

**The Constitution of the Aesculapian Society
Faculty of Medicine – University of Ottawa**



1.0 Name:

- 1.1 The Association shall be known as “La Société d’Esculape de l’Université d’Ottawa / The Aesculapian Society of the University of Ottawa”, hereafter referred to as the ‘Society’.

2.0 Purpose :

The directives of the Society are as follows:

- 2.1 To administer the affairs of its members within the limits outlined by its constitution.
- 2.2 To promote the interests of its members.
- 2.3 To act as the representative body of the medical students of the University of Ottawa, as members of the Student Federation of the University of Ottawa.

3.0 Membership in the Society:

- 3.1 Regular members of the Society are:

3.1.1 All registered undergraduate medical students of the University of Ottawa.

- 3.2 Honorary members of the Society are:

3.2.1 All graduates of the medical school of the University of Ottawa.

3.2.2 The officers and teaching staff of the Faculty of Medicine of the University of Ottawa.

3.2.3 Eminent members of the medical profession who have been elected by a majority vote of the Aesculapian Council, in recognition of their services to the Society.

- 3.3 Membership in the Society is forfeited by:

3.3.1 Expulsion from the Society as outlined in Article 14.0.

3.3.2 Withdrawal from the Faculty of Medicine of the University of Ottawa.

4.0 Powers of the Society :

- 4.1 The Society shall act as the representative body of the medical students of the University of Ottawa in all dealings with the Faculty of Medicine, with University authorities, student organizations, and all other bodies, and at any meetings or conferences at which the Society deems fit to be represented.

- 4.2 The Society possesses the power of supervision, and sanction over the activities or manifestations in which the interests of all members of the Society may be involved.

4.3 The Society has the power to undertake financial operations in the name of the students registered in the Faculty of Medicine at the University of Ottawa.

5.0 **Languages of the Society :**

5.1 The official languages of the Society shall be French and English.

5.2 Correspondence and other documents for distribution to medical students at large shall be provided in French, English, or both.

5.3 Working documents, minutes of meetings, and personal correspondences in the name of the Society may be written in French, English, or both.

5.4 Any member may speak and/or be recorded in the minutes of the Council or any other committee or working body of the Society in French, English, or both.

5.5 With the exception of the VP Administration, there shall be no restriction of office or activity within the Society on the basis of capacity in either language.

5.6 Upon request, any member of the Society may receive documents in the official language of her/his choice.

6.0 **Finances of the Society :**

6.1 The Society receives its regular income from a portion of the annual fees paid by its regular members to the Student Federation of the University of Ottawa (SFUO).

6.2 The Society may also obtain revenue from voluntary contributions, sales, or proceeds derived from the activities of organizations or committees under the auspices of the Society.

6.3 The annual forecast budget of the Council shall be submitted by the incoming Junior Vice-President of Finance at the Society's first annual meeting. The budget is to be ratified by a two-thirds majority of Council at the first annual meeting as per Section 8.5.6.

6.3.1 All changes to the annual forecast budget with respect to the allocation of dollar amounts shall be ratified by a two-thirds majority vote of Council.

6.3.2 Under the section of the budget allocated to subsidies (e.g. student interest groups), each subsidy shall be granted on a per event or per annum basis with ratification by two-thirds majority of Council. Said voting shall be made by each individual member, bearing in mind the fiscal limitations of the Council at that time.

6.3.3 Council is not bound by the precedent set, either real or assumed, by the previous year's annual forecast budget.

- 6.3.4 Each class is guaranteed a grant of a minimum of \$250 per annum, for their first three years. In the fourth year, the graduating class is guaranteed at least 35% of the yearly funds allocated to the Society from the SFUO.

7.0 The Governing Body of the Society:

- 7.1 The Aesculapian Council as constituted under Article 10.0, hereinafter referred to as the 'Council', directs the affairs of the Society.
- 7.2 The Twenty eight members of the Council are: the President, the Past President, the Executive Vice-President, the Junior and Senior Vice-Presidents of Academic Affairs, the Vice-President of Administration, the Junior and Senior Vice-Presidents of Finance, the Vice-President of Social Affairs, the Vice-President of Athletic Affairs, the Junior and Senior Vice-Presidents of External Affairs, the Junior and Senior Vice-Presidents of Information Technology (IT), the Vice-President of Community Health, the Junior and Senior Vice-Presidents of Global Health, the Vice-President of Philanthropy, the SFUO BOA Representative for the Faculty of Medicine, one Francophone and one Anglophone Co-president from each of the first, second, third and fourth year classes, the Faculty Senate student representative and the Honorary President. Members of the Council will be elected or selected as constituted in Articles 16.0 through 18.0.
- 7.2.1 Voting members are delineated under article 9.1.
- 7.3 Specific functions, under the auspices of the Society, shall be carried out by standing and provisional committees or working bodies, as constituted under Article 12.0.
- 7.4 Every member of the Council will provide a written report, an up to date calendar of operations and any other pertinent documents to incoming Council members at the end of their term. These will also be presented to the Council at large.

8.0 Duties of the Members of Council :

- 8.1 **The duties of the President are as follows:**
- 8.1.1 To act as the agent of all medical students collectively rather than as a representative of her/his class and to consult with Society members from all medical classes to aid in her/his function when necessary.
- 8.1.2 To watch over the general interests of the Society.
- 8.1.3 To represent the interests and rights of the Society, in its relations with the Faculty of Medicine, the Faculty of Health Sciences, the University authorities, student organizations, and all other bodies, and to represent the Society at any meeting or conference at which the

Society deems fit to be represented. The President may delegate this responsibility as she/he deems fit.

- 8.1.4 To make any decision which she/he feels to be in the best interests of the Society, subject to ratification by Council.
 - 8.1.5 To convene and preside over Council meetings:
 - 8.1.5.1 To prepare an annual schedule of regular Council meetings, to be presented to Council for approval at its first regular meeting following the changeover meeting.
 - 8.1.5.2 To call, postpone, or cancel meetings as is necessary.
 - 8.1.5.2.1 Between September and May, no period of eight weeks should expire without a Council meeting.
 - 8.1.5.3 To determine the procedure of Council meetings based on Robert's Rules of Order.
 - 8.1.5.4 To grant voting privileges, at her/his discretion to regular members present at any Council meeting subject to Article 9.3.
 - 8.1.6 To be an ex-officio member of committees within the Society.
 - 8.1.7 To endorse cheques and negotiable documents with the Vice-Presidents of Finance and/or Executive Vice-President.
 - 8.1.8 To sit as a member of the Peer Review Board.
 - 8.1.9 To sit as a student member on the Faculty Council of the Faculty of Medicine.
 - 8.1.10 To sit as a student member on the Advisory Board of the Faculty of Medicine.
 - 8.1.11 To sit as a student member representing the Society to the Canadian Federation of Medical Students (CFMS).
 - 8.1.12 To serve as Past President following completion of her/his term as President.
- 8.2 **The duties of the Executive Vice-President:**
- 8.2.1 To act as the agent of all medical students collectively rather than as a representative of her/his class and to consult with Society members from all medical classes to aid in her/his function when necessary.

