



# Leaders in Medicine (LIM) Bylaws

GSG name: Leaders in Medicine

Academic year: 2021-2022

## 1. DEFINITIONS

- 1.1. "Association" is the Graduate Students' Association of the University of Calgary.
- 1.2. "Graduate Student Group" (GSG) is a graduate student organization composed primarily of members of the Association who share and gather under a common interest. GSGs must meet the requirements of the Association's Graduate Student Group Policy.
- 1.3. "UCalgary" is the University of Calgary.
- 1.4. **"LIM Program" is the Leaders in Medicine Program.**

## 2. PREAMBLE

- 2.1. The name of the organization shall be "The Leaders in Medicine Program", hereinafter referred to as LIM
- 2.2. The Leaders in Medicine Program is a GSG affiliated with the Association according to the Association's Bylaws and the GSG Policy. The Association's Bylaws and GSG Policy of the Association shall supersede any contravening Bylaw herein.
- 2.3. The purpose of LIM shall be:
  - 2.3.1. To improve the overall student experience for all the members of LIM students of the GSG by:
  - 2.3.2. To promote the interactions of students through social, cultural and academic events;
  - 2.3.3. To facilitate academic and professional networks through workshops and information sessions.

## 3. MEMBERSHIP

- 3.1. All individuals who are interested in the purpose and mandate of LIM are entitled to apply to be members, along with the following criteria.
  - 3.1.1. There shall not be a fee for membership.
  - 3.1.2. Must be accepted/enrolled in both a graduate program within UCalgary and the Undergraduate Medical Education Program, and a registered student in the LIM program.
  - 3.1.3. Complete and submit an application stating your intent for joining the LIM Program once MD admissions offer is provided.
  - 3.1.4. Members shall be a part of LIM for a minimum of 4 years (at least 1 year as a graduate student; 3 years as a medical student).

## 4. OFFICERS

- 4.1. The officers shall:
  - 4.1.1. Act as representatives and advocates of LIM and its Constitution and Bylaws;
  - 4.1.2. Be responsible for the administration of the affairs of LIM; and
  - 4.1.3. Always be accountable to the membership at large.
- 4.2. The LIM Program shall have the following executive officers:
  - 4.2.1. President;
  - 4.2.2. Vice-President;
  - 4.2.3. Treasurer;

- 4.2.4. Symposium Committee Director;
- 4.2.5. Symposium Committee Co-Director;
- 4.2.6. Abstract Review Committee Director;
- 4.2.7. Abstract Review Committee Co-Director;
- 4.2.8. Communications Committee Director;
- 4.2.9. Communications Committee Co-Director;
- 4.2.10. Equity, Diversity, and Inclusion Committee Director;
- 4.2.11. Equity, Diversity, and Inclusion Committee Co-Director;
- 4.2.12. Graduate Student Committee Director;
- 4.2.13. Medical Class Director (3 positions [1 for each class]);
- 4.2.14. Mentorship Committee Director;
- 4.2.15. Mentorship Committee Co-Director;
- 4.2.16. News & Views Committee Director;
- 4.2.17. News & Views Committee Co-Director;
- 4.2.18. Professional Development Committee Director;
- 4.2.19. Professional Development Committee Co-Director;
- 4.2.20. Social Committee Director;
- 4.2.21. Social Committee Co-Director;
- 4.2.22. Translational Research Seminar Series Committee Director;
- 4.2.23. Translational Research Seminar Series Committee Co-Director;

#### 4.3. Eligibility

- 4.3.1. Officers must be Current members of the LIM Program.
- 4.3.2. No officer shall hold more than one officer position at any time. An exception may be made if there are not enough volunteers to fill all positions.
- 4.3.3. In section 4.2, each Co-Director position will be a two-year term, where the officer will be the Co-Director of the Committee for the first year of the term, and then the Director for the second year of the term. If there is a vacancy for the Director term positions, the position can be filled by a volunteer for one year.

