

January 24, 2014

MEMORANDUM OF AGREEMENT

BETWEEN

McGill UNIVERSITY

AND

**THE MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY
INC./L'ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN
MÉDECINE DE L'UNIVERSITÉ MCGILL INC.**

TABLE OF CONTENTS

1. Collection of Association Fees
2. Accounting Services
3. Loans and Grants
4. Insurance
5. Maintenance and Auditing of Accounts
6. Use of McGill Name and Emblem
7. Contracts and Legal Proceedings
8. Right to Set Off
9. Liquor Permits
10. Representations of the Association
11. Event of Default
12. Remedies
13. Student Publications
14. Business Activities
15. Location
16. Food Services
17. Telephone, Mail and E-mail
18. Staff Status
19. Term and Review
20. Notice
21. Entire Agreement
22. Language

Appendices: A through G

MEMORANDUM OF AGREEMENT made and entered into at the City and District of Montreal, Province of Quebec

BETWEEN **McGill UNIVERSITY**, a University duly constituted by charter, having its principal office at 845 Sherbrooke Street West, in the City and District of Montreal, Province of Quebec,

(hereinafter referred to as "the University")

AND **THE MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY INC./L'ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN MÉDECINE DE L'UNIVERSITÉ MCGILL INC.**, a corporate entity having its principal office at 3655 Promenade Osler in the City and District of Montreal, Province of Quebec,

(hereinafter referred to as "the Association")

WHEREAS the University and the Association wish to enter into an agreement respecting various matters including the assessment and collection of fees from students and the operation of University accounts for such fees; and

WHEREAS the Association was incorporated on April 1992 by Letters Patent issued pursuant to Part III of the Companies Act (Quebec) [NEQ 3364666464]; and

WHEREAS the University recognizes that the Association is the exclusive representative of the undergraduate medical student body at its Faculty of Medicine; and

WHEREAS a referendum of members of the Association approved the collection of fees for its operating expenses and the support of its activities; and

WHEREAS, on the basis of said referendum, the Board of Governors of McGill University approved the collection of fees from members of the Association for said purposes; and

WHEREAS the Association is a non-profit organization whose main purpose is to provide a social forum and organizational support for undergraduate students; and

WHEREAS the Association serves a membership which is small in number but nonetheless committed to the numerous endeavours which it undertakes, having developed a positive working relationship with both Faculty of Medicine and the University; and

WHEREAS the Association and the University are committed to preserving their positive relationship and in preserving the particular nature of the Association; in consequence, the entirety of the present agreement is to be interpreted and acted upon on the basis of good faith; and

WHEREAS the University and the Association wish to enter into a new agreement, in replacement of the previous agreement;

NOW THEREFORE THE PRESENT AGREEMENT WITNESSES:

1. COLLECTION OF ASSOCIATION FEES

- 1.1 Subject to the approval of the Board of Governors of the University, the University shall collect in each of the fall and winter sessions during the term of the present Agreement all fees from undergraduate medical students duly registered at the University and assessed by the Association, such fees (the "Association Fees") to be used by the Association for its operating expenses and the support of the Association's activities. The current Association Fee Schedule appears as **Appendix A** hereto. The Association represents all undergraduate medical students from the Faculty of Medicine.
- 1.2 The Association Fees shall be included in the total student fee assessed by the University in respect of undergraduate students and all University regulations pertaining to the assessment and collection of fees shall apply thereto.
- 1.3 The Association Fees shall be distributed yearly as follows:
- The **first distribution** of the Association Fees shall be paid to the Association on **September 15** and shall reflect fee assessments from June 1 to August 31st.
 - The **second distribution** of the Association Fees shall be paid on **November 15th** and shall reflect the balance of the Fall Term assessments as at October 31st. There shall be no holdback of fees for either of these remittances.
 - The **third distribution** of the Association Fees shall be paid on **February 15th** and shall reflect the Winter Term fee assessments as at January 31st. An amount equal to 10% of the amount to be paid as the third distribution shall be held back by the University to account for changes in student registration occurring from February 1st to May 31st.
 - The **final distribution** of Association Fees shall be paid on **June 15** and shall reflect the assessment as at May 31st, less the 1% fee for bad debt charges (in accordance with section 1.4), the Annual Administrative Fee (in accordance with section 1.4) and any other amounts owed to the University as at May 31st.
- 1.4 No charges shall be levied by the University for the collection of the Association Fees; however, the University shall be entitled to receive 1% of the total fees assessed in each term as relief for the collection of bad debts. At the request of the Association, the University shall provide the Association with information on the level of bad debt resulting from its members.
- 1.5 Upon prior written agreement of the parties, Association Fees may be credited to an internal account of the University.
- 1.6 No adjustments to the Association Fees shall be applied, collected or distributed by the University unless they are consistent with all University procedures and regulations pertaining to the assessment, collection and distribution of fees, and the Deputy Provost (Student Life and Learning) has confirmed in writing that the formalities required, by the Association's constitution for fee adjustments, by the University and by applicable law, have been followed.

- 1.7 All requests for new fees or fee changes must be sent in writing to the Deputy Provost (Student Life and Learning) by **April 1** for implementation in the Fall term and by **November 20** for implementation in the Winter term.

2. ACCOUNTING SERVICES

- 2.1 The University shall provide certain accounting services to the Association for an Annual Administrative Fee in accordance with the schedule contained in **Appendix B**. This fee is subject to an annual review by the University. The services to be provided on Minerva will include the following:

2.1.1 Monthly trust fund statements indicating fee revenues, distributions and expenses resulting in year to date totals.

2.1.2 Provision of regular lists on the Association's membership on a scheduled basis; weekly in August/September and monthly the remaining months.

The Association shall request security access at the beginning of their mandate to access Minerva reports. The President of the Association must authorize all requests for access, and should the President require access, then two vice-presidents of the Association must authorize his/her request. Security authorization to Minerva reports shall terminate each year on June 15th. Employees of the Association who have been given access may keep their access upon confirmation by the current year's President.

- 2.2 Should the Association require any other lists, data sets or any other type of information on their membership or its trust fund statements not already provided for in article 2.1 above or elsewhere in this Memorandum of Agreement, the University shall give effect to the request to the extent allowed by law and subject to the payment of an appropriate fee, and upon reasonable prior notice of at least three (3) calendar weeks sent to the Director, Student Accounts Office. This fee will be identified prior to fulfilling the request. The University is subject to the provisions of the Québec *Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information* and therefore reserves the right to refuse to give effect to a request.

- 2.3 Notwithstanding article 2.1, should any programming changes be required to be performed by the University's Network Communications Services ("NCS") at the request of the Association, the University reserves the right to charge the Association the established hourly rate for the work to be performed.

- 2.4 The University will not draw any funds from the account maintained by the University for the use of the Association or from the fees collected by the University for the Association without the Association's prior written approval, unless exercised as a remedy pursuant to article 8.1 hereto.

3. LOANS AND GRANTS

The Association may apply to the University from time to time for loans and grants in aid of activities or projects, the granting of which shall be in the sole discretion of the University.

4. INSURANCE

- 4.1 The Association shall ensure that its officers and employees are covered under the terms of an Employee Dishonesty Policy with a reputable licensed insurer, to maintain such policy in force at all times during the term of the present Agreement, and to provide the University each year with a copy of such policy.
- 4.2 The Association shall be solely responsible for obtaining appropriate insurance necessary to conduct its activities, including and without limitation, comprehensive general liability insurance including but not limited to libel, slander, defamation of character, loss of property damages and personal damages, and shall name the University as Additional Insured.
- 4.3 The Association shall provide evidence of coverage upon execution of the Agreement and annually thereafter to the McGill Risk Management and Insurance Office. Evidence shall take the form of true copies of the relevant insurance policy or renewal certificate, as the case may be.
- 4.4 The Association shall hold harmless the University, its officers, employees and agents of and from any and all suits, claims or demands, and reasonable costs and expenses that may arise by reason of the operation of activities of the Association, or any act, neglect, omission of the Association, its directors, officers, employees, agents or persons engaged or retained by it.

5. MAINTENANCE AND AUDITING OF ACCOUNTS

- 5.1 All financial records, books and accounts of the Association shall be maintained in accordance with generally accepted accounting principles consistently applied.
- 5.2 The Association shall provide the Deputy-Provost (Student Life and Learning) with a copy of its annual audited financial statements within 120 calendar days of each financial year end. The Association's financial year end is April 30.
- 5.3 Upon reasonable notice from the University, and upon reasonable cause, the Association shall make available for audit at no cost to the Association all documents relating to:
 - (a) current contracts and expenditures;
 - (b) projected contracts and expenditures; and
 - (c) books, records and accounts.
- 5.4 The Association shall engage the services of a reputable auditing firm or chartered accountant in good standing with the **Order of Chartered Accountants of Québec** to prepare the Association's annual financial statement. The Association shall advise the University of the name of the auditing firm or chartered accountant. In the event the University does not find that firm or the chartered accountant acceptable, the Association shall appoint another firm or chartered accountant acceptable to the University.

6. USE OF THE MCGILL NAME OR EMBLEM

- 6.1 The Association recognizes that the University is the owner of the intellectual property in the word "McGill" and the McGill trademarks which are duly protected by the *Trademarks Act*.

- 6.2 On a nonexclusive basis and solely in connection with its activities related to its role as a student association, and in accordance with this Agreement, the University hereby grants the Association the right to use the word "McGill" in its name "**THE MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY INC./L'ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN MÉDECINE DE L'UNIVERSITÉ MCGILL INC.**"

The present grant is not assignable.

- 6.3 The University's trademarks and emblems may not be used in connection with the Association's name or logo which shall be distinct from that of the University's.

A copy of the Association's approved logo and trademark appears in **Appendix D**. Any change to the Association's approved logo or trademark shall be submitted in advance for confirmation by the Deputy Provost (Student Life and Learning) that the proposed new logo or trademark conforms to the terms and conditions set out in this section. The Deputy Provost (Student Life and Learning) shall provide a written response following the Association's submission. Approval shall form an amendment to this agreement.

- 6.4 On a non-exclusive basis, for the term of this Agreement and in accordance with its conditions, the University hereby grants approval of the names of the Association's groups, clubs or services ("the Groups") as they appear in **Appendix G** and subject to the following conditions:

- (i) The Association and its Groups shall respect the rights of the University as owner of the trade name and trade mark "McGill" and shall comply to the conditions set out in this agreement;
- (ii) The Groups shall use the names as they appear in **Appendix G** and shall adhere to the conditions set out in **Section 6** and the **Recitals of Appendix G**;
- (ii) Where permission to use the McGill name is granted, McGill may withdraw such permission at any time and for whatever reason, subject to notice and discussion with the Association.
- (iii) In all of their activities, advertisements and websites, the Association and Groups shall include the following notice prominently on advertisements and websites and shall identify themselves or their activity as either:

A [e.g. club, service, activity] of the MSS (Medical Students' Society)" an undergraduate students' association at McGill University"

or

"Operated by the MSS (Medical Students' Society), an undergraduate students' association at McGill University."

- 6.5 Neither the Association, nor any of its Groups, shall use or integrate the name, logo, emblems or trademarks of the University with the name, emblems or trademarks of the Association or Groups.

For **event-specific permission** to use the name, emblems or trademarks of the University, the Association shall obtain express prior written permission from the Secretary-General of the University in accordance with this Agreement. Permission shall be granted at the University's

discretion and, where granted, is time-limited and not assignable. McGill reserves the right to withdraw such permission at any time and for whatever reason.

- 6.6 The Association shall provide the Deputy Provost (Student Life and Learning) with an updated **List of Groups**.

Notwithstanding, any change to the **List of Groups** appearing in **Appendix G** (including any additions or deletions, or changes to a Group's name or to its described activity) shall be brought to the attention of the Office of the Deputy Provost (Student Life and Learning). The change shall be confirmed by the Deputy Provost (Student Life and Learning) after receiving the notice of change

- 6.7 The Association acknowledges and accepts that going forward (effective June 1, 2014) any new Group of the Association shall adopt a name in one of the **Approved Forms for Group Names**, as set out in the category of activity in accordance with the **Recitals in Appendix G**, and approved by the University.

7. CONTRACTS AND LEGAL PROCEEDINGS

- 7.1 Any acts, contracts, and legal proceedings involving either party shall be the exclusive responsibility of that party.
- 7.2 Neither party shall enter into nor execute any cheques, contracts, documents, instruments, receipts, leases or other agreements in the name of the other party or in any way engage the liability of the other party thereon by any other means.
- 7.3 The Association shall not solicit or receive any gift, grant or bequest in the name of the University without the prior written consent of the University.
- 7.4 Should any legal proceedings or claims be taken or made against one party as a result of an act of the other, the said legal proceeding or claims shall be immediately referred to the other party, which shall deal with it in a timely manner and at its own expense. Any costs or expenses incurred by the party for such legal proceedings or claim including, inter alia, any legal fees, condemnation, order, settlement, interest, judicial and extra judicial fees and costs, shall be entirely at the charge of the other party.
- 7.5 Either party shall have the option of engaging its own legal counsel to intervene in any legal proceedings in respect of the other party where its interests are involved. In such a case, all expenses, extra judicial fees and disbursements shall be borne exclusively by the party which has invoked this option.

8. RIGHT TO SET OFF

- 8.1 Should the University, following due notice to the Association, be required to pay any of the charges, costs, expenses, debts and claims which are by these presents to be borne exclusively by the Association, or should the Association be in any way indebted to the University, the University is authorized to collect or set off the said amount against the funds paid or payable to the Association hereunder.

8.2 In accordance with the present Agreement:

- a) The University must provide the Association with a written notice of the charges, costs, expenses, debts and claims providing complete details and documents relating thereto.
- b) The Association shall have thirty (30) working days (or 60 calendar days between period May 1st and August 31st) after the receipt of such notice in which to resolve and/or remedy the matter.
- c) The University shall exercise its best effort to inform the Association as soon as possible within the same budget year (defined as the period June 1st to May 31st) of any charges, costs, expenses, debts and claims on the part of the Association under this clause.

9. LIQUOR PERMITS

The Association shall apply for and maintain in its name necessary liquor permits for any event the Association and any of its clubs or groups may hold from time to time for its own purposes.

9.1 The Association recognizes and reaffirms its commitment to respect article 39 of the *Québec Act Respecting Liquor Permits (chapter P-9.1)* that specifies the Association may only hold **reunion class liquor permits**, as defined in article 33 of the Québec Act Respecting Liquor Permits (chapter P-9.1), for events held within University buildings or anywhere on University property. The hosting of such events is subject to prior express approval of the University and to such other conditions as set by the University from time to time.

