

THE MEDICAL-PREPARATORY AND
DENTAL-PREPARATORY STUDENT ASSOCIATION



**MEDICAL-PREPARATORY and DENTAL-PREPARATORY
STUDENT ASSOCIATION
(MDSA)**

Constitution

Updated by the General Assembly held on March 23, 2016
Meakins Amphitheater, McIntyre Building, McGill University

Preamble

Whereas the Medical-Preparatory and Dental-Preparatory students of McGill University have unique needs and interests, we hereby establish a student society.

Article I: Name

- 1.1 The official name of the student society shall be the *Medical-Preparatory and Dental-Preparatory Student Association*, also referred to hereinafter as the student society, or “MDSA.”

Article II: Fundamental Principles

- 2.1 The student society shall strive:
- 2.1.1 to develop all aspects of self which will make oneself a superior physician or surgeon.
 - 2.1.2 to acquire a knowledge of the scientific basis of disease and the methodologies for investigating it, through courses in the basic sciences.
 - 2.1.3 to acquire a knowledge of the social and personal dimensions of disease, through exposure to courses in the humanities and social sciences.
 - 2.1.4 to commit to the care of each of its members when help is needed.
 - 2.1.5 to prioritize one’s physical and psychological well-being.
 - 2.1.6 to acknowledge the new stresses of adaptation to university life, adaptation to a new language, the rigorous academic curriculum and the possible reduction of immune function, and that physical activity may counteract the above.
 - 2.1.7 to foster both the professional and healing aspects of the physician.
 - 2.1.8 to be involved in charitable acts and to support deserving causes.
 - 2.1.9 to promote health awareness and public health in the general public and in youth.
 - 2.1.10 to be involved in the affairs of student societies in which it takes part as a member or as an affiliate.
 - 2.1.11 to foster friendship, enjoyment and personal growth amongst its members throughout the year.
 - 2.1.12 to advance the status and reputation of the Med-P and Dent-P programs, of McGill University, of Quebec and of Canada through exemplary conduct, and to act as ambassadors when needed.
- 2.2 There is a MDSA Council, or “Council,” which will be charged with administering to its members so as to facilitate the fulfillment of Section 2.1. The Council shall represent the MDSA based on the principles of representative democracy.
- 2.3 The mandate of the Council shall be:
- 2.3.1 to plan and execute events of social, academic and philanthropic nature.
 - 2.3.2 As directors and executives of the MDSA, to provide adequate structure to its members by representing their best interests within the frameworks of the Science Undergraduate

Society (S.U.S), Students' Society of McGill University (SSMU) and the faculties of Science and Medicine.

2.3.3 to expand awareness of the program in and out of the McGill community and administration.

2.3.4 to encourage a reasonable fulfillment of the Fundamental Principles of the MDSA as outlined in Section 2.1.

- 2.4 The highest legislative power belongs to the MDSA General Assembly, wherein each full member has an equal share.
- 2.5 The MDSA Council as established in Article IV shall abide by the following code of conduct respecting the use of executive power:
 1. The MDSA shall carry forth its mandate from an anti-oppressive standpoint.
 2. Equal respect shall be given to all members, regardless of position.
 3. No member shall make personal profit from the MDSA.
 4. The MDSA shall abide in word and in spirit to the *Quebec Charter of Human Rights and Freedoms*.

Article III: The Membership

- 3.1 There is a Student Body which consists of all students admitted and enrolled in the MED-P, DENT-P and any programs of similar style, under the purview of the Faculty of Medicine or the Faculty of Dentistry.
- 3.2 Any student who is addressed by Section 3.1 and who complies with Section 5.1 is considered a "Full Member" of the MDSA and shall enjoy all the privileges and rights of membership to the MDSA. Any student who is addressed by Section 3.1 and who does not comply with Section 5.1 is considered to be an "Affiliate Member".
- 3.3 Privileges and rights of membership do not necessarily extend to affiliate members.

