Constitution of the Translational and Molecular Medicine Students' Association

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1. Mandate

1.1. The Translational and Molecular Medicine Students' Association (TMMSA)

1.1.1. The Translational and Molecular Medicine Students' Association (TMMSA) is the student body consisting of the students registered in the undergraduate Translational and Molecular Medicine program (TMM) of the Faculty of Medicine of the University of Ottawa.

1.2. The Council of the TMMSA

1.2.1. The Council of the TMMSA is a democratic, elected student-run body representing the TMMSA.

1.2.2. The Council has a mandate to serve the TMMSA by:

a) Acting as the official undergraduate organization representing the TMMSA;
b) Collaborating with the administration of the Faculty of Medicine to increase the quality of academic and non-academic opportunities for the TMMSA;
c) Encouraging academic, professional, and social development;
d) Fostering a positive and inclusive community;
e) Promoting the mutual interest of all TMM students; and
f) Striving to facilitate a fulfilling undergraduate experience.

2. Members of the Council

2.1. General Rules of the Council

2.1.1. Terms

2.1.1.1. All members elected to the Council, unless otherwise stated in this Constitution, are expected to serve one (1) full term, barring extenuating circumstances.

2.1.1.2. A full term will start on the first (1^{st}) day of May of their year of election until the thirtieth (30^{th}) day of April of the year following their election.

2.1.1.3. All Council members are subject to the Code of Conduct (see **Section 9. Code of Conduct**) during their term.pl

2.1.1.4. Extenuating circumstances are:

a) Impeachment from the Council;
b) Resignation from the Council; or
c) Death.

2.1.2. General Powers of the Council

2.1.2.1. The Council has the power to create or abolish standing committees.

2.1.2.2. The Council has the power to make amendments to this Constitution.

2.1.3. Office Hours

2.1.3.1. The Council must schedule office hours for a minimum of 5 hours per week, to be shared by all Council members.

2.1.3.2. Office hours are to be held in the TMMSA Office.

2.1.3.2.1. The TMMSA Office is a designated space reserved for Council members.

2.1.3.2.2. The TMMSA must be notified of any changes to the timing or location of the office hours a minimum of forty-eight (48) hours before the change takes place.

2.2. Executive Positions

2.2.1. President

2.2.1.1. Overview of Position

2.2.1.1.1. The President of the TMMSA is the Chair of the Council, and responsible for the complete oversight and management of the Council. This includes resources (physical, human, intellectual, and financial), current projects and initiatives, and proposals put forth by the Council.

2.2.1.1.2. The President serves as a direct liaison between the TMM Administration and the Faculty of Medicine, and the TMMSA.

2.2.1.1.3. There may not be more than one President during a term.

2.2.1.2. Eligibility

2.2.1.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Have served a minimum of one (1) term on the Council in any membership position;
d) Receive a plurality of the votes cast by the TMMSA; and
e) Not have held the position of President for two (2) terms.

2.2.1.3. Functions

2.2.1.3.1. The President is responsible for moderating and directing efficient meetings and enforcing adherence to the meeting agenda.

2.2.1.3.1.1. They must approve the meeting agenda and disseminate it to the Council twenty-four (24) hours prior to the set meeting date.

2.2.1.3.1.2. They will be responsible for the postponing of motions, should discussions become unproductive.

2.2.1.3.2. The President must be present at a minimum of 85% of all Council meetings.

2.2.1.3.2.1. The President holds voting power at Council meetings but must remain neutral during Council votes, unless required to make a deciding vote.

2.2.1.3.3. The President must ensure the timely and satisfactory completion of all projects undertaken by the Council.

2.2.1.3.4. The President is responsible for the final authorization and approval of communications sent out by the Council as defined under **Section 6. Communications**.

2.2.1.3.5. The President has co-signing authority on the financial accounts of the Council.

2.2.1.3.6. The President must be a member of the Constitution Committee.

2.2.1.3.7. The President is responsible for maintaining direct communications with the Director of TMM.

2.2.2. Vice President of Finances

2.2.2.1. Overview of Position

2.2.2.1.1. The Vice President of Finances of the TMMSA (VP Finance) is the manager of all financial matters pertaining to the Council, including budgeting, fundraising, and tracking of expenses.

2.2.2.1.2. The VP Finance serves as a representative of the Council for all financial matters.

2.2.2.1.3. There may not be mrecruore than one VP Finance during a term.

2.2.2.2. Eligibility

2.2.2.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by the TMMSA; and
d) Not have held an Executive position for two (2) terms.

2.2.2.3. Functions

2.2.2.3.1. The VP Finance must be present at a minimum of 75% of all Council

meetings.

2.2.2.3.1.1. The VP Finance holds voting power at Council meetings.

2.2.2.3.2. The VP Finance must prepare and present semesterly budget reports to the Council.

2.2.2.3.2.1. Updated budget reports must be made available on the TMMSA website after review by the Council and remain there four (4) years.

2.2.2.3.2.2. Must inform the Council of any changes to budget reports prior to publication.

2.2.2.3.3. The VP Finance must prepare an end-of-term financial report, summarizing budget reports, final bank balances, and all expenditures, revenues and profits made throughout their term.

2.2.2.3.3.1. The budget must describe the source of funding and proposed expenses, in accordance to **Section 7. Financial Regulations**.

2.2.2.3.4. The VP Finance is responsible for all financial transactions on behalf of the TMMSA.

2.2.2.3.4.1. The VP Finance is responsible for securing suppliers for all purchases on behalf of the TMMSA.

2.2.2.3.5. The VP Finance has co-signing authority on the financial accounts of the Council.

2.2.2.3.6. The VP Finance is responsible for maintaining direct communications with the Director of TMM regarding all financial matters.

2.2.3. Vice President of Bilingualism

2.2.3.1. Overview of Position

2.2.3.1.1. The Vice President of Bilingualism of the TMMSA (VP Bilingualism) is responsible for the oversight of equitable bilingual representation within TMMSA Council initiatives as described in ***Academic Regulation I-2. Bilingualism***.

2.2.3.1.2. There may not be more than one VP Bilingualism during a term.

2.2.3.2. Eligibility

2.2.3.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time FRANCOPHONE student in TMM at the University of Ottawa;

c) Be fluent in the languages of French and English;
d) Receive a plurality of the votes cast by students of the TMMSA; and
e) Not have held an Executive position for two (2) terms.

