

Constitution of the Manitoba Medical Students Association

Article I – The Association

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 called the MMSA Executive Council or MMSA Executive.

Section 2 – Objectives

The objectives of the society shall be:

- a) To promote the interests and welfare of undergraduate students of the Faculty of Medicine at The University of Manitoba with respect to their educational, professional, social and athletic endeavors.
- b) To serve as a liaison between the students and Faculty of Medicine, The University of Manitoba administration, the media and government at the local, provincial and national level.
- c) The MMSA Executive shall be the ONLY organization which may represent the medical students of the University of Manitoba. This may be transferred on an issue by issue basis to other organizations; however this must be done by the MMSA Executive Council.
- d) To maintain affiliation with the University of Manitoba Students Union (UMSU), the Manitoba Medical Association (MMA), the medical student societies of other provinces and the Canadian Federation of Medical Students (CFMS).
- e) To ensure adequate and continuing student representation in all matters affecting undergraduate students.

Section 3 – The MMSA Crest

The crest found in Appendix 1 shall be the crest of the MMSA and shall be used on MMSA Letterhead and other correspondence.

Article II – Membership

Section 1 – Membership

Membership in the MMSA shall be granted as follows:

- a) Membership in the society shall be granted to all registered members in undergraduate medicine who have paid the requisite fees.
- b) Honorary Members are the Dean of the Faculty of Medicine, the Associate Dean of Undergraduate Medical Education, the Associate Dean of Student Affairs, the Honorary Senior Stick and such members that may be elected by the MMSA Executive.

Section 2 – Rights and Privileges of Members

Members:

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- a) To vote at the annual election of officers, and at any referendums
- 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 the member's membership fees for the Canadian Federation of Medical Students (CFMS) paid by the MMSA on their behalf.

Honorary Members:

- a) To attend any Executive Council meeting and to have the floor when recognized by the chair.
- b) Honorary members shall not have the right to vote.

Section 3 – 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 Faculty of Medicine and its affiliated hospitals.
- c) Honorary Members shall be exempt from paying membership fees.

Article III – Organization

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 faculty, university, government, media and all other organizations.
 - ii. Shall call, form the agenda of and chair all meetings of the MMSA Executive
 - iii. Shall be one of the official signatories of the MMSA Account
 - iv. Shall not hold any other position on the MMSA Executive
 - v. Shall be an ex-officio member of all MMSA Executive Committees
 - vi. Shall appoint students to representative positions as required
 - vii. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
 - viii. Shall represent the MMSA on the following Committees
 - Undergraduate Medical Curriculum Committee
 - Clerkship Curriculum Committee
 - Pre-Clerkship Curriculum Committee
 - Faculty Executive Council
 - Faculty Council
 - Manitoba Medical College Foundation Board
 - Committee of Academic Standing
 - Senior Sticks Council
 - Bannatyne Students Caucus
 - Internal Medicine Undergraduate Committee
 - ix. Shall be the senior voting member of MMSA to the CFMS
 - x. Shall ensure that the policies and procedures of the MMSA are carried out and that the executive members are fulfilling the obligations of their positions.

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- xi. Shall oversee all MMSA activities.
- 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 member
 - iii. Shall provide advice and guidance to the MMSA Executive where required.
- c) Vice Stick Academic/Internal
 - i. Shall in the absence of the Senior Stick perform the duties of the office of the Senior Stick.
 - ii. Shall be one of the official signatories of the MMSA Account
 - iii. Shall not hold any other position on the MMSA Executive
 - iv. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
 - v. Shall oversee activities of class Academic Representatives and Teaching Award Representatives
 - vi. Shall represent the MMSA on the following Committees
 - Undergraduate Medical Curriculum Committee
 - Clerkship Curriculum Committee
 - Pre-Clerkship Curriculum Committee
 - Faculty Executive Council
 - Faculty Council
 - Committee of Academic Standing
 - Internal Medicine Undergraduate Committee
- d) Vice Stick External
 - i. Shall represent the MMSA as a board member of the MMA
 - ii. Shall act as the junior voting member of the MMSA to the CFMS.
 - iii. Shall not hold any other position on the MMSA Executive
 - iv. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- e) Senior Treasurer
 - i. Shall be responsible for all bookkeeping and financial records of the MMSA
 - ii. Shall have the power to forbid any questionable expenditures until approved at the following MMSA meeting.
 - iii. Shall ensure that all purchases made by the MMSA Executive Council and other student bodies are properly requisitioned and approved.
 - iv. Shall develop and submit to the MMSA Executive Council an annual budget for the fiscal year by November of the academic year.
 - v. 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.
 - vi. Shall receive and deposit all sums payable to the MMSA and appointed committees. All funds and securities of the MMSA shall be deposited into the bank account of the MMSA.
 - vii. Shall state the financial standing of the MMSA at regular MMSA meetings and shall provide quarterly reports to the MMSA Executive.
 - viii. Shall not hold any other position on the MMSA Executive
 - ix. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- f) Junior Treasurer