9.2 The Association shall exercise its permits in accordance with all laws, municipal and government regulations and well as all internal requirements and policies of the University and appropriate standards of conduct, that include, but are not limited to, those relating to:

- (a) hosting on campus events only in approved University locations;
- (b) advertising these campus events, and the cost of alcohol, in accordance with the law;
- (c) purchasing, storing (as applicable) and serving the alcoholic beverages at these events in accordance with the law;
- (d) adhering to all requirements with respect to building, fire, security and room capacity, and other legal requirements and University regulations as well as appropriate standards of conduct.

For greater clarity, the Association:

- i. may not extend the Association's reunion permits granted for events within the Association designated premises to events occurring in other University buildings or on other University premises;
- ii. may not serve beer from kegs;
- iii. may not serve beer and other alcoholic beverages in cans or bottles but in plastic cups; and
- iv. shall comply with such other conditions as set by the University from time to time.

- 9.3 The Association shall ensure that the events hosted by the Association include activities that allow members to socialize without requiring the purchase or consumption of alcohol for participation in the activity or event.
- 9.4 The Association shall hold harmless the University for any and all claims, fees or fines arising from its exercise or omission to exercise its rights and duties under such permits and as host of these events.

10. REPRESENTATIONS OF THE ASSOCIATION

- 10.1 The Association represents warrants and covenants that:
- 10.1.1 the charter documents, constitution and by-laws of the Association consist entirely of the documents remitted to the University concurrently with the execution of the present Agreement and which appear as **Appendix C**. The Constitution and By-laws of the Corporation are provided for reference purposes. The parties agree that no clause in the Constitution or By-laws shall modify or supersede this Agreement.
 - 10.1.2 a referendum of the Association members has been duly held in accordance with its constitution approving the existing Association Fees and such referendum continues to bind the Association and its members;
 - 10.1.3 it has amended its policies and procedures to provide for conflict of interest provisions respecting the hiring of employees, contracts with related parties and the administration of its affairs;
 - 10.1.4 it is and shall maintain its status as a corporation under Part III of the *Quebec Companies Act* whose membership is limited to persons enrolled in the undergraduate medical program of the University registered as full-time, part-time, visiting and exchange students;
 - 10.1.5 undergraduate students registered at the University are entitled to membership but no member may act as Director or Officer of the Association while subject to any disciplinary measure under the ***Handbook of Students Rights and Responsibilities*** that has the effect of removing the student status.
 - 10.1.6 all financial records, books and accounts of the Association shall be maintained in accordance with generally accepted accounting principles consistently applied.
- 10.2 The Association shall provide the Deputy Provost (Student Life and Learning) annually with:
- i. a copy of the Association's **annual Declaration of Incorporation** as proof that the Association has maintained its incorporated status;
 - ii. a copy of the Association's **annual audited Financial Statements** prepared in accordance with Article 5 herein;
 - iii. a copy of the **annual Certificate of Insurance** obtained in accordance with Article 4 herein;

- iv. by September 30th, a copy of a complete **up-to date Appendix G** as at September 30th, listing all Association, clubs and services for the following academic year in accordance with Article 6 herein and the Recitals appearing in Appendix G; and
- v. any changes to the documents remitted to the University concurrently with the execution of the present Agreement, within 30 days of the change.

11. EVENT OF DEFAULT

11.1 Each of the following shall be considered an event of default:

- 11.1.1 when either the Association or the University breaches a term or condition of the present agreement or of any other agreement between the Association and the University;
- 11.1.2 when the Association violates its charter, constitution or by-laws, or any duly approved regulations, rules or policies of the University some of which appear at www.mcgill.ca and in particular those in the University Administrative Handbook located at <http://www.mcgill.ca/adminhandbook/>;
- 11.1.3 when, in the course of or subsequent to an audit, the Association's auditor reports on material fraud, error or misstatement of the books or financial records of the Association;
- 11.1.4 when the Association ceases to operate, dissolves, modifies its status, makes any general assignment for the benefit of the creditors, takes the benefit of any insolvency or bankruptcy act or if a receiver or trustee be appointed for the property of the Association or any part thereof.

- 11.2 In the event of default, either party shall be entitled to written notice of default and upon receipt of such notice, shall have 30 working days (or 60 calendar days between the period May 1st and August 31st) within which to remedy such default.
- 11.3 In the event of a dispute over the existence of a default, either party shall be entitled to submit the dispute to arbitration by giving the other party written notice no later than 90 calendar days from the date of the notice referred to in Section 11.2. Such notice shall suspend the delay granted to remedy the default referred to in Section 11.2.
- 11.4 Submission to arbitration shall be made in accordance with the provisions of the Québec Code of Civil Procedures (Sections 940 and following) to one arbitrator chosen by the parties. The fees and expenses of the arbitrator shall be shared equally between the parties.
- 11.5 The parties agree that it is in their best interest to resolve any dispute amicably. The parties agree to engage in an open and respectful dialogue between the Deputy Provost (Student Life and Learning) and the President of the Association with the aim of arriving at an amicable resolution of the dispute.

12. REMEDIES

- 12.1 Upon the confirmation of the occurrence of a default by either party, in accordance with section 11, the present Agreement may be resiliated forthwith upon written notice to the defaulting party.
- 12.2 Upon the confirmation of the occurrence of an event of default by the Association, in accordance with section 11, the parties agree that funds assessed by the University for the Association shall be allocated to an interim trust fund ("Trust Fund") in the name of the Association. The Trust Fund shall be administered by the University and overseen by a committee of five (5) individuals comprising of two University representatives, two Association representatives and chaired by a person selected by agreement of the parties. The Committee shall oversee the administration of the Trust Fund until such time as the Association has been restructured and reinstated, or the default corrected.
- 12.3 It is expressly agreed that such resiliation shall be in addition and without prejudice to all other rights as provided by law or herein.

13. STUDENT PUBLICATIONS

- 13.1 The University recognizes that the Association's role as a representative body of students may necessitate the publication of newspapers, newsletters and periodicals directed toward its members and distributed on main campus. Thus, the Association may distribute, at no cost, the publication ("Publication") entitled ***The Placebo***, and the newsletter entitled ***Murmur***.
- 13.2 For each Publication, whether in print or in electronic form, the following shall apply:
 - 13.2.1 The Association shall display on the title page of the Publication, the Association's name and approved logo, as applicable, with the following notice appearing immediately below the Publication's name.

"Published by the Medical Students' Society of McGill University"
 - 13.2.2 The Publication shall also contain the following notice, on the second page or back cover page in at least 9-point font, and on the Publication's website:

Published by the Medical Students' Society of McGill University [or the M.S.S, a student society of McGill University]. The content of this publication is the sole responsibility of the Medical Students' Society of McGill University" and does not necessarily represent the views of McGill University."
 - 13.2.3 The Publications may not display the McGill name, crest or logo in its masthead or integrated in any way with the name or logo of the Publication.
- 13.3 The parties recognise that the editorial, reporting and advertising content of the Publication is the sole and exclusive responsibility of the Association. For greater certainty, the parties acknowledge that the University shall not be responsible or liable for the editorial, reporting or advertising content of the Publications.

13.4 The Association may distribute the Publication as follows:

13.4.1 The list of **Approved Campus Locations** appears in **Appendix E**.

13.4.2 The list of **Approved Off-Campus Locations** appears in **Appendix E**.

13.4.3 Off-campus distribution of the Publication is permitted under the following conditions:

- (a) no off-campus distribution is permitted without the prior written permission of the manager of those off-campus locations and the authorization from the Deputy Provost (Student Life and Learning);
- (b) no off-campus distribution shall be permitted in public places including sidewalk boxes;
- (c) authorization of the Deputy Provost (Student Life and Learning) is revocable upon demand.

13.4.4 No changes shall be made to the list appearing as **Appendix E** without the prior approval and authorization of the Deputy Provost (Student Life and Learning).

13.5 The Association shall notify the Deputy Provost (Student Life and Learning), in writing, of any change to the Locations listed in **Appendix E**. Such notification must occur prior to distribution. Any violation of these terms may be considered an event of default.

13.6 Notwithstanding the generality of the foregoing, the permission granted to the Association under this Agreement does not extend to the distribution of commercial flyers and advertisements for third parties, either placed loosely within the Publication or distributed with the Publication (whether or not placed on the newsstands), which is strictly prohibited.

13.7 It is understood that subject to the provisions in this Agreement, the Association is permitted to produce and distribute to its members at no cost, Association brochures and agendas.

14. **BUSINESS ACTIVITIES**

The following are the general principles governing the business activities of the Association:

14.1 The Association is permitted to engage in the revenue-generating activities on the University premises as listed in **Appendix F**.

14.2 The Association must receive the University's prior written approval for changes in the use of University space for revenue-generating activities as listed in **Appendix F**.

14.3 The Association must have the University's prior written agreement in signing any contracts or agreements with external parties, for Association's business purposes that lead to the use of University space and/or facilities by such external parties.

14.4 When University space and/or facilities are used for business activities, the University must be reimbursed appropriately for the costs associated with the use of such space and/or facilities; these may include but not be limited to the payment of electricity, janitorial and

maintenance charges. The University shall provide the Association details and documents of such charges, upon request.

- 14.5 Any University space or facilities used for business activities may be subject to a lease arrangement which may include the payment of rent.
- 14.6 The University and the Association will undertake to discuss contracts or agreements with external third parties regarding certain business activities which may lead to the recovery of costs for the University as well as generate sufficient income to the benefit of both the University and the Association.
- 14.7 All costs, taxes and fees associated with the use of the space and/or facilities by the Association that may become due is the responsibility of the Association.

15. LOCATION

- 15.1 In accordance with its status as a student association, the University shall provide the Association with a room at no charge which shall constitute an office from which to conduct its activities. The location of this room shall be on or around the Montreal campus of the University and shall constitute the Association's principal premises.
- 15.2 The University further grants to the Association the use of the University space and/or facilities which appears in **Appendix F** at no charge for the term of this Agreement and for the stated purpose. No change may be made to the use of the space and/or facilities without the express prior approval of the Deputy Provost (Student Life and Learning).
- 15.3 Any request for additional space shall be made to the Deputy Provost (Student Life and Learning) and shall be subject to availability and may be evidenced by a separate lease agreement between the parties. All such space shall be confirmed in writing by the Deputy Provost (Student Life and Learning) whose confirmation shall constitute an amendment to this Agreement.
- 15.4 The University reserves the right to bill the Association for any extraordinary cleaning or repair necessitated as a result of an Association-sponsored activity in University premises listed in **Appendix F**.
- 15.5 All costs, taxes and fees associated with the use of the space and/or facilities by the Association that may become due is the responsibility of the Association.

16. FOOD SERVICES

The MSS shall not operate nor manage, whether directly or under contract, vending machines and food counters without the prior written consent of the Deputy Provost (Student Life and Learning).

17. TELEPHONE, E-MAIL AND MAIL SYSTEMS

As long as the Association is located in a University building, the Association shall be entitled

- 17.1 to purchase telephone services from the University, including the "398" exchange number, long distance services, internal switching and University directory listings. No equipment other than that provided by McGill Network and Communications services may be attached to lines provided by McGill.
- 17.2 to purchase backbone connectivity and Internet access for their computers. This does not include a right to web casting. This may be subject to a separate agreement.
- 17.3 to use the University's e-mail system subject to the Association, its employees, officers and volunteers, respecting University policies, including but not limited to, the ***Policy on Responsible Use of McGill Information Technology Resources***.
- 17.4 use the University's mailing system, including internal delivery. The Association shall pay for all costs associated with the use, including but not limited to, the cost of external mail sent through the University mailing system.
- 17.5 subject to the conditions set out in Articles 6 and 13, the University grants the Association the right to use "McGill" within its domain name within the Associations' own independent interactive website.
- 17.6 The Association shall pay for all costs associated with the integration and the use of these systems, as well as wireless internet service, as set from time to time.
- 17.7 Integration in these University systems is a privilege, which may be revoked, should the University reasonably believe that the Association has used any system in a manner contravening McGill's policy. The University shall provide the Association with such reasonable notice, as deemed to be appropriate, prior to revoking any of these systems.

17. **STAFF STATUS**

All staff hired by the Association shall have exclusive Association employment status. The working conditions, including payroll, of the Associations staff shall be determined solely by the Association.

18. **TERM AND REVIEW**

The term of the present agreement is **five (5) years beginning on June 1st, 2014 and ending on May 31st, 2019**. Nine (9) months prior to the expiration of the term, the parties shall review in good faith the terms and conditions with a view to renew on a mutually agreeable basis. In the event the parties are unable to agree on the terms of renewal, the terms of the present agreement shall end on **May 31, 2019**.

19. **NOTICE**

Any notice to be given by the present Agreement shall be given to the University at its above-mentioned address to the attention of the **Deputy Provost (Student Life and Learning)**, and to the Association to the attention of its **Executive President** or any available officer should the President not be available.

20. **ENTIRE AGREEMENT**


This present Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes and replaces all prior agreements, undertakings, negotiations and discussions of the parties.

