

**Constitution of the Family Medicine Graduate Student Society
(Approved April 1st , 2017)**

Article I — Name

1.1 The name of this organization shall be: The Family Medicine Graduate Student’s Society (FMGSS), hereinafter referred to as the “Society”, or the “Association”.

Article II - Purpose

2.1 The purposes of the Society are as follows:

- a) Provide representation for its members and encourage involvement in political processes, both internal and external to the University;
- b) Work to improve the quality and accessibility of the Family Medicine Graduate Program at McGill;
- c) Represent, promote and defend the rights of Society members;
- d) Provide resources and services to improve the quality of life of Society members at McGill;
- e) Disseminate information of interest to Society members;
- f) Provide a financially and temporally accessible, popular social environment to Society members;
- g) Service the Montreal community by forging and maintaining relationships/partnerships with community organizations as well as promoting community volunteer involvement to our FMGSS membership;
- i) Be the official liaison between members and community partners.

Article III - Membership

3.1 All graduate students and postdoctoral scholars currently registered in the following departments are regular members of this Society:

- 3.1.1 Family Medicine
- 3.1.2 Anesthesia
- 3.1.3 Diagnostic Radiology
- 3.1.4 Cardiology
- 3.1.5 Clinical Research
- 3.1.6 Dermatology
- 3.1.7 Emergency Medicine
- 3.1.8 Endocrinology & Metabolism
- 3.1.9 Gastroenterology
- 3.1.10 Hematology

- 3.1.11 Obstetrics/Gynecology
- 3.1.12 Oncology
- 3.1.13 Palliative Medicine
- 3.1.14 Radiation Oncology
- 3.1.15 Ophthalmology
- 3.1.16 Otolaryngology
- 3.1.17 Anatomical Pathology
- 3.1.18 Pathology
- 3.1.19 Infectious Diseases – Pediatrics
- 3.1.20 Pediatrics
- 3.1.21 Social Studies of Medicine

3.2 Aside from this stipulation, the Family Medicine Graduate Student Society shall not discriminate in any way deemed unlawful or inappropriate by the PGSS constitution, or McGill University ethics guidelines.

Article IV - Officers

4.1: There shall be a minimum of four (4) executive officers of the Association, hereafter referred to as the “Executive”.

Mandatory executive positions:

- President
- Vice President Finance and Operations
- Vice President Academic
- PhD Representative
- MSc Representative

Optional executive positions:

- VP Community Service
- Vice President External/Social
- Vice President Communications
- Vice President Internal
- Two (2) PGSS Council Representatives
- International Student Liaison

4.2: The Executive shall be elected annually as per the election guidelines set out in this Constitution.

4.3: The Executive shall be jointly charged with the responsibility of:

4.3.1: Ensuring prudent fiscal management of the Association’s funds.

4.3.2: Producing Council Meeting and General Assembly agendas.

4.3.3: Relaying to Council comments, questions, and concerns of relevance to the Association.

4.3.4: Producing and maintaining guides detailing procedures of individual executive functions.

4.3.5: Providing all documents generated by their respective offices to the VP Internal for archiving.

4.3.6: Filling the positions of PGSS Representatives should they not be nominated separately.

4.3.7: Following the FMGSS member inclusiveness policy (see Appendix) as the council sees fit.

These responsibilities shall hereafter be referred to as the “joint responsibilities of the Executive”.