#### 4.4. Election

- 4.4.1. Officers shall be elected by an annual election completed online.
- 4.4.2. The election shall be held in the second half of the fall semester of each year.
- 4.4.3. Every November, the executive shall request that the LIM Program Administrator as the Chief Returning Officer, hereinafter referred to as the CRO. Should the LIM Program Administrator decline this responsibility, the exiting President shall assume the role of CRO. The CRO shall remain impartial and non-partisan as pertains to all elections and shall be answerable to the Executive for proper conduct of the General Election.
- 4.4.4. Election Protocol
  - 4.4.4.1. The CRO shall announce the holding of an election at least seven (7) days prior to the opening date of the

election. This announcement must include the procedures for nominating and for voting, including the time period for each.

- 4.4.4.2. Nominations shall be opened for seven (7) days prior to the opening date of the election and will be officially closed by the CRO.
- 4.4.4.3. Nominations for all Executive offices shall be in writing and be signed by the nominator, who must be an current member of LIM, and shall bear the signature of the nominee signifying acceptance of the nomination. No Active Member may nominate more than one person for each elected office position. Current members can choose to self-nominate. Current members cannot run for more than 2 executive positions, excluding the Vice-President/President Positions where members cannot be in more than one executive position. .
- 4.4.4.4. If no nominations have been received for an executive position by the end of this period, the nomination period for that position can be extended by seven (7) days at the discretion of the CRO. If an extension is granted and no nominations are received, the Executive shall appoint a member to the position.
- 4.4.4.5. At the end of the nominations period, the details of all nominees will be emailed to all active members. Nominees will then have five (5) business days to campaign for the votes of active members. This email shall include no more than 250 words for each nominee's platform, and can be sent out to all Active Members on behalf of the nominee, following approval by the CRO.
- 4.4.4.6. After the campaign period is closed by the CRO, members will have a period of up to two (2) business days to vote by electronic poll administered by the CRO. Ballots received after this prescribed period shall be invalid.
- 4.4.4.7. After the end of the voting period, the results of the electronic poll shall be evaluated by the CRO and current President and Vice-President. Each candidate has the option of appointing a scrutinizer to witness the evaluation who is not the CRO, President, or Vice-President.
- 4.4.4.8. A percentage majority (greatest number, i.e. 50% + 1 in the case of two candidates) of votes shall constitute election to office in the case of all Executive offices. A nominee shall also be elected to a given position by acclamation if no other nominations are made for such office. In the case of a tie, a deciding vote will be cast,

based on the single transferable vote system, to be called by the CRO.

4.4.4.9. The CRO shall make public the names of the successful candidates.

#### 4.5. Term

4.5.1. Officers shall serve for one year. Their term of office shall begin on the January following the completed election.

4.5.2. A transition period must occur between the end of the election period and the beginning of the new term. This allows for 1 month of transition between the incoming and exiting Officers.

4.5.3. The fiscal year shall begin April 1<sup>st</sup>.

#### 4.6. Vacancy:

4.6.1. If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the Term;

4.6.2. If a vacancy occurs in the office of a Director, the Co-Director shall assume the office for the remainder of the term.

4.6.3. If a vacancy in any other office shall be filled by a special election.

4.6.3.1. This special election shall follow the same rules as the election states in section 4.4.

### 5. DUTIES OF OFFICERS

#### 5.1. The duty of the President & Vice President are to:

5.1.1. Oversee and advise the student executive committee;

5.1.2. Oversee, assist with, and advertise all LIM events;

5.1.3. Set a yearly calendar of events;

5.1.4. Represent LIM at relevant events;

5.1.5. Hold executive meetings (2-3 per year);

5.1.6. Hold Annual General Meetings (1-2 per year);

5.1.7. Regular contact with all executive members;

5.1.8. Monthly meeting with the program directors and program advisor;

5.1.9. Provide yearly report to the Association due on April 15.

#### 5.2. The duty of the Treasurer is to:

5.2.1. Oversee the financial operations of the LIM Program, which includes keeping informed of the financial state of the GSG;