21. **LANGUAGE**


The parties to the present Agreement have requested that the present Agreement and all documents and notices related therewith be drafted in the English language. *Les parties à la présente ont demandé que la présente convention et tous documents ou avis y afférent soient rédigés dans la langue anglaise.*

AND THE PARTIES HAVE SIGNED:

THE MEDICAL STUDENTS' SOCIETY INC

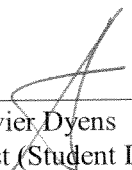
Per: 
Carl White Ulysse
Executive President

14-02-2014
date


Per: 
Sarah Hosseini
Executive Vice-President (Finance)

14-02-2014
date

MCGILL UNIVERSITY

Per: 
Professor Ollivier Dyens
Deputy Provost (Student Life and Learning)

14.02.2014
date

Per: 
Dr. David Eidelman
Dean of Medicine

14/2/25
date

APPENDIX A

Association Fee Schedule in accordance with Article 1 of this Agreement

Fees Assessed to Members of the Medical Students' Society

2013-14

<u>Fee Description</u>	<u>Amount of fee</u>	<u>Opt-out</u>	<u>End-date</u>	<u>Notes</u>	<u>Fund where money is deposited</u>	<u>Fund Title</u>	<u>Comment on distribution of monies</u>
Medical Students' Society	\$45.50 Yrs 1 - 3; \$41.75 Yr 4 per student /term	No	No		804150	Medical Student Society Fund	
Medical Students' Soc - CFMS	\$80 in Yr 1 represents \$20 per year	No	No	Fee changed via fee referendum in Fall 2011	804150	Medical Student Society Fund	
PGSS Thompson House Membership	\$27.00 per student per term	No	Winter 2014	Referendum to be held in Winter 2014 if fee is to continue in Fall 2014	805225	Postgraduate Students Society Of McGill University	Monies distributed to PGSS
Medical Students Society Computer Levy	\$4 per student /term	No	No	Referendum was held Spring 2011 to redistribute \$5 of this fee from computing to the Annex (\$2.50), further increase of \$2.50 for FQMSS fee increase. Initially created in 1995, the fee was to come back to referendum in 1998 - which it did not. In 1999 the fee was re-established at \$5 with no obvious end date, and increased to \$15 in 2000. The Spring 2011 referendum redistributed \$5 to other causes. Referendum to reduce fee from \$10 to \$4 in Fall 2013 effective Winter 2014	271796	Medical Student Computing Fund	Monies distributed direct to University
Journal of Medicine	\$3 per student /term	No	No	Re-launched in 1994	271651	McGill Journal of Medicine	Monies distributed direct to University

APPENDIX B

Annual Administrative Fee Schedule in accordance with Article 2 of this Agreement

Amount of Association Fees Collected	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
Less than \$99,999	\$400	\$450	\$500	\$550	\$600
\$100,000-\$149,999	\$750	\$800	\$850	\$900	\$950
\$150,000-\$199,999	\$875	\$925	\$1000	\$1125	\$1250
\$200,000-\$249,999	\$1150	\$1200	\$1250	\$1300	\$1365
\$250,000 or more	\$1750	\$1850	\$1950	\$2100	\$2200

APPENDIX C

Charter documents, Constitution and By-laws of the Association in accordance with Article 10 of this Agreement

Includes:

- i. Association Constitution and By-laws
- ii. Copy of the Annual Declaration of Incorporation
- iii. Copy of the Insurance Certificate
- iv. Copy of the Audited Financial Statements

**Registraire
des entreprises****Québec** 

Rechercher une entreprise au registre

État de renseignements d'une association au registre des entreprises

Renseignements en date du 2014-01-24 12:58:16

État des informations

Identification de l'entreprise

Numéro d'entreprise du Québec (NEQ)	3364666464
Nom	ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN MÉDECINE DE L'UNIVERSITÉ MCGILL
Version du nom dans une autre langue	MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY

Adresse du domicile

Adresse	3655, DRUMMOND, CHAMBRE 601 MONTRÉAL (QUÉBEC) H3G1Y6
---------	--

Adresse du domicile élu

Nom de l'entreprise	VP FINANCE
---------------------	------------

Adresse	3655, DRUMMOND, CHAMBRE 601 MONTRÉAL (QUÉBEC) H3G1Y6
---------	--

Immatriculation

Date d'immatriculation	2007-09-11
Statut	Immatriculée
Date de mise à jour du statut	2007-09-11
Date de fin de l'existence	Aucune date de fin d'existence n'est déclarée au registre.

Forme juridique

Forme juridique	Association
Date de la constitution	
Régime constitutif	QUÉBEC : Code civil du Québec

Dates des mises à jour

Date de mise à jour de l'état de renseignements	2013-09-06
Date de la dernière déclaration de mise à jour annuelle	2013-09-06 2013
Date de fin de la période de production de la déclaration de mise à jour annuelle de 2014	2014-11-15
Date de fin de la période de production de la déclaration de mise à jour annuelle de 2013	2013-11-15

Activités économiques et nombre de salariés**1^{er} secteur d'activité**

Code d'activité économique (CAE)	9861
Activité	Organisations civiques et amicales
Précisions (facultatives)	REGROUPER EN CORPORATION LES ÉTUDIANTS DE LA FACULTÉ DE MÉDECINE DE MCGILL OFFRIR DES SERVICES DE TOUTES NATURES DANS LE CADRE DES OBJECTIFS DE LA COR

2^e secteur d'activité

Aucun renseignement n'a été déclaré.

Nombre de salariés

Nombre de salariés au Québec
Aucun

Administrateurs, dirigeants et fondé de pouvoir**Liste des administrateurs**

Nom de famille	White Ulysse
Prénom	Carl
Date du début de la charge	2013-05-01
Date de fin de la charge	
Fonctions actuelles	Président
Adresse	9885 av. Pélouquin Montréal (Québec) H2C2J7 Canada
Nom de famille	Surprenant
Prénom	Mathieu
Date du début de la charge	2013-05-01
Date de fin de la charge	
Fonctions actuelles	Trésorier
Adresse	547 rue Filiatrault Montréal (Québec) H4L3V1 Canada
Nom de famille	da Silva

Prénom	Alexandrine
Date du début de la charge	2013-05-01
Date de fin de la charge	
Fonctions actuelles	Vice-président
Adresse	610-3777 rue Saint-Urbain Montréal (Québec) H2W1T5 Canada

Nom de famille	Moroz
Prénom	Mickey
Date du début de la charge	2013-05-01
Date de fin de la charge	
Fonctions actuelles	Vice-président
Adresse	1334 av. Saint-Viateur Montréal (Québec) H2V1Z4 Canada

Nom de famille	Hosseini
Prénom	Sarah
Date du début de la charge	2013-05-01
Date de fin de la charge	
Fonctions actuelles	Vice-président
Adresse	4157 av. Marciil Montréal (Québec) H4A2Z7 Canada

Dirigeants non membres du conseil d'administration

Aucun dirigeant non membre du conseil d'administration n'a été déclaré.

Fondé de pouvoir

Aucun renseignement n'a été déclaré.

Administrateurs du bien d'autrui

Aucun administrateur du bien d'autrui n'a été déclaré.

Établissements

Numéro et nom de l'établissement	Adresse	Activités économiques (CAE)
0002 - BÂTIMENT DES SCIENCES MÉDICALES MCINTYRE	3655, DRUMMOND, APPARTEMENT 601 MONTRÉAL (QUÉBEC) H3G1Y6	Autres services (9999)
(Établissement principal)		
0003 - L'ANNEXE MADAME MEREDITH	3706, PEEL MONTRÉAL (QUÉBEC) H3A1Y2	Autres services (9999)

Documents en traitement

Aucun document n'est actuellement traité par le Registraire des entreprises.

Index des documents**Documents conservés**

Type de document	Date de dépôt au registre
DÉCLARATION DE MISE À JOUR ANNUELLE 2013	2013-09-06
DÉCLARATION DE MISE À JOUR ANNUELLE 2012	2012-08-16
DÉCLARATION DE MISE À JOUR ANNUELLE 2011	2012-03-21
Déclaration annuelle 2010	2010-11-02
Déclaration annuelle 2009	2009-12-03
Déclaration annuelle 2008	2009-02-03
Déclaration d'immatriculation	2007-09-11

Index des noms

Date de mise à jour de l'index des noms 2010-11-02

Nom

Nom	Versions du nom dans une autre langue	Date de déclaration du nom	Date de déclaration du retrait du nom	Situation
ASSOCIATION DES ÉTUDIANTS ET ÉTUDIANTES EN MÉDECINE DE L'UNIVERSITÉ MCGILL	MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY	2007-09-11		En vigueur

Autres noms utilisés au Québec

Autre nom	Versions du nom dans une autre langue	Date de déclaration du nom	Date de déclaration du retrait du nom	Situation
BÂTIMENT DES SCIENCES MÉDICALES MCINTYRE		2010-11-02		En vigueur
LADY MEREDITH ANNEX		2010-11-02		En vigueur
L'ANNEXE MADAME MEREDITH		2010-11-02		En vigueur
MC INTYRE MEDICAL SCIENCES BUILDING		2010-11-02		En vigueur
MSS DE L'UNIVERSITÉ MCGILL		2007-09-11		En vigueur
MSS OF MCGILL UNIVERSITY		2007-09-11		En vigueur
BÂTIMENT DES SCIENCES MÉDICALES MCINTYRE- BUREAU DE MSS		2007-09-11	2010-11-02	Antérieur
MCINTYRE MEDICAL SCIENCES BUILDING - OFFICE OF THE MSS		2007-09-11	2010-11-02	Antérieur



© Gouvernement du Québec



The Constitution of the Medical Students' Society of McGill University
Charte de l'Association des Étudiant(e)s en Médecine de l'Université McGill
As of December 22nd, 2012

Article 1: Name

1.1 This Society shall be known as the Medical Students' Society of McGill University /L'association des étudiant(e)s en médecine de l'Université McGill, hereinafter referred to as the Society.

1.2 MSS will be the official abbreviation of the Society's name.

Article 2: Objectives

2.1 To represent its members and promote their views in all dealings with the Faculty of Medicine of McGill University, McGill University, Professional organizations and the community at large.

2.2 To promote activities serving to encourage interaction between its members.

2.3 To coordinate, facilitate, and promote the formation and functioning of Society organization, clubs, and committees.

2.4 To disseminate information pertinent to the academic, professional and cultural enrichment of all Society members.

2.5 To refrain from adopting society wide positions about the medical treatment of patients, specific medical practices, or medical choices available to patients.

Article 3: Membership

3.1 Membership of the Society shall consist of both active and honorary members:

3.1.1 Active Members: Any student enrolled in the Faculty of Medicine of McGill University and working towards the M.D.,C.M. degree.

3.1.2 Honorary Members: Any person chosen by a majority vote by the General Council of the Society.

3.1.2.a Honorary members may participate in Society activities and attend and speak at all Society meetings.

3.1.2.b Honorary membership is valid only for the duration of the acting General Council's mandate.

3.2 All students in the MD-PhD and MD-MBA programs who are currently studying alongside M.D.,C.M. students within the M.D.,C.M. curriculum (Basis of Medicine, Introduction to Clinical Skills/Clinical Medicine, Core Clerkship and Senior Clerkship) are considered active members.

3.2.1 All students in the M.D.-Ph.D. and M.D.-M.B.A. programs who are working exclusively toward a Ph.D. or M.B.A. are considered honorary members.

3.3 Only active members of the Society are entitled to cast votes.

Article 4: Governing Bodies

4.1 General Assembly

4.1.1 Definition

The General Assembly consists of all active members of the Society.

4.1.2 Rights

The General Assembly shall have full authority over the Society. The General Council and Class Councils are bound by all decisions made by a General Assembly.

4.1.3 Convocation

4.1.3.a The General Council must call a General Assembly at least once a year to report on important business of that electoral year. The General Assembly must be called with written notice sent via students' electronic mail accounts at least five (5) working days before the scheduled General Assembly. The notice must indicate the time, location, and agenda for the General Assembly, and include the rules for the General Assembly as outlined in section 4.1.

4.1.3.b A General Assembly may be called by a petition presented to the Executive Vice President with at least 10% of the Society members signatures consisting of at least two (2) members from two (2) different years of study. The General Assembly must be called within ten (10) working days of receipt of the petition by the Executive Vice President.

4.1.4 Emergency General Assembly

4.1.4.a In case of extreme urgency, a General Assembly may be called by a written public notice posted at least twenty-four (24) hours beforehand by the Executive President or five (5) members of the General Council.

4.1.4.b The public notice shall include a detailed agenda of the items for discussion. This General Assembly has power only over the stated reason for the assembly.

4.1.4.c The public notice can be delivered by the Executive President through a society-wide e-mail correspondence. In the case of an e-mail public notice, the purpose and agenda for the Emergency General Assembly must be prominently hyperlinked on the front page of the Society website.

4.1.5 Vote

4.1.5.a The vote of the General Assembly will be taken by a show of hands.

4.1.5.b A secret ballot or registered vote may be done if requested by approximately quarter (1/4) of the members present, as determined by the Executive president.

4.1.5.c Adoption of a proposition requires a simple majority vote of members present.

4.1.5.d A discussion concerning the issue to be voted on must occur prior to the vote and must involve a minimum of three (3) members. All members have the right to speak.

4.1.5.e Persons external to the Society can be given the right to speak by the Chair of the General Assembly.

4.1.6 Quorum

4.1.6.a A quorum for the General Assembly requires the presence of ten percent (10%) of members including at least two (2) members from each of the four (4) years of study.

4.1.6.b In the event that quorum is not attained, the General Assembly will continue as an out of quorum session. All motions carried at an out of quorum session of the General Assembly are non-binding but shall be included as referenda questions during the next General Elections period (c.f. Article 6). Should these referenda questions pass, they will be considered as if they were passed by the General Assembly.

4.1.6.c The Class Presidents are responsible for ensuring proper representation from their respective years for quorum.

4.1.7 Procedure

4.1.7.a The General Assembly will be chaired by the Chief Returning Officer and conducted according to Robert's Rules of Order.

4.1.7.b Any member of the Society may submit an agenda item to the General Assembly provided it is seconded by another member of the Society.

4.1.7.c All motions require a simple majority to pass except for proposed amendments to the constitution, which must follow the guidelines as set out in Article 12.

4.1.7.d Any resolution that is in conflict with the Society's constitution shall be rendered null. Conflicts with the constitution shall be decided by a simple majority of the General Council members present at the General Assembly.

4.2 General Council

4.2.1 The governing body of the Society is the Medical Students' Society of McGill University General Council, hereinafter referred to as the General Council.

4.2.2 The General Council is empowered to legislate and execute all regulations, and policies of the Society. A decision of the General Council can only be superseded by one made by a General Assembly.

4.2.3 The General Council is empowered to transact all business and engage in all affairs of the Society in the name of the Society, unless elsewhere indicated.

4.2.4 The following positions shall constitute the General Council:

4.2.4.a Executive President

4.2.4.b Past President

4.2.4.c Executive Vice President, Corporate Relations

4.2.4.d Vice President Finance

4.2.4.e Vice President Academic

4.2.4.f Vice President Information Technology

4.2.4.g Vice President Student Affairs & Communications

- 4.2.4.h SSMU Representative
- 4.2.4.i Vice President Annex
- 4.2.4.j Two (2) Vice Presidents Social Affairs
- 4.2.4.k Vice President External Canada
- 4.2.4.l Vice President External Quebec
- 4.2.4.m Vice President Global Health
- 4.2.4.n The four (4) Class Presidents from each year of study.
- 4.2.4.o The four (4) Class Representatives from each year of study.

4.2.5 No member shall hold two voting positions on the General Council.

4.2.6 All General Council positions, with the exception of Class Representatives and VP Social Affairs, may only be held by one (1) member.

4.2.7 All General Council positions have a mandate of one year's duration except those of the Executive President (who becomes the Past President).

4.2.8 One (1) vote on the General Council is granted to each position, except the Executive President. The Executive President is only entitled to one (1) vote in the event of a tied vote.

4.2.8.a Each class president from each year of study is entitled to one (1) vote, for a total of four (4) votes across all years of study.

