



**THE CONSTITUTION
OF THE
AESCULAPIAN SOCIETY OF QUEEN'S UNIVERSITY**

*Approved at the 2024 Spring General Meeting on
May 6, 2024*

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Preamble – History of the Aesculapian Society

The Aesculapian Society was formed by the medical students of Queen's University in 1872. All students in the School of Medicine become active members of the society, which includes as honorary members, all graduates in Medicine and current members of the School of Medicine at Queen's University. It is hoped that every medical student will take an active part in the Society, which is dedicated to the promotion of the general interests of the School of Medicine and to overseeing matters affecting medical students in their relationships to one another, to other student organizations at Queen's University, and to the School of Medicine. The Society also represents medical students at the Faculty of Health Sciences, Senate, Board of Trustees and other governing bodies at Queen's University. Control of the Society is vested in a Council, which is elected annually by closed ballot of all active members. To the Council are responsible Year Executives, Medical Variety Night Directors, and other elected or appointed committees of medical students.

Article I – The Society

1.1 The association shall be called The Aesculapian Society of Queen's University, hereinafter referred to as the Society. The Aesculapian Society Council shall be hereinafter referred to in either of the following ways: the Council, or the AS Council.

1.2 The objectives of the Society shall be to:

- (a) Govern all matters affecting the interests of students at the School of Medicine;
- (b) Serve as a medium of communication between the students and the governing bodies of Queen's University or any other recognized society;
- (c) Promote the general interests of the School of Medicine and the Faculty of Health Sciences; and
- (d) Supervise and regulate all committees herein connected with the Society.

Article II – Membership

2.1 General Members

- (a) All undergraduate medical students enrolled in the School of Medicine of Queen's University, shall be general members (hereinafter called members) of the Society, and subject to its rules and regulations as set forth herein.

2.2 Honorary Council Members

- (a) Honorary members shall be graduates in Medicine of Queen's University, or current faculty members of the Faculty of Health Sciences at Queen's University.
- (b) Honorary members shall be nominated by the Society Council and elected at a regular Council meeting on a two-thirds majority vote, provided that due notice has been given thereof at a preceding regular meeting.

2.3 Ex-Officio Members:

- (a) Ex-Officio members have a portfolio that is connected to that of a Council member. These members, and their portfolios, are described in Society policy statements. Ex-Officio members do not have voting privileges.

Article III – Rights, Privileges, and Duties of Members

3.1 The rights and privileges of members shall include the right to:

- (a) Vote on all society elections and referenda;
- (b) Attend meetings of the Society subject to the rules of procedure as prescribed by this Constitution;
- (c) Propose or provide discussion on any motion or amendment at regular meetings, although only Council members can vote;
- (d) Vote at the Annual or Spring General Meetings, on any and all questions affecting the society, its members or interests; and
- (e) Hold any office within the Society.

3.2 No member of the Society, either in an elected position or performing a duty for which they was appointed by the Society and its Council, may accept as cash, honorarium from the general funds of the Society for any work performed in this connection.

3.3 The rights and privileges of honorary members shall include:

- (a) All rights and privileges of ordinary members, with the exception of the voting rights set forth above in sections 3.1(a), 3.1(d), and 3.1 (e); and
- (b) Eligibility for the office of Honorary President of the Society.

The By-laws of the Aesculapian Society of Queen's University

By-Law 1 – The Aesculapian Society Council

Part 1 – Purpose

1.1 The Aesculapian Society Council shall generate and formulate policies in the interests of members of the Aesculapian Society.

Part 2 – Membership

2.1 The Officers of the Society, who shall collectively be known as the Aesculapian Society Council, shall consist of:

(a) Voting members:

Executive Council

- i. President;
- ii. Vice-President of External Affairs, Senior;
- iii. Vice-President of Internal Affairs (Kingston);
- iv. Vice-President of Internal Affairs (Lakeridge);
- v. Vice-President of Academic Affairs; and
- vi. Vice-President of Finance.

Non-Executive Council

- vii. Vice-President of External Affairs, Junior;
- viii. Communications Officer;
- ix. Treasurer;
- x. University Affairs Officer, Senior;
- xi. University Affairs Officer, Junior;
- xii. Social Affairs Officer (2);
- xiii. Athletics Officer (2);
- xiv. Global Health Liaison, Senior;
- xv. Global Health Liaison, Junior;
- xvi. Student Initiatives and Research Officer;
- xvii. Wellness Officer;
- xviii. Equity Officer, Senior;
- xix. Equity Officer, Junior;
- xx. First Year President (Kingston);
- xxi. First Year President (Lakeridge);
- xxii. Second Year President (Kingston)
- xxiii. Second Year President (Lakeridge); and
- xxiv. Clerkship Co-President(s)

(b) Non-voting Members:

- i. Honorary President;
- ii. Past President;
- iii. Speaker of Council/Chief Electoral Officer (non-voting, except where tie- breaking vote is needed);
- iv. Academic Coordinator (Ex Officio member);

- v. Student Interest Group Coordinator (Ex Officio member); and
- vi. Student Representatives to the Admissions Committee

Part 3 – Nomination and Election Procedures

3.1 The Society shall oversee three elections throughout the year.

Elections Period	Officer	Term Begins	Term Ends
April	President	September 1 st of elected year	August 31 st of subsequent year
	Speaker & Chief Electoral Officer		
	Vice-President of Internal Affairs (Kingston)		
	Vice-President of Internal Affairs (Lakeridge)		
	Vice-President of Academic Affairs		
	Athletics Officers		
	Wellness Officer		
	Social Officers		
	SIRO		
	Second Year Class Council		
	Clerkship Council, excluding Curriculum Representatives		End of Clerkship
Honorary President	August 31 st after 2-year term		
September	Treasurer	Immediately upon election	August 31 st after subsequent term as Vice-President of Finance
	University Affairs Officer, Junior		August 31 st after subsequent term as University Affairs Officer, Senior

	Vice-President of External Affairs, Junior		August 31 st after subsequent term as Vice-President of External Affairs, Senior
	Global Health Liaison, Junior		August 31 st after subsequent term as Global Health Liaison, Senior
	Communications Officer		August 31 st of subsequent year
	Equity Officer, Junior		
	First Year Class Council (Kingston and Lakeridge), excluding Professionalism Representatives		
January	First Year Professionalism Representatives	Immediately upon election	August 31 st of same year
	Clerkship Curriculum Representatives		End of Clerkship

3.2 The term of office of the Society Council shall be one (1) year, with the exception of the Honorary President, who shall have terms of office of two (2) years subject to renewal.

3.3 No member may hold the same position on the Council for more than two years, with the exception of the Honorary President.

3.4 No person may hold two (2) voting offices on the Society Council at the same time, and the Speaker may not hold any other office.

3.5 Any officer of the Society Council who wishes to resign their office shall submit a letter of resignation to the Speaker of Council, who shall inform the Council, the members of the Society, and the appropriate officials of the Faculty of Health Sciences of the resignation.

3.6 Non-Elected Offices – the following offices shall not be directly elected positions unless the previous Council's junior representative is unable or unwilling to assume the senior role [(a)-(f)], or the officer is selected via a non-elected application process [(h)-(i)]:

- (a) The office of Vice-President of External Affairs, Senior, shall be assumed by the previous Council's Vice-President of External Affairs, Junior;
- (b) The office of Vice-President of Finance shall be assumed by the previous Council's Treasurer;
- (c) The office of Past President shall be assumed by the previous Council's President;
- (d) The office of Global Health Liaison, Senior, shall be assumed by the previous Council's Global Health Liaison, Junior;

- (e) The office of University Affairs Officer, Senior, shall be assumed by the previous Council's University Affairs Officer, Junior;
- (f) The office of Equity Officer, Senior, shall be assumed by the previous Equity Officer, Junior;
- (g) In the event that there is no junior representative to assume the more senior position, the senior position shall be open only to medical students in their second year or above during the September election;
- (h) The Honorary President shall be chosen from amongst the Honorary Members of the Society; and
- (i) Ex-officio roles shall be selected via a blind application process facilitated by the Chief Electoral Officer and with selection of each mediated by the following respective officers:
 - i. Academic Coordinator; VP Academic
 - ii. Student Interest Group Coordinator (SIGCO); SIRO
 - iii. Student Representative to the Admissions Committee; selection committee led by Equity Officer, Senior.

3.7 The Speaker of Council shall act as Chief Electoral Officer, overseeing the Society's elections, unless the Speaker is a nominee, in which case a delegate shall be appointed by Council to act as Chief Electoral Officer.

3.8 Society Council Election Date(s)

- (a) The annual election of the Society Council, with the exception of the Society Council Executive, the Equity Officer, Junior, and those offices specified above in Section 3.6, shall be held on a date chosen by Council, which shall be before the Annual General Meeting.
- (b) The annual election of the President, Vice-President Internal Affairs, Vice- President Academic Affairs, Athletics Officers, SIRO, Wellness Officer, Social Officers, and Speaker shall be held on a date chosen by Council, which shall be in April before the Spring General Meeting.
- (c) The annual election of the Equity Officer, Junior shall be held on a date chosen by the Council, which shall be in January.

3.9 Nomination Procedures

- (a) A nomination period of no fewer than three (3) days will be announced by the Chief Electoral Officer to members a minimum of five (5) days in advance. This nomination period must end a minimum of three (3) days before the election. In the event of a by- election, the nomination period need only be announced one (1) day in advance in order to facilitate an expedient re-election.
- (b) Nominations for all elected offices shall be communicated to the Chief Electoral Officer prior to the close of nominations.
- (c) There shall be no limit on the number of nominees for each office.
- (d) Candidates may be nominated for any number of positions. In the event that a candidate opts to run for more than one position, they must specify their rank order of positions in advance. Should a candidate win the election for multiple positions, they will be awarded and hold their highest ranked position. The runner-up in all other positions, respectively, will be awarded those.
- (e) Candidates must campaign and run as independents for positions on any council; Co- running for a position is not permitted; Running as a group is not permitted.
- (f) Following the nomination period, the Chief Electoral Officer will notify all nominated candidates and an additional four (4) day acceptance period will occur. The Chief Electoral Officer must verify their willingness to run for office for both self- and peer- nominations. If the candidate is not willing to run, or if the candidate does not respond to the Chief Electoral

Officer before the end of the post-nomination acceptance period, the candidate will not be considered for election. The number of nominated individuals for a position will not be disclosed to candidates during this period.

3.10 Election Procedures

- (a) Candidates in the Year 1 Class Council election must make a virtual speech to members in order to be included on the ballot. For all other elections, speeches are optional.
- (b) The Chief Electoral Officer shall arrange a time and location for speeches that occurs between the close of nominations and the election. This information will be announced to members a minimum of three (3) days in advance.
- (c) All candidates will prepare a written submission to be posted on the Society's webpage for the duration of the election. The Chief Electoral Officer will determine the maximum length and deadline of this submission.
- (d) Elections will be conducted online by the Chief Electoral Officer, who will ensure that each Society member can only vote once, and that voting is anonymous. In the case where the Chief Electoral Officer is a nominee and chooses to accept the nomination, the Council shall appoint a delegate who is not nominated for a role, to be responsible.
- (e) The Chief Electoral Officer shall inform the AS Exec as soon as they decide to accept a nomination, or if they are considering running for a role, so that a delegate can be found.
- (f) The voting period shall be no less than five (5) days.
- (g) When there are multiple candidates, a simple majority of member votes is required.
- (h) When only one candidate is nominated for a particular office, they must still receive majority support in a referendum on their candidacy conducted in conjunction with the election.
- (i) In the event that one candidate drops out during an election with only two candidates on the ballot, a by-election must take place with a vote of confidence for the remaining candidate.
- (j) At the conclusion of voting by appropriate voting bodies, the Chief Electoral Officer shall tally and show the results to the President, unless the President is a candidate, in which case a delegate will be appointed by the Council. Election results shall be reported to the Society members by the Chief Electoral Officer as soon as possible.
- (k) The election specifics (i.e. voting percentages per candidate) will not be released as part of the election results. If, within forty-eight (48) hours of the announcement of the election results, any individual candidate, or ten (10) ordinary members of the Society, write to the President of the Society requesting a review of the election results, the President and Chief Electoral Officer shall make arrangements for such a review to take place.
- (l) Any form of unsolicited campaigning with the purpose of presenting a platform to or obtaining support from potential voters outside of the designated time for speeches and the elections website is prohibited.
- (m) Regardless of the number of candidates for a position, an "abstain" option shall be offered on the ballot for each position.
- (n) In the event of a tie, the candidates shall make a speech to the AS Council, who will decide the tie with a secret ballot organized by the Chief Electoral Officer. This will be done at the earliest possible date, as decided by the CEO.

3.11 By-Elections

- (a) Any office shall become vacant if there are no nominations received during the annual Society nomination period, if all nominations were declined by the end of the accept/decline period, or if the elected officer resigns, is removed from office under the provisions of Part 6 of this by-law, fails their medical year, or is otherwise unable to complete their medical year.
- (b) Should an office become vacant under section 3.11(a), a by-election shall occur as expeditiously as possible, on a date to be chosen by the Society Council, under the

oversight of the Chief Electoral Officer.

- (c) Nominations for by-elections shall be governed by the provisions of section 3.9.
- (d) Candidates will make a speech to the Council, who will decide the by-election with a secret ballot organized by the Chief Electoral Officer. When only one candidate is nominated for a particular office, they must still receive majority support.
- (e) If the vacant office is filled in a by-election, the Chief Electoral Officer shall inform the Society members of the results the following day.
- (f) Should the vacant office be a non-elected position as provided for in section 3.6, that office shall be filled in advance by the appropriate elected junior member of the position as delineated in section 3.6(a), (b), (c), (d) (e), and (f). A by-election shall then occur for the office left vacant by the member of Council who assumed the non-elected office, as in section 3.11(b). Should the Past President vacate their office, their position shall remain vacant until the next regular Society Council election.
- (g) Should positions remain vacant after the provisions set in section 3.11, the filling of the vacant position(s) shall remain at the discretion of the AS Council.

3.12 Disputed Elections

- (a) Where a concern about elections procedures is raised by a General Member, the concern must be submitted in writing to the Chief Electoral Officer, or otherwise to the President or a member of the Executive Council, within ten (10) days of the election in question.
- (b) The Council member receiving the concern, along with at least one (1) other individual in the aforementioned list, will be responsible for addressing the concern and communicating the action taken to the student raising the concern. If appropriate, the Chief Electoral Officer should be notified of the concern and involved in its resolution.