5.2.2. Create and maintain all financial records of the GSG;

5.2.3. Prepare and monitor purchases and expenditures of the approved budget from the prior meetings;

5.2.4. Compile and submit financial statements with the annual report to the Association.

#### 5.3. The duty of the Symposium Committee Director and Co-Director are to:

5.3.1. Organize and oversee the annual LIM Symposium;

5.3.2. Form a subcommittee to help on the day of the event (volunteers to assemble the abstract booklet, to recruit judges, to operate the registration table, etc.);

- 5.3.3. Send out a call for abstracts, review the abstracts in collaboration with the abstract review committee, and select 5-6 for oral presentations;
  - 5.3.4. Recruit judges for the oral and poster presentations;
  - 5.3.5. Book a lecture theatre, the HRIC atrium, and poster boards;
  - 5.3.6. Invite a keynote speaker (with the Visiting Speaker Committee);
  - 5.3.7. Order food and beverages for the poster session.
- 5.4. The duty and responsibility of the Abstract Review Committee Director and Co-Director are to:
- 5.4.1. Reviews abstracts for LIM symposium, CITAC, and other relevant LIM events;
  - 5.4.2. Format according to guidelines;
  - 5.4.3. Decide by committee which abstracts will be chosen for oral presentation for the LIM Symposium.
- 5.5. The duty and responsibility of the Communications Committee Director and Co-Director are to:
- 5.5.1. Create and disseminate seasonal newsletter advertising upcoming events and recent accomplishments by LIM students;
  - 5.5.2. Grow and maintain LIM presence on social media (Facebook, Twitter, Instagram, etc);
  - 5.5.3. Enhance engagement on LIM social media pages;
  - 5.5.4. Maintain updates on member awards, publications, and other news and generate social media posts regarding them;
  - 5.5.5. Update and maintain LIM website when available from the University of Calgary in collaboration with the Cumming School of Medicine's IT team.
- 5.6. The duty and responsibility of the Equity, Diversity, and Inclusion Committee Director and Co-Director are to:
- 5.6.1. Develop and implement seminars/lecture series that allow for a continual growth of EDI understanding, awareness, and acknowledgement in LIM Trainees.
  - 5.6.2. Work closely with each committee to ensure that mechanisms of EDI are being upheld and how to uphold them (for example, ensuring panelists are filled with people of diverse backgrounds, cultures, educations, and experiences)
  - 5.6.3. Work closely with the CSM's EDI team and provide help from a LIM student perspective
- 5.7. The duty and responsibility of the Graduate Students Director is to:
- 5.7.1. Act as a liaison between the LIM graduate students and the LIM program;
  - 5.7.2. Coordinates communication and social events with graduate students;
  - 5.7.3. Help create a sense of community with graduate students in the program.
- 5.8. The duty and responsibility of the Medical Class Directors are to:

- 5.8.1. Act as a liaison between the MD classes and the LIM program;
- 5.8.2. Communicate LIM events to the MD classes;
- 5.8.3. Communicate UME events to the LIM program;
- 5.8.4. Encourage the MD classes to participate in the LIM Symposium.
- 5.8.5. Organize annual LIM graduation meeting.

5.9. The duty and responsibility of the Mentorship Committee Director and Co-Director are to:

- 5.9.1. Organize and coordinate LIM student mentorship events (such as roundtables);
- 5.9.2. Provide guidance on how to be an effective mentor (sessions/readings);
- 5.9.3. Work with program Chairs and Director to establish effective Faculty Mentorship.

5.10. The duty and responsibility of the News and Views Committee Director and Co-Director are to:

- 5.10.1. Schedule lunchtime meetings every 3 months (last Tuesday of the month);
- 5.10.2. Recruit 2-4 presenters for each month (1 presentations of 2 presenters per session);
- 5.10.3. Provide guidelines and expectations to presenters; provide feedback on proposed topics;
- 5.10.4. Book a room and AV equipment as needed;
- 5.10.5. Advertise each News & Views session via e-mail;
- 5.10.6. Bring attendance sign-in sheet.

