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9 Constitution

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11 Updated 2018

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14 ARTICLE I: NAME

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16 The Society shall be known as the “Hippocratic Society of Medical students of the Schulich School of 17 Medicine & Dentistry at the University of Western Ontario”. The Schulich School of Medicine and 18 Dentistry shall hereafter be referred to as the School.

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20 The governing body of the Society shall hereafter be referred to as the Council or the Hippocratic 21 Council.

22

23 All undergraduate medical students at the School are members of the Hippocratic Society, hereafter 24 referred to as the Society.

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26 The following revised constitution of the Society shall govern its activities and shall supersede and 27 render null and void all previous constitutions.

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30 ARTICLE II: MISSION STATEMENT, AIMS AND OBJECTIVES

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32 Mission Statement of the Hippocratic Council:

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34 “The Hippocratic Council of the Schulich School of Medicine & Dentistry is 35 devoted to promoting the growth of medical students into well-rounded 36 physicians. We advocate for student well-being, foster academic growth and 37 build strong ties with our community.”

38

39 The aims and objectives of the Council shall be to deal with all matters pertaining to the general 40 welfare and activities of the Society, and in particular:

41

42 1. To be a means of communication between the Society and the School, the University 43 Students’ Council (USC) of the University of Western Ontario (UWO) or any other body, should 44 such communication at any time be desirable or necessary.

45 2. To serve as the Faculty of Medicine Council within the USC structure, adhering to the rules 46 and regulations laid out by the USC.

47 3. To coordinate and financially support extracurricular activities, both athletic and non 48 athletic, of the Society.

49 4. To maintain and seek to improve the Collip Student Lounge for the use of Society members. 50 5. To encourage community interaction with students in Schulich Dentistry, allied Health 51 Science students, and Faculty members.

52 6. To coordinate the sending of delegates from the Society to such conventions, meetings, 53 and other activities as deemed appropriate by the Council.

54 7. To foster an environment of professionalism at the medical school.

55 8. To act as advocates for and on behalf of the Society.

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57 ARTICLE III: CODE OF CONDUCT

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59 All members of the Council shall attempt to conduct themselves at all timesin a 60 professional and responsible manner, in alignment with the School’s “Policy on Student 61 Professionalism in Undergraduate Medical Education”. This includes but is not limited to 62 the *CFMS Guide to Medical Professionalism* and *Medical Student use of Social* 63 *Networking Sites.*.

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65 1. Any financial penalty incurred by the Council at its sponsored events due to the actions of 66 individual members shall be reimbursed by the individuals involved.

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68 2. If necessary, the individuals involved in any offence will be required to formally apologize to 69 the injured parties before attending future Council sponsored events, including the Formal 70 and the Graduation Reception. The necessity of an apology will be determined by the 71 Council.

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73 3. These guidelines shall also apply to the Collip Student Lounge, the student study room, and all 74 other property of the Council or School.

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76 4. At no time shall a member disclose information regarding individual students (with or without 77 names) including marks, awards, scholarships, admissions, withdrawals (student or faculty 78 initiated), petitions, appeals, or any matter pertaining to a student's personal or private life. 79 This information is to be regarded as highly confidential and any member of the Hippocratic 80 Council found not adhering to this policy shall be relieved of their position at the discretion of 81 the Council.

82

83 Members of the Council who sit on committees within the Schulich School of Medicine 84 & Dentistry (e.g. the Hippocratic Undergraduate Medical Education Committee, Curriculum 85 Committee, Progression and Appeals Committee, Executive Committee of Schulich Council) 86 shall be at liberty to report only matters regarding:

87 i. Policy Changes

88 ii. Curriculum Changes

89 iii. Information on Teaching

90 iv. General Academic Regulations

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92 5. Council members will strive to adhere to and enforce these guidelines. 93

94 6. All matters not addressed within this code of conduct shall be referred to the Policy on 95 Professionalism in Undergraduate Medical Education and/or the Office of Student 96 Experience and the UWO Code of Student Conduct, as applicable. . 97

98 7. At any time should a dispute arise between the Hippocratic Council and the UWO Dental 99 Students Society (UWODSS) over issues (i.e. financial allocation as indicated in Article V) of

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100 common interest and concern, the dispute shall be resolved by a binding decision of the Dean 101 of the Schulich School of Medicine & Dentistry or delegate.

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102 ARTICLE IV: MEMBERS

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104 The members of the Society shall be all the students registered in the First, Second, Third, and 105 Fourth Years of the Doctor of Medicine program of the School.

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107 The Hippocratic Council may at any time bestow an Honorary Life Membership in the Society on 108 any person whose contributions to the school and the Society as a whole are felt to be outstanding. 109

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111 ARTICLE V: OFFICERS

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113 1. . Unless otherwise stated, each member of council shall have one (1) vote. An Officer’s vote may 114 be proxied to another member of the Council, subject to the approval of the President. The 115 Officers of the Council shall be of four classes:

116 a. Honorary

117 b. Executive

118 c. Representative

119 d. Appointed

120

121 2. The Honorary Officers of the Council shall be one (1) in number:

122 a. An Honorary President who shall be a member of the Faculty of Medicine & Dentistry. 123 (He/she shall be appointed by Council and hold office for two years.) 124

125 3. The Executive Officers of the Council shall be nine (9) in number:

126 a. President

127 b. Past President

128 c. Vice President Internal

129 d. Vice President Academic

130 e. Vice President External Senior, shared vote with Junior

131 f. Vice President Finance Senior, shared vote with Junior

132 g. Vice President Communications

133 h. Vice President Windsor

134 i. Past Vice President Windsor

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136 4. The Representative Officers of the Council shall be eighteen (16) in number: 137 a. Vice President External Junior, shared vote with senior

138 b. Vice President Finance Junior, shared vote with senior

139 c. Presidents of the First, Second, Third, and Fourth Years in Medicine (4) 140 d. Vice Presidents Windsor Class of the First, Second, Third and Fourth Year class (4) 141 e. Social Director (1)

142 f. Athletic Director (1)

143 g. Global Health Liaison (1)

144 h. Community Relations Directors Senior and Junior, (2) with one shared vote 145 i. Director of Information Technology

146 j.

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147 5. The following members of the Council will have shared voting privileges and are requested to 148 attend all Council meetings unless their duties are not necessary at the specific time of year 149 Therefore, the last two vote of council is held by:

150

151 a. Three Tachycardia Producers (one from each of the 2nd, 3rd, and 4th year 152 classes).

153 b. USC representative (2), with one shared vote

154

155 6. The Following members of council do not hold voting privileges and are requested to attend all 156 Council meetings unless their duties are not necessary at the specific time of year: 157 a. Three Orientation Week Coordinators (2 from London and 1 from Windsor), hired on by 158 the process described within their terms of reference.

