



## **Constitution of the Manitoba Medical Students' Association**

### **Article I (A1) – The Association**

#### **A1: Section 1 – Name**

This organization shall be known as the Manitoba Medical Students' Association, hereafter referred to as the MMSA. The governing body of the MMSA shall be known as the MMSA Executive Council or simply the MMSA Executive.

#### **A1: Section 2 – Objectives**

The objectives of the MMSA shall be:

- a) To promote the interests and welfare of undergraduate students of the Max Rady College of Medicine at the University of Manitoba with respect to their educational, professional, social, and athletic endeavors.
- b) To ensure adequate and continuing student representation in all matters affecting undergraduate medical students at the University of Manitoba.
- c) To represent University of Manitoba medical students to the Max Rady College of Medicine and Rady Faculty of Health Sciences (RFHS) administrations, the University of Manitoba administration, the media, government at the local, provincial and national levels, and other professional regulatory bodies and associations. The MMSA shall be the only organization which may directly represent medical students of the University of Manitoba; though, the MMSA Executive may choose to temporarily transfer this responsibility to another organization as needed.
- d) To maintain affiliation with the College of Physicians and Surgeons of Manitoba (CPSM), University of Manitoba Students' Union (UMSU), Doctors Manitoba, the Professional Association of Residents and Interns of Manitoba (PARIM), the Canadian Medical Association (CMA), the medical student societies of other provinces, and the Canadian Federation of Medical Students (CFMS).

#### **A1: Section 3 – The MMSA Crest**

The crest found in Appendix 1 shall be the official crest of the MMSA. MMSA executives shall use this crest on MMSA Letterhead and in other correspondence.

### **Article II (A2) – Membership**

#### **A2: Section 1 – Membership**

- a) Membership in the society shall be granted to all registered members in undergraduate medicine who have paid the requisite fees. This includes students in the Extension to Clerkship program.
- b) Membership shall also be granted to MD/PhD trainees in both the MD and PhD phases of their training.
- c) Students on a leave of absence (LOA) from the Max Rady College of Medicine may be considered to be on a LOA from the MMSA on a case-by-case basis (as the case may be when a student is on a LOA for an entire academic year).
- d) Honorary membership in the MMSA shall include the following:
  - i. Dean of the Max Rady College of Medicine
  - ii. Associate Dean, Undergraduate Medical Education (UGME)
  - iii. Associate Dean, Student Affairs



- iv. Honorary Senior Stick of the MMSA
- v. Other members as deemed necessary by the MMSA Executive

#### A2: Section 2 – Rights and Privileges of Members

Members of the MMSA shall have the following rights and privileges:

- a) To vote at elections for MMSA representatives and at any referendums. This privilege does not apply to honorary members.
- b) To hold any office within the MMSA, having met the prerequisites for that office.
- c) To attend any Executive Council meeting and to have the floor when recognized by the chair.
- d) To have their CFMS membership fees paid by the MMSA on their behalf.
  - i. First year medical students will submit CFMS fees for all four years of medical school to the MMSA Executive, who will subsequently forward a lump sum payment to the CFMS on behalf of all first year University of Manitoba medical students.

#### A2: Section 3 – Obligations

Members of the MMSA shall have the following obligations:

- a) Each member shall be expected to pay any membership fee levied by the MMSA.
- b) Each member shall be expected to know and obey the rules and regulations of the University of Manitoba, the Max Rady College of Medicine, and its affiliated hospitals.
- c) Honorary Members shall be exempt from paying membership fees.

### **Article III (A3) – Organization**

#### A3: Section 1 – MMSA Executive Council

The MMSA Executive Council shall be made up of the following:

- a) Senior Stick
  - i. Shall represent the medical students of the University of Manitoba to the Max Rady College of Medicine, RFHS, University of Manitoba, government, media, and all other organizations.
  - ii. Shall call, form the agenda of, and chair all meetings of the MMSA Executive.
  - iii. Shall oversee all MMSA activities, ensuring that the policies and procedures of the MMSA are carried out and that obligations of other MMSA Executives are fulfilled.
  - iv. Shall represent the MMSA to the Max Rady College of Medicine Progress Committee and the Board of Senior Sticks, among other committees determined on an annual basis at the discretion of the Senior Stick.
  - v. Shall appoint students to representative positions as required, including representatives for the myriad of College committees.
  - vi. Shall be the senior voting member of the MMSA to the CFMS.
  - vii. Shall be one of the official signatories of the MMSA Bank Account.
  - viii. Shall be an ex-officio member of all MMSA Executive Sub-Committees.
- b) Honorary Senior Stick
  - i. Shall assist the MMSA Executive with their duties.
  - ii. Shall sit on the MMSA Executive Council as an ex-officio, non-voting member.
  - iii. Shall provide advice and guidance to the MMSA Executive where required.



- c) Vice-Stick Internal
  - i. Shall liaise between the UGME Administration and the MMSA regarding academic matters.
  - ii. Shall oversee the activities of the class councils with regards to academic matters.
  - iii. Shall oversee the activities of Interest Groups (as outlined in the MMSA's INTEREST GROUP POLICY), the Teaching Awards Committee, and the Selections Committee.
  - iv. Shall be the primary aid to the Senior Stick in the oversight of MMSA activities and, in the absence of the Senior Stick, perform the duties of the office of the Senior Stick.
  - v. Shall be one of the official signatories of the MMSA Bank Account.
  - vi. Shall represent the MMSA to the Max Rady College of Medicine Progress Committee, among other committees determined on an annual basis at the discretion of the Senior Stick.
  
- d) Vice-Stick External/CFMS Senior Representative
  - i. Shall represent the MMSA to external bodies throughout the year as deemed necessary by the MMSA Executive, including but not limited to:
    - CFMS
    - Doctors Manitoba
    - Professional Associations of Residents and Interns of Manitoba (PARIM)
    - College of Physicians and Surgeons of Manitoba (CPSM)
    - Canadian Medical Association (CMA)
  - ii. Shall represent the MMSA as a board member of Doctors Manitoba.
  - iii. Shall organize Doctors Manitoba Town Halls in order to facilitate stronger partnership with the MMSA student body.
  - iv. Shall organize Doctors Manitoba Career Advising, Leadership Building and Wellness workshops in collaboration with Doctors Manitoba
  - v. Shall oversee and work with Doctors Manitoba in the execution of the Doctors Manitoba Mentorship Program
  - vi. Shall hold the second vote of the MMSA at CFMS meetings
  - vii. Shall chair the CFMS Subcommittee, such that they can remain informed of CFMS-related activities within the MMSA.
    - Other members of the CFMS Subcommittee shall include the CFMS Junior Representative, Global Health Liaisons, Government Affairs and Advocacy Committee (GAAC) Representatives, CFMS Wellness Representative, and any other CFMS-affiliated positions.
  
- e) CFMS Junior Representative
  - i. Shall assist the Vice-Stick External with all aspects of their position.
  - ii. Shall represent the MMSA to the CFMS as a non-voting member.
  
