

# Experimental Medicine Graduate Students' Society of McGill University (EMGSS)

## CONSTITUTION

*Adopted on June 1<sup>st</sup>, 2023.*

### Article 1: Name

1.1 The name of the organisation shall be the Experimental Medicine Graduate Students' Society of McGill University, hereinafter as the Society or the EMGSS.

### Article 2: Aim

2.2 The aim of the Society shall be:

2.2.1 To promote academic, professional, and social student development.

2.2.2 To facilitate interaction between students within the Division of Experimental Medicine, remembering that students in this faculty are spread out over the entire city of Montreal in various research centers.

2.2.3 To provide opportunities for interactions between students and the internal McGill University community, including the faculty and administration.

2.2.4 To enhance the profile of graduate students in the external community.

2.2.5 To advocate and lobby for student representation and address student concerns.

2.2.6 To provide resources and services to improve the quality of life of the student society members.

2.2.7 To disseminate information of interest to society members.

2.3 The Society shall be recognized by its members, the Post-Graduate Students' Society (PGSS), Senate, and the Board of Governors as representative of all graduate students and post-doctoral fellows in the Division of Experimental Medicine at McGill University.

**Article 3: Membership**

3.1 Members of the Society shall be all graduate students and post-doctoral fellows currently registered at McGill University in the Division of Experimental Medicine, subject to payment of fees prescribed in Article 7.5.

3.2 The EMGSS shall provide an equitable environment to all members, free from acts of Harassment and Discrimination outlined as described on the Policy of Harassment and Discrimination of McGill University. Acts of Harassment and Discrimination are University offences subject to disciplinary measures.

**Article 4: Officers of the Executive Council**

4.1 Officers of the EMGSS shall be composed of:

4.1.1 The President

4.1.2 The Vice-President, Administration

4.1.3 The Vice-President, Academic

4.1.4 The Vice-President, Finance

4.1.5 The Vice-President, External Affairs

4.1.6 The Vice-President, Internal Affairs

4.1.7 The Vice-President, Communications

4.1.8 The Vice-President, Social

4.1.9 The Vice-President, Marketing

4.1.10 Two (2) PGSS Councillors

4.1.12 Site Representatives

4.1.12.1 Glen Site

4.1.12.2 Lady Davis Institute/Jewish General Institute

4.1.12.3 Institut de Recherches Cliniques de Montreal (IRCM)

4.1.12.4 Rosalind and Morris Goodman Cancer Institute/Downtown

4.1.13 Health, Wellness, Equity, and Diversity Representative

4.1.14 Post-Doctoral Fellow Representative

## **Article 5: Power and Duties of the Executive Officers**

5.1 All members of the Executive shall be bound by this Constitution and must act in the best interest of the Society.

5.2 The President shall:

5.2.1 Be elected and hold one (1) vote.

5.2.1.1 The President may hold two (2) votes in the case of a tie.

5.2.2 Coordinate and supervise the affairs of the Society.

5.2.3 Call and preside over meetings of the Executive Council.

5.2.4 Be the official spokesperson for the Society.

5.2.5 Act as internal ombudsperson for the Executive Council.

5.2.6 Ensure that all other Executive Council members fulfill their constitutional duties.

5.2.7 Have signing power on finances of the Society including but not limited to debit, chequing, and electronic transactions.

5.2.8 Ensure signing authority for the Society is transferred to the succeeding Vice-President, Finance and President.

5.2.9 Be responsible for the representation of the Executive Council to other bodies and individuals within the Division of Experimental Medicine of McGill University.

5.3 The Vice-President, Administration shall:

5.3.1 Be elected and hold one (1) vote.

5.3.2 Inform students of Council meetings and major decisions made by the Society.

5.3.3 Be responsible for the official transcription of all Executive Council meetings.

5.3.4 Maintain all documentation including, but not limited to, the Constitution, annual budgets, etc. in an online database.

5.3.5 Maintain a list of all executives and contact information, which will be submitted to the PGSS Student Life Coordinator.

5.3.6 Review the Financial Documents with the Vice-President, Finance on a monthly basis.

5.3.7 Schedule meetings and coordinate with the respective Site Representatives to book meeting rooms in their research centres for the monthly EMGSS meeting.

5.4 The Vice-President, Academic shall:

5.4.1 Be elected and hold one (1) vote.

5.4.2 Be responsible for all educational and curricular concerns of the Society.

5.4.3 Chair the organizing committee for the Annual McGill Biomedical Graduate Conference (AMBGC).

5.4.4 The position will prioritize two Co-VP, Academic members when possible.

5.5 The Vice-President, Finance shall:

5.5.1 Be elected and hold one (1) vote.

5.5.2 Advise the Council on all financial matters of the Society.

5.5.3 Prepare the Society's budget and present the budget once per semester.

5.5.4 Ensure that if an expense in the yearly budget exceeds 5% of the initial value, it is subject to a vote during an Executive Council meeting. New proposed expenses should also be subjected to a vote during an Executive Council meeting.