- 8.2.2 To watch over the general interests of the Society with respect to non-academic or extra-curricular activities.
- 8.2.3 To supervise all non-academic or extra-curricular activities of the Society, where not specified as an assigned responsibility of another Council member.
- 8.2.4 To ensure the operation of all committees and working bodies of the Society not supervised by active Council members.
- 8.2.5 To sit as a member of, and chair the Peer Review Board.
- 8.2.6 To maintain and update, in collaboration with the Vice-President of Administration, all records, files, and documents belonging to, or in the name of the Society.
- 8.2.7 To assist the President in her/his duties.
- 8.2.8 To endorse with the President and/or the Vice-Presidents of Finance all cheques and negotiable documents.
- 8.2.9 To represent the President in her/his absence and to chair meetings of the Council in her/his absence.
- 8.2.10 To replace the President in the event of her/his resignation, disqualification, illness, or death, until a new election is held at the discretion of the Council.
- 8.2.11 To sit as a student member of the Faculty Council and Advisory Board of the Faculty of Medicine.

8.3 The duties of the Junior and Senior Vice-Presidents of Academic Affairs:

- 8.3.1 To act as the agent of all medical students collectively rather than as a representative of her/his class and to consult with Society members from all medical classes to aid in her/his function when necessary.
- 8.3.2 The Senior Vice-President of Academic Affairs of any given year shall be the Junior Vice-President of Academic Affairs of the preceding year, unless otherwise decided upon by Council.
- 8.3.3 To watch over the interests of the Society with regard to academic affairs, and supervise all academic activities of the Society.
- 8.3.4 To sit as a member of the Undergraduate Curriculum Committee of the Faculty of Medicine.

- 8.3.4.1 To coordinate membership on each of the subcommittees within the structure of the UCC including: Pre-clerkship, Clerkship, CCRC (if applicable), Admissions, Library and Gender and Equity committees.
- 8.3.5 To provide liaison between the students and the Assistant Dean of Medical Education.
- 8.3.6 The Assistant Vice-President of Academic Affairs will act as a liaison between the Aesculapian Society and the Professionalism Committee.
- 8.3.7 To communicate to Society members all relevant information from the UCC and its subcommittees.
- 8.3.8 To appoint, at their discretion, one official delegate to assist in the responsibilities outlined in Articles 8.3.2 through 8.3.7. This delegate should be selected from Year 1. Said delegate does not have voting privileges and will act as an honorary member of the Council.

8.4 **The duties of the Vice-President of Administration :**

- 8.4.1 To fluently speak, read, and write in both English and French, as established by means of spoken and written bilingual test available from the University of Ottawa, in order to ensure the duties as outlined below are achievable.
- 8.4.2 To act as the agent of all medical students collectively rather than as a representative of her/his class and to consult with Society members from all medical classes to aid in her/his function when necessary.
- 8.4.3 To act as Secretary for all Council meetings.
 - 8.4.3.1 To keep the minutes for Council meetings.
 - 8.4.3.2 To post notices of Council meetings to all members of the Society.
 - 8.4.3.3 To prepare the agenda for Council meetings.
- 8.4.4 To conduct the Society's correspondences including mail, phone, fax, email, or other correspondence and to deliver said correspondence to respective council members as soon as possible as appropriate.
- 8.4.5 To maintain and update, with the Executive Vice-President, all records, files, and documents of the Society including Calendar of Operations and Governing documents.
- 8.4.6 To maintain up-to-date directory of all committees of the Faculty of Medicine on which medical students are represented (i.e. organizational chart).
- 8.4.7 To sit as a member of, and act as secretary for, the Peer Review Board.

- 8.4.8 To ensure that documents be made available in either official language at the request of a member of the Society.
- 8.4.9 To ensure proper distribution and maintenance of the Faculty of Medicine bulletin board space.
- 8.4.10 The VP Administration shall act as the Election Convener as provided for in Section 18.6. In the event that the VP Administration wishes to run for a position on Council for the following year, the Junior VP Information Technology shall act as the Election Convener.
- 8.4.11 To coordinate maintenance of the Aesculapian office with respect to cleanliness, storage, supplies, and equipment.

8.5 The duties of the Junior and Senior Vice-Presidents of Finance :

- 8.5.1 To act as the agent of all medical students collectively rather than as a representative of their class and to consult with Society members from all medical classes to aid in their function when necessary.
- 8.5.2 The Senior VP of Finance of any given year shall be the Junior VP of Finance of the previous year unless otherwise decided upon by the Council.
- 8.5.3 To be bondable, at the option of the Council, the value of the bond is not to exceed \$10,000.
- 8.5.4 To administer the finances of the Society, subject to the direction of the Council.
 - 8.5.4.1 The Junior Vice-President of Finance shall be the primary administrator of the Society's finances.
 - 8.5.4.2 The Senior Vice-President of Finance will act as a mentor to the Junior Vice-President of Finance to be available for advising and consulting him/her regarding all financial matters.
- 8.5.5 The Junior and Senior VP of Finance are responsible for guiding the Council through long term financial planning activities.
- 8.5.6 The Junior and Senior Vice-Presidents of Finance shall act together and submit the semi-annual budgetary report in the month of January. They shall subsequently prepare and submit an end-of-year budgetary report in May. The Annual forecast budget will be presented, voted on and ratified at the first meeting of the following school year.

8.5.6.1 The fiscal year shall commence June 1st the year of appointment to Council and end May 31st of the subsequent year.

8.5.7 To control expenditures and outlays made by committees or working bodies within the Society according to their budgets as constituted under Article 12.7.4.

8.5.8 To authorize, in conjunction with the President, any expenditure and outlays made by any committee, working body, or representative of the Society in the name of the Society, which was not accounted for in the budget, and which is to be ratified by a two-thirds majority of Council.

8.5.9 The Vice Presidents of Finance will endorse with the President and/or Executive Vice-President all cheques and negotiable documents.

8.6 **The duties of the Vice-President of Social Affairs :**

8.6.1 To act as the agent of all medical students collectively rather than as a representative of her/his class and to consult with Society members from all medical classes to aid in her/his function when necessary.

8.6.2 To oversee all social events held in the name of the Society.

8.6.2.1 To oversee the organization of the Orientation activities for the incoming year and the Annual Medical Ball.

8.6.3 To work with the Vice-Presidents of Finance and Philanthropy in the budgeting and the collection of funds for said events.

8.6.4 To actively work with other councils to encourage interfaculty communication as the Society's representative for interfaculty social events.

8.6.5 To act as a liaison between the Society and the annual Medical Show organizers.

8.7 **The duties of the Vice-President of Athletic Affairs:**

8.7.1 To act as the agent of all medical students collectively rather than as a representative of her/his class and to consult with Society members from all medical classes to aid in her/his function when necessary.

