

The University of Toronto MD/PhD Class Council Constitution

Version 2.5

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Article I. THE CLASS COUNCIL

Section 1.01 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.

Section 1.02 THE CLASS COUNCIL MISSION

The mission of the MD/PhD Class Council is to 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 II. MEMBERSHIP

Section 2.01 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 2018-2019, the membership of the Class Council shall consist of:

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

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

Section 2.02 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.

Section 2.03 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.

Section 2.04 REMOVAL OR RESIGNATION FROM OFFICE

1. One third of voting members of the Class Council or 15 members of the MD/PhD Class may make a written request for the resignation of any member of the Class Council, who has become unable or unwilling to carry out his/her duties as outlined in the Class Council Constitution or who actively impedes the ability of other members to carry out their respective duties.
2. Such a request, duly signed and stating the reasons for the request, shall be presented to the Class Presidents who in turn will notify the member who is requested to step down. The signed, written request for resignation shall be shared with Class Council, including the member whose resignation is being requested.
3. If the request is for the Class President or President-Elect to resign, then the request must be submitted to the Vice-President(s) Student Affairs.
4. Any member whose resignation has been requested may refuse to resign and may defend himself/herself before the Class Council.
5. Should the member refuse to resign, then a special Class Council meeting will be called. At this meeting $>2/3$ of Class Council members are required to be present and $2/3$ of the voting members in attendance shall be required to support the removal of the member from office.
6. The position will be declared vacant, to be filled in accordance with the procedures defined in Article IV at the next election (Spring or Fall)

Section 2.05 DUTIES AND POWERS

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

(1) CLASS PRESIDENTS

The Class Presidents, ie. 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. Promote the 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. 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:

9. 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.
10. Attend all meetings of the Medical Society.
11. Ensure that the MD/PhD class is kept abreast of all relevant activities and events of the Medical Society and its subsidiary organizations.
12. Ensure that the Medical Society is informed of any and all relevant activities and events of the MD/PhD Class Council.

(2) VICE PRESIDENT, STUDENT AFFAIRS

The Vice Presidents, Student Affairs Representatives shall:

13. Ensure that the MD/PhD Class is informed of any and all relevant services or activities offered by the Office Health Professions Student Affairs.
14. Encourage interaction between the MD/PhD Class and the other health care professions where appropriate.

15. 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.
16. 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.
17. Together with the MD/PhD Class Council, organize one MD/PhD social event per semester for the fall and winter sessions.
18. Ensure that the MD/PhD program is involved and represented in Faculty of Medicine diversity initiatives.
19. Act as the primary point of contact for students with concerns in the graduate or pre-graduate stages of the program. Provide, if possible, MD/PhD students with information and resources to assist with career planning and support.
20. 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.
21. Participate as active members of MD/PhD Retreat Organizing Committee, which takes place biennially.
22. Organize the MD/PhD Seminar Series, including selection of speakers / topics for the year.

(3) RETURNING MD/PHD STUDENT REPRESENTATIVE

The Returning MD/PhD Student Representative shall:

1. Act as a representative for the students re-entering medicine the following year
2. Liaise with the Program Manager about key dates and steps required to prepare for re-entry
3. Attend the Return to MD seminar
4. Update the “Overview of Transition from PhD to MD” document in conjunction with the Program Manager
5. Regularly touch base with the returning students and advocate on behalf of those students if/when any issues or barriers arise.
6. Voice any and all relevant concerns of the current returning MD/PhD Class to the MD/PhD Class Council, Program Director, and Faculty as required.

7. Work with the MD Class Presidents from the year that returning students will be joining to learn about modes of communication used in that year. This may also include providing a list of the returning students to the MD Class presidents so that students can be added to the necessary groups.

(4) VICE PRESIDENT, COMMUNICATIONS AND EXTERNAL AFFAIRS

The Vice Presidents, Communications and External Affairs shall:

1. Ensure that the class is aware of Class Council activities and feels properly updated and represented by the Council.
2. Collaborate with the MD/PhD program administrator to ensure the program website is updated regularly.
3. Manage the MD/PhD Social Listerv (as moderators/administrators).
4. Maintain the social media presence of the MD/PhD Class Council, which may include the Facebook group. At their discretion, the Vice Presidents, Communications and External Affairs may utilize any other platforms, which they deem relevant to perform outreach.
5. Record minutes of all MD/PhD Class Council Meetings and distribute those minutes to Class Council in a timely fashion.
6. Assist the MD/PhD Newsletter Senior Editor in publishing the MD/PhD Newsletter. This includes writing content, revising the layout and proofreading.
7. In the event that the Senior Editor position is vacant, assume all duties and powers associated with this position, except that position's vote on Class Council.
8. Maintain appropriate communication with the Clinician Investigator Trainee Association of Canada (CITAC) as per CITAC policies.
9. 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.
10. Attend the CSCI/CITAC Annual General Meeting each year.
11. Ensure that the MD/PhD Class is kept abreast of any and all relevant activities of CITAC.

