



CONSTITUTION

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TERMS AND DEFINITIONS

McMaster Medical Student Council (MMSC) – an elected group of medical students that can make decisions on behalf of the medical student body as provided by and defined within the boundaries of the Constitution and consists of the President (1); Vice Presidents of External Affairs (1 Senior, 1 Junior); Vice Presidents of Internal Affairs (1 Hamilton, 1 Waterloo, 1 Niagara); Vice President of Finance (1); Global Health Liaison (1); Vice President of Communications (1), Vice President of Academics (1), and Vice President of Student Affairs (1).

Constitution – the Constitution defines the terms of reference under which the MMSC shall function and may be amended by the MMSC in the process outlined under “Amendments.”

Student – a person enrolled in the Michael G. DeGroot School of Medicine’s MD or MD/PhD program.

Interest Group (IG) – an MMSC-recognized, self-governing, student-run body whose membership and events are open to all students.

Standing Committee – a Committee that is faculty- or staff-run in which student representation is required.

Task Force Committee – a group of medical students elected by the student body or appointed by the MMSC to perform specific tasks as defined by the Council.

Interest Group or Committee Chair – a student selected to be the leader of an Interest Group or a Committee that acts as the liaison to the MMSC, among other responsibilities.

Interest Group or Committee Co-Chair – a second or third student selected to be the leader of an Interest Group or a Committee that acts as the liaison to the MMSC, among other responsibilities.

Budget – a detailed listing of the planned expenses and income of an Interest Group or a Committee for the fiscal year.

Fiscal Year – the time period between financial annual reports; the period between annual fall budget meetings.

Budget Request Form – a form submitted at the beginning of the fiscal year from an Interest Group or a Committee that outlines the annual funding that is required for their planned events for that fiscal year.

Special Request Form – a form submitted to the MMSC outlining a request for funds outside of the original budget request submitted by the Interest Group or Committee

Budget meeting – a meeting held at the beginning of the fiscal year to allocate budgets of Interest Groups and Committees.

Audit Meeting – a meeting will be held at the end of each Medical Foundation (MF) to re-evaluate the ongoing budget and spending of Interest Groups and Committees.

Fee Recommendation – a submission made on behalf of the MMSC to McMaster University’s Fee Committee regarding the amount of student fees to be collected by McMaster University and distributed to the MMSC.

CFMS Dues – membership dues for the Canadian Federation of Medical Students (CFMS); to be paid annually from the MMSC operating budget.

Referendum – a vote in which the student body is asked to reject or accept a proposal; the vote needs to conform to the policies outlined in the Constitution under the section entitled “Referenda.”

Gender neutrality – in this document, gender neutral terminology is used throughout whereby the plural is used to represent the singular where appropriate and the document should be read in the appropriate context

CONSTITUTION

Responsibility of:

- All decisions and actions taken by the MMSC on behalf of the student body shall be governed by the Constitution.
- The most recently updated online copy, found on the MMSC Medportal page, Google+ page, or website serves as the active and enforceable version.

Amendments to:

- Proposed amendment(s) to the Constitution shall be made available to the student body at least one full week before the date of the referendum or town hall meeting to be held to decide upon the amendment.
- The Constitution may be amended as required by either of the following methods:
 - Town hall meeting – the process of town hall meeting may be selected if the nature of the change proposed is trivial and/or non-controversial. If the process chosen is town hall meeting, then the present clause and the proposed clause shall be presented verbally. The students shall vote on the amendment by a show-of-hands. The amendment shall be considered accepted if a simple majority is achieved and the conditions under the “Town Hall Meetings” section are satisfied. If the amendment does not achieve a simple majority or challenged as non-trivial with the support of a simple majority, a referendum must be held in order to proceed with the amendment as long as it is still desired.
 - Referendum – the process of referendum is selected if the nature of the change proposed is non-trivial and/or controversial, or if the amendment proposed at the town hall meeting was challenged successfully as non-trivial. The ballot must contain the present clause (if one exists), the proposed clause, and a place to indicate acceptance or rejection. The amendment shall be considered as accepted if a simple majority is achieved and the conditions under the “Referenda” section are satisfied.
- The final decision as to the acceptance or rejection of an amendment(s) shall be made available to the student body within one week.

Accessibility:

- The Constitution shall be kept on file for distribution to interested students, and should be freely available online.

Enforcement:

- The MMSC shall enforce the Constitution, ensuring that its decisions and actions are appropriate within these constitutional terms of reference. The MMSC or members of the general student body may raise matters of constitutionality.
- In the event of an unconstitutional decision or action, one of the following courses of

action must be taken:

- The decision must be reversed or rescinded; or
- A town hall meeting or referendum must be held within two weeks of the offending decision or action to amend the Constitution accordingly.

Referenda:

- A referendum may be called for by the MMSC for whatever reason it deems necessary. A referendum may also be called for by the student body if a petition stating the request for a referendum is circulated and receives support from at least 10% of the student body. This petition must be presented to the President and a Vice President of Internal Affairs.
- A referendum shall be conducted by secret ballot. Voting shall be open to all students affected by the change.
- Quorum requires that at least 60% of the student body place a vote unless a particular class is completely unaffected by a proposed change. In the latter case, quorum is defined by 60% of the affected students.
- The MMSC shall make referenda ballots available to all necessary students.
- Counting of the ballots shall be done by at least one of each of the following: an MMSC Executive, a student body member, and an MD Administration staff member.
- In the event of a tie, the referendum shall be presented to the student body and ballots returned for as many times as necessary to make a decision.
- A referendum shall be considered decided by a simple majority.

