



Terms of Reference

Ratified at the Annual General Assembly on September 11th, 2022.

Article 1: Definitions

1. CQMSA: Canadian Queer Medical Students Association
2. Annual General Meeting (AGM): The annual meeting of the General Membership as described in Article 7.1 of the Constitution and below.
3. CACMS: Committee on Accreditation of Canadian Medical Schools
4. Constitution: All articles of the constitution of the CQMSA, duly ratified in the first Annual General Meeting and as subsequently amended.
5. General Membership: The whole of the members of the CQMSA (see below).
6. MD or combined MD program: A program offered by a CACMS-accredited medical school in Canada leading to the obtention of the degree of MD or the degree of MD along with another degree (eg MPH, MSc, PhD).
7. Portfolio: An area of the work of the CQMSA, led by one member or multiple members of the Steering Committee, called the Portfolio Lead(s).
8. Portfolio Working Group: The members of the CQMSA who work within a given Portfolio, including its Portfolio Lead(s).
9. School: A CACMS-accredited medical school in Canada.
10. Steering Committee: See article 6.1.1 of the Constitution.
11. Terms of Reference: This document and each of its articles, duly ratified at the second Annual General Meeting and as subsequently amended.

Article 2: Language

1. The English version of this document will be considered the reference. A French translation will be provided, but in case of any discrepancy, the English will prevail.
2. All documents produced by the CQMSA for the public will be produced in both English and French versions, unless it is manifestly evident that a document is only pertinent to speakers of one language (e.g. a guide to inclusive writing in French).
 - 2.1. A Francophone member may write to the Administration Portfolio Lead at any time to request a translation of a document that is only available in English.

Article 3: Interpretation and Amendments

1. All questions about the interpretation of these Terms of Reference will be resolved by the Steering Committee, whose judgment shall be final and binding.
2. Amendments to these Terms of Reference may be made at any time by the Steering Committee. These Amendments will be presented to the general membership at the following AGM.
3. Motions to amend the Constitution or the Terms of Reference at an AGM may be submitted to the Administration Portfolio Lead after an AGM is announced until the President of the assembly is elected.

Article 4: Steering Committee

1. Composition of the Steering Committee
 - 1.1. Every CACMS-accredited medical school in Canada is entitled to one (1) seat on the Steering Committee.
 - 1.1.1. Schools with multiple campuses will **not** be entitled to an additional seat.
 - 1.1.2. Schools with programs in multiple languages will **not** be entitled to an additional seat.
 - 1.1.3. There may not be two different individuals occupying one school's position on the Steering Committee, however:
 - 1.1.3.1. Each Steering Committee member may nominate a proxy who may attend meetings on their behalf.
 - 1.1.3.2. The proxy should not attend more than 50% of the meetings.
 - 1.1.3.3. The Steering Committee member is responsible for relaying all necessary information to their proxy and vice versa.
 - 1.2. Each school shall be responsible for selecting and appointing their Steering Committee member.
 - 1.2.1. Appointment of a new member must be completed thirty (30) days before the AGM, or fourteen (14) days after the date of the AGM is made public, whichever is latest.
 - 1.2.2. The Steering Committee member must be a medical student enrolled in an MD or combined MD program at the school that selects them to represent their students.
 - 1.2.3. It is preferable that the Steering Committee member be themselves 2SLGBTQIA+. Should it be impossible for a given school, in a given year, to appoint a Steering Committee member who is 2SLGBTQIA+, then another person selected by the queer student group at the school may represent said school.
 - 1.2.4. It is preferable that a queer medical learners' organization (or other organization that represents queer medical learners or equity seeking groups) at each medical school select their Steering Committee representative through whatever procedures they deem appropriate; if no such organization exists, then the outgoing Steering Committee member should devise an equitable way to select the next Steering Committee member for their school.
2. Purpose of the Steering Committee
 - 2.1. To propose and discuss motions pertaining to the activities of the CQMSA.
 - 2.2. To prioritize and delegate work to Steering Committee members, Portfolio Working Groups, or external vendors; to perform follow-up and supervision of this work and evaluate its quality.
 - 2.3. To represent the needs of 2SLGBTQIA+ students at all medical schools in Canada.
 - 2.4. To distribute relevant information to each member to, in turn, inform their schools.