2.2.3.3. Functions

2.2.3.3.1. The VP Bilingualism must be present at a minimum of 75% of all Council meetings.

2.2.3.3.1.1. The VP Bilingualism holds voting power at Council meetings.

2.2.3.3.2. The VP Bilingualism is responsible for the translation of all official documents and public communications with the TMMSA.

2.2.3.3.3. The VP Bilingualism must be a member of the Constitution Committee.

2.2.3.3.4. The VP Bilingualism must ensure the continuity of the TMM Linguistic Support Program by offering linguistic support and resources to TMM students both in French and English.

2.2.3.3.4.1. The TMM Linguistic Support Program must offer linguistic help in French and English for oral presentations, class material.

2.2.3.3.4.2. The TMM Linguistic Support Program does not include the translation or writing of assignments.

2.2.3.3.4.3. The VP Bilingualism must ensure their availability to meet with TMM students requiring linguistic support at least once (1) a month.

2.2.4. Vice President of Internal Affairs

2.2.4.1. Overview of Position

2.2.4.1.1. The Vice President of Internal Affairs of the TMMSA (VP Internal) is responsible for the maintenance of the communication infrastructure, information security, and internal administration of the Council.

2.2.4.1.2. There may not be more than one VP Internal during a term.

2.2.4.2. Eligibility

2.2.4.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and

d) Not have held an Executive position for two (2) terms.

2.2.4.3. Functions

2.2.4.3.1. The VP Internal must be present at a minimum of 75% of all Council meetings.

2.2.4.3.1.1. The VP Internal holds voting power at Council meetings.

2.2.4.3.2. The VP Internal is responsible for all room bookings made on behalf of the Council.

2.2.4.3.3. The VP Internal is responsible for taking minutes during Council meetings.

2.2.4.3.4. The VP Internal is responsible for establishing and maintaining the methods of internal communication and integrated collaboration platforms (i.e. GSuite, Office 365, etc.) used by the Council.

2.2.4.3.5. The VP Internal is responsible for the safeguarding of all sensitive information.

2.2.4.3.6. The VP Internal must maintain the TMMSA website and update it with all necessary documents.

2.2.4.3.7. The VP Internal is responsible for monitoring the inventory of Council resources and distributing lockers to the TMMSA.

2.2.4.3.8. The VP Internal is responsible for the security and maintenance of the TMMSA Office, and the organization of office hour shifts as described in **2.1.3.1**.

2.2.4.3.8.1. Office hour schedules must be finalized a minimum of one (1) week prior to taking effect.

2.2.4.3.9. The VP Internal is the Chief Electoral Officer, responsible for the organization and management of elections, as described in **Section 4. Elections**.

2.2.5. Vice President of External Affairs

2.2.5.1. Overview of Position

2.2.5.1.1. The Vice President of External Affairs of the TMMSA (VP External) is responsible for the oversight of non-academic student affairs and management of Council Coordinators.

2.2.5.1.2. There may not be more than one VP External during a term.

2.2.5.2. Eligibility

2.2.5.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by the TMMSA;; and
d) Not have held an Executive position for two (2) terms.

2.2.5.3. Functions

2.2.5.3.1. The VP External must be present at a minimum of 75% of all Council meetings.

2.2.5.3.1.1. The VP External holds voting power at Council meetings.

2.2.5.3.2. The VP External must approve of all Council Coordinator plans prior to implementation.

2.2.5.3.3. The VP External is responsible for the planning, management, execution, and evaluation of non-academic events.

2.2.5.3.4. The VP External is responsible for all non-academic communications with the TMMSA and any external bodies.

2.2.6. Vice President of Academic Affairs

2.2.6.1. Overview of Position

2.2.6.1.1. The Vice President of Academic Affairs of the TMMSA (VP Academic) is responsible for the representation of the TMMSA in curriculum development initiatives by the Faculty of Medicine.

2.2.6.1.2. There may not be more than one VP Academic during a term.

2.2.6.2. Eligibility

2.2.6.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and
d) Not have held an Executive position for two (2) terms.

2.2.6.3. Functions

2.2.6.3.1. The VP Academic must be present at a minimum of 75% of all Council meetings.

2.2.6.3.1.1. The VP Academic holds voting power at Council meetings.

2.2.6.3.2. The VP Academic must be an active member of TMM academic committees, and affiliated Faculty of Medicine departmental committees.

2.2.6.3.3. The Vice President of Academic Affairs of the TMMSA (VP Academic) must serve as a point of contact for all TMM students for TMM curriculum-related inquiries.

2.2.6.3.3.1. The VP Academic must schedule a minimum of 1 hour specialized office hours per week open to all TMM students, in addition to mandated office hours (see **2.1.3.**).

2.2.6.3.4. The VP Academic must provide regular updates to the Council regarding any Faculty of Medicine initiatives that may impact the academic endeavors of the TMMSA.

2.3. Coordinator Positions

2.3.1. Social Media Coordinator

2.3.1.1. Overview of Position

2.3.1.1.1. The Social Media Coordinator of the TMMSA is responsible for the maintenance and growth of the TMMSA's online presence.

2.3.1.1.2. There may not be more than one Social Media Coordinator during a term.

2.3.1.2. Eligibility

2.3.1.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and
d) Not have held a Coordinator position for two (2) terms.

2.3.1.3. Functions

2.3.1.3.1. The Social Media Coordinator must be present at a minimum of 75% of all Council meetings.

2.3.1.3.1.1. The Social Media Coordinator holds voting power at Council meetings.

2.3.1.3.2. The Social Media Coordinator is responsible for updating social media pages regularly.

2.3.1.3.3. The Social Media Coordinator is responsible for online interactions on social media pages and establishing strategies for online growth.

2.3.1.3.4. The Social Media Coordinator must develop and present a social media growth plan for the term to the VP External.

2.3.2. Recruitment Coordinator

2.3.2.1. Overview of Position

2.3.2.1.1. The Recruitment Coordinator of the TMMSA is responsible for developing innovative recruitment strategies in conjunction with the TMM Administration.

2.3.2.1.2. There may not be more than one Recruitment Coordinator during a term.

2.3.2.2. Eligibility

2.3.2.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and
d) Not have held a Coordinator position for two (2) terms.