- f) Senior Treasurer
  - i. Shall be responsible for all bookkeeping and financial records of the MMSA.
  - ii. Shall be one of the official signatories of the MMSA Bank Account.
  - iii. Shall have the power to forbid any questionable expenditures until approved at the following MMSA Executive meeting.
  - iv. Shall ensure that all purchases made by the MMSA Executive Council and other student bodies are properly requisitioned and approved



- v. Shall develop and submit to the MMSA Executive Council an annual budget by October each year.
  - vi. Shall make disbursements of all sums owed by the MMSA or any group appointed by the MMSA for legitimate expenditures approved by the MMSA Executive Council.
  - vii. Shall receive and deposit all sums payable to the MMSA and appointed committees into the appropriate MMSA account.
  - viii. Shall state the financial standing of the MMSA at regular MMSA meetings and shall provide quarterly reports to the MMSA Executive.
  - ix. Shall collaborate with the VSI to keep up to date records of interest group expenditures and remaining balances within an academic year
- g) Junior Treasurer
- i. Shall assist the Senior Treasurer with all aspects of their position.
  - ii. Shall be one of the official signatories of the MMSA Bank Account, as well as the primary signing authority on all MMSA Cheques.
- h) Programmers (2 positions)
- i. Shall organize social events for the MMSA.
  - ii. Shall organize training for all MMSA members on responsible and professional conduct during social events
  - iii. Shall submit a detailed budget for all MMSA social events to the MMSA Executive for approval.
  - iv. Shall coordinate marketing and ticket sales for UMSU events to the MMSA.
  - v. Shall liaise with programmers from other faculties to organize interfaculty events.
  - vi. Shall represent the MMSA to the UMSU Programmers Council.
  - vii. Shall oversee activities of class Social and Sports Representatives and offer guidance, if needed.
- i) UMSU Representative
- i. Shall represent the MMSA to the UMSU Council by attending UMSU meetings and presenting the opinion of the MMSA as approved by the MMSA Executive.
    - Shall find a proxy to attend UMSU Council Meetings if they are unable to attend a given meeting.
  - ii. Shall adhere to the duties of UMSU Councilor as stated in the UMSU constitution.
  - iii. Shall report all relevant UMSU Council decisions to the MMSA Executive.
- j) Senator
- i. Shall represent the MMSA to the University of Manitoba Senate by attending Senate and Senate Student Caucus Meetings and presenting the opinion of the MMSA as approved by the MMSA Executive.
    - Shall find a proxy to attend Senate Meetings if they are unable to attend a given meeting.
  - ii. Shall adhere to the duties of the Student Senator as stated in the Constitution of the Senate of the University of Manitoba.
  - iii. Shall report all relevant Senate decisions to the MMSA Executive.
- k) Communications Representative
- i. Shall keep a record of the proceedings of all MMSA Executive Meetings and shall send minutes to the MMSA Executive within one week of such meetings.



- ii. Shall maintain the MMSA Website.
  - iii. Shall be the primary conduit of information from the MMSA Executive to the MMSA Membership.
  - iv. Shall be responsible for all social media activity of the MMSA.
- l) Corporate Relations Representative
- i. Shall be responsible for all fundraising activities of the MMSA.
  - ii. Shall be an expert and resource for all MMSA members on fundraising initiatives.
  - iii. Shall work closely with the Junior and Senior Treasurers on matters relating to incoming funding, and with the Programmers on matters related to MMSA events.
  - iv. Shall solicit potential sponsors on behalf of and to support the goals of the MMSA.
  - v. Shall raise funds in the name of the MMSA with all sponsorship monies generated being assigned without restrictions to the general operating budget of the MMSA.
  - vi. Shall specifically solicit funds for Orientation Week, Ice Bowl, the Winter Formal, Beer and Skits, and for other student activities as deemed appropriate by the MMSA Executive.
  - vii. Shall keep a record of correspondence with real or potential sponsors, as well as a table of contributors, events sponsored, and amounts received. Said record shall remain the property of the MMSA after the Corporate Relations Representative's term has been completed.
  - viii. Shall work closely with the CFMS Wellness Representative and external stakeholders in organization of financial literacy education including but not limited to a financial information documents and financial series.
- m) Medicine I Representative
- i. Shall represent the Medicine I Class to the MMSA Executive Council.
  - ii. Shall disseminate relevant news/proceedings from MMSA Executive Council Meetings to the Medicine I Class.
- n) CFMS Wellness Representative
- a. Shall assist the Department of Student Affairs in planning events related to student wellness.
  - b. Shall act as the liaison between the Department of Student Affairs and the MMSA.
  - c. Shall act as the University of Manitoba representative to the CFMS' Wellness Committee, collaborating on national projects as requested by the CFMS National Officer of Wellness.
  - d. Shall chair the MMSA Wellness Committee, consisting of the CFMS Wellness Representative and 2 Wellness Representatives from each Medicine I – IV class, as well as any other representatives as they see fit.
  - e. Shall report activities to the Vice-Stick External as well as to the CFMS National Wellness Officer, as required.
  - f. Shall work closely with the Corporate Relations Representative in organization of financial wellness programming.
  - g. Shall sit on the MMSA executive as an ex-officio, voting member.
- o) Research Program Representative
- i. Shall represent MMSA members taking part in the MD/PhD, MD/MSc, and MD/ BSc (Med) programs to the MMSA, Max Rady College of Medicine, and the Clinician Investigator Trainee Association of Canada (CITAC), the national body representing all MD/PhD trainees in Canada.



- ii. Shall sit on the MMSA Executive Council as an ex-officio, non-voting member.
  
- p) Global Health Liaison Senior (GHL Sr.)
  - i. Shall represent the MMSA to the Global Health Program of the CFMS and the International Federation of Medical Student Associations (IFMSA).
  - ii. Shall lead the Global Health Interest Group and support Global Health Activities within the Max Rady College of Medicine; including assisting in the coordination of international student exchanges with the CFMS Local Exchange Officer and Global Health Advocacy programming.
  
- q) Global Health Liaison Junior (GHL Jr.)
  - i. Shall, in conjunction with the GHL Sr., represent the MMSA to the Global Health Program of the CFMS and the IFMSA.
  - ii. Shall assist the GHL Sr. in leading the Global Health Interest Group and supporting Global Health Activities within the Max Rady College of Medicine.
  - iii. Shall sit on the MMSA executive as a non-voting member, holding voting rights only in the absence of the GHL Sr. in which case the GHL Jr. may act as their proxy.
  