Article IV: MDSA Council

- 4.1. The MDSA Council shall be vested with executive powers to perform its duties as described in Section 2.3.
- 4.2. The MDSA Council shall reasonably recognize the interests and decisions of the Faculty of Medicine in all external matters.
- 4.3. The MDSA Council shall consist of:
 - 4.3.1. Two interested persons as Co-President of the Council
 - 4.3.2. One interested person as President in charge of Dental-Preparatory Students
 - 4.3.3. One interested person as Secretary to the Council
 - 4.3.4. Two interested persons as Vice President Social Affairs
 - 4.3.5. Two interested persons as Vice President Community Outreach, Service and Involvement
 - 4.3.6. Three interested persons as Vice President for Note Taking
 - 4.3.7. Two interested persons as Vice President Academics
 - 4.3.8. One interested person as Vice President Communications.

- This same person shall be the Council's representative to the *Medical Students Society* (MSS).
- 4.3.9. One interested person as Vice President Finance.
- This same person shall be the Council's representative to the *Science Undergraduate Society* (SUS).
- 4.3.10. One interested person as Vice President Fundraising
- 4.3.11. One interested person as Vice President Athletics
- 4.4. Each person occupying the above roles may tender one vote on each motion, with the exception of the Co-Presidents and the Secretary.
- 4.4.1. The Co-Presidents and the Secretary do not possess voting power.
- 4.4.2. In the case of a tie in a MDSA council vote on an urgent matter, the Secretary and the Co-Presidents will be given the right to vote in order to break the tie. If the vote doesn't affect an urgent matter, the council shall postpone the vote until the next meeting. For the purposes of this clause, a matter will be deemed urgent if it has to be settled before the next meeting.
- 4.5. A quorum is achieved when there is present, at any one time, at least 50% of the Council.
- 4.6. Meetings of the Council are to be held throughout the fall and winter term at the discretion of the Council, in confidence.
- 4.6.1. All persons who have business with the Council have the right to attend meetings of the Council.
- 4.6.2. Minutes of the proceedings of the MDSA Council must be made fully accessible to all members.

Article V: Fees

- 5.1. Members must pay an annual membership fee.
- 5.2. The Council must take care to not create excessive financial burden on the members of MDSA.

Article VI: The five MDSA Contributions

- 6.1. Each member must complete five contributions throughout the year among the following:
- 6.1.1. Writing a NTC according to the requirements established by the VP NTCs and the buyer.
- 6.1.2. Reviewing a NTC according to the requirements established by the VP NTCs and the buyer.
- 6.1.3. Participating in a fundraiser activity organized by the MDSA.
- 6.1.4. Participating in a community service activity organized by the MDSA.
- 6.1.5. Participating in a MDSA related volunteer activity organized by the MDSA.
- 6.1.6. Any other activity organized by the MDSA that the Council deems eligible to count as a contribution.
- 6.2. Among the five contributions, two must necessarily be the following:
- 7.2.1. Writing a NTC
- 7.2.2. Reviewing a NTC
- 6.3. The three other contributions among the five are chosen by the member among the list provided in 6.1. The chosen contribution can be the same type of contribution or different types of contributions according to student preference and contribution opportunities.

- 6.4 It is the responsibility of the MDSA Council to provide enough opportunities for completion of five MDSA Contributions by its member.
- 6.5 The MDSA Council shall keep a clear, organized and public record of completion of the contributions throughout the year, called the MDSA Contribution Chart.
- 6.6 All members are encouraged in participate to student life beyond the minimum requirements of the MDSA.

