**McMaster Student Midwifery Collective**

**Constitution**

October 2017

Constitutional amendments were prepared by Kathleen Zenith & 2017 MSMC and approved by vote at the AGM Oct 17, 2017

**Name**

The name of the non-federated, student-directed organization is the McMaster Student Midwifery Collective (MSMC).

**Background**

The MSMC was formed in January 2004, to response to a growing MEP student body in need of a student-run, student-directed forum for support, socialization, and forging connections among midwifery students, faculty and the broader community around MAC

The most recent constitution was drafted in 2008, however revisions are being undertaken (2010) in response to the need to identify, clarify and concretize the goals and formal processes of governance and administration within the collective.

The Collective is comprised of all midwifery students registered in the McMaster Midwifery Education Program, and is funded annually by a set student fee from each McMaster Midwifery student. The current fee can be found in the McMaster Miscellaneous Fees Schedule on the McMaster website.

A copy of the MSMC constitution shall be provided to each incoming student as part of their orientation package.

V**ision:** To build a strong foundation for the midwifery community through MEP student support, connectedness, and engagement with each other, the university, the community and globally.

**Mission Statement:** Through a participatory and inclusive approach, we strive to build a strong local, provincial, national and global midwifery student community through social interaction, good communication, effective representation and advocacy.

**Statement of Principles**

The Collective will be guided by the following principles:

 Maintaining an environment of respect and collegiality both within and beyond the Midwifery Education Program, on campus and in the community

 Creating a safe and respectful space in which members can share perspectives through the development of a Communications Charter to be posted in Home Base

 Encouraging full participation of collective members by using multi-modal methods of communication to reach out to all students in all years

 Supporting a commitment to social justice through an anti-oppression framework

 Ensuring accurate representation through a fair, unbiased and democratic electoral process (see Voting Procedures)

 Promoting equity

 Enhancing the visibility of midwifery students and the MEP through outreach in the university community and beyond

**Goals and Objectives:**

1. To create a fun, supportive environment for all MEP students through regular social and fundraising events held by the collective

2. To support elected representatives in liaising with students, faculty and the McMaster community through regularly scheduled meetings, outreach, information sessions, student booths, e-communications

3. To build a stronger national midwifery student consciousness by supporting the establishment of and collaboration with other midwifery student organizations locally, nationally and internationally by connecting directly with other MEP representatives and creating and maintaining a national midwifery student listserv

4. To provide continuing educational opportunities to midwifery students including access to workshops, financial and support for representation at top international conferences

5. Recommend annual MSMC representation at the AOM conference with post-conference report to be presented to the collective by the attendee

6. Recommend attendance of a MSMC representative at the ICM triennial conference

7. Organize or promote participation in the annual MEP conference at Ryerson, Mac or Laurentian by electing a representative

8. Work closely with faculty advisor and the Curriculum Committee to address challenges within the current academic system through regular meetings and stakeholder sessions with students

9. A positive balance should remain in the MSMC bank for incoming representatives. The balance should be decided at the first meeting hosted by newly elected representatives and members should achieve their agreed financial goal by holding MSMC fundraising events, budgeting accordingly and determining the percentage of student fees that will be deposited in the MSMC bank account in January of each year.

10. Ensure full representation of all students by sending biannual updates to upper year students and soliciting feedback, and by nominating first year representatives to sit on the executive committee in October of each year

11. Strive to continuously improve MSMC so that it may evolve to reflect the changing midwifery student and university community, and the political praxis of midwifery at large

**Membership**

Active membership will be all undergraduate students enrolled in the Midwifery Education Program at McMaster University. Non-voting membership is open to any other interested individuals upon request or invitation by the collective.

**Meetings & Decision-Making Process**

Regularly scheduled meetings should be held monthly or more frequently, if needed, between September and April. Collective members are encouraged to attend all McMaster Student Midwifery Collective meetings and meetings should be scheduled according to availability of as many students as possible to ensure full participation. Meetings can be held online with voting instructions to be sent prior. Decisions can be made at meetings as long as a quorum of 25% of the collective members are in attendance. 51% of votes must be made in favour of the proposition by the attending collective members for a decision to be made. Meeting Minutes will be available on the appropriate MEP student internet message board (see Secretary Duties for more information).