4.4: The duties of the officers shall be as follows:

4.4.1: President

Further to the joint responsibilities of the Executive, the President shall:

- 4.4.1.1: Be the official representative of the Society to all external entities;
- 4.4.1.2: Represent the program to the Graduate Programs Committee (Department of Family Medicine; and other departments as applicable) in the event that the MSc and/or PhD representatives cannot attend bi-monthly meetings;
- 4.4.1.3: Be responsible for all official correspondence with all external entities;
- 4.4.1.4: Be familiar with the content of the University's Handbook of Student Rights and Responsibilities, and in particular the Charter of Students' Rights with respect to defending the rights of the Association;
- 4.4.1.5: Be one (1) of the two (2) required signing officers;
- 4.4.1.6: Maintaining and organizing up to date documents of the Association's Constitution;
- 4.4.1.7: Compiling meeting agendas with duties including: i) receiving and compiling reports from all other executives and committees (as needed); ii) previous meeting records; and iii) agenda items as approved by the Executive;
- 4.4.1.8: In the case of vacancy, fill the positions of PGSS Representatives;
- 4.4.1.9: Conduct all of the Association's elections according the procedures and regulations specified in this Constitution;
- 4.4.1.10: Chair Council Meetings;
- 4.4.1.11: Compile and maintain a list of organizations to which the Association is related, and produce records of all procedures and documents required in establishing and maintaining such relationships;
- 4.4.1.12: Maintain and transmit the records and documentation of the Association's activities required by the PGSS to the appropriate PGSS representative within the deadlines stipulated by the PGSS for a Post Graduate Student's Association (PGSA);
- 4.4.1.13: Verify adherence by the Association to all required regulations concerning the activities of a PGSA as specified by the PGSS;
- 4.4.1.14: Ensure that community partnerships run smoothly and take on the role of the VP community service if it is not filled during the election.

4.4.2: Vice President Finance and Operations

Further to the joint responsibilities of the Executive, the VP Finance and Operations shall:

- 4.4.2.1: Be one (1) of two (2) required signing officers;
- 4.4.2.2: Be responsible for ensuring all financial transactions adhere to the approved Association budget;
- 4.4.2.3: Maintain official financial records, when applicable for auditing purposes including: i) Retaining all Financial records for seven (7) years after the year of initial transaction; ii) keeping the Association's budget and Constitution for reference; and iii) destroying all financial records after the seven (7) years period.
- 4.4.2.4: Be responsible for preparing the Association's yearly budget and final annual financial statement;
- 4.4.2.5: Administering and maintaining the Association's assigned facilities and resources.

4.4.2.6: Apply for additional funding opportunities if requested by the Executive for council activities.

4.4.3: Vice President Academic

Further to the joint responsibilities of the Executive, the VP Academics shall:

4.4.3.1: Plan and execute academic events for members

4.4.3.2: Be responsible for the yearly academic research day hosted by the Society

4.4.3.3: Producing and maintaining a list of alumni

4.4.3.4: Produce and maintain a comprehensive list of facilities and procedures for aiding members in obtaining information and solutions to issues relating to academic activities.

4.4.3.5: Coordinate between the Jewish General Hospital Library and the departmental reserves.

4.4.3.6: Organize both the graduate peer-mentorship program, and the academic peer-mentoring with medical students.

4.4.3.5: Plan and execute social events and activities when the Association does not have a Vice President Social

4.4.4: Vice President Internal

Further to the joint responsibilities of the Executive, the VP Internal shall:

4.4.4.1: Act as Recording Secretary for Council Meetings and General Assemblies;

4.4.4.2: Ensure all documents of council are archived and kept accessible appropriately;

4.4.4.3: Liaise with all Members of the Society;

4.4.4.4: Ensure all events are advertised to the Membership;

4.4.4.5: Provide administrative support to the VP Communications (as needed).

4.4.5: Vice President External/Social

Further to the joint responsibilities of the Executive, the VP External shall:

4.4.5.1: Act as the official representative of the Association to all external entities in conjunction with the president;

4.4.5.2: Be responsible for maintaining links with other student organizations and student societies of McGill and other universities;

4.4.5.3: Plan and execute social events and activities within the Society;

4.4.5.4: Ensure that social events follow all applicable rules and laws.

