



# CONSTITUTION OF MEDSPECS

**Ratified by SSMU Council on: January 29, 2015**

## **1. Article I: Name**

1.1. MedSpecs also referred to hereinafter as the Club.

## **2 Article II: Mandate**

2.1 The Club's mandate shall be to:

- Provide a supportive community for prospective medical students, where they can share experiences, ideas, and information regarding medical school admissions and requirements, both locally and internationally.
- Help students find opportunities to shadow medical students as well as doctors in various disciplines and regions by collaborating with premed clubs at various universities.
- Engage in future collaborations with SUS, CAPS, MUHC, SEDE, and various resources available on campus and in the community, so that students can gain a better understanding of careers in medicine

## **2.2 Code of Conduct**

2.2.1 The Club shall carry forth its mandate from an anti-oppressive and equitable standpoint AND equal respect shall be given to all members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.

2.2.2 No member shall make personal profit from the club

2.2.3 Any executive member who fails to fulfill their responsibilities shall be subject to the expulsion procedure outlined in this constitution

## **2.3 Student Group Civility**

2.3.1 The club will maintain cordial and respectful relations with all other clubs, services and independent student groups

2.3.2 The club will not use SSMU resources and/or their club status to prevent other clubs, services or independent student groups from fulfilling their mandate, including but not limited to their acquisition of resources and pursuit of activities.

2.3.3 If problems arise between groups, a member of the executive committee and/or collective of the club shall be responsible for contacting the SSMU Vice President of Clubs and Services and attempt to remedy the problem in a collegial fashion.

## **2.4 Environment**

2.4.1 The club shall make attempts to regularly monitor the environmental impact of all its events and operations

2.4.2 Clubs must attempt to utilize the services and resources available at SSMU in order to maximize capacities for equitable decision-making and environmental stewardship. These include but are not limited to the use of the plate club, green events guide, applications for the SSMU Green fund, assistance of the SSMU



environment commissioners, environment committee and green events coordinators

- 2.4.3 The club must attempt to find sustainable alternatives to the non-recyclable #6 plastic, effective waste management, providing vegan and vegetarian options, purchasing clothing which is ethically sourced and environmentally-friendly, purchasing local and sustainable alcohol, fair trade coffee and tea, and local and/or organic foods.

### **3 Article III: Membership**

- 3.1 Membership for a club under the Students' Society of McGill University is open to all SSMU and PGSS members, including those of disadvantaged backgrounds, regardless of but not limited to gender, age, race, ethnic or national origin, religion, sexuality or sexual orientation, mental or physical abilities, language, or social class.
- 3.2 Only Students' Society of McGill University (SSMU) and Post Graduate Students' Society (PGSS) members are eligible to be elected as officers and to hold voting privileges.
- 3.3 Associated non-voting membership is open to all others.

### **4 Article IV: Executive Committee (EC)**

- 4.1 The Executive Committee (EC) shall administer the Club and oversee its events.
- 4.2 The EC is composed of the following 12 portfolios:
- 1 Co-Presidents (2)
  - 2 Creative Director
  - 3 Vice President Communications
  - 4 Vice President Logistics
  - 5 Vice President Finance
  - 6 Vice President Outreach
  - 7 Vice President Public Relations
  - 8 Vice President Publicity
  - 9 Shadowing Coordinators (2)
  - 10 Translation Coordinator
  - 11 Outreach Committee
  - 12 Publicity Committee
- 4.3 The EC shall meet as frequently as it deems fit.
- 4.4 A minimum of 7 EC members must be present at an EC meeting in order for quorum to be met and for the meeting to proceed.

### **5 Article V: Portfolios**

- 5.1 The Co-Presidents shall:
- 5.1.1. Be the chief executive officers, chief representative, and chief spokespersons of the Club.
  - 5.1.2. Oversee all aspects of the Club.
  - 5.1.3. Be the main point of contact between the SSMU VP Clubs and Services and the club
  - 5.1.4. Ensure the smooth running of the Club as a whole through facilitation of, and mediation with, the various EC portfolios with a vision that is consistent with the Club mandate.
  - 5.1.5. Mediate all EC meetings.