Part 4 – Duties of Council

4.1 It shall be the duty of the Society Council to:

- (a) Meet a minimum of twelve (12) times during their term of office;
- (b) Choose delegates from the Society to attend appropriate functions, be they at Queen's or elsewhere;
- (c) Recommend students to the Faculty of Health Sciences to sit on any committee or delegation of the Faculty as required; and
- (d) Support such committees as it may deem necessary to discharge their functions, and to specify terms of reference of any such committee.

Part 5 – Duties of Officers

5.1 It shall be the duty of each officer of the Society Council to:

- (a) Attend all meetings of Council;
- (b) Carry out the duties of their portfolio as described in the Constitution in collaboration with AS Officers and UGME faculty and staff;
- (c) Develop respectful working relationships with AS Officers and UGME faculty and staff;
- (d) Mutually agree on a set of expectations based on the Officer's roles and responsibilities as outlined in the Society's constitution;
- (e) Attend mandatory training as stipulated by the Equity Officer, Senior, in the fall term. If unable to attend, must notify the Equity Officer, Senior and fulfill remedial training requirements. This training is also mandatory for all members of Class Council, and ex-officio members of the Aesculapian Society; and
- (f) Members of the 4th Year Class Council who have attended the mandatory equity training the year prior will be excused from this training requirement.

5.2 President

- (a) The President shall be authorized to call meetings of the Society and the Society Council at any time to discuss and dispose of such business as the Council shall consider necessary.
- (b) Supervise, assist, and advise all members of Council as may be necessary to ensure the fulfillment of their duties.
- (c) Act as the primary liaison between the Society and the Office of Undergraduate Medical Education.
- (d) Facilitate the activity of the Society Council and the four Class Councils in order to effectively administer the Society Constitution and By-laws.
- (e) Represent the Society on the:
 - i. School of Medicine Academic Council (SOMAC);
 - ii. MD Program Executive Committee (MD-PEC);
 - iii. Faculty Board and Faculty Board Executive;
 - iv. SGPS Presidents Roundtable;
 - v. Canadian Federation of Medical Students (CFMS) Presidents Roundtable
- (f) Organize an introductory session to the AS and Class Councils for the incoming class;
- (g) Shall participate in the following Society Committees:
 - i. Governance Committee; Member
 - ii. Budget Review Committee; Member
 - iii. ASIG Committee; Member
 - iv. Presidents Roundtable; Chair
- (h) Organize monthly meetings with the:
 - i. Dean of the Faculty of Health Sciences; and
 - ii. Associate Dean of Undergraduate Medical Education.
- (i) Deliver a verbal report at the Annual General Meeting of the Society outlining the accomplishments of the entire Council over the past year. This report will be based on the written reports submitted by Council members.
- (j) Be responsible for updating the "Past AS Council Members" Document in order to keep records for institutional memory. This information will be communicated to the Undergraduate Medical Education Office (UGME) by the end of the President's term.
- (k) Ensure the safekeeping of all Transitional Documents submitted by the outgoing Council Members in order to retain institutional memory of the roles and functions of these Officers.

5.3 Vice-President of Internal Affairs

- (a) Assist the President in facilitating the activities of the Society Council and shall perform the duties of the President in the President's absence.
- (b) Represent the Society or appoint a delegate to serve on the:
 - i. Faculty of Health Sciences Education Awards Committee;
 - ii. Bracken Library Advisory Committee;
 - iii. Building Committee;
 - iv. Travill Debate Committee.
- (c) Oversee regular maintenance and cleaning of the kitchenette and student lounge and act as the point of contact for building concerns;
- (d) Oversee the Student Mentorship Program
- (e) Organize the following Non-Athletic Awards and update the relevant plaques and trophies:
 - i. Lectureship Awards;
 - ii. A. A. Travill Awards;
 - iii. Aesculapian Awards;

- iv. Awards of Merit;
- v. W. F. Connell Award;
- vi. The Dr. Jacalyn Duffin Award;
- vii. The Dr. D Laurence Wilson Award;
- (f) Shall participate in the following Society Committees:
 - i. Awards Committee; Chair
 - ii. Governance Committee; Member
 - iii. Student Interest Group Committee; Member

5.4 Vice-President of Academic Affairs

- (a) The Vice-President of Academic Affairs shall represent the interests of members in issues relating to curriculum, and other academic pursuits.
- (b) Represent the Society or appoint a delegate to serve on the:
 - i. Faculty of Health Sciences Board;
 - ii. School of Medicine Academic Council (SOMAC);
 - iii. Curriculum Committee;
 - iv. Student Advisory Council;
 - v. Teaching, Learning, and Integration Committee;
 - vi. Academic Affairs Committee;
 - vii. Course and Faculty Review Committee (annually delegate seats to the class curriculum representatives); and
 - viii. Program Evaluation Committee
- (c) Act as chair of the Education Committee.
- (d) Organize the annual H.G. Kelly Lectureship.
- (e) Select the Academic Coordinator and collaborate to carry out duties of the Academic Affairs portfolio.
- (f) Act as chair for the Academic Peer Mentorship program, which aims to coordinate mentorship of incoming first year Queen's Medicine students by a committee of upper year mentors for classes deemed of interest by the committee and MD program.
 - i. Act as chair and main point of contact for steering committee as well as liaison to the MD program for committee concerns
 - ii. Oversee recruitment of steering committee and mentors for this program.

5.5 Vice-President of Finance

- (a) The Vice-President of Finance shall report to the Society and the Council regarding the Society's finances a minimum of twice per term.
- (b) Act as an advisor to the Society and the Council on expenditures of Society funds. Manage any funds acquired by the AS and ensure proper use/spending.
- (c) Act as an advisor to the Treasurer.
- (d) Comply with all rules and regulations concerning the finances of the Society as specified in By-law 3, and shall oversee compliance with the Society's Budget.
- (e) Represent the Society on the Student Interest Group Committee.
- (f) Arrange the Society's book sales each spring (e.g. Toronto Notes), or delegate this to the Treasurer.
- (g) Develop long-term financial goals for the society, and develop procedures to meet such goals.
- (h) Be responsible for creating the financial year-end statements. These are to be presented at the Annual General Meeting along with the proposed budget prepared by the Treasurer. Copies shall be distributed to Council members.
- (i) Act as chair of the ASIG committee for distribution of the Aesculapian Society Initiative Grants (ASIG) as outlined in the policy statement titled "Aesculapian Society Initiative Grants".

5.6 Vice-President of External Affairs, Senior

- (a) The Vice-President of External Affairs, Sr., shall represent the Society on the following external bodies: Ontario Medical Students Association (OMSA), Canadian Federation of Medical Students (CFMS), and the Ontario Medical Association (OMA) and fulfill any additional responsibilities as mandated by each respective body.
- (b) Relay the concerns and activities of the Society to these committees and possess voting privileges with these committees as per the relevant individual constitutions.
- (c) After attending meetings with these committees, prepare verbal, and if requested, written reports detailing the activities of the aforementioned committees for the Council.
- (d) Communicate relevant information to the appropriate members of Council in a timely manner.
- (e) Assist the Vice-President of External Affairs, Jr. in becoming familiar with current issues and concerns of the Society, of medical students, and pertaining to health policy.
- (f) Become familiar with the channels available at the University, Provincial, and National levels for such aforementioned issues to be voiced and addressed.
- (g) Liaise with the members of the CFMS Government Affairs and Advocacy Committee (GAAC) and the Ontario Political Advocacy Committee (OPAC) and report on the activities of these groups at meetings of the Society.
- (h) Prepare a budget at the beginning of the term of office and report to the Vice-President of Finance with an interim financial report.
- (i) Oversee the annual payment of CFMS student fees.
- (j) Organize the first year class medical equipment sale, with assistance from the Undergraduate Medical Education Office.
- (k) Co-chair the Ontario Medical Students' Weekend (OMSW) together with the Vice-President External Affairs, Jr., every six (6) years when Queen's is the host school.
- (l) Deliver an introductory presentation about the CFMS, OMSA, and OMSW to the incoming first year class during, or shortly after, Orientation Week.
- (m) Sit on the executive of the Queen's annual Municipal Day of Action planning committee.
- (n) Collaborate with established external partners (e.g. local members of government and Health Force Ontario) for the benefit of members; striving to establish new partnerships with relevant external groups.

5.7 Vice-President of External Affairs, Junior

- (a) The Vice-President of External Affairs, Junior, shall represent the Society on all committees outside the Society, including the Ontario Medical Students Association (OMSA) and the Canadian Federation of Medical Students (CFMS), and fulfill any additional responsibilities as mandated by each respective body.
- (b) Relay the concerns and activities of the Society to these committees and possess voting privileges with these committees as per the relevant individual constitutions.
- (c) Ensure that issues related to External Affairs are communicated to members and addressed at the local level.
- (d) Arrange for the distribution of OMSA/CFMS communiqués and any print material to all classes using listservs.
- (e) Become familiar with current issues and concerns of the Society, of medical students, and with issues pertaining to health policy at the University, Provincial, and National levels.
- (f) Sit on the executive of Queen's annual Municipal Day of Action planning committee.
- (g) Co-chair the Ontario Medical Students' Weekend (OMSW) together with the Vice-President External Affairs, Sr., every six (6) years when Queen's is the host school.
- (h) At the end of the year-long Society Council term assume the role Vice-President of External Affairs, Senior.

5.8 Student Initiatives and Research Officer

- (a) The primary responsibility of the Student Initiatives and Research Officer (SIRO) will be to connect the Council to all group activities undertaken by its members that are not associated with the duties of another officer. The SIRO will endeavour to maintain relationships with such student groups on behalf of the Society, representing their interests to the Council and providing resources and support where necessary. Additionally, the SIRO will:
- (b) Accept and review all AS Interest Groups' applications for AS recognition outlined under the AS Student Interest Groups Policy.
- (c) Will serve as a voting member on the Student Interest Group Committee for allocating funds to AS recognized student groups who meet the criteria under Student Interest Groups Policy Statement.
- (d) Will liaise with student groups and individual organizers that include, but are not limited to:
 - i. Student Interest Groups;
 - ii. Service Learning Project Groups;
 - iii. Working groups; and
 - iv. Any other non-academic student initiatives that do not fall under another AS Officer's portfolio.
- (e) Liaising with faculty members and the UGME regarding any student-led initiatives.
- (f) Shall organize a session within the first three weeks of the academic year to introduce the incoming class to the various student activities, athletics, clubs and interest groups.
- (g) Shall represent the interests of members in issues relating to research that include, but are not limited to:
 - i. Serving as a representative on student-faculty working groups addressing curricular programming related to research.
 - ii. Recruiting and chairing the Research Task Force, a group of students who will work on advocating for research-related interests of the society members.
 - iii. Collaborating with the Undergraduate Medical Education (UGME) Office to update the undergraduate school of medicine research pages.
 - iv. Promoting the development of research-related competencies through partnerships and collaborations with Student interest groups.
 - v. Collaborating with relevant Council members to provide feedback for research-related curricular content such as Critical Appraisal, Research, and Learning (CARL) and Critical Enquiry.
- (h) Regularly updating the SIRO calendar and ensuring its distribution to all student body members and relevant administrators/UGME in line with the SIRO Calendar Policy.
- (i) Be responsible for selecting and training the Student Interest Group Coordinator (SIGCO) whom will aid with the management of student interest groups
 - i. See policy statement titled "Student Interest Group Coordinator (SIGCO) Role" policy statement for more information about qualifications and duties to be performed by the SIGCO
- (j) Shall serve as Chair of the Student Interest Group Committee.
- (k) Shall train incoming AS Interest Group senior executive members with respect to their responsibilities as per the constitution.
- (l) Shall sit on the ASIG Distribution Committee
- (m) SIRO is responsible for overseeing the administration of the AS Interest Group portion of the budget, including compiling funding applications for review by the Student Interest Group Committee, communicating the decisions of the group, and ensuring that the allocated money is spent according to the stipulations outlined in the Student Interest Groups Policy Statement.

5.9 Communications Officer

- (a) The Communications Officer shall keep full and correct minutes of all Society and Council meetings and shall read the minutes of any previous meeting when called to do so. Additionally, the Communications Officer will:
- (b) Distribute minutes of the Council meetings to all AS members at least 24 hours prior to the next meeting and upload them to the AS website for the student body to access.
- (c) Ensure that contact information for each member of AS is available on the AS website.
- (d) Update the medical student body regularly, summarizing the activities, projects, and news of the AS.
- (e) Maintain and update the AS website, and the AS (non-interest group) Calendar
- (f) Act as liaison between the AS and the Elentra team.
- (g) Maintain and moderate the “Queen’s Medicine” and “Queen’s Medicine Housing and Furniture Sale” Facebook pages to ensure all posts are made appropriately.
- (h) Maintain and moderate the class Linktree and organize posts so they are accessible for all classes of QMed.
- (i) If needed, attend the Queen’s Information Services and Technology – Student Advisory Committee (ISAT-SAC) meetings once a month.
- (j) Shall participate in the following Society Committees:
 - i. Governance Committee; Member

5.10 Treasurer

- (a) The Treasurer shall, with the help of the Vice-President of Finance, keep a full record of all the financial proceedings of the AS. Additionally, the treasurer shall:
- (b) Have authority over and maintain the current bank account with the assistance of the Vice-President of Finance and the President. As such, the treasurer shall:
 - i. Collect monies for deposit;
 - ii. Issue cheques for reimbursing society expenses;
 - iii. Collect receipts; and
- (c) Prepare a proposed budget for the upcoming year at the end of the treasurer’s elected term. This budget shall be presented by the treasurer at the AGM along with financial year- end statements prepared by the VP Finance. Copies shall be distributed to Council members.
- (d) Regularly update, with the help of the VP Finance, the President as to the financial state of the AS.
- (e) Comply with all rules and regulations concerning the finances of the Society as specified in By-law 3.
- (f) Arrange the Society’s book sales each spring (e.g. Toronto Notes), if delegated this task by the VP Finance.
- (g) The treasurer will assume the Vice President of Finance position at the end of their term as treasurer.

5.11 Social Affairs Officers (2)

- (a) The Social Affairs Officers shall promote AS members’ social relationships with their classmates, with other classes, and with the faculty and staff of the School of Medicine. Additionally, the Social Affairs Officers shall:
- (b) Establish a formal or informal Social Events Committee consisting of the Social Representatives from each class as well as any general AS members, to assist in coordination of all social events throughout the year.
- (c) Chair the Social Committee consisting of the Social Representatives of each medical year and members at large from the student body.