Town Hall Meetings:

- A town hall meeting may be called for by the MMSC to propose a change to the Constitution that is deemed trivial or non-controversial. The student body may also call for a town hall meeting regarding a trivial or non-controversial change if a petition stating the request for a town hall meeting is circulated and receives support from at least 10% of the student body. This petition must be presented to the President and a Vice President of Internal Affairs.
- Voting shall be conducted by a show-of-hands.
- Quorum requires that at least 50 students affected by the change are present at the town hall meeting.
- In the event that quorum is not reached, the proposal will be considered rejected.
- The town hall meeting must be advertised and be accessible to all students affected by the proposed change.
- The President of the MMSC and at least one member of the MD Administration shall count the hands.
- In the event of a tie, the town hall meeting and opportunity to vote shall be presented to the attendees as many times as necessary to make a decision. In the event of rejection of the proposed change, a referendum must be held in order to proceed with the change as long as it is still desired.
- A town hall meeting shall be considered decided in favour of the most popular choice.

- Town hall meetings are only to be called for to propose changes to the Constitution that are trivial or non-controversial in nature. Therefore, either the MMSC or the student body may challenge the decision to proceed with a town-hall meeting if they deem the proposed change to be controversial.
 - In the case of the MMSC, a majority vote from the Council is required to challenge the non-controversial nature of the change. A referendum must then be held instead of a town hall meeting to move forward with the change.
 - In the case of the student body, a petition receiving signatures from at least 10% of the student body challenging the non-controversial nature of the change must be presented to the President and a VP of Internal Affairs. A referendum must then be held instead of a town hall meeting to move forward with the change.

MMSC EXECUTIVE POSITIONS

- *All executive positions will have current and advisory members. The most recently elected, current members will fulfill all of the responsibilities that their executive portfolio entails, as described below. The advisory members are the outgoing Executives, who will serve in an advisory capacity to the current members and will also provide representation of the students in their own class. Unless otherwise specified, the term “Executive” in this document refers to the current member of the MMSC Executive.*
- *If an MMSC Executive is determined not to be fulfilling their roles and responsibilities or is abusing their position of leadership in any way, the President will meet with this individual to discuss and agree upon a remediation plan. If the person in question is the President of the MMSC, this meeting will involve one other MMSC Executive. If the individual in question does not follow the terms of the remediation plan, the entire MMSC may vote to have this member removed from the MMSC. Removal from the MMSC can only occur with a unanimous vote, excluding the person in question. A by-election will be held to fill any vacancy.*

PRESIDENT

1. Roles & Responsibilities:

- The President of the MMSC is responsible for overseeing the operations of the MMSC. This includes funding and budget allocation, Interest Group and Committee operation, and student representation, and as such must maintain open communication with all students and faculty.
- The President shall represent the student body in external and internal arenas. They will act as spokesperson for the student body, Elections Officer, and external representative, as required.
- The incoming President and past Presidents shall attend monthly meetings of the Michael G. DeGroote School of Medicine, UGME Executive Committee.
- The President shall attend meetings of the CFMS (i.e., Spring General Meeting (SGM) and Annual General Meeting (AGM)).
- The President shall collaborate with other executives to ensure their duties/obligations are being met with respect to their specific portfolios
- The President is responsible for actively seeking out feedback/concerns from the entire student body and engaging in advocacy efforts to address the feedback/concerns brought forth by the student body.
- Any individual concerns or issues involving the welfare of students of which the President is aware shall be brought to the attention of the appropriate individuals with the consent of the individual or group.
- The President shall, when necessary, act as a moderator in student disputes and inter-Committee or Interest Group issues and challenges.
- The President shall prepare the agenda and Chair all school and MMSC meetings, or will designate someone in their absence. The President shall also maintain a speakers list when necessary.

- The President shall have co-signing authority for cheques over one thousand dollars by the MMSC, or may designate another member of the MMSC Executive to do so.
- If a member of the student body has a concern with any activities or monetary distribution of the current MMSC, they are encouraged to contact the President of their class to discuss their concern. The past or current president is then responsible to contact the parties involved and attempt to resolve the issue in a manner that is amenable to all parties involved.
- The President shall be responsible for updating and maintaining the McMaster Medical Student Council Constitution and should be familiar with all of the information contained within this document.

2. Terms of Office:

- The term of office of the President shall be for two (2) years, effective the first MMSC meeting following the elections.
- For the first year, the President shall assume primary responsibility for all of their duties.
- During the second year, the outgoing President shall then act as an advisor to the newly formed MMSC Executive Committee as past president and as a spokesperson externally (e.g., CFMS).
- The President shall remain a member of the UGME Executive Committee until graduation.
- The President shall remain the spokesperson for their class until graduation.