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- i. Shall assist the Sr. Treasurer with all aspects of his/her position.
 - ii. Shall be the primary signing authority on all MMSA Cheques
 - iii. Shall not hold any other position on the MMSA Executive
 - iv. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- g) Programmer
- i. Shall organize social events for the MMSA.
 - ii. Shall coordinate marketing and ticket sales for UMSU events to the MMSA.
 - iii. Shall liaise with programmers from other faculties to organize interfaculty events.
 - iv. Shall not hold any other position on the MMSA Executive
 - v. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
 - vi. Shall represent the MMSA to the UMSU Programmers Council
 - vii. Shall oversee activities of class Social and Sports Representatives as well as the Yearbook Committee.
- h) Special Functions Coordinator
- i. Shall organize special events for the MMSA.
 - ii. Shall assist the Programmer with all aspects of his/her position.
 - iii. Shall not hold any other position on the MMSA Executive
 - iv. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- i) University of Manitoba Students Union Representative
- i. Shall represent the MMSA to the UMSU Council
 - ii. Shall attend all UMSU meetings.
 - iii. Shall adhere to the duties of UMSU Councilor as stated in the USMU constitution.
 - iv. Shall present the opinion of the MMSA as approved by the MMSA Executive Council to the UMSU Council.
 - v. Shall report all relevant UMSU Council decisions to the MMSA Executive.
 - vi. Shall find a proxy to attend UMSU Council Meetings at least one week in advance of the meeting if they are unable to attend a given meeting.
 - vii. Shall not hold any other position on the MMSA Executive
 - viii. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- j) Senator
- i. Shall represent the MMSA to the University of Manitoba Senate.
 - ii. Shall attend all Senate and Senate Student Caucus Meetings.
 - iii. Shall adhere to the duties of the Student Senator as stated in the Constitution of the Senate of the University of Manitoba.
 - iv. Shall present the opinion of the MMSA as approved by the MMSA Executive Council to the University of Manitoba Senate.
 - v. Shall report all relevant Senate decisions to the MMSA Executive.
 - vi. Shall not hold any other position on the MMSA Executive
 - vii. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- k) Canadian Federation of Medical Students Junior Rep
- i. Shall represent the MMSA to the CFMS as a non-voting member.
 - ii. Shall coordinate CFMS Activities within the MMSA
 - iii. Shall assist the VP External with all aspects of his/her position.

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- iv. Shall not hold any other position on the MMSA Executive
 - v. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- l) Global Health Liaison
- i. Shall represent the MMSA to the Global Health Program of the CFMS and the International Federation of Medical Student Associations.
 - ii. Shall coordinate the Global Health Interest Group and Global Health Activities within the MMSA
 - iii. Shall not hold any other position on the MMSA Executive
 - iv. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- m) Global Health Liaison Junior
- i. Shall, in conjunction with the GHL, represent the MMSA to the Global Health Program of the CMS and the International Federation of Medical Student Associations.
 - ii. Shall, in conjunction with the GHL, coordinate the Global Health Interest Group and Global Health Activities within the MMSA
 - iii. Shall be elected in a September by-election
 - iv. Shall not hold any other position on the MMSA Executive
 - v. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA
- n) Communication Representative
- i. Shall keep a record of the proceeding of all MMSA Executive Meetings and shall send minutes to the MMSA Executive within one week of a meeting.
 - ii. Shall maintain the MMSA Website
 - iii. Shall be the primary conduit of information from the MMSA Executive to the MMSA Membership.
 - iv. Shall not hold any other position on the MMSA Executive
 - v. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.
- o) Director of Corporate Relations
- i. Shall be a voting member of the MMSA Executive for one year.
 - ii. Shall be responsible for all fundraising activities of the MMSA.
 - iii. Shall act as the agent of all medical students collectively, rather than as a representative of her/his class and to consult the members of all classes to aid her/him in her/his function when necessary.
 - iv. Shall be an expert and resource for all students on fundraising issues and new initiatives.
 - v. Shall be directly accountable to the MMSA in the performance of all her/his duties.
 - vi. Shall work closely with the Junior and Senior Treasurers on matters relating to incoming funding.
 - vii. Shall solicit potential sponsors on behalf of and to support the goals of the MMSA.
 - viii. 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.

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- ix. 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.
 - x. 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 Director's term has been completed.
- p) Medicine 1 Representative
- i. Shall represent the Medicine 1 Class to the MMSA Executive Council
 - ii. Shall not hold any other position on the MMSA Executive
 - iii. Shall perform any other duties incident to the office or as required by the MMSA Executive or the MMSA.

