

# **The University of Toronto MD/PhD Class Council Constitution**

Version 2.0

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## ***ARTICLE 1: THE CLASS COUNCIL***

### ***1.1 THE CLASS COUNCIL MANDATE***

The MD/PhD Class Council is the elected governing body of those students participating in the MD/PhD Program at the University of Toronto and thus being enrolled in the undergraduate medical education program in the Faculty of Medicine and/or in a graduate program as part of the School of Graduate Studies. The MD/PhD Class Council serves under the auspices of the University of Toronto Medical Society.

### ***1.2 THE CLASS COUNCIL MISSION***

The mission of the MD/PhD Class Council is to optimally, responsibly, and efficiently serve the interests of the MD/PhD students in maximizing their education and career aspirations. The MD/PhD Class Council represents the MD/PhD students to the MD/PhD Program, the Faculty of Medicine, the School of Graduate Studies and all relevant internal and external organizations.

In pursuit of this mission, the Council will do the following:

1. Provide representation for its members, voicing their views and concerns to faculty, the administration, and the Medical Society;
2. Strive to enhance the quality of student life for the MD/PhD class both academically and non-academically;
3. Strive to strengthen the bond between their class and the other medical classes to create a cohesive medical student community at the University of Toronto;
4. Disseminate information of interest to class members;

## ***ARTICLE 2: MEMBERSHIP***

### ***2.1 MEMBERSHIP***

The members of the Class Council shall be elected individuals who are currently registered in the University of Toronto undergraduate medical program and/or a graduate program in the School of Graduate Studies, thereby participating in the MD/PhD Program. As of the academic year 2017-2018, the membership of the Class Council shall consist of:

1. President (1)
2. President-Elect (1)
3. Vice President, Student Affairs (2)
4. Representative, Returning MD/PhD Student (1)
5. Vice President, Communications (2)
6. Vice President, Mentorship Program and External Affairs (2)
7. MD/PhD Representative, Medical Student Research Day (1)
8. Director, Pharm-You-See (1)
9. Vice President, Finance (2)
10. Chair, MD/PhD Retreat Organizing Committee (1)

All of the above members shall be voting members of the Class Council.

### ***2.2 RIGHTS OF MEMBERSHIP***

The rights of members shall include the following:

1. To attend Class Council meetings, the Class Council Annual General Meeting, and General Meetings;
2. To speak in the above mentioned meetings;
3. To vote in the above mentioned meetings;
4. To resign from the Class Council; resignation must be in writing and shall be effective upon receipt and acknowledgement thereof by the Class Council.

These rights are subject to the rules of procedure as specified by this document.

### ***2.3 RESPONSIBILITIES OF MEMBERSHIP***

Members shall abide by the Class Council Constitution. Members are forbidden to make purchases in the name of the Council or financially obligate the Council unless such permission has been granted by the Class Council.

### ***2.4 DUTIES AND POWERS***

Members of the Class Councils shall have the duty to fulfill the goals of their individual portfolios.

#### 2.4.1 CLASS PRESIDENTS

The Class Presidents, i.e. the President and President-Elect, shall:

1. Consult the class regularly to determine class opinion and concerns regarding issues relevant to the class. In that regard, regular surveys and town hall discussions should be organized.
2. Be responsible for the general enthusiasm and involvement of class members in class events.
3. Represent the interests of their class during interactions with the Medical Society, faculty, administration, and any other groups or organizations. In particular, the Presidents shall meet regularly with the MD/PhD Program Director regarding issues of importance to the class.
4. Attend monthly Presidents' Lunch meetings with the administration.
5. Attend Faculty Council meetings with the administration.
6. Organize and chair Class Council meetings to exchange information and establish an agenda of action for class concerns.
7. Ensure the continuity and consistency of Class Council objectives from year to year as the membership of the Council changes.
8. Record minutes of all MD/PhD Class Council Meetings and distribute those minutes to the Class Council in a timely fashion.
9. Organize Class Council Elections provided that the outgoing President does not intend to run for a position on the Class Council. If the President intends to run for a position on the Class Council, elections shall be organized by the President-Elect or they shall appoint an Elections Officer from the class to organize the election according to Article 4.