- r) Government Affairs and Advocacy Committee (GAAC) Representative Senior
  - i. Shall represent the MMSA to the CFMS Government Affairs and Advocacy Committee.
  - ii. Shall, in coordination with the CFMS Government Affairs and Advocacy Committee, coordinate the Manitoba delegation at the CFMS' Federal Lobby Day
  - iii. Shall chair, recruit/ appoint members to, and oversee the activities of the local Government Affairs and Advocacy Committee.
  - iv. Shall identify issues for local and provincial lobbying
  - v. Shall consult the MMSA and ensure that all lobbying activities are consistent with the views and opinions of University of Manitoba medical students.
  - vi. Shall develop and implement lobbying initiatives, including the coordination of an annual Provincial Lobby Day
  - vii. Shall report all activities to the Vice-Stick External and the CFMS VP Advocacy.
  - viii. Shall sit on the MMSA executive as an ex-officio, non-voting member.
  
- s) Local Officers of Indigenous Health (2 positions)
  - a. Shall represent Indigenous students, Indigenous health populations, the Indigenous Institute of Health and Healing, Ongomiizwin – Education, and the IHPG to the MMSA.
  - b. Shall report activities to the CFMS National Officer of Indigenous Health and assist with local/national Indigenous Health initiatives, as required.
  - c. Shall sit on the MMSA executive as ex-officio, voting members.

All MMSA Executive members are expected to perform any other duties incident to their office or as required by the MMSA, in addition to what is listed above.

MMSA Executive members are expected to maintain open lines of communication with each other and with the student body. They should keep other executive members (their senior counterparts and the Senior Stick in particular) informed of any and all developments.

### A3: Section 2 – Class Executive Council (Elected Positions)

Each class will have an elected executive made up of the following:



a) Class President

- i. Shall represent their class to the Max Rady College of Medicine/RFHS administrations, other classes, and the MMSA.
- ii. Shall sit on the MMSA Executive Council with primary voting rights for their respective class. Class Presidents are encouraged to consult their respective Academic Representatives on voting matters.
- iii. Shall assist in the organization and implementation of class events and programs.
- iv. Shall coordinate and oversee the activities of other class representatives (elected and non-elected).
- v. Shall represent their Class on the following committees:
  - Pre-clerkship Student Evaluation Committee for Medicine I and II Class Presidents.
  - Clerkship Student Evaluation Committee for Medicine III and IV Class Presidents.
  - Curriculum Integration Committee for Medicine I-IV Class Presidents.
  - Pre-clerkship Curriculum Committee (Medicine I and II), Clerkship Curriculum Committee (Medicine II and IV), and Curriculum Executive Committee (Medicine II), should their respective Class Academic Representatives be unable to attend.

b) Class Academic Representatives (2 positions)

- i. Shall represent their class to the Max Rady College of Medicine/RFHS administrations, other classes, and the MMSA on academic issues.
- ii. Shall sit on the MMSA Executive Council as ex-officio, non-voting members, holding voting rights only in the absence of the Class President, in which case they shall automatically act as their proxy. In cases where the Class President is absent and there is disagreement between the two academic representatives, they should abstain from voting.
- iii. Shall assist in the organization and implementation of class events and programs.
- iv. Shall coordinate and oversee the activities of Course Evaluation Seminar Representatives.
- v. Shall, in the absence of the Class President, perform the duties of the office of the Class President.
- vi. Medicine IV Academic Representatives shall assist UGME in organizing the MCCQE preparatory course for the Medicine IV class.
- vii. Shall represent their Class on the following Committees:
  - Pre-clerkship Curriculum Committee for Medicine I and II Representatives.
  - Clerkship Curriculum Committee for Medicine III and IV Representatives.
  - UGME Management Committee and Curriculum Executive Committee for Medicine II Representatives.
  - Curriculum Integration Committee for Medicine I-IV Representatives.
  - Pre-clerkship Student Evaluation Committee (Medicine I and II) and Clerkship Student Evaluation Committee (Medicine III and IV), should their respective Class Presidents be unable to attend.

c) Class Social Representatives (2 positions)

- i. Shall organize social events for their class and are responsible for ticket sales of any such events.
  - Shall work with class treasurers to ensure collected funds are deposited appropriately
- ii. Shall assist the MMSA Programmers with marketing and ticket sales for MMSA and other events.

d) Class Sports Representatives (2 positions)



- i. Shall organize intramurals and other sporting events for their class.
- e) MMSA Medicine I Representative
  - i. Cross-appointed with the MMSA Executive; as listed in Article III: Section 1, Part (o).
- f) GHL Jr.
  - i. Cross-appointed with the MMSA Executive; as listed in Article III: Section 1, Part (n).
- g) Community Outreach Representatives (Medicine I only; 2 positions)
  - i. Shall organize and implement the annual Mock Multiple Mini-Interviews (MMIs) for pre-medical students, with one session located in Winnipeg and one in Brandon.
  - ii. Shall organize and implement Medical School Information Nights at the University of Manitoba and University of Winnipeg.
  - iii. Shall assist in the organization of accommodations for out-of-town pre-medical students invited for the MMI.
- h) Children's Hospital Representatives (Medicine I only; 2 positions)
  - iv. Shall organize biweekly visits to the Children's Hospital.
  - v. Shall organize an annual Halloween Party for the Children's Hospital ("Reverse Trick-or-Treat").
  - vi. Shall assist in the recruitment of volunteers for the annual Teddy Bears Picnic.
- i) Jacob Penner Park Representatives (Medicine I and II only; 3 positions)
  - i. Shall help to run the Jacob Penner Park program, organizing weekly events.
- j) Rural Representatives (2 positions)
  - i. Shall assist in the organization of the Rural Interest Group and support rurally-oriented activities within the Max Rady College of the Medicine student body.
  - ii. Shall maintain their position for all four years of medicine.
  - iii. Rural Representatives in their 2<sup>nd</sup> year of Medicine shall lead the Rural Interest Group and be the primary liaisons between MMSA members and rural organizations or physicians.
- k) Wellness Representative (2 positions)
  - i. Shall represent their class to the MMSA Wellness Committee, reporting to the CFMS Wellness Representative
  - ii. Shall be knowledgeable on wellness/mental health resources available to MMSA members
  - iii. Shall advocate for the class and liaise concerns to the MMSA Wellness Committee, the UGME department of Student Affairs, and the University of Manitoba Department of Student Affairs, as deemed appropriate by the representatives.

All Class Executive Council members are expected to perform any other duties incident to their office or as required by their class or the MMSA Executive, in addition to what is listed above. No MMSA member may hold more than one elected position on their Class Executive Council in a single term.

### A3: Section 3 – Non-Elected MMSA Positions

The following positions are appointed through various means other than election; they are not members of the MMSA Executive Council unless explicitly stated otherwise, and in which case their role will have already been outlined in Article III: Section 1.