5.5.5 Keep full and accurate accounts and records in accordance with the PGSS by-laws.

5.5.6 Deposit all monies and/or valuables in the name and to the credit of the Society.

5.5.7 Have signing power on finances of the Society including but not limited to debit, chequing, and electronic transactions.

5.5.8 Ensure signing authority for the Society is transferred to the succeeding Vice-President, Finance and President.

5.5.9 Prepare a year-end financial statement by the thirty-first (31st) of May to the PGSS.

5.5.10 Provide the council with a quarterly update on all transactions made.

5.6 The Vice-President, External Affairs shall:

5.6.1 Be elected and hold one (1) vote.

5.6.2 In conjunction with the President, represent the Society to outside bodies and individuals.

5.6.3 Be responsible for maintaining links with graduate student organizations under the PGSS.

5.6.3.1 Ensure that all collaborative activities with other Post Graduate Student Associations (PGSAs), student societies, and institutions should begin with a Memorandum of Understanding (MoU), detailing agreed upon expenditures and responsibilities of each party.

5.6.4 Be responsible for the organization of social, cultural and other activities for the members of the Society with other PGSAs.

5.6.5 Shall be a voting member of the PGSS Council.

5.7 The Vice-President, Internal Affairs shall:

5.7.1 Be elected and hold one (1) vote.

5.7.2 Facilitate communication between the various institutes of Experimental Medicine.

5.7.3 Facilitate regular interaction between students through sporting events.

5.7.4 Be responsible for coordinating Experimental Medicine clothing orders.

5.7.5 Be responsible for overseeing any fundraising activities (for example: bake sales) with assistance from site reps.

5.8 The Vice-President, Communications shall:

5.8.1 Be elected and hold one (1) vote.

5.8.2 Be responsible for the proper publicity of all Society services and events.

5.8.3 Be responsible for the maintenance of all the Society's website and emails.

5.8.4 Be responsible for the coordination and distribution of the Society's listserv.

5.9 The Vice-President, Social shall:

5.9.1 Be elected and hold one (1) vote.

5.9.2 Facilitate the orientation for members of the EMGSS through Fall and Winter semester Orientation or Welcome Events.

5.9.3 Facilitate regular interaction between students through academic, social, and cultural events.

5.9.4 Liaise with other students in Experimental Medicine holding events open to membership organised independently from the Society.

5.9.5 Ensure all social, cultural, and other events are in accordance with the PGSS.

5.10 The Vice-President, Marketing shall:

5.10.1 Be elected and hold one (1) vote.

5.10.2 Be responsible for coordinating all the Society's sponsorship activities including, but not limited to the maintenance of existing sponsors on a local and corporate scale.

5.10.3 Be responsible for the proper publicity of all Society services and events on social media, which may include but are not limited to Facebook, Instagram, LinkedIn and Twitter.

5.10.4 Be responsible to develop and distribute the Society's Sponsorship Package.

5.10.5 Maintain the database of annual sponsors and contact information.

5.11 The PGSS Councillors shall:

5.11.1 Be elected and collectively hold one (1) vote. Consensus should be reached amongst themselves.

5.11.2 Attend PGSS Council meetings and uphold regular attendance, as outlined within the PGSS' by-laws.

5.11.3 Inform the Executive Council of the ongoing of the PGSS from General Assemblies and Annual General Meetings.

5.11.4 Report information to students in the Division of Experimental Medicine from the PGSS.

5.11.5 Represent the views of the Society and Council at the level of the PGSS.

**5.12 The Site Representatives shall:**

5.12.1 Be elected and hold one (1) vote.

5.12.2 May also act as an elected Officer of the society, in which case will only hold one (1) vote in total.

5.12.3 Help disseminate information to students within buildings housing students in the Division of Experimental Medicine, act as their advocates by raising issues deemed to be of their best interest, and gather feedback from members-at-large.

5.12.4 There will be a maximum of one (1) site representative per site, with the allowance of up to two (2) volunteers/site. Volunteers are not obligated to attend executive Council meetings.

5.12.5 Will be a part of the AMBGC organizing committee.

**5.13 The Health, Wellness, Equity, and Diversity Representative Shall:**

5.13.1 Be elected and hold one (1) vote.

5.13.2 Be responsible for holding peer support events to students.

5.13.3 Be responsible for connecting students to supporting resources available to McGill students that involve student's physical or mental health or social or economic stressors. They include but are not restricted to Counselling Service, McGill Mental Health Hub, McGill Mental Health Clinic, Peer Support Group, McGill Health Clinic.

