

Article I Name

Name of the Organization: Carleton Pre-Medical Society

Article II Mission

The mission of the Pre-Medical Society is to create an inclusive and non-competitive environment where students can learn about the different medical fields and careers that are available while acquiring skills and knowledge that will help them in pursuing their medical interest.

To accomplish this mission, the Pre-Medical Society will provide the most relevant information, resources, and assistance to students interested in pursuing a medical career postgraduate. The following are goals that will help us reach this mission:

- Connect students to internal resources available at Carleton that can aid in preparing for medical postgraduate programs (Workshops, tutoring, etc)
- Connect students to external resources that can aid in preparing for medical postgraduate programs (MCAT prep, guest speakers, etc)
- Create a positive community setting with the proper communication and media involvement (Giveaways, social posts, trivia nights, etc)

Year by year, the organization intends to expand its reach in the Carleton community by collaborating with other organizations and to provide benefits to our members to support their goal of a medical education.

Article III Structure

The General Membership shall be the legislative body of the organization and shall be composed of all undergraduate students at Carleton University who join the organization.

The Non-voting Membership shall be composed of all members who are not undergraduate students at Carleton University as detailed in Article IV - Membership.

The Executive shall be the administrative body of the organization and shall be composed of members elected by the General Membership.

Article IV Membership

The Pre-Medical Society's General Membership shall be open to all undergraduate students at Carleton University and is not exclusive toward any group of students at Carleton University.

The Non-Voting Membership shall be open to all individuals who are not undergraduate students at Carleton University, including graduate students at Carleton University and community members. These individuals do not hold voting rights and may not serve as executive members.

All members of the organization will be able to attend all the meetings, participate or lead events, and benefit from information shared internally and externally. Every general member will also be able to vote in each executive election, and membership in the organization shall be valid from May of each year to April of the following year.

CCR credit is awarded to all active members. Attendance at a minimum of one club event during the academic year is required to be considered an active member.

Article V Executive

President:

The president will be responsible for the overall success of the society and will act as chair of meetings to ensure a collaborative and inclusive environment for the society is maintained. The president should provide leadership and direction to the society as a whole. Some of the responsibilities include:

- Acting as the secondary signatory on the club account
- Acting as the chair of executive and general meetings
- Setting short- and long-term goals for the society
- Evaluating performance and working to enhance the society

V.P. Finance (Treasurer):

V.P. finance will take on the roles of structuring, organizing, and delegating the funds of the society in a manner that benefits the greater pre-medical group on Carleton's campus. Such specific roles include:

- Leading and managing the budgeting process
- Developing proper tracking methods for expenses
- Analyzing trends in which allocation of funds brings together the most involvement and benefits
- Suggest and plan the budgeting of new societal expenditures

V.P. Internal (Secretary):

V.P. Internal will act as liaison within the society by handling club correspondences and for students inquiring into the society. The responsibilities will include:

- Taking and distributing meeting minutes
- Managing club membership and distribution lists
- Providing prospective members with information about the society

- Informing members of deadlines, meetings, and other relevant matters

V.P. External:

V.P. Internal will be responsible for managing and strengthening the relationship of the pre-med society with other organizations within and outside of Carleton. Specific responsibilities include:

- Approaching any potential organizations or businesses that would be interested in collaborating with the Pre-medical society
- Working with V.P. Events and communications to create collaborative packages
- Aiding in the logistical operations (such as venues for events) for the society

V.P. Communications:

The V.P. Communications will be responsible for development and implementation of the society's public relations, and will communicate the various updates and events of the society with a focus on non-members. Responsibilities include:

- Managing social media accounts and assisting with website
- Creating engaging posts to promote the various activities of the society
- Leading the development of society branding, such as logos, promotional materials, and potential merchandise

V.P. Events:

The V.P. Events will be responsible for the planning and execution of society-run events, and will collaborate closely with various executives and members to plan events that enhance the personal, social, or professional lives of the members. Specific responsibilities will include:

- Planning all aspects of events including marketing strategy, budget, and event space
- Delegating tasks and addressing issues that may arise during the event
- Analyzing event performance and feedback to enhance the experience
- Working with other executives/members on issues such as budget, promotion, external communications

Directors/Year Representatives

Sub-coordinated director and year rep positions will be added for each V.P. role upon determining the interest and amount of work needed for each role.

Article VI Meetings

Meetings of the General Membership

1. Meetings of the General Membership can be called:
 - a. At the request of the President, for a meeting to be held not less than one week from the date of publication of the notice;

- b. At the request of the Executive, for a meeting to be held not less than one week from the date of publication of the notice; or
 - c. At the request of any five members of the Organization.
- 2. A minimum of one meeting of the General Membership must occur per year in the spring for the purpose of elections.
- 3. Quorum of the General Membership
 - o The presence of at least five members or the majority of members, whichever is less, shall be necessary to constitute a meeting of General Membership for the exercise of its powers

Meetings of the Executive Committee

- 1. Meetings of the Executive Committee shall
 - a. Be held at regular intervals, typically on a biweekly basis. and are for the purpose of running the club.
 - b. Votes by the Executive Committee on club business shall be declared by a simple majority.