- a) Honorary Senior Stick
  - i. As listed in Article III: Section 1, Part (b).
- b) Government Affairs and Advocacy Committee (GAAC) Representative Senior
  - i. As listed in Article III: Section 1, Part (r).
- c) GAAC Representative Junior
  - i. Shall assist the GAAC Representative Sr. in oversight of the local Government Affairs and Advocacy Committee.
  - ii. Shall assist the GAAC Representative Sr. in identifying issues for local and provincial lobbying.
  - iii. Shall assist the GAAC Representative Sr. in development of lobbying initiatives and coordination of an annual Lobby Day.
- d) Local Officers of Indigenous Health (2 positions)
  - i. As listed in Article III: Section 1, Part (s).
- e) Interprofessional Education (IPE) Liaison
  - i. Shall coordinate activities promoting interprofessionalism with other IPE representatives from other faculties and colleges.
  - ii. Shall be responsible for promoting and organizing Institute for Healthcare Improvement (IHI) activities for medical students.
  - iii. Shall represent medical students to the Max Rady College of Medicine administration and the CFMS with regard to IPE.
- f) Medtorship Program Coordinators (Medicine II; 2 positions)
  - i. Shall recruit members of their class to serve as “Medtors” for the incoming Medicine I class.
  - ii. Shall match each incoming first year student with a second year “Medtor”.
  - iii. Shall work with the Orientation Week Coordinators to ensure a smooth transition for each first year student.
- g) Teaching Awards Committee (Medicine I – IV; 2 positions each)
  - i. Shall represent their class throughout all four years of medicine.
  - ii. Shall be chaired by the Medicine IV representatives.
  - iii. Shall organize the annual Teaching Awards Ceremony, including:
    - Nomination and election of teaching award recipients.
    - Purchase of plaques and pins for teaching award nominees and recipients.
  - iv. Shall report all activities to the MMSA Vice-Stick Internal.
- h) Selections Committee
  - i. Shall be composed of 4 representatives, preferably one from each class, and preferably students that sit on the MMSA Executive or Class Executive.
    - The Selections Committee may invite other members of the MMSA Executive Council with specific expertise or knowledge to participate in selections as deemed necessary by the chair.
  - ii. Shall be chaired by the Vice-Stick Internal (or the most senior student representative in absence of the Vice-Stick Internal).
  - iii. Shall organize the collection of applications for non-elected positions, including but not limited to:



1. GAAC Representative Junior
    2. Medtorship Program Coordinators
  - iv. Shall select representatives in cooperation with current position-holders through any of the following means:
    1. Review of applicant supporting documents
    2. Interviews of applicants
    3. Other methods at the discretion of the selections committee
  - v. Shall report all activities to the MMSA Senior Stick.
- i) Other Representatives
- i. Other representatives may include but are not limited to:
    - Departmental Representatives
    - Search Committee Representatives
    - Admissions Committee Representatives
    - Discipline & Appeals Committees
  - ii. These representatives may be appointed by the Senior Stick, or through the Selections Committee at the discretion of the Senior Stick.
  - iii. Shall represent the MMSA as instructed by the MMSA Executive Council.
  - iv. Shall report non-confidential information to the MMSA Executive Council.
  - v. Shall report to the relevant MMSA Executive Member, as determined by the Senior Stick.
  - vi. Shall maintain their positions for the posted term or at the discretion of the Senior Stick.
  - vii. The MMSA Executive may appoint and delegate additional responsibilities, duties, and positions as deemed necessary.

These individuals, committees, and groups have certain responsibilities rendered by their respective portfolios. They cannot speak on behalf of the student body or the MMSA Executive outside of the confines of their portfolios without advance authorization from the MMSA Executive Council.

### A3: Section 4 – Non-Elected Class Positions

The following positions and committees are not members of the Class Executive unless explicitly stated, though they may also hold positions on the Class Executive:

- a) Class Treasurers (2 positions)
  - i. Shall open a bank account for their class with themselves and the Class President as signatories.
  - ii. Shall assist with collection of funds and shall deposit funds for class activities and projects into the class account.
  - iii. Shall make disbursements of all sums owed by the class or any group appointed by the class for legitimate expenditures approved by the class executive.
  - iv. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
  - v. Shall maintain their position for all four years of medical school.
  - vi. Shall report to their Class President.
- b) BSc (Med) Representative (Med I/II only)
  - i. Shall represent their class to UGME and the BSc (Med) Program Coordinators with regards to BSc (Med) projects.
  - ii. Shall perform any other duties incident to the office or as required by their class executive or the MMSA Executive Council.



- iii. Shall maintain their position from the time of appointment up until the end of the BSc(Med) program (typically August/September of the Med III year).
  - iv. Shall report to their Class Academic Representatives as well as the MMSA MD/PhD Representative (or Vice-Stick Internal if the latter position is unfilled).
- c) OPAL Representatives (2 positions)
- i. Shall liaise between the class and the OPAL team regarding any problems, changes, or successes.
  - ii. Shall represent their class on day-to-day issues with regards to OPAL.
  - iii. Shall sit on the Committee for Online Learning (COOL) as student representatives.
  - iv. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
  - v. Shall maintain their position for all four years of medicine.
- d) Yearbook Committee (3 positions)
- i. Shall be composed of 3 representatives from the corresponding class, one of whom shall be designated as the Lead Editor.
  - ii. Representatives shall maintain their position for all four years of medicine.
  - iii. Shall be responsible for the development and production of a yearbook specific to their graduating class, to be completed in time for the graduation of their Medicine Class.
  - iv. Shall (in their Medicine IV year) organize funding and sales for the annual yearbook.
  - v. Shall (in their Medicine IV year) act as the editors for the annual yearbook.
  - vi. Shall (in their Medicine IV year) organize publishing and distribution of the annual yearbook.
  - vii. Shall (in their Medicine IV year) ensure appropriate succession planning, such that the Medicine III yearbook representatives will have success in producing their class-specific yearbook throughout their upcoming Medicine IV year.
  - viii. Shall report to their Class President.
- k) Orientation Week Coordinators (Medicine II only; 2 positions)
- i. Shall organize Orientation Week for the incoming Medicine I Class.
  - ii. Shall coordinate with the Undergraduate Deans' Office and the MMSA to plan activities and information sessions.
  - iii. Shall coordinate with the MMSA Treasurers regarding budget.
  - iv. Shall maintain their position from May of Medicine I until September of Medicine II.
  - v. Shall report to their Class President and the MMSA Executive Council.
- e) Grad Committee (Medicine III/IV only)
- i. Shall organize Graduation ceremonies, formal, and other aspects of graduation.
  - ii. Shall coordinate fundraising for graduation ceremonies separate and independent of the activities of the MMSA Corporate Relations Representative.
  - iii. Shall maintain their position for two years (Medicine III and IV) or at the discretion of the Class President.
  - iv. Shall report to their Class President, and as necessary to the MMSA Executive.
- f) Curriculum Evaluation Seminar (CES) Representatives (2 positions per course/rotation)
- i. Shall represent their class at Curriculum Evaluation Seminars (CES).
  - ii. Shall request the feedback collected through OPAL about their assigned course and make the appropriate presentations and reports at the Curriculum Evaluation Seminars.
  - iii. Shall represent their class on day-to-day issues with regards to their assigned courses.