**Annual General Meeting**

The AGM is open to all voting members and will be held at least once every year in the Fall of the calendar year to discuss any program-wide concerns and vote on any proposed changes the constitution, including fee changes. Summary reports from each current Collective representative will be presented.

Voting will be conducted at the meeting via secret ballot and counted by the MSMC co-chairs.

Decision will be made with a vote of 51% or more of the voting members in attendance. Quorum will be 25% of the collective members in attendance. If quorum is not achieved, the meeting will be rescheduled. Attendance can be achieved in person or online, granted those present online are able to participate in the meeting. The date of the AGM will be determined at the September McMaster Student Midwifery Collective meeting.

**Representatives**

1. Representatives of the McMaster Student Midwifery Collective are nominated and elected from the general membership of the Collective.

2. Elections will be held in September and are permissible through online voting. If there are positions that remain unfilled after the first round of elections, another election may be held for the remaining positions.

3. The current Collective representatives will oversee the nomination and election process for the consecutive year.

4. The term of the elected representative will run from AGM to following AGM of the following year (unless otherwise specified).

**Nomination and Election Process:**

1. Co-Chairs will call for nominations within 2 weeks of the start of the Fall Semester.

2. Candidates will submit their platforms to Co-chairs. Candidate platforms will be distributed to the Collective members by the Co-chairs.

3. Voting will be conducted online after 2 weeks nomination period. The ballots will be counted by the MSMC Co-chairs. Representatives will be placed according to two-thirds majority vote.

4. Transfer of positions begins at the Fall AGM and incoming representatives will receive a transition report from each corresponding outgoing representative who will also update position descriptions at term.

5. Second rounds can commence after original nomination and voting concludes for unfilled positions.

**Co-Chairs (2 positions)**

· Are responsible for overseeing the activities of the Collective, including calling and chairing the biweekly meetings and overseeing the Annual General Meeting.

· Shall meet with the faculty advisor as required.

· To act as a liaison between Midwifery Education Program students in their distance placements and the Collective at McMaster University.

· To act as a liaison with student associations at Ryerson, Laurentian and other Midwifery Education Programs.

**Secretary (1 position)**

· Shall record, distribute and maintain a file of minutes of biweekly meetings.

· Shall maintain the files for the Collective and ensure that they are on record for a period of seven years.

· Is responsible for sending Annual General Meeting notices in accordance with the Constitution.

· Shall keep an up-to-date list of all Collective members and contact information.

· Shall prepare or oversee all Collective communications and publications.

**Treasurer (1 position)**

· Responsible for recording and maintaining all financial matters of the Collective, including preparation of the annual budget for the Collective.

· Shall submit a yearly financial accounting to the Director of Financial Services, McMaster University.

· Shall provide a treasurers report for every meeting.

· Is responsible for applying for increased fees.

 **First Year Coordinators (2 positions)**

· Primarily responsible for arranging orientation activities such as, but not limited to, the Buddy Breakfast, campus tour and student-run social events.

· Coordinators should act as liaisons between the incoming first year class and the second year class ensuring that first years are aware of resources they can access and MSMC events and meetings.

· Coordinators should also ensure that first years are able to access support as they transition into the program, either from their second year buddy, coordinators themselves or appropriate staff members.

**Interprofessional Student Council (IPSC) (1 position)**

· The duties are to: serve as the voice for students within their program, contribute significantly to the planning of at least one event per term (During first term on council, expected to contribute actively to at least one event planning committee.

· After this experience, program representatives are expected to assume a leadership role and chair at least one event / initiative per term.

· Returning Program Representatives are expected to chair events / initiatives in both terms).

· Publicize IPSC events amongst classmates; makes personal announcements publicizing events to classmates whenever possible, send IPSC announcements to relevant LearnLink folders if the IPSC account does not have permission to post there, liaise with their program, represent the academic society and attends their meetings and give updates at each biweekly meeting, seek financial support from their programs academic society, attend all IPSC events.

 **Social Content Manager (1)**

* Acts as Content Manager for the MSMC Facebook page, generating content calendar at the beginning of the semester to engage MSMC Facebook followers on social media.
* Creates Facebook events to announce upcoming Tea Times, posts relevant and engaging content for midwifery students of all levels, sends reminders for Tea Times on McMaster Midwifery Student page, class Facebook pages, and MSMC page.
* Manages and updates MSMC website, takes photos of relevant student events. Organizes merchandise sales at the beginning of the year.

