

The University of Toronto MD/PhD Class Council Constitution

Version 1.6

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Date Revised: 2013-Sept-1		Last Edited: Brian Ballios Rob Vanner
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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. The membership of the Class Council shall consist of:

1. President (1)
2. President-Elect (1)
3. Student Affairs Liaison Team Representative (2)
4. Year 2 Class Council Representative (1)
5. Graduate Student Union Representative (1)
6. MD/PhD Newsletter (Pair-o-Docs) Editors (2)
7. Mentorship and External Affairs Representatives (2)
8. Medical Student Research Day Representative (1)
9. Pharm-You-See Representative (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 that the class is aware of Class Council activities and feels properly updated and represented by the Council.
8. Ensure the continuity and consistency of Class Council objectives from year to year as the membership of the Council changes.
9. 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.
10. Record minutes of all MD/PhD Class Council Meetings and distribute those minutes to the Class Council in a timely fashion.
11. 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.
12. 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 presidents shall ensure the lists are accurate, up-to-date and accessible to the class.

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 STUDENT AFFAIRS LIAISON TEAM REPRESENTATIVES

The Student Affairs Liaison Team Representatives shall:

1. Attend all meetings of the Student Affairs Liaison Team.
2. Voice any and all relevant concerns of the MD/PhD Class to the Student Affairs Liaison Team as per the agenda set out by the MD/PhD Class Council.
3. Ensure that the MD/PhD Class is informed of any and all relevant services or activities offered by the Office of Student Affairs.
4. Encourage interaction between the MD/PhD Class and the other health care professions where appropriate.
5. Update the MD/PhD Student Handbook at least once per school year to ensure the information it contains is accurate and current.
6. 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.
7. Together with the MD/PhD Class Council, organize one MD/PhD social event per semester for the fall and winter sessions.

2.4.3 YEAR TWO CLASS COUNCIL REPRESENTATIVE

The Year Two Class Council Representative shall:

1. Attend all meetings of the Year Two Class Council.
2. Voice any and all relevant concerns of the MD/PhD Class to the Year Two Class Council, as per the agenda set out by the MD/PhD Class Council, especially those concerns related to the re-entry of MD/PhD students into the second year class.
3. Ensure that the MD/PhD Class is kept abreast of any and all relevant activities of the Year Two Class Council, especially those that pertain to students re-entering the Year Two Class.
4. Be responsible, in conjunction with the Social Representatives of the Year Two Class Council, for coordinating the MD/PhD farewell/welcome social event in the fall term.
5. Shall solicit photographs (head shots) of the incoming students for the purpose of updating the class composite and introducing the students to the class.

2.4.4 GRADUATE STUDENT UNION REPRESENTATIVE

To be reintroduced at the discretion of the council should fifty percent plus one member vote in favor of re-establishing the position.

The Graduate Student Union Representative shall:

1. Attend all meetings of the Graduate Student Union.
2. Voice any and all relevant concerns of the MD/PhD Class to the Graduate Student Union, as per the agenda set out by the MD/PhD Class Council, especially those concerns related to the education of MD/PhD students in the PhD portion of their studies.
3. Ensure that the MD/PhD Class is kept abreast of any and all relevant activities of the Graduate Student Union.

2.4.5 MD/PhD NEWSLETTER (Pair-O-Docs) EDITORS

The MD/PhD Newsletter Editors shall:

1. Cooperate with the administration of the MD/PhD Program to ensure that the MD/PhD Newsletter is published once per academic year.
2. Solicit assistance from the MD/PhD Class Council as required in the publishing of the newsletter.

2.4.6 MENTORSHIP AND EXTERNAL AFFAIRS REPRESENTATIVES

The Clinician Investigator Trainee Association of Canada Representatives 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 Longitudinal Mentorship Program.
6. Together with the help of the Class Council, organize the MD/PhD Mentorship Symposium on a bi-annual basis (with the event being held in even-numbered years).

2.4.7 MEDICAL STUDENT RESEARCH DAY (MSRD) 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.

2.4.8 PHARMACOLOGY YOU SEE REPRESENTATIVE

The Pharmacology You See Representative 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 affiliate working groups.

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. Presidents-Elect (1)
2. Student Affairs Liaison Team (2)
3. Year 2 Class Council Representative (1)
4. MD/PhD Newsletter (Pair-o-Docs) Editors (2)
5. Clinician Investigator Trainee Association of Canada Representative (2)
6. Medical Student Research Day Representative (1)
7. Pharmacology You See Representative (1)

2. 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 Year 2 Class Council Representative, who must be returning to Year 2 of the 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.