Article VII: General Assemblies

- 7.1 The General Assembly is subject to Robert's Rules of Order.
- 7.2 The quorum of the General Assembly is of at least half of its full members.
- 7.3 All full members as described in Section 3.2k who attend the General Assembly will have the right to free expression, to entertain motions and to vote in a fair and unbiased manner at the General Assembly.
 - 8.3.1 A motion of no-confidence (the power to revoke the entire council from their positions) may be proposed by all full members of MDSA.
 - 8.3.2 A motion to impeach (the power to remove one single council member from the council) may be proposed by all full members of MDSA.
 - 8.3.3 A motion to amend the constitution may be proposed by all full members of MDSA.
 - 8.3.4 A motion to propose or to modify a by-law may be proposed by all full members of MDSA.
- 7.4 Special General Assemblies shall be called at any time deemed necessary by the Council.

Article VIII: Affiliations

- 8.1 The MDSA shall be considered a departmental association of the Science Undergraduate Society (SUS).
- 8.2 All members of MDSA are honorary, non-voting members of the Medical Students' Society (MSS) of McGill University. They may partake in the clubs of that society, whereupon they are bound to the rules and regulations of that club and/or society.
- 8.3 All members of MDSA are full members of the International Federation of Medical Student Associations – Quebec (IFMSA-Quebec.) However, they are not members of the Fédération médicale étudiante du Québec FMEQ.

Article IX: Constitutional Amendment Procedure

- 9.1 Any member of the MDSA may propose an amendment to the Constitution that is clear and pertinent.
- 9.2 The manner of proposal of an amendment may be made either as a motion in a General Meeting or as a clear and public notice within a widely-frequented public forum.
 - 9.2.1 In the case of a clear and public notice, this notice should appear and be made known a full seven days before it can be voted on in a General Meeting.
- 9.3 In order to amend the constitution, at least 50% majority vote at a General Meeting must be

in favor of the proposed amendment.

- 9.4 Notwithstanding the foregoing, Article V may be edited with reason by members of the Council to adapt to the needs of the MDSA, but only to further the Fundamental Principles of MDSA, in keeping to the principle of limited government as present in Section 4.1. Contents of that article will remain operant for such time until the nearest General Meeting, whereat it must be voted upon via a motion to amend the Constitution.

Article X: Bylaws and Policies

- 10.1 The MDSA may create bylaws to facilitate certain operations of the student society, which are not specified in the Constitution. These bylaws must be ratified by the General Assembly.
- 10.2 The student society's bylaws shall not contravene the Constitution.
- 10.3 The General Assembly may adopt, amend, or repeal bylaws at simply majority.
- 10.4 A bylaw remains operant until it fails to be ratified or is repealed by a General Assembly.

Article XI: Language

- 11.1. MDSA members and Council members may express themselves in French and/or English.
- 11.2. The MDSA strongly encourages bilingualism.

Article XI: Application of this document

- 12.1. This document shall be cited as *The Constitution*.
- 12.2. The Constitution shall come into force on February 1, 2011. All dates pertaining to the coming into force of newer versions of the Constitution shall be written hereunder.
- 12.3 The Constitution was updated by the 2014-2015 MDSA Council in order to better divide the NTC workload while ensuring better participation at fundraising events. It shall come into force on October 8, 2015.
- 12.4 The Constitution was edited by the 2015-2016 MDSA, and has been made one of two MDSA Governing Documents, the second being the MDSA Bylaws Document. All governing documents shall be made bilingual henceforth.

**MEDICAL-PREPARATORY and DENTAL-PREPARATORY
STUDENT ASSOCIATION
(MDSA)
By-laws**

Updated by the General Assembly held on March 23, 2016
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Article I: Directives of the Council

1. The *Co-Presidents* are responsible for:
 - 1.1 Ensuring good operation of the Council
 - 1.2 Guiding and assisting other Council members in the fulfillment of their respective tasks.
 - 1.3 Hosting and moderating regular meetings at times opportune to Council members
 - 1.3.1 Serving on the succeeding MDSA council in meetings or in another medium as advisors but without any voting power.
 - 1.3.2 Formulating a clear question on which the Council may vote, and for tabulating the results of the votes impartially.
 - 1.4 Acting as liaisons between the Faculty of Medicine and the Med-P/Dent-P Class, especially in matters concerning the Admissions office such as immunization and basic life support certification.
 - 1.5 Organizing the General Assembly once a semester, excluding summer semesters, for all current members of the MDSA
 - 1.6 All matters not addressed by specific positions in the Council shall be assigned to the Co-presidents, who may divide responsibility reasonably.
 - 1.7 Serving on the succeeding MDSA council in meetings or in other medium as co-advisors but without any voting power.

