

CONSTITUTION

Faculty of Medicine Graduate Representation Committee (GRC)

inform. listen. advocate.

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Definitions

GRC: Faculty of Medicine Graduate Representation Committee

U of T: University of Toronto

FoM: Faculty of Medicine, University of Toronto

GLSE: Graduate and Life Science Education, Faculty of Medicine, University of Toronto

HBFA: Faculty of Medicine Harmonized Base Funding Agreement

CRO: Chief Returning Officer

AGM: Annual General Meeting

Article 1: Name

- 1.1. The official name of this student group is the “Faculty of Medicine Graduate Representation Committee”, hereinafter referred to as the “GRC”.

Article 2: Purposes and Objectives

- 2.1. The GRC aims to inform the Faculty of Medicine (FoM) graduate student population of relevant faculty- and university-wide policies that impact and govern their graduate experience. The GRC advocates for the interest of its students, and therefore solicits feedback from the student population to ensure GRC advocacy is in line with student wishes and sentiment.
- 2.2. As a result of GRC initiatives, students in the Faculty of Medicine should be:
 - 2.2.1. better **informed** of the policies and resources that impact their graduate lives,
 - 2.2.2. feel their opinions are being **listened** to and constructively contributing to bettering the graduate community
 - 2.2.3. positively impacted by GRC **advocacy** and policy changes.
- 2.3. The primary work of the GRC concerns student stipends and the Faculty of Medicine Harmonized Base Funding Agreement (HBFA). Annually, in late summer or early autumn, the GRC conducts the “*GRC Finance and Living Survey*” to collect data pertaining to graduate student finances, living, career prospects, and well-being. Ahead of the HBFA Chairs Meeting, where student stipends are set for the following academic year, the data from this survey is analyzed and paired with Statistics Canada metrics on Toronto cost-of-living to produce the “*GRC Finance and Living Report*”. This report is a data-driven document that outlines the realities of graduate student life in the Faculty of Medicine and concludes with GRC-recommended changes to the HBFA.
- 2.4. Any issue pertaining to student life, finances, or the graduate experience falls under the mandate of the GRC. Issues, as they arise, may be brought to the GRC by any Faculty of Medicine student or GRC member.

Article 3: Membership

- 3.1. Members with voting privileges shall be currently registered students of the University of Toronto.
- 3.2. Staff, faculty, or alumni members may hold non-voting executive positions.
 - 3.2.1. These nonvoting executive positions shall be limited to a maximum of one (1) or ten per cent (10%) of the full executive body, whichever is greatest.
 - 3.2.2. Persons holding these nonvoting executive positions cannot serve as an officer (including financial signing officer) or contact person of the GRC.
- 3.3. Non-voting membership may be extended to interested staff, faculty, and alumni, or persons from outside the University, without restriction on those grounds outlined by the Ontario Human Rights Code’s Prohibited Grounds of Discrimination.
 - 3.3.1. However, these members do not hold the aforementioned rights.

3.3.2. Members must register with a designated executive by submitting their full name and a valid email address.

3.4. The membership fee will be \$0 per year.

Article 4: Governance Structure

4.1. **The Executive Committee** shall be comprised of at least five (5) elected officers. These include a Director, Communication Director, Treasurer, and two (2) Data Analysts and/or Graphic Designers.

4.1.1. Only registered U of T students may serve as an executive of the GRC.

4.1.2. Executive Team roles can accommodate 2 people (i.e., co-directors), to share the workload.

4.1.3. Terms of executive positions shall be from August 1st to October 31th of the following year (i.e., 15 months).

4.1.4. In the event that an executive member has to vacate their position before the end of the full term, the remaining members of the Executive Committee will hold a voting session to reshuffle and fill in the vacancy.

4.2. **General Member:** All U of T students are welcome and encouraged to join the GRC. General Members attend GRC meetings to voice their opinions and concerns. Email addresses are added to the mailing list to communicate meeting dates.

4.3. **Department Representative:** One representative from each FoM department is needed to communicate GRC initiatives to their respective departments. This line of communication is crucial for disseminating information to the FoM student body. Representatives are often appointed by the departmental student body. E.g., Molecular Genetics Graduate Student Association (“MoGen GSA”) Vice-president External may be required to attend GRC meetings and report back to the MoGen GSA.

4.4. **GRC Meeting Chair (rotating position):**

4.5.1. Sets meeting agenda with consultation from the executive team

4.5.2. Notify all members of meetings

4.5.3. Chairs the meeting and manages meeting time

4.5.4. Appointment of the meeting chair rotates through departments (i.e. each department takes turns selecting someone from their department to act as meeting chair).