All MMSA Executive positions are for a term of one year. Following one year of service the Junior Treasurer becomes the Senior Treasurer and the CFMS Junior Rep becomes the Vice Stick External. All other positions are elected on a yearly basis.

With the exception of the Honorary Senior Stick all members of the MMSA Executive Council are voting members of the MMSA Executive Council.

The reporting structure for the MMSA Executive Council can be found in Appendix 2.

Section 2 – Elected Class Representatives

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

- a) Class President
 - i. Shall represent his/her class to the faculty, administration, other classes and the MMSA.
 - ii. Shall sit on the MMSA Executive Council as an ex-officio member
 - 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 not hold any other position on the Class Executive
 - vi. Shall perform any other duties incident to the office or as required by his/her class executive, his/her class or the MMSA Executive Council.
 - vii. Shall represent his/her class on the Committee of Examiners (COE) for his/her class
 - COE I for Medicine I
 - COE II for Medicine II
 - COE Clerkship for the Medicine III and IV
- b) Class Academic Representatives (2)
 - i. Shall represent their class to the faculty, administration, other classes and the MMSA on academic issues.
 - ii. Shall assist in the organization and implementation of class events and programs
 - iii. Shall coordinate and oversee the activities of Course Evaluation Seminar Representatives and Bachelor of Science in Medicine Representative.
 - iv. Shall not hold any other position on the class executive
 - v. Shall in the absence of the Class President perform the duties of the office of the Class President.

- vi. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
 - vii. The Medicine III Academic Representatives shall act as the MMSA representatives Professional Association of Interns and Residents (PARIM)
 - viii. The Medicine IV Academic Representatives shall organize the MCCQE preparatory course for the Medicine IV class.
 - ix. Shall represent their Class on the following Committees:
 - Committee of Examiners
 - COE I for Medicine I Representatives
 - COE II for Medicine II Representatives
 - COE Clerkship for the Medicine III and IV Representatives
 - Curriculum Committee
 - Pre Clerkship Curriculum Committee for Medicine I and II Representatives.
 - Clerkship Curriculum Committee for Medicine III and IV Representatives
 - Undergraduate Medical Curriculum Committee for Medicine I-IV Representatives
- c) Class Social Representatives (2)
- i. Shall organize social events for their class
 - ii. Shall assist the MMSA Programmer and Special Functions Coordinator with marketing and ticket sales for MMSA and other events.
 - iii. Shall coordinate and oversee the activities of Beer & Skits Class Representatives
 - iv. Shall not hold any other position on the Class Executive
 - v. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
- d) Class Sports Representatives (2)
- i. Shall organize intramurals and other sporting events for their class
 - ii. Shall not hold any other position on the Class Executive
 - iii. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
- e) Children's Hospital Representatives (Medicine I Only)(2)
- i. Shall organize alternate week visits to the Children's Hospital
 - ii. Shall organize an annual Halloween Party for the Children's Hospital
 - iii. Shall not hold any other position on 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.

Medicine I and Medicine II Class Executives are for a term of one academic year. Class Executives elected at the end of Medicine II are for the duration of Clerkship (Medicine III and IV).

The reporting structure for the Class Executives can be found in Appendix 2.

Section 3 – Non Elected MMSA Positions

The following positions and committees are not members of the MMSA Executive Council although they may also have positions on the MMSA Executive Council. The individuals, committees and groups have certain responsibilities within their own portfolios. Each position

reports to a member of the MMSA Executive Council. 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.

- a) Teaching Awards Committee
 - i. Composition
 - 2-3 representatives from each class Medicine I – Medicine IV
 - Representatives shall maintain their position for all four years of medicine
 - ii. Organization
 - The Teaching Awards Committee shall be chaired by one of the Medicine IV representatives.
 - iii. Duties
 - Shall organize nomination and election of teaching award recipients
 - Shall organize the purchase of plaques and pins for teaching award nominees and recipients
 - Shall organize the Teaching Award Presentation Ceremonies
 - Shall ensure appropriate succession planning
 - Shall report to the MMSA Vice Stick Academic/Internal
- b) Yearbook Committee
 - i. Composition
 - 2-3 representatives from each class Medicine I – Medicine IV
 - Representatives shall maintain their position for all four years of medicine
 - ii. Organization
 - In a given year the yearbook reps from Medicine II are responsible for the yearbook for that year
 - iii. Duties
 - Shall organize funding and sales for the annual yearbook
 - Shall act as the editors for the annual yearbook
 - Shall organize publishing and distribution of the annual yearbook
 - Shall ensure appropriate succession planning
 - Shall report to the MMSA Programmer
- c) Other Representatives
 - i. Other representatives include but are not limited to:
 - Departmental Representatives
 - Search Committee Representatives
 - Admissions Committee Representatives
 - Discipline & Appeals Committees
 - ii. Shall represent the student body and the MMSA as instructed by the MMSA Executive Council
 - iii. Shall report non-confidential information to the MMSA Executive Council
 - iv. Shall not make statements not related to their specific role without clearing them with the MMSA Executive Council
 - v. Shall report to the MMSA Vice Stick Academic/Internal
 - vi. Shall maintain their positions for 1 year, the posted term of the position or at the discretion of the Senior Stick.