2. The *President of Dent-P* is responsible for:
 - 2.1 Maintaining contact with the Dent-P cohort.
 - 2.2 Representing the best interests of the Dent-P cohort.
 - 2.3 Being a liaison between the Faculty of Dentistry and the Dent-Ps
 - 2.3.1 Attending Faculty of Dentistry Faculty Council meetings
 - 2.3.2 Attending Dental Student Society meetings
 - 2.3.3 Attending Student Faculty Liaison Committee Meetings

3. The *Vice President Finance* shall:
 - 3.1 Abide to the proper financial conduct.
 - 3.2 As the elected SUS rep., have various responsibilities within the SUS framework:
 - 3.2.1 At the beginning of semester, submit an Equalization Report (Budget of Incomes and Expenses of the semester)
 - 3.2.2 At the end of semester, submit an Audit (a complete account of incomes and expenses of the whole year)
 - 3.3 Attend all of the SUS General council meetings.

- 3.4 During the year, manage all financial transactions and allocate money for Social events without accumulating a deficit and keeping a surplus on the first semester to fund costlier events in the winter semester (i.e. formal and frosh).
- 3.5 Ensure that:
 - When making a payment via cheque or cash, the amount is entered as an expense in the VP Finance ledger. When a cheque is used, he/she must make sure to have the required balance and have two signatories: VP Finance + 1 of 2 Co-presidents. If he/she has less than 10 cheques left, he/she must order a new chequebook. Preferably all payments are done after receipts for expenses are collected.
 - When receiving a payment via cheque or cash, the amount is entered as an income in the VP Finance ledger. When a cheque is received, he/she must make sure that the cheque is written to: Pre-Medical/ Pre-Dental Student Association of McGill University or Med-P/ Dent-P Student Association of McGill, the amount is correct and the date on the cheque is not post-dated or has passed the 6-months mark.
5. The *Vice President Communications* shall:
 - 5.1 Ensure communication between:
 - a. Members of the councils
 - b. Members of the councils and members of the MDSA
 - c. Members of the MDSA
 - 5.2 Regulate and moderate communication
 - 5.3 Provide and maintain, for all Med-P and Dent-P students and for MDSA council, the following communication methods:
 - a. A database of Med-P and Dent-P students with names and email addresses
 - b. An announcement infrastructure for the MDSA council and students
 - c. A discussion location
 - d. If required by the council: a hosting location for files
 - e. If required by the council: surveys and polls
 - 5.4 Ensure the distribution and publication of information and unofficial and official announcements between students and between students and the MDSA council
 - 5.5 Be responsible, in part of fully depending on council year decision, of supplying and selling the t-shirts for the promotion of this year's cohort.
 - 5.6 Be made privy to information from the Faculty of Medicine.
6. The *Vice Presidents Academics* shall:
 - 6.1 Create, finance and sell the Med-P/Dent-P Admissions Guide.
 - 6.2 Organize study groups when needed.
 - 6.3 Share study tools with all members and be responsible for organizing the Med P/Dent-P Gmail account and the subsequent upkeep of its content.
 - 6.4 Organize events during the year for Med-P and Dent-P applicants (CEGEP visits, Med-P/Dent-P information sessions at McGill, etc.)
 - 6.5 Create and distribute the "Med-P/Dent-P Survival Guide" for the incoming cohort.
7. The *Vice Presidents Social Affairs* shall:
 - 7.1 Organize events and get-togethers in order to provide opportunities to meet Dent-Ps and Med-Ps outside class.
 - 7.2 Work for the cohesion of the group, avoiding at all time exclusion of members.