8.7.2 To be responsible for the organization of athletic activities in the name of the Society, including but not restricted to;

8.7.2.1 To facilitate intramural registration of medical students for the fall and winter semesters

- 8.7.2.2 To organize Med-Law games in collaboration with the Law student representative(s).
 - 8.7.2.3 To act as liason between the Medgames organizing committee and the students of the Faculty of Medicine
 - 8.7.2.4 To facilitate Medgames registration, organize sport registration, and arrange transportation to the event when applicable.
 - 8.7.2.5 To organize the annual Run for Amanda in memory of MD2016 Amanda Kelsall in collaboration with the VP Philanthropy and VP Community Health.
- 8.7.3 To be responsible for all athletic equipment and material owned by, or on loan to the Society, or to delegate this responsibility in the name of the Society.

8.8 The duties of each Class Co-president(s) (one Francophone and one Anglophone):

- 8.8.1 To represent the interests of her/his class at all meetings at which she/he represents her/his class.
- 8.8.2 To report to her/his class following each Council meeting of staff-student meetings, as necessary.
- 8.8.3 To represent her/his class in both academic and non-academic matters with the Faculty of Medicine.
- 8.8.4 To chair her/his class executive, if so desired, whose membership the President in consultation with the class shall determine.
- 8.8.5 To establish and/or maintain class representative positions and intra-class committees, as necessary.
 - 8.8.5.1 To convene elections for class representatives to committees of Society, or the Faculty of Medicine.
 - 8.8.5.2 To be an ex-officio member of all intra-class committees.
 - 8.8.5.3 To ensure that such representatives and committees are functioning appropriately.
- 8.8.6 To convene elections of a new Class President as per Article 16.0.
- 8.8.7 First and second year co-presidents shall sit as student members of the Pre-clerkship Council Committee. Third and fourth year co-presidents shall sit as members of the Clerkship Council Committee.
- 8.8.8 First and Second year co-presidents shall sit as student representatives on the Promotions Committee.

- 8.8.9 To inform class members within 72 hours of the next Aesculapian Society General Council meeting as per Article 11.2.
- 8.8.10 The first year Class Co-presidents shall establish a Graduation fund for said class and will act as or appoint a treasurer responsible for said fund and transfer duties to each subsequent year's co-president.

8.9 The duties of the Junior and Senior Vice-Presidents of External Affairs :

- 8.9.1 To act as the agent of all medical students collectively, rather than as a representative of her/his class and to consult the society member of all medical classes to aid her/him in her/his function as necessary.
- 8.9.2 The Senior Vice-President of External Affairs of any given year shall be the Junior Vice-President of External Affairs of the preceding year, unless otherwise decided upon by Council.
- 8.9.3 Both Junior and Senior Vice-Presidents or their appointees are to oversee all External Affairs activities related to the Society.
 - 8.9.3.1 To communicate to Society members all relevant information from the Ontario Medical Students' Association (OMSA), and the Canadian Federation of Medical Students (CFMS).
- 8.9.4 To sit as a student member representing the Faculty of Medicine of the University of Ottawa on the Ontario Medical Students' Association (OMSA).
- 8.9.5 To sit as a student member representing the Faculty of Medicine of the University of Ottawa on the Canadian Federation of Medical Students (CFMS).
- 8.9.6 To sit as a student member representing the Faculty of Medicine of the University of Ottawa on the Academy of Medicine Ottawa (AMO).
- 8.9.7 To sit as a student member representing the Faculty of Medicine of the University of Ottawa on the Professional Association of Interns and Residents of Ontario (PAIRO).
- 8.9.8 To appoint, by interview process in accordance with Society policies, as many as two official delegates to assist in the responsibilities outlined in Articles 8.9.2 through 8.9.7. At least one delegate should be selected from Year 1. Said delegates would not have voting privileges and would act as honorary members of the Council.
- 8.9.9 To provide liaison between the students and the Assistant Dean of Postgraduate Education.

8.9.10 To promote the attendance of medical students at the University of Ottawa at the Ontario Medical Students' Weekend (OMSW).

8.10 The duties of the Junior Vice-President of Information Technology (IT):

8.10.1 To act as the agent of all medical students collectively, rather than as a representative of her/his class and to consult the society member of all medical classes to aid her/him in her/his function as necessary.

8.10.2 The Junior Vice-President of IT shall become the Senior Vice-President of IT in her/his second term, unless otherwise decided upon by Council.

8.10.3 To oversee publication of the official newsletter of the Aesculapian Society, "The Student Pulse."

8.10.3.1 Said newsletter shall be produced a minimum of twice per year and be available on the Society's website. Its intent is to keep faculty members and students aware of the activities and operations of the Aesculapian Society and associated groups and clubs, and provide a forum for students' creative ideas and opinions.

8.10.3.2 To ensure the articles submitted to said newsletter comply with the University of Ottawa policy on Sexual Harassment and Standards of Ethical and Professional Behavior.

8.10.3.3 If in doubt on any articles, they will be brought to the Aesculapian Council who will then make a decision as to whether the articles will be included in the said newsletter.

8.10.4 To oversee, with the assistance of the Senior Vice-President of IT, the production of the first year information package for the Faculty of Medicine by compiling submissions and arranging for advertising with the assistance of VP Philanthropy.

8.10.5 To oversee the administrative activities of the Society website with the assistance of the Senior Vice-President of IT.

8.10.6 To appoint, at her/his discretion with the assistance of the Senior Vice-President of IT, one official delegate to assist in the responsibilities outlined in Articles 8.10.4 and 8.11.4. This delegate should be selected from Year 1 or 2. Said delegate would not have voting privileges in the Council and would act as an honorary member of the Council.

8.10.7 To aid the Senior Vice-President of IT in her/his duties.

- 8.10.8 To sit on the Health Sciences Campus Organization, representing the interests of the society, or to delegate the position as she/he sees fit.
- 8.10.8.1 To make decisions and initiate actions under the auspices of the Health Sciences Campus Organization, and to keep the Council informed of the Health Sciences Campus Organization's activities.
- 8.10.8.2 In the event of dissolution of the Health Sciences Campus Organization, ensure that the functions of the Health Sciences Campus Organization are carried out.
- 8.10.8.3 To appoint a first-year medical student to sit on HSCO as medicine co-representative.
- 8.10.9 To serve as Election Convener in the event that the VP Administration wishes to run for a position on Council for the following year.