(5) VICE PRESIDENT, MENTORSHIP

The Vice Presidents, Mentorship shall:

1. Organize and oversee the MD/PhD Longitudinal Mentorship Program in partnership with Alumni Relations
2. Organize and oversee the MD/PhD Peer Mentorship Program.

3. 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 Section 1. This responsibility includes convening the committee and beginning planning for the next mentorship symposium (ie. beginning March the year of the symposium) if one is not being held in the current academic year.
4. Organize an Alumni event during academic years that do not have the Mentorship Symposium. This event will be coorganized with MD Alumni Relations and should take place at least 1 month after the MD/PhD Retreat and before April.
5. If an alumni database exists, the alumni database must be updated annually. This includes asking alumni whether they wish to remain in the database, whether their profile information has changed and asking new graduates to fill in information for an alumni profile.
6. Identify other venues to promote and represent the interests of the Class Council or the MD/PhD Program. Perform outreach as appropriate.

(6) MEDICAL STUDENT RESEARCH DAY (MRSD) MD/PHD REPRESENTATIVE

The Medical Student Research Day Representative shall:

1. Act as a Co-Organizer of the MSRD in partnership with students from the MD program.
2. Promote involvement of students from the MD/PhD Class in the MSRD 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.

(7) DIRECTOR, PHARMACOLOGY-YOU-SEE

Pharmacology You See is a study aid designed to assist students with exam preparation. It highlights the most high yield information for the purpose of exam writing using full colour figures and descriptive adverse drug reaction icons. The first edition was published in 2011. The second edition was published in 2018.

The Pharmacology You See Director shall:

4. 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.
 - a. Distribution includes, but is not limited to: marketing to Canadian and American universities, textbook stores, and managing online sales (ie. through Amazon and/or TorontoNotes websites).

- b. Future editions of the text includes 1) assembling and managing a team of medical students and faculty from Canadian and American universities to update the 14 chapters of Pharmacology You See, as well as create new chapters for specialties that have not been covered; 2) updating/creating graphics for the chapters with graphic design experts (ie. Biomedical Communications Program students and/or industry professionals); 3) producing Pharmacology You See in a textbook format with a publishing company (ie. Type and Graphics Inc).
5. 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. Profit generated is any revenue in excess of production costs, distribution costs, and the seed financing provided by Toronto Notes Inc.

(8) JUNIOR DIRECTOR, PHARMACOLOGY-YOU-SEE

The Pharmacology You See Junior Director position will be active during transition years (where the Pharmacology You See Director is stepping down). The Junior Director will share responsibilities with the Director to:

6. Market Pharmacology You See along with the Pharmacology Director to Canada's 14 medical schools, and establish connections with allied health profession administrations, including nursing, dentistry, physician assistantship, and pharmacy.
7. Market Pharmacology You See to American medical schools.
8. Negotiate and establish beneficial contracts with major production and publishing companies.
9. Strengthen collaborations with American Editors-in-Chief from the University of Cincinnati.
10. Learn the history and development of Pharmacology You See.
11. Liaise with the MD/PhD Class Council.
12. Accede the Director position in the following academic year to assume full responsibilities of the Directorship.
13. Conceptualize and execute plans to produce and market a new edition of Pharmacology You See within 3 years of the last edition.

(9) 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 a cash reserve is maintained at all times (ie. \$200).
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.

(10) CHAIR, MD/PHD RETREAT ORGANIZING COMMITTEE

The Chair of the MD/PhD Retreat Organizing Committee Shall:

1. Chair and convene the MD/PhD Retreat Organizing committee per Article 6 Section 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 in the planning of at least one subsequent retreat to serve as a resource.