4.2.8.a.i In the event that a Class President is unable to attend a General Council meeting he/she may vote by proxy by passing his/her right to vote to either a Class Representative from his/her year (in the event that both are present at the meeting) or the Class Treasurer from his/her year. Notice of this proxy vote must be sent by the Class President to the Vice President Communications before any voting occurs.

4.2.8.b The two (2) Class representatives from each year of study are entitled to one (1) vote collectively, for a total of four (4) votes across all years of study.

4.2.8.b.i In the event that both Class Representatives are unable to attend a General Council meeting they may vote by proxy by passing their right to vote to the Class Treasurer from their year. Notice of this proxy vote must be sent by the Class Representatives to the Executive Vice President before any voting occurs.

4.2.8.c The two (2) VPs Social are entitled to one (1) vote collectively.

4.2.9 Conflicts of interest:

4.2.9a All Society members who represent the society as part of committees external to the MSS shall be required to vote for and support any position that has been adopted by the General Council, even if that viewpoint conflicts with their own opinion.

4.2.9b All Society Members who are part of other organizations external to the MSS, but do not represent the MSS in those organizations, must declare their conflict of interest and abstain from voting whenever the General Council considers matters related to that external organization.

4.2.10 Convening the General Council:

4.2.10.a The General Council shall assemble at the request of the Executive President or any five (5) voting members of the General Council.

4.2.10.b The Executive President is required to convene the General Council at such times as the business of the Society demands, there being at least six (6) meetings during the term of the General Council.

4.2.10.c The Class Presidents are responsible to ensure proper representation from their respective years for quorum.

4.2.11 Meetings of the General Council:

4.2.11.a A quorum shall consist of a simple majority of the voting positions of the General Council with at least one (1) person from each of the four (4) classes being present.

4.2.11.b Subsequent to the graduation of members in Med-4 and prior to the election of the Med-1 Council, quorum shall consist of a simple majority of the voting positions of the General Council with at least one (1) person from each of the three (3) remaining classes being present.

4.2.11.c If there is not one member from each of the required years of study present, then 2/3 of the voting members of the General Council are needed for quorum.

4.2.11.d Once quorum is attained it is maintained for the entire meeting.

4.2.11.e Voting shall be conducted by raising of hands of the voting members present at the time, unless otherwise specified in this document.

4.2.11.f In the event of urgent business, if a quorum was not obtained for a meeting, one-half (1/2) of the members present at the meeting can call an electronic vote of the entire General Council to take place between General Council meetings. In the event that an urgent matter arises in a period of time in which the General Council cannot meet, the Executive President holds the right to call an electronic vote of the entire General Council.

4.2.11.f.i This vote will be organized by the Executive Vice President, will not use a secret ballot and requires a full majority of voting council members to vote in favour of the proposed motion, in order for the motion to carry. Motions passed electronically will hold the same weight

as though they had been passed in a General Council meeting, and will be reflected in the minutes of the following meeting.

4.2.11.f.ii The Executive President holds the right to veto the Council's decision to call an electronic vote if he/she deems the matter at hand not to be of an urgent nature.

4.2.11.g All meetings, except those held *in camera* as prescribed elsewhere in this Constitution, are open to all Society members.

4.2.11.h After a General Council meeting has commenced, the Executive President holds the right to call a portion of the meeting *in camera*.

4.2.11.i Non-Council members may be granted permission to speak at the General Council meetings with the sponsorship of a member of the General Council. This sponsorship must be reported to the Executive Vice President at least twenty-four (24) hours prior, and added to the agenda.

4.2.12 Removal of Council Members

4.2.12.a All members, except the Executive President and Class Presidents, may be removed by the General Council.

4.2.12.b Removal of General Council Members from the General Council must be considered at the next General Council Meeting if:

4.2.12.b.i At least five (5) members of the General Council submit a written petition to the Executive President to remove a Council member.

4.2.12.b.ii Thirty (30) active society members from the constituency General Council member to be considered for removal, including at least two (2) members from each year of study (if applicable) submit a written petition to the Executive President to remove a Council member.

4.2.12.b.iii Any voting General Council Member misses three (3) regularly scheduled meetings of the General Council.

4.2.12.c Publication of the motion to remove a general council member is forbidden. It is not to be mentioned in the agenda of the General Council meeting, and is to be brought up under the heading of "New Business". No non-council member is to be notified.

4.2.12.d The council member being considered for removal is to be informed by the Executive President of the pending motion at least five (5) days prior to the meeting, and if he/she resigns before the meeting, the matter is closed.

4.2.12.e Discussion of the removal and voting must occur *in camera* at this Council meeting. A 2/3 vote of the General Council is required to remove a member.

4.2.12.f The person removed from Council must hand over all property of the society, and all files relating to society business to the Executive President at the time of the vote.

4.2.12.g Class Presidents may be removed by a two-thirds (2/3) vote of his/her class.

4.2.12.g.i An Impeachment Class Assembly can be called by written petition of twenty (20) members of the class, or by 2/3 approval of the General Council. The Impeachment Class Assembly shall be exclusive only to the executive president, the class president being impeached, and the represented class.

4.2.12.g.ii In the event that 2/3 of the class is not present at the Impeachment Class Assembly, the Executive President must call an electronic vote of the represented class. The motion to impeach the class president is accepted if 2/3 of the class votes in favour electronically. The electronic vote for impeachment of a class president

holds the same weight as if it was decided at the Impeachment Class Assembly.

4.2.12.h The Executive President may be impeached by a 2/3 vote of the entire society. Thirty (30) active members including at least two (2) members from each year of study must petition to the Executive Vice President for removal of the Executive President. Upon receipt of the petition, the Executive Vice President must call an Impeachment General Assembly.

4.2.12.h.i The motion to remove the Executive President will be the only motion debated and voted on at the Impeachment General Assembly.

4.2.12.h.ii The Executive Vice President shall chair the Impeachment General Assembly.

4.2.12.h.iii If 2/3 of the society is not present at the Impeachment General Assembly, the Vice President must call an electronic vote of the entire society. The motion to impeach the Executive President is accepted if 2/3 of the society votes in favor electronically. The electronic vote for impeachment of a class president holds the same weight as if it was decided at the Impeachment General Assembly.

4.2.13 Replacement of Members

4.2.13.a Vacancies on the General Council, except in the case of the Executive President, Class Presidents & Class Representatives shall be filled by the General Council from within the membership of the Society.

4.2.13.b The Vice President shall solicit applications from potential replacement candidates from amongst all active members of the Society. In the event that more than one candidate presents himself/herself, the General Council shall select the interim replacement by secret ballot at their next scheduled meeting.

4.2.13.c The interim member of the General Council shall serve until the next regularly scheduled General Council elections for the position he/she filled.

4.2.13.d In the event of an Executive President vacancy, the Executive Vice President shall become the president, and the position of Executive Vice President shall be filled according to a General Council Vacancy.

4.2.13.e In the event of a Class President vacancy, the Executive Vice President will solicit applications from within the represented class and preside over an Emergency Election.

4.2.13.e.i The Emergency Election will last for forty-eight (48) hours, and take place no later than two (2) weeks after the Class President vacates office.

4.2.13.e.ii Only members of the represented class may vote in this election.

4.2.13.e.iii The applications of all potential Class President replacements will be published on the society website five (5) days before the Emergency Election.

4.2.13.e.iv The candidate obtaining the most votes will immediately assume the responsibilities of Class President until the next General Election. No minimum number of votes is required.

4.2.13.f In the event of a single Class Representative vacancy, the replacement will be selected from within the represented class by the other Class Representative.

4.2.13.g In the event that both Class Representative positions are vacated, the Class President will select the Class representatives from within the represented class.

4.3 Class Councils

4.3.1 Each medical class shall have its own Class Council consisting of the following:

- 4.3.1.a Class President
- 4.3.1.b Two (2) Class Representatives
- 4.3.1.c Class Treasurer

4.4 Special Positions

4.4.1 As the society is itself a member of the Student's Society of McGill University (SSMU), and as the Senator from within the medical student's society is chosen through separate elections mandated by the SSMU:

4.4.1.a The Senator must attend all General Council meetings

4.4.1.b As the General Council is the official voice of the society, and, as the Senator represents the society on the McGill University Senate, the Senator must support motions and viewpoints that have been agreed upon during General Council meetings of the society and its members.

Article 5: Duties and Responsibilities of Council Members

5.1 Executive President

5.1.1 To be the official spokesperson of the Medical Students' Society of McGill University

5.1.2 To manage all activities of the Society efficiently.

5.1.3 To ensure that the Society's Constitution is observed.

5.1.4 To serve as Chief Executive of the Society and Chair of all meetings of the General Council.

5.1.5 To serve on the Annex Committee and on the MSTC (Medical Students' Technology Committee).

5.1.6 To serve as member ex-officio of all committees of the Society.

5.1.7 To represent members on all official and emergency occasions.

5.1.8 To make decisions on behalf of the Society, subject to subsequent ratification by the General Council, in such instances as a meeting of the General Council is impossible.

5.1.9 To convene meetings of the General Council and General Assembly and ensure that proper parliamentary procedure is respected, as set out in Robert's Rules of Order.

5.1.10 To maintain proper avenues of communication, in conjunction with the Vice President External, between the Society and organizations external to the University. These organizations include, but are not limited to, the Canadian Federation of Medical Students (CFMS), the Fédération médicale étudiante du Québec (FMEQ), the Association of Canadian Medical Colleges (ACMC), and the Association of American Medical Colleges (AAMC).

5.1.11 To attend and actively participate in all committee meetings of the above mentioned organizations that the Executive President is appointed to, as long as responsibilities to these external organizations do not conflict with responsibilities to the Society. The financial burden of attendance to these meetings and participation in these events shall be that of the MSS in accordance with the guidelines specified in by-law V.

5.1.12 To maintain proper avenues of communication between the Society and other University offices and organizations. These include, but are not limited to, the offices

of the Dean and Associate Deans of Medicine, the office of the Dean of Students, the other Faculty Associations of McGill University, and the President's Council of the Students' Society of McGill University (SSMU).

5.1.13 To represent the faculty of Medicine at the McGill University Senate.

5.1.14 To cast an active vote, and not abstain on motions brought before the General Council in the event of a tied vote.

5.2 Executive Vice President & Corporate Relations

5.2.1 To aid the President in fulfilling all presidential duties, and to fulfill those duties if the president should become unable to.

5.2.2 To assume the office and title of Executive President if the president should resign or become unable to fulfill the duties of the presidency.

5.2.3 To ensure that the MSS constitution is kept up to date and to ensure that copies of the constitution are available to society members.

5.2.4 To ensure that all actions taken by the general council are in accordance with the MSS constitution.

5.2.5 To find and appoint a Chief Returning Officer (CRO) who must be external to the Faculty of Medicine of McGill University, to organize and coordinate elections.

5.2.6 To act as liaison between the MSS and the CRO.

5.2.7 To appoint impartial Adjunct Returning Officers (ARO) to assist in running elections and referenda as needed, or when elections are not preformed electronically.

5.2.8 To maintain the collection, organization and distribution of correspondence directed at the Executive and General Councils.

5.2.9 To arrange the venue for every General Council and General Assembly meeting, and to provide the equipment and documents necessary for the appropriate functioning of those meetings.

5.2.10 To coordinate and pursue the solicitation of large, or corporate sponsorship agreements for the Society, its publications, and its website in accordance with the MSS Sponsorship policy (as outlined in the by-laws of this Constitution).

5.2.10.a To prepare and update a sponsorship kit, and ensure its distribution to past and potential sponsors.

5.2.10.b To facilitate the solicitation of large MSS sponsors for all MSS clubs, MSS events, organizations, publications and class councils.

5.2.10.c To keep accurate account of the large sponsorship obtained independently by all MSS clubs, MSS events (in association with the VP Student Affairs & VP Socials), organizations, activities, publications, and class councils.

5.2.10.d To ensure the proper application of the MSS Sponsorship policy (as outlined in the by-laws of this Constitution).

5.3 Vice President of Academics

5.3.1 To promote the improvement of the academic life of Society members.

5.3.2 To represent the General Council on the Faculty's Curriculum Committee and debrief the General Council on activities and decisions of the Committee.

5.3.2.a The VP Academic Affairs will be expected to remain on the Curriculum Committee for two (2) additional years after his/her term is up. During this time he/she will not have any official responsibilities to the General Council.

5.3.4 To represent the MSS on the Inter-faculty McGill Academic Round Table (MART).

5.3.5 To be a member of the Annex Committee.

5.3.6 To be an advocate for the improvement of the student academic experience, and to facilitate changes that will achieve that goal.

5.3.7 To act as a liaison with the admissions office and their outreach programs.

5.4 Past President

5.4.1 After his/her one year term is over, the Executive President will serve on the General Council for one year as Past President in order to guide the next Council.

5.4.2 The Past President is entitled to vote on General Council and General Council motions.

5.4.3 The Past President is required to attend all Executive and General Council meetings.

5.4.4 The Past President should act as a consultant to all standing committees, but will not be required to attend all standing committee meetings.

5.5 Vice President Finance

5.5.1 To manage all Society funds as mandated by the General Council.

5.5.2 To keep accurate account of all the finances of the Society.

5.5.3 To be the Treasurer on the Annex Committee and the MSTC.

5.5.4 To publish a statement showing the assets, liabilities, and financial

condition of the Society.

5.5.6 To keep accurate account of all bank accounts opened with the Society's authorization, and to ensure proper maintenance of these accounts.

5.5.7 The Vice President Finance is required to oversee the audit of the budget that was used in the year of his elected term. This audit will take place in the following term, at which time another Vice President finance will have assumed all other responsibilities.

5.5.7.a In the following year, after his terms has expired, the Vice President of Finance is required to submit the completed audit to the University by December 31st, in accordance to McGill University regulations.

5.6 Vice President Information Technology

5.6.1 To maintain an official Society site on the World Wide Web.

5.6.2 To support the Society's clubs in creating and maintaining club websites linked to the Society site.

5.6.3 To be responsible for overseeing the maintenance and upgrade of computing and technological facilities.

5.6.4 To be responsible for the proper functioning of the Medical Students' Computer Labs and the proper application of the printing quota.

5.6.5 To be the Chairperson of the MSTC (Medical Students' Technology Committee).

5.6.6 To initiate and spearhead innovations and applications of technology in the medical curriculum, with the assistance of the Vice President Academic Affairs.

5.6.7 To act as an official technology consultant to all Society Classes, and assist the class councils in technology related matters.

