

Constitution  
Medical Students' Association of the University of Alberta  
Edmonton, Alberta

Name of Organization

- 1) The name of the organization shall be the University of Alberta Medical Students' Association (MSA).

Aims, Objectives, and Mandate

- 2) The aims and objectives of the MSA shall be:
  - a. to deal with all matters pertaining to the representative, educational, and social activities of the student body of the Faculty of Medicine and Dentistry (FoMD), including the following:
    - i. expose members of the MSA to their social and academic responsibilities as medical students and future physicians, through appropriate means;
    - ii. to be a means of communication and representation between the members of the MSA and the Faculty of Medicine and Dentistry (FoMD), Undergraduate Medical Education (UME), Learner Advocacy and Wellness (LAW), Alberta Medical Association (AMA), Canadian Medical Association (CMA), Canadian Federation of Medical Students (CFMS), University of Alberta Students' Union (UASU), and any other body;
    - iii. to organize academic, athletic, and social activities for the members of the MSA;
    - iv. to maintain the medical students' studying and recreation facilities;
    - v. to promote community involvement by the medical student body;
  - b. to represent the views of all students in the FoMD, including students in the Medicine (MD), Dentistry (DDS), Dental Hygiene (DH), Radiation Therapy (RT), and Medical Laboratory Science (MLS) programs through the UASU, specifically the Council of Faculty Associations (COFA).
- 3) Regarding the Departmental Associations of the MSA,
  - a. the student associations of DDS, DH, RT, and MLS may act autonomously and shall contact the MSA to request representation to the University of Alberta or the University of Alberta's Student Union (SU).
  - b. Upon receipt of a form motion from the above departmental associations, the MSA will make every effort to discuss and advocate on the behalf of that association.

Bylaws

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**Bylaw I: Membership of the MSA**

1) Provisional Membership

- a. For an individual to be granted Provisional Membership, one must:
  - i. have been admitted to a program under the jurisdiction of the Faculty of Medicine and Dentistry (FoMD) of the University of Alberta.
- b. A Provisional Member shall be granted free attendance to the MSA Annual General Meeting and may speak and vote if present.

2) General Membership

- a. For an individual to be granted General Membership, one must either:
  - i. have been admitted to the Medical Doctor (MD) Program under the Faculty of Medicine and Dentistry (FoMD); be a valid candidate, as defined by UME, for an MD degree, notwithstanding any hiatus permitted by the FoMD; and have paid all MSA fees in full; or
  - ii. be a provisional member who has also paid their MSA fees in full.
- b. A General Member shall be granted free attendance to MSA Council Meetings and may speak if sponsored by an Executive or Councillor but shall not be counted towards quorum or be granted voting privileges.
- c. At no time will less than two thirds of the General Membership be active University of Alberta Students' Union (UASU) members by virtue of having paid, in full, the UASU fees, as determined by the UASU for that school term.

3) Executive Membership

- a. For an individual to be granted Executive Membership, one must:
  - i. meet the requirements of being a General Member and
  - ii. be elected to an Executive position.
- b. An Executive Member shall be required to fulfill all duties as outlined for their respective position in Bylaw III, be counted towards quorum for MSA Council and Executive Meetings, and be granted voting privilege.

- c. At no time shall less than 75% of the Executive be active UASU members by virtue of having paid, in full, the Students Union Fees, as determined by the UASU for that school term.
- 4) Councillor Membership
  - a. For an individual to be granted Councillor Membership, one must:
    - i. meet the requirements of being a General Member and
    - ii. be elected to a Councillor position either individually or as part of a team.
  - b. A Councillor or Councillor team shall be required to fulfill all duties as outlined for their respective position in Bylaw III. Only 1 Councillor per position shall be counted towards quorum for MSA Council Meetings and be granted voting privilege.
    - i. An appointed Councillor in 3<sup>rd</sup> or 4<sup>th</sup> year shall be exempt from quorum requirements but may vote if in attendance.
- 5) Officer Membership
  - a. For an individual to be granted Officer Membership, one must:
    - i. meet the requirements of being a General Member
    - ii. be elected to an Officer position either individually or as part of a team.
  - b. An Officer or Officer team shall be required to fulfill all duties as outlined for their respective position in Bylaw III. Officers shall not be required to attend MSA Council meetings but may speak at such meetings without sponsorship. Officers shall not be granted voting privileges.
- 6) MSA Fees
  - a. MSA fees will be collected by the Vice President, Finance on behalf of the MSA in accordance with University Calendar policy 112.5.
  - b. The fee will be set by the Council and shall be applied to prospective General Members of the MSA, chiefly incoming first year medical students in their first month of attendance to the MD Program.
  - c. Any adjustment in fees greater than 10% of the current fee must be approved by a 2/3 majority vote of the Council.
  - d. The current fee shall be set at: \$400.00CDN, and shall include membership fees to the AMA and CFMS.
- 7) Revocation and Reinstatement of Membership
  - a. A General Member is permitted to revoke their membership to the MSA by notifying the Vice President, Administration in writing either digitally or physically.
    - i. Revocation shall take effect upon the receipt of said document.
  - b. A former member is permitted to reinstate their membership as long as he or she satisfies the requirements listed in Sections 1 and 2 and submits their request in writing to the Vice President, Administration either digitally or physically.

- i. Reinstatement shall take effect upon the receipt of said document.
- c. The MSA Fee shall be non-refundable upon a General Member's revocation of membership and shall still satisfy the fee payment requirement in Section 2(a) if said individual requests membership reinstatement.

8) Conduct Guidelines

- a. General Members shall behave in a professional and respectable manner as representatives of the MSA. Expected conduct includes but not limited to:
  - i. adherence to the conditions and provisions set forth by the University of Alberta and the Faculty of Medicine and Dentistry while attending MSA sponsored, sanctioned, or associated events and
  - ii. attendance of at least 50% of the event's scheduled length if enjoying food or other benefactions.
- b. Individuals who do not act in accordance with these conditions and provisions may be asked to leave the event and may be further prohibited from attending future MSA events.

**Bylaw II: Council of the MSA**

- 1) Composition of the MSA Council will be:

Title	Number of Members	Elected or Appointed (Appointing Body)
<b>Executive Membership</b>		
President	1	Elected
Vice President, Administration	1	Elected
Vice President, Community Engagement	1	Elected
Vice President, Education	1	Elected
Vice President, External	1	Elected
Vice President, Finance	1	Elected
Vice President, Student Affairs	1	Elected
<b>Councillor Membership</b>		
Alberta College of Family Physicians (ACFP) Representative	1	Elected
Alumni Representative, Jr.	1	Appointed (Class Council)
Alumni Representative, Sr.	1	Appointed (Outgoing Jr. Representative)
Alberta Medical Association (AMA) Representative, Jr.	1	Appointed (Class Council)
Alberta Medical Association (AMA) Representative, Sr.	1	Appointed (Outgoing Jr. Representative)
Class Representative, Year 1	1	Appointed (Class Council)
Class Representative, Year 2	1	Appointed (Class Council)
Class Representative, Year 3	1	Appointed (Class Council)
Class Representative, Year 4	1	Appointed (Class Council)
Communications Representatives, Jr.	2	Elected

Communications Representatives, Sr.	2	Appointed (Outgoing Jr. Representative)
Community Health Representative, Jr.	2	Appointed (Class Council)
Community Health Representative, Sr.	2	Appointed (Outgoing Jr. Representative)
Environmental Sustainability Representative	1	Elected
Facilities Representatives, Jr.	2 (1 Male/1 Female)	Appointed (Class Council)
Facilities Representatives, Sr.	2 (1 Male/1 Female)	Appointed (Outgoing Jr. Representative)
Government Affairs & Advocacy Committee (GAAC) Chair, Jr.	1	Elected
Government Affairs & Advocacy Committee (GAAC) Chair, Sr.	1	Appointed (Outgoing Jr. Representative)
Health Science Students' Association (HSSA) Representative, Jr.	1	Appointed (Class Council)
Health Science Students' Association (HSSA) Representative, Sr.	1	Appointed (Outgoing Jr. Representative)
Professionalism Representatives, Jr.	2	Appointed (Class Council)
Professionalism Representatives, Sr.	2	Appointed (Outgoing Jr. Representative)
Social Committee (SOCOM) Representative, Jr.	1	Appointed (Class Council)
Social Committee (SOCOM) Representative, Sr.	1	Appointed (Outgoing Jr. Representative)
Sports Representatives	2	Elected
Student Health and Wellness Representatives, Jr.	2	Appointed (Class Council)
Student Health and Wellness Representatives, Sr.	2	Appointed (Outgoing Jr. Representative)
Yearbook Representatives and Archivists, Jr.	3	Appointed (Class Council)
Yearbook Representatives and Archivists, Sr.	3	Appointed (Outgoing Jr. Representative)
<b>Officer Membership</b>		
Affair of the Heart (AotH) Officer	1	Appointed (Affair of the Heart Committee)
AMSCAR Officer	1	Appointed (AMSCAR Committee)
Canadian Federation of Medical Students (CFMS) Officer, Sr.	1	Appointed (Outgoing Vice President, External)
Edmonton Manual Officer	1	Appointed (Edmonton Manual)
Orientation Officers - (O-Week) Committee	5	Elected
Past President (Immediate)	1	Appointed (Outgoing President)

- 2) With respect to the terms of office for elected positions,
  - a. the term of office for elected positions is defined as beginning on May 1 of the year of election to April 30 of the following year;

- b. the period between MSA elections and May 1 of that year will serve as a turnover period wherein newly elected Council Members will work with outgoing Council Members to pass on roles and responsibilities;
  - c. the period from May 1 to May 31 may act as an overlap period, wherein the outgoing and incoming Council Members may work together to facilitate the transition; and
  - d. no person shall hold more than 1 position on the MSA Council during his or her term of office.
- 3) The Council shall
- a. meet at the request of the President or a Vice President;
  - b. meet no less than once every two months during the academic year, with the exception of no meetings between May 1st and August 31st;
  - c. conduct all general business and supervise the finances of the MSA;
  - d. validate MSA and MSA subcommittee elections and appointments as required; and
  - e. follow an agenda and take minutes as laid out in Bylaw VI Section 4(c).
- 4) The Executive shall
- a. meet as an Executive Council no less than once every month during the academic year, with the exception of no meetings between May 1<sup>st</sup> and August 31st;
  - b. meet at the request of the President to deal with matters of urgent nature, pending later ratification by the full Council;
  - c. draft policies and ratify via simple majority vote at a subsequent Council meeting; and
  - d. reserve the right to invite or deny Past Presidents and Vice Presidents participation in student and faculty meetings if beyond their term of office as specified in this Bylaw.