Section 4 – Non Elected Class Positions

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The following positions and committees are not members of the Class Executive although they may also have positions on the Class Executive. The 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 their portfolios without clearing any comments or statements with the MMSA Executive Council.

- a) Curriculum Evaluation Seminar Representatives (2 per course)
 - i. Shall represent their class at the Curriculum Evaluation Seminars (CES)
 - ii. Shall collect feedback 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 the 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 reps for all of Medicine III and IV
 - vi. Shall report to the Class Academic Representatives
- b) Bachelor of Science Medicine Representative (1)
 - i. Shall represent his/her class to the faculty and administration with regards to the B.Sc. Med Projects
 - ii. Shall act as an intermediary between the faculty and administration with regards to the B.Sc. Med Projects
 - iii. Shall perform any other duties incident to the office or as required by his/her class executive, his/her class or the MMSA Executive Council.
 - iv. Shall maintain his/her position for all four years of medical school
 - v. Shall report to the Class Academic Representatives
- c) Class Treasurers (2) (Optional Position)
 - i. Shall open a bank account for their class with themselves and the class president as signatories
 - ii. Shall collect and 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 the Class President
- d) Co-Operative Course Objective Coordinators (Medicine I/II Only)
 - i. Shall coordinate Co-Operative Course Objectives for their class.
 - ii. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
 - iii. Shall maintain their position for one year or at the discretion of the Class President.
 - iv. Shall report to the Class President
- e) Beer & Skits Class Representatives
 - i. Shall organize the Beer & Skits presentation for their class
 - ii. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
 - iii. Shall maintain their position for one year or at the discretion of the Class President.
 - iv. Shall report to the Class Social Representatives
- f) Orientation Week Committee (Medicine II Only)
 - i. Shall organize Orientation week for the new Medicine I Class

- ii. Shall coordinate with the Undergraduate Deans Office and the MMSA to plan activities and information sessions
 - iii. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
 - iv. Shall maintain their position from May of Medicine I until September of Medicine II.
 - v. Shall report to the Class President
- g) Grad Committee (Medicine III/IV Only)
- i. Shall organize Graduation ceremonies, formal and other aspects of graduation
 - ii. Shall coordinate fundraising for graduation ceremonies
 - iii. Shall perform any other duties incident to the office or as required by their class executive, their class or the MMSA Executive Council.
 - iv. Shall maintain their position for two years (Medicine III and IV) or at the discretion of the Class President.
 - v. Shall report to the Class President

Article IV – Elections & Appointments

Section 1 – MMSA Executive Council

- a) Timing
 - i. The MMSA Executive elections shall be held in February/March of the school year at a time that is convenient for all four classes
 - ii. The MMSA Honorary Senior Stick shall be appointed by the outgoing MMSA Executive Council at the April MMSA Executive Council Meeting
 - iii. The MMSA Medicine 1 Representative shall be elected by the Medicine 1 Class in September of the school year.
 - iv. The GHL Jr. will be elected in a September by-election
 - v. By-elections shall be held as necessary
- b) Positions to be Elected in April/May each year
 - i. Senior Stick
 - ii. Vice Stick Academic/Internal
 - iii. Programmer
 - iv. Special Functions Coordinator
 - v. Junior Treasurer
 - vi. CFMS Junior Representative
 - vii. UMSU Representative
 - viii. Senator
 - ix. Communications Representative
 - x. Director of Corporate Relations
- c) Eligibility
 - i. Any person running for the position of Senior Stick must have at least one year of MMSA Executive Experience and must be in Medicine III or IV during his/her term of office.
 - ii. Any person running for the position of Vice Stick Academic/Internal must have at least one year of MMSA Executive OR Class Elected Representative experience and must be in Medicine III or IV during his/her term of office.