5.6.10 The Vice President Information Technology will be elected from the Med-1 class in September.

5.7 Vice President Student Affairs & Communications

5.7.1 To oversee the dissemination of information from the General Council to the all society members.

5.7.2 To keep the minutes and notify Society members of upcoming meetings of the General Council and General Assembly.

5.7.3 To be responsible for the advertisement and the promotion of Society events to its members.

5.7.4 To oversee the production of all publications of the society as outlined in the bylaws.

5.7.5 To be responsible for the distribution of press releases to media corporations, in conjunction with the Executive President, Executive Vice President, and Past President.

5.7.6 To oversee all affairs regarding Clubs of society members, as specified in the bylaws.

5.7.6.a To assist club representatives with regards to their responsibilities to the MSS
General Council.

5.7.6.b To maintain a contact list of club representatives.

5.7.6.c To facilitate the delivery of MSS club mail and electronic mail.

5.7.6.d To collect and publish the yearly club reports submitted by all society Clubs.

5.7.6.e To keep accurate account of the sponsorship obtained independently by all medical student clubs with the goal of preventing redundancy and conflicts with the sponsorship contracts of the MSS itself. The VP Student Affairs & Communications will cooperate with the VP Finance, and Executive Vice President in this matter.

5.8 Vice President Social Affairs

5.8.1 To organize and coordinate all social events organized by the MSS as specified in the by-laws.

5.8.2 To solicit sponsors for all social events organized by the MSS.

5.8.2 The position of VP Social Affairs is held by 2 individuals.

5.9 Vice President External Affairs Canada

5.9.1 To represent and further the objectives and best interests of the Society within the Canadian Federation of Medical Students (CFMS) and other organizations outside of Québec.

5.9.2 To transmit pertinent information from these organizations to the General Council and members of the Society.

5.9.3 To attend all meetings of, and actively participate in these organizations. The financial burden of attendance to these meetings and participation in these events shall be that of the MSS in accordance with the guidelines specified in the by-laws.

5.9.4 To act as liaison between the Society and other medical schools' student societies within Canada, outside of Québec.

5.9.5 To recruit members of the Society for the various CFMS positions available and encourage their involvement in this organization.

5.10 Vice President External Affairs Québec

5.10.1 To represent and further the objectives and best interests of the MSS within the FMEQ and other organizations within Quebec.

5.10.2 To transmit pertinent information from these organizations to the General Council and members of the Society.

5.10.3 To attend all meetings of, and actively participate in, these organizations so long as responsibilities to these external organizations do not conflict with guidelines specified in by-law V.

5.10.4 To act as liaison and facilitate communication between the Society and other medical schools' student societies within Québec.

5.11 Vice President Global Health

5.11 Vice-President Global Health

5.11.1 Ensures the promotion on campus of global health and advertise all the relevant information to medical students about initiatives taking place at McGill or abroad.

5.11.2 Is acting as the Global Health Liaison for the CFMS-GHP

5.11.3 Is acting as the campus coordinator of IFMSA-Québec

5.11.4 Serves as one of the MIHI coordinators.

5.11.5 Documents events held on campus with photos, budget for archive purposes and handover facilitation.

5.11.6 Organizes meeting between all the committees' executives and clubs related to the field so as to increase partnerships and joint efforts.

5.12 VP Student Annex

5.12.1 Oversee the use, management and development of the Lady Meredith Student Annex.

5.12.2 Act as Chair of the Annex Committee.

5.12.3 Ensure that the Lady Meredith Student Annex remains a safe, clean, accessible and convivial environment for the members of the MSS.

5.12.4 Manage the room booking platform of the Lady Meredith Student Annex.

5.13 Class President

5.13.1 To manage all of his/her class's activities efficiently.

5.13.2 To represent his/her class on all official occasions.

5.13.3 To represent his/her class to members of the Faculty of Medicine of McGill University deanery.

5.13.4 To represent his/her class at meetings of the General Council.

5.13.5 To represent of his/her class on the standing subcommittees and ad-hoc subcommittees of the MSS.

5.13.6 To represent his/her class at Presidents' meetings with the Associate Dean of Medical Education & Student Affairs.

5.13.7 To represent his/her class on committees organized by the Faculty of Medicine Administration that require student members.

5.13.8 To represent his/her class on the Faculty's Curriculum Committee.

5.14 Class Representatives

5.14.1 To represent his/her class at meetings of the General Council.

5.14.1.1 To represent his/her class at meetings of the General Council in the capacity of class president, if the situation arises that the class president is not in attendance.

5.14.2 To organize and promote all activities deemed necessary and appropriate by his/her Class Council.

5.14.2.1 To be responsible for organizing all social events for his/her class, as specified in the by-laws.

5.15 Class Treasurer

5.15.1 To manage the finances of his/her class and conduct affairs of business on behalf of the class.

5.15.2 To ensure that sponsorship of events organized by his/her class is in line with the Society Sponsorship Policy (c.f. MSS Constitution by-laws). The Class Treasurer will cooperate with the VP Finance and Executive Vice President in this matter.

5.15.3 To attend all meetings of the General Council.

5.15.4 To serve on the Finance Committee, and sponsorship committees for society events (as specified in the by-laws), and to play an active role in aiding the Vice President Finance & Executive Vice President in duties relating to the General Council and society sponsorships and finances at large.

5.16 SSMU Representatives

5.16.1 To represent the best interests of the General Council and Society to the Student's Society of McGill University (SSMU).

5.16.2 To act as a liaison between the Student's Society of McGill University (SSMU), the General Council, and members of the Society.

5.16.3 To attend all meetings of, and actively participate in the Student Society of McGill University (SSMU) so long as responsibilities to the SSMU does not conflict with responsibilities to the Society.

Article 6: Nominations and Elections

6.1 Electoral Periods

6.1.2 Every September, Med-1 elections to determine the Vice President Information Technology, the Annex Representative, The VP Global Health, and the Med-I Class Council shall be held.

6.1.2.a It is the responsibility of the Executive Vice President to organize and oversee these elections.

6.1.3 Every April, General Elections to determine the upcoming Med-2, Med-3, and Med-4 Class Councils, the Executive President, the Executive Vice President, the Vice President Finance, the Vice President Student Affairs & Communications, the Vice President Social Affairs, the Vice President Academic, the Vice President External Canada, the Vice President External Québec and the Students' Society of McGill University (SSMU) Representative, shall be held.

6.2 Eligibility

6.2.1 Any active member of the Society shall be eligible to stand for nomination for any position on the General Council provided that they will remain an active member for the entire year.

6.2.1.a MD-MBA and MD-PhD students are therefore not eligible for election in their Med-2 year.

6.2.1.b MD-MBA and MD-PhD students will therefore be eligible for election in the years that they are actively following the MD-CM curriculum for the entire academic year.

6.2.2 Any active member shall be eligible to stand for nomination for any position on his/her respective Class Council provided that they will remain an active member for the entire year.

6.2.2.a MD-MBA and MD-PhD students are therefore not eligible for election in their Med-2 year.

6.2.2.b MD-MBA and MD-PhD students are therefore eligible for election in the years that they are actively following the MD-CM curriculum for the entire academic year.

6.2.3 All active members of the Society shall be granted one (1) ballot vote in elections of the Society.

6.3 Term of Office

6.3.1 General Council members may not hold office for more than one (1) calendar year and twenty-eight (28) days, unless otherwise specified in their position descriptions.

6.3.2 The transfer of positions will occur over a General Council meeting no longer than 30 days after the results of the General Elections are known; all members of the General Council are required to present an official report at the transfer meeting. This report should contain information on the responsibilities of all elected members for the upcoming year. An explanation of the general council conduct and guidelines is to be presented by the Executive President and/or the Executive Vice President. This General Council meeting is to be held by all means possible, on a weekend day.

6.3.3 The Med-IV Class President and Class Representatives shall continue to hold their positions on the General Council of the Society until their degrees are officially conferred.

6.4 Elections

6.4.1 General Elections shall be held no later than the last day of April. Med-1 Elections shall be held no later than the last day of September.

6.4.2 Nominations

6.4.2.a The nomination period shall be announced during class time and via electronic mail at least two (2) weeks prior to an election.

6.4.2.b All nominations shall be signed by at least twenty Society Members in the correct voting constituency and countersigned by the nominee.

6.4.2.c Nomination forms may be scanned and submitted electronically to the CRO or AROs.

6.4.2.d The nominations must be received by the CRO or AROs at least three (3) days prior to the election.

6.4.2.e If only one candidate, or set of candidates, is nominated for a position, the call for nominations for that position shall be extended for twenty-four (24) hours past the deadline. After that time, the candidate or candidates will be acclaimed.

6.4.3 Campaigning

6.4.3.a Candidates shall be allowed to campaign over the course of at least 3 school days.

6.4.3.b No campaigning shall take place on voting days.

6.4.3.c Campaigning may only take place on designated campaigning days as defined by the CRO.

6.4.3.d All campaigning material both physical and electronic shall be removed prior to the commencement of voting.

6.4.3.e Candidates shall spend no more than 30\$ on campaigning; nominees can be requested to show proof of campaigning expenses at the request of the CRO.

6.4.3.f No funding will be provided by MSS to cover candidates' campaigning expenses.

6.4.3.g All electoral postings shall be in order with the regulations of the building.

6.4.3.h Candidates shall be allowed to give speeches during the campaigning period, under the supervision of the CRO and one (1) Adjunct Returning Officer (ARO), or two (2) ARO's.

6.4.3.i Candidates shall not be allowed to give speeches to the Society outside of the designated speech period. A speech consists of any address given within the confines of a classroom.

6.4.3.j Candidates running for the same position shall be allowed the same length of speech and question period, to be determined by the CRO. The CRO or ARO shall determine the order of speech by draw; candidates' speeches and question period shall be timed by the CRO or ARO, and a warning shall be given one (1) minute before the allowed time expires.

6.4.3.k Time and place of speeches, as well as the length of time allowed for each candidate, shall be announced to the Society members by electronic mail at least forty-eight (48) hours in advance.

6.4.3.l Candidates shall not be allowed to distribute campaigning material via the official publications of the Society; if deemed appropriate by the CRO, candidates may be given the opportunity to submit texts of predetermined length, to be sent jointly to the Society members via electronic mail or posted on the MSS Student Gateway.

6.4.3.m Candidates are allowed to campaign via the internet provided that they follow all campaigning guidelines.

6.4.3.n. The definition of campaigning shall include all mass communications to the voting constituency which do not have an explicit and direct academic purpose.

6.4.4 Voting

6.4.4.a Voting shall take place electronically over five (5) days.

6.4.4.c Voting shall be done by secret ballot; confidentiality and justice shall be preserved by all means possible.

6.4.4.d The time and method of electronic voting shall be announced to the Society members via electronic mail five (5) days before the first day of voting.

6.4.5 Counting

6.4.5.a Counting and verification of electronic ballot shall be performed by the CRO and one (1) ARO, or two (2) ARO's.

6.4.5.b Counting and verification shall take place no more than one (1) week after the closure of electronic voting.

6.4.5.e A plurality shall be sufficient for winning an election.

6.4.5.f The ballots from all elections and referenda shall be kept for at least one (1) year following the announcement of the results of the election or referendum.

6.4.5.g If after forty-eight (48) hours no appeals or recount requests have been made regarding the vote, the ballots will be destroyed, and the candidates will be officially elected.

6.4.5.h In case of a tie vote, the CRO shall organize a supplemental vote between the two (2) candidates involved; no campaigning shall be allowed and voting shall take place electronically for one (1) day only.

6.4.5.i The CRO will be responsible for any recount or re-vote, unless a conflict of interest is suspected, in which case the Executive President and AROs shall be responsible.

6.4.6 Referenda

6.4.6.a Referenda questions shall be determined by the General Council.

6.4.6.b Referenda questions shall be announced to the Society members via electronic mail at least two (2) weeks before voting takes place.

6.4.6.c The preceding guidelines for Voting and Counting shall be applied in the case of a Society referendum.

6.4.7 Sanctions

6.4.7.a A first violation that occurs before the voting period verified prior to the voting period will result in an email sent to the violating student highlighting the breach.

6.4.7.b A first violation that occurs before the voting period which cannot be verified until after the voting period will result in a by-election for the contested position only if the violating candidate won.

6.4.7.c A first violation that occurs after the beginning of the voting period will result in a by-election for the contested position only if the violating candidate won.

6.4.7.d A second violation will result in automatic disqualification.

Article 7: Finances

7.1 Expenditures

7.1.1 Any expenditure exceeding \$200 must be approved by the General Council.

7.1.2 Expenditures less than \$200 shall be approved by the President and the VP Finance, and subsequently ratified by the General Council.

7.1.3 Each active member shall be assessed an amount to be collected by the University Cashier.

7.1.4 The amount assessed to each active member shall not be altered without the approval of the Society as determined by a referendum vote (c.f. by-laws).

7.1.5 Each Society Officer shall, at the start of his/her term of office, prepare a budget. Such budget shall be subject to approval of the General Council.

7.1.6 The fiscal year of the Society shall be May 1 to April 30.

Article 8: Affiliation

8.1 The Society or General Council may affiliate itself with organizations external to the University as it sees fit. Any affiliation is understood to be the establishment of friendly relations with the affiliate. There is no obligation on the part of either party to sponsor movements or policies.

8.2 Any proposed affiliation leading to membership of the Society in an organization must be approved by a majority of the Society members in a referendum for that purpose. Cessation of any existing affiliation must be similarly subject to majority approval.

8.3 The Society shall maintain membership status in the Canadian Federation of Medical Students (CFMS) and the Fédération médicale étudiante du Québec (FMEQ).

Article 9: Committees and Clubs

9.1 Standing Committees

9.1.1 The following are permanent standing committees of the General Council:

9.1.1.a Lady Meredith Annex Committee

9.1.1.b Medical Students' Technology Committee

9.1.1.c Medical Students' Finance Committee

9.1.1.d Strategic Planning and Community Involvement Committee

9.1.2 Standing committees are established to administer the activities of the Society, and facilitate the responsibilities of General Council Members who chair each committee.

9.1.3 Standing committees are required to meet no less than three (3) times per year.

9.1.4 SPCI Committee

9.1.4.a Objectives

9.1.4.a.i The SPCI Committee provides institutional support, counselling, funding and networking opportunities to student-led initiatives that benefit the community; for this purpose, it manages and allocates the Community Involvement Fund.

9.1.4.a.ii The SPCI Committee surveys and assesses students' needs, interests and opinions to help establish the future priorities of the MSS in accordance with those of the student body.

9.1.4.b Positions

9.1.4.b.i The SPCI Committee is composed of at least one (1) students from each class (Med-1 to Med-4), two (2) co-coordinators, and at least four (4) executive members of the MSS, including the MSS President.