### **Bylaw III: Duties of the Members of the Council**

- 1) The general requirements for a person holding an MSA position on the Council are as follows:
- a. representation of position at Council Meetings as defined by having a minimum of 1 representative per position in attendance;
    - i. Excused absences may be given at the discretion of the Vice President, Administration based upon a Council Member's effort to have
      - 1. notified the Vice President, Administration in advance of the date of the meeting;
      - 2. exhausted all attempts to find a proxy or detail the urgency of their absence and inability to find a proxy.
        - a. Proxies must be a General Member and must not be an Executive, Council, or Officer Member of the MSA.
        - b. Proxy voting shall only be permitted at MSA Council meetings if the Vice President, Administration has

been notified in writing of proxy representation prior to a scheduled Council.

- ii. No member of the Council shall be considered absent from a meeting of the Council if excused by the Vice President, Administration or a proxy attends that same meeting.
- iii. If a council position is not represented in or excused from 2 or more meetings of the Council in a given year, the President, the Vice President, Administration, and the Professionalism Representative(s) will meet with the member(s) holding that position and discuss the absences. Should there be any further unexcused absences, the position will be declared vacant and Chief Electoral Officer will conduct a by-election to fill the vacancy, as per Bylaw X.
  - 1. In the event that the position declared vacant is a Class Council cross-appointed position, the position on Class Council will be declared vacant as per the authority of Bylaw XIII Section 1(d)(iv) and the VP Administration of the respective class council will conduct a by-election with the assistance of the Chief Electoral Officer; or
- iv. in extenuating circumstances, an Executive, Councillor, or Officer may take a leave of absence lasting no longer than 30 days and up to 2 times in their term if
  - 1. a written request and replacement plan is submitted by the individual to the Executive Committee and
  - 2. the Executive Committee is in consensus about granting such a leave;
  - 3. A member taking a leave of absence is excused from meetings and responsibilities for the duration of the leave and shall return to normal duty either at the end of the leave or as soon as possible. If the individual is unable to return to duty, they will be asked to resign and a by-election will be scheduled as per Bylaw X;
- b. adequate record keeping and preparation for both Council and successor(s) including
  - i. reports of events held;
  - ii. changes in the duties of the member; and
  - iii. other activities performed during the course of the term; and
- c. reporting of perquisites.
  - i. Any member of the Council who receives a monetary or other benefit by virtue of his or her position on the Council shall report such to the Vice President, Administration within sixty days of receiving the perquisite or other benefit, or upon the conclusion of the term of office for that member, whichever shall come sooner.

2) The President shall

- a. designate such times and places for regular sittings of the Council in conjunction with the Executive as are convenient and summon the Council to assemble at such time and place;
- b. schedule and chair any meetings as are deemed necessary, including, but not limited to
  - i. MSA Council meetings
    - 1. MSA Council meetings shall be run in accordance with the most recent edition of Robert's Rules of Order, Newly Revised
  - ii. MSA Executive committee meetings;
  - iii. meetings between the Undergraduate Medical Education Deans and Student Representatives;
  - iv. meetings between MD and DDS Student Representatives and the Office of Learner Advocacy and Wellness;
  - v. meetings between the Faculty of Medicine and Dentistry Student Associations and the Deans and Directors; and
  - vi. the annual MSA Retreat;
- c. act as a designated representative of the MSA for all purposes, subject to
  - i. the directives of the Council, and
  - ii. this Constitution and any policies whose authority arises from this Constitution and its associated bylaws;
- d. serve on any committee, working group, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students' Union, or any such similar body shall request his or her attendance at, including, but not limited to, student professionalism and/or academics;
- e. represent the MSA to the Canadian Federation of Medical Students (CFMS) by
  - i. sitting at the President's Round Table meetings in person at the AGM and the SGM and
  - ii. attending the monthly teleconference.
- f. coordinate any accreditation responsibilities that the Faculty of Medicine and Dentistry shall require of the MSA with the assistance of the Vice President, Administration and a volunteer student committee;
- g. poll the class regarding, organize, and conduct the Celebration of Teaching and Learning event with the Year 2 Class Representative and the LAW Office with the assistance of the Vice President, Administration;
- h. bear the ultimate responsibility for compliance with
  - i. this Constitution,
  - ii. any policies whose authority arises from this Constitution and its associated bylaws,
  - iii. any policies established by the University of Alberta Students' Union to which the MSA is subject, and
  - iv. any directives that the Council shall see fit to order;
- i. ensure that all members of the succeeding Council have received the information from the members of the current Council necessary to adequately prepare the succeeding Council to assume office;



- i. A social event to commemorate the transition between terms of the Executive or of the Council should be held prior to the first day of the term of the new Executive or Council if possible.
    - j. communicate, where necessary, information about the activities of the MSA to the student body;
    - k. serve as a signatory for at least partial authorization for the expenditure of funds from the accounts of the MSA;
    - l. act as a servant of the Council and carry out the will of the Council; and
    - m. assume the position of Past President in the immediately succeeding Council.
- 3) The Vice President, Administration shall
- a. further the advancement of administration and good governance for the MSA;
  - b. manage MSA council with the chair by
    - i. distributing minutes, agendas, placards and other important documents;
    - ii. regulating methods and procedures by which votes of the MSA Council are conducted;
    - iii. administering votes of the MSA Council;
    - iv. declaring the outcome of votes of the MSA Council;
    - v. scheduling meetings and booking the venue; and
    - vi. acting as chair in the event of the President's absence.
  - c. record and distribute minutes, including but not limited to the MSA Executive meetings, to the MSA by any convenient and effective means, including service by demand;
  - d. maintain the files and archives of the MSA;
  - e. manage and maintain the MSA Office at the discretion of the Executive Committee;
  - f. ensure that the MSA acquires such supplies as are necessary for its efficient operation;
  - g. manage the activities of the Communications Representatives, Class AV/IT Officers, and Archivists;
  - h. manage the MSA Website and ensure it is updated regularly;
  - i. handle general correspondence to the MSA;
  - j. provide such assistance as he or she shall deem necessary for the election of members to the incoming Class Council;
  - k. serve as Chief Electoral Officer for elections to the MSA Council, except as otherwise provided for by this Constitution and Bylaws;
  - l. with the assistance of the President, coordinate any accreditation responsibilities that the Faculty of Medicine and Dentistry shall require of the MSA;
  - m. assist Vice President, Student Affairs with administration and management of the clubs system;
  - n. regulate, and reinforce all MSA affiliated members and activities in accordance to MSA policy and procedures;

- o. review at minimum, annually, the MSA constitution, bylaws, policy and procedures, and recommend changes to council;
  - p. administer, maintain, and collect reports from MSA council members;
  - q. administer the MSA Involvement Awards;
  - r. ensure that the plaques for all awards issued by the MSA are maintained, updated with the names of winners, and replaced when necessary;
  - s. whenever necessary, interpret the Constitution and Bylaws and where bylaws are silent, interpret them in the best interest of the association;
  - t. act as a servant of the Council and carry out the will of the Council;
  - u. poll the class about and conduct and organize the Celebration of Teaching and Learning event with the President and the LAW Office with the help of the President; and
  - v. appoint or conduct elections for all MSA Council Members and MSA Committees when necessary and indicate their duties.
- 4) The Vice President, Community Engagement, shall
- a. represent the MSA to the Global Health Program of the CFMS/FEMC as the CFMS/FEMC Global Health Liaison and communicate program details, events and initiatives to the student body;
  - b. act as student liaison to the Division of Community Engagement, Faculty of Medicine and Dentistry;
  - c. chair the Committee on Community Engagement;
  - d. coordinate the preclinical community engagement electives and liaise between faculty and student coordinators for such electives;
  - e. coordinate, where requested, community engagement initiatives of the student body;
  - f. coordinate Global Health Awareness week with the Committee on Community Engagement and the Division of Community Engagement;
  - g. convey to the student body information about international health electives and liaise with the Division of Community Engagement concerning these electives;
  - h. coordinate and oversee charitable events related to the field of Community Engagement;
  - i. act as the medical student representative to STOP TB Canada;
  - j. act as a servant of the Council and carry out the will of the Council; and
  - k. advocate for the development of curriculum in the area of the social determinants of health and community engagement.
- 5) The Vice President, Education shall
- a. be elected and serve a one-year term as a MSA executive;
  - b. act as the Education representative to the CFMS Vice President, Education;
  - c. act as designate student representative to:
    - i. Associate Dean of the MD Program and Director of Assessment & Evaluation,
    - ii. MD Program and Curriculum Committee,