- iv. Shall perform any other duties incident to their office or as required by their class executive, their class or the MMSA Executive Council.
- v. Shall maintain their position for the duration of the course, or in the case of Clerkship CES representatives, for all of Medicine III and IV.
- vi. Shall report to their Class Academic Representatives.

These individuals, committees and groups have certain responsibilities within their own portfolios. Each position reports to a member of the Class Executive. They cannot speak on behalf of the student body or the MMSA outside of their portfolios without clearing any comments or statements with the MMSA Executive Council.

#### **Article IV (A4) – Elections & Appointments**

##### A4: Section 1 – MMSA Executive Council

All elected MMSA Executive positions are elected on an annual basis except for the Vice-Stick External, Senior Treasurer, and Global Health Liaison Sr.

All MMSA Executive positions are elected for a term of one year. Following one year of service the CFMS Junior Representative becomes the Vice-Stick External, the Junior Treasurer becomes the Senior Treasurer, and the Global Health Liaison Jr. becomes the Global Health Liaison Sr.

##### a) Overview

- i. The MMSA Executive elections shall be held annually in March/April at a time that is convenient for all four classes. Positions to be elected at these proceedings include:
  - Senior Stick
  - Vice-Stick Internal
  - CFMS Junior Representative
  - Junior Treasurer
  - Programmers (2 positions)
  - UMSU Representative
  - Senator
  - Communications Representative
  - Corporate Relations Representative
  - CFMS Wellness Representative
  - Research Program Representative.
- ii. The MMSA Medicine 1 Representative and GHJL Jr. shall be elected by the Medicine I Class during their Class Elections in September.
- iii. Non-elected positions on the MMSA Executive Council are outlined in Article IV: Section 3.
- iv. By-elections shall be held as necessary to fill empty positions.

##### b) Eligibility

- i. Any person running for the position of Senior Stick or Vice-Stick Internal must have at least one year of MMSA Executive experience (including either elected or ex-officio membership) and must be in Medicine III or IV during their term of office.
- ii. Any person running for the position of CFMS Representative Junior, Programmer, or Junior Treasurer must be in Med II during their term of office.
- iii. Any person running for the position of Research Program Representative must be within either the MD/PhD or MD/MSc streams.
- iv. No student may hold more than one position on the MMSA Executive, excluding situations



in which the Vice-Stick External, Senior Treasurer, or Global Health Liaison Sr. vacate their position in the middle of their sitting term. In this case, the junior member may concurrently fill the senior position until a new representative is elected.

- v. It is at the discretion of the Senior Stick whether or not a member of the MMSA Executive may concurrently hold an executive position with the IFMSA, CFMS, or UMSU. If it is the Senior Stick who wishes to hold one of these positions concurrently, it is up to the remainder of the MMSA Executive Council. This is generally discouraged due to the time commitments required to be an active member of both the MMSA and an external group.
- vi. All other positions are open to any MMSA member who will be an active student during the term of office.
- vii. Each student may run for only one position in a given election.

## c) Personnel

- i. Elections shall be coordinated by the outgoing Senior Stick, Junior Treasurer, CFMS Junior Representative and/or any other executive member not running for an executive position.
- ii. The outgoing Senior Stick will act as the Returning Officer. In the event the Senior Stick is running for a position, the senior-most executive member not running for an executive position shall act as the Returning Officer.
- iii. The Returning Officer shall use their discretion to manage situations not covered in the constitution.

## d) Procedure

### i. Notification

- a. Two weeks prior to the selected dates of the election an email shall be sent by the Returning Officer to all MMSA members to call for nominations and indicate the following:
  - Dates of the election
  - Positions available
  - Descriptions and terms of office of available positions
  - Elections procedures, deadlines & availability of nomination forms
  - A link to the MMSA Constitution for their review

### ii. Nominations

- a. Nomination submissions shall be due 48 hours prior to the speech/election date.
- b. Students may self-nominate. Any nominations received by proxy must be verified with the nominated individual.
- c. All candidates must submit a short typed platform, of no more than 300 words.
- d. Nominations shall not be secret at any time and may be requested from the Returning Officer.
- e. Nominees shall be free to withdraw at any time.
- f. Following the due date of the nomination submissions, an email with the nominees and their respective platforms for each position shall be sent out to all MMSA members.

### iii. Speeches/Campaign

- a. Speeches shall be coordinated by the Returning Officer or their designate.
- b. All candidates have the option to make a speech.
- c. The date and time of speeches shall be organized such that both the Medicine I and



II classes, and, if possible, Med III and IV classes, are available.

- d. Speeches shall not exceed three minutes in length, except for the position of Senior Stick where candidates may speak for up to five minutes. The length of speeches may be modified at the discretion of the Returning Officer.
- e. The terms of speeches must be defined at the call for nominations. This includes, but is not limited to, decisions regarding the use of visual aids including PowerPoints, pictures, or video during speeches.
- f. Speeches shall be recorded and shared with the membership. If a candidate is unable to attend the speeches, a video speech may be submitted and made available only with the release of all other speeches.
- g. The Facebook page for all Med 1 – 4 MMSA members shall not be utilized for personal campaigns. Only the returning officer shall be able to use MMSA social media to advertise the election.

#### iv. Voting

- a. All positions shall be voted for online.
  - Students will be asked to log onto OPAL or use their student number to access an online survey on a different platform for voting.
  - Voters will be asked to rank the candidates in order of preference for the position that they have been nominated for. If the Returning Officer finds ranked ballots to be infeasible, voters will instead be asked to select a single nominee (or more for roles with multiple positions; e.g. selecting two nominees for the role of MMSA Programmer, which has two positions).
  - For positions with only a single candidate, voters will be asked to vote yes or no as to whether or not they find said candidate suitable (aka a “vote of confidence”).
- b. Online votes will be collected for a period of 72 hours, following speeches.
- c. Current class lists, including student numbers (but not the corresponding student names) shall be obtained from Associate Dean UGME’s office. These lists shall be used by the Returning Officer as the voters list for the election.
- d. Only students enrolled in the research stream may vote for the Research Program Representative

#### v. Counting of Votes

- a. Votes shall be counted by the Returning Officer and other members of the MMSA Executive assisting with the election.
- b. Votes will be verified by checking entered student numbers against the class lists obtained from the Associate Dean UGME’s office.
- c. Voting by proxy is not permitted.
- d. A victory for roles with only one position will be considered as follows;
  - i. Fifty percent of the vote plus one vote.
    - In the event that no candidate secures a majority of the popular vote, the candidate with the least number of votes will be eliminated and have their votes instantly redistributed. This process will be repeated until one of the candidates secures a majority of the popular vote.
    - In the event that no candidate secures a majority of the popular vote, and ranked ballots were not utilized, a plurality where the nominee with the most votes has at least a 10% margin of victory over the next highest candidate may be considered a victory. In the event that no candidate has