9.1.4.b.ii A total of four (4) class representatives will be chosen in September by the MSS president and current co-coordinators of the committee, on the basis of a letter of intent.

9.1.4.b.iii Co-coordinators are required to have at least one (1) year of experience working with the SPCI, and will be selected by the MSS president and previous co-coordinators in June of each year, on the basis of a letter of intent.

9.2 Ad Hoc Committees

9.2.1 As the need presents itself, the General Council may organize a Committee. A general directive must be written that contains the stated purpose of the committee.

9.2.2 The Chair of all Ad Hoc Committees shall be appointed by the Executive President, subject to approval of the General Council.

9.2.3 Ad Hoc Committees may be dissolved at the request of the Chair with approval of the General Council, by a decision of a majority of the Council, or when their stated purpose is accomplished as determined by the General Council.

9.3 Clubs

9.3.1 Definitions

9.3.1.a Official Club: An Official Club is an entity composed of Clubs Members that enjoys the rights and that must respect the responsibilities of MSS Clubs

9.3.1.b Returning Club: A Returning Club is defined as an Official Club that is
1. applying for renewal Official Club status for the next semester and that has
or had 2. the Official Club status for the current or past semester.

9.3.1.c New Club: A New Club is defined as an entity composed of Active members of the Society (c.f. 3.1.1) that is 1. applying to obtain the status of Official Club and that is 2. not meeting the requirements of a Returning Club

9.3.1.d Club Member: A Club Member is defined as any Active member of the Society (c.f. 3.1.1) that manifests an interest for an Official Club

9.3.1.e Event: an event is a gathering of Club Members limited in time to attend in order to share the interests and objectives of the club. An event must be open to all club members and all club members should have an equal opportunity to attend it.

9.3.1.f Event-Attendance: an event-attendance is a unit of measurement of club activity, where one (1) event-attendance represents the attendance of one (1) club member to one (1) event organised by the club.

9.3.1.g Special Project: a special project is an event or an activity organized by one or several clubs that requires special financial needs and that provides club members with an exceptional opportunity in accordance to the club's mission statement.

9.3.2 Objectives

The purpose of Official Clubs is to provide Club Members with the opportunity to pursue curricular or extra-curricular interests or activities

9.3.3 Governance and regulations

Official Clubs are 1. governed and regulated by the VP Student Affairs & Communication, are 2. funded in part or in whole by the MSS, all in accordance with the Constitution and the Society By-Laws

9.3.4 Responsibilities of MSS Clubs

9.3.4.a To possess the status of Official Club for the current semester

9.3.4.b To be open to all Active Society members

9.3.4.c To disseminate information regarding its activities to all Society members and to use the calendar on the Society's website to do so

9.3.4.d To make judicious use of its financial resources for the benefit of Society members

9.3.4.e To keep accurate records of its financial assets and events attendances

9.3.4.f To ensure that its sponsorship agreements are in concordance with MSS Sponsorship Policy

9.3.4.g To ensure that its actions do not go against the objectives and philosophy of the Society

9.3.4.h To maintain a website linked to the MSS website. To maintain and regularly update an official club website, under the umbrella of the gateway

9.3.4.i To present to the Vice President Student Affairs & Communications with all the documentation required by the By-Laws for Club Status and Funding

9.3.4.j To be present at Clubs Day and Roundtables

9.3.4.k To have at least one executive at the head of the Club

9.3.4.l To use the most appropriate mean to choose the most suitable Club Member to hold the position of one of the executive of the club

9.3.4.m To terminate all club-related activities and assets, including financial, when he is requested to do so by the VP Student Affairs or the MSS General Council

9.3.5: Rights

9.3.5.a All official MSS clubs are entitled to a financial allocation from the MSS.

9.3.5.b Official MSS clubs are allowed to use the Society's name when advertising for events.

9.3.5.c All Active members of the Society have the right to have to obtain Official Club Status

9.3.6: Funding

9.3.6.a MSS Funding for clubs is applicable to Official Clubs only

9.3.6.b Funding is provided by the MSS for the Fall and Winter Semester

9.3.6.c Funding allocated for each of the semester is based on event-attendance

9.3.6.d Funding to Returning and New Clubs is determined by the equations stated in the By-Laws, for the Fall and Winter Semester

9.3.6.e Budgeted MSS financial resources for clubs shall be separated equally between the Fall and Winter semester

9.3.6.f At least five (5) percent of the allowed financial resources for one semester shall be reserved for New Clubs and not included in the budgetary envelope for returning clubs

9.3.6.g At least five (5) percent of the allowed financial resources for one semester shall be reserved for Special Projects and not included in the budgetary envelope for returning clubs

9.3.6.h Funding can only be deposited in bank accounts held by clubs under MSS legislation

9.3.6.i Every budget must be approved and voted on by the MSS General Council and the aforementioned council reserves itself the right to modify this budget.

9.3.6.j In exceptional circumstance, the MSS General Council can overrule previous clauses about funding to a specific club.

9.3.6.k Funding Penalties shall apply in the event one club does not respect its responsibilities

9.3.7 Duties of the VP Student Affairs toward the clubs

9.3.7.a To be oversee all clubs activities and events

9.3.7.b To be responsible for clubs application, follow-up, and budgeting

9.3.7.c To submit reports about club activities, applications, and funding to the MSS council at least once a year

9.3.8 Club Status and Funding

9.3.8.a Official club status is only valid for one semester and must be renewed for Returning Clubs at every Fall and Winter semester

9.3.8.b Returning clubs must submit a follow-up report to be able to obtain funding that is not allocated to New Clubs or Special Projects

9.3.8.c Applications must be submitted by the VP Student Affairs to the MSS General Council at the beginning of the Fall and Winter Semester

9.3.8.d Clubs are accountable to the MSS General Council for their activities and use of MSS funding

9.3.8.e Granting for funding and club status is done by the MSS General Council

Article 10: Official Publications

10.1 The official publications of the Society are the Murmur, the Placebo, and the MSS website.

10.1.1 The Murmur is a weekly informal electronic newsletter sent to all Society members and first and second year Dentistry students.

10.1.2 The Placebo is a newspaper published at least 3 times per year, whose primary language is English. Its management falls under the responsibility of the Vice President Communications. The latter, in conjunction with the Executive President, shall have the final say on the newspaper's content. The publication of articles in French is permitted and encouraged.

10.1.3 The MSS website shall be maintained by the Vice President Information Technology.

10.2 Notices on the Society Bulletin Board in the McIntyre Building shall be considered "Official MSS Publications," if approved, signed and so marked by the Executive President, Secretary, or Vice President Communications.

Article 11: By-Laws

11.1 The by-laws shall deal with such topics and decisions which are not of sufficient importance to be embodied in this Constitution but which seem desirable to have in a permanent form for the guidance of the General Council.

11.2 By-laws shall come into effect upon being passed by a two-thirds (2/3) majority of the General Council.

11.3 All by-laws shall be appended at the end of this Constitution.

Article 12: Amendments to the Constitution or Society By-Laws

12.1 Proposed changes to this Constitution must be announced to all society members via students' electronic mail accounts at least two (2) weeks before the vote. If a meeting of the General Council is held for discussion of the change, such a meeting will take place at least one (1) week prior to the vote.

12.2 Any article may be amended by a two-thirds (2/3) vote of those in attendance at a general assembly, or total votes cast in referendum.

12.3 The following Articles may be amended by a (2/3) vote of the General Council:

12.3.1 Article 4: Governing Bodies

12.3.2 Article 5: Duties of Officers and Members of Class Council

12.3.3 Article 6: Elections

12.3.4 Article 7: Finances

12.3.5 Article 8: Affiliations

12.3.6 Article 9: Committees and clubs

12.3.7 Article 10: Official Publications

12.3.8 Article 11: By-laws

MEDICAL STUDENTS' SOCIETY
OF MCGILL UNIVERSITY

FINANCIAL STATEMENTS

APRIL 30, 2012

MCGILL UNIVERSITY
RECEIVED

AUG 07 2013

MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY

FINANCIAL STATEMENTS

APRIL 30, 2012

TABLE OF CONTENTS

AUDITORS' REPORT

FINANCIAL STATEMENTS

Statement of operations
Statement of changes in net assets
Balance sheet
Notes to the financial statements

1.
2.
3.
4.

AUDITORS' REPORT

The executive council of
MEDICAL STUDENTS' SOCIETY OF
MCGILL UNIVERSITY,

We have audited the balance sheet of MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY as at April 30, 2011 the statement of operations and statement of changes in net assets for the year then ended. These financial statements have been prepared in accordance with Canadian generally accepted accounting principles. These financial statements are the responsibility of the Association's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

The Association receives revenue in the form of cash from certain activities, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our audit of the revenues was limited to the amounts in the records of the Association and we were not able to determine whether adjustments might be necessary to revenues, excess of revenues over expenditures for the year, net assets and assets.

In our opinion, these financial statements presents fairly, in all material respects the financial position of the Association as at April 30, 2011 and the results of its operations and changes in net assets for the year then ended in accordance with generally accepted accounting principles of Canada.

*Guimond Lavallée Inc.*¹

Chartered Accountants

Brossard (Quebec)
August 2nd, 2013

¹ Chartered Accountant auditor permit No. 23358

WWW.CAQL.CA

MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY

STATEMENT OF OPERATIONS

YEAR ENDED APRIL 30, 2012

	2012	2011
REVENUES		
Trust fund / Student fees	\$ 101 051	\$ 129 554
Dean's contribution	21 093	19 000
Sponsorship	35 950	33 850
Event revenues	65 811	63 120
Other activities	939	-
	<u>224 844</u>	<u>245 524</u>
EXPENDITURES		
Conferences and initiatives funding	19 086	10 149
MSS executive conference attendance	7 067	5 997
MSS council meals	1 793	850
MedGames	47 825	32 786
Frosh	18 269	19 293
Internos	56 202	82 348
Malpractice cup	89	911
Grad Ball	15 210	10 000
MSS clubs	9 150	17 383
Membership dues	27 600	31 442
Athletic summer membership	3 892	3 953
Other MSS events	2 268	3 213
Class fund	1 200	10 626
Administration fees and office supplies	1 386	871
Contributions	-	2 000
Audit fees	4 024	3 463
Insurance	2 739	2 739
Bank charges	250	389
	<u>218 050</u>	<u>238 413</u>
INCOME FROM OPERATIONS	6 794	7 111
OTHER REVENUES		
Interest income	<u>746</u>	<u>221</u>
EXCESS OF REVENUES OVER EXPENSES	<u>\$ 7 540</u>	<u>\$ 7 332</u>

MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY
STATEMENT OF CHANGES IN NET ASSETS
YEAR ENDED APRIL 30, 2012

	2012	2011
NET ASSETS, BEGINNING OF YEAR	\$ 102 973	\$ 95 641
EXCESS OF REVENUES OVER EXPENSES	<u>7 540</u>	<u>7 332</u>
NET ASSETS, END OF YEAR	<u>\$ 110 513</u>	<u>\$ 102 973</u>

MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY

BALANCE SHEET

APRIL 30, 2012

	2012	2011
ASSETS		
CURRENT ASSETS		
Cash	\$ 117 429	\$ 102 524
Receivable	2 092	1 862
Short-term investment	<u>2 454</u>	<u>2 181</u>
	<u>\$ 121 975</u>	<u>\$ 106 567</u>
LIABILITIES		
CURRENT LIABILITIES		
Accrued liabilities	<u>\$ 11 462</u>	<u>\$ 3 594</u>
NET ASSETS		
Net assets	<u>110 513</u>	<u>102 973</u>
	<u>\$ 121 975</u>	<u>\$ 106 567</u>

On behalf of the board:

_____, director

MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY

NOTES TO THE FINANCIAL STATEMENTS

APRIL 30, 2012

1. STATUTES OF INCORPORATION AND NATURE OF ACTIVITIES

MEDICAL STUDENTS' SOCIETY OF MCGILL UNIVERSITY is incorporated under Part 3 of Quebec Companies Act as a non-profit. The Association objective is to promote activities among undergraduate students of the Faculty of Medicine.

2. SIGNIFICANT ACCOUNTING POLICIES

USE OF ESTIMATES

The preparation of these financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known.

REVENUE RECOGNITION

Membership and program fees are recognized as revenue when collected, while revenue from the services provided are recognized when provided.

3. FINANCIAL INSTRUMENTS

The fair value of cash, receivable, short-term investment and accrued liabilities is equal to their carrying amount given their short-term maturity date.

4. COMPARATIVE FIGURES FOR THE PRIOR YEAR

Certain figures for 2011 have been reclassified to make their presentation identical to that adopted in 2012.



BFL CANADA Risk and Insurance Inc.
2001 McGill College Avenue, Suite 2200
Montreal, Quebec H3A 1G1
Tel: (514) 843-3632
1-866-688-9888
Fax: (514) 843-3842
Toll Free: 1-866-688-9888

Certificate of Insurance

Certificate N°: **MEDIC-3/2013-2014/002**

This is to certify to: **The Royal Institution for the Advancement of Learning and McGill University,
845 Sherbrooke Street West, Montréal, QC, H3A 2T5**

that the following described policy(ies) or cover note(s) in force at this date have been effected to cover as shown below.

Named Insured: **Medical Student's Society of McGill University**

Address: **3655 Sir William Oster, Room 508, Montreal, QC H3G 1Y6**

Description of operations and/or activities and/or locations to which this certificate applies:

Student's centre, services and organising special events that include the sale, distribution and serving of alcoholic beverages.

Type	Insurer	Policy N°	Policy Period from (mm/dd/yyyy) to (mm/dd/yyyy)	Limits – Amounts of Insurance		
Commercial General Liability	INTACT	160-1921B	March 23rd 2013 to March 23rd 2014	Bodily Injury / Property Damages	Per occurrence	\$ 3,000,000
				Personal/Advertising Injury	Any one person	\$ 3,000,000
				General Policy Limit	Aggregate	\$ 3,000,000
				Products / Completed Operations	Aggregate limit	\$ 3,000,000
				Non-Owned Automobile	Each occurrence	\$ 3,000,000
				Employee Benefits Programs	Each occurrence	\$ 250,000
				Employee Benefits Programs	Aggregate	\$ 250,000
				Employment Practices Liability	Each Occurrence	\$ 10,000
				Tenant's Legal Liability	Per Location	\$ 250,000
				Medical Payments	Per Person	\$ 25,000
				Property Damage/Bodily Injury	Deductible	\$ 2,500

Additional Information: It is understood and agreed that **The Royal Institution for the Advancement of Learning and McGill University** are added as an additional insured but only with respect to liabilities arising out of the operations of the named insured under this policy

This certificate is issued as a matter of information only and is subject to all the limitations, exclusions and conditions of the above-listed policies as they now exist or may hereafter be endorsed.