- (d) Advertise and promote social events of interest to AS members.
- (e) Act as a social liaison between different student groups at Queen's, including the Law Students' Society and the Society of Graduate and Professional Students.
- (f) Organize a minimum of one AS Formal and present a budget to AS Council prior to the event for approval. All students and faculty will receive an invitation to attend.
- (g) Be responsible, together with Class Social Representatives for organizing the annual AS clothing sale.
- (h) Be responsible, together with the Class Social Representatives, for organizing the annual ski-trip.
- (i) Prepare a budget at the beginning of the term of office and report to the Vice-President of Finance with an interim financial report.
- (j) Create a calendar of planned events at the beginning of the Fall term.
- (k) Arrange the sale of Queen's Medicine jackets through Tricolour.

5.12 University Affairs Officer, Senior

- (a) Promote student interest in Queen's undergraduate community events and interprofessional events.
- (b) Coordinate with the University Affairs Officer, Jr to ensure there is attendance at SGPS Council, and its committees.
- (c) Coordinate with the University Affairs Officer, Jr to ensure there is attendance at all Council, Senate SOMAC, and Faculty Board (By-law 10, 1.1, 2.1) meetings.
- (d) Act as the AS representative at all interprofessional meetings and events.
- (e) Help facilitate interprofessional involvement in interest groups.
- (f) Represent the Society's interprofessional interests to external groups, including but not limited to the Canadian Federation of Medical Students and the National Health Science Students Association.
- (g) Lead the selection process for the Honorary President.

5.13 University Affairs Officer, Junior

- (a) Promote student interest in Queen's undergraduate community events and interprofessional events.
- (b) Coordinate with the University Affairs Officer, Sr to ensure there is attendance at all Council, Senate SOMAC, and Faculty Board (By-law 10, 1.1, 2.1) meetings.
- (c) Report any relevant proceedings of Senate, SOMAC and Faculty Board meetings to the Council.
- (d) Coordinate with the University Affairs Officer, Sr to ensure there is attendance at SGPS Council, and its committees.
- (e) Sit on the Student Senate Caucus.
- (f) Represent medical students on the Tricolour Awards Committee, chaired by the Rector of the University, or find an appropriate delegate to do so.
- (g) Update the student handbook throughout the year.
- (h) At the end of the term, the University Affairs Officer, Junior will assume the role of the University Affairs Officer, Senior.

5.14 Athletics Officers (2)

- (a) Be responsible for the organization of all AS sports, in collaboration with the class Athletic Representatives, and shall be the AS's representative for intramural sports and other extra-faculty sports groups.
- (b) Act as a liaison between the class councils and the AS in all matters dealing with intramural and extra-faculty sports.
- (c) Report the athletic achievements of members to the AS and student body.
- (d) Be responsible, together with the Class Athletic Representatives, for organizing the annual

- trip to MedGames, pre-clerk cup, and any similar events.
- (e) Organize the Aesculapian Athletic Awards, including awarding Letter M's, the Aesculapian Cup and the Aesculapian Trophy.
- (f) Organize, together with the class Athletic Representatives, a T-shirt order for the first- year class and jerseys for all years to be used for intramurals and the annual trip to MedGames.
- (g) Ensure up-to-date engraving of the Aesculapian Cup and Trophy and shall keep both awards in the School of Medicine Building trophy cases, or other secure location.
- (h) Collect and record points accumulated by students and pass on this information to their successor at the end of the year.
- (i) Organize, at the very minimum, 2 inter-meds tournaments for all class years (i.e. basketball, dodgeball, squash, golf, etc.).
- (j) Prepare a budget at the beginning of the term of office and report to the Vice President of Finance with an interim financial report.

5.15 Global Health Liaison, Senior

- (a) The Global Health Liaison (GHL) shall actively promote student interest in global and community health. Additionally, the GHL, Senior shall:
- (b) Act as the school's global health representative to the CFMS, communicating with GHLs at other Canadian medical schools and promoting national global and community health initiatives locally, along with the GHL, Junior.
- (c) Chair the Queen's Global Health Committee and oversee the activities of its constituent Standing Committees.
- (d) Collaborate with the GHL, Junior, to support AS run fundraiser(s).
- (e) Coordinate the production of the Annual Global and Community Health Report to be presented at the Fall General Meeting.
- (f) Co-chair the Health and Human Rights Conference and must also co-appoint another chair to help oversee and work with the organizing committee.
- (g) Prepare a budget at the beginning of the term of office and report to the Vice-President of Finance with an interim financial report.
- (h) Prepare an end of year report and submit this to the President two (2) weeks prior to the end of the GHL, Senior's term.

5.16 Global Health Liaison, Junior

- (a) The Global Health Liaison (GHL) shall actively promote student interest in Global and Community Health. Additionally, GHL, Junior shall:
- (b) Prepare an end of year report and submit this to the President two (2) weeks prior to the end of the GHL, Senior's term.
- (c) Act as the school's global health representative to the CFMS, communicating with GHLs at other Canadian medical schools and promoting national and international health initiatives locally, along with the GHL, Senior.
- (d) Be a member of the Queen's Global Health Committee.
- (e) Coordinate the production of the Annual Global and Community Health Report alongside the GHL, Senior.
- (f) By whatever appropriate means (eg. social media, e-mails, OGH newsletter, etc), the GHL, Junior/Senior will collaborate to communicate global health engagement opportunities to the broader student body in a timely fashion.
- (g) Offer support to medical student led programs and initiatives pertaining to global health.
- (h) At the end of their elected term, the GHL, Junior will assume the GHL, Senior, position.

5.17 Wellness Officer

- (a) The Wellness Officer shall represent the interests of members on issues relating to wellness and mental health. Additionally, the Wellness Officer shall:
- (b) Represent the AS on the:
 - i. Wellness Committee
 - ii. CFMS Wellness Committee as the Queen's University representative
- (c) Act as student chair of the Wellness Committee
- (d) Act as a liaison between the Office of Learner Wellness and the AS and report on activities to the Director of Student Affairs on a monthly basis.
- (e) Work with the Curriculum Committee and Learner Wellness on the development and implementation of an effective wellness curriculum.
- (f) Liaise with the Wellness Representatives at the Lakeridge Campus.

5.18 Equity Officer, Senior

- (a) The Equity Officer, Senior shall represent the interests of members on issues relating to equity, diversity, and inclusivity.
- (b) Sit on the AS Budget Review Committee, and ASIG grant distribution committee.
- (c) Report on activities to the Director of Equity, Diversity, Inclusion, Indigeneity, and Accessibility (EDIIA) as needed.
- (d) Act as a liaison between student groups pertaining to equity, diversity, and inclusivity.
- (e) Facilitate opportunities for members to express concerns, ideas, and opinions for issues of equity.
- (f) Update the resource document of the incoming Equity Officers with contemporary, relevant knowledge.
- (g) Distribute resource document to members
- (h) Organize mandatory Anti-Oppression and Equity Training for all members of the Aesculapian Society Council, and for class councils each fall.
- (i) Organize Anti-Oppression Training and Equity Training for interested general members of the Aesculapian Society.
- (j) Assist with equity training for Orientation Week leaders.
- (k) Support AS members and faculty in the development and implementation of equitable learning materials and environments.
- (l) Complete training as per the Equity Officer transition document.
- (m) Assist the Student Representatives to the Admissions Committee
- (n) Chair the Selection Committee for the Student Representative to the Admissions Committee.
- (o) Manage the Equity budget and coordinate with relevant AS officers on this matter.

** Note: Equity Officer, Sr. shall not act as a disciplinarian, but as a resource, ally, and advocate for student equity concerns.*

5.19 Equity Officer, Junior

- (a) The Equity Officer, Junior shall represent the interests of members on issues relating to equity, diversity, and inclusivity.
- (b) Represent the AS on the Diversity panel.
- (c) Report on activities to the Equity Officer, Sr. as needed.
- (d) Act as a liaison between student groups pertaining to equity, diversity, and inclusivity.
- (e) Facilitate opportunities for members to express concerns, ideas, and opinions for issues of equity.
- (f) Update the resource document of the incoming Equity Officers with

- contemporary, relevant knowledge.
- (g) Support AS members and faculty in the development and implementation of equitable learning materials and environments.
- (h) Complete training as per the Equity Officer transition document.
- (i) Assist with managing the Equity budget and coordinating with relevant AS officers on this matter.
- (j) The Equity Officer, Junior will assume the role of Equity Officer, Senior, at the end of their term.

** Note: Equity Officer, Jr. shall not act as a disciplinarian, but as a resource, ally, and advocate for student equity concerns.*

5.20 Class Presidents

- (a) All Class Presidents attend AS meetings, represent the concerns of their class members at AS meetings, and inform their class members of the proceedings of these meetings in a timely and appropriate manner. Additionally, class presidents shall:
- (b) Encourage their class members to participate in and to contribute to the activities of the AS.
- (c) Act as a liaison between the class and administration, between the class and other classes, and between the class and AS Council.
- (d) Be responsible for addressing professionalism concerns raised by members of the class
 - i. See policy statement titled “Professionalism Reps” for guidelines on the election of Professionalism Reps to assist Class Presidents in this task.
- (e) Sit on the:
 - i. School of Medicine Academic Council (SOMAC)
- (f) The First Year President shall have a term on the Society Council running from the election in their first month until their successor is elected in second year. In collaboration with the first-year Class Council, the First-Year President shall:
 - i. Ensure that all Class Council members are aware of their duties (October);
 - ii. Arrange the design of a class crest according to By-law 8 (October);
 - iii. Prepare a letter in collaboration with the first-year class Vice-president for the Undergrad Office to send out to the interviewees with their interview offers;
 - iv. Organize the two interview weekends (March);
 - v. Assist in organizing Orientation Week for the incoming medical class in collaboration with the first-year class Vice-president (Summer)
- (g) The Second-Year President shall have a term on the Society Council running from the time of their election, before the Annual General Meeting of their second year until their successor(s) are elected. In collaboration with their Class Council, the Second- Year President shall:
 - i. Ensure that all Class Council members are aware of their duties (October);
 - ii. Arrange for the selection of one or two teachers from each of Term 3, 4A, and 4B to be awarded the AS Lectureship Award (May);
 - iii. Organize the White Coat Ceremony;
 - iv. Organize the 2nd year – 4th year mixer (March); and
 - v. Organize programming to assist with clerkship preparation and career planning
- (h) The two Clerkship Co-President(s) shall have a term on the Society Council running from the time of their election until Convocation. In collaboration with their Clerkship Council, they shall:
 - i. Ensure that all Clerkship Council members are aware of their duties (April);
 - ii. Organize the completion of the class yearbook (September);

- iii. Arrange for the selection of the recipient of the W F Connell Award (March);
- iv. Arrange for a class gift to be donated to Queen's (April) in collaboration with the University's ThankQ campaign; and
- v. Select a Life Honorary Class President (April).
- vi. Sit on the Hospital Liaison Committee

5.21 Honorary President

- (a) The Honorary President shall attend AS meetings as a non-voting member, and act as a liaison and resource as needed. Additionally, the honorary president shall:
- (b) Act as an advisor and resource to the Council, when requested.
- (c) Act as the staff champion for initiatives of the AS, so long as they support the initiative and are the person best suited for the role.

5.22 Past President

- (a) The Past President shall advise and assist the President and the Council on any matters affecting the Society.

5.23 Speaker of Council/Chief Electoral Officer

- (a) The Speaker shall preside over all Meetings of the AS and the AS Council (By-law 3). Additionally, the Speaker of Council/Chief Electoral Officer shall:
- (b) Prepare an agenda as well as notices for all the meetings of the Society and Council, notify all members at least seventy-two (72) hours in advance of the meeting, and distribute the agenda to members of Council twenty-four (24) hours prior to Council meetings.
- (c) Have expert knowledge of the Constitution and act as the Chair of the Governance Committee.
- (d) Be the final authority on all questions regarding the Constitution.
- (e) Keep records of all policy statements.
- (f) Consider policy statement titled "Indigenous Territorial Statements" when scheduling General Meetings.
- (g) Be responsible for overseeing all elections (AS, Class Council, and MD/PhD). In the case that the Speaker is running for a position with their Class Council, they will collaborate with the Society President to choose a temporary Elections Officer.
- (h) Maintain a Historical Document which contains information on major constitutional changes and projects undertaken by Council during the past year.
- (i) Maintain a central Google Drive accessible to all QMed emails with all transition documents available

Part 6 – Removal of Officers

6.1 Any officer of the AS Council, who neglects their duties or does not perform them to the satisfaction of the AS shall be removed from such office on a two-thirds majority vote of all Council members. Such a vote must be petitioned to Council in writing, bearing the signatures of at least twenty (20) members of the Society.

6.2 Any officer who fails their medical year shall be required to resign their office on AS Council.

Part 7 – Terms of Office

7.1 AS Council members elected in the spring election period shall observe a period of transition from the time of their election to the start of the new academic year, when they shall fully assume the office.

During this time, they may assist their predecessor with tasks, attend meetings jointly with the predecessor, be cc'd in relevant emails, start working on initiatives for which they will be responsible for during their term etc.

7.2 AS Council members who are elected in the fall election period shall assume their roles and responsibilities immediately upon election. They shall be responsible for the office until the election of their successor.

7.3 AS Council members who are serving a Junior role shall assume the senior role anytime between the end of the academic year for which they served as Junior, and the start of the following academic year, at the discretion of the Council.