- iii. MD Program Assessment Committee,
  - iv. MD Program Evaluation Committee,
  - v. MedSIS User Group, and
  - vi. Any other committee, working group, task force, or similar body pertaining to education;
  - d. chair the Student Curriculum Committee and lead committee projects;
  - e. act as coordinator and liaison for medical education projects within the MSA;
  - f. communicate any information regarding student education affairs as deemed appropriate;
  - g. maintain and update inter-year repository information, reports, and resources on medical courses and clerkship rotations;
  - h. supervise and provide support to class council curriculum representatives;
  - i. support and coordinate with other executives and their duties that pertain to student educational experiences;
  - j. act as a servant of the Council and carry out the will of the Council; and
  - k. continue attending committee meetings after their term in an advisory capacity, at the direction of the current office holder, and if willing and possible.
- 6) The Vice President, External, shall
- a. serve as the Junior Officer to the Canadian Federation of Medical Students (CFMS). In this capacity, the Vice President, External must:
    - i. select a delegation for the CFMS Annual General Meeting (AGM) in the fall, consisting of the following people:
      - 1. Junior CFMS Rep / Vice President External,
      - 2. Senior CFMS Rep,
      - 3. MSA President,
      - 4. Vice President, Community Engagement,
      - 5. Government Affairs & Advocacy Committee Representative, and
      - 6. 2 CFMS general member delegates, budget permitting,
    - ii. Select a delegation for the CFMS Spring General Meeting (SGM) in the spring, consisting of the following people:
      - 1. Junior CFMS Rep / Vice President External,
      - 2. Incoming Vice President, External
      - 3. Incoming and Outgoing MSA President,
      - 4. Incoming and Outgoing Vice President, Community Engagement, and
      - 5. 2 CFMS general member delegates, budget permitting
    - iii. coordinate travel arrangements and accommodations for the CFMS AGM and SGM delegations,
    - iv. facilitate University of Alberta delegation voting during executive elections and resolution sessions at CFMS AGM and SGM according to the following rules:

- v. The delegation has 2 votes in the CFMS, one for the junior CFMS rep and one for the senior CFMS rep; however, the views of the entire delegation must be reflected,
  - 1. Under normal circumstances, a vote can be yes (Y), no (N) or abstain (A). Under these circumstances, the voting should follow the rules in the below table:

Delegates Voting Y	Delegates Voting N	Delegation Vote
80-100%	0-20%	2xY
60-80%	40-20%	1xY, 1xA
40-60%	40-60%	1xY, 1xN
40-20%	60-80%	1xN, 1xA
0-20%	80-100%	2xN

- 2. In certain circumstances, a vote can only be yes (Y) or no (N). Under these circumstances, voting should follow the rules in the following table:

Delegates Voting Y	Delegates Voting N	Delegation Vote
67-100%	0-33%	2xY
34-66%	34-66%	1xY, 1xN
0-33%	67-100%	2xN

- 3. In the event that an independent CFMS representative (e.g. Western Rep or CFMS Exec member) is also a University of Alberta medical student and wants to vote with the delegation, then the number of possible votes will increase. For every x votes, there should be 2x+1 combinations of votes that are evenly distributed across the scale in the pattern outlined in the tables above,
  - 4. In the event that the CFMS Reps have received a substantial amount of feedback from the student body that conflicts with the views held by the delegation, then it is the responsibility of the CFMS Reps to represent the student body and vote in accordance with its will.
- b. assume the position of Senior Representative to the CFMS during the term of office of the subsequent Council;
  - c. serve on any committee, working group, or similar such body as requested by
    - i. the Faculty of Medicine and Dentistry,
    - ii. the University of Alberta Students' Union, or
    - iii. any other appropriate external organization.
  - d. ensure that the student body is made aware of relevant actions and proposals undertaken by the University of Alberta Students' Union;
  - e. liaise with the Faculty of Medicine and Dentistry representatives to the General Faculties Council and to the University of Alberta Students' Union

when such is deemed necessary and prudent by the Vice President, External;

- f. prepare and deliver a presentation to the Council of the University of Alberta Students' Union when the MSA pursues or intends to pursue a course of action for which the Bylaws of the University of Alberta Students' Union require such a presentation to be made;
- g. provide the information required by the Bylaws of the University of Alberta Students' Union regarding the contact information of the MSA Executive to the University of Alberta Students' Union on an annual basis;
- h. represent the MSA to the Professional Association of Resident Physicians of Alberta (PARA), directly or by delegation;
- i. attend meetings of the Government Affairs & Advocacy Committee and provide executive oversight for its activities;
- j. communicate with the appropriate officers of the University of Calgary Medical Students' Association regarding affairs of mutual interest;
- k. chair the Committee on External Affairs;
- l. be prohibited from putting forth his or her name as a candidate for the position of Vice President, External for the term of office of the subsequent Council; and
- m. act as a servant of the Council and carry out the will of the Council.

7) The Vice President, Finance shall

- a. be responsible for the finances of the MSA, including
  - i. maintenance of all relevant records via;
    - 1. provision, upon the request of any member of the Executive or of the Council, of a record of all transactions of the MSA accounts for any period of time within the current term of office;
    - 2. presentation of a statement of revenue and expenditure for his or her term of office at the last, regularly scheduled meeting of the council;
    - 3. presentation of an annual report and financial statement at the first meeting of the incoming MSA Council upon completion of their terms.
  - ii. preparation of an annual budget;
  - iii. timely deposit of funds to the credit of the MSA;
  - iv. prompt disbursement of funds from the accounts of the MSA in accordance with the decisions of the MSA Council or by provision of this Constitution and Bylaws;
  - v. supervision and direction of MSA fee collection in accordance with Bylaw I Section 6;
  - vi. service as a signatory for at least partial authorization for the expenditure of funds from the accounts of the MSA;
  - vii. submit the financial records of the MSA for external review or audit by an appropriate authority;

- viii. consult, where necessary, financial consultants regarding the state of finances for the MSA;
  - b. oversee the financial records of all organizations affiliated with the MSA, including, but not limited to, Class Councils, Clubs, MD Ambassador groups, and similar such bodies;
  - c. audit student initiative and groups that receive funding from the MSA;
  - d. submit to the University of Alberta Students' Union any financial reports directly required by the Bylaws of the Students' Union within six months of the conclusion of the fiscal year;
  - e. administer and distribute Joint Funding;
  - f. not hold office as the treasurer of a class; and
  - g. act as a servant of the Council and carry out the will of the Council.
- 8) The Vice President, Student Affairs shall
- a. assume the office of the President, as Acting President, when the President is unable to perform his or her duties or is under impeachment;
  - b. serve on any committee, board, commission, working group, task force, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students' Union, or any such similar body shall request his or her attendance at;
  - c. carry out such activities as are necessary to ensure the continued registration of the MSA as a Faculty Association, pursuant to the regulations of the University of Alberta Students' Union;
  - d. communicate any information regarding internal affairs to faculty and students that is deemed necessary and appropriate;
  - e. serve as a signatory for at least partial authorization for the expenditure of funds from the accounts of the MSA;
  - f. be responsible for the MD Ambassadors program, including
    - i. the creation and abolition of MD Ambassadors committees,
    - ii. the assignment of tasks and duties to MD Ambassadors committees, and
    - iii. selecting new leaders for each MD Ambassadors committee, in conjunction with the existing leaders for such programs;
  - g. ensure that all necessary insurance and risk management practices are implemented;
  - h. direct, supervise, and oversee the administration of the clubs system;
  - i. direct, supervise, and oversee the administration of student initiatives;
  - j. establish policies and protocols to regulate sponsorship for the MSA;
  - k. act as a source of guidance for students with respect to sponsorship;
  - l. act as an intermediary between the MSA and the Faculty of Medicine and Dentistry with respect to matters of sponsorship;
  - m. attend Party Like a Pro (PLAP) committee meetings and take part in the annual presentation if requested by the PLAP Committee; and
  - n. act as a servant of the Council and carry out the will of the Council.
- 9) The Alberta College of Family Physicians (ACFP) Representative shall

- a. represent the MSA to the ACFP;
  - b. report on the proceedings of the ACFP to the Council or the Executive, where directed by either body, except where bound by confidentiality agreements;
  - c. publicize and facilitate opportunities for medical students to serve on such bodies of the ACFP which are available to such students;
  - d. coordinate the delegation of medical students to the annual meeting of the ACFP;
  - e. publicise and facilitate opportunities for students to attend ACFP-funded conferences and coordinate the distribution of funding to students for ACFP-funded conferences;
  - f. organize no less than 2 ACFP events, to be scheduled 1 in each of the Fall and Winter terms.
- 10) The Alumni Representatives, Junior and Senior, shall
- a. oversee and coordinate the efforts of the class Alumni Association Representatives;
  - b. liaise between the MSA, FoMD, Advancement Office, and University Alumni Affairs;
  - c. raise sponsorship funds for student initiatives related to alumni relations;
  - d. organize opportunities throughout the year for students to network with Faculty and Alumni, including, but not limited to one main Alumni Social, traditionally the Fall Alumni Social, to welcome new students to the Faculty.
  - e. coordinate student participation in Advancement Office events, primarily the Alumni Weekend; and
  - f. attend meetings of the Medical Alumni Association.
  - g. assist in communications with alumni;
  - h. assist in the maintenance of a network of alumni contacts;
- 11) The Alberta Medical Association (AMA) Representatives, Junior and Senior, shall
- a. liaise between the AMA and MSA;
  - b. represent the MSA at the Committee on Student Affairs, Representative Forum, or any other similar bodies for which representation of the MSA is requested by the AMA, excepting such representation as is performed by other Executives or Councillors;
  - c. make the student body aware of funding opportunities provided by the AMA;
  - d. publicize and facilitate opportunities for medical students to serve on such bodies of the AMA which are available to such students;
  - e. coordinate events for students related to the AMA; and
  - f. report on the proceedings of AMA to the Council or the Executive, where directed by either body, except where bound by confidentiality agreements.