4.4.6: VP Communications

Further to the joint responsibilities of the Executive, the VP Communications shall:

4.4.6.1: Be the designated correspondent of the Association to the Membership including: i) notification of all of the Association's meetings/assemblies; ii) distribution of meeting materials (e.g. agendas), distribution and approval of emails and newsletters to be sent on the listserve in accordance with the Society's inclusiveness policy;

4.4.6.2: Maintain and organize up to date electronic (where appropriate) and paper (where appropriate) records of all of the Association's documents including: i) financial records as provided by the VP Finance and Operations; i) Meeting records (agendas, minutes, etc...); ii) Documentation arising from the activities of the Executive; iii) Template and filled forms (e.g. Nomination Forms); iii) The Association's operations manuals;

4.4.6.3: Act as Webmaster with duties including maintaining up to date website content including:

- (1) The Association's Constitution,
- (2) The names and contact information of:
 - (a) The Executive;
 - (b) Committee members;
 - (c) PGSS Councilors
- (3) Archives (meeting minutes, council reports, etc...);
- (4) Materials provided by the Executive (lists, statements, reports, records, etc...).
- (5) Maintaining the functional and aesthetic qualities of the website.
- (6) Ensuring that the Association's website is in compliance with all applicable rules, regulations, policies, laws, etc...

4.4.7: Vice President Community Service

Further to the joint responsibilities of the Executive, the VP Community Service shall:

- 4.4.7.1: Be the liaison between Community Partners and membership;
- 4.4.7.2: Coordinate community research initiatives and activities with community partners
- 4.4.7.3: Ensure that information about community partnerships and needs are relayed to the membership via email and the monthly newsletter

4.4.8: PGSS Councilors

Further to the joint responsibilities of the Executive, the PGSS Councilors shall:

- 4.4.8.1: Be responsible for attending all meetings of the PGSS council, and act as the representative of the Family Medicine Graduate Student Society to PGSS council.
- 4.4.8.2: Report to council on the affairs of PGSS, and prepare reports for distribution to the general membership if necessary.
- 4.4.8.3: This position will be open for nominations during the regular voting period for executive officers
 - 4.4.8.3.1: Should no nominations be received, or the position be vacated during the year, the position can be appointed by a vote of council.

4.4.9: MSc Representative

Further to the joint responsibilities of the Executive, the MSc Representative shall:

- 4.4.9.1: Act as representative of the MSc program to the Graduate Programs Committee (Department of Family Medicine);
- 4.4.9.2: Aid in the dissemination of information to MSc students in the graduate programs within this PGSA;
- 4.4.9.3: Act as the official representative of the MSc program to all external entities in conjunction with the president;
- 4.4.9.4: Plan, in conjunction with the PhD representative, monthly journal clubs.

4.4.10: PhD Representative

Further to the joint responsibilities of the Executive, the PhD Representative shall:

- 4.4.10.1: Act as representative of the PhD program to the Graduate Programs Committee (Department of Family Medicine);

- 4.4.10.2: Aid in the dissemination of information to PhD students in graduate programs within this PGSA;
- 4.4.10.3: Act as the official representative of the PhD program to all external entities in conjunction with the president;
- 4.4.10.4: Plan, in conjunction with the MSc representative, monthly journal clubs.

4.4.11: International Student Liaison

Further to the joint responsibilities of the Executive, the VP International Student Liaison shall:

- 4.4.11.1: Provide support to international students during the application and enrollment process
- 4.4.11.2: Provide support, in collaboration with the McGill International Buddy program, to provide guidance to international students regarding life in Montreal
- 4.4.11.3: Provide representation for international students and ensure that any concerns they may have are brought to the attention of the PGSS representatives
- 4.4.11.4: Council students regarding awards applications available to international students
- 4.4.11.5: This position will be open for nominations during the regular voting period for executive officers
 - 4.4.11.5.1 Should no nominations be received, or the position be vacated during the year, the position can be appointed by a vote of council.

Article V - Executive

5.1: The Executive shall be the officers of the Family Medicine Graduate Student Society and shall be elected once per year as per the election guidelines set out below.