(11) SENIOR EDITOR, MD/PHD NEWSLETTER

The Senior Editor of the MD/PhD Newsletter shall:

1. Chair and convene the MD/PhD Newsletter Committee per Article 6 Section 3
2. Cooperate with the administration of the MD/PhD Program to ensure that the MD/PhD Newsletter is published once per academic year.
3. Solicit assistance from the MD/PhD Class Council as required in the publishing of the newsletter.
4. Recruit editors or contributors for the MD/PhD Newsletter.
5. Regularly inform Class Council on the progress of the Newsletter

(12) FIRST YEAR REPRESENTATIVE

The First Year Representative shall:

1. Represent the interests of the first-year cohort to Class Council.
2. Schedule social events which bring together the first-year cohort and support group cohesiveness.
3. Promote participation of first years on Class Council committees and in Program and Class Council activities.
4. (ie. research seminars, trivia nights, etc.).
5. Regularly communicate with the first-year cohort regarding their concerns about the Program and Class Council and subsequently voice these concerns during Class Council meetings.
6. Be a central point of contact for the first-year cohort to (anonymously, if need be) voice their feedback.
7. This can include forums, shared documents, socials or other initiatives where students can come together to discuss challenges and solutions related to the first year experience.

Article III. MEETINGS OF THE CLASS COUNCIL

Section 3.01 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. Any person who calls a special meeting shall give at least 5 days notice.
5. All members 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.
6. No resolutions shall be voted on if fewer than half of the members of Class Council are present at a meeting (note, class council members may submit a proxy form detailed in Appendix A to designate a member to cast their vote, which will count towards this quorum).

Section 3.02 ATTENDANCE

All voting members of the Class Council are required to attend Class Council meetings.

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.

If a member is unable to attend a meeting, s/he shall:

1. Inform the Class Presidents as soon as possible;
2. Email their summary of activities to be transcribed to the minutes; and
3. If necessary, designate another member of the Class Council to present their summary
4. If a vote is scheduled for the upcoming meeting, submit a proxy form (Appendix A) to delegate their vote to a member who will be in attendance.

Article IV. ELECTIONS

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

Section 4.01 THE SPRING ELECTION

The Spring Election shall be held between the first week of May and the last week of July. 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 and External Affairs (2)
5. Vice President, Mentorship (2)
6. MD/PhD Representative, Medical Student Research Day (1)
7. Junior Director, Pharm-You-See (1)
8. Vice President, Finance (2)
9. Chair, MD/PhD Retreat Organizing Committee (1)
10. Editor, MD/PhD Newsletter (1)

Section 4.02 ELEGIBILITY TO RUN AND TERM LIMITS

11. All members shall serve on Class Council until the next Spring Election after they are elected or appointed to a position, subject to the following exceptions:
 - a. At the end of their term, the President-Elect shall serve a second term as President.
 - b. At the end of their term, the Junior Director, Pharm-You-See shall serve a second term as Director, Pharm-You-See.
 - c. The term of the First Year Representative ends at the next Fall Election, but they may run for another position during the Spring Election.
 - d. The Chair, MD/PhD Retreat Organizing Committee shall be elected only in even-numbered years (ie. the year before the Retreat) and serve until one month following the date of the Retreat the following year.
 - e. If a Vice President, Mentorship is actively serving on the MD/PhD Mentorship Symposium Organizing Committee at the end of their term,

they shall continue serving on the Committee until after the Mentorship Symposium is held, even if they are not re-elected as Vice President, Mentorship.

- f. Any member whose position remains vacant after the Spring Election may, at their discretion, extend their term until the Fall Election.
1. 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.
2. 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.

Section 4.03 VACANCIES AND THE FALL ELECTION

Any vacant positions left unfilled after the Spring Election shall be on the ballot for the Fall Election. fall election. The Fall Election will be held between mid-September to mid-October.

A special election shall be held during the Fall Election for the incoming class to select a first-year representative from the incoming cohort using a ranked ballot and instant-runoff voting, with procedures as described by the [Guide to Ranked Ballot Elections for Ontario Municipalities](#). Ties will be decided by a coin toss for this special election only.

Section 4.04 ELECTION OFFICERS

The Election Officer(s) shall be one or more members of the outgoing MD/PhD Class Council who are not running for another position on the incoming Class Council. Once selected, they will be clearly identified to the class.

Only Election Officers are allowed to use class-wide communications channels (listserv, facebook, etc.) to send election-related communications.

Election Officers may not vote in any elections, except in the event of a tie.