In addition, the Class Presidents shall sit on the Medical Society and in that capacity they shall:

1. Voice any and all concerns of the MD/PhD Class to the Medical Society, as per the agenda set out by the MD/PhD Class Council.
2. Attend all meetings of the Medical Society.
3. Ensure that the MD/PhD class is kept abreast of all relevant activities and events of the Medical Society and its subsidiary organizations.

4. Ensure that the Medical Society is informed of any and all relevant activities and events of the MD/PhD Class Council.
5. Contribute to the publishing of the Medical Society Student Directory (aka the Red Book) by collecting the names, phone numbers, e-mail addresses and birthdays of all class members and submitting this information to the VP Publications of the Medical Society.

#### 2.4.2 VICE PRESIDENT, STUDENT AFFAIRS

The Vice Presidents, Student Affairs Representatives shall:

1. Ensure that the MD/PhD Class is informed of any and all relevant services or activities offered by the Office Health Professions Student Affairs.
2. Encourage interaction between the MD/PhD Class and the other health care professions where appropriate.
3. Update the MD/PhD Student Handbook at least once per school year to ensure the information it contains is accurate and current. Maintain the checklists for entry into graduate studies from medical school and for re-entry into medical school from graduate school (the MD/PhD Student Handbook). The Vice Presidents, Student Affairs shall ensure the lists are accurate, up-to-date and accessible to the class.
4. Promote professionalism within the MD/PhD program in keeping with the Faculty of Medicine guidelines. Bring any professionalism concerns to the immediate attention of the Council.
5. Together with the MD/PhD Class Council, organize one MD/PhD social event per semester for the fall and winter sessions.
6. Ensure that the MD/PhD program is involved and represented in Faculty of Medicine diversity initiatives.
7. Act as the primary point of contact for students with concerns in the graduate or pre-graduate stages of the program.
8. Upon the request of MD/PhD Program or the Class Presidents, organize and collect feedback from the MD/PhD Class on Class Council or Program initiatives.
9. Participate as active members of MD/PhD Retreat Organizing Committee, which takes place biennially.

#### 2.4.3 REPRESENTATIVE, RETURNING MD/PhD STUDENT

The Returning MD/PhD Student Representative shall:

1. Act as a representative for the students re-entering medicine the following year, including liaising with the Program Manager about key dates and steps required to prepare for re-entry, attending the Return to MD seminar, updating the “Overview of Transition from PhD to MD” document in conjunction with the Program Manager,

regularly touch base with the students and advocate on behalf of those students if/when any issues or barriers arise.

2. Voice any and all relevant concerns of the current second year MD/PhD Class to the MD/PhD Class Council, Program Director, and Faculty as required.

#### 2.4.4 VICE PRESIDENT, COMMUNICATIONS

The Vice Presidents, Communications shall:

1. Cooperate with the administration of the MD/PhD Program to ensure that the MD/PhD Newsletter is published once per academic year. Solicit assistance from the MD/PhD Class Council as required in the publishing of the newsletter.
2. Ensure that the class is aware of Class Council activities and feels properly updated and represented by the Council.
3. Collaborate with the MD/PhD program administrator to ensure the program website is updated regularly.
4. Manage the MD/PhD Social Listserv (as moderators/administrators).
5. Maintain the social media presence of the MD/PhD Class Council, including the Facebook group. At their discretion, the Vice Presidents, Communications may utilize any other platforms, which they deem relevant to perform outreach.

#### 2.4.5 VICE PRESIDENT, MENTORSHIP PROGRAM AND EXTERNAL AFFAIRS

The Vice Presidents, Mentorship Program and External Affairs shall:

1. Maintain appropriate communication with the Clinician Investigator Trainee Association of Canada (CITAC) as per CITAC policies.
2. Voice any and all relevant concerns of the MD/PhD Class to CITAC, as per the agenda set out by the MD/PhD Class Council.
3. Attend the CSCI/CITAC Annual General Meeting each year.
4. Ensure that the MD/PhD Class is kept abreast of any and all relevant activities of CITAC.
5. Organize and oversee the MD/PhD Longitudinal Mentorship Program in partnership with Alumni Relations
6. Organize and oversee the MD/PhD Peer Mentorship Program.
7. Chair and convene the Standing Committee to organize the MD/PhD Mentorship Symposium on a bi-annual basis (with the event being held in even-numbered years) subject to the terms of reference of the committee as specified in Article 6.1

8. Together with the Class Presidents, select and invite Faculty mentors for the MD/PhD Seminar series.
9. Identify other venues to promote and represent the interests of the Class Council or the MD/PhD Program. Perform outreach as appropriate.