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- iii. The MMSA Medicine 1 Representative must be in Medicine 1 during the term of office
 - iv. Any person running for the position of CFMS Junior Representative must be in Med II during his/her term of office.
 - v. Any person running for the position of Global Health Liaison Jr must be in Medicine I or II during their term of office
 - vi. The Honorary Senior Stick must be a member of the Faculty or Administration of the Faculty of Medicine.
 - vii. No person may hold a CFMS Executive or UMSU Executive position and an MMSA Executive position simultaneously. Any person on the MMSA Executive who is elected to the CFMS Executive or UMSU Executive must step down from his/her MMSA position.
 - viii. All other positions are open to any member of the MMSA who will be a student during the term of office
 - ix. Any person not completing a year of medical school must step down from his/her elected position.
 - x. A person may only run for one position in a given election
 - xi. All members of the MMSA (including standing executive members) may vote in the April/May MMSA Elections and any by-election except any election for the MMSA Medicine I Representative
 - xii. The Medicine I Representative will be elected by the Medicine I class only
- d) Personnel
- i. Elections shall be coordinated by the outgoing Senior Stick, Junior Treasurer, CFMS Junior Representative and 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 Junior Treasurer will act as the Returning Officer.
 - iii. The returning officer shall use his/her discretion to manage situations not covered in the constitution.
- e) Procedure
- i. Notification
 - Three weeks prior to the selected dates of the election an email shall be sent by the MMSA Communications Representative to all four classes to indicate the following:
 - Dates of the election
 - Positions available
 - Descriptions and terms of office of available positions
 - Elections procedures, deadlines & availability of nomination forms
 - MMSA representatives shall make announcements in the Medicine I and Medicine II classes with the information above.
 - ii. Nominations
 - Nomination forms shall be made available three weeks prior to the election dates. Nomination forms shall be available at the Associate Deans Office, Theater B and Theater C.
 - Nomination forms shall include a space for the name of the nominee, position being run for and ten spaces for names, signatures and student numbers
 - Nomination requires the name/signature/student numbers of 10 MMSA members and shall be submitted to the Returning Officer

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- A date and time prior to the election dates shall be set as the due date for submission of nomination form.
 - Following the due date of the nomination forms, an email with the nominees for each position shall be sent to all four classes.
- iii. Speeches
- Speeches shall be made at a time immediately before the election dates. The date and time of speeches shall be organized such that both the Medicine I and II classes are free.
 - All nominees have the option to make a speech
 - Speeches shall not exceed five minutes in length
 - Speeches shall be coordinated by the Returning Officer or his/her designate.
- iv. Voting
- All positions with nominees shall be voted on by secret ballot
 - For positions with multiple nominees, voters will be asked to choose one of the nominees
 - For positions with a single nominee, voters will be asked to vote as to whether the person is acceptable to fill the role they have been nominated for (yes/no – Vote of Confidence).
 - Voting will be done after classes (1600 – 1800) and at lunch (1200 – 1400) on three consecutive days.
 - The polling station should be set up in the Brodie Atrium and should be supervised at all times by the Returning Officer or his/her designate.
 - Current class lists shall be obtained from Associate Deans office. These lists shall be used as the voters list for the election.
 - If deemed necessary by the Returning Officer, email voting may be organized for the Medicine III and/or Medicine IV Class.
- v. Counting of Votes
- Votes shall be counted by the Returning Officer and other members of the executive assisting with the election.
 - Votes of confidence will require fifty percent plus one “yes” votes for the nominee to take office.
 - A victory will considered as follows;
 - Fifty percent of the vote plus one vote OR
 - A plurality where the nominee with the most votes has at least a 5% of the total number of votes margin of victory over the next highest candidate
 - In a vote of confidence the candidate must have at least fifty percent plus one yes vote.
 - In the event of a tie between two candidates (less than 5% margin of victory where there are more than two nominees), a repeat vote shall be held between the two tied or highest two candidates. The repeat vote shall follow a similar procedure as an election, however voting shall only take place for 2 days and a simple majority will be sufficient for a victory.
 - Proxies are not permitted
- vi. Announcement of Results
- 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.

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- The results of the election should be made available to the Undergraduate Deans Office and UMSU
- The number of votes for each nominee should not be sent
- vii. Change Over Procedures
 - Change over shall be done at the May MMSA Executive Meeting.
- viii. Vacancies
 - Any vacancies in positions shall be filled at a By-Election if deemed necessary by the MMSA Executive
 - The timing of the By-Election shall be decided by the MMSA Executive Council
- ix. Term of Office
 - All MMSA Executive positions are for a term of one year.
 - Following one year of service the Junior Treasurer becomes the Senior Treasurer and the CFMS Junior Rep becomes the Vice Stick External.
 - Following one year of service the Global Health Liaison Jr becomes the Global Health Liaison
- x. By-Elections
 - By-elections shall be held as soon as possible to fill vacant positions or to fill positions that have opened over the course of the year if deemed necessary by the MMSA Executive.
 - By-elections shall be held in the same fashion as elections. The Senior Stick or Vice Stick Academic/Internal shall act as the returning officer.
- xi. Other Positions
 - Honorary Senior Stick
 - The Honorary Senior Stick shall be appointed by the outgoing MMSA Council at the April MMSA Executive Council meeting
 - The Honorary Senior Stick must be a member of the Faculty, Administration or Staff of the Faculty of Medicine
 - The procedure by which the Honorary Senior Stick is appointed is at the discretion of the Senior Stick
 - MMSA Medicine I Representative
 - The MMSA Medicine I Representative shall be elected by the Medicine I Class in September of the year.
 - The procedure for electing the MMSA Medicine I Representative is detailed in Article IV Section 2.
- f) Appeals
 - i. Appeals may be submitted to the Returning Officer by unsuccessful candidates for 48 hours following the election.
 - ii. If deemed to have merit, the Returning Officer with the agreement of the majority of the election personnel may annul the result of the election and hold a repeat vote.