VICE PRESIDENT: EXTERNAL AFFAIRS (1 Senior, 1 Junior)

1. Roles & Responsibilities

- To represent the McMaster Medical Student Council (MMSC) and Michael G. DeGroot School of Medicine students to external bodies and agencies.
 - Representation to external bodies includes, but is not limited to: Canadian Federation of Medical Students (CFMS), Ontario Medical Students' Association (OMSA), Professional Association of Residents of Ontario (PARO), and Hamilton Academy of Medicine.
 - Both the VP External Sr. and Jr. shall attend the meetings of the CFMS (i.e. Spring General Meeting (SGM) and Annual General Meeting (AGM)) and of the OMSA (ie. General meetings and special events as determined by OMSA).
- To communicate positions and policies taken by the MMSC to external bodies.
- To facilitate the lobbying of federal, provincial, and municipal governments, as well as member organizations to which McMaster medical students belong, including, but not limited to: Canadian Medical Association (CMA), Ontario Medical Association (OMA), PARO, CFMS, and OMSA to further the objectives, goals, and policies of the MMSC and McMaster medical students.
- To communicate to the MMSC and McMaster medical students external issues that may significantly affect them, including CFMS and OMSA communiqués.

- Communication of information will be done through:
 - Reports to the MMSC
 - Class announcements and presentations
- To have first pass in organizing the Ontario Medical Students' Weekend (OMSW), CFMS AGM, or CFMS SGM when McMaster is the host school.

2. Terms of Office

- The term of office of the Vice President of External Affairs shall be for two (2) years, effective the first MMSC meeting following the elections.
- The Vice President of External Affairs, Junior, a newly elected first year medical student, will, in consultation with the Vice President of External Affairs, Senior report to the MMSC and communicate with McMaster medical students. Following appointment as the Vice President of External Affairs, Junior, the individual will transition into the role of Vice President of External Affairs, Senior, in the subsequent year.
- The Vice President of External Affairs, Senior, a second year medical student having previously been the Vice President of External Affairs, Junior, will continue to represent McMaster at all external meetings and events. They hold the same responsibilities as the VP External Junior, except they shall not attend MMSC meetings, nor have a vote on MMSC affairs.

VICE PRESIDENT: INTERNAL AFFAIRS (1 Hamilton, 1 Waterloo, 1 Niagara)

1. Roles & Responsibilities

Vice President of Internal Affairs, Hamilton

- Act as the liaison between the Hamilton Campus and the regional campuses, as well as between the Chairs of Interest Groups/Committees and the MMSC Executive Committee by:
 - Communicating with Interest Group and Committee Chairs to ensure that they are informed of their rights and responsibilities as an Interest Group or Committee as outlined by the MMSC Constitution (i.e., submitting a budget, selecting new Chairs, updating the Medportal page, and submitting risk management forms and SOP forms for events, etc.).
 - Organizing meetings as necessary with Interest Group and Committee representatives to assess the groups' goals, progress, challenges, and to remain current on issues within the MD Program.
 - Communicating with the Medportal staff (support@medportal.ca) to ensure that the Interest Groups and Committees have the necessary resources to communicate news and information about upcoming events with members of the student body and the MMSC, including Medportal community pages and access to the Interest Group and Committee calendar.
 - Provide suggestions and identify challenges of the Committee selection process to the MMSC.
 - Organize and implement Committee member selection following the process outlined by this Constitution.

- Facilitate new Interest Group sign-up and Chair selection following the process outlined by this constitution.
- Tailor activities to the needs of the medical classes by circulating surveys to assess each class' needs, concerns, expectations, and feedback throughout the year.
- Identify student complaints and/or concerns by demonstrating and enacting a process whereby students can bring forth any issue(s) that they may be having with certain Interest Groups or Committees.

Vice President of Internal Affairs, Niagara

In addition to collaborating with the Vice President of Internal Affairs, Hamilton, in the tasks outlined above, the Vice President of Internal Affairs, Niagara, will have the following additional duties:

- Act as the liaison between the Niagara Regional Campus (NRC) and the Hamilton Campus and Waterloo Regional Campus (WRC).
- Act as a liaison between the students of NRC and the MMSC.
- Sit as a member of the Niagara Regional Campus Executive - this includes attending monthly meetings and performing any responsibilities given by the executive.
- Liaise with upper year students and administrative staff to organize educational opportunities for the NRC students.
- Organize a selection process to assign NRC students to Niagara-specific Committee positions - this should be completed concurrently with, or immediately following general Committee selections.
- Act as a liaison between the students of NRC and the faculty leadership and/or administrative staff of the Niagara Regional Campus - this entails the identification of student needs and requests and presentation of these to the appropriate faculty leaders and/or administrative staff, as well as the dissemination of information and resources from administration to the students.
- Liaise with the NRC Wellness Chair and Committee to coordinate wellness initiatives for NRC students.
- Act as a member of the Social Committee, and represent the interests of NRC students.
- Coordinate the NRC student events google calendar and communicate information regarding educational events, leadership positions, volunteer opportunities, interest group sessions, social events, wellness initiatives, etc. to students.
- Liaise with upper year class representatives to coordinate NRC-wide initiatives.

Vice President of Internal Affairs, Waterloo

In addition to supporting the Vice President of Internal Affairs, Hamilton, in the tasks outlined above, the Vice President of Internal Affairs, Waterloo, will have the following additional duties:

- Act as the liaison between the Waterloo Regional Campus (WRC) and the Hamilton Campus and Niagara Regional Campus (NRC).