#### 2.4.6 MD/PhD REPRESENTATIVE, MEDICAL STUDENT RESEARCH DAY (MRSD)

The Medical Student Research Day Representative shall:

1. Act as a Co-Organizer of the MSRSD in partnership with students from the MD program.
2. Promote involvement of students from the MD/PhD Class in the MSRSD in both organization of the event and as participants.
3. Voice any and all concerns of the MD/PhD Class to the other Co-Organizers.

#### 2.4.7 DIRECTOR, PHARMACOLOGY-YOU-SEE

The Pharmacology You See Director shall:

1. Together with their counterparts at the University of Cincinnati Physician Scientist Training Program and in partnership with Toronto Notes, distribute the textbook "Pharmacology You See" and collaborate with said parties to produce any future editions of the text.
2. Represent the interests of the MD/PhD Program to Toronto Notes and any affiliated working groups, ensuring the profit from sales of "Pharmacology You See" will be donated back to financially support MD/PhD Program class council and student activities.

#### 2.4.8 VICE PRESIDENT, FINANCE (2)

The Vice Presidents, Finance shall:

1. Manage any and all financial matters of the Class Council, including the preparation of an annual budget. This includes seeking to maintain appropriate sources of funding for Class Council activities.
2. Receive and discharge all accounts of the Class Council, recording all transactions.
3. Ensure that an adequate cash reserve is maintained at all times.
4. Comply with all relevant University regulations, which apply to the Class Council's finances.



5. Assist other members of the Class Council in preparing budgets and applying for funding.
6. Ensure adequate funding for the MD/PhD Retreat and the MD/PhD Mentorship Symposium.
7. Proactively identify new funding opportunities and partners for Class Council.
8. Organize fund-raising activities as required, to generate revenue.

#### 2.4.9 CHAIR, MD/PhD RETREAT ORGANIZING COMMITTEE (1)

1. Chair and convene the MD/PhD Retreat Organizing committee per Article 6.2
2. Promote the Retreat to the MD/PhD Class
3. Work with the Class Council and the MD/PhD Program to set the priorities for the Retreat, and collect feedback post-retreat.
4. Participate as a former director in the planning of at least one subsequent retreat to serve as a resource.

## **ARTICLE 3: MEETINGS OF THE CLASS COUNCIL**

### *3.1 CLASS COUNCIL MEETINGS*

1. Class Council meetings shall be held a minimum of once every two months.
2. The Class Presidents shall announce the tentative dates of the rest of the year's meetings at the first meeting.
3. Class Council meetings shall not be held on major religious or cultural holidays.
4. Special meetings may be held by the suggestion of any member or at the discretion of the Class Presidents. The Presidents shall try, if possible, to give one-week notice of a special meeting.
5. All member of the Class Council should review the minutes of the previous meeting prior to the following month's meeting, and bring any corrections to the attention of the Class Presidents.

### *3.2 ATTENDANCE*

1. All voting members of the Class Council are required to attend all Class Council meetings.
2. All members shall prepare a summary of their portfolio to be emailed to the Class Presidents three days prior to the meeting to be transcribed to the minutes, if there is new information to report to the Council. Summaries may be further discussed at the meeting.
3. If a member is unable to attend a meeting, s/he shall:
  - (i) inform the Class Presidents as soon as possible;
  - (ii) email their summary of activities to be transcribed to the minutes; and
  - (iii) if necessary, designate another member of the Class Council to present their summary

## ***ARTICLE 4: ELECTIONS***

The following section outlines elections for Class Council positions. There shall be one Election in the Spring of each year:

### ***4.1 THE ELECTION***

1. The Election shall be held between the first week of May and the first week of September. The ballot of the election shall include the following Class Council positions:

