

Trent Pre-Med Society Constitution

Updated September, 2018

Definitions

For the terms of this Constitution

1. "Society" refers to registered members of the Trent Pre-Medical Society
2. Such members shall normally be undergraduate or graduate students of Trent University
3. "Regrets" refers to least twenty-four (24) hours' notice of absence from an executive meeting or event sent via email to the President, Vice President and Secretary.
4. "Executive team" refers to all duly elected members of the society.

Preamble

We, the student representatives, duly elected by the society hold the following truths as the operating principles of the Trent Pre-Medical Society:

1. To initiate, organize and administer academic affairs under the terms of this constitution
2. To be the elected representative body of the Society
3. To provide insight and resources for students interested in pursuing a career in health care including but not limited to: medicine, dentistry, veterinary, pharmacy and chiropractic medicine.
4. To establish and strengthen relationships with faculty, administration and health care professions of the Peterborough Community.

Executive Team

Duly elected members of the society consist of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Publicity Representative
6. Events and Volunteer Coordinator
7. Dentistry Representative
8. Veterinary Representative
9. Pharmacy Representative
10. Medicine Representative
11. Pre-Med Advisor

(General) Executive Membership Eligibility and Responsibilities

1. Subject to the terms of this constitution, any undergraduate or graduate student who is a member of the society with 60% (for the most recent academic year) shall be eligible to run office on the executive team.
2. Students must have at least 1 year of Pre-Medical Executive team experience, where available, to run for the positions of President and Vice-President.
3. All executive members are mandated to run two events during the academic year.

- A. Any executive member who is found to have not contributed to their assigned events are subject to impeachment, unless extenuating circumstances.
4. Speciality representatives are encouraged to run an event tailored to society members interested in that field in addition to hosting a mock MCAT, DAT & PCAT where available.
 5. The executive team must host a fundraising or awareness event during the academic year in collaboration with another organization where available.
 6. Encourage mentorship for exec

Signing Authority

1. Instruments in writing requiring executions maybe signed on behalf of the society by the President or Vice President where available
2. Cheques may be signed by Treasurer along with the President or Vice President where available.
3. Signing authority should be transferred to the incoming President, Vice President and Treasurer from the executives that held those positions at the end of the current academic year.

Meetings of the Society

1. Meetings of the society shall be held twice a month on a time agreed upon by the executive team at the beginning of each semester.
Each meeting open to the public shall be advertised on FB and website, or other social media
2. The President shall call an emergency meeting if executives have received a twenty-four (24) hour notice.
3. All meetings of the society are open to the public unless otherwise decided by the members.
4. Closed meeting will be enforced to discuss matters of sensitive nature.
5. Quorum for Executive meetings consist of 50% of the team plus one including at least the President and Secretary.
6. An Annual general meeting (AGM) shall be held in late September or early October of the Fall semester.
A. The AGM shall be for the Fall By-Elections to elect for any vacant positions as well as inform the society of any changes to the constitution. Candidates for positions are asked to prepare a personal statement in regards to the position they are applying to.
7. The AGM shall be duly advertised for 2 weeks before the meeting date.

Amendments to the Constitution

1. Amendments to the constitution shall be done at the Fall Annual general meeting (AGM) of every academic year by two-thirds (2/3) votes of the society and executive team where available.
2. The President, Vice President and Secretary shall have the authority to correct ALL grammatical, capitalization, spelling mistakes, punctuation, and position descriptions, without the consent of the society.

Removal from Office

1. Any executive member can be up for impeachment upon notice of a closed meeting. The motion will not be voted upon until the next meeting.
 - A. Impeachment can be brought forward to the president and/or the vice president, who will anonymously bring forth the motion at the next Bi-weekly meeting.
2. An executive member is subjected to removal from office should they fail to fulfill their duties to the society or deemed incompetent upon two-thirds (2/3) vote of the executive team.
 - A. An executive member is subjected to removal from office:
 - i. Should they fail to not attend 3 consecutive meetings and events without regrets 24 hours in advance, unless under extenuating circumstances.
 - ii. Should they show a pattern of failing to contribute to an event they are responsible for planning.

Finances

1. Funding of the society may be provided by TCSA, or any of the Trent University College Cabinets, and Pan-colleges Funding.
 - A. Funding is the responsibility of the Treasurer, to monitor and apply when deemed appropriate, or when requested by an executive of the society.
2. Spending of society funds are subjected to the approval of the executive team.
3. Reimbursement, advance payment and all other forms of payment will be provided through cheques signed by the Treasurer and President or Vice President.

Pre-Medical Application Support Scholarship (PMASS)

- Provided to one deserving student in the Society planning to apply for studies in the upcoming year to assist with application fees to an accredited institution for health-related studies
 - Does not discriminate based on what field or geographical location the applicant is interested in, so far as a rep is currently available
- Voted upon by current team, and administered
 - Payment conferred upon proof of application with receipts
 - Payment administered by Treasurer
 - Maximum amount administered is \$300 per year
- Vote counting completed by President and Vice President
- Vote by executive council
 - If necessary, preliminary vote through Qualtrics can be conducted, with top three applicants brought to meeting for formal vote
- Application online through website, Facebook, and email.
 - Application opens mid to end of winter semester

Elections

1. Nominations will be open for a period of one week.
 - A. Candidates are to prepare a personal statement in regards to the position they are applying to, to be submitted prior to the due date.
2. Voting will be open for open for week.