5.2: The Executive shall hold office from June 1st of each year until the following 31st of May.

Article VI - Council

6.1: The Family Medicine Graduate Student Society Council shall be the working body of the Family Medicine Graduate Student Society between General Meetings.

6.2: The Council shall be comprised of

6.2.1: The Executive

6.2.2: All Family Medicine Graduate Student Society representatives to PGSS Council (if different than the above members).

6.3: Quorum shall be 3 members of Council.

6.4: Council meetings are open to all members of the Family Medicine Graduate Student Society.

Article VII - Representatives

7.1: The Family Medicine Graduate Student Society shall elect two (2) representatives to the PGSS.

7.2: The Society shall hold two (2) seats on the Graduate Programs Committee for the Department of Family Medicine and to all committees and bodies within the department of Family Medicine on which graduate students are entitled to representation.

7.2.1: The seats on the Graduate Programs Committee must be filled by Members enrolled in the Department of Family Medicine.

7.2.2: One seat must represent the Masters program, and the other the PhD and Post-Doctoral program.

Article VIII - Finances

8.1: The Family Medicine Graduate Student Society shall conduct fund-raising for such programs or activities as it sees fit.

8.2: All the Society funds shall be kept in either a locked cash box, or the Society bank account.

Article IX - General Meeting

9.1: The General Meeting shall be called by a decision of regular quorum of council.

9.2: Notice of a general Meeting shall be given by posting announcements on departmental notice boards and by e-mail (where possible) at least one week before the meeting.

9.3: Quorum for the General Meeting shall be 10% of the general membership.

9.4: All motions shall be passed upon a simple majority of 50% (of those present at the general assembly) + 1 vote.

9.5: General Meetings of the Society must be held once per academic year

Article X - Elections

10.1: Executive elections shall be held once per year, with the nomination deadline and vote taking place between the dates of March 1st and April 30th.

10.1.2: The positions of President, VP Academic and VP Finance must be filled during this period.

10.2: Notice of open positions shall be given at least one (1) week in advance of the nomination deadline.

10.2.1: Should nominations not be received for either of the mandatory executive positions, the nomination deadline should be extended by five (5) days.

10.3: Any member of the Family Medicine Graduate Student Society may seek election for open positions, providing they:

I: acquire the nomination of three (3) other regular members.

II: will be present for the entirety of the upcoming academic year

10.4: All members of the society are eligible to vote in the executive elections

10.5: In the event of a tie, candidates will have a one (1) week campaign period followed by a recasting of all ballots.

10.6: Ballot shall be secret, and be submitted via the online voting system

10.7.1: Quorum of 10% of the membership must be reached for the ballot to be considered valid.

10.7: Should not all executive positions be filled during election period, a by-election shall be held between the dates of September 1st to October 31st.

10.7.1: Vacancies during the course of the year after this date shall be filled by appointment through a vote of council.

Article XI - Affiliation

The Family Medicine Graduate Student Society shall be affiliated with the Post Graduate Student's Society of McGill University (PGSS), as provided for by that body's constitution.

Article XII- Adoption and Amendments

12.1: This constitution has been initially adopted by quorum of the Family Medicine Graduate Student Society through the online voting system.

12.2: Amendments to this constitution shall be proposed at a General Meeting.

12.2.1: Notice of proposed amendments shall be posted at least one week before the General Meeting.

12.2.3: Amendments will be voted on through the online voting system, and shall pass by a 2/3 majority of members having cast a vote.

APPENDIX

FAMILY MEDICINE GRADUATE STUDENT SOCIETY **INCLUSIVENESS POLICY**

Drafted by: Cristina Longo, FMGSS President
Approved by FMGSS Council on July 20, 2016

Overview

The following policy outlines the due diligence required for ensuring equal access to the support, services, and opportunities provided by the FMGSS to all of its membership, particularly for the graduate students that belong to the departments outside Family Medicine as listed in Article III, section 3.1 of the FMGSS constitution (2015). The departments belonging to the FMGSS are also listed below for ease of reference.