Part 8 – CFMS/OMA/OMSA Bodies

8.1 The AS shall be responsible for assuring that all school specific roles on the CFMS/ OMA/ OMSA are filled; including, but not limited to:

- (a) The Government Affairs and Advocacy Committee (GAAC) Representative (CFMS)
- (b) The Indigenous Health Committee Representative (CFMS)
- (c) Global Health Education Committee Representative (CFMS)
- (d) Reproduction and Sexual Health Committee Representative (CFMS)
- (e) Global Health Exchange Committee Representative (CFMS)

8.2 The AS shall do its best to assure that the student body is aware of the opportunities that exist for involvement at the CFMS/ OMA/ OMSA level

8.3 AS members whose portfolios overlap with the portfolio of a CFMS/ OMA/ OMSA representative shall liaise with the representative regularly

By-Law 2 - Class Councils

Part 1 - Purpose

1.1 Each Class Council shall generate and formulate policies in the interests of the members of the year it represents.

Part 2 - Membership

2.1 Year 1 and 2 Council (Kingston Campus)

- a. President
- b. Vice-President
- c. Curricular Representative (2)
- d. Social Representative (2)
- e. Athletics Representative
- f. Clinical Skills Representative
- g. Technology Representative
- h. Treasurer
- i. Secretary
- j. Wellness Representative

2.2 Year 1 and 2 Council (Lakeridge Campus)

- a. President
- b. Vice President
- c. Curricular/Clinical Skills Representative
- d. Social Representative
- e. Athletics Representative
- f. Wellness/Professionalism Representative
- g. Treasurer
- h. Secretary/Technology Representative

2.3 Clerkship Council

- a. Co-Presidents (2)
- b. Surgery & Perioperative Representative
- c. Obstetrics, Gynaecology & Paediatrics Representative
- d. Internal Medicine Representative
- e. Family Medicine & Psychiatry Representative
- f. Athletics Representative
- g. Social Representatives (2)
- h. Yearbook Representative
- i. Treasurer
- j. Secretary
- k. Clerkship Curriculum Representatives (2)
- l. Wellness Representative
- m. Technology Representative

Part 3 - Nomination and Election Procedures

- 3.1 Elections for Class Councils shall occur prior to the Annual General Meeting of the Society. The First Medical Year shall elect its executive within one (1) month of registration.
- 3.2 Election of Class Council officers will follow the procedures outlined in By-Law 1 Section 3, with the following exceptions:
 - (a) The annual election of the Clerkship Council, with the exception of the two (2) Clerkship Curricular Representatives, shall be held on a date in April chosen by the AS, which shall be before the Spring General Meeting.
 - (b) Clerkship Curricular Representatives shall be elected immediately upon return to Term 4A in January.
 - (c) All offices of the elected Clerkship Council will have a two (2) year term.

Part 4 - Duties of Council

- 4.1 It shall be the duty of the Class Council to:
 - (a) Meet regularly to discuss topics pertinent to their class.
 - (b) Support committees as it may deem necessary to discharge its functions, and to specify terms of reference of any such committee.
 - (c) Regularly communicate activities of Council to their class and the AS through their Presidents.

Part 5 - Duties of Officers: Year 1 - Kingston

- 5.1 It shall be the duty of each officer of the Class Council to:
 - (a) Attend all meetings of Council.

- (b) Be familiar with the duties of officers as in Section 5.1 as well as all sections of the Constitution of the Society that apply to the office.
- (c) Act as an ambassador of the Class Council by promoting its work, assisting other Council members, and performing duties in the best interests of the Society and its constituents.
- (d) Submit a review of such duties and any suggestions for revision to the Constitutional Review Committee in advance of the Annual/Spring General Meeting of the Society.
- (e) Prepare a detailed transition report to the Class Council President at the end of term.

5.2 President

- (a) Refer to By-law 1 Section 5.19

5.3 Vice-President

- (a) The Vice-President shall assist the President in facilitating the activities of the first-year council.
- (b) Oversee production of a video for interview weekend.
- (c) Organize volunteers for MD/PhD, QuARMS and MD interviews.
- (d) Plan and execute interview weekend(s) in collaboration with UGME.
- (e) Train interview weekend volunteers and arrange their schedule for assisting the UGME with welcoming candidates.
- (f) Oversee the organization of a Video Screening party for the 1st and 2nd year classes in collaboration with the social representatives.
- (g) Plan and execute orientation week for the incoming first-year class in collaboration with UGME.
- (h) Perform the duties of the President should the President be absent or unable to perform them (if the President is unable to continue the year as President, the VP will take over all roles, including their position on the AS, until a new election is arranged and held by the VP for a new President).

5.4 Curricular Representative

- (a) Ensure that class materials are available on Elentra for the class's reference both before and after the appropriate learning event.
- (b) Clarify expectations for learning events that have unclear or confusing descriptions, and communicate that information to the class.
- (c) Filter and synthesize questions/comments from the class and direct appropriate and relevant concerns to the appropriate faculty.
- (d) Maintain regular communication with each course director in order to:
 - i. Notify them of any issues that arise over the duration of the course
 - ii. Provide them with regular feedback with regards to how each learning event in the course is being received by the class. These meetings may be face-to-face meetings or email exchanges
- (e) Maintain regular communication with the Year 1 Curriculum Coordinator.
- (f) Meet with the Year 1 Director at least once per semester to discuss issues and/or provide updates on how the year is progressing for the class.
- (g) Develop effective methods to collect feedback from the class.
- (h) Be knowledgeable about upcoming deadlines and learning events.
- (i) Attend Course Faculty and Review Committee meetings.
- (j) Establish a curricular resource committee if applicable.
- (k) Be responsible for organizing the selection process for Course Representatives and ensuring that this process occurs early enough such that Course Representatives can maximally support the course
- (l) Ensure that course representatives keep a running list of the faculty in the block/course they

are representing to be provided to the AS VP Internal for lectureship awards. This includes keeping track of new faculty (≤ 5 years).

- (m) Coordinate with course reps to ensure timely communication to Course Directors (prior to the start of each new course) the necessity of lecturers adhering to scheduled start and stop times for learning events.
 - i. Emphasize that recordings automatically align with these times, ensuring accessibility for students with various needs (i.e. illness, accommodations, etc.)
 - ii. Highlight that failure to adhere to the schedule may prevent students from accessing crucial recorded content.
 - iii. Remind Course Directors of the break policy: 10-minute breaks every 50 minutes, with recordings ceasing accordingly to maintain consistency and facilitate student engagement.

5.5 Social Representative

- (a) Plan and execute a variety of inclusive social events throughout the academic year.
- (b) Help the AS Social Affairs Officers in the organization of the AS Clothing Sale.
- (c) Organize class clothing sales in collaboration with the AS Social Affairs Officer.
- (d) Plan the Interview Video Awards Night in collaboration with VP.
- (e) Organize end-of-term celebrations.
- (f) Collaborate with AS Social Affairs Officers, second-year, and clerkship social reps to deliver events for the entire student body.

5.6 Athletic Representative

- (a) Promote athletics within the class.
- (b) Organize 5 pre-clerk cup events in collaboration with 2nd year athletic rep (e.g. volleyball, basketball, soccer, etc.).
- (c) Collaborate with the AS Athletic, 2nd-year athletic rep, and clerkship athletic rep in recruiting, promoting and organizing the following events:
 - i. Intramural teams
 - ii. MedGames
 - iii. AS and pre-clerk interclass games
 - iv. Ski Trip
 - v. Pre-Clerk Cup
- (d) Sit on the MedLaw Games organizing committee.

5.7 Clinical Skills Representative

- (a) Liaise between students and the clinical skills director, clinical skills coordinator, and clinical skills course director.
- (b) Attend Clinical Skills Committee Meetings.
- (c) Seek out feedback from the class regarding the clinical skills program.
- (d) Work with the second-year clinical skills representative to organize student-run fOSCEs.
- (e) Represent the medical students on the Joint Governance Committee of the GSK Clinical Teaching Center when the second year clinical skills representative is unavailable.

5.8 Technology Representative

- (a) Act as a liaison between the School of Medicine Building and Elentra support staff and class council.
- (b) Be familiar with the technology available in the School of Medicine Building lecture halls.

- (c) Attend all classes in order to address minor technical difficulties when faculty require assistance (if absent, appoint a substitute).
- (d) Assist classmates with technical issues as appropriate.

5.9 Treasurer

- (a) Open class council bank account along with the President and Vice President as signing officers.
- (b) Create and maintain the class council budget for the year, overseeing its responsible use.
- (c) Deposit cash/cheques and reimburse council members.
- (d) Make financial records of the first year council available upon request to any member of the class or Aesculapian Society

5.10 Secretary

- (a) Schedule meetings for class council.
- (b) Create an agenda for each meeting and distribute 72 hours in advance of a meeting.
- (c) Maintain detailed minutes of each class council meeting and distribute to the class.
- (d) Assist the Class President with the weekly newsletter addressed to the class.

5.11 Wellness Representative

- (a) Promote student wellness and mental health initiatives within the class.
- (b) Organize pre-clerkship confidential events (goal of 2 per term) in collaboration with 2nd year wellness representative.
- (c) Collaborate with the Wellness Officer, 2nd-year wellness rep, and clerkship wellness reps in promoting and organizing the following events:
 - i. Wellness Week
 - ii. Wellness Month
- (d) As outgoing wellness reps, organize Wellness Week in September of second year.
- (e) Sit on the Wellness Committee.

Part 6 - Duties of Officers: Year 1 - Lakeridge

6.1 It shall be the duty of each officer of the Class Council to:

- (a) Attend all meetings of Council.
- (b) Be familiar with the duties of officers as in Section 5.1 as well as all sections of the Constitution of the Society that apply to the office.
- (c) Act as an ambassador of the Class Council by promoting its work, assisting other Council members, and performing duties in the best interests of the Society and its constituents.
- (d) Submit a review of such duties and any suggestions for revision to the Constitutional Review Committee in advance of the Annual/Spring General Meeting of the Society.
- (e) Prepare a detailed transition report to the Class Council President at the end of term.

6.2 President

- (a) Refer to By-law 1 Section 5.19

6.3 Vice President

- (a) The Vice-President shall assist the President in facilitating the activities of the first-year council.
- (b) Oversee production of a video for interview weekend.
- (c) Organize volunteers for MD/PhD, QuARMS and MD interviews.
- (d) Plan and execute interview weekend(s) in collaboration with UGME.
- (e) Train interview weekend volunteers and arrange their schedule for assisting the UGME

with welcoming candidates.

- (f) Oversee the organization of a Video Screening party for the 1st and 2nd year classes in collaboration with the social representatives.
- (g) Plan and execute orientation week for the incoming first-year class in collaboration with UGME.
- (h) Perform the duties of the President should the President be absent or unable to perform them (if the President is unable to continue the year as President, the VP will take over all roles, including their position on the AS, until a new election is arranged and held by the VP for a new President).

6.4 Curricular/Clinical Skills Representative

- (a) Ensure that class materials are available on Elentra for the class's reference both before and after the appropriate learning event.
- (b) Clarify expectations for learning events that have unclear or confusing descriptions, and communicate that information to the class.
- (c) Filter and synthesize questions/comments from the class and direct appropriate and relevant concerns to the appropriate faculty.
- (d) Maintain regular communication with each course director in order to:
 - i. Notify them of any issues that arise over the duration of the course
 - ii. Provide them with regular feedback with regards to how each learning event in the course is being received by the class. These meetings may be face-to-face meetings or email exchanges
- (e) Maintain regular communication with the Year 1 Curriculum Coordinator.
- (f) Meet with the Year 1 Director at least once per semester to discuss issues and/or provide updates on how the year is progressing for the class.
- (g) Develop effective methods to collect feedback from the class.
- (h) Be knowledgeable about upcoming deadlines and learning events.
- (i) Attend Course Faculty and Review Committee meetings.
- (j) Establish a curricular resource committee if applicable.
- (k) Be responsible for organizing the selection process for Course Representatives and ensuring that this process occurs early enough such that Course Representatives can maximally support the course
- (l) Liaise between students and the clinical skills director, clinical skills coordinator, and clinical skills course director.
- (m) Attend Clinical Skills Committee Meetings.
- (n) Seek out feedback from the class regarding the clinical skills program.
- (o) Work with the second-year clinical skills representative to organize student-run fOSCEs.
- (p) Represent the medical students on the Joint Governance Committee of the GSK Clinical Teaching Center when the second year clinical skills representative is unavailable.
- (q) Ensure that course representatives keep a running list of the faculty in the block/course they are representing to be provided to the AS VP Internal for lectureship awards. This includes keeping track of new faculty (≤ 5 years).
- (r) Coordinate with course reps to ensure timely communication to Course Directors (prior to the start of each new course) the necessity of lecturers adhering to scheduled start and stop times for learning events.
 - i. Emphasize that recordings automatically align with these times, ensuring accessibility for students with various needs (i.e. illness, accommodations, etc.)
 - ii. Highlight that failure to adhere to the schedule may prevent students from

- accessing crucial recorded content.
- iii. Remind Course Directors of the break policy: 10-minute breaks every 50 minutes, with recordings ceasing accordingly to maintain consistency and facilitate student engagement.

6.5 Social Representative

- (a) Plan and execute a variety of inclusive social events throughout the academic year.
- (b) Help the AS Social Affairs Officers in the organization of the AS Clothing Sale.
- (c) Organize class clothing sales in collaboration with the AS Social Affairs Officer.
- (d) Plan the Interview Video Awards Night in collaboration with VP.
- (e) Organize end-of-term celebrations.
- (f) Collaborate with AS Social Affairs Officers, second-year, and clerkship social reps to deliver events for the entire student body.

6.6 Athletics Representative

- (a) Promote athletics within the class.
- (b) Organize 5 pre-clerk cup events in collaboration with 2nd year athletic rep (e.g. volleyball, basketball, soccer, etc.).
- (c) Collaborate with the AS Athletic, 2nd-year athletic rep, and clerkship athletic rep in recruiting, promoting and organizing the following events:
 - i. Intramural teams
 - ii. MedGames
 - iii. AS and pre-clerk interclass games
 - iv. Ski Trip
 - v. Pre-Clerk Cup
- (d) Sit on the MedLaw Games organizing committee.

6.7 Technology Representative

- (a) Act as a liaison between the School of Medicine Building and Elentra support staff and class council.
- (b) Be familiar with the technology available in the School of Medicine Building lecture halls.
- (c) Attend all classes in order to address minor technical difficulties when faculty require assistance (if absent, appoint a substitute).
- (d) Assist classmates with technical issues as appropriate.

6.8 Treasurer

- (a) Open class council bank account along with the President and Vice President as signing officers.
- (b) Create and maintain the class council budget for the year, overseeing its responsible use.
- (c) Deposit cash/cheques and reimburse council members.
- (d) Make financial records of the first year council available upon request to any member of the class or Aesculapian Society

6.9 Secretary

- (a) Schedule meetings for class council.
- (b) Create an agenda for each meeting and distribute 72 hours in advance of a meeting.
- (c) Maintain detailed minutes of each class council meeting and distribute to the class.
- (d) Assist the Class President with the weekly newsletter addressed to the class.

6.10 Wellness/Professionalism Representative

- (a) Promote student wellness and mental health initiatives within the class.