- 7.3 Work tightly with the *Vice President Finance* on budget (expenses and revenues) of the events.
 - 7.4 Work with the *Vice President Fundraising* to raise money for causes during social events.
 - 7.5 Evaluate Med-Ps' and Dent-Ps' expectations and be open to suggestions.
 - 7.6 Establish and maintain a good business relation with sponsors.
 - 7.7 Organize specific events:
 - a. *Thank you party*: To give back to the class who organized frosh (Med 1s)
 - b. *Formal*: To celebrate the end of the preparatory program, the end of the year and the entrance into the Faculty of Medicine.
 - c. *Frosh*: to welcome the incoming Med-P/Dent-P class.
 - 7.8 Determine a sober person who deals with authorities and neighbors (if needed) for each event (doesn't have to be necessarily one of the VP Socials).
 - 7.9 Have at least one VP Social attend each event or get-together.
8. The *Vice President Athletics* shall:
- 8.1 Entice the members of MDSA to live a physically active lifestyle.
 - 8.2 Act as the liaison between MDSA members and the organizers of the MedGames.
 - 8.3 In the event that an activity should cost money:
 - 8.3.1 If the members pay for the price of the event without the MDSA council matching any money, then the VP athletics may use the money without passing it through the VP finance.
 - 8.3.2 If any amount is put forth by the MDSA council, then the money must be passed from the VP athletics to the VP finance.
 - 8.4 The VP athletics must organize a ski trip for the MDSA.
 - 8.5 It is recommended that the VP athletics organizes:
 - a. A weekly "sports club" that promotes healthy lifestyle.
 - b. Athletics or outdoor events the MDSA would like to participate in
 - 8.6 VP athletics needs to attend all organized events except if said event is categorized as a weekly event.
 - 8.7 All paperwork and organizing for events must be done by the VP athletics. It may occur that VP athletics may work on events with other VPs and MDSA members but the VP athletics must do his fair share in organizing this sport event.
9. The *Vice Presidents Community Outreach, Service and Involvement* shall:
- 9.1 Organize volunteering activities designed to involve as many students of the MDSA as possible in local and international social causes:
 - 9.1.1 The choice of the causes remains to the discretion of the *Vice Presidents Community Outreach, Service and Involvement*, but they need to respect and include the interests of the students they represent.
 - 9.1.2 These activities could be associations with campaigns planned by bigger organizations or simply new projects.
 - 9.2 Organize an event that:
 - 9.2.1 Should enable all classes of the Medical Students' Society of McGill University to participate in its realization;
 - 9.2.2 Should aim at raising awareness about eating disorders;
 - 9.2.3 Should aim at raising funds for Anorexia and Bulimia Quebec (ANEB), an organization committed to providing immediate and professional help to

the ones in need, struggling with eating disorders.

9.3 Fundraise money for selected organisms and/or causes:

9.3.1 All the money raised by the activities of the VP Community Outreach, Service and Involvement will exclusively finance other volunteer activities or be donated to different causes chosen by the VP Community Outreach, Service and Involvement.

9.3.2 To start their activities, the VP Community Outreach, Service and Involvement demand a minimal budget of \$1000.

10. The *Vice Presidents Note Taking* shall:

10.1 Consist of at least one student from each BIOL-200 section with the 3rd VP NTC coming from either section and serving as a supervisor to facilitate coordination in addition to sharing the proofreading duties with the other 2 VP NTCs.

10.2 Obtain or produce a list of all the Med-P/Dent-P students registered for the class/classes he/she is responsible for.

10.3 Make a schedule announcing the writers and reviewers for each of the lectures of the class for which he/she is responsible.

10.4 Provide the student registered for the class/classes he/she is responsible for with information relative to:

1. The purpose of the NTC
2. The nature of the NTC
3. The commitment required
4. The schedule for the NTC production

10.5 Inform the writers and reviewers of NTCs at least a day before the lecture.

10.6 Sign contract(s) with student association (s) (e.g.: McGill Biology Student Union) interested in buying our NTCs. The VP NTCs of the ongoing academic year should negotiate the contract of the following Fall semester for the next cohort.