- secured this margin, a run-off vote shall be held between the two leading candidates, using the same procedures previously outlined.
- e. Roles with two or more positions will have their candidates selected one at a time, as follows;
    1. The first successful candidate will be selected in the same manner as for roles with only one position (as detailed above).
    2. Any further required positions will be filled by restarting the vote count with redistribution of the votes of the prior successful candidates.
    3. In the event that ranked ballots were not utilized, the two (or more, as required) candidates with the greatest number of votes shall be victorious, where both candidates have at least a 5% margin of victory over the runners-up. In the event that this criterion is not met, the single nominee with the most votes shall be victorious, and a run-off vote between all nominees within the 5% margin will ensue, using the same procedures previously outlined.
  - f. Votes of confidence will require a two-thirds majority “yes” vote for the nominee to take office.
- vi. Announcement of Results
- a. Announcement of results should be made public immediately following the counting of the votes. This should be done via email to all four classes by the Returning Officer.
  - b. The results of the election should be made available to the Undergraduate Dean’s Office and UMSU.
  - c. The number of votes for each nominee should not be sent to the student body, but should be kept for 48 hours should an appeal be made.
  - d. Once this 48-hour period has passed, the Returning Officer should send a motion to the MMSA executive for destruction of ballots.
- vii. Changeover Procedures
- a. Incoming elected representatives shall liaise with and/or shadow their corresponding outgoing representative for a period of one month in order to appreciate the duties of their upcoming position.
  - b. Official changeover shall take place at the last MMSA Executive Meeting of the academic year, typically in May.
- viii. Vacancies and By-Elections
- a. Any position vacancies shall be filled via By-Election if deemed necessary by the MMSA Executive.
  - b. The timing of the By-Election shall be decided by the MMSA Executive Council.
  - c. By-elections shall be held in the same fashion as elections. The Senior Stick or Vice-Stick Internal shall act as the Returning Officer.
- e) Appeals
- i. Appeals may be submitted to the Returning Officer by unsuccessful candidates for 48 hours following the election.
  - ii. The appeal will be reviewed by three eligible individuals:
    - a. The Returning Officer
    - b. The Honorary Senior Stick



- c. The outgoing CFMS Junior/incoming Vice-Stick External
  - i. In the case that the outgoing CFMS Jr/incoming Vice-Stick External is also the returning officer, the Junior Treasurer will participate.
- iii. If deemed to have merit by the majority of the three individuals above, the results are annulled and a repeat vote will occur.

#### A4: Section 2 – Class Executive Council

Class Executive Council Elections shall follow the guidelines of MMSA Executive Elections except for the following modifications:

- a) Medicine I Class Executive Council Elections shall take place in September of the Medicine I year.
- b) Medicine II and III/IV Class Executive Council Elections shall take place in April/May of the academic year, following the MMSA Executive Council Elections.
- c) Medicine I and Medicine II Class Executives are elected for a term of one academic year unless explicitly stated otherwise, while Clerkship Class Executives are elected for a term of two years (both Medicine III and IV).
- d) Wellness Representative elections for the Medicine I class shall take place in a November by-election, with the Medicine II class Wellness Representatives serving as the Medicine I Wellness Representatives in the interim. The position terms are one-year for Medicine I and II, and two-year for Medicine III and IV.
- e) Positions to be elected:
  - i. Class President (1)
  - ii. Academic Representatives (2)
  - iii. Social Representatives (2)
  - iv. Sports Representatives (2)
  - v. MMSA Medicine 1 Representative (1; Medicine I only)
  - vi. Global Health Liaison Junior (1; Medicine I only)
  - vii. Community Outreach Representatives (2; Medicine I only)
  - viii. Children's Hospital Representatives (2; Medicine I only)
  - ix. Jacob Penner Park Representative (3; Medicine I only)
  - x. Rural Representatives (2; Medicine I only)
  - xi. Wellness Representatives (2)
- f) The Medicine II Class President shall act as the Returning Officer for the Medicine I Class Elections in both September and April/May of the Medicine I year, while the Medicine III Class President shall act as the Returning Officer for the Medicine II Class Elections.
- g) Changeover shall take place immediately following class executive elections.

#### A4: Section 3 – Non-Elected MMSA Positions

- a) Honorary Senior Stick
  - i. The Honorary Senior Stick shall be appointed by the outgoing MMSA Council at the second-last MMSA Executive Council meeting for the academic year.
  - ii. The Honorary Senior Stick must be a member of the Faculty or Administration of the Max Rady College of Medicine.
  - iii. The procedure by which the Honorary Senior Stick is appointed is as follows:
    - a. All MMSA Executive members will be invited to submit suggestions for candidates who may be appropriate to act as Honorary Senior Stick for the coming academic year.
    - b. Discussion of all candidates will ensue among all MMSA Executive members. This





- discussion should include the strengths and weaknesses of each individual and how their experience and availability will impact their ability to carry out the role of Honorary Senior Stick.
- c. All MMSA Council members will then receive 3 votes. Each member will cast their votes for their preferred candidate in an open show of hands to narrow the list of candidates to a "Top 6".
  - d. At this time, the Senior Stick may decide whether further discussion regarding the top 6 candidates is warranted. A second round of voting via ranked ballot will then ensue to determine which candidate is most preferred by the Executive.
  - e. The Senior Stick will extend the invitation to the top ranked candidate. Should the top ranked candidate decline, the Senior Stick will extend the invitation to the next highest ranked candidate. The Senior Stick will continue down the list according to the rank order of candidates as necessary.
- b) Governmental Affairs and Advocacy Committee (GAAC) Representative Senior
    - i. The GAAC Representative Sr. shall graduate from the position of GAAC Representative Jr. at the time of the annual MMSA Executive turnover in April/May.
  - c) Governmental Affairs and Advocacy Committee (GAAC) Representative Junior
    - i. A new GAAC Representative Jr. should be appointed in September/October of each year by the MMSA Selections Committee in consultation with the GAAC Representative Sr. and Vice-Stick External.
    - ii. In the event of more than one applicant, the MMSA Selections Committee and GAAC Representative Sr. should conduct interviews of all applicants.
    - iii. The CFMS Governmental Affairs and Advocacy Committee should be made aware of any new appointment.
    - iv. The term for the GAAC Representative Jr. is until April/May of Medicine I at which time they will transition to become the GAAC Representative Sr. to coincide with the turnover of MMSA Executive Council positions.
  - d) Local Officers of Indigenous Health (2 positions)
    - i. Shall be appointed by the Indigenous Health Promotions Group on an annual basis.
  - e) Interprofessional Education Liaison
    - i. A new Interprofessional Education Liaison shall graduate in May of each year from the position of IHI Jr Representative.
    - ii. Said position of IHI Jr Representative shall be advertised in conjunction with Medicine I Interest Group Executive Positions in September/October of each year.
    - iii. In the event of more than two applicants, the current IPE Liaison should conduct interviews of all applicants and consult the Vice-Stick Internal and MMSA Selections Committee regarding the application requirements and appointment.
  - f) Medtorship Program Coordinators
    - i. New Medtorship Program Coordinators should be appointed in May of each year from the Medicine I class to serve until the completion of Medicine II.
    - ii. The MMSA Selections Committee shall send an email to the Medicine I class outlining the positions and requesting applications of a format of their choosing.
    - iii. In the event of more than two applicants, the MMSA Selections Committee should conduct interviews of all applicants.
    - iv. The MMSA Selections Committee should consult outgoing Medtorship Program