- 5.1.6. Co-sign all financial transactions with the Vice President Finance.
  - 5.1.7. Ensure that the Club is abiding by the Constitution, By-laws and Policies of the Students' Society of McGill University
  - 5.1.8. Oversee and cordite the programming activities and events of the club along with other EC members and general club members.
  - 5.1.9. Be responsible for matching professional students with similar interests and contacting affiliated premed clubs.
  - 5.1.10. Have decision-power in selecting members to fill EC portfolios at General Meetings.
- 5.2. The Creative Director shall:
- 5.2.2 Be responsible for the creation and the maintenance of the club website, as well as the update of information (including medical school requirement and processes, as well as the various programs and events organized by the Club).
  - 5.2.3 Be responsible to create and manage online-forums, if available, for the Club.
  - 5.2.4 Produce posters and visual aids as needed for Club events and activities.
  - 5.2.5 Be responsible for designing visuals and logos used in any club clothing.
- 5.3. The Vice President Communications shall:
- 5.3.1 Take minutes at EC and general meetings, and ensure proper distribution of all minutes after meetings.
  - 5.3.2 Be responsible for sending out club listservs, as required.
  - 5.3.3 Be responsible for developing healthy relations with student and community organizations within and outside McGill.
  - 5.3.4 Maintain the membership list of the Club.
  - 5.3.5 Act as representative of the Club to the community within and outside of the University.
  - 5.3.6 Be responsible for developing healthy relations with student and community organizations within and outside McGill University, and particularly those in the Montreal area.
  - 5.3.7 Be responsible for promoting the image of the Club to the community within and outside McGill University.
- 5.4. The Vice President Logistics shall:
- 5.4.1 Be responsible for all club event room bookings, as well as organizing and obtaining refreshments for events.
  - 5.4.2 Be responsible for arranging meeting rooms.
  - 5.4.3 Be responsible for obtaining gifts for speakers, when necessary.
- 5.5. The Vice President Finance shall:
- 5.5.1 Be responsible for organizing and conducting fundraising initiatives to support the club.
  - 5.5.2 Cosign all financial transactions with the Co-President.
  - 5.5.3 Keep track and present updates to all club members on the financial status of the club on a continual basis, particularly after an event.



- 5.5.4 Keep track of purchases made by the EC, and be responsible for the return of money after the presentation of receipts.
- 5.5.5 Keep track of all financial transactions and receipts in order to prepare the biyearly audits for the SSMU.
- 5.6. The Vice President Outreach shall:
  - 5.6.1 Oversee the expansion of club-related activities and manage affiliations with other organizations.
  - 5.6.2 Be responsible for managing the liaison with MedSpecs Concordia.
- 5.7. The Vice President Public Relations shall:
  - 5.7.1 Manage all development associated with the Club at the MUHC.
  - 5.7.2 Be in charge of recruiting physician preceptors for the shadowing program, and expanding the program where necessary.
  - 5.7.3 Manage any relations between the club and media outlets on campus, provincially, as well as nationally.
- 5.8. The Vice President Publicity shall:
  - 5.8.1 Be responsible for promoting all activities and events to students by various means (Facebook, listserves, posters, newspapers, club announcements etc.) and coordinate this with other EC members.
  - 5.8.2 Be responsible for promoting the image of the Club to the community outside McGill University.
  - 5.8.3 Manage and delegate promotional activities among the Publicity Committee.
  - 5.8.4 Oversee and coordinate the event program along with other EC members and club members.
  - 5.8.5 Be responsible for emceeding Club events.
- 5.9. The Shadowing Coordinators shall:
  - 5.9.1 Be in charge of the shadowing program between the Club and the MUHC, as well as other affiliated hospitals.
  - 5.9.2 Manage the member list of students interested in shadowing physicians.
  - 5.9.3 Set up semesterly shadowing information sessions and manage student shadowing confidentiality agreement forms.
  - 5.9.4 Be responsible for managing physician shadowing availabilities and subsequently matching Club general members with the physicians' slots.
  - 5.9.5 Be responsible for preparing and delivering student shadowing testimonials and Thank-You cards to physicians and the MUHC liaison each semester.
  - 5.9.6 Respond and report to the EC to any concerns and complaints raised by the MUHC and/or students regarding the shadowing program.
- 5.10. The Translation Coordinator shall:
  - 5.10.1 Be in charge of the Translation program between the Club and the Montreal Chinese Hospital, plus all other affiliated hospitals. Manage the member list of students interested in the translation program.
  - 5.10.2 Set up semesterly shadowing information sessions and manage student translation confidentiality agreement forms.