159 a. One Director and two coordinators.

160

161 7. A member of the Council shall hold only one Office on Council at one time. Any exceptions to 162 this shall be decided by the outgoing Executive.

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165 ARTICLE VI: DUTIES OF THE OFFICERS

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167 1. Each officer shall hold office for a one-year term unless otherwise stated. At the termination of 168 their terms of office, each officer shall prepare a transition report and orient their successor to 169 the position.

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171 2. The **Honorary President** shall:

172 a. Act in an advisory capacity for a two-year term. It is recommended that they only 173 serve one consecutive term to allow for others to be involved in this position. 174 b. Serve as a member of the Tachycardia council for that term or he/she may appoint 175 a delegate for this role with the agreement of the President.

176 c. Present at the Graduation Formal the Hippocratic Council Awards to graduating students 177 and honored faculty; and at Convocation present the Jim Silcox Award and the Meds ’47 178 Merrymakers Award.

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180 3. The **Past President** shall:

181 a. Ensure that all decisions and all business transacted by the Council is 182 constitutionally correct, and that amended copies of the Constitution are made 183 available to the Council.

184 b. Administer the Spring Hippocratic Council elections in accordance with Article VII. 185 c. Administer the Fall General Hippocratic Council elections in accordance with 186 Article VII.

187 d. Coordinate the selection process for the Honorary President in the months 188 preceding the end of the current Honorary President’s two-year term. 189 e. Act as Chair of the Tachycardia Council in place of an absent Senior Tachycardia 190 Producer.

191 f. Perform a comprehensive constitutional review in each odd numbered year of leaving 192 office, and in even years, undertake a project of benefit to the Hippocratic Council.

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194 4. The **President** shall:

195 a. Call all meetings of the Hippocratic Society, Council, and Executive in accordance with 196 Article VIII.

197 b. Preside over all such meetings and oversee all activities of the Council. 198 c. Act as the representative of medical students when medical student input is required. 199 d. Be a member of the Student Affairs Committee, the Hippocratic Council 200 Undergraduate Medical Education Committee, and the Pre-Clerkship Integration 201 Committee.

202 e. Be a member of the Schulich Council attending its general and executive meetings. 203 f. Shall make presentations, if summoned by the school’s administration, at the White Coat 204 Ceremony to welcome the new class

205 g. Be a signing officer for all Hippocratic Council financial accounts. 206 h. Serve as a member of the Tachycardia council for that term or may appoint a delegate 207

208 5. The **Vice President Internal** shall:

209 a. Be a voting member of the Hippocratic Council and Executive for one year, but 210 shall sit on the Student Affairs Committee (SAC) and carry related responsibilities as 211 Past SAC Chair for an additional one year as outlined in the SAC Terms of Reference. 212 b. Assist the President.

213 c. Perform the duties of the President during the absence of the latter. 214 d. Shall act as a signing officer for all Hippocratic Council financial accounts. 215 e. Be the Chair of the Student Affairs Committee in accordance with the SAC Terms of 216 Reference (Appendix 1a).

217 f. Be responsible for the coordination of wellness initiatives and programs between 218 SAC, SST and the Wellness Groups.

219 g. In conjunction with the Vice President Communications, create and maintain content 220 for display in the Hippocratic Council glass display case across from the Collip 221 Student Lounge and the corkboard displays outside MSB 146 in the Medical 222 Sciences Building.

223 h. Maintain the cleanliness of the Collip Student Lounge.

224 i. Be a member of the Taylor Library Committee.

225 j. Be a member of the Facilities Committee.

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227 6. The **Vice President Academic** shall:

228 a. Be a voting member of the Hippocratic Council and Executive for one year, but shall sit 229 on the Hippocratic Council Undergraduate Medical Education Committee (HUMEC) 230 and carry related responsibilities as Past Vice President Academic for an additional 231 year.

232 b. Be responsible to the President of the Hippocratic Council for all matters concerning 233 curriculum, including, but not limited to curriculum direction, objectives and teaching 234 methodology, as well as programs within or affecting the Schulich School of Medicine & 235 Dentistry.

236 c. Chair the HUMEC and hold monthly meetings of this committee in accordance with the 237 HUMEC Terms of Reference.

238 d. Be responsible to attend as a full voting member:

239 i. Curriculum Committee

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240 ii. Pre-clerkship and Integration Committee

241 iii. Progression and Awards Committee.

242 iv. Quality Committee

243 e. Be responsible for the logical coordination of ideas brought forth by students on the 244 committees listed above and appoint student membership to the above committees as 245 required.

246 f. Be responsible for BCOE (Best Curriculum on Earth) in all 4 years. 247 g. Be responsible for presenting reports periodically to the Hippocratic Council 248 concerning student and Faculty Curriculum progress.

249 h. As Past Vice President Academic, shall serve on the Curriculum Committee, the 250 Clinical Electives and Clerkship Committee, Progression and Awards Committee, and 251 the Hippocratic Undergraduate Medical Education Committee. 252

253 7. The **Vice President External Senior and Junior** shall:

254 a. Be one voting member of the Hippocratic Council and Executive for one year. 255 b. Represent the medical student body and the Council to external bodies including, 256 but not limited to:

257 i. Canadian Federation of Medical Students (CFMS) 258 ii. Ontario Medical Students Association (OMSA)

259 iii. Ontario Medical Association (OMA)

260 c. Be responsible to identify and address medical student and health care issues 261 beyond the scope of the medical school.

262 d. Chair the Political Advocacy Committee(PAC)

263 e. Form and chair the organizing committee of the Ontario Medical Student Weekend, 264 hosted every 6 years by the School.

265 f. Keep students informed of external issues, including postgraduate training and 266 prelicensure requirements.

267 g. Be responsible for the logical coordination of ideas brought forth by students 268 regarding External issues.

269 h. Oversee all School delegations to events of organizations, including, but not limited to 270 the CFMS Lobby Day, OMSA Lobby Day, Ontario Medical Student Weekend and 271 CFMS general meetings.

272 i. Select an incoming Governemnt Affairs and Advocacy Committee (GAAC) 273 representative of CFMS, in concert with the outgoing GAAC representative. 274 j. Carry out duties and obligations delegated by external organizations. This includes 275 dissemination of the OMSA communiqué, and the medical equipment sale. 276 k. Progression from Junior to Senior VP External shall first require the approval of the 277 outgoing Senior VP External, President, and Vice President Internal.

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279 8. The **Vice President Finance Senior and Junior** shall:

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281 a. Be a voting member of the Hippocratic Council and Executive for one year, and shall 282 sit on the External Funding Committee for two years.

283 b. Sit on the Hippocratic Council Fundraising Oversight Committee in accordance with the 284 Partners in Excellence Terms of Reference.

285 c. Chair the External Funding Committee that will meet in the summer.