8.11 The duties of the Senior Vice-President of Information Technology (IT) :

- 8.11.1 To act as the agent of all medical students collectively, rather than as a representative of her/his class and to consult the society member of all medical classes to aid her/him in her/his function as necessary.
- 8.11.2 The Senior Vice-President of IT shall be the Junior Vice-President of IT of the preceding year, unless otherwise decided by Council.
- 8.11.3 To oversee, with the assistance of the Junior Vice-President of IT, the production of the first year information package for the Faculty of Medicine by compiling submissions and arranging for advertising with the assistance of VP Philanthropy.
- 8.11.4 To oversee the administrative activities of the Society website with the assistance of the Junior Vice-President of IT.
- 8.11.5 To appoint, at her/his discretion with the assistance of the Junior Vice-President of IT, one official delegate to assist in the responsibilities outlined in Articles 8.10.4 and 8.11.4. This delegate should be selected from Year 1 or 2. Said delegate would not have voting privileges and would act as an honorary member of the Council.
- 8.11.6 To act as an advisor to the Junior Vice-President of IT, particularly in concern to the publication of the official newsletter of the Aesculapian Society.
- 8.11.7 To assist the Junior Vice-President of IT in his/her duties.

8.12 The duties of the Vice-President of Community Health :

- 8.12.1 To act as the agent of all medical students collectively, rather than as a representative of her/his class and to consult the society member of all medical classes to aid her/him in her/his function as necessary.
- 8.12.2 To actively advance and facilitate all aspects of health promotion within the Faculty of Medicine.
- 8.12.3 To act as a resource person and liaison for organized community health groups and events within the Faculty of Medicine.
- 8.12.4 To act as a liaison between the Office of Student Affairs and the Medical Students in planning events promoting physical, mental, and emotional health.
- 8.12.5 To act as the student representative for the University of Ottawa Wellness Committee that promotes all aspects of student physical, mental, and emotional health.
- 8.12.6 To organize the annual Run for Amanda in memory of MD2016 Amanda Kelsall in collaboration with the VP Athletics and VP Philanthropy

8.13 The duties of the Junior and Senior Vice-Presidents of Global Health :

- 8.13.1 To act as the agent of all medical students collectively, rather than as a representative of her/his class and to consult the Society members of all classes to aid her/him in her/his function when necessary.
- 8.13.2 To actively advance and facilitate all aspects of the promotion of Global health within the Faculty of Medicine and to act as a liaison between the students and Faculty Global Health Office, attending meetings as they arise.
- 8.13.3 To act as a liaison between the Society and the International Health Office (Main Campus) and any other Global health organization based at RGN or main campus.
- 8.13.4 To represent the Faculty of Medicine of the University of Ottawa in the position of Global Health Liaison on the Canadian Federation of Medical Students Global Health Program (CFMS-GHP).
- 8.13.5 To act as the student facilitator and organizer of Global health projects as they arise.
- 8.13.6 To be responsible for the efficient turnover of the Local Exchange Officer (LEO) who acts as a link to the CFMS-GHP within the International Federation of Medical Students Association (IFMSA). In the case where no one in all four years is willing to take on the positions, the Junior VP Global Health has the responsibility to assure that the exchanges are carried out at our school and hence takes on the role of LEO.

- 8.13.7 The Senior Vice-President of Global Health of any given year shall be the Junior Vice-President of Global Health of the preceding year, unless otherwise decided upon by Council.
- 8.13.8 To oversee the Global Health Advocacy (GHA) program to which one new global health advocate is selected each year, to represent the University of Ottawa at the CFMS.

8.14 The duties of the Vice-President Philanthropy :

- 8.14.1 To act as the agent of all medical students collectively, rather than as a representative of her/his class and to consult the Society members of all classes to aid her/him in her/his function when necessary.
- 8.14.2 To be directly accountable to the Council in the performance of all her/his duties.
- 8.14.3 To assist medical students in the organization of philanthropic events.
- 8.14.4 To raise student and community awareness of philanthropic events.
- 8.14.5 To collate contacts of charity organizations associated with student run philanthropic events.
- 8.14.6 To act as a liason between medical students and the development of office and alumni.
- 8.14.7 To organize the nominations and election for the first year class charity, and oversee the class charity committees for each class of medicine.
- 8.14.8 To organize the annual Run for Amanda in memory of MD2016 Amanda Kelsall in collaboration with the VP Athletics and VP Community Health.

8.15 The Honorary President :

- 8.15.1 The Honorary President shall be a member of the teaching staff of the Faculty of Medicine of the University of Ottawa who will be able to devote a reasonable amount of time and interest to the Society.
- 8.15.2 The duties of the Honorary President are as follows:
 - 8.15.2.1 To represent the Society as appropriate and necessary.
 - 8.15.2.2 To attend as many council meetings as possible.
 - 8.15.2.3 To advise the council on matters which come to her/his consideration.

8.16 The Past President :

8.16.1 The President of the previous council shall sit as an ex-officio member. Her/his role is to serve as an advisor to the current council by attending meetings and being available for advice.

8.17 General Responsibilities of Council Members :

In addition to the responsibilities of her/his duties as constituted in Articles 8.1 through 8.14, each member of the Council has the following responsibilities:

8.17.1 No pre-clerkship member shall miss more than two Council meetings and no clerkship member shall miss more than four Council meetings. Otherwise, she/he may be subject to discipline as per Article 10.9.

8.17.1.1 Absences due to clinical placement or other reasonable explanation will be accepted, as subject to the discretion of the Peer Review Board

8.17.2 Each voting member shall appoint a proxy if she/he is to be absent from a Council meeting.

8.17.2.1 Said proxy is to be a member of good standing in the Aesculapian Society as provided for in Article 3.1. Said proxy may not be another voting member of Council.

8.17.3 To not knowingly maintain herself/himself in a position of financial or other conflict of interest.

8.17.4 To not knowingly perform any act leading directly or indirectly to her/his own financial gain as a member of the Society.

8.17.5 To not use her/his position to infringe on the rights of any other medical student.

8.17.6 At the end of her/his term, to brief the Society member newly elected to her/his position regarding the duties and responsibilities of the position as constituted under Article 8.0, and to hand over to new members any office keys or other equipment/supplies in the other member's possession which pertain to the position in question.

8.18 Terms of Office :

8.18.1 The terms of office of the President, the Past President, the Executive Vice-President, the Vice-President of Administration, the Vice-President of Social Affairs, the Vice-President of Athletic Affairs, the Vice-President of Community Health and the Vice-President of Philanthropy shall commence at the changeover meeting following their election, and shall end at the changeover meeting following their year in office.

8.18.1.1 The term of office of the President of the Aesculapian Society will be limited to one year in duration.

8.18.2 The terms of office of the BOA Representative and Faculty Senate student representative will be for the duration of their active duty with their respective governing bodies.

8.18.3 The terms of office of the Class co-presidents shall be their academic year.

8.18.4 The term of office of the Honorary President shall commence upon her/his selection, which will be the first regular Council meeting of the newly elected Council, and will end following the selection of the succeeding Honorary President.

8.18.5 The terms of office of the Vice-Presidents of Academic Affairs, External Affairs, Finance, Global Health and Information Technology are two years length, and shall commence at the changeover meeting following her/his election into office. They shall be promoted from Junior to Senior status at the changeover meeting following his/her first term in office as Junior Vice-President. The total two-year term shall end at the changeover meeting following her/his term in office as Senior Vice-President.