- 12) The Class Representatives from each class shall, for his or her respective class,
  - a. represent the class to the MSA Council and vice versa;
    - i. The 3<sup>rd</sup> and 4<sup>th</sup> year Class Representatives shall be exempt from attendance obligations but shall retain the right to vote if in attendance at MSA Council Meetings.
  - b. liaise between the Faculty of Medicine and Dentistry and the class; and
  - c. complete tasks as directed by the Council or the Faculty of Medicine and Dentistry.
  
- 13) The Communications Representatives, Junior and Senior, shall
  - a. compose, edit, and oversee for the purpose of conveying details of MSA events and news to medical students, the production of the
    - i. Survivor Manual,
    - ii. weekly online newsletter, "The Steth," and
    - iii. weekly MSA calendar;
  - b. oversee the solicitation of advertisements for MSA publications; and
  - c. record the minutes and outcome of votes for meetings of the MSA Council.
  
- 14) The Community Health Representatives, Junior and Senior, shall
  - a. be responsible for organizing and coordinating community health opportunities, charitable events and campaigns such as, but not limited to, food bank drives and blood drives on behalf of all medical students;
  - b. be responsible for coordinating the Skin Cancer Awareness Program as part of the interdisciplinary committee;
  - c. be responsible for coordinating other community health programs such as but not limited to the Human Sexuality Program, establishing committees in the first and/or second year medical classes as necessary;
  - d. act as the University of Alberta representatives and liaisons in national medical student community health initiatives such as, but not limited to the CFMS Partners for Life campaign through Canadian Blood Services;
  - e. coordinate and run fundraisers for the current Class Cause, such as Candy Gram sales, bar nights, movie nights, etc.
    - i. The class cause is to be determined by the GHHS Committee in consultation with the rest of the class.
    - ii. This may include coordinated events with the GHHS Committee.
  
- 15) The Environmental Sustainability Representative shall;
  - a. promote environmental sustainability within the MSA;
  - b. be available as a resource to fellow students to navigate more sustainable practices on campus; including event planning, and office space improvements.
  - c. work with the University of Alberta Office of Sustainability within the Green Spaces Certification Program to integrate sustainable practices into MSA workspaces and MSA sanctioned events.



- d. report on the advancements made in Sustainability to the MSA council and strive for Gold Sustainability Achievement for MSA spaces and events.
- e. collaborate with the CFMS Health and Environment Adaptive Response Task Force (HEART) to:
  - i. Assist with local-level guidance specific to the University of Alberta with regards to HEART's goals to address "the topic of climate change as it pertains to human health in the curriculum of Undergraduate and Postgraduate Medical education programs".
  - ii. Bring attention to and assist (as necessary) with HEART educational campaigns to increase medical student and public knowledge of the health effects from climate change.
- f. work to integrate other sustainability projects currently underway at the University of Alberta. Specifically, these projects may include:
  - i. Collaborating with local Choosing Wisely representatives on sustainability in medicine projects moving forward.
  - ii. Any relevant sustainability/climate change projects (as applicable) currently underway at the University of Alberta.
  - iii. Collaborating with the UME office/FoMD/other departments or university bodies (as applicable) to integrate sustainability strategies.
  - iv. Work together with other representatives/interest groups across Canada to discuss local-level projects/initiatives to address climate change, sustainability, and health.

16) The Facilities Representatives, Junior and Senior, shall

- a. be responsible for the administration of the Fund for Undergraduate Medical Education (FUME), including
  - i. soliciting student suggestions for the allocation of funding,
  - ii. schedule and chair meetings of the FUME Committee, which shall include, at a minimum, the
    - 1. Vice President, Administration,
    - 2. Vice President, Finance,
    - 3. Vice President, Student Affairs,
    - 4. Facilities Managers, and
    - 5. a faculty advisor;
  - iii. maintenance of the FUME endowment and any associated accounts,
  - iv. the purchase of goods approved by the FUME Committee, and
  - v. ensuring compliance with the terms of reference for FUME;
- b. maintain and provide access to all rooms, facilities, furniture, equipment, and supplies assigned to or belonging to the MSA and maintain an inventory of all MSA property, including:
  - i. furniture, pool table, table tennis table, audio-visual equipment, video games, foosball table, piano, microwaves, fridge, popcorn

machine, mail boxes, locker rooms, telephone, MSA display cabinets, and other equipment.

- c. oversee coordination of activities occurring in the student spaces;
- d. serve as a liaison between the office of Undergraduate Medical Education, University of Alberta Facilities and Operations, and the MSA;
- e. manage student mailboxes by
  - i. notifying the graduation class to remove the contents of their mailboxes;
  - ii. labelling mailboxes with the names of students in the incoming class; and
  - iii. ensuring that mailboxes are updated when necessary due to class roster changes.
- f. maintain a facsimile transmission service for the MSA, either directly or indirectly.

17) The Government Affairs & Advocacy Committee (GAAC) Chairs, Junior and Senior, shall

- a. represent the University of Alberta to the CFMS Government Affairs & Advocacy Committee;
- b. report on the activities of the Government Affairs & Advocacy Committee to the Vice President, External;
- c. consult with the student body to identify issues suitable for lobbying, conduct preliminary research on such issues, and coordinate and oversee lobbying on these issues;
- d. cooperate with the University of Calgary counterpart on the organization of a Pan-Alberta Political Action Day;
- e. coordinate with members of the Council when they undertake actions that may be related to advocacy, lobbying, and politics; and
- f. consent to advise his or her successor on matters related to the Government Affairs & Advocacy Committee; and
- g. attend Federal Lobby Day in Ottawa as organized by the CFMS.

18) The Health Sciences Students' Association (HSSA) Representatives, Junior and Senior, shall

- a. represent the MSA to the HSSA;
- b. report to the Council and to the Executive on the activities of the HSSA;
- c. provide support to relevant members of the Council for activities related to allied health personnel;
- d. serve on the Medical Sciences Library Committee and report to the Council and Executive as to the conduct and activities thereof; and
- e. disseminate information relating to any of the health sciences to and from the student body, any faculty, or any similar organization.

19) The Professionalism Representatives, Junior and Senior, shall

- a. promote professional behavior within the MSA;

- b. be available as a resource to fellow students who have concerns regarding his or her own professional behavior, or that of a classmate, group, faculty member, or staffer;
- c. at the direction of the President, meet with students who have potentially been unprofessional to discuss issues as deemed necessary by the Executive;
- d. participate, when requested, in dialogue with students and faculty when the professionalism of any medical student is called into question;
- e. sit on the Faculty of Medicine and Dentistry Committee on Professionalism (FCP);
- f. sit on the Student Professionalism Committee (SPC);
- g. chair the SPC in his or her second year;
- h. co-chair the SPC in his or her fourth year;
- i. divide, when the case may be that 2 Professionalism Representatives have been elected for a given class, the duties described in Sections 19(e), (f), (g), and (h) as follows:
  - i. 1 representative shall sit on the SPC and chair it in his or her second year;
  - ii. The other representative shall sit the FCP in his or her second year, sit on the SPC, and co-chair the SPC in his or her fourth year.
- j. if unable to select which representatives shall perform which set of duties described in Section 19(i), submit a request to the MSA Executive for a decision to be made on the matter and adhere to the decision made;
- k. yield the chair of any committee when the terms of reference, constitution, or any other document governing that committee requires that the chair be a person other than a Professionalism Representative;
- l. address any professionalism concerns regarding the students of the incoming class, and take measures to educate and direct such students on matters of professionalism, until such time as they shall have elected his or her own Professionalism Representatives;
- m. oversee the professional aspects of production of soccer jersey logos in conjunction with the O-Week team by reviewing and approving a final a list of potential names and soccer jersey logos for the incoming class from the Orientation Committee or delegate.

- 20) The Social Committee (SOCOM) Representatives, Junior and Senior shall
- a. plan, promote, and execute social events targeted at the student body as a whole, including Block Parties and Med Formal;
  - b. coordinate and liaise with the Class Councils of each class regarding the activities of the SOCOMs of each class;
  - c. attend Party Like a Pro (PLAP) Committee meetings and take part in the annual presentation as requested by the PLAP Committee.
  - d. present a complete report of the finances of the Social Committee and of events held to the MSA Council and Executive.
  - e. Obtain liquor licenses as necessary when organizing events.

- 21) The Sports Representatives shall
- a. organize, coordinate, and direct the planning of all MSA sports events, including, but not limited to, Icebowl, Interphase, and the MSA Ski Trip;
  - b. form such committees or working groups as may be necessary for the performance of the obligations detailed in Section 22(a);
  - c. oversee and coordinate the activities of the class Sports Representatives and of sports-related MSA Clubs;
  - d. coordinate the participation of University of Alberta medical students in sporting events involving other medical schools;
  - e. have an active member on the Party Like a Pro (PLAP) subcommittee.
- 22) The Student Health and Wellness Representatives, Junior and Senior, shall
- a. coordinate the activities of the Student Health and Wellness Representatives;
  - b. liaise with other medical schools regarding their health and wellness initiatives;
  - c. organize and coordinate well-being efforts for the betterment of the social, psychological, and physical wellness of the student body; and
  - d. organize Balance Night in cooperation with the Learner Advocacy and Wellness Office of the Faculty of Medicine and Dentistry.
  - e. Participate in monthly Canadian Federation of Medical Student (CFMS) Wellness Committee teleconferences and act as a representative on the Resident Well-being Committee.
- 23) The Yearbook Representatives and Archivists, Junior and Senior, shall:
- a. be responsible for taking and properly maintaining photographs, videos, and media records of all MSA events over their term of 4 years, such that they are accessible to future representatives;
    - i. The senior archives are responsible for mentoring and assisting the junior archivists in their initial projects until they function independently.
  - b. create and operate a slideshow featuring content from the previous year, starring first and second year students for the use of the MSA at Med Formal;
  - c. collect and organize a set of student artefacts for posterity in the MSA Office;
  - d. collaborate with and direct the actions of the photographers from each class if requested;
  - e. act as a central repository for students to access media material; and
  - f. ensure that all material is in compliance with the policies of the Faculty of Medicine and Dentistry.
- 24) The Affair of the Heart (AotH) Officer shall
- a. be appointed by the AotH Executive from amongst the senior executive, excepting when all members of the senior executive already sit on the

Council, in which case a representative may be appointed from their second year committee;

- b. report on the activities, conduct, and finances of the organizing committee, as directed by the Council; and
- c. report to the organizers any relevant actions of the Council that may affect AotH.