Article VII Elections

The following steps will be taken for the election of the V.P.'s and President positions every March:

- 1. The Club executives will appoint a Succession Officer to run elections for the Club.
 - a. A Succession Officer may be any one (1) of the following individuals:
 - i. A neutral party to all elections being held within the club.
 - ii. A member of the Clubs Oversight Committee.
 - iii. A member of the CUSA Clubs Office.
 - iv. A club member or an external student non-member.
 - b. All efforts should be made for a Succession Officer to be appointed on a consensus basis in the Executive Committee. When that is not possible, a recorded vote in a first past the post majority or plurality vote winner will be appointed Succession Officer.
 - c. The Organization will work with the Succession Officer to set the date of final voting membership purchase, campaign start, campaign end, voting start, and voting end.
 - i. Students-at-large will have the opportunity to join the club before the start of voting.
 - ii. Every voter has the right to cast their ballot in private.
 - iii. During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.
 - iv. Appeals, complaints, or conflict may be made to the Clubs Oversight Committee by way of emailing the Student Groups Administrator.

- v. Timeline:
 - 1. Day 1 - Announcement of campaign, voting, and results announcement dates
 - a. An email application will be sent out to all society members, containing all the positions available along with their roles and responsibilities.
 - b. Each applicant will be responsible for creating a short paragraph, poster, video, or audio clip expressing why they would be best for their applied role, to be known as the applicant's Campaign Media*.
 - c. Candidate eligibility will be verified by the Succession Officer.
 - 2. Day 7 - Start of campaign
 - a. The media for each applicant will be made available to all the members
 - 3. Day 14 - end of campaign, last day for voting members to join the club
 - 4. Day 15 - start of voting
 - 5. Day 16 - end of voting
 - 6. Day 18 - results announced
- d. The Club will run a first past the post-style election to elect all executive positions.
 - i. Candidates on the ballot shall be organized alphabetically by last name, with a box to be filled, marked, or checked for a single option/candidate.
 - ii. A final "no-confidence" option will be offered at the bottom of the ballot.
 - iii. Any ballot with multiple boxes clearly marked will be discarded as "spoiled."
 - iv. Upon counting of the vote, the candidate with the most votes will be considered elected to the position.
 - v. The Succession Officer will be responsible for verifying eligibility of all voters and accuracy of counting.
- e. To be eligible to run for an executive position and vote in the election, individuals must be:
 - i. Current undergraduate students (and planned students for the subsequent academic year if running for an executive position) at Carleton University.
 - ii. Members of the Carleton Pre-Medical Society, verified via club's member list.
 - iii. Abiding by the standard and explicitly stated rules of the election process, including submitting required pieces by the deadlines and not falsifying voting forms.

*If applying exclusively for a director position the campaign media submission is optional.

Article VIII Impeachment

1. To remove a member, our Club will first consult the CUSA Clubs Membership Removal Committee (MRC)
2. The CUSA Clubs Membership Removal Committee (MRC) will advise on the next steps for the club
3. Should the CUSA Clubs Membership Removal Committee (MRC) advises that the club proceed with membership removal, the following steps will take place:
4. Impeachment for Removing an Executive Role:
 - a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members, and/or failure to fulfill executive duties.
 - b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting with the general membership. At this meeting, the complaint will be reviewed. The member bringing forward the complaint and the accused executive shall be given time to speak.
 - c. A vote for impeachment with the general membership will be conducted. The accused executive shall not be permitted to vote. A simple majority will be needed to impeach the executive. Impeachment of an executive results in their removal from office and as a member of the club.
5. Membership Impeachment:
 - a. Grounds for impeachment of a club member include any violation of the constitution, the governing documents of CUSA, and committing an act (or acts) which negatively affects and/or harms the interests of the clubs and its members.
 - b. Any member can bring forward a request for impeachment to any executive. Within 10 days of receiving this request, the executive will host a meeting. At this meeting, the complaint will be reviewed. The individual bringing forward the complaint and the person accused shall be given time to speak.
 - c. A vote for impeachment within the executive will be conducted. A simple majority of executives will be needed to impeach the member. Impeachment of a member results in their removal as a member of the club.

Article IX Amendments

1. Any member can propose an amendment to the constitution. This amendment will be presented at the annual general meeting and a vote will take place with the general membership to adopt the new amendment.
2. A simple majority will be required to adopt the new amendment.

Article X Dissolution of the Organization

Upon dissolution of the Organization all assets gained through CUSA shall be returned to CUSA and all other assets shall be given to CUSA.