- Act as a liaison between the students of WRC and the MMSC.
- Sit as a member of the WRC Executive - this includes attending monthly meetings and performing any responsibilities given by the Executive
- Liaise with upper year students and administrative staff to organize educational opportunities for the WRC students.
- Organize a selection process to assign WRC students to Waterloo-specific Committee positions - this should be completed concurrently with, or immediately following general Committee selections.
- Act as a liaison between the students of WRC and the faculty leadership and/or administrative staff of the Waterloo Regional Campus - this entails the identification of student needs and requests and presentation of these to the appropriate faculty leaders and/or administrative staff, as well as the dissemination of information and resources from the administration to the students.
- Act as a member of the Social Committee, and represent the interests of WRC students.
- Coordinate the WRC student events calendar and communicate information regarding educational events, leadership positions, volunteer opportunities, interest group sessions, social events, wellness initiatives, etc. to students.
- Liaise with upper year class representatives to coordinate WRC-wide initiatives.

Terms of Office

- The term of office for the Vice President of Internal Affairs shall be for two (2) years, effective the first MMSC meeting following the elections.
- During the second year of office, the Vice President of Internal Affairs shall act as advisors to the newly elected Vice President of Internal Affairs.
- Regional Campuses' Vice President of Internal Affairs will continue to serve as class representatives to the regional administration until graduation.

VICE PRESIDENT: FINANCE

1. Roles & Responsibilities

- Submit the MMSC fee recommendation to the university financial office.
- Pick up and deposit cheques from the university financial office.
- Pay the fees required of MMSC (e.g., CFMS fees).
- Deposit incoming cheques in the MMSC bank account.
- Keep track of the account balance and maintain a spreadsheet outlining incoming and outgoing spending.
- Ensure that each Committee is spending money within their allocated budget.
- Keep track of incoming bank statements.
- Provide updates to the President on an as-needed basis, or when financial challenges and/or Interest Group or Committee conflicts arise.
- Conduct the budget request period and audit period.
- Email Committees and Interest Groups about the details of budget requests and distribute budget request forms.

- Compile and organize incoming budget request forms.
- Notify respective Committees and Interest Groups of their allocated budgets via email as outlined in the “Financial Operations/Budgeting Process” section of the constitution.
- Receive incoming cheque requests.
- Assess incoming receipts and cheque requests to ensure money is spent appropriately as outlined in the “Financial Operations/Budgeting Process” section of the Constitution.
- Write and distribute cheques to respective Committees and Interest Groups.

2. Terms of Office

- The term of office of the Vice President of Finance shall be for two (2) years, effective the first MMSC meeting following the elections.
- During the second year of office, they will act as an advisor to the newly elected Vice President of Finance.
- Unless otherwise agreed upon by both the incoming and outgoing Executives, the fiscal year is to begin November 1st and end the following October 31st.

GLOBAL HEALTH LIAISON (GHL)

1. Roles & Responsibilities

- The Global Health Liaison shall represent the McMaster undergraduate medical program to the Global Health Program (GHP) of the Canadian Federation of Medical Students (CFMS), and facilitate the implementation of various GHP activities and dissemination of GHP information for all three medical classes.
- The incoming Global Health Liaison shall attend meetings of the CFMS (i.e., Spring General Meeting (SGM) and Annual General Meeting (AGM)).
- The GHL shall also represent the McMaster undergraduate medical program to the International Federation of Medical Students (IFMSA) and distribute IFMSA communications and activities to all three medical classes.
- The newly elected GHL, in consultation with the outgoing GHL, will oversee the work of the Global Health Committee (GHC) and will serve as an Executive member of the GHC.

2. Terms of Office

- The term of office of the Global Health Liaison shall be for two (2) years, effective the first MMSC meeting following the elections.
- During the second year of office, they act as an advisor to the incoming GHL.

VICE PRESIDENT: COMMUNICATIONS

1. Roles & Responsibilities

- The Vice President of Communications shall communicate and promote upcoming events to McMaster medical students on behalf of the MMSC.
- They will aid any Interest Group or Committee requiring help with promotion to

the student body or fundraising on social media or other such platforms.

- Along with the President, they will approve communications by Interest Groups or Committees that will be distributed to the student body.
- They will be responsible for composing, maintaining and distributing the weekly digest e-newsletter that is a consolidated version of the week's advertisements from interest groups, the research department, AFMC, OMSA, etc.
- They will survey the student body for their feedback on the MMSC and conduct polls appropriate to the relevant questions that are posed to the student body from the MMSC.
- They will be in charge of taking the minutes for the MMSC meetings and then distributing them in a timely manner to the Council and the student body.
- They will be in charge of taking the meeting minutes from the monthly Student Program Forum and then distribute them in a timely manner to the Council and the student body.
- They will be in charge of maintaining and updating the MMSC website on whichever platform the MMSC deems appropriate with the relevant and up-to-date information from interest groups and events.

2. Terms of Office

- The term of office of the Vice President of Communications shall be for two (2) years, effective the first MMSC meeting following the elections.
- During the second year of office, they will act as an advisor to the newly elected Vice President of Communications.