2.3.2.3. Functions

2.3.2.3.1. The Recruitment Coordinator must be present at a minimum of 75% of all Council meetings.

2.3.2.3.1.1. The Recruitment Coordinator holds voting power at Council meetings.

2.3.2.3.2. The Recruitment Coordinator is responsible for coordinating with the TMM Administration in the planning and execution of TMM recruitment events.

2.3.2.3.3. The Recruitment Coordinator must develop and present an innovative recruitment plan for the term to the VP External.

2.3.3. Promotion Coordinator

2.3.3.1. Overview of Position

2.3.3.1.1. The Promotion Coordinator of the TMMSA is responsible for developing innovative promotional strategies and all TMMSA promotional material.

2.3.3.1.2. There may not be more than one Promotion Coordinator during a term.

2.3.3.2. Eligibility

2.3.3.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and
d) Not have held a Coordinator position for two (2) terms.

2.3.3.3. Functions

2.3.3.3.1. The Promotion Coordinator must be present at a minimum of 75% of all Council meetings.

2.3.3.3.1.1. The Promotion Coordinator holds voting power at Council meetings.

2.3.3.3.2. The Promotion Coordinator is responsible for the design and development of TMMSA promotional material.

2.3.3.3.3. The Promotion Coordinator is responsible for ordering and distributing TMMSA merchandise.

2.3.3.3.4. The Promotion Coordinator must develop and present an innovative promotion plan for the term to the VP External.

2.3.4. Outreach Coordinator

2.3.4.1. Overview of Position

2.3.4.1.1. The Outreach Coordinator of the TMMSA is responsible for the philanthropic endeavours of the TMMSA.

2.3.4.1.2. There may not be more than one Outreach Coordinator during a term.

2.3.4.2. Eligibility

2.3.4.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and
d) Not have held a Coordinator position for two (2) terms.

2.3.4.3. Functions

2.3.4.3.1. The Outreach Coordinator must be present at a minimum of 75% of all Council meetings.

2.3.4.3.1.1. The Outreach Coordinator holds voting power at Council meetings.

2.3.4.3.2. The Outreach Coordinator is responsible for seeking and promoting

community involvement opportunities to the TMMSA.

2.3.4.3.3. The Outreach Coordinator must organize at least one (1) fundraising event in their term for a select charitable organization.

2.3.4.3.4. The Outreach Coordinator must develop and present a philanthropy plan for the term to the VP External.

2.3.5. Research and Careers Coordinator

2.3.5.1. Overview of Position

2.3.5.1.1. The Research and Careers Coordinator of the TMMSA (RNC Coordinator) is responsible for the promotion and presentation of research and career opportunities to the TMMSA.

2.3.5.1.2. There may not be more than one RNC Coordinator during a term.

2.3.5.2. Eligibility

2.3.5.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and
d) Not have held a Coordinator position for two (2) terms.

2.3.5.3. Functions

2.3.5.3.1. The RNC Coordinator must be present at a minimum of 75% of all Council meetings.

2.3.5.3.1.1. The RNC Coordinator holds voting power at Council meetings.

2.3.5.3.2. The RNC Coordinator is responsible for seeking and communicating research, scholarship, and career opportunities to the TMMSA.

2.3.5.3.3. The RNC Coordinator must actively assist the Faculty of Medicine in the execution of Research Day and Career Day.

2.3.5.3.4. The RNC Coordinator must organize at least one (1) event per term to promote research and career opportunities to the TMMSA.

2.3.5.3.5. The RNC Coordinator must develop and present a plan for the execution of their duties for the term to the VP External.

2.3.6. Equity, Diversity, and Inclusion Coordinator

2.3.6.1. Overview of Position

2.3.6.1.1. The Equity, Diversity, and Inclusion Coordinator (EDI Coordinator) is responsible for representing minority groups and ensuring equitable representation, diversity, and accessibility within the TMMSA Council initiatives.

2.3.6.1.2. There may not be more than one EDI Coordinator during a term.

2.3.6.2. Eligibility

2.3.6.2.1. To be eligible for this position, the candidate must:

a) Be a minimum nineteen (19) years of age at the start of their term;
b) Be enrolled as a full-time student in TMM at the University of Ottawa;
c) Receive a plurality of the votes cast by students of the TMMSA; and
d) Not have held a Coordinator position for two (2) terms.

2.3.6.3. Functions

2.3.6.3.1. The EDI Coordinator must be present at a minimum of 75% of all Council meetings.

2.3.6.3.1.1. The EDI Coordinator holds voting power at Council meetings.

2.3.6.3.2. The EDI Coordinator is responsible for raising awareness towards minority groups.

2.3.6.3.2.1. The EDI Coordinator must organize at least one (1) event per term to promote inclusion.

2.3.6.3.3. The EDI Coordinator is responsible for ensuring the appropriate indigenous communities receive land acknowledgements at all events hosted by the TMMSA.

2.3.6.3.4. The EDI Coordinator is responsible for maintaining direct communications with the Faculty of Medicine Office of Equity, Diversity, and Inclusion.

2.3.6.3.5. The EDI Coordinator must develop and present a plan for the execution of their duties for the term to the VP External.

2.4. Cohort Representatives

2.4.1. Overview of Position

2.4.1.1. The Cohort Representatives of the TMMSA are responsible to serve as a point of contact for their respective cohort and communicate student needs to the Council.

2.4.1.2. There may not be more than four (4) Cohort Representatives per TMM cohort per academic year.

2.4.1.2.1. A minimum of one (1) position will be allocated for a French Stream representative and a minimum of one (1) position will be allocated to an English Stream representative.

2.4.1.2.1.1. It is up to the discretion of the TMMSA regarding how many Cohort Representatives will be allocated to each cohort, within limit (see **Section 2.3.1.2.1**)

2.4.1.2.1.2. French Immersion students are considered to be in the English Stream.

2.4.1.2.2. There will be no fourth-year representatives in either the French or English streams while TMM remains a two (2)-year program.

