelope for returning clubs. The exact proportion is determined by the General Council at the beginning of each semester, at the same time as clubs applications are reviewed.
- 6.3. FUNDING FORMULA.** The amount granted to each club from the returning clubs fund is at least proportional to the amount of event-attendances of the club of the previous semester of activity over the total amount of event-attendances of all clubs for their previous semester of activity, provided such documentation has been submitted. The submitted attendance sheets in its follow-up report determine the number of event-attendances of a club. Only the signatures of Members may be used to calculate event-attendances.
- 6.4. ALTERNATIVE DETERMINATION OF FUNDING.** The funding for clubs that have not submitted a follow-up report will be to the discretion of the General Council.
- 6.5. FUNDING APPLICATION.** To apply for funding, a club must submit, in addition to their application for club status, a budget for the upcoming semester. If the club is a returning club, it must also submit a proof of account balance as well as bank account information.

- 6.6. APPLICATION FOR FUNDING BY FORMULA.** To obtain funding using the formula described in this Regulation, a club must submit a follow-up report that details Member participation in its activities. The follow-up report must contain:
- (a) A list of all the events and activities of the previous semester of activity;
 - (b) Records of expenses and income, including sources and amounts, for the previous semester of activity;
 - (c) Signed attendance sheets for events held during the previous semester of activity.
- 6.7. CONTROL OF FUNDS.** Funding can only be deposited in bank accounts held by clubs under Society authority. Every budget must be approved and voted on by the General Council and the aforementioned council reserves the right to modify such budgets. In exceptional circumstance, the General Council can overrule previous clauses about funding to a specific club.
- 6.8. EXTERNAL FUNDING.** Clubs are permitted to seek external sources of funding for their events, granted that the nature of the sponsor and the sponsorship activity are in line with the MSS Sponsorship Policy.
- 6.9. PENALTIES.** Funding Penalties shall apply in the event one club does not respect its responsibilities. Failure to attend Clubs Day or Clubs Roundtable will result in a reduction of 25% of the allocated funding of the club for the current or upcoming semester, for each absence. Failure to provide accurate information as part of club application or follow-up will result in a penalty to the funding of the club, to the discretion of the VP Internal Affairs.

7. CLUB CLOSURE

- 7.1. INITIATION.** A club closure procedure can be initiated whenever a Member of the Society deems that a club does not follow its obligations, has become a burden to the Society, including financially, does not respect its binding contract, or any other reason that the VP Internal Affairs judges valid. The issue must be reported to the VP Internal Affairs who will investigate in order to make sure that the initial claims are well- founded.
- 7.2. PROBATION AND CLOSURE.** The club will be given at least one month to remedy the situation. If the problem persists, the VP Internal Affairs will submit a motion for closure to the General Council. After the closure is endorsed the club will lose all its rights, pending funding, and any other asset or privileges it has with the Society. The bank account will be closed by the VP Finance and the website will be taken down by the VP Information Technology.