

Official Constitution of the College of Medicine Graduate Student Society

2018-2019 Proposed Constitution

I. Name

The official name of the Society shall be the “College of Medicine Graduate Student Society”, hereinafter referred to as CMGSS or the Society.

II. Purpose

The aim the Society is to represent graduate student interests of the College of Medicine and to increase communication between students across the various departments in the College, as well as provide a voice for students to the College, the Graduate Student Association, and the University of Saskatchewan. The Society will seek to organize professional development events as well as social and networking events to enhance the graduate experience of students in the College.

III. Membership

- i. Members of the Society will consist of all currently enrolled graduate students within the departments of Anatomy, Physiology and Pharmacology (APP), Biochemistry, Microbiology and Immunology (BMI), Community Health and Epidemiology (CHEP), and Health Sciences (HSC). Alumni and Post-Doctoral fellows will be considered invited members if they wish to participate.
- ii. Members whose conduct is deemed prejudicial to the Society or in violation of University policies shall be liable to suspension or expulsion from the Society. A vote for suspension or expulsion will require a two-thirds majority from the Executive Council.
- iii. All members can attend any Society meetings and events.
- iv. No membership fees will be required.

IV. Executive and Committee Council and Duties

The Executive Council will consist of the following positions (6 total): President, Vice-President General, Vice-President Finance, Vice-President Communications, Vice-President Student Wellness, and Vice-President Academic. The Committee Council positions (10 total) will consist of 1 MSc and 1 PhD Departmental Representatives from each of the 4 departments, and 2 International Student Representatives.

- i. All members of the Executive and Committee Council must be voted via a majority vote. Voting will take place during an Annual General Meeting in May organized by the outgoing council, with the transfer of responsibility in September. Positions will be held for one year, with option for re-election for two years.
- ii. The constitution may be amended at the Annual General Meeting or in extraordinary cases with two-thirds majority vote from the Executive Council.
- iii. In the situation where an Executive or Committee Council position is not filled during the Annual General Meeting, a member may be voted in with a two-thirds majority by the council at any point during the term.

- iv. Responsibilities of the Executive Council positions are as follows. However, it is noted the responsibilities of the Executive Council are meant to be shared to accommodate the unpredictable nature of graduate studies.
- a. **President** – The President of the CMGSS is to be involved in all aspects of the running of the Society. They are to organize and chair meetings based on need and collect agenda items for these meetings from all members. They will be responsible for assisting in communications to members, event planning, assigning additional tasks, and ensuring all the external councils are represented. The president is expected to attend events and assist other members with their needs as required.
 - b. **Vice-President General** – The VP General will assist the president with all general activities and tasks of the society. The aim is to work as a team with the President to fill in when necessary and assist in event planning. The VP General will act as a co-signer on the Society bank account.
 - c. **Vice-President Finance** – The VP Finance will handle the finances. This includes drawing up an annual budget for submission to the Office of the Vice-Dean Research, quarterly account updates to share with the Society in the Dropbox, and acting as co-signer with the VP General. The VP Finance will attend all banking appointments, handle petty cash and floats, deposit and write cheques, and pay invoices.
 - d. **Vice-President Communications** – The VP Communications is responsible for sending out all Society emails and monitoring the cmgss@usask.ca email account, as well as room bookings, website updates, and social media. The VP Communications will take minutes during meetings and update the Society Dropbox, as well as assisting with designing and distributing event advertisements.
 - e. **Vice-President Student Wellness** – The main aim of the VP Student Wellness is to design events that focus on promoting well-being, student engagement, and community. Ideally the VP Student Wellness will organize at least 3 group volunteer outings and 3 welcome nights, e.g. pizza nights, per year along with any other events desired with the assistance of other CMGSS members.
 - f. **Vice-President Academic** – The VP Academic will focus on organizing 3 events per year that involve networking and collaboration, student presentation opportunities, and encouraging student and faculty interaction. The VP Academic will be responsible for liaising with faculty over attendance of and involvement in events.
- v. Responsibilities of the Committee Council positions are as follows.
- a. **Department Representatives** – Representatives will be the voice of the students within each department and will assist the VP's with various events to help manage the work load. Representatives will play an essential role in engaging other students from their departments. If representative positions are lacking, departments may be represented by an Executive Council member until a representative is found.
 - b. **International Student Representatives** – ISRs will liaise with the International Student and Study Abroad Centre and work to welcome new students to the College.
 - c. **Auxiliary Member** – As deemed necessary, Auxiliary status followed by a qualifying title are possible to issue to individuals who do not suit the title of the above positions, e.g. Post-Doctoral Representative.

- vi. All Executive and Committee Council members are expected to assist each other in carrying out the described duties. Any member requiring assistance due to undue stress from studies, other responsibilities, etc, can seek assistance from the President or Vice-President General for the assignment of tasks among members.

V. External Council Representatives and Duties

External council positions will be held by Executive Council members. External council representation requirements may change as determined by the College of Medicine and the College of Graduate and Postdoctoral Studies. It is the responsibility of council members to submit minutes of meetings to the relevant Dropbox folder and to report any relevant points to the CMGSS.

- i. ***The Graduate Student Association Council*** – Two Academic Councillors and two Alternate Academic Councillors
 - a. Academic Councillors must attend monthly GSA council meetings. If a councillor cannot make a meeting, the Alternate Academic Councillor must be present in their place.
 - b. GSA Council is open to all who wish to attend.
- ii. ***The College of Medicine Graduate and Postdoctoral Student Affairs Committee*** – One MSc and one PhD representative
 - a. The representatives will attend all Student Affairs Committee meetings bi-monthly.
- iii. ***The College of Medicine Faculty Council*** – Two seats
 - a. A minimum of one Society representative will attend Faculty Council meetings bi-monthly. Any reports from the Society relevant to the College of Medicine may be submitted one month prior to meetings.
 - b. College of Medicine Faculty Council is open to all who wish to attend.
- iv. ***The College of Medicine Budget Planning Committee*** – One seat
 - a. TBD. CMGSS has been approached by the College for representation but no meetings have been held to date.
- v. ***PSAC Local 40004 Union for Graduate and Post-Doctoral Workers***
 - a. Any two members of the Society should attend the PSAC Annual General Meeting to report any significant updates to the remaining members.

VI. Society Policies

- i. Communications of a sensitive nature, e.g. to some authority or administrative level personnel, require an Executive Council meeting for review prior to being sent. Alternately, the President and Vice-presidents are able to hold 'public forum' where ideas contributed by fellow graduate students are pooled, anonymized, and communicated.
- ii. Individual members of the Society will have freedom to propose projects that they believe will be beneficial to graduate students. If a project is undertaken, the project will be supported from members of the CMGSS executive and committee. Projects requiring funding will need to pass a two-thirds majority vote of the council.
- iii. Costs of events for attending students will be kept to the feasible minimum.

- iv. In the event that a tied vote is held, the motion will be postponed for more information to be gathered and the vote re-held at the next meeting.
- v. Facebook group and Dropbox will be the main form of communication between members of the Executive and Committee Council. It is preferred if all members holding a position have the necessary accounts, but not required. PAWS email will be the main form of communication to members of the Society.
- vi. The policy of this Society is to make graduate school a more positive experience. All actions by the Society will be guided by this policy.