VICE PRESIDENT: ACADEMIC (1 senior, 1 junior)

1. Roles and Responsibilities

- The VP Academic shall facilitate communication between the students and parties involved in academic committees.
- They will oversee and chair the Education Committee, an integrated committee composed of one student member from each academic committee, and carry out the following responsibilities:
 - Conduct an annual meeting with all members of the academic committees following their appointment, during which they provide an orientation to McMaster's curriculum and the roles of each committee.
 - Regularly communicate with individual Education Committee members regarding student feedback and involvement in their respective committees.
 - Aid committees in finding replacement members if needed.
- They will serve as a member of the Undergraduate Medical Education (UGME) Curriculum Committee, UGME Assessment Committee, UGME Clerkship Committee, McMaster Medical Research Council, the CFMS Education Committee, and the OMSA Education Committee.
- They will facilitate the various surveys and feedback mechanisms related to medical education at McMaster in the following ways:
 - Coordinate the standardization and streamlining of the multiple modes of feedback conducted for each curricular component.

- o Ensure academic surveys are reviewed with the administration, shared with the student body, and made available for future reference.
- o Synthesize key concerns raised within and between medical foundations and different curricular components.
- o Direct feedback to the appropriate stakeholders (including but not limited to interest groups, student affairs, and the Assistant Dean) to advocate for improvements in students' academic experience.
- o Provide accountability by assessing and informing students of steps taken in response to their feedback and concerns.
- They will facilitate student access to educational resources, including the centralisation of existing guides.
- They will endeavour to improve student access to research and elective opportunities, acting in coordination with faculty and interest groups.
- During accreditation years, they will direct the Independent Student Analysis in conjunction with the VP Internals, carrying out the following duties:
 - o Form a sub-committee with representatives from each class and campus.
 - o Administer and analyze a comprehensive survey of educational experiences for all classes and campuses.

2. Terms of Office

- The term of office of the Vice President Academic shall be for two (2) years, effective the first MMSC meeting following the elections.
- During the second year of office, they act as a non-voting advisor to the newly elected Vice President Academic.
- The Vice President Academic shall remain a member of the UGME Curriculum Committee and Clerkship Committee, carrying out responsibilities therein until graduation

VICE PRESIDENT: STUDENT AFFAIRS

1. Roles & Responsibilities

- To advocate for initiatives regarding student wellness, professionalism, and student success
- The VP Student Affairs shall coordinate and facilitate communication between the students and parties involved in Student Affairs, wellness, and professionalism
- Will attend meetings, collaborate with the student representatives, and liaise communication between the committees representing Student Affairs, wellness, and professionalism, which include
 - o Student Affairs Advisory Group
 - o Student Advisors Committee
 - o Professionalism Committee
 - o Wellness Committee
- Will collaborate with Student Affairs in organizing and implementing the various surveys and feedback mechanisms related to student success at McMaster in the following ways:

- Collaborate in the administration of surveys gathering information on student satisfaction with regards to various services/experiences within the program
- Ensure results from surveys are addressed by Student Affairs and other involved groups as deemed necessary, shared with the student body, and made available for future reference.
- Synthesize key concerns raised within the program.
- Direct feedback to the appropriate stakeholders (including but not limited to interest groups, student affairs, and the Assistant Dean) to advocate for improvements in student experience.
- Will endeavour to improve student access to resources for student success, and assist in the coordination of events/talks directed towards student success
- Will collaborate with the wellness committee to coordinate wellness initiatives/activities at each of the campuses (Hamilton, Niagara, Waterloo)
- Will collaborate with the VP External and wellness committee to communicate and coordinate wellness initiatives/activities enacted by the Canadian Federation of Medical Students (CFMS) & Ontario Medical Students' Association (OMSA)

2. Terms of Office

- The term of office for the Vice President of Student Affairs shall be for two (2) years, effective the first MMSC meeting following the elections.
- During the second year of office, they act as a non-voting advisor to the newly elected Vice President Student Affairs.
- The Vice President Student Affairs shall remain a member of the Student Affairs Advisory Group, Wellness Committee, Student Advisors Committee and Professionalism Committee, carrying out responsibilities therein until graduation

COMMITTEES

- *Each member of Standing, Event, or Task Force Committees must maintain a high level of accountability and responsibility for the position taken. This includes actively seeking out feedback from the student body, discussing student concerns and opinions with the appropriate parties, and maintaining a strong working relationship with the Vice Presidents of Internal Affairs and, if necessary, the President.*
- *It is the responsibility of any new Committee members to seek out positional information and responsibilities from the outgoing Committee members or other members of the Committee within a timely manner.*

1. Roles & Responsibilities

- Committee Chairs are to be elected or appointed by a fair and equitable process during the first meeting of the Committee. The new Committee Chair will identify themselves via e-mail to the Vice President of Internal Affairs, Hamilton within 72 hours of being elected Chair.
- The Chair(s) of each Committee will be responsible for overseeing all activities and funding requests/allocation/spending for the group.
- The Chair(s) of each Committee will be responsible for ensuring that risk management forms are submitted for all necessary events. The omission of a risk management form will disqualify the Committee from receiving MMSC approval and MMSC funding.
- The Chair(s) of each Committee will be responsible for budget submissions and will provide their signature on all cheque requests submitted on behalf of the Committee.
- The Chair(s) of the Committee and another individual appointed by the Committee will have co-signing authority for any budget submissions on behalf of the Committee.
- Copies of legible receipts must be submitted to the Vice President of Finance for reimbursement of funds within a set number of days following the expenditure as established by the MMSC Executive and clearly communicated to the students. Committees are encouraged to submit their legible receipts as soon as possible after the date of expenditure.
- The Chair(s) of each Committee will submit reports to the Vice President of Internal Affairs, Hamilton and the President, as requested.
- The Chair(s) of each Committee will create an end-of-year report outlining the year's major highlights and ongoing projects to assist the incoming Chair(s) in their new role. This report will also be provided to the MMSC upon request.
- Each Committee Chair shall provide contact information to the MMSC for dissemination to the student body.
- Each Committee Chair is expected to maintain regular communication with other members to ensure that they are adhering to processes relating to financial matters and communication procedures. The Committee Chair(s) will serve as a resource for incoming Committee members, which involves providing Committee members with a brief description of their positional activities and timelines