5.13.4 Help raise awareness for physical and mental wellness by sending bi-monthly invitations to initiatives or reminders to students in collaboration with the Vice-President, Marketing and the Vice-President, Communications.

5.13.5 Organize events that promote physical and mental wellness amongst students.

5.13.6 Collaborate with PGSS Health and Wellness Commissioner to address the physical and mental health-related needs of EMGSS members.

5.13.7 Act in the interest of historically marginalized groups, to render the division of Experimental Medicine a more equitable and accessible place for all members and to collaborate with the PGSS Equity and Diversity Commissioner to establish and improve the

resources, accommodations and opportunities for students of diverse backgrounds and identities.

5.13.8 Collaborate with the Faculty of Medicine Wellness Working Group, which aims to set up graduate and post-doctoral specific aid for all departments in the Faculty of Medicine.

5.14 The Post-Doctoral Fellow Representative Shall:

5.14.1 Be elected and hold one (1) vote.

5.14.2 Help disseminate information to post-doctoral fellows, gather feedback and act as their advocates by raising issues deemed to be of their best interest.

5.14.3 Be responsible for hosting an annual career development event for post-doctoral fellows and students, and promoting the consideration of post-doctoral fellows' values and interests in all events and initiatives organized by EMGSS.

5.15 Quorum for an Executive Council meeting shall be fifty percent (50%) of its voting members.

5.16 Passage of a motion in an Executive Council meeting shall require a simple majority (50%+1).

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

5.18 PGSS Councillors of the EMGSS and Vice-President, External Affairs may have their vote to PGSS Council mandated by the EMGSS Council.

5.19 All Officers, elected or appointed, shall be required to submit an exit report by May 31<sup>st</sup> of their term to the President and Vice-President, Administration.

5.20 Members of the EMGSS may choose to run for a position in the Executive Council in groups



of two where they would be co-Vice-Presidents holding the same position, in which case each will hold one (1) vote.

5.20.1 An elected Vice-President can also choose to share the position with the runner-up elected to that position.

5.21 Candidates running for the positions of President or Vice President, Academic Affairs shall have held a previous position on the EMGSS Executive Council.

5.21.1 In the event no candidate has previous Council experience, the candidate(s) shall collect thirty (30) signatures from members of the Society.

## **Article 6: The Council**

6.1 The EMGSS Council shall be the working body of the students of the Division of Experimental Medicine between General Meetings.

6.2 The President shall call meetings of Council no less than once per month.

6.3 Council meetings in open session are open to all members of the EMGSS.

6.4 EMGSS Council members shall:

6.4.1 Ensure that they are aware of the values and beliefs held by their constituents and bring issues of concern to constituents to Council for discussion.

6.4.2 Regularly attend Council meetings.

6.4.3 Not miss more than a total of three (3) executive meetings during their term, otherwise be removed from office, as per PGSS By-laws.

## **Article 7: Finances of the Society**

7.1 The financial year of the Society shall be from the first (1st) of June to the thirty-first (31st)

of May the following year.

7.2 The Society shall keep a minimum account balance of \$300.00 at the end of the fiscal year.

7.3 The accounts of the Society shall be maintained according to standard accounting practices and shall be available to the membership.

7.3.1 Requests to see the accounts must be submitted to the Vice-President, Finance.

7.3.2 The Vice-President, Finance is required to respond to any written requests within one (1) week.

7.4 The Society shall conduct fundraising programs or activities as it sees fit.

7.5 The Society shall collect Student Life Funds from the PGSS, as outlined in their financial by-laws.

7.6 The Society shall not use more than half (1/2) of the semesterly Student Life Funds allocated to the EMGSS for the Annual McGill Biomedical Graduate Conference.

7.7 A year-end financial statement shall be submitted to the PGSS Student Life Coordinator by May 31<sup>st</sup> of the Society's financial year.

7.8 For reimbursement, Council members must submit a completed form alongside the original receipt(s) to the Vice-President, Finance electronically. This form will outline the nature of each purchase, including: the event or cause for which the purchase was made, by whom it was purchased, the date on which the transaction took place, and an itemized list of all goods or services purchased with their dollar values.

7.9 Reimbursements and payments can be unilaterally approved within the banking services by either the President or the Vice-President, Finance; provided there is documented proof that both councillors have agreed to the transaction.