1. President-Elect (1)
2. Vice President, Student Affairs (2)
3. Representative, Returning MD/PhD Student (1)
4. Vice President, Communications (2)
5. Vice President, Mentorship Program and External Affairs (2)
6. MD/PhD Representative, Medical Student Research Day (1)
7. Director, Pharm-You-See (1)
8. Vice President, Finance (2)
9. Chair, MD/PhD Retreat Organizing Committee (1)

2. The Chair, MD/PhD Retreat Organizing Committee shall be elected only in even-numbered years (i.e. the year before the Retreat) and serve until one month following the date of the Retreat the following year. In the event that the chair or co-chairs of the MD/PhD Mentorship Symposium Organizing Committee are not re-elected in the election immediately prior to an MD/PhD Mentorship symposium, they shall relinquish their Vice President portfolio but will continue to chair the Committee until the conclusion of the MD/PhD Mentorship Symposium. All other positions shall be held for a one-year term.

3. All positions are open for nomination to any member of the MD/PhD Program, with the exception of the Representative, Returning MD/PhD Student, who must have completed at least one year of MD training, and must be returning to MD Program from their PhD studies.

4. The re-introduction of the position of Graduate Student Union Representative on a newly formed council may be determined at the discretion of the previous year's Class Council. This reflects the changing and sometimes stationary nature of the relationship between Class Council and the Graduate Student Union.

### ***4.2 ELECTION OFFICERS***

1. The Election Officer shall be any member of the outgoing MD/PhD Class Council who is not running for another position on the incoming Class Council.
2. Any member of the MD/PhD Class may assist the Election Officer so long as they are not running for a position of the incoming Class Council.
3. The Election Officers and any helpers may not vote in any elections, except in the event of a tie.

#### *4.3 NOMINATIONS*

1. The class shall be informed of nominations no later than two weeks prior to the date of any Election through email and in-class announcements.
2. Nominations shall be received by the Election Officer or his/her appointee no later than 5PM 3 days before the Election Day or 10AM Monday should the Election be held on a Wednesday.
3. Nominations shall be written and clearly state the position for which the nomination is made. Each nomination shall be dated and signed by a Nominator, a Secunder, and the Nominee.

#### *4.4 CAMPAIGNING*

1. The campaigning period shall last no longer than 7 days preceding any Election.
2. Campaigning shall be free of any slanderous comments as well as any negative views with respect to ethnicity, gender, religion, sexual orientation, etc.

#### *4.5 WITHDRAWALS*

Candidates may withdraw any time before the Election Day by means of a written, signed statement, or personal e-mail, delivered to the Election Officers.

#### *4.6 STATEMENTS*

1. Candidates shall be allowed to make brief statements to their respective voters via email only. A limit for the size of each statement shall be determined by the Election Officers. Statements shall be made in accordance with the rules of campaigning.
2. Statements shall be emailed on a date determined by the Election Officers, at least one day and no more than five days before Election Day.
3. Speeches shall not be a component of the campaigning process.

#### *4.7 ELIGIBILITY TO VOTE*

All current members of the MD/PhD Class shall be allowed to vote in all elections, except where prohibited elsewhere in this document.

#### *4.8 BALLOTING*

1. All voting shall be done by email. Email ballots shall be sent only to the Election Officer.
2. All ballots shall be kept confidential by the Election Officer.
3. The ballots:
  - a) Shall list candidates alphabetically under position sought; and
  - b) Shall contain 3 checkboxes marked 'Yes', 'No' and 'Abstain';
4. Voting shall occur as follows:
  - a) Each voter shall have his/her name checked off a class list by the Election Officer once their ballot email has been received;
  - b) There shall be no electioneering on the day of the elections;
  - c) At the discretion of the Election Officer, an initial ballot may be used to reduce the number of candidates running for any office if he/she feels the field is too large to ensure a clear winner. The number of candidates to appear on the second ballot shall be decided by the Election Officer, and will be made known to the voters before the initial ballot. The number of votes received by each candidate on the initial ballot shall not be made known.

#### *4.9 COUNTING*

1. The Election Officers and all duly authorized assistants shall count and record the ballots in a suitable manner.
2. If an officer being elected by a plurality of less than ten votes, there shall be an immediate recount.
3. If there is a tie, it must be broken on the General Ballot: the Election Officers shall vote to break the tie.
4. If a candidate wishes a recount of the ballots he/she must make the request within two days of the posted results. The candidate may be present at the recount and the Election Officers must supervise and be present at the recount.