- (b) Organize pre-clerkship confidential events (goal of 2 per term) in collaboration with 2nd year wellness representative.
- (c) Collaborate with the Wellness Officer, 2nd-year wellness rep, and clerkship wellness reps in promoting and organizing the following events:
 - i. Wellness Week
 - ii. Wellness Month
- (d) As outgoing wellness reps, organize Wellness Week in September of second year.
- (e) Sit on the Wellness Committee.

Part 7 - Duties of Officers: Year 2 (Kingston)

7.1 It shall be the duty of each officer of the Class Council to:

- (a) Attend all meetings of Council;
- (b) Be familiar with the duties of officers as in Section 6.1 as well as all sections of the Constitution of the Society that apply to the office;
- (c) Act an ambassador of the Class Council by promoting its work, assisting other council members, and performing duties in the best interests of the Society and its constituents;
- (d) Submit a review of such duties and any suggestions for revision to the Constitutional Review Committee in advance of the Annual/Spring General Meeting of the Society; and
- (e) Prepare a detailed transition report to the Class Council President at the end of term.

7.2 President

- (a) Refer to By-law 1 Section 5.20

7.3 Vice-President

- (a) The Vice-President shall assist the President in facilitating the activities of the second-year council including:
 - i. Regular meetings with the Associate Dean
 - ii. Organizing events that facilitate transition to clerkship and career planning
 - iii. Organizing the White Coat Ceremony
- (b) Coordinate with fourth year Clerkship Council to plan two interclass mixers.
- (c) Assist the first year Vice President with tasks as needed.
- (d) Assist with and attend class council events and ventures.
- (e) Perform the duties of the President should the President be absent or unable to perform them (if the President is unable to continue the year as President, the VP will take over all roles, including their position on the AS, until a new election is arranged and held by the VP for a new President).
- (f) Organize a "Speakeasy" event for the preclerkship classes once per semester.

7.4 Curricular Representative

- (a) Ensure that class materials are available on Elentra for the class's reference both before and after the appropriate learning event.
- (b) Clarify expectations for learning events that have unclear or confusing descriptions, and communicate the information to the class.
- (c) Filter through questions/comments from the class and direct appropriate and relevant ones to the faculty.
- (d) Maintain regular communication with each course director in order to:
 - Notify them of any issues that arise over the duration of the course
 - Provide them with regular feedback with regards to how each learning event in the course is being received by the class. These meetings may

be face-to-face meetings or email exchanges

- (e) Maintain regular communication with the Year 2 Curriculum Coordinator.
- (f) Meet with the Year 2 Director at least once per semester to discuss issues and/or provide updates on how the year is progressing for the class.
- (g) Develop effective methods to collect feedback from the class.
- (h) Be knowledgeable about upcoming deadlines and learning events.
- (i) Attend Course Faculty and Review Committee meetings.
- (j) Be responsible for organizing the selection process for Course Representatives and ensuring that this process occurs early enough such that Course Representatives can maximally support the course.
- (k) Ensure that course representatives keep a running list of the faculty in the block/course they are representing to be provided to the AS VP Internal for lectureship awards. This includes keeping track of new faculty (≤ 5 years).
- (l) Coordinate with course reps to ensure timely communication to Course Directors (prior to the start of each new course) the necessity of lecturers adhering to scheduled start and stop times for learning events.
 - Emphasize that recordings automatically align with these times, ensuring accessibility for students with various needs (i.e. illness, accommodations, etc.)
 - Highlight that failure to adhere to the schedule may prevent students from accessing crucial recorded content.
 - Remind Course Directors of the break policy: 10-minute breaks every 50 minutes, with recordings ceasing accordingly to maintain consistency and facilitate student engagement.

7.5 Social Representative

- (a) Plan and execute a variety of inclusive social events throughout the academic year.
- (b) Work with Class President and Vice-President to plan White Coat Ceremony.
- (c) Work with the First-year Social reps to plan and execute interclass social events, including the Interview Video Award Night and pub crawls.
- (d) Organize class clothing sales in collaboration with the AS Social Affairs Officer.
- (e) Assist AS Social Affairs Officers in running AS events.

7.6 Athletic Representative

- (a) Promote athletics within the class.
- (b) Organize 5 pre-clerk cup events in collaboration with 1st year athletic rep (e.g. volleyball, basketball, soccer, etc.).
- (c) Collaborate with the AS Athletics Officers, 2nd-year athletic rep, and clerkship athletic rep in recruiting, promoting and organizing the following events:
 - Intramural teams
 - MedGames
 - AS and pre-clerk interclass games
 - Ski Trip
 - Pre-Clerk Cup
- (d) Sit on the MedLaw Games organizing committee.

7.7 Clinical Skills Representative

- (a) Liaise between students and the clinical skills director, clinical skills coordinator, and clinical skills course director.
- (b) Attend Clinical Skills Committee Meetings.
- (c) Seek out feedback from the class regarding the clinical skills program.
- (d) Work with the first-year clinical skills representative to organize student-run fOSCEs.

- (e) Represent the medical students on the Joint Governance Committee of the GSK Clinical Teaching Center.

7.8 Technology Representative

- (a) Act as a liaison between the School of Medicine Building and Elentra support staff and class council.
- (b) Be familiar with the technology available in the School of Medicine Building lecture halls.
- (c) Attend all classes in order to address minor technical difficulties when faculty require assistance (if absent, appoint a substitute).
- (d) Assist classmates with technical issues as appropriate.

7.9 Treasurer

- (a) Create and maintain the class council budget for the year.
- (b) Deposit cash/cheques and reimburse council members.
- (c) Make financial records of the second year council available upon request to any member of the class or Aesculapian Society.

7.10 Secretary

- (a) Schedule meetings for class council.
- (b) Create an agenda for each meeting and distribute 72 hours in advance of a meeting.
- (c) Maintain detailed minutes of each class council meeting and distribute to the class.
- (d) Assist the Class President with the weekly newsletter addressed to the class.

7.11 Wellness Representative

- (a) Promote student wellness and mental health initiatives within the class.
- (b) Organize pre-clerkship confidential events (goal of 2 per term) in collaboration with the 1st year wellness representative.
- (c) Collaborate with the Wellness Officer, 1st-year wellness rep, and clerkship wellness reps in promoting and organizing the following events:
 - Wellness Week
 - Wellness Month
- (d) As outgoing wellness reps, organize Wellness Week in September of third year.
- (e) Sit on the Wellness Committee.

Part 8 - Duties of Officers: Year 2 (Lakeridge)

8.1 It shall be the duty of each officer of the Class Council to:

- a) Attend all meetings of Council;
- b) Be familiar with the duties of officers as in Section 6.1 as well as all sections of the Constitution of the Society that apply to the office;
- c) Act an ambassador of the Class Council by promoting its work, assisting other council members, and performing duties in the best interests of the Society and its constituents;
- d) Submit a review of such duties and any suggestions for revision to the Constitutional Review Committee in advance of the Annual/Spring General Meeting of the Society; and
- e) Prepare a detailed transition report to the Class Council President at the end of term.

8.2 President

- a) Refer to By-law 1 Section 5.20

8.3 Vice-President

- (g) The Vice-President shall assist the President in facilitating the activities of the second-year council including:

- iv. Regular meetings with the Associate Dean
 - v. Organizing events that facilitate transition to clerkship and career planning
 - vi. Organizing the White Coat Ceremony
- (h) Coordinate with fourth year Clerkship Council to plan two interclass mixers.
 - (i) Assist the first year Vice President with tasks as needed.
 - (j) Assist with and attend class council events and ventures.
 - (k) Perform the duties of the President should the President be absent or unable to perform them (if the President is unable to continue the year as President, the VP will take over all roles, including their position on the AS, until a new election is arranged and held by the VP for a new President).
 - (l) Organize a “Speakeasy” event for the preclerkship classes once per semester.

8.4 Curricular/Clinical Skills Representative

- a) Ensure that class materials are available on Elentra for the class’s reference both before and after the appropriate learning event.
- b) Clarify expectations for learning events that have unclear or confusing descriptions, and communicate the information to the class.
- c) Filter through questions/comments from the class and direct appropriate and relevant ones to the faculty.
- d) Maintain regular communication with each course director in order to:
 - Notify them of any issues that arise over the duration of the course
 - Provide them with regular feedback with regards to how each learning event in the course is being received by the class. These meetings may be face-to-face meetings or email exchanges
- e) Maintain regular communication with the Year 2 Curriculum Coordinator.
- f) Meet with the Year 2 Director at least once per semester to discuss issues and/or provide updates on how the year is progressing for the class.
- g) Develop effective methods to collect feedback from the class.
- h) Be knowledgeable about upcoming deadlines and learning events.
- i) Attend Course Faculty and Review Committee meetings.
- j) Be responsible for organizing the selection process for Course Representatives and ensuring that this process occurs early enough such that Course Representatives can maximally support the course.
- k) Liaise between students and the clinical skills director, clinical skills coordinator, and clinical skills course director.
- l) Attend Clinical Skills Committee Meetings.
- m) Seek out feedback from the class regarding the clinical skills program.
- n) Work with the first-year clinical skills representative to organize student-run fOSCEs.
- o) Represent the medical students on the Joint Governance Committee of the GSK Clinical Teaching Center
- p) Ensure that course representatives keep a running list of the faculty in the block/course they are representing to be provided to the AS VP Internal for lectureship awards. This includes keeping track of new faculty (≤ 5 years).
- q) Coordinate with course reps to ensure timely communication to Course Directors (prior to the start of each new course) the necessity of lecturers adhering to scheduled start and stop times for learning events.
 - Emphasize that recordings automatically align with these times, ensuring accessibility for students with various needs (i.e. illness, accommodations, etc.)
 - Highlight that failure to adhere to the schedule may prevent students from

accessing crucial recorded content.

- Remind Course Directors of the break policy: 10-minute breaks every 50 minutes, with recordings ceasing accordingly to maintain consistency and facilitate student engagement.

8.5 Social Representative

- a) Plan and execute a variety of inclusive social events throughout the academic year.
- b) Work with Class President and Vice-President to plan White Coat Ceremony.
- c) Work with the First-year Social reps to plan and execute interclass social events, including the Interview Video Award Night and pub crawls.
- d) Organize class clothing sales in collaboration with the AS Social Affairs Officer.
- e) Assist AS Social Affairs Officers in running AS events.

8.6 Athletic Representative

- a) Promote athletics within the class.
- b) Organize 5 pre-clerk cup events in collaboration with 1st year athletic rep (e.g. volleyball, basketball, soccer, etc.).
- c) Collaborate with the AS Athletics Officers, 2nd-year athletic rep, and clerkship athletic rep in recruiting, promoting and organizing the following events:
 - Intramural teams
 - MedGames
 - AS and pre-clerk interclass games
 - Ski Trip
 - Pre-Clerk Cup
- d) Sit on the MedLaw Games organizing committee.

8.7 Treasurer

- a) Create and maintain the class council budget for the year.
- b) Deposit cash/cheques and reimburse council members.
- c) Make financial records of the second year council available upon request to any member of the class or Aesculapian Society.

8.8 Secretary/Tech Representative

- a) Schedule meetings for class council.
- b) Create an agenda for each meeting and distribute 72 hours in advance of a meeting.
- c) Maintain detailed minutes of each class council meeting and distribute to the class.
- d) Assist the Class President with the weekly newsletter addressed to the class.
- e) Act as a liaison between the School of Medicine Building and Elentra support staff and class council.
- f) Be familiar with the technology available in the School of Medicine Building lecture halls.
- g) Attend all classes in order to address minor technical difficulties when faculty require assistance (if absent, appoint a substitute).
- h) Assist classmates with technical issues as appropriate.

8.9 Wellness/Professionalism Representative

- a) Promote student wellness and mental health initiatives within the class.
- b) Organize pre-clerkship confidential events (goal of 2 per term) in collaboration with the 1st year wellness representative.
- c) Collaborate with the Wellness Officer, 1st-year wellness rep, and clerkship wellness reps in promoting and organizing the following events:
 - Wellness Week

- Wellness Month
- d) As outgoing wellness reps, organize Wellness Week in September of third year.
 - e) Sit on the Wellness Committee.

Part 9 - Duties of Officers: Clerkship

8.1 It shall be the duty of each officer of the Class Council to:

- (a) Attend all meetings of Council;
- (b) Be familiar with the duties of officers as in Section 7.1 as well as all sections of the Constitution of the Society that apply to office;
- (c) Act an ambassador of the Class Council by promoting its work, assisting other council members, and performing duties in the best interests of the Society and its constituents; and
- (d) Prepare a detailed transition report for successor prior to the first week of the C1 course for the incoming 3rd Year Class. This document is also to be submitted to Clerkship Council Co-Presidents.

8.2 Co-President

- (a) Oversee, assist, and advise all members of Council as may be necessary to ensure the fulfillment of their duties.
- (b) Act as the primary liaison between the Council, other Queen's Medicine Classes and the Office of Undergraduate Medical Education.
- (c) Act as the class representatives on the Aesculapian Society Council.
- (d) Front initiatives which address the overall needs of the class.
- (e) Collate and distribute to all class members a weekly message of academic, extracurricular, social and class updates.
- (f) Chair at least one Clerkship Council meeting per core rotation and C block.
- (g) Act as signing officers on the class bank account.
- (h) Collaborate with the Queen's Medicine class two years below in order to arrange the three interclass socials taking place during the C blocks (C1, C2, C3).
- (i) Ensure the submission of a class contribution to Medical Variety Night each year.
- (j) In collaboration with the AS VP Internal, organize the class selection of the WF Connell Award by the 1st of May in their graduating year.
- (k) Sit on the Hospital Liaison Committee

8.3 Clerkship Curriculum Representatives

- (a) Act as the primary liaisons for the class with the UGME Office for all academic matters.
- (b) Front initiatives that address the clerkship-wide needs of the class.
- (c) Sit on Academic Roundtable and Clerkship Committee.
- (d) Prepare a clerkship website in collaboration with Clerkship Council members.
- (e) Facilitate the organization of student mediated class clerkship academic events (such as stream, block & subspecialty swapping).
- (f) Sit on the Hospital Liaison Committee

8.4 Clerkship Rotation Representative

- (a) Act as the primary liaison for academic feedback between the class and their respective rotation directors.
- (b) Curate study resources for their respective rotations in a manner that is accessible for all class members.
- (c) Collect and compile advice from the Class regarding their respective rotations to be accessed by their peers and future Queen's Medicine Class years.