4.5.5. General members are welcome and encouraged to act as meeting chair.

4.5.6. Next meeting chair is identified at the end of the previous meeting.

4.6. **Termination of Executives or General Members:**

4.6.1. Any member of the GRC who commits an act negatively affecting the interests of the GRC and its members, including non-disclosure of a significant or continuing conflict of interest, may be given notice of removal.

4.6.2. The member up for removal shall have the right to defend his/her actions.

4.6.3. A vote will be held at an executive meeting, and a two-thirds (2/3) majority vote of the current executives present in favor of removal is required.

- 4.6.4. The member must have the right to an appeal before the general membership, and the majority vote of the general membership will have the final say on the matter.
- 4.6.5. The member will be removed from the GRC's membership and will lose any privileges associated with being a member of the GRC.
- 4.6.6. Executive members are subject to the same termination or impeachment process and, as determined by the vote, may lose their executive position along with their membership to the group.
- 4.6.7. The GRC Executive Team has the right to appoint a replacement of any member who was impeached or removed during their term.

Article 5: Responsibilities of the Executive Committee

- 5.1. **GRC Director:** Director of the GRC Executive Team.
 - 5.1.1. Be the spokesperson for the GRC
 - 5.1.2. Oversee the operations, management and success of the group
 - 5.1.3. Hold signing officer authority along with the Treasurer for financial purposes
 - 5.1.4. Ensure transition of office to the future Executives
 - 5.1.5. Additional responsibilities may include:
 - 5.1.5.1. Ensures each department has a representative within the GRC
 - 5.1.5.2. Sets initiative timelines and ensure timelines are met
 - 5.1.5.3. Ensure GRC presence at HBFA Chairs Meeting, and completion of Finance & Living Report
 - 5.1.6. Renew ULife membership annually.
- 5.2. **Data analyst(s):**
 - 5.2.1. Analyse survey data
 - 5.2.2. Collect StatsCan metrics (CPI, LIM-AT) and Toronto cost-of-living and rent metrics
 - 5.2.3. Produce a 3-yr projection for living allowances and Toronto cost of living
 - 5.2.4. Work with graphic designer(s) and directors to produce raw tables and graphs as needed for GRC reports and presentations
 - 5.2.5. Analyse past years data to identify trends
- 5.3. **Graphic Designer(s):**
 - 5.3.1. Format raw graphics produced by analysts
 - 5.3.2. Produce accurate data visualisation that is concise and aesthetic
 - 5.3.3. Work with analysts and directors to produce infographics and data visualisations as needed for GRC reports and presentations
- 5.4. **Communication Director:**
 - 5.4.1. Ensure bi-monthly GRC meetings have a selected Meeting Chair
 - 5.4.2. Set up a scheduling poll (e.g., Doodle or When2meet) to choose meeting time
 - 5.4.3. Book room or set up virtual meeting room
 - 5.4.4. Record notes and motions during meetings
 - 5.4.5. Send summary email with link to meeting notes after GRC meetings
 - 5.4.6. Support the Meeting Chair
 - 5.4.7. Maintain member contact sheet
 - 5.4.8. Identify graphic designers, as needed, for each GRC initiative

5.5. Treasurer:

- 5.5.1. Record all financial transactions of the group
- 5.5.2. Hold signing officer authority along with the Director for financial purposes
- 5.5.3. Maintain a budget of income and expenses along with receipts
- 5.5.4. Advise members on financial position of the group

5.6. General responsibilities of the Executive Team

- 5.6.1. Ensure all meetings occur prior to HBFA meeting
- 5.6.2. Compile final GRC Finance and Living Report
- 5.6.3. Produce an infographic with main findings and recommendations
- 5.6.4. Utilise GRC graphic designer for formatting and data visualisation
- 5.6.5. Content of report appendices should include:
 - 5.6.5.1. Additional interesting data that is not directly related to HBFA - e.g. Transit, housing, wellness, career attitude, student voices and quotes
 - 5.6.5.2. Supplementary table for regression analysis and cost of living calculations
 - 5.6.5.3. Authorship page and acknowledgements
- 5.6.6. The group may oversee and appoint Directors or Coordinators for various committees such as social committee, publicity committee, and so on; however, such positions do not hold executive decision making authority.

Article 6: Meetings

6.1. General Meetings:

- 6.1.1. The group shall hold general meetings at least once every two (2) months.
- 6.1.2. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings.
- 6.1.3. These meetings are intended to go over the group's activity plan and propose or vote on constitutional amendments, if any.
- 6.1.4. Motions will require two-thirds (2/3) majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.