9.0 **Eligibility to vote on Council decisions :**

9.1 All members of Council, except the Honorary President and the Past President, are eligible to vote on all Council decisions.

9.2 Regular members of the Society may be granted the right to vote on Council decisions at the discretion of the President as constituted under Article 8.1.5.4.

9.2.1 If any members of Council contest the President's decision, the granting or refusal of the right to vote shall be decided by a simple majority vote of Council.

9.3 Honorary members of the Council may not be granted the right to vote on Council decisions.

10.0 **Powers of the Council :**

10.1 To amend the Constitution as constituted under Article 13.0.

10.2 To adopt, change, or appeal policy, regulations, and resolutions for the good of the Society.

10.3 To administer the Society's funds.

10.4 To ratify the Society's budget by two-thirds majority vote of Council.

10.5 To establish or dissolve standing and provisional committees and working bodies of the Society.

- 10.5.1 To ratify their structure, terms of reference, and regulations, as constituted under Article 12.5.
- 10.5.2 To approve the nomination of standing and provisional committee chairpersons.
- 10.5.3 To ensure the functioning of the committees and working bodies of the Society, as constituted under Article 12.0.
- 10.6 To conduct the Society's day-to-day business.
- 10.7 To choose delegates and/or delegate authority to the Society's representatives at meetings or conferences where the Society deems fit to be represented.
- 10.8 To dismiss from office by two-thirds majority vote, any member of the Council who:
 - 10.8.1 Has not fulfilled her/his duties as defined by this Constitution.
 - 10.8.2 Has missed an unacceptable number of Council meetings, as determined by Council, without sending a proxy.
- 10.9 To dismiss from office automatically any member who has ceased to be eligible for office as per Article 18.3.
- 10.10 To commence disciplinary action under Article 14.0 against any regular member of the Society, for conduct unbecoming of a medical student that reflects negatively upon the reputation of the Society or the medical profession.

11.0 Meetings of the Council :

- 11.1 Regular meetings of the Council are all meetings except general meetings, the changeover meeting, and meetings in emergency session.
 - 11.1.1 The President shall prepare an annual schedule of regular meetings to be presented to the Council at its first regular meeting for ratification. This is subject to change as the Council deems fit.
 - 11.1.2 Notice of regular Council meetings shall be sent to all members at least 72 hours before each meeting and all Council members will be informed of the aforementioned meeting.
 - 11.1.3 At the beginning of the meeting, the President shall present the agenda.
 - 11.1.4 The VP Administration shall record attendance and record any absences.
 - 11.1.5 The presence of one-half plus one of the Council members or their proxies, exceptions being the Honorary President and Past President, constitute a quorum. If there is not a

quorum thirty minutes after commencement of the meeting, the Secretary shall record attendance and absences, and the Chair shall adjourn the meeting.

11.1.6 Each member of the Council and any representative of the medical students shall give a report of their activities since the last meeting.

11.2 Town Hall meetings of the Society will be held a minimum of once per year and will be open to all members and honorary members of the Society.

11.2.1 Notice of a Town Hall meeting shall be sent to all members at least 72 hours before that and each Class President shall inform her/his class members as constituted under Article 8.8.9.

11.2.2 The Council members present for the regular Council meeting which precedes the General Council meeting shall set the Town Hall meeting agenda.

11.2.3 The agenda shall consist of items deemed by Council members to be of general concern to Society members.

11.2.4 At the beginning of the meeting, the President shall present the agenda.

11.2.5 The VP Administration will record the number of students in attendance and note the absence of any Council members.

11.2.6 The format of the Town Hall meetings will be the presentation of the agenda item by the appropriate Council member, followed by an open discussion, with an appropriate time limit set by the Chair.

11.3 The Council meetings following the Annual elections will be known as the Changeover Period.

11.3.1 The transition from the outgoing Council will occur over a minimum of two meetings.

11.3.2 The outgoing council will hand over all responsibilities under this Constitution, all records, files, and documents of the Society, and the written reports of Council members on the past year's activities to the incoming Council over the Changeover Period.

11.3.3 The newly elected President shall ensure Article 8.0 is read during the Changeover Period.

11.3.4 In all other aspects the changeover meeting will be conducted in the same manner as the regular Council meeting.

11.3.4.1 Quorum will be established from the number of outgoing Council members present during the Changeover Period.

11.3.4.2 Voting privileges shall be held by outgoing Council members until the end of the Changeover period.

11.4 The Council shall meet in emergency session at the request of the President or three Council members.

11.4.1 Rules, regulations, and/or expenditures passed, amended, or repealed are to be reviewed at the next regular Council meeting.

11.4.2 In all other respects, a meeting in emergency session shall be conducted in the same manner as a regular Council meeting.

11.4.3 The Council may also conduct an emergency session via email or electronic communication, only in situations where a physical gathering of council members is impossible.

11.4.3.1 Motions decided by email must include a window of no less than 5 days from the time of the email to the time of the vote. This is subject to change as the council sees fit.

11.4.3.2 If the total number of votes cast via email is not one half plus one of the total number of voting council members, quorum has not been achieved and the vote is nullified.

11.4.3.3 Votes completed via email/electronic communications must be reviewed at the next regular Council meeting as per Article 11.4.1.

12.0 **Committees and Working Bodies :**

12.1 Standing committees of the Society are those, which continue to function from year to year.

12.2 Provisional committees of the Society are those which are established to perform a given, limited function, and then to be dissolved.

12.3 Working bodies of the Society comprise the continuing activities, clubs, interest organizations, and annual or special events of the medical students under the aegis of the Society, which are not constituted as committees of the Society.

12.4 Committees and working bodies of the Society shall be established and dissolved under the direction of the Council as constituted under Article 10.5.

12.5 The structure and terms of reference of committees and working bodies of the Society shall be determined by or shall be under the direction of Council.