2.4.2. Eligibility

2.4.2.1. To be eligible for this position, the candidate must:

a) Be enrolled as a full-time student in TMM at the University of Ottawa;
b) Be a member of the cohort they wish to represent;
c) Receive a plurality of the votes cast by students of their cohort of the TMMSA;
d) Not be simultaneously serving in a Coordinator or Executive position; and
e) Not have held a Representative position for two (2) terms.
f) Must have submitted a single supporting nomination form.
    i. Formal nominations must be submitted to the council by the nominator or nominee by the set deadline.
    ii. Must have supporting signatures of 10% of students within their respective cohort on the nomination form.
g) Proceeding nomination form submission and approval by the Electoral Committee, nominees must answer a series of prompts.
    i. A minimum of one (1) prompt must address the potential for the nominee to hold the president position in the coming academic year (i.e., How this candidate would make a suitable president).
    ii. The answers will be shared with the TMM student cohorts.

2.4.3. Functions

2.4.3.1. The Cohort Representatives must be present at a minimum of 75% of all Council meetings during the academic year.

2.4.3.1.1. The Cohort Representatives hold voting power at Council meetings.

2.4.3.2. The Cohort Representatives must update their designated cohort regularly about Council matters and promote all Council events.

2.4.3.3. The Cohort Representatives must organize at least one event per semester for their cohort.

2.4.3.3.1. This event must be accessible to both the French and English Streams of the cohort.

2.4.3.4. The Cohort Representatives must embody and express the needs of their cohort at Council Meetings.

2.5. Other

2.5.1. Interim President

2.5.1.1. At the first official meeting of the Council, a Council member shall be designated, by plurality vote, to serve as Interim President in the event the President is unable to fulfil their duties.

2.5.1.2. The Interim President has co-signing authority.

2.5.1.2.1.1. In the event the VP Finance is designated Interim President, the Council must designate an Executive member, excluding the President and the VP Finance, to have signing authority.

2.5.2. Senior Advisor

2.5.2.1. The Senior Advisor will serve an advisory role to the current Council.

2.5.2.2. The Senior Advisor must be present at a minimum of 25% of all Council meetings during the academic year.

2.5.2.2.1. The Senior Advisor will not have voting power in Council meetings.

2.5.2.3. The Senior Advisor shall be the person who most recently served as President, except when:

a) They have declined the appointment;
b) They are serving as a member on the current Council; and
c) They were removed from office by impeachment.

2.5.2.3.1. In any of cases listed above, a Council member from the previous Council may be appointed Senior Advisor by plurality vote.

2.5.3. Ombudsperson

2.5.3.1. The Ombudsperson will serve as a third party mediator to internal Council affairs.

2.5.3.2. The Ombudsperson must be appointed by the Council no more than thirty (30) days after the start of the term.

2.5.3.2.1. There must be a signed written agreement between the Ombudsperson and the Council.

2.5.3.3. The Ombudsperson must not be:

a) A member of the TMMSA Council; or
b) A member of the TMMSA.

2.5.3.4. The Ombudsperson must be a member of the Faculty of Medicine

3. Meetings

3.1. Definitions

3.1.1. Quorum: the presence of more than 50% of voting members.

3.1.1.1. Quorum must be established by way of physical presence or teleconference for voting to take place.

3.1.2. Table a motion: To propose a motion.

3.1.3. Postpone a motion: To leave a motion to a later time.

3.1.4. In camera discussion: Private sessions where minutes are not recorded.

3.1.5. Rules of order: As defined by Robert's Rules of Order, Newly Revised 10th Edition.

3.1.6. Varia: A section of the agenda including any additional agenda points that have been proposed before the formal adoption of the agenda.

3.2. Meeting Responsibilities

3.2.1. Meeting dates and times are to be determined by the President.

3.2.1.1. Meetings must be announced no less than seventy-two (72) hours prior the scheduled time (See **2.2.1.3.1.1**).

3.2.2. Rooms are to be booked by the VP Internal and approved by the President no less than forty-eight (48) hours (See **2.2.4.3.2**).

3.2.3. A meeting agenda must be finalized by the President no less than twenty-four (24) hours before the scheduled meeting.

3.2.3.1. Any Council member may add points of discussion to the agenda prior to the finalization of the agenda.

3.2.3.2. The agenda may not be altered once it has been finalized for publication.

3.2.4. The VP Internal is responsible for taking minutes throughout the meeting (See **2.2.4.3.3**).

3.2.5. The VP Bilingualism is responsible for translating the agenda and minutes before publication (See **2.2.3.3.2**).

3.2.6. If a Council member cannot attend a meeting, they must inform the President of their absence and provide the President with their updates twenty-four (24) hours prior to the meeting, barring extenuating circumstances.

3.2.6.1. Circumstances may be validated by the President, at the discretion of the President.

3.3. Meeting Rules

3.3.1. A motion to adopt the agenda must be tabled and seconded before the meeting can begin.

3.3.1.1. A motion to add any points to the Varia section must be tabled before the formal adoption of the agenda.

3.3.2. Any member can table a motion.

3.3.2.1. Another member must second any motion for it to proceed.

3.3.2.2. No other discussions can take place while a motion is tabled.

3.3.2.3. A vote will follow the discussion to determine if the motion will be passed.

3.3.2.3.1. A vote is taken by a show of hands or roll call.

3.3.2.3.2. To pass a motion, a majority of members must vote in favour of the motion.

3.3.2.4. Only the President or the member who tabled the motion can postpone the motion.

3.3.2.4.1. A date must be proposed to re-table the motion when the motion is postponed, or the motion must be withdrawn.

3.3.3. All members of the Council have the right to vote once per motion in Council

meetings.

3.3.3.1. All members of the Council are permitted to abstain from voting.

3.3.3.2. The practice of vetoing is forbidden during TMMSA voting as it infringes upon the rights of voting members.

3.3.4. The President can institute time limits on discussions, in order to maintain the meeting schedule.

3.3.4.1. Members of the Council may table a motion to continue the discussion at a different meeting.

3.3.5. A motion must be tabled and seconded to go in and out of camera

3.3.5.1. The time must be noted in the meeting minutes for going in camera and going out of camera.

3.4. Emergency Meetings

3.4.1. Any Council member may call an Emergency Meeting.

3.4.1.1. The member calling the meeting will propose the date and time of the meeting.

3.4.2. The President will determine the necessity for the Emergency Meeting, approve the proposal, and announce the meeting to the Council.

3.4.2.1. Emergency meetings called to discuss impeachment of the President (see S**ection 5. Disciplinary Actions**) may be approved and announced by the Interim President.