- A. Top 2 candidates for each position will be interviewed by existing executive team, President and Vice-President unless conflict of interest, to ensure team cohesion.
 - B. Votes will only be from Pre Med Society, ballot to be sent out through email.
4. If a position is unfilled during the spring election, the position will be opened for election or through appointment, based upon the discretion of the current executive team. If the position is still unfilled an appointment from the greater society will be made where available.
5. Candidates will be elected primarily by popular vote, however, executive members may veto the election of a candidate due to serious concerns in regards to their ability to perform in the role, or due to other concerns applicable to their appointment to the position.
 - A. The meeting is a closed meeting.
 - B. The candidates will be ratified within one week of the end of the voting period.

Responsibilities of Executive Members

1. The President shall:
 - Have at least one year of experience on the executive team where available.
 - Give leadership and guidance to the society.
 - Work to maintain good relationship with faculty, administration and health professionals within the Peterborough community.
 - Co-sign on financial affairs with the Treasurer.
 - Will serve as the official representative of the society on all occasions or find a suitable replacement.
 - Will oversee all events run by the society including the fundraising or awareness event.
 - Will monitor the electoral process in both the spring and fall semester elections.
2. The Vice President shall:
 - Have at least one year of experience on the executive team where available.
 - Assist the President in all business of the society.
 - Act as the assistant chief electoral officer for elections.
 - Succeed the Presidency upon resignation or removal from office of the President.
 - Give leadership and guidance to the society.
 - Liaise with career center, academic skills and academic schools.
 - Act as the third co-signer on financial affairs with the Treasurer where available.

- In an event that a position is not filled the Vice President will assume the responsibilities of the vacant position until it is filled.

3. The Secretary shall:

- Keep minutes of all meetings of the executive team
- Make minutes available to the executive team at least 48 hours after the meeting with the exclusion of emergency meetings.
 - Send out link for agenda/minutes beginning of each semester
- Have custody of all paperwork and books related to the society with the exclusion of the papers held by the Treasurer.
- Create a Google Drive Folder to retain all information and documents
- Keep track of participation of executive team at meeting and events
- Sent out emails and announcements regarding events and other information of the society as needed.
- Keep an updated membership list, which will be sent to the co-curricular records after the introductory meeting, the end of the first semester and the second semester.

4. The Treasurer shall:

- Act as the secondary co-signer on all financial matters.
- Be responsible for the policy and administration of all funds and present a budget each semester to the executive team.
- Act with the approval of the executive team on all financial matters.
- Purchasing of gifts for guest speakers.
- Place the order all swag (clothing, lanyards) for the society.

5. The Publicity Officer shall:

- Duly advertise all events of the society on all social media accounts, (which may include) including Instagram, Facebook, Snapchat and Twitter.
- Manage and update the society's website with the latest news of the society.
- Update the volunteer section of the websites with volunteer opportunities from the university and the Peterborough community.
- Will design and organize distribution of posters within the University.
- Send out emails for advertising to college offices, academic departments, and career center where available
- Update all social media platforms and website with the latest news of the society.
- Be primarily in-charge of photographing events, and posting these photos and videos.

6. The Events & Volunteer Coordinator shall:

- Recruit volunteers from the society at Pre-Med events and to keep a list of contact information for current volunteers
 - Create volunteer tabling time sheet for all events hosted by the society.
 - Keep time track of volunteer times of all members who volunteer throughout the academic year.
- Act as the information officer for all volunteer related questions, both general and society related.
- Work with the Publicity Officer to update the volunteer section of the society's website.
- Contact all volunteers before events when needed.
- Organize and collaborate with other organizations when possible to plan events on medically relevant volunteer opportunities with the help of other executive members.
- Have co-authority for booking rooms on campus.
- Be primarily responsible for risk assessment forms, event flow, and event food.

7. The Speciality Representatives (Medicine, Pharmacy, Dentistry, and Veterinary) shall:

- Act as the information officer for their field of interest
- Work with the Publicity Officer to update their respective sections of the website with opportunities and relevant information.
- Host academic and social events related to their field of interest for the society this includes but not limited to mock MCAT, DAT or PCAT
 - Liaise with organizations able to provide support for said events
- Establish relationships with healthcare professionals in the field of interest and invite these healthcare professionals should be invited to speak to the society at relevant Pre-Med events.
- Collaborate with the (Pre-Med Stream committee) in regards to guest speakers if needed.
- Provide resources and insights for perspective society members pursuing their field of interest.

8. Pre-Med Advisor shall:

- Be a senior or graduate student, who has least one year of experience on the executive. If a senior student is not available, a professional may fill the position.
- Provide guidance to the Society throughout the year.
- Work with all executive members and provide insight to assist events.
- Spearhead all documents created by the Society.