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286 i) through this be responsible for submitting “USC External Affiliations 287 Acknowledgement” form for sponsor relationships

ii) Co-ordinate with the 4th 288 year class president or delegate to best utilize the year-4 289 sponsorship talks

290 d. Keep a detailed account of all receipts and disbursements in books belonging to the 291 Council.

292 e. Subsequent to requesting budgets from the coordinators of all student 293 organizations, events and portfolios administered by the Council, prepare a budget to be 294 approved by Council within two months of the balance of the new Council being elected 295 in the Fall Election.

296 f. Ensure that all money that comes into his/her hands for the Society's accounts is 297 deposited in the name of the Society.

298 g. Review the financial transactions and statements of each organization and portfolio at 299 least once during his/her term of office and as often as he/she deems necessary. 300 h. Complete the clubs budget review in September and January with the Community 301 Relations Directors. Upon completion of the January review any unclaimed funds for 302 events scheduled in the fall term will be offered for redistribution following a call for 303 applications and approval of the new allocation at the next full council meeting. 304 i. Will be a signing officer for all Hippocratic Council financial accounts, including, but not 305 limited to those held at the University Students’ Council, and the University of Western 306 Ontario.

307 j. Progression from Junior to Senior shall first require the approval of the outgoing VP 308 Finance Seniorand President.

309 k. At any given time, at least one of either the Senior or Junior VP Finance will be from the 310 London cohort

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312 9. The **Vice President Communications** shall:

313 a. Perform duties as Council Secretary:

314 i. Record the minutes of all meetings of the Council and present these at all 315 Council meetings for approval.

316 ii. Maintain the Council’s files in good order. These files shall contain all the 317 communications and correspondence received by the Council, copies of all 318 correspondence sent under the authority of the Council, and memoranda 319 pertaining to the various social activities pertaining to the Council.

320 iii. Be responsible for booking the venue for, collecting items and setting the 321 agenda for Council meetings

322 b. Perform duties as Communications Officer:

323 i. Keep the society informed of the aims, objectives, and activities of the council. 324 ii. Administer the Hippocratic Council Awards and update plaques in the Collip 325 Medical Student Lounge (see Article XV).

326 iii. Create, with the Director of Information Technology, content for the 327 Hippocratic Council web-pages and web-services, including, but not limited to 328 theschulichmeds.com, the Hippocratic Council Facebook Page, and the 329 Hippocratic Council Twitter account.

330 iv. Post on schulichmeds.com current minutes, notices, and all information pertinent 331 to the activities of the Council.

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332 v. In conjunction with the Vice President Internal, create and maintain content for 333 display in the Hippocratic Council glass display cases in the Medical Sciences 334 Building.

335 vi. Work with the President to consider the effectiveness of publications from 336 council or alternative communication strategies.

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338 10. The **Community Relations Director Senior and Junior** shall jointly:

339 a. Act as a liaison between the Council and the medical student run clubs to ensure, in 340 accordance with the Hippocratic Council Clubs Policy:\

341 i. that the clubs receive adequate and appropriate funding 342 ii. that there is communication between the clubs to avoid overlap of activities and 343 encourage joint events

344 iii. that there is an open dialogue between the clubs and the Council 345 b. Bring community information to the students

346 c. Bring student services to the community in the way of fundraising campaigns and 347 volunteer opportunities

348 d. To speak as community advocates with the council and medical students and 349 alternatively, as a student advocate with community groups.

350 e. Conduct the local aspects of some CFMS initiatives such as the CFMS Blood Drive (to 351 be headed by the Junior Director).

352 f. Progression from Junior to Senior Director shall first require the approval of the 353 outgoing Senior Director, President, and Vice President Internal.

354 h. In conjunction with the Vice President Communications, update the online Events 355 Calendar (to be headed by the Junior Director).

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357 11. The **Vice President Events** shall:

358 a. Coordinator of student-run social functions, and events (see Article IX). 359 i) Including the coordination of events within other Council portfolios requiring logistic 360 support and submission to USC Events including but not limited to OMSW, and year 4 361 socials.

362 ii) Work with event organizers to prepare and submit event proposals through 363 WesternLink, including event specific budget, and organizing online storefronts as 364 applicable.

365 b. Present a plan and budget for the activities of Article IX at or near the beginning of 366 each year for the approval of the Hippocratic Council.

367 c. Be responsible for the hiring of halls, bands, and banquet facilities for the Council as 368 well as sending invitations as required.

369 d. Be responsible for organizing the annual May Medical School Formal in Windsor and 370 working with the social reps of each class in arranging this event. 371 e. Chair the Hippocratic Council Social Committee consisting of Class Social 372 Representatives from all four years.

373 f. The Outgoing Vice President Events shall chair a transition meeting in April or May with 374 the newly elected Class Social Reps and Orientation Week Coordinators, with the goal 375 of planning school social activities for September before the new Social Director is 376 elected.

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377 g. Be granted signing authourity at the USC Finance Office for the Hippocratic Council Main 378 Account for the purpose of submitting event proposals that require council assets. 379

380 12. The **Athletics Director** shall:

381 a. Be responsible to the Hippocratic Council concerning all aspects of athletics as 382 they affect medical students while ensuring that all students are informed of athletic 383 events and opportunities.

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385 b. Organize other sports events as desired by medical students (e.g. Golden Balls or 386 Windsor Cup).

387 i) Coordinate with each year class athletic reps to organize a golden balls 388 tournament to occur in april.

389 e. Organize the School’s teams that will attend MedGames) in Quebec. 390 1) Organize the MedGames transportation incoordination with VP Fiannce 391 for funding and VP Events for support organizing payment.

392 f. The Outgoing Athletics Director shall chair a transition meeting in April or May with the 393 newly elected Class Athletics Representatives, with the goal of planning school sports 394 activities for September before the new Athletics Director is elected. 395

396 13. The **USC Representatives (2)** shall:

397 a. Act as the Hippocratic Council voting representatives at the USC. 398 b. Fulfill their responsibilities as set down in the USC Constitution.

399 c. Inform the Hippocratic Council of USC activities and represent Hippocratic Council 400 opinions on issues at the University.

401 d. Act as the Council's liaison with the USC in matters of mutual interest. 402 e. Coordinate the campaigns of medical students who wish to run for UWO Senate and 403 Board of Governor positions

404 f. Share one (1) vote on the Council.

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406 14. The **Global Health Liaison** (Senior and Junior) shall:

407 a. Act as a UWO voting representative to the CFMS Global Health Program (CFMS GHP) as 408 per CFMS GHP constitution

409 b. Chair the Global Health Committee and sit on the Global Health Funding Committee 410 d. Coordinate and participate in any CFMS GHP campaigns, subgroups or 411 committees they deem relevant

412 e. Liaise CFMS GHP opportunities and information to the Hippocratic Council and 413 medical students at the SSMD

414 f. Liaise UWO global health opportunities and information to the Hippocratic Council 415 and medical students at the SSMD

416 g. Liaise to the students of SSMD through a monthly emailed Global Health Newsletter. 417 Important emails may also be sent separately.