**Junior Curriculum Committee Member (1)**

 Member of multi-campus Curriculum Committee that evaluates the MEP curriculum and discusses suggestions for improvement. Represents McMaster Level 1 and 2 students in meetings attended by faculty and student representatives from across the MEP. Contributes to discussions on MEP-wide current curriculum and helps shape changes to it. The committee meets by web conference every month, as per schedule.

**Senior Curriculum Committee Member (1)**

Member of multi-campus Curriculum Committee that evaluates the MEP curriculum and discusses suggestions for improvement. Represents McMaster Level 3 and 4 students in meetings attended by faculty and student representatives from across the MEP. Contributes to discussions on MEP-wide current curriculum and helps shape changes to it. The committee meets by web conference every month, as per schedule.

**Management Committee Member (1)**

The Management Committee reviews and approves proposals brought forward by the Curriculum Committee to revise or change course content/curriculum, or relevant program policies. The committee meets by web conference every other month, as per schedule.

**Amendments to the Constitution**

The Constitution may be amended at the Annual General Meeting and must receive 51% support of the Collective’s membership present or online at the Annual General Meeting. Any voting member of the collective may propose amendments. Proposed amendments must be received in writing by the Collective’s secretary s prior to the Annual General Meeting.

**Faculty Advisor**

· A faculty representative determined by the Midwifery Education Program shall act as a liaison between the Collective and the faculty and McMaster University.

· The faculty advisor, by invitation, may participate in Collective meetings in a non-voting capacity.

· The faculty advisor and the co-chairs shall meet as needed to share information and facilitate communication between students and the MEP at McMaster University.

**Fees**

· The membership fee shall be discussed and voted at the AGM yearly. The membership fee can be found on the McMaster Miscellaneous Fee Schedule on the McMaster website.

· The fee shall be collected by the supplementary fees established by McMaster University each year.

· Fees are payable by all students enrolled in the Midwifery Education Program at McMaster University

**Admissions Committee**

· The admission committee will develop and review policies and procedures related to admission issues in common across the program.

· It will provide a forum for collecting, sharing and evaluating admission related data from individual sites.

· One student representatives from each site will participate in the Admission Committee meetings which will be held three times per year. A midwifery student may also serve as a representative in the Midwifery Education Program Consortium Admissions Committee which advises and is advised by site specific admission committees.

**Advisory Council**

· The advisory council is a committee composed of representatives from the MEP consortium (students and faculty), midwife professionals, members of the CMO and consumers.

· The role of the council is to be accountable to decisions made by the MEP, be aware of issues concerning the MEP, and review updates from the various groups represented.

· Students are required to attend 1-2 meetings per year at McMaster that run for approximately 5 hours (where lunch is served). It is a good opportunity to connect to the larger world of midwifery.

 **Curriculum Committee**

· The committee's mandate is to review proposed curriculum changes and get feedback from staff, tutors, and students about curriculum.

· There are four meetings per year. There are typically one or two items that student representatives attempt to get feedback on from other students. For example, last year we solicited feedback on the suggestion that midterm exams be eliminated from clinical courses.

· There is a representative from the non-clinical stream (usually a first year student) and from the clinical stream.

**Management Committee**

· The management committee meets once a month via an online meeting venue called Elluminate, access and password info will be given to the successful candidate.

· The management committee has the final say on a lot of policies and things that come up at all of the university sites, you meet with the heads of each university and iron out details of policies as well as more global midwifery program issues.

· You will be asked each meeting if general student issues have arisen that your classmates or yourself have noted as weaknesses or areas of need in the program.

· You must at all times dispense with personal misgivings about a particular teacher, preceptor or tutor and focus more on the global issues that have come up as going through the midwifery education program as it stands.

· Consider all manner of things including course content to structure of the program as a whole. It is a great place to get a better sense of what midwifery in Ontario looks like on a bigger scale.

**Removal from Office**

An executive or committee member may be removed from office for violating the Collective’s Constitution, financial improprieties or other actions which are deemed to be against the memberships’ interests. The member may be removed from office by a vote of at least 30% of the membership supporting the removal of the individual.