3.4.3. Emergency Meetings do not require an official agenda, but official meeting minutes must be recorded.

4. Elections

4.1. Overview

4.1.1. The Electoral Process is a democratic process allowing the TMMSA to vote for their favoured candidate.

4.1.1.1. The Electoral Process consists of three consecutive periods: the Nomination Period, the Campaigning Period, and the Voting Period.

4.1.2. The Presidential Election will be held to elect the President of the Council (see **Section 2.2 Executive Positions**) for the upcoming year.

4.1.2.1. The results of the Presidential Election must be announced no later than one (1) week before the start of the General Election.

4.1.3. The General Election will be held to elect executive and coordinator members of the Council excluding the president (see **Sections 2.2 Executive Positions** and **2.3 Coordinator Positions**, and **4.1.2**) for the upcoming year.

4.1.3.1. The results of the General Election for executives and coordinators must be announced no later than three (3) weeks before the end of their term for adequate handover.

4.1.4. The Representatives' Election will be held to elect cohort representatives (see **Section 2.4. Cohort Representatives**) for the current year.

4.1.4.1. The results of the Representatives' Election for cohort representatives must be announced no later than six (6) weeks after the start of the academic year.

4.2. The Electoral Committee

4.2.1. The Electoral Committee is responsible for the conduct of elections in accordance with **Section 8.2. Electoral Committee**.

4.3. Nomination Period

4.3.1. During this time, potential candidates can submit their platforms to the CEO for confirmation.

4.3.2. Each nominee must be eligible for the position as outlined in:

a) **Section 2.2.1.2** for the President;
b) **Section 2.2.2.2** for the VP Finance;
c) **Section 2.2.3.2** for the VP Bilingual;
d) **Section 2.2.4.2** for the VP Internal;
e) **Section 2.2.5.2** for the VP External;
f) **Section 2.2.6.2** for the VP Academic;
g) **Section 2.3.1.2** for the Social Media Coordinator;
h) **Section 2.3.2.2** for the Recruitment Coordinator;
i) **Section 2.3.3.2** for the Promotion Coordinator;
j) **Section 2.3.4.2** for the Outreach Coordinator;
k) **Section 2.3.5.2** for the RNC Coordinator;
l) **Section 2.3.6.2** for the EDI Coordinator; or
m) **Section 2.4.3** for the Cohort Representatives.

4.3.3. The Nomination Period cannot exceed two (2) weeks.

4.4. Campaigning

4.4.1. During this time, confirmed candidates can promote their platforms and engage with the voter population in accordance with the Campaign Guidelines.

4.4.1.1. The Campaign Guidelines will detail the purpose of the campaign, campaign rules and disciplinary actions.

4.4.1.2. The Campaign Guidelines will be established by the Electoral Committee (see **8.2.4.d)**)

4.4.2. Candidates must submit promotional materials to the Electoral Committee for validation prior to publication.

4.4.2.1. Promotional material must not be published until it has been validated by the Electoral Committee.

4.4.3. Promotional material must be published by the Electoral Committee on the official campaigning platform

4.4.3.1. The Electoral Committee must identify and communicate the official campaigning platform(s) with the TMMSA Council no later than one (1) day before the start of the election.

4.4.3.2. The Electoral Committee is responsible for the management of the official campaigning platform(s).

4.4.3.3. This does not prohibit candidates from publishing promotional material on their own accord in adherence to Campaign Guidelines.

4.4.4. The Campaigning Period cannot exceed two (2) weeks.

4.5. Voting Period

4.5.1. Voter Eligibility will be confirmed via voter:

a) Student number;
b) uOttawa email address;
c) Registration in TMM; and
d) Cohort, for representative elections.

4.5.2. A ballot is considered void if:

a) The ballot is marked more than once;
b) More than one ballot per voter is submitted;
c) "VOID" is written in any way on the ballot;
d) The ballot is not submitted;
e) The ballot is not signed; or
f) The voter is not eligible to vote.

4.5.3. Election validity based on voter turnout is determined at the discretion of the Electoral Committee.

4.5.4. Campaigning is prohibited during the Voting Period.

4.5.5. The Voting Period must not exceed two (2) weeks.

4.5.6. All votes must be counted and presented to the TMMSA no later than five (5) days after the end of the Voting Period.

4.5.6.1. Vote counting must be witnessed by the entirety of the Electoral Committee.

4.5.6.2. The final count must be approved in writing by all members of the Electoral Committee.

4.6. Extenuating circumstances

4.6.1. Candidates may request a recount if there the difference in votes is 5% or less.

4.6.1.1. Recount requests must be sent to the CEO.

4.6.1.2. The Election Committee must conduct a recount if the request is valid.

4.6.1.3. Recounts must be conducted in accordance to **4.5.6**.

4.6.1.4. Only one (1) recount request will be granted per position.

4.6.2. To resolve a draw between candidates for any position, the CEO may extend the voting period once per election in accordance with constitutional electoral guidelines.

4.6.3. A new election is warranted if:

a) There are no valid nominations for a position;
b) A draw is unresolved by an extension of the voting period;
c) The majority of voters select "abstain" for any position;
d) The majority of voters select "no" for any position; or
e) A position is left unfilled as per **2.1.1.4**.

4.6.3.1. The nomination period for a new election must begin no later than thirty (30) days after the initial election.

4.6.3.1.1. If the subsequent election is for a newly unfilled position (see **2.1.1.4**), the nomination period must begin no later than thirty (30) days after the position is vacated.

4.6.3.2. The CEO must redefine election dates and inform the TMMSA no later than one week before the nomination period begins.

4.6.3.3. New nominations may be accepted as per **4.3.2**.

4.6.3.4. In the absence of eligible presidential candidates as per **2.2.1.2**, nominations may be accepted from candidates that have completed a minimum of one full academic year in TMM as of the start of the following term.

4.6.4. If the Presidency is vacated (see **2.1.1.1.2**), the Interim President (see **2.4.1**) must take over immediately until a new President is elected.

5. Disciplinary Measures

Members of the Council may be subject to a formal warning or removal from the Council as disciplinary measures. A member must be impeached prior to facing further disciplinary measures. The entire procedure for the administration of disciplinary measures must be completed within two (2) weeks. Actioning of impeachment and all subsequent disciplinary procedures must be communicated to the TMMSA to maintain transparency. The process of administration of disciplinary measures is illustrated in Annex A.