418 h. Liaise with the CFMS GHP through the CFMS GHP Fall Annual General 419 Meeting, and participate in the CFMS GHP and CFMS Global mailing lists 420 i. Attend meetings of global health subgroups or committees at the School they deem 421 relevant, and liaise information and opportunities to the Hippocratic Council and medical 422 students at the School. Liaising will be done through participation in the Global Health 423 Committee, the monthly Global Health Newsletter, distribution of

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424 important emails, and presenting pertinent issues to the Hippocratic Council and 425 Global Health Office for discussion as needed

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427 15. The **Tachycardia Producers** shall:

428 a. Organize meetings of the Class Council Merrymakers and inform them of 429 their responsibilities.

430 b. Coordinate the production of Tachycardia.

431 c. Be responsible and report to Council for all matters pertaining to the production. 432 d. Be responsible, together with the Vice President Finance, for Tachycardia's 433 finances, including finalizing the Tachycardia account within sixty (60) days after 434 completion of Tachycardia and the issuance of all charitable donations. 435 e. Shall be members of the Tachycardia Council, reviewing all material for appropriate 436 content prior to its presentation at Tachycardia, in conjunction with the President and 437 Honorary President.

438

439 16. The **Director of Information Technology** shall:

440 a. Act as webmaster of all Hippocratic Council webspace.

441 b. Shall be responsible for the creation, upkeep, and content of schulichmeds.com 442 c. Be responsible for registration of the first year class on schulichmeds.com during 443 Orientation Week, in conjunction with the Vice President Internal. 444 d. Be responsible for completion of projects as identified by the Executive with respect to 445 webpage creation and structure.

446 e. Be responsible for communication with the company hosting the Hippocratic 447 Council web services.

448 f. Report violations of the Hippocratic Council webspace Acceptable Use Policy to the 449 Student Affairs Committee.

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452 17. The **Orientation Week Coordinators/Director** shall:

453 a. Organize and implement Disorientation activities to welcome back the fourth year 454 class, usually in February upon completion of residency interviews, and in accordance 455 with goals set out by the Hippocratic Council.

456 b. Organize and implement a Fall Orientation Week for incoming first year medical students 457 in accordance with goals set out by the Hippocratic Council.

458 c. Present an Orientation Week plan for approval by the Hippocratic Council 459 Executives in May.

460 d. Coordinator/Director candidates shall be interviewed by a panel consisting of the previous Coordinators/directors, 1st 461 year president, Hippocratic Council president, 462 and members of the LEW office from each campus. One director and two 463 coordinators shall be chosen. Collectively they will be referred to as the Orientation 464 Coordinators.

465 f. The Director will hold additional responsibilities over the other coordinators in that 466 he/she will be the main contact for administration and responsible for finances and 467 ensuring that all deadlines are met within the portfolio.

468 g. All Coordinator/Directors must be in the first year class and there must be 2 students 469 from London and one student from Windsor on the final orientation team.

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471 18. The **Vice President Windsor** shall:

472 a. Meet with the Class Council VP Windsor reps from all four years as needed. 473 b. Oversee the infrastructure supporting Windsor Campus student activities and 474 services including, but not limited to:

475 i. Student-driven Feedback

476 ii. Windsor Orientation Week

477 iii. Liaise with the University of Windsor and the University of Windsor Student 478 Association (UWSA) on such matters as a bus pass, access to campus 479 recreation facilities, etc. and coordinate the election of a UWSA 480 representative

481 iv. Information Technology (IT) resources

482 v. Mentorship program

483 vi. Clubs and intramurals

484 vii. Community Outreach

485 viii. Social events (in conjunction with the Windsor Social Representatives 486 from all four years.

487 c. Sit as a member of the SAC, SST, and HUMEC.

488 d. Report to the Council on all matters pertaining to the Windsor Campus at monthly Council 489 meetings.

490 e. Liaise with Class Council VP Windsor Representatives in all years. 491 f. Attend any meetings as needed with representation from Windsor, whether from the 492 School, the University of Windsor, or the UWSA.

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494 19. The **Past Vice President Windsor** shall:

495 a. Act in an advisor role and assist the Vice President Windsor with his/her duties. 496 b. Help the Past President administer the Windsor portion of the Spring Hippocratic Council 497 elections

498 in accordance with Article IX.

499 c. Help the Past President administer the Windsor portion of the Fall General Hippocratic 500 Council elections with the President, in accordance with Article IX. 501

502 ARTICLE VII: ELECTIONS AND APPOINTMENTS

503

504 **1. Elections**

505 All members of the Society who will be in their first, second, or third year when they hold the 506 position are eligible to be nominated for all elected offices, with exceptions listed below. 507

508 Two general elections shall be held each academic year, administered by the Past President: 509 a. Spring Elections shall be held in early March during which all Executive Hippocratic 510 Council positions, VP External Junior, USC Representative and the Tachycardia 511 Producer Junior are elected.

512 b. Fall Elections shall be held in September during which all remaining Representative 513 Hippocratic Council positions are elected.

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514 c. Should the Spring Elections fall before the Tachycardia Production, the position of Tachycardia 515 Producer Junior can be elected at the same time as the class council election. 516 Nominations shall be recorded on a physical or online form by the candidate before the closing date 517 for nominations. A nomination shall consist of the candidate's name, the position applied for, and the 518 name of two nominators, both of whom must be members in good standing of the Society in first, 519 second, or third year. Applications for the appointed positions of the Hippocratic Council shall be 520 directed to the Council from time to time as new positions become available or vacancies in elected 521 positions occur. Special consideration should be given to previous experience and the 522 recommendations of the previous Officer, if one exists.

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524 The method of election shall be as follows:

525 a. All Hippocratic Society members of first, second, and third years, as well as fourth years in 526 the fall elections only, shall have one vote each, barring exceptions outlined in (b). 527 b. Only first year students may run and vote for the Admissions Representatives of their class 528 council. Members of the first year London cohort will elect the two London representatives 529 while members of the first year Windsor cohort will elect the one Windsor representative. 530 London- or Windsor-specific as outlined in the position descriptions may only be voted and 531 run for by students from their respective campuses (e.g. only a Windsor student may run 532 for Vice President Windsor, with only Windsor students voting for the position). 533 c. Voting shall be by secret ballot through an online voting system.

534 d. In the event of a tie vote within 5 ballots, or when 4 candidates run for a single posision, 535 the Council shall have an election between the two leading contestants for the Office at its 536 earliest convenience.