12.6 Each committee or working body shall be chaired or directed by a chairperson, director, or co-directors, whose selection may:

- 12.6.1 Be automatic, if the structure of the committee or working body specifies that the holder of a particular office becomes the chairperson, director, or co-director ex-officio.
 - 12.6.2 Be undertaken or directed by Council in such a manner as it deems fit.
 - 12.6.3 Be undertaken by the outgoing chairperson, director, or co-director of the committee or working body, in which case Council must ratify the successor.
 - 12.6.4 In cases where Articles 12.6.1 through 12.6.3 do not apply, be undertaken by the Executive Vice-President, according to procedures determined either by the structure of the committee or working body or by the Executive Vice-President herself/himself, in which case the successor must be ratified by Council.
- 12.7 The duties of the chairperson, director, or co-directors of the committee or working body are:
- 12.7.1 To ensure that her/his committee or working body is functioning appropriately.
 - 12.7.2 To establish and/or maintain the structure, terms of reference, and regulations of the committee or working body, including any changes, therein subject to ratification by Council as constituted under Article 10.5.
 - 12.7.3 To report to Council on the activities of her/his committee or working body.
 - 12.7.4 To prepare a budget to be submitted to the Vice-President of Finance.
 - 12.7.5 To be responsible for the nomination and/or selection of a successor as constituted under Article 12.6.
 - 12.7.6 To submit a written report to Council at the changeover meeting of the activities and expenditures of her/his committee or working body for the preceding year.
- 12.8 Council shall assign supervision of committees or working bodies to the Council member whose field of jurisdiction is most closely aligned with that of the committee or working body. Where no other Council member assumes responsibility it shall revert to the Executive Vice-President.
- 12.9 Any committee or working body may choose to have a staff advisor(s) or sponsor(s) whose selection and function shall be left to the discretion of the committee or working body involved, in accordance with Society policies.
- 12.10 Society funds shall be allocated to committees and/or working bodies as per Article 6.0.

13.0 Constitutional Changes :

- 13.1 All changes to the Constitution must be ratified by a two-thirds majority of all elected Council members at two consecutive Council meetings.

- 13.2 If the meetings are outside of the schedule of regular Council meetings, the dates and times of the meetings must be agreed upon by a two-thirds majority of Council.
- 13.3 The Constitution must be reviewed, and necessary amendments made, a minimum of once every three years.

14.0 Discipline of Society Members :

- 14.1 The Peer Review Board of the Aesculapian Society shall consist of the President, the Executive Vice-President, the Vice-President of Administration, and four members of the Society chosen in accordance with Article 14.1.3, and shall hereinafter be called the 'Board'.
- 14.1.1 The Executive Vice-President shall chair the Board.
- 14.1.2 The Vice-President of Administration shall act as Secretary of the Board.
- 14.1.3 The four Society members chosen to the Board will be members of the first and second year classes, two from each class and one from each stream. They will be selected by lottery upon convening of the board.
- 14.1.4 All Council members shall be disqualified from the lottery.
- 14.1.5 The term of office for each selected member will be until resolution of the matter of deliberation.
- 14.1.6 The Council may disqualify any member of the Board immediately following the commencement of the disciplinary action, in the event of a conflict of interest.
- 14.1.7 In the event of the disqualification or resignation of a Board member, a lottery will be held to replace the disqualified or resigning member.
- 14.1.7.1 In the event that the disqualified or resigning member is a Council member, the lottery will be held from all Council members not already on the Board.
- 14.1.7.2 In the event that the disqualified or resigning member was chosen as per Article 14.1.3, the lottery will be held from the class members from the class of the original member, Council members being excepted.
- 14.2 Depending on the incident, the Board may take any or all of the following actions:
- 14.2.1 The student will have to present herself/himself to the Board to answer charges.
- 14.2.2 The student may be held monetarily responsible for damages incurred.
- 14.2.3 The Dean's office and/or SFUO may be notified of the incident.

14.2.4 The student may be expelled from the Society.

14.3 Any Society member who has incurred a sanction under Article 14.2 may appeal her/his case to the Council within two weeks regarding the accusation itself and/or the penalty imposed.

15.0 Access to Society Records, Files, and Documents :

15.1 All records, files, and documents belonging to, or in the name of the Society shall be open to inspection by any Society member, subject to Article 15.2.2.

15.2 The Executive Vice-President shall be responsible for:

15.2.1 Maintaining and updating all records, files, and documents of the Society, along with the Vice-President of Administration.

15.2.2 Granting or not granting access to such records, files, and document to any member of the Society who wishes to inspect them.

15.3 Any member or members of the Society who wish to contest the decision of Article 15.2.2 may appeal to the Council for reversal of the decision.

15.3.1 The upholding of the decision shall be made only by a two-thirds majority of Council.

15.3.2 If the decision is upheld, the Council shall provide the requesting member with a complete explanation of the decision.

15.4 Certain records, files, and documents shall be freely accessible to all members.

15.4.1 'Freely accessible' shall imply that the said material is:

15.4.1.1 Not subject to Article 15.2.2.

15.4.1.2 Available for distribution to any or all regular members of the Society at a cost not to exceed the reasonable cost of reproducing the material.

15.4.1.3 On file in at least one location accessible to all regular members of the Society.

15.4.2 These freely accessible records, files, and documents shall include:

15.4.2.1 The Constitution of the Society.

15.4.2.2 The Society's Policy book.

15.4.2.3 The structures and terms of reference of all standing and provisional committees and working bodies of the Society.

15.4.2.4 Minutes of the meetings of the Council.

- 15.4.2.5 Minutes of the meetings of the standing and provisional committees and working bodies of the Society.
- 15.4.2.6 A list of all committees of the Faculty of Medicine on which medical students are represented, the rules of the selection of such representatives, and the names of the current student representatives on such committees.

16.0 Elections of the Class Presidents :

- 16.1 All Class Presidents must be students in their respective classes.
- 16.2 Class Presidency for each year will consist of 2 elected positions, one from the Anglophone program and one from the Francophone program; each co-president will be elected by members of his/her class.
 - 16.2.1 Each stream will have separate polls during co-president elections; Anglophone and Francophone students from each stream will vote exclusively for their respective candidates.
- 16.3 The outgoing co-presidents of first, second and third year shall organize the election of the new co-presidents of second, co-president third, and fourth year respectively. Nominations for co-presidents shall comply with Article 18.4.
 - 16.3.1 In the case that a current co-president decides to run for a subsequent term, she/he will be disqualified as election convener for co-president elections.
 - 16.3.2 In the case that both co-presidents decide to run for a subsequent term, the Vice President Executive shall act as election convener.
- 16.4 The date and place of the election of the Class co-presidents of second, third and fourth year shall be at the discretion of the outgoing Class Co-presidents.
- 16.5 The Executive Vice-President shall organize and convene the election of the Class Co-presidents in first year. The date and place of the election shall be at the discretion of the Executive Vice-President. The aforementioned election shall take place before September 30th of each year.
- 16.6 Voting Procedures for Class Co-presidents :
 - 16.6.1 Every regular member of the Society who is registered in the present term is entitled to a single vote for the Class Co-president of the respective class and program in which he/she is registered, except the outgoing Class Co-presidents. Eligibility to vote for Class Co-presidents shall be governed according to Article 16.1.
 - 16.6.1.1 In the case of a tie, a runoff election will be undertaken.
 - 16.6.1.2 In the case that only two candidates run and a tie occurs, a new election will be held in 7 days from the previous election date.

16.6.2 The elections for Class Presidents shall abide by the same voting procedures as the election of other Council members as outlined in Article 18.8.