6.2. Annual General Meetings (AGM)

- 6.2.1. The group shall hold annual general meetings at least once per year.
- 6.2.2. The Executive Committee will announce these dates two (2) weeks prior to holding the meetings.
 - 6.2.2.1. The Executive Committee will communicate this date to all departmental student associations in the GLSE, for communication to their student bodies.
- 6.2.3. These meetings are intended to go over the group's annual activity plan, financial health, and propose or vote on constitutional amendments, if any.
- 6.2.4. Motions will require two-thirds (2/3) majority of registered members in attendance for a vote to be cast. The motion with the most votes will be passed.
- 6.2.5. Elections for future executive positions shall occur at the AGM.
 - 6.2.5.1. The CRO will take all reasonable effort to ensure all nominees for elected positions are able to attend the date of this meeting.

6.3. **Executive Meetings:**

- 6.3.1. The executive committee shall meet on a monthly basis where date and times are to be set by an executive.
- 6.3.2. The quorum of executive meetings shall be 50%+1 of executives.

Article 7: Elections

- 7.1. The Executive Committee shall appoint one (1) **Chief Returning Officer (CRO)** from the general members on the committee to conduct and hold elections.
 - 7.1.1. The CRO will be responsible for ensuring all applicants are eligible to serve as an executive of the GRC.
- 7.2. The Executive Committee shall be jointly responsible for soliciting applicants for each executive position prior to the Annual General Meeting.
 - 7.2.1. In the case that there are no suitable nominees for an incoming executive position, the outgoing executive will be automatically considered a nominee.
- 7.3. Nominees for each executive position shall be allotted no less than 3 minutes of speaking time at the AGM for presenting their candidacy.
 - 7.3.1. Longer speaking times are under the discretion of the chair of the AGM.
 - 7.3.2. The nominee is not required to use any or all of their allotted time.
 - 7.3.3. Nominees that are unable to attend in person may submit a written (or recorded video) statement to be presented at the AGM..
- 7.4. The CRO will be responsible for overseeing a vote for the incoming executive positions.
 - 7.4.1. The vote shall take place at the annual general meeting, with all members in attendance casting a single vote per open position.
 - 7.4.2. A nominee winning the plurality of votes cast for a position shall be selected for the incoming executive.
 - 7.4.3. The CRO will be responsible for tabulating the votes.
 - 7.4.4. Voting will be conducted by open ballot (e.g., show of hands), unless any nominee or member has communicated an objection to this at least 1 week prior to the AGM.
 - 7.4.5. If an objection to open ballot voting occurs, the CRO will be responsible for organising secret ballot voting.
- 7.5. Members unable to attend the AGM shall be able to vote by proxy.
 - 7.5.1. The CRO will be the only member which can be designated as a proxy to cast votes on behalf of any other member.
 - 7.5.2. The proxy must include explicit directions regarding the vote to be cast.
 - 7.5.3. The proxy must be written out on a form provided to the member by the CRO.
 - 7.5.4. The proxy must be signed and dated by the member casting the vote by proxy.
 - 7.5.4.1. Electronic signatures will be accepted.
 - 7.5.5. The number of proxy votes for each position (even when there are none) must be recorded in the minutes of the AGM, and the signed proxies must be made available to any member of the GRC to inspect at any time in the year following the AGM.

- 7.6. In preparation for a tie, the CRO shall select a U of T registered student executive from amongst the executive committee, to cast their ballot and seal it in an envelope. In the event of a tie for an executive position, the seal shall be broken and count the ballot in order to break the tie.
- 7.7. After the election is over, the CRO and Scrutinizers shall submit a report of the results of the elections to the Executive Committee and general members.

Article 8: Finances

- 8.1. The Treasurer shall keep records of all income and expenses. The Treasurer shall present the group's financial health at the . The Executive Committee will vote on expenditures of over \$100.00 by majority vote at an executive meeting.
- 8.2. The group's executive or members may not engage in activities that are essentially commercial in nature. The group will not have as a major activity a function that makes it an on-campus part of a commercial organisation, will not provide services and goods at a profit when that profit is used for purposes other than those of the organisation, and will not pay salaries to some or all of its officers.

Article 9: Amendments

- 9.1. Any GRC member may propose and vote on amendments to this constitution. The Executive Committee will administer the process of having amendments discussed at general meetings.
- 9.2. Constitutional amendments may occur at any previously scheduled general meeting and shall require a two-thirds (2/3) majority to be passed by GRC members in attendance.
- 9.3. The Executive Committee shall formally adopt the new constitution and submit the revised constitution to the respective University offices (i.e. The Office of Student Life, The University of Toronto Graduate Students' Union, etc.) within two (2) weeks of its approval by general members.