5.1. Impeachment

5.1.1. Impeachment is an official charge by the Council against a Council member. It is the first step in the administration of disciplinary measures.

5.1.1.1. Any Council member may be impeached.

5.1.1.2. Impeachment does not imply removal from the Council.

5.1.2. Grounds for impeachment

a) Failure to perform constitutional duties; or
b) Breach of the Code of Conduct (see **Section 9. Code of Conduct**).

5.1.3. The Impeachment Proceedings must not take more than two (2) meetings.

5.1.4. The Impeachment Proceedings may be initiated by:

a) A member of the TMMSA; or
b) A Council member.

5.1.5. A member of the TMMSA may initiate the Impeachment Proceedings by submitting a document to the VP Internal or the President presenting:

a) The grounds for impeachment against a particular Council member (Accused); and
b) The names, signatures, and student numbers of the TMMSA in support of the impeachment.

5.1.5.1. The document must demonstrate support from at least 50% of the TMMSA.

5.1.5.2. The signatures on the document must be validated by the Council member who receives the document within one (1) week of submission to ensure all signatories are members of the TMMSA.

5.1.5.3. Only the Council member validating the signatures is privy to the list of signatories.

5.1.5.4. Upon validating the signatures, the Council member (Accuser) must table

a motion to impeach the Accused at the following Council meeting.

5.1.6. A Council member (Accuser) may initiate the Impeachment Proceedings by tabling the motion to impeach another Council member (Accused).

5.1.6.1. This motion must be seconded to initiate the Impeachment Proceedings and allow the Accuser to present grounds of accusation.

5.1.6.2. Following the presentation of the grounds of accusation, the Impeachment Proceedings will be put on hold until the following meeting.

5.1.7. The Accused will be temporarily suspended from performing their duties until the process of administering disciplinary measures is completed and the Council will elect a Council member to take on the duties.

5.1.8. The Council must inform the TMMSA of the ongoing process of administration of disciplinary measures.

5.1.8.1. The Council must communicate with the TMMSA:

a) The Accused;
b) The member elected to relieve the duties of the Accused during the suspension period; and
c) The verdict of each stage.

5.1.8.2. The evidence presented during the meetings must not be disseminated outside of the Council in order to respect the privacy of all parties involved.

5.1.8.3. Prior to publication of meeting minutes, personal information presented in the grounds of accusation must be redacted in order to respect the privacy of all parties involved.

5.1.8.4. The unredacted minutes must be kept within TMMSA Council records.

5.1.9. Impeachment Proceedings will continue to take place in the meeting following the initiation of Impeachment Proceedings and must not last more than one (1) meeting.

5.1.9.1. This meeting must be held exactly one (1) week following the initiation of Impeachment Proceedings to provide the Accused time to prepare evidence in their defence.

5.1.10. There must be a review of the minutes from the previous meeting presenting the grounds for impeachment.

5.1.11. The Accused must be present at the impeachment proceedings to make a contest/no-contest plea to the Council.

5.1.11.1. A no-contest plea must be presented with a signed and dated document by the Accused.

5.1.11.2. If the Accused is not present at impeachment proceedings, they forfeit their right to make a contest plea.

5.1.11.3. In a contest plea, the Accused may:

a) Present evidence in their defence; or
b) Change their plea to no-contest.

5.1.11.4. In a no-contest plea, the Accused may not:

a) Present evidence in their defence; or
b) Change their plea to contest.

5.1.12. The Council must vote to impeach following the presentation of all evidence.

5.1.12.1. A majority "Yes" vote results in the impeachment of the Accused and leads to:

a) The conduct of a vote of no confidence for the first offence; or
b) Immediate removal from the Council for the second offence.

5.1.12.2. A majority "No" vote results in no action taken against the Accused and concludes the process of administration of disciplinary measures.

5.1.13. The Accused may resign from their position at any time during impeachment proceedings.

5.2. Vote of No-Confidence

5.2.1. A vote of no-confidence allows the members of the Council to express their confidence in the ability of the Accused to continue performing their duties.

5.2.2. A vote of no-confidence only follows if a Council member is impeached for the first time.

5.2.3. A motion to conduct the vote of no-confidence must be tabled along with a statement outlining the two potential verdicts:

a) A majority "Yes" vote results in the removal of the Accused from the Council.
b) A majority "No" vote results in the issuing of a formal warning against the Accused, stating that a second impeachment will lead to immediate removal from the Council.

5.2.3.1. This motion must be seconded in order to conduct the vote of no-confidence.

5.3. Warnings

5.3.1. A formal warning will only be issued following a majority "No" vote in a vote of no-confidence and communicates that the Council has retained confidence in the ability of the Accused to continue performing their duties.

5.3.2. A member receiving a Warning is not eligible to receive a second Warning, and a second impeachment will lead to immediate removal from the Council.