16.6.3 The Election Convener shall declare elected candidates who receive a majority of votes.

16.6.4 Contested elections for Class Presidents shall proceed as outlined in Article 18.12.

17.0 Election of the Honorary President :

17.1 The Honorary President shall be nominated and elected by the Council at the first regular meeting.

18.0 Elections of other Council Members :

18.1 All elections will be organized and supervised by the Election Convener and the Election Committee, henceforth referred to collectively as the Election Council. The Election Committee is to be made up of two Council Members who are not running for a position on Council for the following year. The Election Committee shall be formed at the last Council meeting preceding winter vacation.

18.1.1 The Election Committee will be selected on a volunteer basis, agreed upon by a majority vote of the council. The Election Committee will be used at the discretion of the Election Convener to organize, supervise and if necessary help arbitrate issues that arise during an election.

18.1.2 Annual elections for all other Council members other than the Class Co-presidents and the Honorary President shall occur on the week of the SFUO general elections. The Election Convener shall be responsible for the date and time of these elections, with assistance from the Election Committee.

18.1.3 The regular Society members shall elect all regular members of the Council as a whole, except Class Co-presidents, who will be elected by their respective classes.

18.1.4 No Council Member may assume their position through acclamation. All positions on Council must be granted through an annual election.

18.2 By-Elections:

18.2.1 By-Elections may be held at the discretion of the Council to replace any Council member elected as per Article 18.1 who has been dismissed as per Article 10.8 or 10.9, or has left vacant her/his position due to resignation, illness, or death.

18.2.1 The supervision of the by-elections may be delegated to the Election Convener if there is no conflict of interest involved, as determined by the Executive Vice President. If there is a conflict of interest, the supervision of the by-elections shall be carried out by three volunteer Council Members who are not in conflict of interest.

18.2.2 Council shall fix the date and time of the by-election or delegate this responsibility to the Election Convener.

18.3 **Eligibility :**

18.3.1 The President of the Society must be a third year student at the time of fall registration following her/his election, and may hold said position for only one term.

18.3.2 The Executive Vice-President; the Vice-President of Community Health; the Vice President of Athletic Affairs; the Vice President of Social Affairs, the Vice President of Administration and the Junior Vice-Presidents of Academic Affairs, External Affairs, Information Technology, Global Health and Finance must each be second year students at the time of fall registration following her/his election.

18.3.3 The Senior Vice-Presidents of Academic Affairs, Finance, External Affairs, Global Health, and Information Technology shall be appointed as constituted under Articles 8.3.2, 8.5.2, 8.9.2, 8.11.2, and 8.13.7 respectively.

18.3.4 The Vice President Philanthropy may be a second or third year student at the time of fall registration following her/his election.

18.3.5 No member may run for or hold more than one position on Council.

18.3.6 Anyone ceasing to be a member of the Society is ineligible for office.

18.4 **Nominations :**

18.4.1 The nomination period will be for the duration of one week, opening fourteen days before the date of elections, and closing seven days before the date of elections. The Election Council shall set the close of nominations at a set time and date.

18.4.2 In the event that no candidate is running for an Aesculapian Society position by the end of the nomination period, the nomination period for that position will be extended by 2 days subsequent to the closing of the initial nomination period.

18.4.2.1 In the event that no bilingual candidate is running for the VP Administration position by the end of the nomination period, the nomination period for that position will be extended by 2 days subsequent to the closing of the initial nomination period, and there shall no longer be restriction of this office on the basis of capacity in either language.

18.4.2.2 In the event that the elected VP Administration does not fulfill the bilingualism restriction, the responsibilities of VP Administration stated in Article

8.4.8 will be redistributed among incoming Council members who "fluently speak, read, and write in both English and French, as established by means of spoken and written bilingual test available from the University of Ottawa

18.4.3 A nomination paper signed by the candidate for office and five members of the Society, excluding council members, who support her/him shall be placed in a sealed envelope and given to the election convener and/or her/his representative. The nomination must be dated by the election convener or his/her representative at time of submission.

18.4.4 In the event that, following an extension of the nomination period, no one submits a nomination for one or more positions on Council and as a result, that/those position(s) go(es) unfilled, the responsibilities of that/those position(s) will be redistributed among incoming Council members as Council sees fit until the time that that/those position(s) can be filled.

18.5 Campaigning

18.5.1 Campaigning by candidates will be allowed during the week between the nomination period and the elections. This one week period will be known hereafter as the campaigning period.

18.5.1.1 All activities and/or manifestations of election campaigning by any candidate, or her/his agents and/or associates are forbidden on the date of election.

18.5.2 All campaign materials are subject to the approval of the Election Council before they may be distributed to the members of the Society.

18.5.3 Use by candidates of official email distribution lists for campaign purposes is expressly forbidden.

18.5.4 The Election Council will arrange a forum during the campaigning period for all candidates to deliver a short speech to members of the Society. If a candidate is unable to attend this forum they may deliver their speech via a short unedited video (Council shall not be held responsible in the event that technical difficulties prevent the video from being shown). Following said forum, the candidate may submit a copy of their speech (or, if they were absent from the forum, a transcript of their video) to the Election Convener for posting on the Aesculapian website or transmission by email distribution list. The Election Convener will post said material as described in Article 18.6.2.4.

18.5.5 Other than pre-election speeches, the Aesculapian Society shall organize no activities or manifestations of campaigning. All other forms of campaigning by any of the candidates may be deemed inappropriate by the Election Convener on advice from Council as she/he sees fit.

18.5.6 Deliberate failure to comply with any part of Section 18.5 may disqualify the involved candidate from holding office in the incoming Council, at the discretion of the existing Council.

18.6 Election Convener and the Election Committee :

- 18.6.1 The Election Convener shall be the Vice President of Administration. In the event that the Vice President of Administration wishes to run for a position on Council for the following year, the Junior Vice President of Communications shall act as the Election Convener
- 18.6.2 The duties of the Election Convener are:
- 18.6.2.1 To accept every proper nomination that meets the eligibility requirements as constituted under Article 18.4.
 - 18.6.2.2 To send a list of nominations and a notification of the election by email to all members of the society.
 - 18.6.2.3 To organize, in association with the Election Committee, a forum for candidate speeches during the campaigning period.
 - 18.6.2.4 To post on the Aesculapian website or email distribution list, within 12 hours, any candidate speeches or video transcripts submitted following the forum. He/she must then remove said speeches or video transcripts from the website the day prior to the election.
 - 18.6.2.5 To establish, with the assistance of the Faculty of Medicine, a secure online voting system that allows all members to cast their votes anonymously and fairly as provided for in Section 18.7. The system will go online and offline at times specified by the Election Convener and will be available only to registered Society members at the time of the election.
 - 18.6.2.5.1 If, in the event that a secure online voting system is not feasible or there is a technical difficulty that will interfere with the fair conduction of the election as determined by the Election Council, then the Election Council must conduct a traditional paper based election as provided for in Section 18.8.
 - 18.6.2.6 To declare elected the candidates who receive a plurality of votes.
- 18.6.3 The Election Committee will assist the Election Convener in the conduction of the election as necessary. Election Committee members will be volunteer Council members who are not candidates, campaign managers, and/or agents for any candidature.
- 18.6.3.1 The selection of Election Committee members shall be carried out as described in Articles 18.1 and 18.1.1.