Section 4.05 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(s) 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 the Nominee, and a Nominator if applicable. Self-nomination is permitted.
4. Should there be a significant number of vacancies remaining at the end of the nomination period, the Election Officer(s) may choose to extend the nomination period

Section 4.06 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.
3. The use of money or in-kind donated resources to promote a candidate or fund new activities/initiatives is prohibited.
4. 3. No individual shall incur any expenses nor shall they receive any in-kind benefits on campaigning materials, services, or other matters in the pursuit of an elected position on MD/PhD Class Council

Section 4.07 WITHDRAWALS

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

Section 4.08 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 Officer(s). Statements shall be made in accordance with the rules of campaigning.
2. Statements shall be emailed on a date determined by the Election Officer(s), at least one day and no more than five days before Election Day.

Section 4.09 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.

Section 4.10 BALLOTING

1. All voting shall be done by email. Email ballots shall be sent only to the Election Officer(s).
2. All ballots shall be kept confidential by the Election Officer(s).

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(s) once their ballot email has been received;
 - b. There shall be no campaigning on the day of the elections;
 - c. At the discretion of the Election Officer(s), 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 (>10% more votes than the runner up). The number of candidates to appear on the second ballot shall be decided by the Election Officer(s), 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.

Section 4.11 COUNTING

1. The Election Officer(s) shall count and record the ballots in a suitable manner.
2. If an officer is being elected by a plurality of less than ten votes, there shall be an immediate recount—with the exception of First Year Representative (because the first year class is usually less than 10 students in number).
3. If there is a tie, it must be broken on the General Ballot: the Election Officer(s) 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 and any other candidates for their position will be informed in advance of the recount date, time and location and may be present at the recount. Election Officer(s) must supervise and be present at the recount.

Section 4.12 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(s) 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.

Section 4.13 ACCLAMATION

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

Section 4.14 VACANCIES

Vacant positions remaining after the (with the exception of First Year Representative) Spring Election will be opened again in the Fall Elections.

Article V. 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 VI. STANDING COMMITTEES

Section 6.01 MD/PhD MENTORSHIP SYMPOSIUM ORGANIZING COMMITTEE

1. The Committee shall be co-chaired by the Vice Presidents,.
2. In addition to the Vice Presidents, Mentorship, the Committee shall be, at a minimum, composed of one Vice President, Finance, one Vice President, Communications and External Affairs and two members at large. The Vice Presidents, Mentorship 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 have its first meeting at least 4 months prior to the anticipated start date of the Mentorship Symposium, as determined by the Vice Presidents, Mentorship, 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 Mentorship Symposium 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.

Section 6.02 MD/PhD RETREAT ORGANIZING COMMITTEE

1. The Committee shall be chaired by the Chair, MD/PhD Retreat Organizing Committee.
2. In addition to the Chair, the committee shall consist of both Vice Presidents, Student Affairs, one Vice President, Finance, one Vice President, Communications and External Affairs, and two or more members at large. The Chair, MD/PhD Retreat Organizing Committee 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 Chair will keep the Class Council appraised 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

Section 6.03 MD/PhD NEWSLETTER COMMITTEE

1. The Committee shall be chaired by the Senior Editor, MD/PhD Newsletter.
2. In addition to the Senior Editor, the Committee shall be, at a minimum, composed of two Vice Presidents, Communications, one Junior Editor and one or more contributors. The Newsletter Senior Editor will solicit the participation of MD/PhD students as Contributors during the month of September.
3. The committee will meet, at a minimum, twice per academic year. Additional meetings are at the discretion of the Senior-Editor.
4. The committee shall be responsible for planning and executing all aspects of the MD/PhD Newsletter.
5. During the Academic year, the Senior Editor will keep the Class Council appraised of progress through regular updates at Class Council Meetings.
6. The Committee shall consult MD Communications to ensure that the Newsletter follows all standards of branding and presentation for the Faculty of Medicine.

Appendix A. Proxy Form

As a member of Class Council, you are entitled to a vote at all meetings of Class Council. If you are unable to attend a meeting, you can fill out this form to instruct someone else to vote on your behalf.

I _____ (*print your name*) certify that I am a member in good standing of the MD/PhD Class council.

I appoint _____ (*name of proxyholder*) as my proxy and authorize them to vote on my behalf as instructed below at the MD/PhD Class Council Meeting on _____ (*date*). This proxy form replaces all previous proxy forms and instructions that I have issued.

Proxy instructions: _____

Please print clearly the resolution which you are voting on and your vote, either YES, NO or ABSTAIN

Member Signature

Date