Section 2 – Elected Class Representatives

- a) Timing
 - i. The Medicine I Executive elections shall be held in September of the school year at a time that is convenient for the first year class. The election shall be held in two phases, the first for all the class executive positions, the second for the MMSA Medicine I Representative.

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- ii. The Medicine II Executive elections shall be held in April/May of the School year, following the MMSA Executive Election at a time that is convenient for the first year class.
 - iii. The Medicine III/IV Executive elections shall be held in April/May of the School year, following the MMSA Executive Election at a time that is convenient for the second year class.
 - iv. By-elections shall be held as necessary
- b) Positions to be Elected
- i. Class President (1)
 - ii. Academic Representatives (2)
 - iii. Social Representatives (2)
 - iv. Sports Representatives (2)
 - v. Children's Hospital Representatives (2) (Medicine I Only)
 - vi. MMSA Medicine 1 Representative (1) (Medicine I Only)
- c) Eligibility
- i. All positions are open to any member of the class who will be a student during the term of office
 - ii. Any person unsuccessfully completing a year of medical school must step down from his/her elected position.
 - iii. A person may only run for one position in a given election
 - iv. All members of the class may vote in the class elections and any by-election
- d) Personnel
- i. All elections for the Medicine I Class shall be coordinated by the Medicine II Class President. The Medicine II Class President will act as the Returning Officer.
 - ii. The Medicine II Class President will appoint a person in his/her class to act as the returning officer for the election for the Medicine III/IV Election. If they are not running for a position they may act as the returning officer. If they are unable to find someone to fill the role, they should notify the MMSA Sr. Stick who will appoint a Returning Officer from the MMSA Executive.
 - iii. The returning officer shall use his/her discretion to manage situations not covered in the constitution.
- e) Procedure
- i. Notification
 - One week prior to the selected dates of the election an email shall be sent by the Returning Officer to all the class to indicate the following:
 - Date of the election
 - Positions available
 - Descriptions and terms of office of available positions
 - Elections procedures, deadlines & availability of nomination forms
 - The Returning Officer shall make announcements in the class with the information above.
 - ii. Nominations
 - Nomination forms shall be made available one week prior to the election dates. Nomination forms shall be available at the Associate Deans Office and the appropriate lecture theater.
 - Nomination forms shall include a space for the name of the nominee, position being run for and three spaces for names, signatures and student numbers

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- Nomination requires the name/signature/student numbers of 3 members of the class and shall be submitted to the Returning Officer
 - A date and time prior to the election dates shall be set as the due date for submission of nomination form.
- iii. Speeches
- Speeches shall be made at a lunch hour immediately before the election date. The date and time of speeches shall be organized such that.
 - All nominees have the option to make a speech
 - Speeches shall not exceed three minutes in length
 - Speeches shall be coordinated by the Returning Officer or his/her designate.
- iv. Voting
- All contested positions shall be voted on by secret ballot:
 - For the Class President position voters will be asked to choose one of the nominees.
 - For all other positions voters will be asked to select two of the nominees
 - Uncontested positions will be acclaimed
 - Ballots will be distributed to all mailboxes of students in that class, with a ballot box at the UGME Office.
 - Voting will take place from 0800 – 1630 for one day only. The day of voting should be selected to ensure all students from that class are on campus.
- v. Counting of Votes
- Votes shall be counted by the Returning Officer and another member of the class not running in the election.
 - A victory for the Presidential Election will be considered as follows;
 - Fifty percent of the vote plus one vote OR
 - A plurality where the nominee with the most votes has at least a 5% of the total number of votes margin of victory over the next highest candidate
 - In the event of a tie between two candidates (a less than 5% margin of victory where there are more than 2 nominees), a repeat vote shall be held between the two tied or highest two candidates. The repeat vote shall follow the same procedure as an election however a simple majority will be sufficient for a victory.
 - A victory for all other positions will be considered as follows.
 - The two candidates with the greatest number of votes where both candidates have at least a 5% of the total number of votes margin of victory over the next highest candidate.
 - In the event of a clear victory followed by a tie (or less than 5% margin of victory) between the next two nominees, a repeat vote will be held between the those two nominees. The repeat vote shall follow a similar procedure as an election; however a simple majority will be sufficient for a victory.
 - In the event of a less than 5% margin of victory between more than 2 nominees. The person with the most votes shall get one of the positions. A repeat vote will be held between the next two highest candidates. The repeat vote shall follow a similar procedure as an election; however a simple majority will be sufficient for a victory.