5.3.3. The warning must be signed by the Chair of the Council, the Accuser, and the Accused, to be considered valid.

5.3.3.1. If the President is the Accused, the Interim President must sign as Chair of the Council.

5.3.4. The warning must be dated and presented to the TMMSA.

5.4. Member Removal

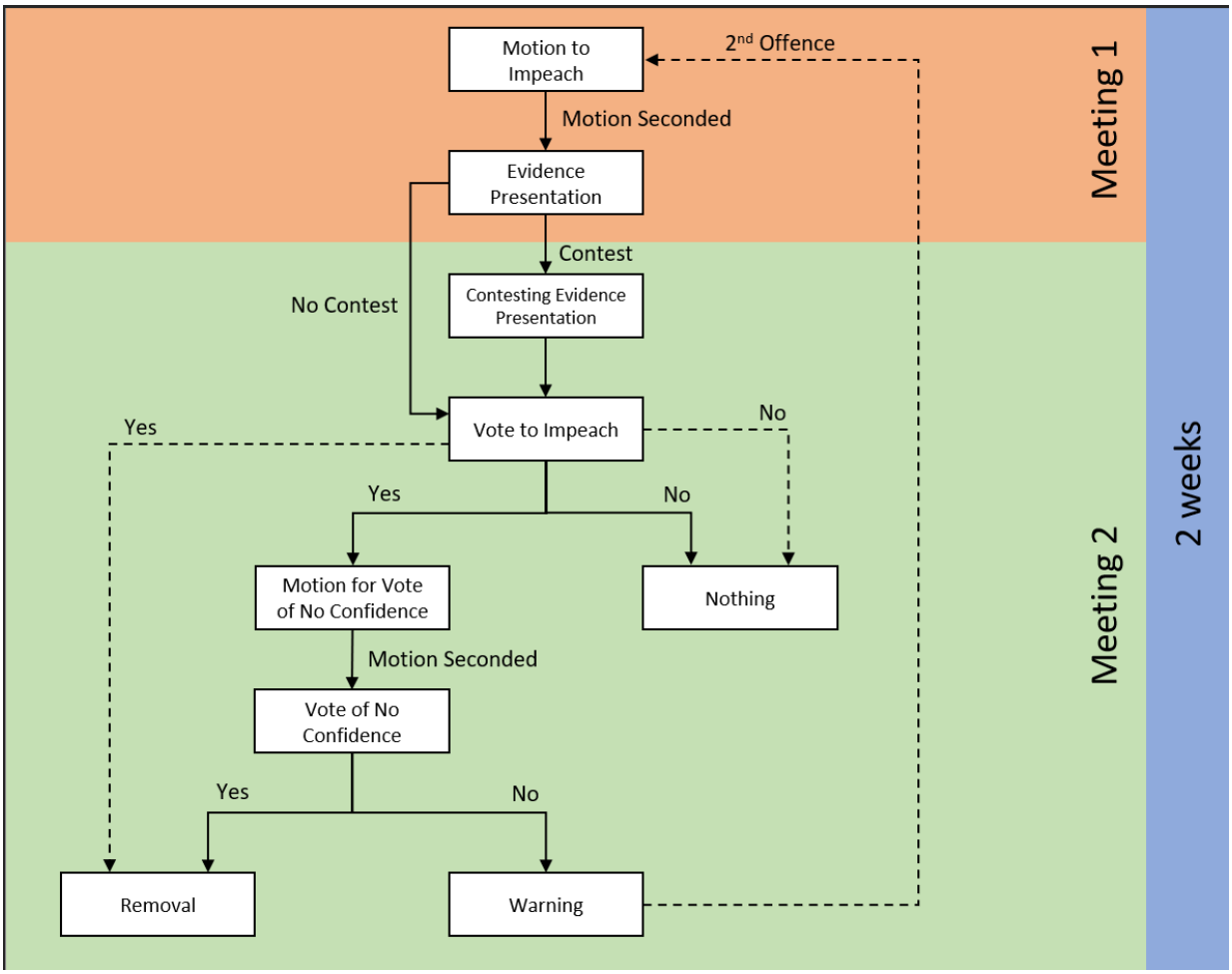
5.4.1. Member removal is the most serious action that may be taken against a Council Member.

5.4.2. Member removal will immediately follow:

a) A majority "Yes" vote of no-confidence for the first offence; or
b) A majority "Yes" vote to impeach for the second offence.

5.4.3. New election for the position must be held as detailed in **4.6.2**.

5.4.4. Those removed from the Council as a disciplinary measure are not eligible to submit their candidacy in future elections for any Council positions as outlined by **Section 2. Members of the Council**.



Annex A. The process of administering disciplinary measures. Disciplinary measures are detailed in **Section 5. Disciplinary Measures**. Solid lines indicate the procedures of a first-time offense. Fragmented lines indicate procedures of a second-time offense following a formal warning. Procedures for Impeachment Proceedings are the same in both cases.

5.5. Extenuating Circumstances

5.5.1. In the occasion a member is under investigation by a court of law as per **9.2.1**, the member will be suspended from duties in accordance to **5.1.7** for up to ninety (90) days.

5.5.1.1. If the case is not resolved within ninety (90) days absolving the member of the allegations, the member will be automatically removed from the Council and a new election for the position must be held as detailed in **4.6.2**.

6. Communication

6.1. Emails

6.1.1. All members of the Council, excluding Cohort Representatives, will receive official Council email addresses.

6.1.1.1. Cohort Representatives must use their official uOttawa email address as their Council email address.

6.1.2. All email correspondence as a Council member must be conducted using official Council email addresses.

6.1.2.1. Non-TMMSA emails addresses must not be used to send or receive official TMMSA emails.

6.1.3. Emails sent to the TMMSA must BCC all recipient email addresses to ensure privacy of students, and CC any Council members involved.

6.1.4. Emails sent by the Council to the TMMSA must:

a) Be bilingual, including the subject line;
b) State in French that a French message will follow;
c) State English text first;
d) Partition the English and French bodies of the text; and
e) Contain a signature block in English and French.

6.1.5. The signature block must include:

a) The full name of the Council member;
b) Position in the Council;
c) “TMMSA”;
d) “Faculty of Medicine”;
e) “University of Ottawa”; and
f) Council email address.

6.2. Internal Communications

6.2.1. Internal communication is the act of simultaneously communicating with one or more cohorts of the TMMSA.

6.2.2. Only the President, VP Internal, and VP External are privy to the TMMSA student email list.

6.2.3. Only the President, VP Internal, and VP External and may conduct internal communications.

6.3. External Communications

6.3.1. External communication is the act of making information publicly available.

6.3.2. Only the President, VP External, and Social Media Coordinator are privy to the access of official TMMSA social media accounts.

6.3.3. Only the President and VP External may communicate with public media sources.

6.3.3.1. The President may grant written authorization to other Council members to communicate with public media sources.

6.3.4. All promotional material and social media content must be approved by the VP External and the President prior to publication.

6.4. Website Management

6.4.1. The following official documents and information must be published on the TMMSA website:

a) The TMMSA Constitution;
b) The TMMSA Calendar;
c) Names and TMMSA email addresses of sitting Council members;
d) Office location and hours;
e) Meeting agendas and minutes; and
f) Budget reports.

6.4.1.1. All official documents must be published in both French and English

6.4.1.2. All official documents must be published as a PDF document.

6.4.2. Non-TMMSA email addresses must not be made public on the website.

7. Financial Regulations

7.1. Financial Oversight

7.1.1. The VP Finance is responsible for the oversight of all TMMSA Council financial transactions (see **2.2.2.3** for further description of the functions of the VP Finance)

7.2. Financial Policies

7.2.1. All budget requests must be approved by the University of Ottawa Faculty of Medicine.

7.2.2. Financial support from the University of Ottawa must be used to fund academic and professional development events, and occupational costs.