5.11. The duty and responsibility of the Professional Development Committee Director and Co-Director are to:

- 5.11.1. Organize bi-monthly workshops that enhance professional development skills and key competencies to becoming a clinician-scientist;
- 5.11.2. Communicate with LIM students about areas of need to organize sessions around.

5.12. The duty and responsibility of the Social Committee Director and Co-Director are to:

- 5.12.1. Plan and oversee social events for the LIM program;
- 5.12.2. Typically, 3-4 social events occur each year. Examples include Coffee social to welcome new LIM Students (in summer), Pub Night, and Fall Festival;
- 5.12.3. Advertise the social events via e-mail and collect RSVPs.

5.13. The duty and responsibility of the Translational Research Seminar Series Committee Director and Co-Director are to:

- 5.13.1. Schedule monthly lunchtime meetings (first Tuesday of the month);
- 5.13.2. Recruit 2 presenters for each month;
- 5.13.3. Provide guidelines and expectations to presenters;
- 5.13.4. Book a room and AV equipment as needed;

- 5.13.5. Advertise each TRSS session via e-mail;
- 5.13.6. Bring attendance sign-in sheet.

## 6. RESIGNATION AND REMOVAL OF OFFICERS

- 6.1. Any officer may resign at any time by submitting a letter of resignation either in person or by electronic means to the President or the Vice President. This resignation takes place effective the date specified in this letter.
- 6.2. An officer must resign from office upon the termination of student registration at UCalgary.
- 6.3. If the President resigns, or is no longer able to fulfill their duties, the Vice-President shall take over the role. If the Vice-President is unable to take on the role, an election shall take place, abiding by the same rules and regulations outlined in Section 4.4.4.
- 6.4. An Officer who behaves in a manner unbefitting of their position, including but not limited to missing two consecutive meetings or functions at which their attendance is required according to their position description, without communicating the intent to be or the reason for being absent, may be immediately removed from office by either:
  - 6.4.1. Unanimous vote in favour of removal by all other officers; or
  - 6.4.2. Two-thirds majority vote for removal by the membership at a general meeting open to all members of the GSG.
- 6.5. In the event that an officer position becomes vacant, the remaining officers must:
  - 6.5.1. Appoint an interim non-voting replacement officer to fill the vacant position, if possible, until such a time as a by-election can be held.

## 7. MEETINGS

- 7.1. Regular meetings of the officers shall be held *biannually* during the academic year or upon request by two or more officers.
  - 7.1.1. Quorum shall consist of two-thirds of the officers.
  - 7.1.2. The agenda with its amendments shall be adopted at the beginning of each meeting.
  - 7.1.3. The agenda of the following meeting shall be formulated and adopted at the end of the meeting.
- 7.2. General Meetings
  - 7.2.1. A General Meeting shall be held once every academic year.
  - 7.2.2. Special meetings may be called by the President with the approval of a majority of the officers.
  - 7.2.3. Quorum shall consist of one-third (1/3) of the membership.
- 7.3. Parliamentary Authority
  - 7.3.1. Robert's Rules of Orders shall govern the GSG in all cases to which they are applicable and in which they are not inconsistent with these bylaws or those of the Association.

## 8. SIGNING AUTHORITY



- 8.1. A minimum of two (2) signing authorities, in addition to the Treasurer, must be identified.

## 9. ANNUAL REPORT

- 9.1. The president shall be responsible for submitting an annual report to the Association by April 15th of each year.
- 9.2. The report shall contain the following: officer contact information, membership list, outgoing and incoming officers, list of activities, financial statements, and sanctioned agreement forms for upcoming year. Refer to Association GSG policy manual for detailed information.

## 10. AMENDMENTS

- 10.1. These Bylaws may only be amended by a majority vote of the GSG membership in attendance at a General Meeting.
  - 10.1.1. All GSG members shall receive advance notice of the proposed amendment at least five (5) days before the annual general meeting.