537 e. All details regarding the elections are under the responsibilities of the Past President and 538 his/her appointed Scrutineers.

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540 Any candidate may file with any member of the Council a written application for a recount within 541 twenty-four hours of the announcement of results to the candidate.

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543 In the event that any office of the Hippocratic Council be vacated for any reason, the President 544 may call for nominations to fill the vacancy in accordance with this article. The nominations shall 545 be called within one week of receiving notice of the vacancy, and the election shall be held within 546 two weeks of the day of nomination, in accordance with this article. If a position remains vacant 547 the council may send a call for applications and appoint a member in good standing to fulfill the 548 role.

549

550 **2. Appointments**

551 In the event that there are positions required for adhoc committees or request by the Undergraduate 552 Medical Education Assistant Dean for student representation, students can be appointed. The 553 President or delegate will send out a Call to Students according to the Hippocratic Council Appointed 554 Student Representatives By-Law.

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556 All potential applicants will submit an application of 250 words to be reviewed by select members of 557 the Executive Council (President, VP Windsor or Past VP Windsor, VP Internal, VP Academic, and 558 VP External Junior or Senior, and other elected representatives as required). If the committee

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559 requires an immediate response the President and Executive most responsible for the committee may 560 appoint on a first come first served basis.

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562 **3. Honorary President Selection**

563 All members of the Council will have the opportunity to nominate someone for the role of Honorary 564 President. The nominees shall be notified of their nomination and indicate if they would like their 565 name to stand for this position. Each nominee will submit an application, which consists of 566 questions to be decided upon by the current Council. The Council then selects one nominee 567 through secret ballot at the Council meeting after reading the applications and engaging in 568 discussion on candidates.

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570 The nominees do not have to be Medical Doctor, but should be officially affiliated with the SSMD. 571 Current Class Council Honorary Presidents are not eligible.

572 This process should occur prior to the final Council meeting of the school year. 573

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575 ARTICLE VIII: MEETINGS

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577 1. Meetings of the Society may be held at the discretion of the Council and shall be called by 578 the President under the authority of the Council.

579 2. Meetings of the Society can be called by the President at any time during the academic 580 year on the request in writing of a least twenty members of the Society who are not 581 members of the Council. The reason for such meeting shall be clearly indicated. 582 3. Meetings of the Council shall be held at least monthly with fewer meetings during the 583 summer months at the discretion of the President and Council.

584 4. Nine members of the Council shall constitute a quorum

585 5. All meetings of the Hippocratic Society and Council shall be conducted in accordance with 586 accepted parliamentary procedure (Robert’s Rules).

587 6. Any member of the Hippocratic Council missing two meetings in a row or three or more 588 meetings in one year without adequate prior notice will not be able to count that year 589 towards any Hippocratic Council sponsored award, i.e. Key Award, and may at the 590 discretion of the Executive, be removed from office. This clause shall be exempted for 591 third and fourth year students, understanding the scheduling conflicts during these years. 592 7. A Council member who will be absent for a Council meeting may designate a substitute 593 from the Society, provided prior notification is given to the President. 594

595 ARTICLE IX: SOCIAL ACTIVITIES

596

597 a. Orientation and Disorientation Week events shall be organized by the three Orientation 598 Week Coordinators, who are accountable to Council.

599 b. Graduation Formal, as coordinated by the graduating class’ Social Representatives and 600 Interclass Formal, as coordinated by the Hippocratic Council VP Events in conjunction with 601 the class social representatives.

602 c. The Interfaculty social event, one each semester, shall be organized by the VP Events, who 603 will communicate with representatives from the Nursing, Dentistry, and other Professional 604 Programs.

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605 d. The Hippocratic Council is not responsible for debts of class-sponsored activities. 606

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613 ARTICLE X: EXTRACURRICULAR GROUPS

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616 The Hippocratic Society, under direction of the Community Relations Directors, shall 617 recognize and ratify student extracurricular groups, which must be open to all medical 618 students, according to three designated categories:

619 a. Community service-based groups- Organizations whose main focus is to provide charity 620 assistance, developmental outreach, and practice primary health care in the London 621 community and other relevant areas.

622 b. Medical Interest Groups- Organizations whose main focus is to educate members of the 623 medical community and the public on subjects pertaining to medicine, community health, 624 and other subjects of importance to medical students and the community. 625 c. Personal Interest Groups- Organizations dedicated to exposing groups of medical students 626 to activities of general interest and enjoyment which provide a positive enhancement to the 627 medical school experience.

628

629 Groups will be reevaluated and ratified each year, based on achievement of specified 630 goals, use of resources, and changing ideas. Refer to the Hippocratic Council Clubs Policy for 631 more detailed guidelines.

632

633

634 ARTICLE XI: APPOINTMENTS AND DELEGATES

635

636 1. Delegates shall be sent to functions as is deemed necessary if funds are available. The 637 delegates shall be chosen in the following order:

638 a. President

639 b. Past President

640 c. Vice Presidents

641 d. Other members of the Hippocratic Council

642

643 2. Delegates so chosen shall present an itemized account of their necessary expenses to the 644 Vice President Finance of the Society. Any payments shall be subject to the approval of the 645 Vice President Finance.

646

647 ARTICLE XII: PROPERTY

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649 1. All property, effects, and records of the Society shall be in possession of the Council and 650 shall be subject to its control. No person shall at any time remove or otherwise dispose of 651 such property without the knowledge and consent of Council.

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653 2. The names of any persons cutting, defacing, or destroying in any way the books, papers, 654 magazines, furniture, or other property of the Society, or removing any such property from 655 the rooms of the Society without the authority of the Council, shall be reported to the 656 Council for whatever action it may consider necessary and, if deemed advisable by the 657 Council, the name or the names may be submitted to the Dean for further action. 658

659

660 ARTICLE XIII: AWARDS

661

662 1. The Vice President Communications or delegate shall administer the Awards of the Society 663 unless otherwise specified. He/she is responsible for convening the council Awards 664 Selection Committee, for chairing all meetings of the Award Selection Committees, and for 665 seeing to the purchase of the Council Awards and preparation of Honour Society scrolls. 666

667 2. The following Awards shall be administered by the Vice President Communications on 668 behalf of the Society, and shall be presented at the annual Graduation Formal: 669

670 1) Honour Society Award

671

672 i. Purpose: The Award shall be presented to Final Year students who, in the 673 opinion of the Honour Society Selection Committee, have distinguished 674 themselves in rendering valuable extracurricular services to the Medical 675 School or the University as a whole. Only extracurricular activities 676 participated in during the years in Medical School shall be recognized.