25) The Alberta Medical Students' Conference and Retreat (AMSCAR) Officer shall

- a. be appointed by the AMSCAR Executive from amongst the senior executive, excepting when all members of the senior executive already sit on the Council, in which case a representative may be appointed from their second year committee;
- b. report on the activities, conduct, and finances of the organizing committee, as directed by the Council;
- c. report to the organizers any relevant actions of the Council that may affect AMSCAR and seek assistance from the Council if there are any problems arising in the planning of AMSCAR; and
- d. attend Party Like a Pro (PLAP) committee meetings and take part in the annual presentation as requested by the PLAP committee.

26) The Canadian Federation of Medical Students (CFMS) Officer, Senior, shall

- a. may hold any position on the Council of the MSA, with the exception of the position of Vice President, External; and
- b. shall represent the MSA to the CFMS.

27) The Edmonton Manual Officer shall

- a. be appointed by the Edmonton Manual Editorial Team from amongst their own number, excepting when all members of the editorial team already sit on the Council, in which case a representative may be appointed from their other personnel;
- b. report on the activities and finances of the Edmonton Manual to the Council and the Executive upon being directed to do so by either body; and
- c. ensure compliance with any policies, guidelines, directives, or the like that shall be issued for the Edmonton Manual project.

28) The Orientation Officers shall

- a. form the Orientation (O-week) Committee
- b. organize, coordinate, and execute the greeting and orientation programs for the incoming class;
- c. organize, coordinate, and execute a fundraising plan and sponsorship drive to fund Orientation Week activities;
- d. work with the appropriate committees of the Faculty of Medicine and Dentistry to deliver planning programming;
- e. submit a list of potential names and potential soccer jersey logos for the incoming class to the Professionalism Representatives;

- f. select a class name and soccer jersey logo from the incoming class from a list provided pursuant to Section 19(m);
- g. organize the fundraising, purchasing, and distribution of the jerseys for the incoming class;
- h. coordinate the ordering and distribution of stethoscopes for the incoming class; and
- i. attend Party Like a Pro (PLAP) Committee meetings and participate in the annual event and presentation.
- j. be elected by the first year class during the MSA General Elections.
- k. Plan, organize, budget and execute the annual Battle of the Bands competition to be held near the end of each academic year.

29) The Past President shall

- a. assist the President and the Executive in the execution of his or her duties as requested or needed;
- b. undertake any special projects directed by the Council;
- c. serve on any committee, working group, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students' Union, or any such similar body shall request his or her attendance at;
- d. provide such assistance as may be necessary during the transitory period between Councils; and
- e. continue attending committee meetings after their term in an advisory capacity, at the direction of the current office holder, and if willing and possible.

**Bylaw IV: Sittings of the Council**

1) Frequency of Sittings

- a. The President, in conjunction with the Executive, shall schedule sittings of the Council, and shall make such schedule known to the Council and to the student body by whatever means shall be deemed expedient and convenient.
- b. No more than two months shall pass between regular sittings of the Council, excepting when such months are May, June, July, or August.
- c. The President or any Vice President may summon an emergency sitting of the Council at any time.
- d. The Executive shall, upon receipt of a request undersigned by at least 5 members of the Council, summon an emergency sitting of the Council.

2) Order of Business

- a. The Vice President, Administration shall solicit the Council for business to be debated and shall distribute the order of such business to the Council.
- b. For sittings convened pursuant to Section 1(c), the order of business shall be indicated by the Counsellor convening such sitting at the time that the sitting is summoned.
- c. For sittings convened pursuant to Section 1(d), the order of business shall be indicated on the request for an emergency sitting.

- d. The projected order of business shall be made known to the Council by whatever means shall be expedient and convenient.
- 3) Quorum
- a. The quorum for any sitting of the Council shall be set at a simple majority of occupied voting positions.
  - b. For any emergency sitting where fewer than a simple majority of occupied voting positions are present, a quorum shall be considered present ten minutes after the scheduled start of the emergency sitting.
- 4) Conduct of Sitings
- a. The chair of all sittings of the Council shall be the President. If the President is unavailable, the Vice President, Administration shall serve as chair or appoint a council member of their choosing.
  - b. When available, the Vice President, Administration shall provide administrative support during sittings.
  - c. The chair shall organize all sittings of the Council in accordance with the most recent edition of "Robert's Rules of Order, Newly Revised," following an agenda and taking minutes with the following order of business:
    - i. Chair's Business
      - 1. Call to order
      - 2. Treaty Acknowledgement
      - 3. Attendance
      - 4. Next meeting date
    - ii. Executive Reports
    - iii. Executive Business
    - iv. General Membership Reports and Business
    - v. Question Period
    - vi. Adjournment
  - d. Any person may attend the public galleries of the Council but may only speak if sponsored by an Executive, Councillor, or Officer
- 5) In Camera Sitings
- a. A sitting of the Council may go in camera upon resolution of the Council.
  - b. No minutes shall be kept during an in camera sitting, except for the passing of a motion to go ex camera.
  - c. The chamber in which the sitting is occurring may be cleared of any person who is not a member of the Council during such time as the sitting is in camera.
- 6) Summary of Debate
- a. The minutes of a sitting of the Council shall be made available to the student body within a reasonable time after the completion of the sitting.
- 7) General Meeting
- a. One sitting per year shall be designated as the Annual General Meeting.

- b. Any member of the MSA may provide business to be debated at this sitting, and may participate in any debate at this sitting.
- c. All members of the Medical Students' Association can attend and vote.
- d. Any member may call a general meeting if they present a petition signed by 15% of the general membership to the Vice President, Administration.
- e. Any item of legislation passed by the council may be revoked or changed at general meeting if a motion is so made and passed by a majority of those present.

### **Bylaw V: Referenda**

- 1) Reference of Question
  - a. The Executive or Council may refer any question to the electorate by means of a referendum.
  - b. Upon presentation of a request, undersigned by at least 15 per cent of the members of the MSA, to refer a question to the electorate, the Executive shall refer such question to the electorate by means of a referendum.
  
- 2) Procedure of Referendum
  - a. The Chief Electoral Officer shall conduct the referendum according to the procedures indicated in Bylaw X for an election.
  - b. The ballot shall present two options, "Yes" and "No".
  - c. The Chief Electoral Officer must approve of the text of the question.
  - d. The Chief Electoral Officer may appoint an individual or group to advocate on behalf of the "Yes" and "No" options during the specified campaign period.
  
- 3) Binding Nature of Referendum
  - a. The Executive and Council shall be bound by the results of the referendum until the end of the term of office for that Council.
  - b. Notwithstanding Section 7, a subsequent referendum may remove any impediments imposed upon the Executive and Council.
  
- 4) Plebiscite
  - a. Any question may be referred to the electorate in the form of a plebiscite.
  - b. A plebiscite shall follow the same procedures established for a referendum, but shall not be binding on the Executive or Council.

### **Bylaw VI: Finances**

- 1) The use of MSA finances shall be in accordance with the "Aims, Objectives, and Mandate" of the MSA.
  
- 2) The signing officers of the MSA shall
  - a. consist of at least 3 members of the MSA Executive, including the VP Finance as the primary signing officer and
  - b. have authority to distribute funds as set out in the annual budget approved by Council.



- 3) A budget shall be prepared, in consultation with the Executive and Council, by the Vice President, Finance and duly approved by the end of September of the current academic year by MSA Council.
- 4) Reimbursement for expenses incurred by an MSA group shall occur as follows:
  - a. In order to receive a guaranteed reimbursement for an expense greater than \$100, that expense must be reported to and approved by the Vice President, Finance prior to the completion of the transaction.
  - b. Any activities coordinated by MSA members with a total budget of greater than \$2000 must be reported to the Vice President, Finance and President at least 45 days prior to the activity being held or at the discretion of the Vice President, Finance at an earlier date.
  - c. If this budget is not approved by the Vice President, Finance, any expenses relating to this activity expecting reimbursement will not be reimbursed.
    - i. Any group that wishes to appeal the decision of the Vice President, Finance must submit a written request of appeal to the President within 3 business days.
    - ii. If the President denies the appeal, it may be submitted to Council at the discretion of the applying group.
    - iii. This submission must be heard at a Council meeting within 2 weeks of being denied by the President.
    - iv. If no regularly scheduled meeting falls within this time period, an emergency meeting will be called.
- 5) A savings account shall be maintained and included in the annual budget as described in Section 3 for the benefit of MSA General Members.
  - a. The MSA shall endeavour to preserve funds amounting to approximately 15% of the average of the last 4 year's budgets intended for use in extenuating circumstances such as
    - i. reduced funding from third parties such as the FoMD;
    - ii. increased costs of responsible operation;
    - iii. a new project as proposed and supported by the General Membership; or
    - iv. any other extenuating circumstance resulting in the need for such funding to preserve the reputation or normal operation of the MSA.
  - b. Funding may only be withdrawn from these savings if a new budget has been presented by the Vice President, Finance to Council and it is subsequently passed by the Council.
  - c. The funds in saving shall not be used by the MSA for the purchase of investments or securities that generate income or interest so as to maintain the organization's non-profit status and avoid undue bookkeeping and auditing of accounts by the SU, Canada Revenue Agency, or other potential litigating third parties.