Should one of the above-noted policies be cancelled before the expiry date shown, notice of cancellation will be delivered in accordance with the policy provisions.

Limits shown above may be reduced by Claims or Expenses paid.

BFL CANADA Risk and Insurance Inc.

Signed in Montreal this October 3, 2013

Per: 

Authorized Representative

APPENDIX D

The Association's approved logo and trademark.



**MEDICAL
STUDENTS'
SOCIETY**
of McGill University

**L'ASSOCIATION *des*
ÉTUDIANT(E)S *en*
MÉDECINE**
de l'Université McGill

If other trademarks or logos are developed and/or registered, their use and inclusion here is subject to the prior express approval of the Deputy Provost (Student Life and Learning).

APPENDIX E

List of On-Campus and of Off-Campus Locations for Distribution of Publications in accordance with Article 13 of this Agreement

1. List of On-Campus Locations

The Publication, *The Placebo*, shall be distributed in specified locations on the Montreal campus as follows:

- in the computer room in McIntyre Medical Services Building
- on the ground floor of the McIntyre Medical Services Building
- on the ground floor of the Strathcona Anatomy and Dentistry Building
- on the fifth floor of the McIntyre Medical Services Building
- ground floor of the Bellini Building
- the Medical Annex

2. List of Off-Campus Locations

The Publication will not be distributed off-campus.

3. The Publication, *MURMUR*, is currently distributed only electronically.

APPENDIX F

University space and/or facilities granted to the Association in accordance with Article 14 and Article 15

1. In accordance with Article 14

No space has been granted to the Association for revenue-generating activities.

2. In accordance with Article 15

As of March 2007, the lease held by the Association on the Medical Annex was cancelled. Renovations of the Medical Annex were completed in Spring 2009.

Effective April 15, 2009, the University grants the Association the use of the space on this first floor of the newly renovated Medical Annex as per the attached CAD diagram. The space shall constitute the Association's principle premises and the location from which to conduct its activities ("the Premises") and shall house only the Associations' offices and meeting rooms.

In addition, the Association:

- may not change the use of any part of the Premises without prior written approval from the Dean and the Deputy Provost (Student Life and Learning);
- shall not convert any part of the Premises for revenue-generating activities. The parties acknowledge that the Association's revenue-generating activities are limited to the social events organized from time to time by the Association for its purposes in the Premises. When alcoholic beverages will be served or sold, the Association shall obtain a **reunion liquor permit** for each event in accordance with article 9 of this Agreement.
- shall conform to i) all federal and provincial laws and regulations ii) municipal rules and regulations, iii) its charter documents, by-laws and constitution, and iv) all applicable University regulations and policies which apply to the use of the buildings. The Association shall be responsible for any fees or taxes which may be assessed due to the operation of their activities.
- shall not make any alternation to the premises without the express consent of the University and shall affix no new signs.
- shall clean and generally maintain the premises in good order. All costs related to the use of the space, including janitorial services shall be borne exclusively by the Association.
- shall be responsible for any damages to the Premises and shall pay for any repairs executed by the University as a result of the use Premises by the Association;
- limit access to the Premises to members, and escorted guests of members, of the Association.

It is understood that the University, as owner, shall be permitted to enter the Premises at any time.

The Faculty of Medicine will identify secure storage space for MSS use to store supplies and files within the McIntyre Building. This is not to be used as archival space. The Faculty will endeavor to allow mail to be delivered to the MSS at the Annex.

APPENDIX G

List of Association's Groups in accordance with Article 6 of this Agreement

PART 1: RECITALS

A. Definitions:

All groups, clubs, services, activities of the Association granted club or service status by the Association shall be referred to collectively herein as “**Groups**”

B. The Association confirms:

- i. that the list below represents the **full list of the Association Groups** as of June 1, 2013;
- ii. that names appearing in the first column entitled “**Names**” are the **Names approved by the Association;**
- iii. that the **Description of Purpose** is the purpose approved by the Association for the stated Group; and
- iv. that the dates appearing in the column entitled **Year Approved** are the dates of the creation of the Groups by the Association.

C. The Association acknowledges and accepts that going forward (effective June 1, 2013) all new Groups shall adopt one of the following **Approved Forms for Group Names, subject to the category of activity:**

Category I: For Groups other than those affiliated or affiliating with external organizations

- MSS or McGill (Medical) Students [*insert e.g. Investment Club*], or
- MSS or McGill [*insert e.g. Marketing; Pakistani*] Students' Association, or
- [*insert e.g. Pakistani*] Students' Society, or
- MSS [*insert*], or
- [*insert e.g. Korean Martial Arts Club*] – MSS

Category II: For Groups affiliated or affiliating with an external organization including political parties

- McGill (Medical) Students for [e.g. Make a Wish], or
- McGill (Medical) Students Supporting [e.g. Make a Wish], or
- McGill Students' Chapter of [e.g. Make a Wish, or
- MSS - [e.g. Make a Wish, Cystic Fibrosis etc.] or
- [e.g. Make a Wish, Cystic Fibrosis etc.] - MSS

Category III For Sports Clubs or Teams

The Department of Athletics and Recreation shall have exclusive use of the name "McGill" in relation to any sport or team, except where permission is granted in writing by the Deputy Provost (Student Life and Learning).

Category IV: For Association Services and Media

- McGill (Medical) Students [*insert e.g. Marketing Club*], or
- MSS [*insert e.g. General Store*], or
- [*insert e.g. Copi*] – MSS

- D.** The Association shall ensure that all Clubs, whether or not permission to use the McGill name in their names has been granted, are made aware of the conditions for the use of the McGill name, word mark, crest and shield, as outlined in **Section 6 and Appendix G** and the Association correct any misuse within two (2) weeks from the Association becoming made aware of the misuse.

Examples of misuse include, but are not limited to: a Club incorporating the McGill name in its name without permission, incorporating the McGill word mark, crest or shield in its name, logo or website, or on the club's sites, materials, or publications.

- E.** Only one email address for each club may be requested and shall take the form: [club initials].mss@mail.mcgill.ca]
- F.** Any changes to the list (including any additions or deletions), to the name of a club, or to its activity shall be brought to the University's attention and shall be confirmed by the Deputy Provost. McGill reserves the right to withdraw its permission for any club at any time and for whatever reason.

PART II: GROUPS

Category I: Groups other than those affiliated or affiliating with external organizations

Club Name	Contact Email	Mission Statement
		MSW STRIVES TO:
		-Educate and inform medical students about the health and wellbeing issues they may encounter in medical school
		-Promote whole-person wellness for medical students
		-Offer support and information to medical students who are experiencing mental health issues
		-Engage the Faculty to integrate mental health resources and education into the curriculum
MSW: Medical Student Wellness	jason.steinmetz@mail.mcgill.ca	
		The Comparative Healthcare Systems Program (CHSP) aims to provide opportunities to compare and contrast different healthcare systems. Our long-term goal is to cultivate ideas for the betterment of the Canadian healthcare system. We want to educate our members about non-Canadian healthcare systems and healthcare systems in general, investigate the pros and cons of the current Canadian model, and promote the exchange of information concerning public healthcare between McGill students, McGill departments, and other institutions.
MSS Comparative Healthcare Systems Program (CHSP)	gordon.hua@mail.mcgill.ca	
		CHSP works toward these goals by organizing guest lectures, information kiosks at conferences, documentary screenings & educational meetings, fundraisers, annual conferences, and annual exchange trips.
MSS Student Interest Group in Neurology	mcgill.sign@gmail.com	
		The Student Interest Group in Neurology (SIGN) program is a network of more than 150 chapters in medical schools across the United States and Canada. SIGN fosters medical student interest in neurology by providing opportunities to participate in

clinical, research, and service activities in neurology, increasing the student's neurologic knowledge, and creating an interest in the American Association of Neurology.

SIGN is a McGill Medical Student Society Club with the objective of providing students interested in neurology and allied specialties with opportunities to learn more about these fields and career opportunities within them through special events, original website content and other activities. Disciplines that may be covered in SIGN activities include, but are not restricted to, neurology, pediatric neurology, neurosurgery, neuroradiology, neuropathology and psychiatry.

The McGill Anesthesiology Interest Group strives to provide McGill medical students with opportunities to explore the field of anesthesiology and its subspecialties, including Critical Care and Pain Medicine. Currently, clerkship does not provide much exposure to anesthesiology beyond the general surgery rotation and students interested in applying to anesthesia residency programs must seek out additional opportunities for training in this specialty. Through various activities, including talks by residents or fellows in anesthesia and hands-on training sessions to learn skills like intubation, the McGill Anesthesiology Interest Group will help students gain knowledge about the specialty of anesthesiology and further prepare interested students for anesthesia residency programs. This club will also serve as a conduit between McGill medical students and physicians practicing anesthesia at McGill by facilitating shadowing opportunities for students in anesthesiology and its various subspecialties.

Bi-monthly sessions on emergency medicine related topics or skills sessions, attracting around 15-20 people each time, and given by residents and staff in EM and

MAIG –	
MSS	
Anaesthesiology	
Interest Group)	ryan.adessky@mail.mcgill.ca
MSS	
Emergency	
Interest Group	
(EMIG)	isabelle.imamedjian@mail.mcgill.ca

from different specialities. EMIG is one of the most active student clubs with more than 150 members on our listserv.

Moreover, EMIG fulfills its mission not only with the renowned talks and skills sessions but also with pairing of students with residents and physicians for research and shadowing opportunities, and with guidance in the residency choice that medical students face.

The Surgery Interest Group (MSIG) aims to stimulate interest in surgery and to provide medical students of all years the opportunity to explore surgery and its various subspecialties such as cardiac surgery, surgical oncology, oculoplastics, minimally invasive surgery, and much more. In the current curriculum, there is very little exposure to surgery and often students do not have adequate information about potential careers in surgery. With that in consideration, we invite a staff surgeon or a resident in surgery approximately once a month to present their specialty, discuss what it is like to work in that field, their research interests, and any other topics that they feel may be of interest to students. After the presentation, students are given the opportunity to interact and ask any questions that they may have.

Furthermore, our club aims to provide aspiring surgeons with the resources to reach their goals. We have a general surgery resident discuss CARMS applications and advice on how to become a strong applicant with regards to research and electives. We also have a suturing session where students are taught the techniques of suturing and even get hands on practice under the guidance of a resident, an opportunity that many of the first year students have appreciated in the past.

By exposing students to various disciplines in surgery, we hope that students will be able to make more informed career

decisions.

The International Health Initiative (MIHI) is a student-led organization whose role is to provide a framework for students to pursue their interests in Global Health. The club was established in the early 1980s and has remained active throughout years.

This involves supporting educational initiatives, activism, and other global health-related initiatives, as well as offering a forum for discussion among these initiatives for the purpose of increased awareness and cooperation.

The term 'global health' refers to "health problems, issues, and concerns that transcend national boundaries, may be influenced by circumstances or experiences in other countries, and are best addressed by cooperative actions and solutions" (Institute of Medicine 1997).

As such, global health does not solely refer to health issues that arise in impoverished areas of the world. It encompasses aspects of political, economic and social dynamics which greatly impact the health of populations within Canada, as well as abroad. Some of these factors include:

The impacts on health of widening socio-economic inequalities between the wealthiest and the poorest people, both within countries and between countries, and human migration and the special health needs of migrating populations

The impacts of globalization on health and health systems (including the increasing mobility of health care professionals, the use of new communication technologies in health, the influence of private companies on the provision of health services and insurance, the role of international bodies and trade agreements on health)

The effects of climate change and environmental destruction on infectious and chronic disease, human nutrition, and emerging diseases

Population growth, the overcrowding of urban areas and the encroachment of human populations into previously uninhabited ecosystems

War, violence, terrorism and the changing security environment as they impact social, psychological and physical well-being

Such challenges cannot be dealt with by nations individually, but rather lend themselves best to cooperative solutions which take into account the increasingly interdependent world. In this context, it is critical that Canadian medical students be well informed about global health, and how international factors impact the health of the individuals and communities with whom they will work as physicians.

The purpose of the McGill Obstetrics and Gynecology Interest Group is to provide McGill Medical Students with a forum in which they can explore many aspects of Women's Health, especially those related to the field of Obstetrics and Gynecology. It will help them gain exposure to discipline's such as Obstetrics and Gynecology, but also explore those of Family Medicine obstetrics, and Global Health with a focus on Women's Health. It will provide skills training which are applicable to the above mentioned specialties. It will also be a resource for information and liaison to the faculty and residents at McGill University, which will help guide students toward a career in OBGYN or other Women's Health related disciplines.

The MRIG is a medical student run organization aiming at promoting interest for radiology and learning of medical imaging basics for medical students.

MSS
Obstetrics and
Gynecology
Interest Group
(MOGIG)

jeffrey.how2@mail.mcgill.ca

MSS Radiology
Interest Group

varsimo@hotmail.com

MSS
Plastic and
Reconstructive
Surgery Interest
Group

mcgill.prsig@mss.mail.com

McGill Osler
Student's
Society

lisa.palladini@mail.mcgill.ca

MSS
MedThink

aaron.rosen@mail.mcgill.ca

PRSIG aims to educate and expose medical students to the art and science of plastic and reconstructive surgery. This includes various subspecialties such as hand surgery, microsurgery, craniofacial surgery, breast surgery, aesthetic surgery, grafts and flaps, in both adult and pediatric populations.

Our goal is to provide opportunities for education through some components of the broad spectrum of this specialty. Staff and residents are invited to give a comprehensive insight into their careers, research interests as well as opportunities for shadowing, suturing sessions, and guidance for applying to the residency program. We aim to raise awareness of medical students and support them in their pursuit of the field of plastic and reconstructive surgery.

The Osler Society, established in 1921, is McGill's oldest student society.

In the spirit of Sir William Osler, the object of the society is to enrich our medical education through the attendance of lectures given by distinguished guest speakers, and through the presentation and discussion of papers concerning the Humanities and Social Sciences in Medicine. In addition, the club has put a focus on developing philanthropy among medical students and in exploring various areas in which the experience may be enriched to develop students into more well-rounded physicians.

Discuss. Debate. Educate.

To discuss and present current topics revolving around the field of medicine, health related topics and science in general. To stimulate discussion and keep the club members, fellow classmates, and the community at large informed and educated. To promote discussion and debate and keep up--to--date on the controversial and newest topics in science

and medicine. All the while, will encourage scientifically sound and evidence--based reasoning and health choices. Future plans to hold conferences to educate the public to make informed choices about their health.