- Coordinators regarding the application requirements and appointment.
- v. The Student Affairs office should be made aware of any new appointment.
- g) Teaching Awards Committee
- i. Two new teaching award representatives should be appointed each September/October from the current Medicine I class.
  - ii. The term of office for Teaching Award Representatives is for all four years of Medicine.
  - iii. The position of Teaching Awards Committee shall be advertised in conjunction with Medicine I Interest Group Executive Positions in September/ October of each year.
  - iv. In the event of more than two applicants, the Teaching Award Committee Members should conduct interviews of all applicants and consult the Vice-Stick Internal and MMSA Selections Committee regarding the application requirements and appointment.
  - v. The Teaching Awards Committee should notify the Undergraduate Dean's Office and the MMSA Vice-Stick Internal of the new representatives.
- h) Other Representatives
- i. All other representatives (including members of the Selections Committee) shall be appointed at the discretion of the Sr. Stick.
  - ii. All requests for student representatives on committees etc. should be directed to the Senior Stick.
  - iii. As a general procedure, positions should first be offered to MMSA Executive Members, followed by Class Executives, followed by the general Student Body.

#### A4: Section 4 – Non-Elected Class Positions

- a) Curriculum Evaluation Seminars Representatives
- i. Volunteers shall be solicited by the Undergraduate Dean's Office.
  - ii. The term of office is for the duration of the course for pre-clerkship courses and for all of clerkship for rotation CES Reps.
- b) OPAL Representatives
- i. Volunteers shall be solicited by the Undergraduate Dean's Office.
  - ii. The term of office is for the duration of four years.
- c) Other Positions
- i. All other representatives shall be appointed at the discretion of the Class President, with input from their Class Council. General guidelines:
    - a. Class Treasurers (2) – Appoint as soon as possible following class elections in the Med I year.
    - b. Class Council Secretary – Appoint as soon as possible following class elections in the Med I year.
    - c. Yearbook Committee Representative (3) – Appoint as soon as possible following class elections in the Med I year.
      - i. Three Representatives shall be appointed from the Medicine I class, with one being appointed the Lead Editor for that class. This selection is at the discretion of the Medicine I core council (President and Academic Representative) together with the Medicine II Yearbook Lead Editor.
    - d. BSc (Med) Representative – Appoint in Jan/Feb of the Med I year from the class' BSc (Med) cohort.
    - e. Orientation Week Coordinators (2) – Appoint in May of the Med II year.



- f. Graduation Committee – Appoint at a convenient time in the Med III year.

### **Article V (A5) – Removal/Withdrawal of Elected or Appointed Positions**

#### A5: Section 1 – MMSA Executive Council

It may be necessary at some point for a member of the MMSA Executive Council to be removed. Reasons may include but are not limited to: members not fulfilling their responsibilities, not attending meetings or acting in a manner inappropriate for a member of the MMSA Executive Council.

With the exception of gross inappropriate behavior, at least 1 verbal and 1 written warning should be issued at least one month apart to the representative in question prior to removal to indicate deficiencies.

- a) At least one of the following must occur for the removal of member of the MMSA Executive Council to be considered:
- i. A petition signed by 30% of the student body, with at least 10 signatures from each class, presented to the Senior Stick or the Vice-Stick Internal.
  - ii. A consensus between 3 of the 4 following Executive Members:
    - Senior Stick
    - Vice-Stick Internal
    - Vice-Stick External
    - Senior Treasurer

With the exception of gross inappropriate behavior, at least 1 verbal and 1 written warning should be issued by the Senior Stick and/or Vice-Stick Internal at least one month apart to the Executive Member in question prior to removal to indicate deficiencies.

- b) Once one of these criteria has been met, the following should take place:
- i. Both the Executive Member in question and a representative of the persons wishing for their removal shall have an opportunity to present their case to the MMSA Executive.
  - ii. A Secret Ballot vote of the entire MMSA Executive (including the Honorary Senior Stick) shall be conducted to determine the status of the Executive Member in Question. A two-thirds majority shall be necessary to remove the Executive Member.

Any Executive Member who withdraws from medical school, fails a year, or takes a leave of absence may be removed from their office at the discretion of the MMSA Executive.

Any Executive Member may withdraw from their position by submitting a letter of resignation to the Senior Stick.

In the event an Executive Member is removed or withdraws:

- a) An email shall be sent to all four classes indicating that the Executive Member has stepped down.
- b) The UGME Office and UMSU shall also be notified of the status change by the Senior Stick.
- c) The responsibilities of the removed/withdrawn Executive Member shall be divided amongst the remaining Executive Member until a replacement can be found.
- d) A by-election shall be held as soon as possible to fill the vacant position if deemed necessary by the MMSA Executive.
  - i. If the Vice-Stick External, Senior Treasurer, or Global Health Liaison Sr. is the Executive



Member who has been removed or has stepped down, then the corresponding Junior Representative will fill the role for the remainder of the current year as well as the following year to complete their two-year term of office. At the discretion of the MMSA Executive, another student may be elected in a by-election to fill the vacated Junior Representative position for the balance of the academic year, at which point the position will be reopened for the April/May MMSA Executive Election (or the September Medicine I Class Election in the case of GHL Jr).

- ii. All other positions shall be filled via By-Election for the balance of the year at which point the position will be reopened for the April/May MMSA Executive Election.
- iii. A removed Executive Member may not run for election in the By-Election to replace them.

#### A5: Section 2 – Elected Class Representatives

It may be necessary at some point for an elected class representative to be removed. Reasons may include but are not limited to: members not fulfilling their responsibilities, not attending meetings or acting in a fashion inappropriate for an elected class representative.

With the exception of gross inappropriate behavior, at least 1 verbal and 1 written warning should be issued at least one month apart to the representative in question prior to removal to indicate deficiencies.

A petition with 50 percent of the class plus one signature is required for an elected class representative to be removed. This petition must be submitted to the Senior Stick or Vice-Stick Internal along with the reason(s) for the removal.

Any elected class representative, who withdraws from medical school, fails a year, or takes a leave of absence may be removed from their office at the discretion of the MMSA Executive.

Any elected class representative may withdraw from their position by submitting a letter of resignation to the Class President. Class Presidents who wish to withdraw from their position may submit a letter of resignation to the Senior Stick.

In the event an elected class representative is removed or withdraws:

- a) An email shall be sent to the class indicating that the elected class representative has stepped down.
- b) The UGME Office shall also be notified of the status change by the Class President (if deemed necessary)
- c) The responsibilities of the removed/withdrawn elected class representative shall be divided amongst the remaining elected class representatives until a replacement can be found.
- d) A by-election shall be held as soon as possible to fill the vacant position.
  - i. Positions filled by by-election shall last the balance of the term of office.
  - ii. The person removed from office may not run in the by-election.