2. Terms of Office

- Students from the first year class are eligible to become members of Committees.
- The MMSC shall be responsible for the appointment of Committee members.
- The election and appointment process is defined in the “Elections/Selections” section of the constitution.
- Any student wishing to vacate their Committee position must inform the Committee Chair(s) and the Vice Presidents of Internal Affairs at least two weeks prior to their resignation.
- Committee members do not have the authority to appoint new members to fill a vacated position. Any available position will be open to all medical students and will follow the procedure outlined in the Elections/Selections section of the Constitution.
- Any issues, inappropriate conduct, or misuse of funds by a Committee are subject to review by the MMSC.

INTEREST GROUPS

- *All activities of each Interest Group will be made available and promoted to all medical students.*
- *Each Interest Group must appoint a representative who will be responsible and accountable for the budget process including funding requests and cheque submissions. Only two individuals will be granted signing authority for budget submissions on behalf of the specified interest group.*
- *Each Interest Group must appoint at least one Chair, and no more than three Chairs, and shall communicate their names and contact information to the MMSC.*

Roles & Responsibilities

- Interest groups have a “nexus” to McMaster University as their activities are primarily coordinated by and available to students in McMaster’s medical program. As such, interest group conduct is subject to the policies and expectations of McMaster University, the Faculty of Health Sciences, and the UGME Program, including the reporting and sanctioning mechanisms included therein.
- At least one Interest Group Chair must attend the annual Interest Group and Committee Meeting organized by the Vice Presidents of Internal Affairs.
- Each Interest Group may apply for funding for student-focused activities that are accessible to all medical students. These activities may include, but are not limited to: journal clubs, skill-related clinics, guest speakers, workshops, conferences, etc.
- Each Interest Group must submit a reasonable budget for the upcoming year to the MMSC in order to be registered for that fiscal year. If a budget request is not submitted at the beginning of the fiscal year, the Interest Group will no longer be officially recognized by the MMSC. If the Interest Group wishes to be reinstated, it must apply using the policies set forth for the creation of new Interest Groups.
- Copies of legible receipts must be submitted to the Vice President of Finance for reimbursement of funds within a set number of days following the expenditure as established by the MMSC Executive and clearly communicated to the students. Interest Groups are encouraged to submit legible receipts as soon as possible after the date of expenditure.
- Interest Group Chairs must maintain regular communication with the Vice Presidents of Internal Affairs with regular updates of activities, and they must provide a report of funding allocation/spending upon request by a Vice President of Internal Affairs or the President.
- Any issues, inappropriate conduct, or misuse of funds by an Interest Group are subject to review by the MMSC.
- The Interest Group Chair(s) is responsible for ensuring that a risk management form is submitted for all necessary events. The omission of a risk management form will disqualify the Interest Group from receiving MMSC approval and MMSC funding.
- Every Interest Group must ensure that elections for the new Chair(s) are accessible to everyone in the student body.

- In addition to a maximum of three Chairs per group, all Interest Groups are encouraged to create their own internal executive for the group's operations that contain designated positions for one student from each regional campus to serve as liaisons between their respective campuses and the IG Chairs. These liaisons will facilitate event organization and participation at regional campuses. If no regional campus students wish to hold these positions, they may remain vacant. In either case, IG Chairs are the sole contacts for the MMSC Executive.
- Each Interest Group may outline their governing process as they so desire, as long as membership in all Interest Groups is open to all individuals of the medical student body, and the chosen process abides by the policies set forth by the MMSC.
- All Interest Groups must involve Google+ for the advertisement of their events and elections.
- Free events held by Interest Groups cannot be filled on a first-come-first-serve basis

Creation of New Interest Groups

- Any student may put forward a request to form a new Interest Group.
- Any student wishing to form a new Interest Group must complete the New Interest Group Proposal Form and submit it to a Vice President of Internal Affairs.
- The VP Internal Affairs will present the proposal to the MMSC at the next MMSC meeting, where the MMSC will vote upon the implementation of the new Interest Group
 - the successful implementation of a new Interest Group requires a simple majority.
- The Interest Group Chair will be notified upon successful or unsuccessful implementation of the Interest Group.
- A Google+ page will be created for the new Interest Group, and it is the responsibility of the Interest Group Chair(s) to send a group description for the page.
- If the Interest Group was created before the Budget Meeting for that fiscal year, they must submit a budget request form to be recognized as an Interest Group for that fiscal year.
- If the Interest Group was created after the Budget Meeting for that fiscal year, they will still be recognized as an Interest Group for that fiscal year, but must submit a budget request form for the next fiscal year to maintain Interest Group status.
- Budgets will be allocated as per the “Budget Allocation” section of this Constitution under “Interest Groups.”