677

678 ii. Honour Society Selection Committee: The Honour Society Selection 679 Committee, hereinafter referred to as the "Selection Committee" shall be 680 composed of:

681 1. The Manager, Admissions and Student Affairs

682 2. The Associate Dean of Student Affairs or representative 683 3. The Vice President Communications of the Hippocratic Council 684 4. The President of Fourth Year Class

685

686 iii. Number to be admitted annually: The number shall be held to a minimum to 687 maintain the prestige and dignity of the Award. A maximum of 10% of the 688 graduating class shall be awarded.

689

690 iv. Method of Selection: The Selection Committee shall make an initial list of 691 roughly 15 people whom they feel qualify for the Award. The committee shall 692 review students' files to determine individual accomplishments as well as any 693 other information it deems appropriate.

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694

695 v. Limitation: Except in exceptional circumstances members will be required to have 696 had consistently good academic standing in the Medical School. 697

698 vi. The Award: An engraved crystal obelisk or appropriate gift along with a 699 certificate will be presented to the Honour Society members during the 700 Graduation Formal. The name of each winner shall also be engraved onto the 701 permanent Honour Society Award plaque in the Medical Student's Lounge. 702

703

704 2) Athletic Award:

705

706 i. Purpose: This Award shall be presented to the male and female member of the 707 graduating class deemed by the graduating class to have made the greatest contribution 708 to intramural and inter-faculty athletics while in Medical School. 709

710 ii. Method of Selection: The Athletic Awards Selection shall be conducted by a class vote. 711

712 iii. The Award: An engraved pewter mug shall be presented to the recipients during the 713 Graduation Formal.

714

715 3) Hippocratic Keys

716

717 ix. Purpose and Award: A plaque or suitable inscribed pewter mug shall be 718 presented during the Graduation Formal to any member of the Hippocratic 719 Society who has diligently served on the Hippocratic Council for a total of three 720 or more years. The name of each winner will also be engraved onto the 721 permanent Hippocratic Key Award Plaque in the Medical Students’ Lounge.

722

723 x. Method of Selection: Selection shall be made by the Honour Society Selection 724 Committee based on information made available through the method of 725 selection described for the Honour Society Awards (Article XV Section 2a). 726

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728

729 4) Senior Tachycardia Producer Award

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731 i. Purpose: To recognize the dedication and achievement of the Tachycardia 732 producers as they finish their senior year.

733 ii. A plaque or suitable inscribed memento selected by the council shall be 734 presented either at the graduation formal OR during the Saturday evening 735 performance of Tachycardia.

736

737 5) Gavel for the Outgoing Honorary Hippocratic Council President:

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739 A gavel with suitable inscription shall be presented to the Honorary President of the Society 740 upon the conclusion of his/her term of office.

741

742 6) Gavel for the Outgoing President:

743

744 A gavel with suitable inscription shall be presented to the President of the Society upon the 745 conclusion of his/her term of office.

746

747

748 7) The Class of ’62 Award

749

750 a. Purpose and Award: A replica of the permanent trophy and the addition of a suitable 751 engraved plaque to the permanent trophy shall constitute the Award presented to the 752 Faculty member, who in the opinion of the graduating class has contributed the most 753 to the Medical School in the previous four years. The permanent trophy shall remain 754 on display in the Medical School.

755

756 b. Method of Selection: Selection is by a vote of the graduating class which should be 757 completed at least one week before the Graduation Formal. The fourth year class 758 Convocation Coordinators will oversee the selection by the graduating class. 759

760 c. Presentation: The Award shall be presented at Convocation. 761

762 8) Hippocratic Council Teaching Awards:

763 a. Three Awards are to be given:

764 i. Basic Science

765 ii. Clinical Science

766 iii. Windsor Clinician

767

768 b. Purpose: To show recognition annually to outstanding individuals in the 769 aforementioned categories.

770

771 c. Award Description: Consists of two large plaques with a number of individual name 772 plates. These two permanent plaques will remain in possession of the Hippocratic 773 Council. Two similar replica plaques will be purchased each year for presentation to 774 the award winners.

775

776 d. Method of Selection: The Basic Science Award winner shall be elected by the second 777 year class during February. The award shall be restricted to any instructor in any First 778 or Second Year course excluding Patient Centred Clinical Methods (PCCM) and 779 Patient-Centered Context, Integration and Application (PCCIA). The class president 780 shall have the class vote on several nominations. The Clinical Science Award winner 781 shall be chosen in a similar manner by the fourth year class at least one week before 782 the Meds Formal. The Windsor Clinician will be selected through 783 a vote by the final year of the Windsor cohort from amongst their instructors in

20

784 Windsor. No candidate shall receive more than one award in any one year and, 785 where possible, shall not receive the award for two consecutive years in the same 786 category. The Hippocratic Council's financial commitment will include the provision 787 of two replica plaques each year along with the engraving of both replica and 788 permanent plaques.

789

790 e. Presentation: The awards should be presented each year by a member(s) of the 791 Hippocratic Council at the Graduation Formal.

792

793 5. Class of ‘49 Award

794

795 a. Purpose: To reward one junior and one senior resident who have exemplary skill 796 and dedication in the teaching of clinical clerks.

797

798 b. Award Description: Two awards of approximately $500.

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800 c. Method of Selection: At the end of each clerkship rotation, students will be able to 801 nominate one senior and one junior resident for the award.

802

803 6. The Subject Development Group Award

804

805 a. Purpose: To recognize the best Subject Development Groups in each of the pre 806 clerkship years.

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808 b. Method of Selection: The first year SDG Award shall be elected by the first year 809 class. The second year SDG Award shall be elected by the second year class. 810 Voting will be organized by the respective class presidents in conjunction with the 811 Vice President Academic for each award.

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814 ARTICLE XIV: CLASS COUNCILS

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816 1. The Class Executive of each of the four years of Medicine shall consist of two groups of Officers, all 817 of whom may be elected from either the London or Windsor cohorts, unless otherwise indicated: 818

819 **a. Executive Officers (one each):**

820 **-** Honorary Class President (four-year term)

821 **-** Class President (one-year term)

822 **-** Vice President London (one-year term)

823 **-** Vice President Windsor (one-year term)

824 **-** Secretary-Treasurer (one-year term)

825

826 **b. Organizational Officers:**

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827 **-** Athletic Representatives (three; one Male in London and one Female in London; one in 828 Windsor) (one-year term)

829 **-** Merrymakers (three; two in London, one in Windsor) (one-year term) 830 **-** Social Representatives (three; two in London, one in Windsor) (one-year term) 831 **-** I.T. Representative(one) (four-year term)

832 **-** Class Historians (three; two in London, one in Windsor)

833 **-** Admissions Committee Representatives (three; two in London, one in Windsor) (four 834 year term

835 **-** Academic Representatives (two; one in London, and one in Windsor) (one-year term) 836 **-** Community and Charity Representatives Windsor (one in Windsor, one-year term) 837 **-** Class Historians (three; two in London, one in Windsor) (four year term) 838 **-** Student Affairs Committee Representatives (three; two in London, one in Windsor) (one 839 year term in year 1, then three year term after second year)

840

841 2. The following class representatives are unique to the following class councils: 842 **a. First and Second Year Class Council:**

843 - BCOE Director (two, one Windsor, one London) (one-year term) 844

845 **b. Fourth Year Class Council**

846 - Convocation Coordinators (three; two in London, one in Windsor) (one-year term) 847 - Fundraising Directors (three; two in London, one in Windsor) (one-year term) 848 - MCCQE Coordinators (three; two in London, one in Windsor) (one-year term) 849

850 3. The duties of the Class Executive shall be to conduct the general business and finances of the 851 class.