- 6) Any student organizing an event registered with the MSA may apply for loans from the MSA for the funding of activities and may be granted on a case-by-case basis and according, but not limited to, the following stipulations:
  - a. The loan contract is drafted by the Vice President, Finance and approved by the Executive Council.
    - i. A loan shall only be granted if funding is expected to be recovered by income from the event.
    - ii. The contract shall charge 0% interest with a 0% penalty on default but signatories must pay all legal expenses for recovery of money on default.
    - iii. The loan must be paid in full by the end of the fiscal year unless the contract deems otherwise.
    - iv. The loan contract must be signed by the Vice President, Finance, the borrowing party members to be responsible for repayment, and 1 independent witness from the Council.
  - b. The borrowing party shall become personally responsible to recover the funds lent by the MSA from their own resources if unable to recover funds via the event or initiative, bearing in mind that students have been duly warned of the personal responsibility and risk when planning such events and activities upon signing the loan contract.
    - i. The Executive Council reserves the right to forgive or reduce the loan contract with the Council's approval.
  - c. A loan falling into default shall prompt disciplinary action from the Council and may include faculty involvement if the borrowing party is non-compliant.

#### **Bylaw VII: Implementation and Amendment of Policies and Procedures**

- 1) The Policies and Procedures of the Medical Students' Association serve as the working, day-to-day regulations of the MSA and establish protocol for general MSA business. Policies and procedures shall
  - a. be drafted by the Executive Committee and ratified via the MSA Council;
    - i. Proposed policies shall be forwarded to the Council at least 1 week prior to the sitting of the Council at which they are to be considered.
  - b. be made available online and as an appendix to the constitution as the Library of Policies and Procedures to be maintained by the Vice President, Administration;
  - c. be ratified and deemed part of the Library of Policies and Procedures when approved by a simple majority of the Council members voting and;
  - d. be adhered to by all members of the MSA in order to remain in Good Standing.
- 2) The Policies and Procedures should be reviewed regularly for relevance and effectiveness. Amendment and abolishment to policies and procedures shall follow the same protocol outlined in Section 1.

#### **Bylaw VIII: Amendments to the Constitution and Bylaws**

- 1) The Council shall consider any amendment to the Constitution or to a Bylaw proposed by a member of the Council or by a member of the Constitution and Bylaws Committee.
- 2) Any proposed amendment shall be forwarded to the Council at least 1 week prior to the sitting of the Council at which they are expected to be considered unless deemed critical priority by the Chair of the Constitution and Bylaw Committee, whereupon it may be brought forth earlier.
- 3) A proposed amendment shall be ratified and deemed part of the Constitution or Bylaws when approved by a simple majority of the Council members voting.

#### **Bylaw IX: Addition of New MSA Positions**

- 1) New positions may be added to the MSA Council after approval by a two-thirds majority at a meeting of the MSA Council, and must
  - a. not duplicate any existing MSA portfolio or position;
  - b. be inclusive of the entire MSA membership regardless of age, gender, religion, ethnicity, and sexual orientation;
  - c. contribute significantly to the MSA membership in the areas of academics, social activities or athletics, or act as a liaison with a professional association; and
  - d. be filled by the Vice President, Administration via a by-election according to Bylaw X if elected or by an established committee as per Bylaw XI.
- 2) Any MSA member requesting to add a new position to the MSA Council must
  - a. put forth a written request to the Vice President, Administration; and
  - b. attend an MSA Council meeting to give a presentation on the goals and objectives of the proposed position and answer any questions from the MSA Council.
- 3) Positions added to the MSA Council
  - a. shall be designated provisional positions for at least 1 year;
  - b. shall be reviewed by the MSA Executive after 1 year, after which the MSA Executive will recommend to MSA Council to either
    - i. extend the provisional position for 1 additional year,
    - ii. make the position permanent, with or without modifications, or
    - iii. abolish the position;
  - c. may only be made permanent by a two-thirds majority at a meeting of the MSA Council.

#### **Bylaw X: Nominations, Elections, Appointments, Terms of Office, Resignation, and Impeachment**

- 1) Elections
  - a. Elections shall be held to elect individuals to MSA Council pursuant to Bylaw II.

- 2) Appointment of the Chief Electoral Officer
  - a. The Chief Electoral Officer of the MSA shall be the Vice President, Administration, excepting the period of time for which an alternative appointment made pursuant to Section 2(b) is effective
  - b. When the Vice President, Administration declares his or her intention to stand as a candidate in an election whereupon the Council shall appoint an alternative Chief Electoral Officer for that election and for any other election occurring concurrently.
    - i. If the Vice President, Administration intends to stand as a candidate, he or she shall notify the Council, through whatever means he shall find convenient and expedient, of such intention no later than 72 hours after the time that the date of election is fixed.
    - ii. When the Vice President, Administration has notified the Council pursuant to Section 2(b)(i), the Council shall make an appointment within 48 hours of being so notified.
- 3) Duties of the Chief Electoral Officer
  - a. The Chief Electoral Officer shall administer the election in accordance with this bylaw, including the
    - i. setting of nomination deadlines;
    - ii. setting of the campaign period;
    - iii. regulation of campaigning;
    - iv. processing of nominations;
    - v. administration of balloting;
    - vi. counting of the ballots; and
    - vii. declaration of the elected candidate.
  - b. The Chief Electoral Officer shall be responsible for enforcing the regulations concerning campaigning and may impose such sanctions on any person as he or she shall deem appropriate for violations of any regulation made pursuant to this bylaw.
  - c. The Chief Electoral Officer may appoint such persons not standing for election as he or she shall deem necessary to assist in the administration of an election.
- 4) Date of Election
  - a. A general election shall be held no later than April 1<sup>st</sup> of each year.
  - b. The Chief Electoral Officer shall, for each election, select a date for such election, which shall permit for at least 30 hours of polling.
  - c. The Council shall be notified at least 6 weeks in advance of the proposed election date, and may, by resolution, fix another date for polling.
- 5) Electorate
  - a. Each General Member of the MSA shall be entitled to cast one vote for each position being elected.
  - b. The Chief Electoral Officer shall not vote, unless authorized pursuant to another section of this bylaw.

## 6) Candidacy

- a. Any eligible elector, except for those who currently hold a position on the Council, who will continue to be an eligible elector for the term of office sought, may stand for election for any position during a general election.
- b. No person shall stand for election to more than one office when more than one election is being conducted concurrently.
- c. Notwithstanding Section 6(a), a person who currently holds a position on the Council may stand for election to any other position if he or she
  - i. declares that if he or she wins election to another position on the Council, he or she will resign his or her existing position prior to assuming his or her new office and
  - ii. does indeed resign if he or she wins such election.
- d. Any position on the Council that becomes available pursuant to Section 6(c) will remain vacant until an election for that office is held.

## 7) Nominations

- a. Before his or her name will be added to the ballot, each candidate shall present a certificate in the form specified by the Chief Electoral Officer bearing the names and marks of at least ten eligible electors, certifying that each of the aforementioned eligible electors has nominated the candidate for the indicated position.
- b. For positions where more than one person is to be elected, all candidates running together for the same position shall be considered as one candidate for the purposes of this bylaw, and shall submit a single certificate pursuant to Section 7(a).
- c. The Chief Electoral Officer shall set a date and time by which nominations must be submitted, but in no case shall the time between the date when the election is announced by the Chief Electoral Officer and the date by which nominations must be submitted be less than 5 business days.

## 8) Conduct of Campaigns

- a. The Chief Electoral Officer shall notify the membership eligible to run in the election of the obligation presented in Section 10(f) in writing.
- b. The Chief Electoral Officer shall mandate, prohibit, or otherwise regulate
  - i. the period of time during which campaigning is permissible;
  - ii. the giving of speeches;
  - iii. the location, format, and design of campaign materials and advertisements;
  - iv. the distribution of the platform of each candidate; and
  - v. any other material related to the process of campaigning.
- c. Candidates shall not campaign after the completion of polling.

## 9) Sanctions

- a. Any candidate or party who fails to comply with this bylaw or with any regulation made thereunder shall be notified of their improper conduct by

the Chief Electoral Officer and, if compliance remains an issue, asked to withdraw from the election.

#### 10) Conduct of Election

- a. The Chief Electoral Officer shall open and close the polls at the times set pursuant to Sections 4(b) and (c).
- b. The Chief Electoral Officer shall use the SU Election software, unless deemed inconvenient or impractical, in which case another secure software or system shall be chosen by the Chief Electoral Officer.
- c. The Chief Electoral Officer shall, with the consent of the Council, make such regulations as he or she deems necessary for the adequate provision of polling.
- d. Each ballot shall include an option for the elector to vote for none of the candidates for that position.
- e. Where possible and practical, a preferential ballot system in which candidates may be ranked, shall be used.
- f. Within 5 business days of the closing of the polls, the Chief Electoral Officer shall, through whatever means he or she shall find convenient and expedient, distribute to the electorate a list containing the names of the winning candidate(s). If a member of the electorate wishes to receive a list containing the names of each candidate and the number of votes received by each, as well as the number of votes for none of the candidates received for each position, the may contact the Chief Electoral Officer within 5 business days of the announcement of the winning candidate(s).
- g. All general members who have paid their fees in full are eligible to vote for all candidates.
- h. Notwithstanding Section 10(g), only members of the first year class shall vote for the Orientation Officers.

#### 11) Election of Candidate

- a. The candidate who receives the plurality of votes shall be declared elected.
- b. For any position where the plurality of votes is for the option of none of the candidates, no candidate shall be declared elected and another election shall be held pursuant to this bylaw.
- c. Prior to the opening of the polls, the Chief Electoral Officer shall prepare a list of candidates for each position, rank each candidate according to his or her own preferences, seal the list in an envelope, and provide that envelope to the Vice President, Student Affairs.
  - i. If two or more candidates have received the same number of votes, and that number constitutes a plurality, the Vice President, Student Affairs shall open the envelope provided for pursuant to Section 11(c), determine which of the candidates that shares the plurality for that position is ranked highest, and assign one additional vote to that candidate.

