

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

Name of Organization

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

Aims, Objectives, and Mandate

- 2) The aims and objectives of the MSA shall be:
 - a) to deal with all matters pertaining to the representative, educational, and social activities of the student body of the Faculty of Medicine and Dentistry (FoMD), including the following:
 - i) to expose members of the MSA to their social and academic responsibilities as medical students and future physicians, through appropriate means;
 - ii) to be a means of communication and representation between the members of the MSA and the Faculty of Medicine and Dentistry (FoMD), Undergraduate Medical Education (UME), Office of Advocacy and Wellbeing (OAW), Alberta Medical Association (AMA), Canadian Medical Association (CMA), College of Physicians and Surgeons of Alberta (CPSA), Canadian Federation of Medical Students (CFMS/FEMC), University of Alberta Students' Union (UASU), and any other body;
 - iii) to organize academic, athletic, and social activities for the members of the MSA;
 - iv) to maintain the medical students' recreation facilities;
 - v) to promote community involvement by the medical student body.
 - b) to communicate with all students in the FoMD, including students in the Medicine (MD), Dentistry (DDS), Dental Hygiene (DH), Radiation Therapy (RT), and Medical Laboratory Science (MLS) programs through the UASU, specifically the Council of Faculty Associations (COFA);
 - c) to represent the views of the medical students of the FoMD.
 - d) adhere to the conditions and provisions set forth by the University of Alberta, the University of Alberta Student Union, and the Faculty of Medicine and Dentistry.
- 3) Regarding the Departmental Associations of the MSA,

- a) the student associations of DDS, DH, RT, and MLS may act autonomously and shall contact the MSA to request representation to the University of Alberta or the UASU;
 - b) Upon receipt of a form motion from the above departmental associations, the MSA will make every effort to discuss and advocate on the behalf of that association.
- 4) Regarding the MSA's Commitment to Equity, Diversity, Inclusion and Human Rights and Anti-Harassment (adapted from the University of Alberta Equity, Diversity and Inclusion Policy):
 - a) The MSA is committed to cultivating a community and culture where equity and diversity are fundamental to inclusive excellence in advocacy, representation, learning, research, service, community involvement and community engagement.
 - b) We encourage and support individual and collaborative efforts to identify and address inequities within the MSA, the FoMD, and the broader community, and we welcome and enable contributions of all voices as we engage in diverse ideas, knowledge, and perspectives in the pursuit of equity and justice for all people. Recognizing historical and ongoing systems of oppression, we will commit to prioritizing structurally marginalized voices in this effort.
- 5) We commit to working together, in collaboration with the FoMD, to foster an environment that embraces a shared commitment to principles of respectful engagement, accountability, human dignity and human rights. Furthermore, we commit to promoting a respectful community which acknowledges the dignity and equality of all its members and which supports a work, study, and living environment free from discrimination and harassment.

Bylaws

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Bylaw I: Membership of the MSA

1) Provisional Membership

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

2) General Membership

- a) For an individual to be granted General Membership, one must either:
 - i) have been admitted to the Medical Doctor (MD) Program under the FoMD; be a valid candidate, as defined by UME, for an MD degree, notwithstanding any hiatus permitted by the FoMD; and have paid all MSA fees in full; or
 - ii) be a provisional member who has paid their MSA fees in full.
- b) A General Member shall be granted free attendance to MSA Council Meetings and may speak if sponsored by an Executive or Councillor but shall not be counted towards quorum or be granted voting privileges;
- c) At no time will less than 100% (one-hundred) of the General Membership be active UASU members by virtue of having paid, in full, the UASU fees, as determined by the UASU for that school term.