852

853 4. The duties of the Class Council positions shall be outlined below:

854

855 **a. Class President**

856 i. Conduct and preside over all Class Council meetings

857 ii. Act as liaison between the Council and the class. In this respect he/she will receive any 858 complaints or suggestions of the students, and present them at Council meetings. 859 iii. Keep the class well informed on the business of both the Class and Hippocratic Council. 860 iv. Class Presidents are voting members on the Hippocratic Council, Hippocratic Fundraising 861 Committee, and HUMEC, and SAC.

862 v. The second year Class President will sit on the Professionalism Committee 863 vi. The Third and Fourth Year Class Presidents share a single vote on the Progression and 864 Awards Committee.

865 vii. The Third Year Class President will reside on the Clinical Electives and Clerkship Committee 866 (CEC).

867 viii. The First and Second Year Class Presidents are responsible for organizing all integration 868 weekends (one per semester, one in London and one in Windsor).

869 ix. The second year Class President will organize and conduct the first year elections in the fall 870 and spring, and the third year Spring elections.

871 x. The first year Class President will organize and conduct the second year Spring elections. 872 xi. The third year Class President will organize and conduct the fourth year Spring elections.

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873 xii. President of the fourth year class will be responsible for selecting, in conjunction with the Vice 874 President Communications, the Manager of Learner Equity and Wellness, Class VP Windsor, 875 Windsor Admissions and Student Affairs Officer, and the Associate Dean Learner Equity 876 Wellness, the recipients of the Honour Society Awards.

877 xiii. President of the fourth year class will be responsible for selecting and awarding, in conjunction 878 with the Class Council and student body the Francis Chan Award (one Windsor, one London), 879 and the Dinh La Award.

880

881 **b. Vice President London**

882 i. Assist the President and assume the President’s duties when he/she is not available 883 ii. Assume any responsibilities deemed necessary by the class.

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885 iii. The VP London is responsible for managing and chairing the Class Charity Committee. 886 iv. The VP London will organize class fundraisers, including but not limited to clothing sales, 887 textbooks sales, and used book sales. Please see the Hippo Fundraising Guidelines for more 888 information about fundraisers and timelines.

889

890 **c. Vice President Windsor**

891 i. Act as liaison between the Class Council and the Windsor cohort by keeping them well 892 informed on the business of the Council

893 ii. Liaise between the Windsor cohort and the Windsor Administration as necessary. 894 iii. Meet with the Hippo VP Windsor and the Class Council VP Windsor from all other years as 895 needed to coordinate and support Windsor Campus student activities and services. 896 iv. Provide support to the Hippo VP Windsor and their portfolio as needed. 897 v. The Class Council Vice Presidents Windsor from all four years shall sit on the Hippocratic 898 Council.

899 vi. Assist the President of the fourth year class with selecting, in conjunction with the Vice 900 President Communications, the Manager of Learner Equity and Wellness, Class VP Windsor, 901 Windsor Admissions and Student Affairs Officer, and the Associate Dean Learner Equity 902 Wellness, the recipients of the Honour Society Awards.

903

904 **d. Secretary-Treasurer:**

905 i. Shall handle all class correspondences and all class finances.

906 ii. Coordinates and schedules all class council monthly meetings and soliciting agenda items for 907 the meetings.

908 iii. Leads all class council monthly meetings, setting the time for topics and take meeting minutes 909 for these meetings. Meeting minutes must include a record of attendance, list of submitted 910 agenda items, and a summary of the discussion.

911 iv. A copy of the meeting minutes to be sent to the class council following the meetings. 912 v. Must maintain a running document of all class finances. Tracking all debits and credits and 913 keep a total of all expenses for individual events so that you can provide a summary to council. 914 vi. Ensure that a record of all expenses is kept, either a receipt or an approval from either the 915 class president or vice presidents.

916 vii. Prepare a short presentation at the end of each semester to provide the class a summary of 917 the class account.

918 viii. Handle all other account related issues directly with Scotia Bank (or whatever bank is used). 919 ix. Shall prepare a report annually of class finances to present to the Dean at the end of the year. 920

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921 **e. AcademicRepresentative(two; one in London, one in Windsor)**

922 i. Responsible for coordinating the class’ Academic Team (Academic Representative, BCOE 923 Representatives), to produce written BCOE reports in year one and two. 924 ii. Member of the Preclerkship and Integration Committee in first, second and fourth year. 925 iii. Present BCOE findings at monthly PIC meetings in first, second and fourth year 926 iv. Attend HUMEC meetings (second year London Representative acting as Secretary) 927 v. Attend Evaluation Committee meetings the following school year.

928 vi. In third year, sit on the Clinical Electives and Clerkship Committee (CEC), and be responsible 929 for the distribution and analysis of third year BCOE report.

930 vii. In fourth year be responsible for the distribution and analysis of 4th year BCOE surveys. 931 viii. Throughout the year meet with course chairs to discuss the results of the BCOE surveys and 932 how changes can be made.

933 ix. Windsor: In second year, sit on the Curriculum Committee and Progression and Awards 934 Committee as the student Windsor representative.

935

936 **f. BCOE Representative (2)**

937 i. Liaise with faculty and course coordinators to identify issues to be surveyed 938 ii. Design BCOE survey with issues identified and oversee the successful administration of the 939 survey

940 iii. Promote student participation in BCOE surveys and analyze survey results. 941 iv. Assist the Academic Representative with distributing and collecting the surveys, entering a 942 portion of the data and survey comments and sending the spreadsheet with the raw data and 943 comments to the Academic Representative.

944

945 **h. Athletic Representatives (three; one Male in London and one Female in London; one in** 946 **Windsor)**

947 i. Work closely with each other to plan sporting events for students at both campuses. 948 ii. Coordinate the registration of fall intramurals in second year, and winter intramurals in first year 949 iii. Second Year Athletic Reps will be responsible for organizing the Ski Trips at their respective 950 campuses.