- ii. If no position shall have 2 or more candidates with an equal number of votes with such number constituting a plurality, the envelope provided for in Section 11(c) shall be destroyed by the Vice President, Student Affairs, without being opened.

#### 12) Post-Election Vacancies

- a. If any position shall remain unfilled after an election, the Chief Electoral Officer shall solicit the electorate for applications for that position.
- b. If one eligible elector applies for that position, the Chief Electoral Officer may appoint that person to the position or may require that person stand for election against the option of electing no candidate.
- c. If more than one eligible elector shall apply for that position, the Chief Electoral Officer shall conduct an election, pursuant to the provisions of this bylaw, for that position.
- d. If no eligible elector shall apply for that position, the Council may appoint any eligible elector to that position.

#### 13) Appeals Board

- a. The Chief Electoral Officer shall appoint 5 eligible electors to sit on the Board of Election Appeals, and of these 5 persons
  - i. 2 shall be currently seated on the Council;
  - ii. 2 shall not be currently seated on the Council;
  - iii. 1 shall be randomly selected from the Constitution and Bylaws Committee; also
  - iv. no member shall be standing for election or be the Chief Electoral Officer
- b. The Council shall hold a vote on the ratification of the appointees to the Board of Election Appeals within one week of being notified of the appointment.
- c. No person who has not been ratified by the Council shall sit on the Board of Election.

#### 14) Appeals

- a. Any person who believes that the requirements of this bylaw or any regulation made thereunder have been contravened, and who has received a decision from the Chief Electoral Officer on the question, may appeal that decision to the Board of Election Appeals.
- b. An appeal must be filed within 48 hours of the declaration of the results of an election or within 14 days of the decision of the Chief Electoral Officer, whichever is earlier.
- c. The Board of Election Appeals shall hold a hearing on the appeal within 3 business days of the filing of the appeal, and shall solicit presentations from any affected party.
- d. The Board of Election Appeals may, at its discretion, hear from any other party who claims an interest in the question.

- e. The Board of Election Appeals shall render a decision within 24 hours of the hearing.
- f. An appeal must be based on a claimed error in the interpretation of the bylaw or the regulation or a claimed error in the interpretation of the evidence.
- g. The Board of Election Appeals shall apply the principle of precedent to its decisions.
- h. The Board of Election Appeals may provide as a remedy the setting aside of the results of the election and the ordering of an election for that position.

#### 15) By-Elections

- a. If, for whatever reason, a position on the current or succeeding Council shall become vacant between general elections, a by-election shall be held to fill such position.
- b. The date for such a by-election shall be set by the Chief Electoral Officer, and in no case shall it be later than eight weeks after the position was declared vacant.
- c. Notwithstanding Section 15(b), when a vacancy occurs between May 1<sup>st</sup> and the August 31<sup>st</sup>, the date for a by-election may be set for later than 8 weeks after the position was declared vacant, as long as the election is held on or before September 30<sup>th</sup> of that same year.
- d. The by-election and any associated campaign activities shall be conducted in accordance with the relevant provisions of this bylaw.

#### 16) Reference for Electoral Process

- a. If a question arises on the administration of an election, and such question is not answered by this bylaw or any regulations made thereunder, reference is to be made to Bylaw 2200 or 2300 of the University of Alberta Students' Union.

#### 17) Resignation of Members of the Council

- a. Any member of the Council, except for the Vice President, Administration, may resign by submitting a written notice of resignation to the Vice President, Administration.
- b. The Vice President, Administration may resign by submitting a written notice of resignation to the President.
- c. Notices of resignation made pursuant to Sections 17(a) and (b) are effective immediately or on such date as is specified within the notice, whichever shall occur later.

#### 18) Impeachment, Trial, and Removal of Members of the Council

- a. The Council may, by simple majority, impeach any member of the Council on an allegation that such member of the Council has not performed the duties required by this Constitution or has conducted himself or herself in such a way as to bring disrepute to his or her office.



- b. Upon impeachment, the Council shall set a date for the trial of the impeached member which shall occur no earlier than 2 weeks after impeachment.
- c. The Council shall appoint a member of the Council to prosecute the impeached member immediately after setting the date for trial.
- d. At trial and without limitation on allocated time, the Council shall hear arguments and witnesses and consider such evidence as may be submitted by the prosecutor or the impeached member and shall vote in secrecy on the question of conviction of the impeached member.
- e. The impeached member shall be convicted if at least two-thirds of the total number of members of the Council as prescribed by Bylaw II vote for conviction, excluding the impeached member or the prosecutor.
- f. The convicted member shall immediately be removed from the Council.

19) Appointments to Faculty Committees

- a. When selecting a student representative to a committee of the Faculty of Medicine and Dentistry where such committee does not specify procedures for appointment of student representatives and where such committee involves affairs that may reasonably be considered to concern other programs within the Faculty of Medicine and Dentistry, the MSA shall consult with the relevant student associations for those other programs before the appointment of a student representative.

**Bylaw XI: Committees**

1) The Standing Committees of the MSA

- a. shall meet at least once per calendar year, unless otherwise agreed upon by the committee members;
- b. shall report directly to an Executive member unless otherwise stated;
- c. shall be filled by the chairperson using a fair and objective process open to the entire MSA membership where applicable;
- d. Shall have a quorum of 50% of the standing membership.
- e. may be chaired by an alternative member of the committee in the absence of the chair;
- f. shall be given access to the use of the MSA Office via the committee's chairperson; and
- g. shall complete an MSA Standing Committee Report once each year by
  - i. April 1

2) The Accreditation Committee shall

- a. report to the President;
- b. be composed of
  - i. at least 2 MSA members from different class years, including a chairperson selected by the Accreditation Committee, and
  - ii. must have at least 1 member from clerkship years; and
- c. coordinate student activities related to the medical school's accreditation process.

- 3) The Affair of the Heart (AotH) Committee shall
  - a. Report to the Vice President, External
  - b. be composed of
    - i. a chairperson selected by the AotH Committee
    - ii. junior and senior members of the committee;
  - c. host the annual Affair of the Heart Gala in the fall semester, garnering sponsorship and support according to suggestions as made by previous AotH Committees and the Council.
  
- 4) The Alberta Medical Student Conference and Retreat (AMSCAR) Committee shall
  - a. report to the Vice President, External
  - b. be composed of
    - i. a chairperson selected by the AMSCAR Committee, and
    - ii. preclinical medical students from both the University of Alberta and the University of Calgary; and
  - c. organize a memorable weekend conference emphasizing medical student health and wellness.
  
- 5) The Community Engagement Committee shall
  - a. report to the MSA Executive Committee;
  - b. be composed of
    - i. the Vice President, Community Engagement as chairperson,
    - ii. the Local Officers for Reproductive and Sexual Health,
    - iii. the Aboriginal Health Liaisons,
    - iv. the Global Health Advocates,
    - v. the Local Officers for Global Health Education,
    - vi. the Local Exchange Officers,
    - vii. the Student Health Initiative for the Needs of Edmonton (SHINE) representative, and
    - viii. such other persons that the Committee shall request;
  - c. facilitate ethical global health education, advocacy, action and experiences within the medical school;
  - d. empower MSA members with the tools they may need to grow as global health leaders and global citizens; and
  - e. coordinate Canadian Federation of Medical Students (CFMS) national global health activities and initiatives.
  
- 6) The Constitution and Bylaws Committee shall
  - a. report to MSA Council;
  - b. be composed of
    - i. the Vice President, Administration as chairperson, and
    - ii. at least 2 other MSA members serving 1 year terms;

- c. provide ongoing assessment of, and changes in, the Constitution and Bylaws as deemed necessary by the Committee or as a result of changes in MSA policy or activities; and
- d. respond to specific suggestions for additions or changes to the Constitution and Bylaws from MSA Council members and Executive members.

7) The External Affairs Committee shall

- a. report to the MSA Executive Committee;
- b. be composed of
  - i. the Vice President, External as chairperson,
  - ii. the Junior and Senior Representatives to the Alberta Medical Association (AMA),
  - iii. the Representative to the Alberta College of Family Physicians (ACFP),
  - iv. the Junior and Senior Representatives to the Health Sciences Students' Association (HSSA),
  - v. the Chair of the Government Affairs & Advocacy Committee, and
  - vi. any other persons who represent MSA members to organizations external to the Faculty of Medicine and Dentistry (FoMD) including
    - 1. Students' Union Councilors representing the FoMD,
    - 2. student General Faculties Council representatives from the FoMD,
    - 3. representatives to the Professional Association of Resident Physicians of Alberta (PARA),
    - 4. representatives to the Students' Union Council of Faculty Associations (COFA),
    - 5. representatives to the College of Physicians and Surgeons of Alberta (CPSA), and
    - 6. representatives to the CFMS;
  - vii. coordinate activities between the committee's members; and
- c. share external discussions about medical student issues among the committee's membership.

8) The Finance Committee shall

- a. Report to the Vice President, Finance
- b. Ideally consist of 3 members (with a maximum of 4), 2 of which are the years 1 and 2 Class Treasurers.
  - i. The vacant 4<sup>th</sup> position will be selected by application.
  - ii. Scoring will be performed by the 1st and 2nd year Treasures and the VP Finance
- c. Have a 2-year term for the student selected.
  - i. They shall remain on the committee, unless they are elected as the new VP Finance.
    - 1. If not elected they will still remain on the committee.
  - ii. This will create a committee of 4 members.