Founded by McGill medical and dental students, the Asian Medical and Dental Association (AMDA) believes that with the changing demographics of the urban population across North America, future physicians and dentists should have a good understanding of Asian cultures to better address their patient's concerns and to properly advise them.

We host conferences, organize activities, and encourage volunteerism to promote and raise awareness of culturally appropriate health care and to provide a gateway for knowledge exchange on current clinical practices and research in the various Asian communities in Montreal. We believe that health care delivery to Asian populations can be improved by providing culturally appropriate services.

The Community Outreach Projects (C.O.P.) is a student-run organization that aims to promote careers in health to adolescents soon entering CEGEP as well as to educate children under the age of 12 on maintaining a healthy lifestyle.

The Clinical French Club's mission is to provide a structured and collaborative environment for medical students to master the essentials of clinical French, including the language required to:

- Take a patient history
- Conduct a physical exam and describe findings
- Explain the diagnosis and treatment plan
- Answer a patient's questions

Our philosophy is that we're all in this together, so let's help each other learn faster and better! We welcome French speakers of all levels, from zero to native speakers.

MSS
AMDA

cherry.chui@mail.mcgill.ca

MSS
Community
Outreach
Projects

kenjey.chan@mail.mcgill.ca

MSS
Clinical French
Club

sayuri.friedland@mail.mcgill.ca

Our goal is to identify and master simple, high-yield clinical language that can be put into practice immediately. Club members share the clinical situations they would like to improve in, and together we prepare structured meetings to practice the necessary language. By responding to immediate, real-life needs, we will complement existing resources which focus more broadly on formal grammar or conversational French.

Our meetings emphasize 1-on-1 practice and in-depth feedback. Sample format (~60 minutes):

- 15 min - Demo of patient interview, followed by questions
- 15 min - Split up into partners, conduct a mock medical interview (histories are provided)
- 15 min - Switch roles and repeat
- 15 min - Regroup to share the most useful takeaway points, choose the next topic

Post-meeting, the preparatory materials will be updated with new content arising from the meeting.

Other clinical scenarios and events will be incorporated according to demand.

We are a group based in the Faculty of Medicine at McGill, but welcome everyone interested in promoting and improving the health of aboriginal people, families and communities in Canada.

Our VISION: Healthy and vibrant Indigenous nations, communities, families and individuals supported by an abundance of well informed Indigenous and non-Indigenous health care practitioners working together.

Because HIV, TB, diabetes and suicide rates in Canada's First Peoples are unacceptably high; there are incredible young Aboriginal leaders that would make terrific doctors and nurses if given the opportunity; a lack of sustainable health care workers for

MSS
Aboriginal
Health Interest
Group

elaine.kilabuk@mail.mcgill.ca

MSS
MedTech

kenjey.chan@mail.mcgill.ca

MSS
Vascular Surgery
Interest Group

sajjid.hossain@mail.mcgill.ca

MSS
Dermatology
Interest Group

rach.tessier@mail.mcgill.ca

northern communities; a lack of interest among medical students in pursuing a northern career; a need to inform health care workers of traditional healing and cultural practices; environmental health impacts of climate change, Hydro development, persistent organic pollutants; Justice for all.

MedTech stands for Medical Technology, which broadly includes products, devices, information technology, and e-Learning resources related to Medicine. Combining knowledge from the medical curriculum with innovative technology, MedTech strives to embrace new solutions to improving medical care. Our goal is to inspire and motivate medical students to explore ways in which technology can solve real world problems.

The McGill Vascular Surgery Interest Group (VSIG) is a medical student organization encouraging participation by all medical and année préparatoire students interested in vascular surgery. The primary focus of this interest group will be to provide a forum by which students can explore the exciting field of vascular surgery. Vascular surgery is a surgical subspecialty that is evolving rapidly, both in the O.R. and in the options for training. VSIG will offer interested students the opportunity to learn about the vast opportunities offered by a career in vascular surgery and will guide students with respect to choosing between traditional training programs and direct entry programs (new in Canada). The VSIG club will foster social interaction for students by hosting gatherings and vascular-related activities and work closely with the McGill surgery interest group.

Mission statement: unchanged from previous (The McGill Dermatology Group) seeks to provide medical students with information and exposure the the field of dermatology by fostering relationships between students, residents and faculty. It will provide support and foster further interest in the field through exposure to

The Aesclepius
Theatre Troupe david.benrimoh@mail.mcgill.ca

MSS
South America
Health Initiative
(MSAHI) cristina.mitric@mail.mcgill.ca

MSS
Social Pediatrics
Interest Group matthew.magyar@mail.mcgill.ca

and involvement in dermatology. Research pursuits are encouraged through meetings allowing for the discussion of ongoing projects and the exploration of potential future study topics).

The Aesclepius Theatre Troupe aims to bring the joy of theatre and acting into the lives of medical students. Theatre is not only therapeutic and stress-releasing, but is a great way to learn about oneself, to practice empathy by learning to be another person, and can be of tremendous help in building the confidence and effective communications skills needed to be a great physician. The Troupe aims to use theatre to help medical students explore important, timeless themes and find their inner actor, while enjoying an age-old artform in a friendly, non-judgemental space. All proceeds from productions the Troupe puts on will be donated to a charity of the Troupe's choice.

The South America Health Initiative (MSAHI) is an IFMSA-affiliated project created in 2008 in partnership with the Père Ménard Foundation. It seeks to send 2-3 groups of 6 students to Peru for a 4-week medically related volunteering experience. The objective of this trip is to provide medical students with a hands-on medical experience in a Spanish-speaking country while helping a community in great need of medical assistance. The MSAHI renews its commitment to the same community and brings funds and medical supplies to the same health care center every year to assure that its contribution is sustainable.

Our goal is mainly to initiate to Social Paediatrics, to expose the medical students to the approach of various professionals throughout different activities and to gather together to create a network of information amongst the students of different levels.

MSS
Students in
Healthcare
Professional
Alliance
(msHPA)

robin.nathanson@mail.mcgill.ca

MSS
Health and
Hygiene for
Homeless

saman.ahmad@mail.mcgill.ca

MSS
Wilderness
Medicine
Interest Group

pier-luc.beaudoin@mail.mcgill.ca

MSS
Surgical Global
Health Interest
Group

marissa.morgan-
cavallaro@mail.mcgill.ca

The mission of msHPA is to encourage inter-professional collaboration amongst McGill healthcare students including students of Medicine, Dentistry, Nursing, Social Work, Occupational Therapy, Physical Therapy, Speech Language Pathology, and Dietetics. This club will be headed by a

council of representatives of each professional program in order to

encourage participation within each program.

A club aimed at improving the health and hygiene of homeless individuals and raising awareness about homelessness, its causes and its health consequences.

The Wilderness Medicine Club seeks to cultivate a better understanding and awareness of Wilderness Medicine, a subset of medicine that is not well-popularized at McGill. The club's activities will be geared toward learning about Medicine outside of the controlled clinical environment, as well as establishing basic outdoors/wilderness skills that are necessary in Wilderness Medicine. Furthermore, the club will promote outdoor activities as part of a healthy and active lifestyle

Although global health has been the subject of much discussion in the medical profession, the surgical aspect of global health is often omitted. The McGill Surgical Global Health Interest Group is a unique student initiative to open a dialogue between practicing and future physicians on the role of surgery in global health. The purpose of this interest group is to expose students to various experiences and opportunities in global surgery.

MSS
Internal
Medicine
Interest Group

guillaume.bousquet-
dion@mail.mcgill.ca

The Internal Medicine Interest Group aims to increase the awareness of medical students towards internal medicine by fostering interest in its different subspecialties and by guiding students on their steps to a residency match. Internal medicine is the medical specialty devoted to the prevention, diagnosis and treatment of diseases in adult patients and encompasses subspecialties such as Cardiology, Endocrinology, Gastroenterology, Infectious Diseases and Critical Care Medicine.

MSS
ENT Interest
Group

marcel.tomaszewski@mail.mcgill.ca

The ENT Interest Group is a student led initiative with the goal of providing MSS members exposure to the field of otolaryngology - head and neck surgery. As there is little exposure to surgically oriented patient care in pre-clinical studies in medicine at McGill, first and second year medical students will benefit the most from this group's events. As a means to accomplish these goals, the ENT interest group will provide opportunities to meet residents, attend head and neck clinical exam sessions and discuss the application process. The combination of hands on events and possibilities to meet with staff physicians and residents make this group a useful tool for students early in their medical school training to assess whether they would be suited a career in otolaryngology - head and neck surgery.

McGill Medical
Students'
Government
Affairs and
Advocacy
Committee

emily.reynen@mail.mcgill.ca

The McGill Medical Students' Government Affairs and Advocacy Committee aims to increase medical student awareness about and involvement in health policy issues within Quebec and Canada. Our goal is to offer opportunities to our members to be active participants in shaping health policy issues of importance to medical students and the patients we serve.

MSS
Digestion and
Metabolism
Student Interest
Group

gabriel.devlin@mail.mcgill.ca

The Digestion and Metabolism Student Interest Group strives to promote a sense of community among medical students via food and culinary experiences, through activities such as potlucks, restaurant outings, and workshops.

MSS- MTHI

priyanki.sivanantharajah@mail.mcgill.ca

In order to meet the increasing need for health promotion and illness prevention within the Tamil community in Montreal, the Montreal Tamil Health Initiative (MTHI) holds a series of lectures aimed at health topics that need to be addressed in the community.

McGill MSS
Ophthalmology
Interest Group

jordan.isenberg@mail.mcgill.ca

The McGill Ophthalmology Interest Group strives to promote the practice of ophthalmology and vision research amongst Medical Students. The MOIG organises activities and tutorial sessions designed to provide support Students in choosing a career in ophthalmology. Regular events include journal clubs, research discussions and match panels designed to stimulate student interactions with ophthalmology residents, fellows and staff.

MSS
Sexual Health -
The Whole
Package

danielle.chard@mail.mcgill.ca

We believe that sexuality is an integral part of our health and that health professionals armed with knowledge beyond biology, anatomy and pathology will be able to offer our communities the most comprehensive, accessible, and meaningful care. We aim to ensure that McGill medical school graduates approach sexual health in a holistic manner, with an awareness of its rich diversity and its importance throughout the lifespan. Through the sharing of information, resources and provision of workshops we hope to help create future doctors who are excellent communicators, strong advocates and life-long learners.

Category II: For Groups affiliated or affiliating with an external organization including political

Club Name	Contact Email	Mission Statement
MSS Christian Medical and Dental Society	cmdsmcgill@gmail.com	<p>The CMDS exists to support Christian med/dent students in their personal walks of faith and encourage and challenge them to be Christ-centered in their current studies and future professional practices.</p> <p>Here's a brief rundown of our PRIMARY AIMS:</p> <ol style="list-style-type: none"> 1. To learn how the Christian faith can be appropriately integrated into our future professional practices. The meetings we set up with Christian docs/dentists/profs provide great opportunities to ask questions and network! 2. A place for Christian med/dent students to meet, hang out, and encourage/challenge each other in their personal walks of faith through times of Bible study, prayer, and open discussion. 3. To connect students with the national CMDS organization (http://www.cmdscanada.org/), Christian med/dent students from across Canada, Christian faculty members at McGill, and Christian doctors from across Canada.
MSS FaMSIG (Family Medicine Student Interest Group)	patrick.moynihan@mail.mcgill.ca	<p>The Family Medicine Student Interest Group (FaMSIG) was created in 2003 by Dr. Eric Cadesky. FaMSIG is a group of McGill students interested in promoting Family Medicine amongst their peers. Our goals include:</p> <ul style="list-style-type: none"> • Exposing medical students to a wide variety of Family Medicine role models • Demonstrating the diversity of Family Medicine • Supporting students who are interested in Family Medicine • Educating medical students about Family Medicine training and careers • Fostering mentorship between family physicians and medical students • Fostering mentorship between upper- and lower-year medical students • Having fun!
Operation Smile MSS	zuzana.praslickova@mail.mcgill.ca	<p>To raise funds for Operation Smile, a non-profit charitable medical organization that sponsors reconstructive facial surgeries in children and young adults in the developing world. Through various activities spread throughout the year (such as bagging at stores, bake sales, and a large Casino Night), we raise awareness about the facial malformations that stigmatize thousands of children every year and that can, in most cases, be easily repaired with a short operation.</p>

Exercise is
Medicine
Canada @
McGill

brendan.swift@mail.mcgill.ca

Exercise is Medicine on Campus is an initiative aimed at fostering early collaborative inter-professional relationships between exercise and health care professionals that support the Exercise is Medicine philosophy; "To provide national leadership in promoting physical activity as a chronic disease prevention and management strategy to improve the health of Canadians". The McGill chapter aims to establish these links by facilitating networking between students pursuing various disciplines within the fields of healthcare and exercise. Specifically, we aim to provide a venue to inform students of the benefits of exercise through both information sessions, as well as organized sessions engaging students in various forms of physical activity. For more information consult www.exerciseismedicine.ca/home

Category III For Sports Clubs or Teams

Club Name	Contact Email	Mission Statement
MSS Medicine Hockey Club	adam.parent@mail.mcgill.ca	<p>This club is responsible for bringing members of the MSS together to celebrate and participate in any event hockey related.</p> <p>Every year in January, all the Canadian med schools are invited to participate in the MedGames. At the end of the weekend, everyone comes together to watch and participate in the final (and most important!) event: Cheerleading!</p> <p>The McGill Cheerleading team is composed of McGill Med students; most without any prior cheerleading experience. Over the Fall semester, practicing 1-2 times a week, we put together a routine of stunts, tumbling and dance. During this time, med students from all years get to meet and work together toward a common goal: impressing the judges at MedGames! Cheerleading is not only a wonderful sport, but it is also a way to socialise and participate in one the biggest competition of the year.</p>
MSS MedGames Cheerleading	james.morse2@mail.mcgill.ca	

Category IV: Association Services and Media

CLUB NAME	Email	DESCRIPTION OF ACTIVITY
McGill Journal of Medicine (MJM)	MJM.mss@mail.mcgill.ca	Journal responsible for the production of a book a number of times a year that regroups research articles published by medical students at McGill

PART III: MSS EXECUTIVE EMAILS

president.mss@mail.mcgill.ca
secretary.mss@mail.mcgill.ca
murmur.mss@mail.mcgill.ca
vpsocial.mss@mail.mcgill.ca
vpfinance.mss@mail.mcgill.ca
vpit.mss@mail.mcgill.ca