- (d) Arrange a meeting with their rotations' academic directors in order to open a dialogue of feedback and communication for their two-year clerkship period.

8.5 Athletics Representative

- a) Act as the class' primary representative and liaison for all athletics events.
- b) Collaborate with the athletics representatives from the AS Council and all other Queen's Medicine classes to organize and promote athletic events for the class.

8.6 Social Representatives (2)

- a) Organize at least one social event per rotation and C block (C1, C2 & C3).
- b) Ensure clerkship council organized socials are varied in terms of timing, location and accessibility in order to accommodate the differing schedules and interests of their peers.
- c) Assist AS Social Affairs Officers in running AS events.

8.7 Yearbook Representative

- a) Prepare a class yearbook for distribution at the latest at the class' convocation reception.
- b) Act as the primary curator of all class photos and associated media.
- c) Collaborate with the Clerkship Council Treasurer in the management and collection of Yearbook funds.

8.8 Treasurer

- a) Act as the primary financial officer for the clerkship council and oversee the class bank account.
- b) Keep an accurate, up to date record of all monies received, banked and spent by the clerkship council.
- c) Keep a file of receipts to correspond with all of the clerkship council's expenses.
- d) Make financial records of the clerkship council available upon request to any member of the class or Aesculapian Society.

8.9 Secretary

- a) Call to order at least one Clerkship Council meeting per core rotation and C block at the discretion of the Clerkship Council Co-Presidents.
- b) Prepare full minutes of all Council meetings, and Ensure Class Clerkship Council Meeting Minutes are posted in an accessible manner for all class members.
- c) Where possible, prepare full minutes of non-academic sessions for the class such as UGME Town Halls.
- d) Assist the Class President with the weekly newsletter addressed to the class.

8.10 Wellness Representative

- a) Act as the primary class representative and liaison for all wellness initiatives/events.
- b) Collaborate with the Wellness Officer from the AS Council and all other Queen's Medicine classes to organize and promote wellness events for the class.
- c) Arrange appropriate meetings with Learner Wellness to open a dialogue of
- d) feedback and communication for their two-year clerkship period to promote and effective clerkship wellness curriculum.
- e) Sit on the Wellness Committee when available.

8.11 Technology Representative

- (a) Act as a liaison between the School of Medicine Building and Elentra support staff and class council.

- (b) Be familiar with the technology available in the School of Medicine Building lecture halls.
- (c) Attend all classes in order to address minor technical difficulties when faculty require assistance (if absent, appoint a substitute).
- (d) Assist classmates with technical issues as appropriate.

Part 9 - Removal of Officers

9.1 Any officer of the Class Council who neglects duties or does not perform them to the satisfaction of the Society shall be removed from such office on a two-thirds majority vote of all Council members. Such a vote must be petitioned of Council in writing, bearing the signatures of at least twenty (20) members of the class.

9.2 Any officer who fails the medical year shall be required to resign office on Council.

By-Law 3 – Society Fees and Finances

Part 1 – Fiscal Year

1.1 The Fiscal Year of the Society shall run from September 1 to August 31.

Part 2 – Membership

2.1 All ordinary members of the Society shall pay a membership fee.

2.2 Honorary members shall be exempt from membership fees.

2.3 This membership fee is comprised of the mandatory Aesculapian Society component of twenty-five dollars (\$25) of student fees collected, and membership dues to the Canadian Federation of Medical Students of eighty dollars (\$80) which is only payable by the incoming students of the first year class.

2.4 Fee Increases

- (a) The Aesculapian Society component of the membership fee may be subject to an annual increase at the discretion of the Aesculapian Society Executive Council to a maximum of annual Ontario inflation rates. Additional increases in the Aesculapian Society component of the membership fee may be proposed by Council, and must be approved by the Society at a referendum.
- (b) Increases in the membership dues of the Canadian Federation of Medical Students may be made as per that organization's constitution.
- (c) Imposition of additional fees must be approved by the Society at a referendum.
- (d) The Vice-President of Finance shall immediately notify the Society of Graduate and Professional Students and Registrar's Office in writing of any fee changes.

2.5 Fees are collected by the Registrar's Office of Queen's University when students pay tuition in the fall. Fees are remitted to the Aesculapian Society by the Society of Graduate and Professional Students.

2.6 Upon receipt of the first-semester transfer from the Society of Graduate and Professional Students, the Treasurer shall immediately remit dues to the Canadian Federation of Medical Students.

2.7 Attribution of Fees – fees shall be attributed to each fiscal year as follows:

- (a) 100% of the monies received in the first semester shall be attributed to the fiscal year in which they are received.
- (b) 100% of the monies received in the second-semester shall be attributed to the fiscal year in which they are received.

Part 3 – Budget

3.1 The Treasurer, in consultation with the budget review committee, shall submit a budget for the

following fiscal year at the budget review committee meeting, prior to the Annual General Meeting.

3.2 This budget must be approved by 2/3 of the budget review committee present at the budget review committee meeting, and shall be then presented to the Society by the incoming Vice-President of Finance at the Society's Annual General Meeting.

3.3 The Vice-President of Finance shall be responsible for ensuring that the budget is adhered to during term.

3.4 The Vice President of Finance and Treasurer shall meet during the month of January and September to discuss the Society's finances and adherence the budget.

3.5 At the end of the fiscal year, the Vice-President of Finance is responsible for ensuring that any surplus during that year is spent or earmarked for a specific item with the intention of spending the surplus within a reasonable timeframe.

Part 4 – Reporting

4.1 The Vice President of Finance and the Treasurer shall report on the Financial State of the Society at the Annual General Meeting. The report shall include details of expenditures during the fiscal year.

4.2 In addition to the verbal report at the Annual General Meeting, the Vice President of Finance shall submit a written report at that time.

Part 5 – Current Account

5.1 The monies of the society received during and for use during the current fiscal year shall be deposited in a chartered bank as approved by the Society.

5.2 Signing authority over this account is to be set as any 2 of the 3 following officers: the Vice-President Finance, the Treasurer, and the President.

5.3 Withdrawals from this account may be made without Council approval either if the expense is covered by the budget (Part III) for the Fiscal year in which the charge is made, or for fundraising events in which revenues shall exceed expenses.

5.4 Council approval is required for all charges not specified in the budget. The society shall not hold itself responsible for contracts entered into without previous authorization. If the revenues for any given fiscal year cannot cover funds for such an expense, sections 6.5, 6.6, and 6.7 apply.

5.5 All bills of the Society shall be paid by cheque, and no bill may be paid without prior submission of an invoice/receipt to the Treasurer.

Part 6 – Class Funds

6.1 As part of the budget each year, the Society will provide a grant (class transfer) to each medical class.

6.2 The amount of this grant shall be allocated per student who pays the optional fee per class. Each class shall receive \$4.25/student who pays the optional fee. After the \$4.25/student is allocated, the remaining money shall all be given to the fourth year class.

6.3 Each grant will be remitted upon receipt of student fees deposit from the SGPS, with the exception of the first year class who shall receive their funds following their class executive election.

6.4 Classes shall deposit these monies with a chartered bank specified by the society.

6.5 Funds are to be utilized and administered as per procedures determined by each class.

6.6 Notwithstanding 6.6, the fourth year class has no obligation to return monies to the Society provided that these funds are utilized prior to the 1st of October following graduation for purposes agreed upon by the class (e.g.: class gifts).

6.7 Monies received from a class account shall be credited to the Society's Savings Account.

6.8 The Vice President of Finance shall ensure compliance with this section, and shall report to the society on the disposition of the fourth year class funds at the Annual General Meeting following the class graduation.

Part 7 – Special Purpose Accounts

7.1 Council may grant groups of members the right to operate an account on behalf of the society for a specific event/purpose.

7.2 The Council shall appoint an individual(s) to manage the account on behalf of the society.

7.3 Prior to the opening of such an account to the Council providing any monies, the individual possessing responsibility for the finances for the event must submit a budget to the Council for approval.

7.4 Such accounts may only be utilized for the purpose for which they were intended, and the account must be closed and all remaining funds transferred to the Society's Savings account upon completion of the specified activity. The individual responsible must keep accurate financial records, and submit these records and a report to the Vice President of Finance when the account is closed.

7.5 Surplus monies from the Orientation Week account shall be transferred to the Class Account of the incoming First Year class.

By-Law 4 – Meetings

Part 1 – Types of Meetings

1.1 Meetings shall be:

- (a) Council; or
- (b) General (Annual, Spring).

Part 2 – Council Meetings

2.1 Council Meetings shall be held on a regular basis and at such times as the Council shall decide pursuant to By-law 1, section 4.1(a). The Speaker of Council shall notify all members at least seventy-two (72) hours in advance of the meeting. The Speaker of Council will inform all Council Members of the agenda at least twenty-four (24) hours in advance of the Council meeting.

2.2 Quorum at Council Meetings consists of fifty percent (50%) rounding down of current voting members of the Council.

2.3 Council meetings are open to all members of the Society. However, only voting Council members are permitted to vote at Council meetings.

2.4 The order of business at Council Meetings is as follows:

- (a) Opening of the meeting;
- (b) Motion to start the meeting;
- (c) Motion to adopt agenda;
- (d) Approving last meeting's minutes;
- (e) Question period;
- (f) Council updates;
- (g) Agenda items;
- (h) Next meeting;
- (i) Varia;
- (j) Motion to end meeting.

Part 3 – General Meetings

- 3.1. General Meetings of the Society shall be held twice annually:
- (a) The Annual General Meeting (AGM) no later than thirty (30) days into the term of the newly elected Council.
 - (b) The Spring General Meeting (SGM) in April or May.
- 3.2 The Society Speaker must post notice of General Meetings at least seven (7) days in advance.
- 3.3 Quorum at General Meetings shall consist of fifteen (15) members and shall not be held unless at least 50% of AS Council members are present.
- 3.4 The minutes from the previous General Meeting will be provided prior to the current General Meeting for the reference of interested members.
- 3.5 To expedite voting at the General Meetings nemine contradicente voting will be used according to the following procedure:
- (a) Motion is read by the mover;
 - (b) Mover speaks in favor of the motion for a maximum of two (2) minutes;
 - (c) The Speaker asks for direct negatives from the floor;
 - (d) If there is no direct negative, the motion is adopted and minuted as “Adopted nemine contradicente”;
 - (e) If there is a direct negative, the Speaker asks the objector if they would like to either: (a) proceed directly to a minuted vote, or (b) open a speaker list;
 - (f) If (a), proceed directly to a minuted vote;
 - (g) If (b), open a speaker list;
 - (h) The Speaker asks for a maximum of five (5) speakers, who approach the microphone for a maximum of one (1) minute each.
 - (i) After the first speaker list, the Chair asks to call the question.
 - (j) The floor can request a second speaker list of five (5) speakers for one (1) minute each.
 - (k) The floor may continue to request additional speaker lists.
 - (l) No individual speakers may speak more than twice, for a maximum total of two (2) minutes.
- 3.6 The order of business at the Annual General Meeting is as follows:
- (a) Opening Remarks and Land Acknowledgement;
 - (b) Adoption of the Agenda;
 - (c) Adoption of the Minutes of the previous General Meeting;
 - (d) Awards:
 - i. Lectureship

- (e) Reading and Adoption of the President's Report;
- (f) Reading and Adoption of the Financial Report of the Vice-President Finance;
- (g) Reading and Adoption of the forthcoming year's budget by the Vice-President Finance;
- (h) Annual Reports of Committees;
- (i) Amendments to the Constitution and By-laws;
- (j) Question & Answer Period with AS Council
- (k) Adjournment.

3.2 The order of business at the Spring General Meeting shall be:

- (a) Opening Remarks and Land Acknowledgement;
- (b) Adoption of the Agenda;
- (c) Adoption of the Minutes of the previous General Meeting;
- (d) Awards:
 - i. Lectureship;
 - ii. A. A. Travill;
 - iii. Aesculapian;
 - iv. Award of Merit;
- (e) Reading and Adoption of the President's Report;
- (f) Speaker's Report;
- (g) Presentation of Athletic Awards;
- (h) Amendments to the Constitution and By-laws;
- (i) Question & Answer Period with AS Council
- (j) Adjournment.

By-Law 5 – Rules of Order

1.1 The purpose of this Constitution is to provide a governance structure for the Society and mandate activities which must be performed. Amendments to the Constitution can be made only at General Meetings with a majority vote.

1.2 At least two (2) General Meetings must be held per year. The Annual General Meeting must be held within thirty (30) days of the election of the newly elected Council in the Fall. The Spring General Meeting must be held in April or May prior to the end of the academic year.

1.3 Additional General Meetings may be scheduled at the discretion of the President. Council and General members must be informed of the scheduling of a General Meeting at least one (1) week in advance.

1.4 Notice of motion posted seventy-two (72) hours prior to a General Meeting is required for all motions affecting the following interests of the Society:

- (a) Amendments or additions to the Constitution and By-laws;
- (b) Motions rescinding any motion previously passed by the Society;
- (c) All other matters deemed by the President to require notice of motion; and
- (d) Motions for changes to the constitution which are deemed grammatical in nature by the Governance Committee do not require 72 hours notice and can be called at any Council meeting.

1.5 The Constitution makes reference to policy statements which help guide Council procedures and supplement the Constitution. Policy statements can be adopted or changed at any Council meeting with a majority vote. This offers flexibility to adopt positions or procedures on a trial basis which can be more easily modified than through a constitutional amendment. Policy statements can be later adopted into the Constitution through vote at a General Meeting.

1.6 No meeting of the Aesculapian Society shall be considered legal unless a copy of this Constitution is in the possession of the presiding officer of the meeting.

1.7 The Speaker of Council, or their delegate, will chair all meetings of the Society and the Council, and shall rule on points of order that arise during such meetings.

1.8 All motions will be recorded and retained for institutional memory, as outlined in By-Law 1, section 5.9.

By-Law 6 – Referenda

1.1 All referenda on issues that fall under the jurisdiction of the Society are run by the Chief Electoral Officer.

1.2 A referendum can be called on an issue when two-thirds (2/3) of the Council deem it necessary, or when a petition signed by one-fifth (1/5) of Society members is presented to the Council, or when necessary as prescribed by By-law 2.

1.3 At least one (1) week notice of the referendum must be given to the members of the Society.

1.4 Council shall inform the appropriate University officials, organizations, and student governments of the Society's intent to hold a referendum.