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- Proxies are not permitted
- vi. Announcement of Results
 - Announcement of results should be made public immediately following the counting of the votes. This should be done via email and announcement to the class by the returning officer.
 - The results of the election should be made available to the Undergraduate Deans Office and the MMSA Senior Stick
 - The number of votes for each nominee should not be sent
- vii. Change Over Procedures
 - Change over shall be done at immediately following the election
- viii. Vacancies
 - Any vacancies in position shall be filled at a By-Election if deemed necessary by the MMSA Executive
 - The timing of the By-Election shall be decided by the Returning Officer
- ix. Term of Office
 - Medicine I and Medicine II Class Executives are for a term of one academic year. Class Executives elected at the end of Medicine II are for the duration of Clerkship (Medicine III and IV).
- x. By-Elections
 - By-elections shall be held as soon as possible to fill vacant positions or to fill positions that have opened over the course of the year if deemed necessary by the MMSA Executive.
 - By-elections shall be held in the same fashion as elections. The Medicine II class president shall act as the returning officer for Medicine I By-elections. The Class President or Academic Reps shall act as the returning officer for by elections in any other year.
- f) Appeals
 - i. Appeals may be submitted to the Returning Officer by unsuccessful candidates for 48 hours following the election.
 - ii. If deemed to have merit, the Returning Officer with the agreement of the Senior Stick may annul the result of the election and hold a repeat vote.

Section 3 – Non Elected MMSA Positions

- a) Teaching Awards Committee
 - i. New teaching award representatives should be appointed in September/October. 2-3 Reps shall be appointed from the Medicine I class.
 - ii. The term of office for Teaching Award Representatives is for all four years of Medicine.
 - iii. One of the Medicine III/IV Teaching Award Representatives shall send an email to the Medicine I class outlining the position and asking for volunteers.
 - iv. If more than 3 people from the Medicine I class volunteer, 2-3 representatives should be selected at the discretion of the existing teaching awards committee.
 - v. The Teaching Awards Committee should notify the Undergraduate Dean's Office and the MMSA Sr. Stick of the new representatives.
- b) Yearbook Committee
 - i. New Yearbook representatives should be appointed in September/October. 2-3 Reps shall be appointed from the Medicine I class.

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- ii. The term of office for Yearbook Representatives is for all four years of Medicine.
 - iii. One of the Medicine II Yearbook Representatives shall send an email to the Medicine I class outlining the position and asking for volunteers.
 - iv. If more than 3 people from the Medicine I class volunteer, 2-3 representatives should be selected at the discretion of the existing yearbook committee.
 - v. The Yearbook Committee should notify the Undergraduate Dean's Office and the MMSA Sr. Stick of the new representatives.
- c) Other Representatives
- i. All other representatives 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 with 3rd and 4th year students having precedence over 1st and 2nd year students.

Section 4 – Non Elected Class Positions

- a) Curriculum Evaluation Seminars
- 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) B.Sc. Med Reps
- i. Volunteers shall be solicited by the Undergraduate Dean's Office
 - ii. The term of office is for all four years of medical school
- c) Other Positions
- i. All other representatives shall be appointed at the discretion of the Class President.

Article V – Removal/Withdrawal of Elected or Appointed Positions

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 members not fulfilling their responsibilities, not attending meetings or acting in a fashion inappropriate for a member of the MMSA Executive Council.

- a) 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 should be presented to the Senior Stick or the Vice Stick Internal/Academic.
 - ii. A consensus between 3 of the 4 following Executive Members:
 - Senior Stick
 - Vice Stick Internal/Academic
 - 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/Academic at least one month apart to the Executive Member in question to indicate deficiencies.

- b) Once one of the criteria in Article V, Section 1, Part a has been accomplished the following should take place:
- i. Both the Executive Member in question and a representative of the persons wishing the 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 2/3s 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 longer than one month may be removed from his/her office at the discretion of the MMSA Executive.

Any executive member may withdraw from his/her position by submitting a letter of resignation to the Senior Stick or Vice Stick Academic/Internal

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 or Vice Stick Internal/Academic.
- 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 is the Executive Member who has been removed or has stepped down the CFMS Junior Rep will fill the role for the remainder of the current year as well as the following year to complete his/her two year term of office. The person elected in the by-election will be an interim position to fill the CFMS Junior Rep for the balance of the academic year at which point the position will be reopened for the April/May MMSA Executive Election.
 - ii. If the Senior Treasurer is the Executive Member who has been removed or has stepped down the Junior Treasurer will fill the role for the remainder of the current year as well as the following year to complete his/her two year term of office. The person elected in the by-election will be an interim position to fill the Junior Treasurer position for the balance of the academic year at which point the position will be reopened for the April/May MMSA Executive Election.
 - iii. All other positions shall be filled by By-Election for the balance of the year at which point the position will be reopened for the April/May MMSA Executive Election.
 - iv. A removed Executive Member may not run for election in the by-election to replace them.