- d. Undertake tasks designated by the VP Finance and report updates.
    - i. Updates will be reported by the VP Finance at council meetings.
  - e. Not have any signing authority or access to the MSA Account.
    - i. All account related activities (deposits, reimbursements, etc.) will maintain with the MSA Executive members listed as Signing Officers.
  - f. Update the VP Finance included in major communications.
- 9) The Health and Wellness Committee shall
- a. report to the Vice President, Student Affairs
  - b. be composed of
    - i. a chairperson if selected by the Health and Wellness Committee, and
    - ii. the Junior and Senior Health and Wellness Representatives.
  - c. help medical students to embrace physical, emotional, mental, sexual, and financial well-being in all aspects of their lives.
- 10) The MD Ambassadors Leaders Committee shall
- a. report to the MSA Executive Committee;
  - b. be composed of
    - i. the Vice President, Student Affairs as chairperson, and
    - ii. the leaders of each MD Ambassadors committee;
  - c. promote health education and health care through sustainable outreach programs to communities external to the medical school.
- 11) The Party Like a Pro (PLAP) Committee shall:
- a. report to MSA Council;
  - b. be composed of
    - i. a minimum of 1 representative from each of the following committees: Social Committee, MSA Sports Representative, Orientations Week, AMSCAR, Ice Bowl representative (when relevant)
    - ii. Vice President, Student Affairs,
    - iii. Professionalism Representatives Senior, as chairpersons, and
    - iv. any other student who wishes to participate in the PLAP Committee;
  - c. work towards achievement of the following goals
    - i. generating awareness of the direct impact and broader implications of medical students' behaviours and actions,
    - ii. establishing a culture of personal responsibility for one's behaviour and actions when in a public or semiprivate forum,
    - iii. fostering a culture of collective responsibility for fellow medical students outside of the school setting;
  - d. respond to specific suggestions for additions or changes to the responsibilities of the Party Like a Pro Committee from MSA Council members and Executive members.

- 12) The Government Affairs & Advocacy Committee shall
  - a. report to the Vice President, External;
  - b. be composed of
    - i. the Chair of the Government Affairs & Advocacy Committee as chairperson, and
    - ii. MSA members with one (1) year terms; and
  - c. promote participation of the medical student body in advocacy on issues relevant to them as students; and
  - d. lobby on a pre-determined issue that has an impact on health care with the aim of increasing students' confidence in advocacy.
  
- 13) The Student Curriculum Committee shall
  - a. report to the President;
  - b. be composed of
    - i. The Vice President, Education as chairperson;
    - ii. the second year class council Curriculum Representatives;
    - iii. the first year class council Curriculum Representatives;
    - iv. the President;
    - v. any MSA member who has previously held the position of President;
    - vi. the Vice President, Community Engagement; and
    - vii. all Class Representatives;
  - c. discuss the strengths and weakness of the MD program curriculum;
  - d. identify current and ongoing curriculum issues in all four (4) years of the MD program;
  - e. discuss any curriculum issues and proposed solutions at relevant Class Council meetings and with relevant staff members of the Faculty of Medicine and Dentistry; and
  - f. follow-up with staff members of the Faculty of Medicine and Dentistry to ensure the issues are appropriately addressed.
  
- 14) The Student Professionalism Committee (SPC) shall
  - a. remain autonomous and not report to a specific organization;
  - b. be composed of a chairperson and members from all FoMD programs as outlined by the SPC terms of reference, including
    - i. including the Junior and Senior Professionalism Representatives, and
    - ii. MSA Vice President, Student Affairs and/or MSA President;
  - c. engage in activities that promote a Faculty-wide culture of professionalism as guided by the SPC terms of reference.
  
- 15) Ad Hoc Committees shall
  - a. be formed as deemed necessary by the Council;
  - b. have terms of reference and membership defined by the Council at the time the committee is struck;

- c. include at least 1 member of the Council; and
- d. cease to exist by vote of the Council or if the committee has not met for 1 year.

## **Bylaw XII: MSA Groups**

- 1) Academic, Non-Academic and Student Initiatives
  - a. An academic, non-academic, interest group or student initiative (hereinafter referred to as a “group”) in good standing shall
    - i. be governed under an MSA Groups Policy as per Bylaw VII by the Vice President, Student Affairs with the assistance of the Vice President, Administration;
      - 1. Student Initiatives may be exempt from aspects of this bylaw and subsequent policies at the discretion of the Vice President, Student Affairs.
    - ii. have a minimum of 2 leaders and a maximum of 3 serving no more than 1 academic year. At no time shall a group leader be a member of the MSA Executive;
      - 1. an individual may, under no circumstances, be the leader of more than 2 groups.
    - iii. notwithstanding Section 1(a)(ii), in extraordinary circumstances, a group may petition the MSA for consent to appoint additional leaders beyond 3; however, such permission must be approved by both the MSA Executive and the MSA Council;
    - iv. have selection of new group leaders conducted by current group leaders and reviewed by the Vice President, Student Affairs and Vice President, Administration before being declared official;
      - 1. if a group fails to comply, the MSA Executive will retain responsibility for the selection of the new group leaders;
    - v. groups will have open membership to all MSA members;
    - vi. at least one leader from each group must attend a mandatory training session led by the Vice President, Student Affairs or Vice President, Administration before a group may set up events;
    - vii. groups found to be non-compliant with this bylaw or any regulations set by the Vice President, Student Affairs or Vice President, Administration, will not receive MSA representation to the faculty, will not be considered a group in Good Standing, and will not be granted a letter of recommendation sent to the UME office for the purposes of MSPR credit.
- 2) Student Associations within the MSA
  - a. Clubs and interest groups: serve to provide services to medical students by medical students and governed under prescribed clubs policy.
  - b. Student Initiatives: arms length organizations registered under the MSA. Regulated by MSA financial policies if any funding is provided.

- c. MD Ambassadors: student run groups to engage the community in medicine. Their budget is through ear-marked funds by the Faculty of Medicine and Dentistry
- d. MSA Council Projects: projects formally adopted by MSA council with greater oversight and funding than Student Initiatives.

**Bylaw XIII: Class Councils**

- 1) The MSA acknowledges and legitimizes the existence of Class Councils under the authority of this document.
  - a. Positions on the Council will be filled by cross-appointment from the respective, elected Class Councils as per Bylaw II Section 1.
  - b. Each Class Council shall report to the Council through their elected Class Representative.
  - c. By whatever means deemed appropriate by the Year 2 Class Council, they will facilitate the creation and election of the Year 1 Class Council with the assistance of the Vice President, Administration and the President as needed.
  - d. Each elected Class Council shall, at a minimum
    - i. create a constitution based on the previous year's, editing it as needed and have it approved by their elected Class Council at their first meeting;
    - ii. Hold Council Meetings when necessary and practical during the academic year, making available meeting minutes and Council decisions to its General Membership; if any member of Class Council requests that a meeting be held, one must be organized within 4 weeks of the request. During 1<sup>st</sup> and 2<sup>nd</sup> year, at least one meeting must be held in the first and last month wherein classes are regularly scheduled.
      1. at the end of 2<sup>nd</sup> year, the Class Council is permitted to cease holding Council Meetings in 3<sup>rd</sup> and 4<sup>th</sup> year depending a majority vote by the Class Council;
    - iii. host an Annual General Meeting in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year if 10% or more of the General Membership of the respective class requests such a meeting.
    - iv. ensure all funds are used in a way that attempts to benefit their entire class;
    - v. respect and adhere to decisions made by the MSA Council regarding Class Council.
  - e. The Class Councils will openly report their finances to the Vice President, Finance and follow Bylaw XVIII and this document as applicable.
  - f. The Class Councils have the freedom to act autonomously while adhering to the essence and spirit of this constitution and the values of the MSA.

**Bylaw XIV: Representation to Faculty of Medicine and Dentistry Committees**

- 1) The MSA shall be represented on Committees of the Faculty of Medicine and Dentistry where

- a. such representation is deemed to be of value to the MSA; and
  - b. where such representation has been requested by the Faculty of Medicine and Dentistry.
- 2) The Council shall determine whether representatives are to be appointed, elected at the level of a Class Council, or elected at the level of the Council of the MSA.

**Bylaw XV: Med Nite**

- 1) All Med Nite issues shall be handled by the Med Nite Director and fourth year Class Council. The Med Nite Director shall be the fourth year Med Nite Representative who is elected in their first year by their class as per the Class Council elections.
- 2) The MSA shall be responsible for providing a start-up loan, in an amount approved by the Vice President, Finance, to the fourth year class council for Med Nite use only.
- 3) Such loan will be repaid after ticket sales have been collected.
- 4) The MSA may provide further funding, given to the Med Nite Director, of \$200 maximum to be spent on props only.
- 5) The Med Nite Director shall
  - a. oversee the production of Med Nite;
  - b. arrange adequate publicity for the event; and
  - c. administer such funds as are allocated to Med Nite by the Council.
- 6) The first year Med Nite Class Council Representative shall be responsible for ticket sales and promotion of the event.
- 7) The price of Med Nite tickets will be set annually by the Med Nite Director and the other Med Nite Class Council Representatives.
- 8) All assets accrued from the sale of Med Nite tickets, and all other revenue, whether gained directly or indirectly as a result of Med Nite, shall become the property of the fourth year Class Council.
- 9) Med Nite tickets shall be sold to each class in a fair and equitable manner by the MedNite Production Committee.

**Bylaw XVI: The Shaner Memorial Award**

- 1) The MSA shall provide the Shaner Gold Medal to be presented by the Faculty of Medicine and Dentistry at the Graduation Banquet.



- 2) The recipient shall be nominated from the graduating class, and shall be selected by a poll of the graduating class, on the basis of contributions to the MSA throughout their entire career as a medical student and without reference to academic achievement.

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Last revised: April 19, 2017  
Vice President Anish Arora  
The 2017-2018 Constitution Committee