1.5 Council must fully disclose all information relevant to the referendum to the Society members in an objective manner and provide all involved parties the opportunity to express opinions concerning the subject of the referendum. To be valid, at least one-third of eligible members must cast a ballot in the referendum.

1.6 A question is carried if fifty percent (50%) of ballots cast plus one vote are in favour.

1.7 The results of the referendum are binding to the Society and shall become effective as soon as possible after the referendum, unless a change to the Society's Constitution is necessary, in which case the procedure set forth in By-law 4 shall be followed.

1.8 Any issue may be brought to referendum only once within a twelve (12) month period.

By-Law 7 – Student Code of Conduct and Professionalism

Part 1 – Student Professionalism

1.1 The Aesculapian Society exists to support student activities and wellbeing. When instances of unprofessional conduct arise, the Aesculapian Society will defer disciplinary decisions to mechanisms that exist to address these issues. This includes, Professionalism Representatives from each class, the Wellness Office, Year Directors, Associate Dean, and other members of the UGME.

1.2 The Aesculapian Society expects that all members of the student body and Council will adhere to the Student Professionalism Policy and the associated requirements of professional conduct as outlined by the Queen's UGME Office. More detailed information about the Student Professionalism Policy and student expectations is available here:

<https://meds.queensu.ca/obgyn/academics/undergraduate/policies-committees>

By-Law 8 – Class Crests and Jackets

Part 1 – Class Crests

1.1 Before the end of September, the president of the first year class shall inform the first year class of the requirement of designing a class crest according to the following parameters:

- (a) The only colours to be used in the design of the crest are blue, red, and gold;
- (b) All three colours must appear in the design;
- (c) The design must include a capital letter Q;
- (d) The design must include the word “Meds” or “Medicine”, and the phrase “medicus manu et corde”;
- (e) The design must include either the four digits of the graduating year of the class, or the last two digits of the graduating year;
- (f) The design must include the staff of Aesculapius, with a serpent;
- (g) The design must include a tudor (Queen’s) crown; and
- (h) The design must include a red maple leaf with eleven (11) points and a stem.

Part 2 – Class Jackets

2.1 All members of the society have the right to purchase and wear the Society’s jacket.

- (a) The jacket is a blue leather bomber style jacket.
- (b) The last two (2) digits of the graduating year, in gold chenille, are affixed to the left sleeve of the jacket.
- (c) The class crest is affixed to the left breast of the jacket.
- (d) The words “Queen’s Meds” or “Queen’s Medicine” in gold chenille, are centred on the back of the jacket so that the word “Queen’s” is arched and the word “Meds” or “Medicine” appears in a horizontal line below it.
- (e) The pass crest is affixed to the right sleeve following the successful completion of the wearer’s first year of medical school.
- (f) Should students be unable to independently purchase class jackets from the Alma Mater Society during a given year, the current Social Affairs Officers will be responsible for arranging a one-time mass-order of jackets for all medical students and Alumni.

By-Law 9 – Standing Committees of the Aesculapian Society

Part 1 – Academic Roundtable

1.1 The Academic Roundtable shall be composed of the following:

- (a) Vice-President of Academic Affairs (who shall be chair);
- (b) Clerkship representatives from each medical year;
- (c) The Academic Coordinator;
- (d) Curriculum representatives from each medical year;
- (e) The clinical skills representatives from first and second year; and
- (f) Any AS members who the Chair feels has a portfolio that is relevant to the curricular topic of discussion.

1.2 The Academic Roundtable shall:

- (a) Provide student input to the administration to support continuous development and improvement of the curriculum;

- (b) Consolidate the concerns of the Society's members regarding curricular content and its delivery and convey these concerns to the administration;
- (c) Ensure that appropriate measures are taken to address Society members' concerns, which may include working with faculty and/or administrators to generate solutions;
- (d) Consolidate the society view of curricular successes and convey them to the administration;
- (e) Monitor the outcome of course evaluations if the results are made available.
- (f) Review and update the role of the Academic Roundtable under the Aesculapian Society constitution annually.

1.3 The Academic Roundtable shall meet on an as-needed basis, dependent upon the needs identified by the roundtable members.

1.4 The Academic Roundtable will report on its activities in the following ways:

- (a) The Vice-President of Academic Affairs shall report on the activity of the Roundtable at meetings of the Aesculapian Society Council; and
- (b) Curriculum and clerkship representatives shall report on the activity of the Roundtable at meetings of their respective Class Councils.

Part 2 – Governance Committee

2.1 The Governance Committee shall be composed of the following:

- (a) Speaker of Council (who shall be chair);
- (b) Vice-President of Internal Affairs;
- (c) President;
- (d) Vice-President of Finance;
- (e) Communications Officer; and
- (f) Past President.

2.2 The Governance Committee shall:

- (a) Ensure that the Society Council and its officers abide by the Constitution and By- Laws, reporting to the Society Executive and/or Society Council as the committee deems necessary.
- (b) Keep a record of all suggested changes to the Constitution throughout the year;
- (c) Solicit drafts of Constitutional changes from all officers regarding, in particular, those sections concerning the officers' individual duties;
- (d) Delegate the review of certain portions of the Constitution when appropriate;
- (e) Amongst themselves divide certain portions of the Constitution for review;
- (f) Compile all revisions of the Constitution into one complete document;
- (g) Archive a copy of the previous Council's Constitution and By-laws;
- (h) Submit the revised Constitution to the Aesculapian Society for approval; and
- (i) Review and update the role of the Governance Committee under the Aesculapian Society constitution annually.

2.3 The Governance Committee shall meet according to the following criteria:

- (a) The Governance Committee shall meet a minimum of once per semester to ensure that a full review of the Constitution is completed before the end of the academic year; and
- (b) As chair of the Governance Committee, the Speaker/CEO has Chair's Privilege to invite outside members to Governance Committee meetings at their discretion, in order to best serve the needs of the Governance Committee and the Society.

2.4 The Governance Committee will report on its activities in the following ways:

- (a) The revised Constitution will be formally submitted to the Aesculapian Society for approval at a meeting before the year's end; and
- (b) The committee will ensure that members of the Aesculapian Society are able to access the motions put forward for revision of the constitution at least 72 hours prior to the approval procedures.

Part 3 – Queen's Global Health Committee

- 3.1 The Queen's Global Health Committee (QGHC) shall be composed of the following individual standing committees:
 - (a) Equity and Advocacy
 - (b) Global Health Education
 - (c) Indigenous Health
 - (d) QueerMed
 - (e) Environmental Committee
- 3.2 Each Standing Committee is to be chaired by a minimum of one senior member and one junior member, with additional co-chairs decided by the Committee.
- 3.3 The QGHC and its component Standing Committees shall be overseen by:
 - (a) The Global Health Liaison Sr. (who shall serve as QGHC Co-Chair) and
 - (b) An elected senior member of the QGHC and;
 - (c) The Global Health Liaison Jr.
- 3.4 Each Standing Committee is responsible for identifying a member of the Committee to serve as the local representative to the relevant CFMS portfolio.
- 3.5 The QGHC shall:
 - (a) Provide a venue for students to work together and create opportunities for learning more about global and community health and advocacy;
 - (b) Make information and activities relating to global health available to members of the School of Medicine;
 - (c) Coordinate and support activities to promote local and national initiatives related to global and community health and advocacy;
 - (d) Liaise with the Office of Global Health and the Office of Continuing and Professional Development and collaborate on initiatives as appropriate;
 - (e) Liaise with relevant interest group leaders and collaborate on initiatives as appropriate;
 - (f) Work with the Equity Officer on the Aesculapian Society on issues related to diversity, inclusion, and equity.
 - (g) Review and update the role of the Queen's Global Health Committee under the Aesculapian Society constitution annually.
- 3.6 The committee will meet a minimum of once per semester, to establish term objectives and to plan activities or events. Leaders of Standing Committees shall meet with their individual Committees at their discretion. The chairs of the Global Health Committee should endeavor to meet at least once per semester with the Office of Global Health and with the Course Director of the Population and Global Health Course.
- 3.7 Notice of important information or events relating to the committee's activities will be communicated to the members as appropriate. Relevant updates on the workings of the QGHC shall be

communicated to the AS via the Global Health Liaisons.

Part 4 - Wellness Committee

- 4.1 The Wellness Committee shall be comprised of the following:
- (a) The Wellness Officer (who shall be student chair);
 - (b) Director of Student Affairs (who shall be faculty chair);
 - (c) The Wellness Representative from each Class Council from each of the first-, second-, third-, and fourth-year classes;
 - (d) Two (2) Mental/Social Wellness Leads from each of the first- and second- year classes, to be selected by the student chair;
 - (e) Two (2) Physical/Nutrition Wellness Leads from each of the first- and second- year classes, to be selected by the student chair; and
 - (f) The general committee will be composed of any members of the Aesculapian Society who express interest.
- 4.2 The Wellness Committee shall:
- (a) Develop and implement initiatives that take a comprehensive approach to physical, mental, nutritional and social wellness promotion in such a way that positively impacts the medical student body;
 - (b) Organize mental health initiatives targeted at addressing and reducing mental health stigma;
 - (c) Emphasize a programmatic approach to wellness;
 - (d) The following initiatives shall be organized annually:
 - i. Wellness Week
 - ii. Pre-clerkship and Clerkship Confidential
 - iii. Mental Health Open Mic Night, once per term
 - iv. Update and provide accessible wellness resources to the student body
 - v. Wellness Month
 - (e) Respond to student feedback regarding wellness and mental health initiatives;
 - (f) Work with the faculty chair to review and update the wellness curriculum
 - (g) Review and update the role of the Wellness Committee under the Aesculapian Society constitution annually.
- 4.3 The Wellness Committee shall meet according to a regular schedule of meetings, set out by the chairs of the Wellness Committee (Wellness Officer), with a minimum of once per month.
- 4.4 The Wellness Committee will report on its activities in the following ways:
- (a) The student chair of the Wellness Committee (Wellness Officer) shall report on the activity of the Committee at meetings of the Aesculapian Society Council; and
 - (b) The student chair of the Wellness Committee (Wellness Officer) shall report to the Director of Student Affairs on monthly basis

Part 5 – Budget Review Committee

- 5.1 The Budget Review Committee shall be composed of the following:
- (a) The VP Finance, who shall serve as Chair;
 - (b) Incoming Executive Council;
 - (c) Incoming Equity Officer, Senior; and
 - (d) Incoming SIRO.

5.2 The Budget Review Committee shall:

- (a) Approve the budget for the scholastic year
- (b) Review and update the role of the Budget Review Committee under the Aesculapian Society constitution annually.

5.3 The Budget Review Committee shall meet at the beginning of the academic year, prior to the AGM. Quorum for the budget review committee meeting is set at 50% including the Treasurer and incoming President, who must both be present at the meeting.

5.4 The Budget Review Committee will report on its activities in the following ways:

- (a) The VP Finance will present the approved budget at the AGM

Part 6 – Student Interest Group Committee

6.1 The Student Interest Group Committee shall be composed of the following members:

- (a) Student Initiatives and Research Officer (SIRO), who shall serve as Chair;
- (b) Student Interest Group Coordinator (SIGCO);
- (c) VP Finance;
- (d) Treasurer;
- (e) VP Internal;
- (f) Equity Officer, Senior;
- (g) Equity Officer, Junior (after hiring); and
- (h) Additional general members may sit on the committee at the discretion of the aforementioned seven individuals.

6.2 The Student Interest Group Committee shall:

- (a) Approve or decline new interest group applications;
- (b) Approve or decline returning interest group applications;
- (c) Meet with Interest Groups following the submission of the Mid and End of year reports, if deemed necessary by the committee;
- (d) Make funding decisions for all Student Interest Groups.
- (e) Review and update the role of the Student Interest Committee under the Aesculapian Society constitution annually.

6.3 The Student Interest Group Committee shall meet within the timelines outlined in the Student Interest Groups Policy Statement, and at the discretion of the SIRO.

6.4 The Student Interest Group Committee will report on its decisions regarding group status and funding allocations through notifications sent out by the SIRO/ SIGCO, as outlined in Student Interest Groups Policy Statement.

Part 7 – Round Tables

7.1 Round tables shall be held for any position that has an AS and Class Council equivalent to encourage and facilitate collaboration. Round Tables shall not occur for groups that are already unified by a committee.

7.2 Round tables shall meet at least once per semester. They may meet more frequently at the discretion of the Chair.

7.3 Round tables shall have the following names and compositions:

- (a) Presidents Round Table: AS President (Chair), First Year Class President, Second Year Class President, Third Year Co-Presidents, and Fourth Year Co-Presidents.
- (b) Athletics Round Table: AS Athletic Reps (Co-Chairs), First Year Athletic Rep, Second Year Athletic Rep, Third Year Athletic Rep, and Fourth Year Athletic Rep.
- (c) Social Round Table: AS Social Officers (Chairs), First Year Social Reps, Second Year Social Reps, Third Year Social Reps, Fourth Year Social Reps, and an MD/PhD Rep.
- (d) Communications and Technology Round Table: AS Communications Officer (Chair), First Year Tech Rep and Secretary, Second Year Tech Rep and Secretary, Third Year Secretary, Fourth Year Secretary.
- (e) Finance Round Table: VP Finance (Chair), AS Treasurer, First Year Treasure, Second Year Treasurer, Third Year Treasurer, Fourth Year Treasurer.

Part 8 – Equity Committee

8.1 The Equity Committee (EC) will be chaired by the Equity Officer, Senior, and co-chaired by the Equity Officer, Junior.

- (a) The EC will conduct work independently from the Global Health Committee and the CFMS, though they may work in conjunction where

8.2 Any general member, or groups of members, may propose an Equity Subcommittee, to the Equity Officers.

8.3 Subcommittees will represent equity-seeking groups in medicine, or pursue equity, diversity, inclusion, and justice objectives within medicine or within the School of Medicine.

- (a) Subcommittees shall communicate work and progress with Equity Officers, maintaining appropriate confidentiality, to update the Officers and the Aesculapian Society Council on its work.

8.4 Subcommittees may request financial and other support from the AS Council.

- (a) All AS funding for each subcommittee will be mediated via the Equity Officers.
- (b) Subcommittees must not receive financial support from any other AS body, including but not limited to the Global Health Portfolio and the ASIG.

By-Law 10 – Faculty of Health Sciences Board Representatives

Part 1 – Representation

1.1 The Society representatives to the Faculty of Health Sciences Board shall include:

- (a) President;
- (b) Vice-President of Internal Affairs; and
- (c) University Affairs Officer, Jr.