Rationale for Policy

In 2014, the FMGSS was founded by Rachel Simmons, an MSc student at the Department of Family Medicine. At the time of creation, the FMGSS's purpose was to improve the family medicine graduate program experience and to serve its membership, which solely comprised of graduate students in Family Medicine. However, given the lack of a student council to protect the rights of graduate students from several other departments in medicine, the FMGSS was asked by the Post-Graduate Students' Society (PGSS, representative of reference: Jacinthe Deschênes) to be the official student council for 20 additional departments in medicine (listed in Article III, section 3.1 in the constitution). After accepting this request, the FMGSS was provided with additional budget due to this increased membership. Given that the elected council members belong to the department of Family Medicine and the name of the council insinuates solely the representation of Family Medicine, the 2016-2017 FMGSS executive council members deemed necessary to develop an inclusiveness policy to ensure equal access and opportunity to the services, support, representation and participation in council activities, including social and academic events organized by the FMGSS, for all of its membership outside of the department of Family Medicine. Further, as stewards of the FMGSS funds, following the recommendations outlined below also enables the acting council to spend the FMGSS funds on activities which benefit the students represented.

Description of Policy to Ensure Equal Access for FMGSS Membership

We, the FMGSS executive council, herein recommend the following actions to ensure equal access for all departments outside of Family Medicine:

1. FMGSS correspondence should be communicated via email to all departments encompassed under FMGSS as listed in the constitution, with the exception of correspondence outlining issues that solely pertain to Family Medicine research programs.
2. Email communication should also be sent to the graduate student coordinator of all respective departments encompassed under FMGSS, where such a position exists, for the dissemination of FMGSS information;
3. At the beginning of the academic year, the FMGSS should send an email detailing the roles and responsibilities of the council to students and graduate coordinators, where such positions exist;
4. Invitations to all FMGSS events should be sent to all departments encompassed under FMGSS as listed in the constitution.

Date of Approval and FMGSS Committee Members

The above policy was approved by the FMGSS executive on July 20, 2016. FMGSS Members of the executive who founded this policy are listed below:

Cristina Longo (President)
Araceli Gonzalez Reyes (VP Finance)
Justin Gagnon (VP Communications)
Hyejee Ohm (VP Academic)
Svetlana Puzhko (VP Social/External)
Julia Kryluk (VP Internal)
Nadia O'Brien (Family Medicine PhD Representative)
Matteo Peretti (Family Medicine MSc Representative)
Claire Godard (International Student Liaison)
Vasiliki Rahimzadeh (PGSS Representative)
Nickoo Merati (PGSS Representative)

Amendments

The FMGSS executive holds the right to amend these recommendations for due diligence listed above. Amendments shall be made when quorum is reached, i.e. $\frac{3}{4}$ of the executive reach agreement regarding the proposed changes.

Article III of the FMGSS Constitution - Membership

3.1 All graduate students and postdoctoral scholars currently registered in the following departments are regular members of this Society:

- 3.1.1 Family Medicine
- 3.1.2 Anesthesia
- 3.1.3 Diagnostic Radiology
- 3.1.4 Cardiology
- 3.1.5 Clinical Research
- 3.1.6 Dermatology
- 3.1.7 Emergency Medicine
- 3.1.8 Endocrinology & Metabolism
- 3.1.9 Gastroenterology
- 3.1.10 Hematology
- 3.1.11 Obstetrics/Gynecology
- 3.1.12 Oncology
- 3.1.13 Palliative Medicine
- 3.1.14 Radiation Oncology
- 3.1.15 Ophthalmology
- 3.1.16 Otolaryngology
- 3.1.17 Anatomical Pathology
- 3.1.18 Pathology
- 3.1.19 Infectious Diseases – Pediatrics
- 3.1.20 Pediatrics
- 3.1.21 Social Studies of Medicine