Terms of Office

- Each Interest Group Chair will serve the position for one (1) year.
- Chairs are responsible for the adequate transition of new chairs, ensuring that all important information, documents, and protocols needed to effectively run the Interest Group are shared

Budget Allocation

- An Interest Group may submit a new budget during the audit period if they so choose.
- Interest Groups shall be considered active if they have submitted a budget request for the fiscal year.
- If a new Interest Group is formed after the original budget allocation for the fiscal year, they will be given a start-up fund of \$100.00 (if the current MMSC budget allows and the Interest Group is approved). Any additional funding is subject to the discretion of the MMSC. These new Interest Groups should be encouraged to utilize the Special Request Form for any additional funding

OPERATIONS

Administration

- Meeting Minutes – the Vice President of Communications will take all minutes at MMSC meetings and distribute them in a timely fashion to the Council and the student body. If the Vice President of Communications is unavailable, the President shall delegate this task to another Executive present.
- Correspondence - the MMSC will communicate all activities, concerns, and organizational updates via e-mail and/or Google+ announcements on a regular basis to all medical students. The President of the MMSC will approve all emails from the MMSC prior to release.

Communication

- Mailboxes – the MMSC, Interest Groups, and Committees may place notices, materials, and other related student information in student mailboxes located in the Resource Room (MDCL 3010). Interest Groups and Committees must obtain approval from the MMSC at least one week in advance for any of these activities.
- Google+ – Committees and Interest Groups may not send mass e-mails to individual students. Rather, notices can be posted in the appropriate pages on Google+, or submitted for inclusion in the weekly digest.

Elections/Selections

1. MMSC Elections

- Incoming first year medical students are eligible to seek MMSC Executive positions during the election period. The current MMSC President will announce the nomination period before elections.
- Students seeking executive positions must submit a self-nomination.
- Campaigning is not permitted in any form (posters, e-mails, etc.). Nominees who pursue a campaign for their position will be disqualified from the election process.
- Should a vacancy arise after the election, a by-election shall be held as determined by the MMSC.
- Should an MMSC Executive wish to resign their position, then that person shall submit a letter of resignation to the President at least three weeks prior to the effective date of the resignation. A by-election shall be called to coincide with the timing of the date of resignation.
- A list of positions to be filled and a complete description of the responsibilities of the position shall be posted prior to the date of any election.
- A meeting to provide information about the MMSC and the various Executive positions shall be held prior to the election date.
- Voting shall be conducted by secret ballot.
- Marked ballots shall be counted by the outgoing President and the outgoing Vice

Presidents of Internal Affairs with assistance from other Executive Committee members as required.

- The outgoing President shall notify all students of the election results in a timely fashion.
- The outgoing Executive shall continue as their class's Executive until graduation.

2. Committee Member Selection

- First year medical students are eligible to submit their intention for any student Committee, with some exceptions.
- Students interested in Committee positions will submit their interest to the Vice Presidents of Internal Affairs by a date specified by the MMSC. Deadlines will be strictly enforced.
- The MMSC shall be responsible for the appointment of Committee members, administering a lottery and/or an application process as necessary.
- Committee results will be announced to the student body in a timely manner.
- Committee Chairs will meet with the outgoing Committee Chairs within one week of the Committee announcement to seek advice on current and future activities, as well as upcoming budget submissions.
- As outlined previously, any vacancy for a Committee must be filled by this process. Committee members are not permitted to appoint the vacancy in any manner other than indicated above.

External Affairs

- Vice Presidents of External Affairs and the President will be the external representative for the MMSC and medical students. Whenever possible, the President will be the primary representative at all activities involving the Michael G. DeGroote School of Medicine.
- Vice Presidents of External Affairs will be responsible for updating the student body on extracurricular activities, lobbying and political issues, and participating as members of external Committees to benefit local and national student affairs promotion.
- Vice Presidents of External Affairs will pursue political and lobbying activities based on the student body's needs rather than personal political agendas.

Financial Operations/Budgeting Process

- The MMSC will be responsible for distributing operational funds to medical students, Interest Groups, and Committees.
- The MMSC has a primary responsibility to ensure that all students benefit from budget allocation and monetary distribution. The MMSC will apply the following guidelines in determining budget allocation:
 - Students are strongly encouraged to submit all requests for funding through an Interest Group or a Committee recognized by the MMSC.
 - Two separate and closed-door meetings will occur for budget allocation. All discussion during these meetings is to remain confidential unless the entire