**Article 8: Elections**

8.1 All members of the Society shall be eligible to vote in Society elections.

8.2 Elections shall be conducted in accordance with this Constitution.

8.3 Elections shall be held online with the assistance of the PGSS Chief Returning Officer.

8.4 Elections shall be won by a simple plurality.

8.5 Notice of positions and dates of the polling period shall be given at least two (2) week in advance of polling, without a campaign period.

8.6 The polling period shall last for at least two (2) days.

8.7 Vacancies in the May election shall be filled through a by-election in May or September.

8.8 All elected individuals must remain members of the Society throughout their tenure. If this requirement is not met, the individual in question must resign from their position.

**Article 9: Electoral Communications Officer**

9.1 The Electoral Communications Officer shall be responsible for execution of the elections with the PGSS Chief Returning Officer, according to the articles in this Constitution and the PGSS By-Laws.

9.2 The Electoral Communications Officer can be the current President or a Vice- President not running of re-election.

9.3 The Electoral Communications Officer must submit candidate profiles and biographies to the PGSS Chief Returning Officers within the timeline outlined in the PGSS By-laws.

### **Article 10: Annual General Meetings**

10.1 There shall be one (1) Annual General Meeting per year.

10.2 The Annual General Meeting membership shall be composed of the Executive Council and members-at-large under the Division of Experimental Medicine.

10.3 Quorum for General Meetings shall be twenty (20) students registered in the Division of Experimental Medicine.

10.4 Notice of a General Meeting shall be given a minimum of one (1) week before the meeting.

10.5 Executive Council Officers shall be required to provide a report detailing their portfolios' proceedings at the General Meeting.

10.6 All motions shall be passed upon a simple majority vote (50% + 1), except for the adoption of the Constitution, which must be passed with a two-thirds (2/3) majority.

### **Article 11: Constitutional Adoptions and Amendments**

11.1 This Constitution has been adopted by a two-thirds (2/3) majority of a General Meeting of the Society.

11.2 Amendments to this Constitution must be sent to the Vice-President, Administration at least two (2) weeks before the General Meeting.

11.3 Notice of proposed amendments shall be posted and circulated at least one (1) week before the General Meeting.

11.4 Amendments shall be passed by a two-thirds (2/3) majority at a General Meeting.

### **Article 12: Removal from Office and Vacancy Procedures**

12.1 Any Executive or PGSS Councillor of the EMGSS may be removed from office for impropriety, violation of the provisions of this Constitution, delinquency of duties, or misappropriation of funds.

12.2 In the event of a resignation or impeachment of the President, an appointment by the remaining members of the Executive Council shall be made to assume the duties of the President until an election is held.

12.2.1 Resignation or impeachment must be presented in writing to the Vice- President, Administration and/or the President at least one (1) week before a regular EMGSS Council meeting.

12.2.1.1 For impeachment, the accused must be presented with the notice of the motion to impeach on the day the motion is received.

12.2.1.2 The motion to impeach must be signed by at least one-third (1/3) of the members of the Executive Council or twenty (20) members of the Society.

12.2.1.3 Motion to impeach must be distributed to all members of Society five (5) days prior to a regular EMGSS Council meeting.

12.2.2 One of the Vice-Presidents or PGSS Councillors may be appointed as an interim replacement, either by rank in Article 4.1 or by relevant experience for the position, until a

by-election.

12.2.3 The appointed replacement must pass with a two-thirds (2/3) approval by the Executive Council.

12.2.4 A building representative with no tandem position as an Officer or Specialized Stream Representative may not be appointed as the replacement.

12.3 In the event of a resignation or impeachment of a Vice-President, an appointment by the remaining members of the Executive Council shall be made to assume the duties of the Vice-President until a by-election is held, as outlined in Article 12.2.1.

12.3.1 The appointed replacement must pass with a two-thirds (2/3) approval by the Executive Council.

12.3.2 A building representative or Vice-President may be appointed as the replacement.

12.4 Quorum for a motion to remove someone from office is 50% of the EMGSS Executive Council.

12.5 Passage of a motion to impeach shall require a two-thirds (2/3) majority vote of those present.

### **Article 13: Language of the Society**

13.1 English and French are the Official Languages of the Society.

13.1.1 In the event of a discrepancy between English and French versions of a document, the English phrasing shall be taken as the official meaning.

13.2 Members of the Society may use either official language at all meetings and in all documentation of the Society.

13.3 All communications of the Society will be in English, with request for French

translated documents, if needed.

**Article 14: Language of the Constitution**

14.1 The Constitution shall be made available in English and French.

14.2 The Constitution shall respect the principle of gender neutrality at all times.

14.3 The gender articles used in this Constitution may be replaced by the gender pronoun with which the reader identifies.