10.7 Ensure that the NTCs produced by the Med-p/Dent-p students comply with the requirements established in the contract signed with our buyers or (in the case of the absence of a contract) comply with high standards of quality (e.g.: presentation, grammar and factual information)

10.8 Provide the NTCs regularly to the full members of the MDSA through an online private platform (e.g. Facebook group)

10.9 The right to NTCs extends only to Full Members of MDSA at the discretion of relevant parties.

11. The *Vice President Fundraising* shall:

11.1 Organize fundraising activities designed to involve as many students of Med-P/Dent-P as possible, whether they help with the baking, the production of signs, or manning the booth.

11.2 Hold a fundraising event at least once per month, for a total of approximately 4 fundraising events per semester.

11.3 Make sure the locations are booked at the beginning of each semester (preferably within the two first weeks).

11.4 Work in conjunction with the VP Communications in order to ensure that all Med-P's and Dent-P's receive notice about the fundraising events being held (date and

- time).
 - 11.5 Work in conjunction with the VP Finance in order to ensure proper handling of all money fundraised, and if needed, some start up money for change.
 - 11.6 Ensure that, at all times, there is at least one person manning the booth (the VP Fundraising does not have to actually be present at all times, although it is greatly encouraged if possible).
 - 11.7 All cash fundraised is strictly meant for the MDSA and the organizations it supports.
 - 11.8 Organize specialty fundraising events for the holidays (i.e. Christmas, Valentine's Day) in order to create variety and excitement.
 - 11.9 All those participating in the fundraising events must showcase the MDSA in an honest and respectable fashion, extolling the virtues and purpose of the MDSA.'
12. The *Secretary* shall:
- 12.1 Take minutes at general meetings, and ensure proper distribution of all minutes
 - 12.2 Co-sign all minutes with the Co-Presidents.
 - 12.3 Be responsible for booking and arranging meeting rooms, organizing and obtaining refreshments, and drafting agendas for general meetings.
13. The *Co-Advisors* shall:
- 13.1 Consist of the MDSA Co-Presidents of the previous year.
 - 13.2 Be optional and approved at the discretion of the Council.

Article II: Electoral Procedures and Special Legislative Acts

- 2.1 Election and impeachment of the members of the Council serves as a special legislative act of the MDSA.
 - 2.1.1 If for any reason a council member needs/desires to step down, he/she must inform the council 2 weeks prior to him/her ceasing council activities.
 - 2.1.2 Any vacancy in the council must be filled within 60 days.
- 2.2 A special legislative act of the MDSA must occur in a General Assembly. Notice shall be given at least 7 days in advance.
- 2.3 Voting must be done in a confidential manner. The specific voting procedure is left to the discretion of the MDSA.
- 2.4 All votes pertaining to elections, impeachment and to sensitive matters are to be held in confidence.
- 2.5 An elected member of the Council may be impeached provided that this person exhibits or exhibited without reason an excessive and continuous neglect of a pertinent duty as outlined in Article V.
 - 2.5.1 A member of the council is considered to be impeached if at least 50% of all members in attendance are in favor of the impeachment. This member may not vote in this motion and must abide by Section 8.7.
 - 2.5.2 Impeachment must follow the procedures as outlined in this present Article.
 - 2.5.3 No identical motion to impeach may occur twice.

Article III: Electoral Procedure

- 3.1 There shall be a physical meeting held in the beginning of the first semester to give candidates a platform for electoral speeches for the purpose of electing new members to the Council.4.1
- 3.2 The elected member shall be the candidate who has received the highest number of votes.
- 3.3 Candidates must be elected individually.
- 3.4 For positions in which more than one candidates must be elected, each member of the MDSA votes for different candidates running for the position. Members are not allowed to vote for the same candidate multiple times.