- MMSC is in agreement to discuss a matter outside of the meeting with the student/Interest Group/Committee involved.
- The first budget meeting should take place in a timely manner following the election of the new MMSC. The purpose of this meeting is to allocate the budget for the entire fiscal year.
 - The second budget meeting shall allow the MMSC to re-evaluate the budget to ensure financial well-being of the Council.
- Any MMSC Executive who is also a member of an Interest Group, Committee, or event requesting funds, must exclude themselves from discussion relating to such group/event during the meeting. They are not permitted to vote on the budget allocation of such a group/event.
 - Whenever possible, repeat activities involving several Interest Groups and/or Committees will be encouraged to be grouped together as one activity and funding will be allocated to the joint activity.
 - Budget allocation from the previous year will be provided to the MMSC and the MMSC should ensure that appropriate funding is given as per previous recorded spending. Regarding the aforementioned activities, Interest Groups wishing an exception will be assessed individually by the MMSC. Other guidelines for budgeting are included on the budget submission form and released along with the final budget allocation by the Vice President of Finance.
 - Funding for events that were not included in the initial budget submissions (i.e., new or one-time events) may be requested using the Special Request Form. This form is designed to allow for student activities to be planned and implemented during the fiscal year. Any Special Request Forms, like all budget request forms, must be submitted to the Vice President of Finance for approval by an Interest Group or a Committee that is recognized by the MMSC. All conditions on the Special Request Form must be adhered to.
 - The Vice President of Finance will announce the budget for the fiscal year via e-mail one week following the decision from the MMSC.
 - Any appeals to the budget process from Interest Groups, Committees or individual students are to be received by the MMSC in writing within 1 month of the budget announcement and will be discussed at the following MMSC meeting.
 - Any Interest Group/Committee/individual who chooses to allocate spending to an activity or an event that was not previously submitted in a Special Request Form, or approved by the MMSC, is solely responsible for any debts/outstanding accounts resulting from this spending.
 - In keeping with responsible budget allocation, the MMSC will not utilize funds to primarily fund food for any activity or event. Requests for exceptions may be submitted using the Special Request Form.
 - In the interest of ethics and student accountability, Interest Groups, Committees, and student representatives may not seek funding from the following sources: pharmaceutical organizations, organizations producing tobacco or alcohol products, or organizations selling biomedical technologies.
 - Any Interest Group that intends on making purchases requiring reimbursement of alcoholic beverages for events must obtain approval from the Vice President

of Internal Affairs of their respective campus, as well as the President, prior to purchase of the alcohol.

- Any activities that may be offensive or violate human rights will not be eligible for funding, and may not be promoted via any communication channels indicated in the Communication section of this constitution.
- Fundraising events/activities may be provided funding by the MMSC but this is not to be used to purchase alcohol or bar services, spent in gambling, or given directly to charity. Other questionable uses of this funding will be subject to review by the MMSC.
- The MMSC supports enriching student experiences through conferences and similar external events. Selection of students for conferences and external events will be made by the MMSC in a manner that is fair and equitable to all students.
- Should a situation arise in which refunds are provided to the MMSC for distribution directly to students, the MMSC must do so in a fiscally responsible and timely manner.

Internal Affairs

- The Vice Presidents of Internal Affairs will be responsible for maintaining accountability for all Interest Groups and Committees as specified above.
- When an Interest Group or Committee meeting is requested by the Vice Presidents of Internal Affairs, a representative of each Interest Group/Committee must attend. This individual should be well informed of the current activities and budget of the group they represent. Failure to do so may result in temporary or permanent suspension of funding for the fiscal year at the discretion of the MMSC.
- Any Interest Group or Committee member who acts in an irresponsible, prejudicial, or financially irresponsible manner is subject to intervention by the Vice Presidents of Internal Affairs, Vice President of Finance, and the President of the MMSC. These individuals reserve the right to override activities and budget planning where it is deemed appropriate by the MMSC. Any situations of interest will be discussed at an upcoming MMSC meeting, during which The MMSC Executive will vote on the decision relating to the affected group.
- If any issues arise and/or an event is denied by the MMSC, the student(s) involved may appeal this process with a presentation at the subsequent MMSC meeting where ongoing discussions and supportive solutions may be agreed upon.

Meetings

- The MMSC will meet at least on a monthly basis. The times and dates for these meetings will be determined by the President of the MMSC. Additional meetings may be held if deemed necessary by the MMSC Executive.
- Attendance by all current Executives of the MMSC is mandatory. Outgoing MMSC Executives may be invited to attend these meetings by the current MMSC Executive. Outgoing Executives may also request invitation to attend, which shall be granted following a successful vote of the current MMSC Executive.

- The President of the MMSC will outline the agenda and Chair meetings. The agenda will be made available at least 24 hours in advance of the meeting, to provide an opportunity for additional agenda items to be added.
- Minutes of these meetings will be the responsibility of the Vice President of Communications.
- All current MMSC Executives are to attend the monthly Student Program Forum meetings with representatives from the Michael G. DeGroot School of Medicine administration. Outgoing MMSC Executives may be invited to attend these meetings by the current MMSC Executive. Outgoing Executives may also request invitation to attend, which shall be granted following a successful vote of the current MMSC Executive. These meetings are to address any concerns from the MMSC, as well as to advise and address any student or program concerns.
 - The MMSC should seek student feedback in advance of these meetings. Students are encouraged to address concerns and provide feedback to any MMSC Executives.
- Interest Groups, Committees and other related student organizations are encouraged to meet on a regular basis.
- Funding shall be provided by the MMSC for the incoming and outgoing Presidents, the incoming and outgoing Global Health Liaisons, the VP External Senior, and the VP External Junior to attend the CFMS AGM.
- Funding shall be provided by the administration and the MMSC for the current President, the current Global Health Liaisons, the VP External Senior, and the VP External Junior to attend the CFMS SGM.
- An additional global health delegate determined by the MMSC will receive funding to attend the SGM. This delegate may be any student affiliated with Global Health committee and shall be selected by a transparent application process.

Constitution

- An electronic copy of the constitution will be placed on secure electronic media. It is the responsibility of the President to maintain and hand the document over to the newly elected President within one week of election appointment.