- 2.5. To discuss and evaluate world and national events that may impact the 2SLGBTQIA+ community and determine if an organizational response is appropriate.
3. Meetings of the Steering Committee
 - 3.1. Meetings of the Steering Committee shall be open to the General Membership by default and to other persons by invitation of a member of the Steering Committee. General members and guests shall not be counted for the purposes of votes or quorum.
 - 3.2. Quorum for a Steering Committee meeting shall be four (4) members of the Steering Committee or their proxies.
 - 3.2.1. Quorum for voting on an amendment to the Terms of Reference shall be six (6) members of the Steering Committee or their proxies.
 - 3.2.2. Quorum for voting on an amendment to the Constitution shall be eight (8) members of the Steering Committee, who must attend in their own right (i.e. no proxies may be counted for this quorum nor for the purposes of voting on the amendment).
 - 3.3. Regular meetings of the Steering Committee shall occur once a month, at a place and time appointed at the end of the prior meeting, or at regular intervals, as it shall please the Steering Committee. A break of one or two months during the summer is encouraged.
 - 3.4. Emergency meetings of the Steering Committee can be called by any Steering Committee member with at least five (5) days' notice, and must be approved by at least two Portfolio Leads. These meetings shall not be empowered to modify these Terms of Reference nor to make amendments to the Constitution.
 - 3.5. When discussing matters of legal, financial, or data privacy concern, the meeting room should include only members of the Steering Committee.
 - 3.6. Any member of the Steering Committee may propose to meet behind closed doors at any time. This request can be approved or refused by a simple majority of Steering Committee members present. The meeting shall return to its normal functioning as soon as the matter has been discussed.
 - 3.7. Notes shall be taken during the meetings of the Steering Committee and a summary shall be made public upon request to the Administration Portfolio Lead.
 - 3.8. During closed-doors meetings, notes will be taken, but these will remain confidential and in the possession of the Administration Portfolio Lead.
 - 3.9. Meetings occur in English and notes will be taken in English. A summary in French will be made available upon request to the Administration Portfolio Lead. Requests for live translation of a Steering Committee meeting will be considered only extraordinarily, and must be made at least a month in advance in writing to the Administration Portfolio Lead.
 - 3.9.1. Notwithstanding Article 4, Section 3.9, if the membership have been informed that an amendment to the Constitution is to be debated at a Steering Committee meeting, then live translation shall be provided if requested no later than five (5) days before the Steering Committee meeting.

- 3.10. By default, the Administration Portfolio Lead will chair meetings and is responsible for the appointment of a note-taker.
- 3.11. Steering Committee decisions should be made by consensus during meetings.
- 3.12. For the purposes of voting, each Steering Committee member or their proxy is entitled to one (1) vote.
- 3.13. Any Steering Committee member may ask for a matter to be tabled in order to provide time to consult with their student body in order to most accurately represent their interests.
- 3.14. In case of emergency, should a decision need to be made quickly, the Administration Portfolio Lead is empowered to collect the votes of Steering Committee members by email, once all important information has been shared with them. The voting period must be open for at least seventy-two (72) hours. A minimum of seven (7) votes is required, and a simple majority must be obtained for the motion to pass.
- 3.15. Should consensus be impossible, the chair of the meeting may call a vote.
 - 3.15.1. Once all Steering Committee members and proxies present have had a chance to speak, the chair shall ask if any Steering Committee member or their proxy wants the vote to be secret.
 - 3.15.2. If no one desires a secret vote, the vote shall occur immediately. The note-taker shall record the counts of Yes, No, and Abstain.
 - 3.15.3. Should a secret vote be requested, the chair of the meeting shall immediately distribute a means of electronically voting in secret, and shall read out the counts of Yes, No, and Abstain once all members present have indicated that they have voted. The note-taker shall record this in the notes.
 - 3.15.4. A motion can be passed by simple majority.
 - 3.15.5. Notwithstanding Article 4, Section 3.15.4, a motion that proposes a provisional modification to the Constitution must be passed by a special majority of two-thirds.
4. In the extraordinary event that the Steering Committee should be convinced by the actions of one of its duly-appointed members that the said member poses a risk to the reputation of the CQMSA or is acting against the best interests of the queer learners at their school, a special majority of two-thirds may remove that member from their seat.
 - 4.1. Then, within three (3) days, the Administration Portfolio Lead and the Communications Portfolio Lead will contact the queer learners' group at the school the former member represented in order to explain the decision of the Steering Committee and seek a new representative, to be appointed within thirty (30) days.

Article 5: Portfolio Working Groups

1. Composition

- a. There shall be four Portfolio Working Groups: Administration, Communications, Education & Advocacy, and Resource Development.