#### *4.10 REPORTING RESULTS*

1. The names of those elected shall be emailed to the class immediately after the counting process, the latest being the end of the day following Election Day. Where more than one candidate is elected, the names shall be placed in order of votes received. No vote totals shall be published for any election.

2. If a candidate wishes to know the results of balloting for the position which she/he sought, the Elections Officer may tell the candidate the ranking of votes received by all candidates, the number of votes received by the winner(s) and the number of votes received by said candidate.

#### *4.11 ACCLAMATION*

If the number of candidates does not exceed the number of places available for a particular office, the candidates shall be acclaimed.

***ARTICLE 5: PROCEDURES FOR CONSTITUTIONAL CHANGES***

1. The Class Presidents shall select a committee to review and propose changes to the MD/PhD Class Council Constitution every 2 years.
2. All changes must be presented to the Class Council and the proposed motion must receive approval by 2/3 majority of the Class Council.
3. Prior to this meeting, the changes must be circulated, allowing adequate time for Class Council members to review the appropriate documents.
4. All changes to the Class Council Constitution shall be presented to the Medical Society for review and approval as per the procedure outlined in the Medical Society Constitution.

## ***ARTICLE 6: STANDING COMMITTEES***

### ***6.1 MD/PhD MENTORSHIP SYMPOSIUM ORGANIZING COMMITTEE***

1. The Committee shall be co-chaired by the Vice Presidents, Mentorship and External Affairs.
2. In addition to the Vice Presidents, Mentorship and External Affairs, the Committee shall be, at a minimum, composed of one Vice President, Finance, one Vice President, Communications and two members at large. The Vice Presidents, Mentorship and External Affairs will solicit the participation of MD/PhD students as members at large at least one month prior to the first planning meeting for an upcoming MD/PhD Mentorship symposium.
3. The committee will meet, at a minimum, once a month beginning 10 months prior to the anticipated start date of the Mentorship Symposium, as determined by the Vice Presidents, Mentorship and External Affairs, and continuing to one month after the conclusion of the MD/PhD Mentorship Symposium
4. The committee shall be responsible for planning and executing all aspects of the MD/PhD Retreat including, but not limited to: creating the budget, securing funding, setting the agenda, booking a venue, inviting guest speakers and faculty, and collecting RSVPs
5. The committee shall prepare a report to be submitted to the Class Council no later than 30 days after the conclusion of the MD/PhD Mentorship symposium. The report shall contain sufficient information for an individual not familiar with the planning process to recreate the event.
6. While the committee is planning an MD/PhD Mentorship Symposium, the co-chairs will keep the Class Council apprised of progress through regular updates.
7. The Committee shall consult the MD/PhD Program and Alumni Relations to ensure that the event meets program goals and requirements.

### ***6.2 MD/PhD RETREAT ORGANIZING COMMITTEE***

1. The Committee shall be chaired by the Chair, MD/PhD Retreat Organizing Committee.
2. In addition to the Director, MD/PhD Retreat, the committee shall consist of both Vice Presidents, Student Affairs, one Vice President, Finance, one Vice President, Communications and two or more members at large. The Director, MD/PhD Retreat will solicit the participation of MD/PhD students as members at large at least one month prior to the first planning meeting for an upcoming MD/PhD Mentorship symposium.



3. The committee will meet, at a minimum, once a month beginning 10 months prior to the anticipated start date of the Retreat and continuing to one month after the conclusion of the Retreat.

4. The committee shall be responsible for planning and executing all aspects of the MD/PhD Retreat including, but not limited to: creating a budget, securing funding, setting the agenda, booking a venue, organizing transportation, inviting guest speakers and faculty, and collecting RSVPs.

5. The committee shall prepare a report to be submitted to the Class Council no later than 30 days after the conclusion of the Retreat. The report shall contain sufficient information for an individual not familiar with the planning process to recreate the event.

6. While the committee is planning a Retreat, the co-chairs will keep the Class Council apprised of progress through regular updates.

7. The Committee shall consult and collaborate with the MD/PhD Program in order to ensure that the retreat meets program goals and expectations