7.2.3. Fundraising events may be held to support social event initiatives by the Council.

7.2.4. Reimbursement of Council members for any transaction must be officially requested by the Council member and approved by the VP Finance or President.

7.2.4.1. All reimbursement requests must be submitted to the Council and approvals must be kept on record.

7.2.5. The Council is subject to ***University of Ottawa Policy 92 – Financial Fraud*.**

7.3. Financial Status

7.3.1. The Council is to be considered a non-profit organization for financial purposes.

8. Active Committees

8.1. Committee Assembly

8.1.1. Committees can be formed by the Council to facilitate the conduct of specific constitutional functions.

8.1.2. To form a committee, a Council member must table a motion to assemble a committee stating:

a) The name of the committee;
b) The purpose of the committee; and
c) The Council member nominated to the Chair of the Committee.

8.1.3. The motion must be seconded and passed to confirm the assembly of the committee.

8.1.4. The Committee Chair must manage the Committee and update the Council on committee activities as necessary.

8.1.5. All members of a committee must be confirmed at least two (2) weeks from the formation of the committee.

8.2. Electoral Committee

8.2.1. The Electoral Committee is responsible for the execution of Elections (see **Section 4. Elections**)

8.2.2. The Electoral Committee is composed of:

a) the Chief Electoral Officer (CEO);
b) the Secondary Electoral Officer (SEO); and
c) One (1) bilingual Council member.

8.2.2.1. The position of CEO and SEO must be filled at all times during an election.

8.2.3. The CEO role will serve as Chair of the Electoral Committee.

8.2.3.1. The role of CEO will by default be filled by the VP Internal.

8.2.4. The CEO must:

a) Determine all the dates for Nomination, Campaign and Voting Periods;
b) Confirm the eligibility of all nominees in accordance with **4.3.2**;
c) Confirming candidacy to eligible nominees;
d) Develop and distribute a Campaign Guideline form to all candidates;
e) Distribute candidate platforms to all eligible voters prior to the campaign period;
f) Approve campaign promotional material and ensure adherence to campaign guidelines;
g) Confirm the eligibility of all voters in accordance with **4.5.1**;
h) Report voter participation, cohort participation, and distribution of votes with election results; and
i) Not be a candidate.

8.2.5. The SEO must:

a) Serve as an advisor to the CEO in order to hold the CEO accountable;
b) By default be the President; and
c) Take over as CEO if the sitting CEO is unable to fulfill their role.

8.2.6. If a sitting CEO or SEO intends to nominate themselves for a position in an upcoming election, they must relinquish their position in the Electoral Committee and

inform the Council of their intent at least two (2) weeks before the election planning begins to allow the Council to fill the vacant position.

8.2.6.1. The Council must motion to nominate Council members to fill any vacancies.

8.2.6.1.1. A Council member must receive a plurality vote cast by the TMMSA Council to become a member of the Electoral Committee.

8.2.6.2. If no Council member is selected, the Council may refer to the appointed Ombudsperson (see **2.4.3**).

8.3. Constitution Committee

8.3.1. The Constitution Committee is responsible for:

a) Reviewing the constitution;
b) Making constitutional amendments; and
c) Serving as guiding authorities on the TMMSA constitution.

8.3.1.1. The Constitution must be fully revised at least twice per term.

8.3.2. The Constitution Committee must be composed of:

a) The President;
b) The VP Bilingualism; and
c) One (1) additional Council member.

8.3.3. The Chair of the Constitution Committee must:

a) Schedule committee meetings;
b) Moderate committee discussions;
c) Table a motion to vote on First Readings at Council meetings;
d) Summarize changes made to the Constitution for First Readings; and
e) Schedule dates for First and Second Readings.

8.3.4. A motion to amend the Constitution may be tabled by any Council member.

8.3.4.1. A motion to amend must include:

a) The section of the Constitution to be amended;
b) The proposed amendment in writing; and
c) The justification for the proposed amendment.

8.3.4.2. The written amendment must be provided to all Council members a minimum of two (2) days before the motion is tabled.

8.3.4.3. The Council will discuss the merits of the proposed amendment following the tabling of the motion.

8.3.4.4. The Council will vote to amend the Constitution as proposed following the discussion.

8.3.4.5. A majority vote in favour of the amendment obligates the Constitution Committee to compose a draft within two (2) weeks of initial motion to amend.

8.3.4.5.1. This draft must be subject to a vote.

8.3.4.5.2. This reading may be conducted asynchronously.

8.3.4.5.3. This reading must reach a majority vote in favor of the amendments to be passed.

8.4. Committee Dissolution

8.4.1. All committees will be automatically dissolved at the end of each term.

8.4.2. To dissolve a committee prior to the end of a term, the Committee Chair must table a motion to dissolve the committee stating:

a) The name of the committee;
b) Their position in the committee;
c) The purpose of the committee; and
d) The reason for the dissolution of the committee.

8.4.3. The motion must be seconded and passed to confirm the dissolution of the committee.

8.4.4. All committee documents at the time of dissolution must be retained in the Council records.

9. Code of Conduct

9.1. Overview

9.1.1. All members of the Council are subject to the Code of Conduct throughout the duration of their term.

9.1.2. Failure to uphold the Code of Conduct may lead to disciplinary actions (see **Section 5. Disciplinary Actions**)

9.2. Policies

9.2.1. All members of the Council are subject to federal, provincial, and municipal law.

9.2.2. All members of the Council are subject to ***University of Ottawa Policies and Regulations***.

9.2.3. All members of the Council must execute their powers in accordance to the TMMSA mandate (see **Section 1. Mandate**).

9.2.3.1. Use of official TMMSA resources, or the authority granted by the TMMSA, for purposes beyond the Council mandate or for personal gain constitutes an abuse of power.

9.2.4. Members of the Council must not be intoxicated when conducting official TMMSA duties.

9.2.5. All members of the Council must disclose any conflicts of interest regarding their Council duties to the Council.

9.2.5.1. Any situation in which a Council member may derive personal benefit from actions or decisions of the Council constitutes a conflict of interest.