#### A5: Section 3 – Non-Elected MMSA and Class Positions

It may be necessary at some point for a student holding a non-elected MMSA/Class position to be removed from said position. Reasons may include but are not limited to: not fulfilling their responsibilities or acting in a manner inappropriate for a student representative. Non-elected positions may be removed by agreement of the Senior Stick and the Vice-Stick Internal for MMSA positions, or by agreement of the Class President and both of the Class' Academic Representatives for class positions.



With the exception of gross inappropriate behavior, at least 1 verbal and 1 written warning should be issued at least one month apart to the person in question prior to removal to indicate deficiencies.

Any person holding a non-elected MMSA/Class position who withdraws from medical school, fails a year, or takes a leave of absence longer than one month may be removed from their office at the discretion of the MMSA Senior Stick/Class President.

Any person holding a non-elected MMSA/Class position may withdraw from their position by submitting a letter of resignation to the Senior Stick/Class President, as appropriate.

In the event that a student is removed or withdraws from their non-elected MMSA/Class position:

- a) The UGME Office shall also be notified of the status change by the Senior Stick/Class President.
- b) The responsibilities of the removed/withdrawn representative shall be divided amongst the elected MMSA/Class Executive until a replacement can be found.
- c) The MMSA Senior Stick/Class President shall appoint a replacement as soon as possible.

## **Article VI (A6) – MMSA Executive Meetings**

### A6: Section 1 – Timing and Scheduling

#### a) Regular Meetings

- i. MMSA Executive Council meetings shall be called by the Senior Stick at a time that is convenient for members of the MMSA Executive at least once per month during the academic year.
- ii. All MMSA Executive members are expected to attend regular meetings. If they are unable to attend they should notify the Senior Stick and Communications Representative at least 48 hours in advance of the meeting citing the reason. Proxies may be permitted by the MMSA Executive on a case-by-case basis.
- iii. Meetings should be scheduled at least one week in advance by the Senior Stick in order to increase Executive Members' opportunity to make themselves available.
- iv. The agenda for meetings shall be set by the Senior Stick 72 hours prior to the meeting.
- v. The May meeting of the MMSA Executive shall be a joint meeting of the incoming and outgoing MMSA Executive. New members shall assume office following this meeting.
- vi. Minutes for MMSA meetings shall be taken by the Communications Representative and distributed via email to the MMSA Executive no later than one week following the meeting. Minutes should also be posted online and available only to MMSA members, and shall remain available for a minimum of 1 year.

#### b) Emergency Meetings

- i. MMSA Council meetings can be called on an emergency basis by the Senior Stick or Vice-Stick Internal.
- ii. Emergency meetings should only be called to deal with emergent or urgent issues, they should not be used as regular meetings.
- iii. Minutes for MMSA meetings shall be taken by the Communications Representative and distributed via email to the MMSA Executive no later than one week following the meeting. Minutes should also be posted online in forum that is available to all MMSA members, but not otherwise publicly available.



A6: Section 2 – Meeting Procedures

- a) Robert's Rules of Order (Revised) shall dictate.
- b) MMSA Meetings shall be chaired by the Senior Stick, or in their absence the Vice-Stick Internal.
- c) Two-thirds of the MMSA Executive voting members shall constitute a quorum of the MMSA Executive.
- d) All voting and ex-officio members of the MMSA Executive Council have full speaking privileges at MMSA meetings. Only voting members of the MMSA Executive may make or second motions.
- e) Other MMSA members may attend and observe MMSA meetings; they may also participate if recognized by the Chair.
- f) Representatives of other organizations may make presentations at MMSA Council meetings with the approval of the Senior Stick; however, they must leave immediately following the presentation. This includes MMSA members who are making presentations or representing other organizations.
- g) Motions (excepting constitutional enactments/amendments) must receive a simple majority (50% plus one) of attending voting members to be adopted. Executive members are expected to recognize issues where they have a conflict of interest and should abstain from voting in such scenarios.
- h) When urgency necessitates MMSA Executive Council to use email voting, individuals shall email their vote to the Communications Representative.
- i) All MMSA Executive Council members must submit a brief report to the Senior Stick outlining activities and progress-to-date prior to each meeting. The requirements for these reports may change at the discretion of the Senior Stick.

**Article VII (A7) – Finances**

A7: Section 1 – Revenue

- a) All MMSA members shall pay a one-time fee of \$140.00 in their first year for membership in the MMSA. This fee is paid with tuition fees and shall be disbursed by UMSU.
  - i. \$60.00 of this fee shall go toward Orientation Week fees, while \$80.00 of this fee shall go toward CFMS dues.
- b) The MMSA receives a grant of \$15 per student member of Doctors Manitoba per year from Doctors Manitoba. The MMSA also receives an honorarium for MMSA Exec members (typically the Vice-Stick External) who attend Doctors Manitoba board meetings.
- c) Profits from any MMSA Executive or MMSA functions and donations to the MMSA shall be incorporated into MMSA funds.

A7: Section 2 – Financial Procedures

- a) The fiscal year of the MMSA shall commence and end June 1st.
- b) All income and expenditures shall be tracked by the MMSA Treasurers.
- c) Signatories on the MMSA Account shall be the Senior Stick, Vice-Stick Internal, Senior Treasurer, and Junior Treasurer. All cheques must have two signatures, including one of the MMSA treasurers.
- d) All accounts contracted by the MMSA, MMSA Executive or any other MMSA Committee shall be paid upon approval of the MMSA Executive.
- e) All payments must be receipted, invoiced or approved in the minutes of a meeting.
- f) The Senior Stick and Vice-Stick Internal have discretionary spending authority; however, spending must be approved at the next MMSA Executive meeting.
- g) The MMSA Account may act as the bank account for student projects if deemed appropriate by the



Senior Stick.

- h) The Senior Stick shall monitor and authorize deposits and expenditures from any university accounts allocated to the MMSA by liaising with the UGME office.

**Article VIII (A8) – Constitutional Amendments and Enactment**

- a) Amendments to the constitution of the MMSA may be made by a two-thirds vote of the MMSA Executive.
- b) Enactment of the constitution requires a two-thirds vote of the MMSA Executive.
- c) This constitution may not be suspended.

ENACTED THIS 4<sup>TH</sup> DAY OF OCTOBER, 2017.

Gurmeet Kaur Sohi  
MMSA Senior Stick  
2017-2018

Dr. W. Libich  
MMSA Honorary Senior Stick  
2017-2018

Alyssa Archibald  
MMSA Vice-Stick Internal  
2017-2018

Achieng Tago  
MMSA Vice-Stick External  
2017-2018

Dr. I. Ripstein  
Associate Dean, UGME  
2017-2018

Dr. J. Horton  
Associate Dean, Student Affairs  
2017-2018