Part 2 – Standing Committees of the Faculty of Health Sciences Board

2.1 Membership on standing committees of the Faculty of Health Sciences Board shall be:

- (a) School of Medicine Executive Committee – President;
- (b) School of Medicine Academic Council – President, Vice-President of Academic Affairs, University Affairs Officer, Jr., and the class presidents from each medical year;
- (c) Committee of Faculty Senators – University Affairs Officer, Jr.;
- (d) Bracken Library Advisory Committee – Vice-President of Internal Affairs;
- (e) Education Awards Committee – Vice-President of Internal Affairs;

- (f) Simulation Committee – Vice-President of Academic Affairs; and
- (g) Joint Governance Committee of the GSK Clinical Teaching Center – Second Year Clinical Skills Representative.
- (h) Hospital Liaison Committee- Clerkship Council Co-Presidents and Curricular Representative

Part 3 – Precedence of the Rules and Procedures of the Faculty of Health Sciences Board

3.1 The Rules and Procedure of the Faculty of Health Sciences Board can be obtained from the Secretary of the Faculty of Health Sciences Board. This list of student representation concurs with the September 1989 issue of the Rules and Procedure. Any subsequent amendments to its content take precedence over any and all information listed above.

By-Law 11 – Admissions Committee Representatives

- 1.1 The Aesculapian Society has been given the right by Faculty to have two (2) students on the Medical Admissions Committee. These positions are filled by the two Student Representatives to the Admissions Committee, unless a conflict of interest is declared by either party. These Student Representatives are ex-officio members of the Aesculapian Society and do not have voting privileges.
- 1.2 Should either of these students declare a conflict of interest to the Admissions Committee, they must be replaced by another selected general body member who does not have a conflict of interest. Every effort must be made to have one (1) first-year and one (1) second-year student representative. Applications for this position should be submitted to the Chief Electoral Officer.
- 1.3 The Admissions Committee representative term is always two years in duration, unless a conflict of interest arises during a student's second year, in which case they would be asked to step down early, and another candidate will be selected. Should the second first-year representative know of a potential conflict of interest that could arise anytime during their two year term, they shall recuse themselves from the Admissions Committee prior to starting their term so that they may be replaced by the Selection Committee, by an AS general body member who will be able to serve the full two years.
- 1.4 The Admissions Committee Representatives will report on its work status and any other updates to the Equity Officer, Senior, ensuring compliance with all confidentiality and non-disclosure agreements as set by the Admissions Committee.
 - (a) Updates will include monthly status updates, and a written year-end report.
 - (b) The Equity Officer, Senior will be responsible for relaying relevant information about the status of the Admissions Committee, to the Aesculapian Society at the regular meetings of the AS.

By-Law 12 – Society Non-Athletic Awards

Part 1 – Introduction

1.1 With the exception of Lectureship and W.F. Connell awards, all Non-athletic awards of the Society shall be awarded by an awards selection committee chaired by the Vice President Internal. No award nominee may sit on the awards selection committee for the award for which they are nominated. The terms of the pertinent Non-Athletic Award (listed below) shall be distributed to the selection committee 2 weeks before nominations open.

Part 2 – Lectureship

- 2.1 Selections shall be made democratically in a manner devised by the class presidents, academic representatives and the VP Internal for the following awards:
- (a) Lectureship Award
 - (b) Rising Star Award
 - (c) Most Accessible and Organized Instructor
- 2.2 The classes responsible for selecting the lectureship awards are as follows:
- (a) First year class: Term 1, 2A, and 2B;
 - (b) Second year class: Term 3, 4A, and 4B.
- 2.3 The award may be given to the same candidate more than once as an indication of a singular esteem and respect. However, the candidate cannot win more than once every two academic years.
- 2.4 A class may choose to abstain from the giving of the award if it deems no suitable candidate is available.
- 2.5 Each recipient shall receive a permanent record of their award and their name shall be engraved upon the permanent wall plaque to be kept on display.
- 2.6 Awards should be given to a single instructor per term under the following categories:
- (a) A “Lectureship Award” for any single (1) senior instructor who has achieved outstanding achievement in teaching, and is eligible for all instructors who have facilitated instruction at Queen’s School of Medicine for 5 years.
 - (b) A “Rising Star” lecturer is a single (1) instructor at the beginning of their teaching career and is eligible for only those who began teaching at Queen’s School of Medicine in the previous 5 academics years.
 - (c) A “Most accessible and organized” lecturer for a single (1) instructor who has taken additional and extra effort to making lecturing more accessible, including, but not limited to posting of slides in advanced of instructing, assuring that microphone is used appropriately, and that lectureship recordings are accessible in short time after the conclusion of live academic events.

Part 3 – Aesculapian Award

- 3.1 The Aesculapian Award is the highest tribute paid to a member of the Aesculapian Society for valuable service rendered within the University community in non-academic activities.
- 3.2 All students of the graduating class are eligible for this award.
- 3.3 No student shall automatically receive the award by virtue of holding a particular office.
- 3.4 There shall be no minimum or maximum number of awards in any year.
- 3.5 Only final year students shall be eligible for this Award.
- 3.6 Nominations may be made by any member of the Society and should detail the services rendered.
- 3.7 Nominations must be submitted to the VP Internal.

3.8 Each award recipient shall be given a permanent record of their award.

3.9 The recipient's name shall be engraved upon the permanent wall plaque to be kept on display.

3.10 Selections shall be made in time to announce the recipient's names at the Spring General Meeting.

Part 4 – Award of Merit

4.1 Award of Merit is given to students who deserve special recognition for their efforts and activities that have been considered to be "above and beyond the call of duty." "The call of duty" shall be broadly interpreted and include recognition for efforts and activities in academics, extracurriculars, the community, and beyond.

4.2 No student shall automatically receive the award by virtue of holding a particular office.

4.3 All members of the society (i.e., all undergraduate medical students) are eligible for such an award.

4.4 There shall be no minimum or maximum number of awards in any year.

4.5 Nominations may be made by any member of the Society and should detail the services rendered.

4.6 Selections shall be made in time to announce the recipient's names at the Spring General Meeting.

4.7 Each award recipient shall be given a permanent record of their award.

4.8 May not win the A.A. Travill Award or Aesculapian Award in the same year. Candidates nominated for multiple awards may indicate their preference for which award they would like to receive.

Part 5 – A.A. Travill Award

5.1 This Award shall be awarded to any one medical student in any year who, by considerable sacrifice and effort, has made the greatest contribution to the welfare of all medical students or the greater community during the term of office of the retiring Council.

5.2 Nominations may be made by any member of the Society and should include a list of services rendered.

5.3 Nominations must be submitted to the VP Internal.

5.4 Selections shall be made in time to announce the recipient's names at the Spring General Meeting.

5.5 Each award recipient shall be given a permanent record of their award.

5.6 The recipient's name shall be engraved upon the permanent wall plaque to be kept on display.

Part 6 – W.F. Connell Award for Excellence in Teaching

6.1 These three (3) awards are established to recognize the three (3) Queen's professors who

have contributed most to the clinical acumen, in-class education, and mentorship, of the graduating class. Professors are not eligible to receive more than one W.F. Connell Award per academic year. Terms of reference for each award are as follows:

(a) W. F. Connell Award for Excellence in Clinical Teaching:

This award is for the professor who in the opinion of the graduating class, provided students with exemplary instruction and clinical teaching in both hospital and ambulatory settings. Ideally, the award recipient contributed most directly to developing the clinical acumen to members of the graduating class.

(b) W. F. Connell Award for Excellence in Lectureship:

This award is for the professor who in the opinion of the graduating class, provided students with excellent in-classroom instruction. It is meant to recognize the professor who through lectures and small-group learning sessions, made an invaluable contribution to the competency and knowledge of learners.

(c) W. F. Connell Award for Excellence in Mentorship:

This award is for the professor who in the opinion of the graduating class, provided students with excellent mentorship and role modeling through a combination of non-academic and perhaps academic endeavors. The award recipient is recognized for their contribution to student life and learning through their advice and outreach in the interest of students.

6.2 Only members of the graduating class shall be eligible to nominate candidates, second nominations, and vote.

6.3 The nomination and election process shall be conducted by the Year 4 Class Presidents.

6.4 The final year class Presidents shall circulate a call for nominations at least two (2) weeks prior to the vote.

6.5 Candidates must be professors and instructors who are currently on staff at Queen's or who were previously on staff when they instructed the Year 4 class members.

6.6 Nominations must be seconded by any other member of the graduating class.

6.7 Nominating and seconding may continue up to the time of selection.

6.8 There is no limit to the number of nominations.

6.9 Voting will be carried out electronically by secret ballot.

6.10 Significant efforts will be made to solicit as many votes as possible.

6.11 If there are five (5) or more nominations, the two (2) nominees with the greatest number of votes will have a run-off vote between them. If, in such a case, there is a tie for second place in the initial vote, the run-off will include the top three nominees.

6.12 The vote count shall be performed by the AS VP Internal, and scrutinized by two other general members.

6.13 The office of the Associate Dean, Undergraduate Medical Education shall be notified of the results of the voting within 7 days.

6.14 The awards will be presented to the recipients at the time of convocation of the graduating class.

Part 7 – The Dr. Jacalyn Duffin Award

7.1 This award is established to recognize a graduating Queen's medical student who in the opinion of the graduating class:

- (a) Acts as a passionate advocate for issues related to Queen's Medical Students, Queen's medical school or the community at large.
- (b) Is community-oriented, making efforts to build and sustain the Queen's Medicine community.

7.2 Each member of the graduating class will be eligible to participate in the election once.

7.3 Each member will be asked to submit an ordered list of 3 names they wish to be considered for the prize.

7.4 Each nominee will receive 10 points for every 1st place vote, 6 points for every 2nd place vote and 3 points for every 3rd place vote.

7.5 The winner shall be the nominee who receives the highest point total.

7.6 In the event of a tie, the award will be given to the candidate with the most 1st place votes. If more than one candidate has equal numbers of first place votes, the award will be presented to all students considered tied at that point.

7.7 A member may vote for themselves.

7.8 The election process shall be conducted by the Year 4 Class President(s).

7.9 Voting shall be carried out electronically by secret ballot.

7.10 The Office of the Associate Dean, Undergraduate Affairs shall be notified of the results of the voting within 7 days.

7.11 The award shall be presented to the recipient at the time of convocation of the graduating class.

7.12 The recipient shall have their name added to a plaque that will be displayed in the New Medical Building.

Part 8 – The Dr. D. Laurence Wilson Award

8.1 This award is established to recognize a faculty clinician who best exemplifies the attributes of the profession that graduating class members aspire to emulate. Attributes to be considered in determining the winner shall include:

- (a) Exhibits high ethical standards of personal and professional behaviour.
- (b) Demonstrates integrity, honesty, trustworthiness, and sensitivity to confidentiality.
- (c) Shows kindness, compassion, courtesy, humility, and respect for patients and other

- health professionals.
- (d) Demonstrates collegiality as both an effective leader and collaborative member of the health care team.
 - (e) Assumes responsibility for decisions and consequences.
 - (f) Possesses excellent scientific knowledge and applies this with a high level of competency.
 - (g) Is an advocate for enhancing the quality and accessibility of health care.
 - (h) Demonstrates social justice in the distribution of finite resources.
 - (i) Exhibits altruistic behaviour in the course of serving others.

8.2 Members of the graduating class and faculty shall be eligible to nominate candidates, second nominations, and vote.

8.3 The Year 4 Class Presidents and the Associate Dean of Undergraduate Medical Education shall jointly solicit nominations from faculty and students.

8.4 A call for nominations shall be circulated at least two (2) weeks prior to the time of selection.

8.5 Candidates must be professors and instructors who are currently on staff at Queen's or who were previously on staff when they instructed the Year 4 class members.

8.6 Nominating may continue up to the time of selection.

8.7 There is no limit to the number of nominations.

8.8 A committee shall be struck to determine the winner. The committee will consist of four students from the graduating year class chosen by the Year 4 Class Presidents, the Associate Dean of Undergraduate Medical Education, and the Student Affairs Director.

8.9 The office of the Associate Dean, Undergraduate Medical Education shall be notified of the results of the voting within seven (7) days.

8.10 The awards will be presented to the recipients at the time of convocation of the graduating class.

By-Law 13 – Society Athletic Awards

Part 1 – Letter M Awards

1.1 The Athletics Officers shall award Letter M awards to all deserving students in April.

1.2 The Athletics Officers shall have the final decision as to who shall receive Letter M's, the Aesculapian Trophy, and the Aesculapian Cup according to the merits of the individual case.

1.3 Letter M Awards shall be awarded as follows:

- (a) Years 1, 2, and 3: Letter M Award awarded after each year for points accumulated in that year
- (b) Year 4: Letter M Award awarded for the cumulative number of points acquired during years 1, 2, 3, and 4

Part 2 – Awarding of Points

2.1 See Policy Statement titled “Athletic Awards Point Scoring System”

2.2 Students may gain Letter M points between April 1st and April 1st of the subsequent year throughout the four years of medical school, provided that the guidelines for the awarding of points are met.

2.3 Students who have missed the deadline for submitting points for a prior year will be allowed to submit points at the discretion of the Athletics Officers.

2.4 The Athletics Officers will collect and record points accumulated by each student and will determine if they will receive an athletic award. The Athletics Officers will then pass on this information at year’s end to the successor to maintain a cumulative total of athletic points.

Part 3 – Aesculapian Cup and Trophy

3.1 The Aesculapian Cup winner shall be a 4th year student chosen by the Athletics Officers based on the nominations of the 4th year class president. They will be an individual who has contributed greatly to the intramural teams of Medicine and/or the Intercollegiate teams of Queen’s University, or who has promoted athletics or athletic activities at Queen’s University.

3.2 The Aesculapian Cup shall be awarded prior to the departure of the 4th year class. The winner shall be recognized at the Spring General Meeting.

3.3 The Aesculapian Athletic Trophy winners shall be determined by the Athletics Officers and should be in 1st and 2nd year. It will be given to two students from each class who have accumulated the most points over the year. The Trophy shall be awarded in April. The names of the winners shall be recognized at the Spring General Meeting.

3.4 The Aesculapian Cup and Trophy will be kept in the Matheson Room or the School of Medicine Building trophy case. It is the responsibility of the Athletics Officers to keep the engraving up to date.