- b. Each Portfolio Working Group shall be led by a Portfolio Lead, chosen by the Steering Committee from among its members through a process of self-nomination.
 - i. There may be one or multiple Portfolio Lead for each Portfolio Working Group. If there are multiple Portfolio Leads, these shall be named Portfolio Co-Leads.
 - ii. Anywhere these Terms of Reference refer to a Portfolio Lead, it is understood that Portfolio Co-Leads can be substituted and the same Terms shall apply.
- c. The members of each Portfolio Working Group other than its Portfolio Lead shall be chosen by the Portfolio Lead through a call for applications among the general membership, as often as it pleases the Steering Committee.
 - i. The call for applications will be prepared and executed as follows:
 1. Each Portfolio Lead will devise an application consisting of no more than 3 questions; the questions may not ask for identifying information beyond the applicant's name, pronouns, email address, university, and graduating year.
 2. The Administration Portfolio Lead will assemble all Portfolio Working Group applications into a single common application form.
 3. Each Portfolio Lead must distribute the Working Group application form to their respective schools (via whatever channels they have) on a date selected by the Administration Portfolio Lead. The application will be shared in the CQMSA's social media channels as well.
 4. No fewer than 2 weeks will separate the distribution of applications from the closing of the applications.
 5. The Administration Portfolio Lead will be the only Steering Committee member allowed to access the full response set including identifying information; they will then anonymize the answers with a numeric code and distribute anonymized applications with their respective numeric codes to each Portfolio Lead.
 6. Portfolio Leads must select their Working Group members within a time frame agreed upon by the Steering Committee; the Administration Portfolio Lead will then share the selected applicants' contact information with the Portfolio Lead, who will contact and notify the selected candidates of their selection for the Portfolio Working Group. Candidates who were not selected will be contacted by the Administration Portfolio Lead to inform them of the result.
 - ii. General members interested in joining a Portfolio Working Group may be chosen outside of the call for applications at the discretion of the Portfolio Lead, but the call for applications should be prioritized out of fairness.

- iii. General members who present a proposal for a project accepted by the Steering Committee will be placed within a Portfolio Working Group for the duration of the project, at the discretion of the Steering Committee and the Portfolio Leads.
- d. The members of each Portfolio Working Group work on a volunteer basis and should advise their Portfolio Lead should they become unable to continue their contribution.
- e. Each member accepted for a Portfolio Working Group will be considered a member of that Group until the end of their school year, unless decided otherwise with the Portfolio Lead.

2. Purpose

- a. The Portfolio Working Groups execute initiatives planned by the Portfolio Leads and Steering Committee that fulfill the stated purposes of the CQMSA.
- b. Administration
 - i. Coordinate meetings and internal communications.
 - ii. Maintain a translation team to translate documents between French and English as needed.
 - iii. Keep accurate and detailed documentation of Steering Committee and Portfolio Lead meetings.
 - iv. Maintain up-to-date documentation on the policies and procedures of the CQMSA.
 - v. Manage the finances of the CQMSA and produce annual financial reports for ratification at the AGM. Seek and apply for funding with the collaboration of other Portfolios.
- c. Communications
 - i. Coordinate external communications.
 - ii. Maintain social media pages, CQMSA website, and visual identity of the organization.
 - iii. Coordinate mentorship opportunities for medical learners and physicians.
- d. Education & Advocacy
 - i. Develop and maintain best practices for teaching 2SLGBTQIA+-relevant issues in medical school curricula.
 - ii. Develop and carry out projects that improve 2SLGBTQIA+ education within medical school curricula, in keeping with best practices and assisting students from other organizations or schools who are doing the same.
 - iii. Plan and provide extra-curricular educational opportunities for CQMSA members.
 - iv. Collaborate with existing 2SLGBTQIA+ health advocacy groups to represent and promote the voices of queer medical students
 - v. Engage with current issues facing 2SLGBTQIA+ individuals in the healthcare system, 2SLGBTQIA+ identifying medical students or medical school applicants, and practicing physicians.
- e. Resource Development

- i. Create and promote resources for medical students and community members relating to 2SLGBTQIA+ issues and health.

Article 6: Members

1. The general members shall consist of all persons who are currently enrolled at a CACMS-accredited medical school in an MD or combined MD program and who indicate their desire to be a member of the CQMSA by providing a valid institutional email address in the manners described in subsections 6.1.a and 6.1.b, or in another way which pleases the Steering Committee.
 - a. An annual call for members will be spread to each school by its representatives on the Steering Committee through social media channels, as well as through CQMSA social media channels.
 - b. An enrolment form will be made available on the website of the CQMSA.
2. Membership will be valid until June 30th of the graduation year indicated by the member on their enrolment form or until the member writes to the Administration Portfolio Lead or their school representative to the Steering Committee to rescind their membership.
3. The Administration Portfolio Lead shall be charged with maintaining the list of members and keeping this list confidential and in accordance with relevant provincial and federal data protection laws and regulations.
4. Rights of General Members
 - a. General members may attend the AGM and vote on all propositions.
 - b. General members may submit propositions, amendments, and agenda items for discussion at the AGM by contacting the Administration Portfolio Lead after the AGM has been announced and before the president of the meeting has been elected.
 - c. General members may contact the representative of their school to the Steering Committee to submit questions, ideas, concerns, etc.
 - d. General members may contact the relevant Portfolio Lead to raise questions, suggest projects, and volunteer their time.