951

952 **i. Class Historians (three; two in London, one in Windsor)**

953 i. Actively obtain photographs and videos of class activities over all four years 954 ii. Work closely with Class Historians from other classes to coordinate taking pictures of all inter 955 class events

956 iii. Make photographs available to the class in a format other than a yearbook, such as an online 957 photo-sharing website

958 iv. Prepare a suitable yearbook in year one and/or two if desired by the class 959 v. Provide suitable photographs for Class Council, Hippocratic Council, and other initiatives, as 960 well as for the administration when requested

961 vi. Organize the fourth year graduation pictures

962 vii. Prepare a suitable yearbook in the graduation year that includes highlights from all four years. 963

964 **j. Merrymakers (three; two in London, one in Windsor)**

965 i. Develop the theme of the class play for Tachycardia and oversee the production of the class 966 performance

967 ii. Sit on the Tachycardia Council

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969

970 **k. Social Representatives (three; one in London, one in Windsor):**

971 i. Work closely with each other to plan events for students at both campuses. 972 ii. Oversee social events outside those events covered by the Orientation Coordinators. 973 iii. Assist the CP Events in planning: Halloween, Movember, Breast Cancer fundraising events, 974 FeNDWIC, Schulichpalooza, and the Tachy afterparty

975 iv. Organize a class non-denominational winter gift exchange (Secret Santa) 976 v. Assist the athletic reps with the Blue Mountain trip and equivalent in Windsor. 977 vi. Plan and organize end of block celebrations and the end of year party 978

979 **l. SAC Representatives (three; one in London, one in Windsor) shall:**

980 i. To attend monthly meetings of the SAC. Members are expected to make every effort to be 981 present. Those who have missed two consecutive meetings will receive a written reminder of 982 their responsibilities as class representatives. Election of new representatives may be 983 considered following the third missed meeting, but third and fourth year representatives shall 984 be exempt from this policy.

985 ii. To advertise the presence and function of the SAC to new and returning medical students. 986 iii. To obtain feedback from students on issues relating to student life at this medical school. This 987 should be an active process, consisting of both informal monthly verbal surveys of the class 988 and more formal written polls.

989 iv. To accept with full or partial responsibility for the planning of certain annual SAC events and 990 publications (guides). Year One representatives coordinate the Housing guide, Year Two Reps 991 organize the Summer Opportunities Fair at both campuses and Summer Guide, Year Three 992 Reps organize the Selectives Guide, and Year Four Reps organize the Electives Guide.

993

994 **m. Admissions Representatives (three; one in London, one in Windsor) shall:** 995 i. In the first year, plan for each interview weekend’s daily activities (including Information 996 Session, Waiting Room, Campus Tours, Interview Escorts for Applicants), social events and 997 the admissions video presentation for informal approval by the Dean and Office of Admissions. 998 ii. In the second year, assist in transitioning the first-year representatives as they coordinate the 999 interview weekends and video.

1000 iii. In the 3rd and 4th year, serve as a liaison between the first year admissions representatives 1001 and the 3rd or 4th year class to coordinate upper year involvement in interview weekend. 1002 iv. Sit on the Admissions Committee as voting members (With a shared vote for the London 1003 representatives within a given year, and a shared vote between the Windsor representatives 1004 among all 4 years).

1005

1006 **n. IT Representative(one) shall:**

1007 i. Maintain and update the class web-space, as a webpage or appropriate social media 1008 moderator

1009 ii. , Assist with technical issues.

1010 iii. Produce a weekly update slide show of deadlines, events and notices to publish for the class. 1011 **o. Community and Charity Representative (2; Windsor on;y) shall:**

1012 i. Initiate and coordinate new student outreach initiatives in Windsor as well as bring current 1013 London campus initiatives to the Windsor campus.

1014 ii. In coordination with the London class, establish the class charity and organize/coordinate all 1015 charitable activities for the Windsor campus.

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1016 iii. Actively liaise with the Community Relations Director(s) to facilitate novel and established 1017 London community outreach events in Windsor including but not limited to Head for a Cure, 1018 Schulich Blood Drive, Schulich Christmas Toy Drive for the Children’s Aid Society. 1019

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1021 **p. Year-4 Sponsorship Representatives (three; two in London, one in Windsor)** 1022 i. Will be responsible for working in conjunction with the Class President in fourth year to raise 1023 funds for costs associated with the graduation year, including but not limited to the Graduation 1024 Formal, Yearbook, and Convocation Wine and Cheese

1025 ii. Will be responsible for ensuring clear lines of communication with other groups involved in 1026 sponsorship, including the VP Finance

1027

1028 **q. Year-4 Convocation Coordinators (three; two in London, one in Windsor)** 1029 i. Will be responsible for assisting Administration with the organization of the Convocation 1030 Ceremony, including, but not limited to, coordinating faculty to be involved, as well as 1031 graduation gift.

1032 ii. Will be responsible for the planning and coordination of the Convocation Wine and Cheese, 1033 and liaising with the VP Events.

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1035 **r. Year-4 MCCQE Coordinators (two)**

1036 i. Will be responsible for the coordination of review sessions for the MCCQE, including contacting 1037 faculty and liaising with the class.

1038

1039 5. Elections: a. Elections shall be held in accordance with the Hippocratic Concil Election by laws. 1040 b. Should a position remain vacant following an election cycle the Class President may 1041 send out a call for applications. The applicatiosn will be reviewed by the newly elected class 1042 council and voted upon at the next class council meeting.

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1045 ARTICLE XV: COLLIP MEDICAL STUDENT LOUNGE

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1047 The Hippocratic Council shall maintain the Collip Medical Student Lounge to be used as 1048 a lounge and as a meeting place for all medical students and their guests only. It is not to be used 1049 as a study area for non-medical students. A "no smoking" policy shall be in effect at all times.

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1051 Any student who is found guilty of damaging or removing property from the Common 1052 Room is subject to charges by the UWO campus police or academic penalties and will be barred 1053 from the room.

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1055 The Lounge maintenance shall be under the responsibilities of the VP Internal. 1056

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1062 ARTICLE XVI: AMENDMENTS

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1064 1. Amendments to the Constitution may be made as follows:

1065 a. Any voting member of the Hippocratic Council may propose changes or 1066 amendments to the Constitution.

1067 b. Minor amendments may be discussed and passed immediately by Council. 1068 c. Major amendments shall be discussed at one Council meeting and voted on at the 1069 next Council meeting.

1070 d. The Council shall decide whether procedure (b) or (c) applies to the proposed 1071 amendments before finally voting on such changes or amendments. 1072

1073 2. Copies of this Constitution or major amendments shall be sent to the Schulich School of 1074 Medicine and Dentistry at the University of Western Ontario and to the University Students' 1075 Council of the University of Western Ontario.

1076

1077 3. The Constitution shall be reviewed every two years by a task force headed by the Past 1078 President and Vice President Internal. The task force will then present to Council any 1079 necessary changes, which will be dealt with as outlined in (1) above. Last formal revision 1080 April 2018.

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