Section 2 – Elected Class Representatives

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

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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 Academic/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 longer than one may be removed from his/her office at the discretion of the MMSA Executive.

Any elected class representative may withdraw from his/her position by submitting a letter of resignation to the Senior Stick or Vice Stick Academic/Internal

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 Senior Stick or Vice Stick Academic/Internal.
- 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.

Section 3 – Non Elected MMSA Positions

It may be necessary at some point for the person holding a non-elected MMSA position to be removed from their position. Reasons may include not fulfilling their responsibilities or acting in a fashion inappropriate for an MMSA Representative. Non elected MMSA positions may be removed by agreement of the Senior Stick and the Vice Stick Academic/Internal.

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

Any person holding a non elected MMSA position may withdraw from his/her position by submitting a letter of resignation to the Senior Stick or Vice Stick Academic/Internal

In the event that a non elected MMSA position is removed or withdraws:

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

Section 4 – Non Elected Class Positions

It may be necessary at some point for the person holding a non-elected class position to be removed from their position. Reasons may include not fulfilling their responsibilities or acting in a fashion

inappropriate for a class representative. Non elected class positions may be removed by agreement of the Class President and both Class Academic Reps.

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

Any person holding a non elected class position may withdraw from his/her position by submitting a letter of resignation to the Class President.

In the event that a non elected class position is removed or withdraws:

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

Article VI – MMSA Executive Meeting

Section 1 – Timing and Scheduling

- a) Regular Meetings
 - i. The MMSA Council shall be called by the Senior Stick or Vice Stick Academic/Internal 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 be at regular meetings. If they are unable to attend they should notify the Senior Stick and Communications Rep at least 48 hours in advance of the meeting citing the reason. Proxies are not permitted.
 - iii. The agenda for meetings shall be set by the Senior Stick 72 hours prior to the meeting.
 - iv. The meeting schedule shall be established by the end of September and should be posted on the MMSA website.
 - v. The meeting schedule may be changed at the discretion of the MMSA Executive Council. All changes should be posted on the MMSA website.
 - vi. The May meeting of the MMSA Executive shall be a joint meeting of the incoming and outgoing MMSA Executive. New members shall assume office at this meeting.
 - vii. 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 on the MMSA website.
- b) Emergency Meetings
 - i. MMSA Council meetings can be called on an emergency basis by the Senior Stick or Vice Stick Academic/Internal.
 - ii. Emergency meetings should only be called to deal with emergent or urgent issues, they should not be used a 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 on the MMSA website.

Section 2 – Meeting Procedures

- a) Two-thirds of the MMSA Executive voting members shall constitute a quorum of the MMSA Executive.
- b) MMSA Meetings shall be chaired by the Senior Stick, or in his/her absence the Vice Stick Academic/Internal.
- c) The agenda for each meeting shall be set 72 hours prior to the meeting.
- 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 MMSA meetings but may only 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) Every motion (excepting constitutional enactments/amendments) must receive a simple majority (50% plus one) of attending voting members to be adopted.
- h) Roberts Rules of Order (Revised) shall dictate procedure unless otherwise stated in this constitution.
- i) Executive members are expected to recognize issues where they have a conflict of interest (e.g. if they also hold a class position) and should withdraw themselves from voting.

Article VII – Finances

Section 1 – Revenue

- a) All MMSA members shall pay an annual fee of \$20.75 for membership in the MMSA. This fee is paid with tuition fees and shall be disbursed by UMSU.
- b) The MMSA receives a grant of \$15 per student member of the MMA per year from the MMA. The MMSA also receives an honorarium for MMSA Exec members (typically the Vice Stick External) who attend MMA board meetings.
- c) Profits from any MMSA Executive or MMSA functions and donations to the MMSA shall be incorporated into MMSA funds.

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 Academic/Internal, Senior Treasure and Junior Treasurer. All Cheques must have two signatures with at least one of the two being one of the 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 Academic/Internal have discretionary spending authority however they 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.

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- 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 – 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 5th day of April, 2004.

Kristyn Campbell
MMSA Senior Stick
2007 – 2008

Dr. M. Pauls
MMSA Honorary Senior Stick
2007 – 2008

Kaif Pardhan
MMSA Vice Stick Academic/Internal
2007 – 2008

Scott Hurton
MMSA Vice Stick External
2007 – 2008

Dr. B. Martin
Associate Dean, UGME
2007 – 2008

Dr. C. van Ineveld
Associate Dean, Student Affairs
2007 – 2008