- 5.10.3 Be responsible for managing physician translation availabilities and subsequently matching Club general members with the physicians' slots.
- 5.10.4 Be responsible for preparing and delivering student shadowing testimonials and Thank-You cards to physicians and the Montreal Chinese Hospital liaison each semester.
- 5.10.5 Respond and report to the EC to any concerns and complaints raised by the Montreal Chinese Hospital and/or students regarding the shadowing program.
- 5.11 The Outreach Committee shall:
  - 5.11.1 Be responsible for completing tasks assigned by the Vice President Outreach, including emailing hospital liaisons, printing and distributing posters, making class announcements, and creating Facebook pages.
  - 5.11.2 Attend all Club events, as well as events of affiliated organizations.
- 5.12 The Publicity Committee shall:
  - 5.12.1 Be responsible for completing tasks assigned by the Vice President Publicity, including emailing hospital liaisons, printing and distributing posters, making class announcements, and creating Facebook pages.
  - 5.12.2 Attend all Club events.
- 6 Article VI: Fees**
  - 6.1 The Club shall not charge membership fees.
- 7 Article VII: Finances**
  - 7.1 The Executive Committee or Collective shall examine the financial records, and prepare an audit, complete with records of all transactions and receipts, to be submitted to the SSMU at the end of each semester.
  - 7.2 All club bank accounts must be kept at Scotiabank as subsections of the SSMU account
    - 7.2.1 Each account must have a minimum of two and maximum of three signing officers
    - 7.2.2 In order to receive funding of any kind from the SSMU, the club must have a Scotiabank account.
- 8 Article VIII: Meetings**
  - 8.1 There shall be a General Meeting held in March for the purpose of electing new members to the EC.
  - 8.2 Regular Executive and General meetings shall be held throughout the Fall and Winter terms.
  - 8.3 Special Meetings shall be called at any time deemed necessary by the EC and/or Committee Chair.
- 9 Article IX: Electoral Procedures**
  - 9.1 The Vice-President (Clubs & Services) of SSMU or his/her representative shall be the Chief Electoral Officer (CEO) with final authority over electoral procedures and validity of results.
  - 9.2 The general membership must be notified of the date of the general meeting 2 weeks in advance to the date of the General Meeting called for elections purposes.



- 9.3 Elections are to be held before March 31 during the previously mentioned General Meeting.
- 9.4 The Executive Committee may designate Deputy Electoral Officers (DEOs) to assist the running of elections in consultation with the CEO.
- 9.5 Elections are to be conducted by secret ballot in person.
- 9.6 Ballots must be kept in a secure place for 5 weeks after the date of voting.
- 9.7 The Vice-President (Clubs and Services) should be notified immediately in the event of contested electoral results.

**10 Article X: Affiliations**

- 10.1 The Club shall have no affiliations.

**11 Article XI: Constitutional Amendment Procedure.**

- 11.1 Any member of the club may propose an amendment to the Constitution.
- 11.2 In order to amend the constitution consensus on the proposed amendment must be reached at a General Meeting
- 11.3 All amendments shall be submitted to the Interest Group Coordinator, will be reviewed by the Interest Group Committee and ratified by the SSMU Council before they take effect.

**12 Article XII: Bylaws and Policies**

- 12.1 The Club shall create and maintain bylaws that cover the operations of the Club which are not specified in the Constitution.
- 12.2 The club's bylaws shall not contravene the Constitution.
- 12.3 The club by laws must be available to any member of the SSMU when and if requested.

**13 Article XIII: SSMU Constitution, By-Laws and Policies**

- 13.1 In case of any inconsistencies between the Club Constitution and the SSMU Constitution and By-Laws, the SSMU Constitution By-Laws and Policies shall take effect.
- 13.2 If there are any areas not covered in this Constitution, the SSMU Constitution, By-Laws and Policies shall take effect.