18.7 Secure Online Election

A method for secure online voting shall be established by the Election Council with the assistance of the Faculty of Medicine as provided for in Article 18.5.2.6. The online election shall be conducted as follows:

18.7.1 The Duties of the Election Convener

In addition to the duties detailed in Article 18.6.2, the Election Convener shall also have the following responsibilities:

18.7.1.1 To establish a fair and secure method for online voting together with the Election Committee and the Faculty of Medicine.

18.7.1.2 Announce the results of the election no later than twenty-four hours after their receipt.

18.7.2 Voting Procedures :

18.7.2.1 Every regular member of the Society who is registered in the present term is entitled to a single vote for each position contested, except the Election Convener.

18.8 Traditional Paper Based Election :

A traditional paper based election shall be conducted in the event that a secure online voting system cannot be successfully established, as provided for in Article 18.6.2.7. The paper based election shall be conducted as follows:

18.8.1 The Duties of the Election Convener

In addition to the duties detailed in Article 18.6.2, the Election Convener shall also have the following responsibilities in the event of a traditional paper based election:

18.8.1.1 To appoint returning officers for each polling station as provided for in Article 18.8.2.1.

18.8.1.1.1 The Election Convener may, in addition, appoint deputies to assist the returning officers at the various polls.

18.8.1.2 To provide the necessary ballot boxes.

18.8.1.3 To provide up-to-date class lists at each polling place to enable the returning officer to check off the name of the voter.

18.8.1.4 To have ballots printed listing the candidates' names in alphabetical order, with a blank square to the right of each candidate's name.

18.8.1.5 To furnish all other necessary supplies for the election.

18.8.1.6 To designate areas or places to be used as polling stations, and to ensure that every voter shall have a right to a secret ballot.

18.8.1.7 To proceed with the counting of ballots no later than two hours after the polls close.

18.8.2 Returning Officers :

18.8.2.1 The election convener shall appoint returning officers for each polling station. Returning officers may be any Society members who are not candidates, campaign managers, and/or agents for any candidate.

18.8.2.2 The duties of the returning officers are:

18.8.2.2.1 To assist the Election Convener in the conduct of the election, as necessary.

18.8.2.2.2 To ensure the proper functioning of the polling station to which she/he has been assigned by the Election Convener, as outlined in Article 18.8.4 and 18.8.5.

18.8.3 Scrutineers :

18.8.3.1 Each candidate may appoint one scrutineer for each polling station as her/his representative.

18.8.3.2 The duties of the scrutineers are:

18.8.3.2.1 To represent the candidate by whom she/he was appointed.

18.8.3.2.2 To observe the polling station and the counting of the ballots in order to ensure that proper procedures are followed, as constituted under Articles 18.8.4, 18.8.5 and 18.8.6.

18.8.4 Voting Procedures :

18.8.4.1 Every regular member of the Society who is registered in the present term is entitled to a single vote for each position contested, except the Election Convener, who may vote as described in Article 18.6.2.5.

18.8.4.2 Each polling station shall open at the time determined by the Election Council.

18.8.4.3 A member must present her/his student card in order to be able to vote. On presentation of this card, the returning officer will check off the name of the student from the appropriate class list.

- 18.8.4.4 A ballot is invalid unless the returning officer or her/his deputy has initialed it before being handed to the member.
- 18.8.4.5 The returning officer shall have posted Article 18.8.4.3 for the information of the voter.
- 18.8.4.6 The returning officer will instruct the voter to place a discernible mark in the blank space to the right of the name of the candidate preferred, and will direct the voter to a site where she/he can mark the ballot privately. The voter will fold the marked ballot, and deposit it in the ballot box.
- 18.8.4.7 The returning officer may vote using a ballot initialed by the Election Convener.
- 18.8.4.8 The returning officer and/or her/his deputy will replace ballots which have been defaced, marked, or torn, and will annul these by inscribing on such ballots the word 'NULL', followed by her/his initials.
- 18.8.4.9 If a Society member cannot be present on the appointed day, she/he shall be permitted to vote before the date of election. Such a vote shall be cast in the presence of the Election Convener and given to her/him in a sealed envelope to be opened only at the counting of the marked ballots on the date of election.

18.8.5 Closure of the Polls :

- 18.8.5.1 At the appointed time, the returning officer will close her/his polling station.
- 18.8.5.2 Each returning officer will then fill out a form indicating:
 - 18.8.5.2.1 The number of Society members listed on her/his class list.
 - 18.8.5.2.2 The number of Society members who have voted at her/his polling station.
 - 18.8.5.2.3 The number of unmarked ballots returned to the election convener.
 - 18.8.5.2.4 The number of ballots annulled.
- 18.8.5.3 The returning officer will sign this form and return it to the Election Convener, before the ballots are counted.

18.8.6 Counting the Ballots :

- 18.8.6.1 The Election Convener shall count the ballots in the presence of the Election Committee, as well as any candidate and/or agent of any candidate who wishes to observe the count.
- 18.8.6.2 The count shall take place not later than two hours after the closing of the polls.

18.8.6.3 The Election Convener shall reject every ballot which:

18.8.6.3.1 Is not initialed by a returning officer or deputy.

18.8.6.3.2 Contains more than one vote for one office.

18.8.6.3.3 Contains any ambiguous markings.

18.8.6.4 All ballots may be destroyed by the Election Council once the period of contestation (as described in Section 18.10) has passed.

18.9 Declaration of Results :

18.9.1 Regardless of the type of election held (online or paper based), the Election Convener shall declare elected candidates who receive a plurality of votes. The results shall be communicated to the Society within 24 hours of their receipt.

18.10 Contested Elections :

18.10.1 Any candidate desiring to contest the results of an election must advise the Election Convener in writing within 48 hours after the result has been declared.

18.10.2 A date of election may be contested only for reasons that constitute infractions of any part of Articles 18.2 through 18.9 and must be submitted in writing to the Election Convener during the nomination period. The objection must be supported by the written testimony of two witnesses.

18.10.3 Within five working days of receipt by the Election Convener of notice of dispute, the Election Convener will convene an emergency Election Council meeting to examine the claims of the disputer and witnesses. If the claims are accepted as valid, the Election Council may declare the election of any or all positions to be void. New elections for the position(s) whose elections have been voided will then be held.

18.10.4 Any candidate desiring to contest the decision of the Election Council as provided for in Article 18.10.3 may submit a written protest to the President. The President may then convene an emergency Council meeting at their discretion to examine the claims of the disputer. If the claims are accepted as valid, the Council may declare the election of any or all positions to be void. New elections for the position(s) whose elections have been voided will then be held.

REVISED September 20th, 2014