3) Executive Membership

- a) For an individual to be granted Executive Membership, one must:
 - i) meet the requirements of being a General Member and

- ii) be elected to an Executive position.
 - b) An Executive Member shall be required to fulfill all duties as outlined for their respective position in Bylaw III, be counted towards quorum for MSA Council and Executive Meetings, and be granted voting privileges.
 - c) At no time shall less than 100% (one-hundred percent) of the Executive be active UASU members by virtue of having paid, in full, the Students Union Fees, as determined by the UASU for that school term.
- 4) Councillor Membership
- a) For an individual to be granted Councillor Membership, one must:
 - i) meet the requirements of being a General Member and
 - ii) be elected or appointed to a Councillor position either individually or as part of a team.
 - b) A Councillor or Councillor team shall be required to fulfill all duties as outlined for their respective position in Bylaw III. Only 1 (one) Councillor per position shall be counted towards quorum for MSA Council Meetings and be granted voting privilege.
 - i) An appointed Councillor in 3rd (third) or 4th (fourth) year shall be exempt from quorum requirements but may vote if in attendance.
- 5) Officer Membership
- a) For an individual to be granted Officer Membership, one must:
 - i) meet the requirements of being a General Member and
 - ii) be elected or appointed to an Officer position either individually or as part of a team.
 - b) An Officer or Officer team shall be required to fulfill all duties as outlined for their respective position in Bylaw III.
 - c) Officers shall not be required to attend MSA Council meetings but may speak at such meetings without sponsorship. Officers shall not be granted voting privileges.
- 6) MSA Fees
- a) MSA fees will be collected by the Vice President, Finance on behalf of the MSA in accordance with FoMD Calendar policy;
 - b) The fee will be set by the Council and shall be applied to prospective General Members of the MSA, chiefly incoming 1st (first) year medical students in their 1st (first) month of attendance to the MD Program;

- c) Any annual adjustment in fees greater than 10% (ten percent) of the current fee must be approved by a 2/3 (two-thirds) majority vote of the Council;
- d) The current fee shall not exceed \$450.00 (four hundred and fifty) CAD and shall include membership fees to the AMA and CFMS, for the duration of enrolment in the MD program (4 (four) years). When the duration of enrolment varies due to exceptional circumstances, this fee may be reassessed and may be prorated.

7) Revocation and Reinstatement of Membership

- a) A General Member is permitted to revoke their membership to the MSA by notifying the Vice President, Operations in writing either digitally or physically.
 - i) Revocation shall take effect upon the receipt of said document.
- b) A former member is permitted to reinstate their membership as long as they satisfy the requirements listed in Sections 1 (one) and 2 (two) and submit their request in writing to the Vice President, Operations either digitally or physically.
 - i) Reinstatement shall take effect upon the receipt of said document.
- c) The MSA Fee shall be non-refundable upon a General Member's revocation of membership and shall still satisfy the fee payment requirement in Section 2(a) if said individual requests membership reinstatement.

8) Conduct Guidelines

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

Bylaw II: Council of the MSA

1) Composition of the MSA Council will be:

Title	Number of Members	Elected or Appointed (Appointing Body)
Executive Membership		
<u>President</u>	1	Elected
<u>Vice President, Community Engagement</u>	1	Elected
<u>Vice President, Education</u>	1	Elected
<u>Vice President, Equity Diversity Inclusion</u>	1	Appointed (EDI Committee)
<u>Vice President, External</u>	1	Elected
<u>Vice President, Finance</u>	1	Elected
<u>Vice President, Operations</u>	1	Elected
<u>Vice President, Student Affairs</u>	1	Elected
<u>Vice President, Wellness</u>	1	Elected
Councillor Membership		
<u>Alberta College of Family Physicians (ACFP) Student Liaison</u>	1	Elected
<u>Alumni Representative, Jr.</u>	1	Appointed (Class Council)
<u>Alumni Representative, Sr.</u>	1	Appointed (Outgoing Jr. Representative)
<u>Provincial Governance Representative, Jr.</u>	1	Appointed (Class Council)
<u>Provincial Governance Representative, Sr.</u>	1	Appointed (Outgoing Jr. Representative)
<u>Class Representative, Year 1</u>	1	Appointed (Class Council)
<u>Class Representative, Year 2</u>	1	Appointed (Class Council)
<u>Class Representative, Year 3</u>	1	Appointed (Class Council)
<u>Class Representative, Year 4</u>	1	Appointed (Class Council)

<u>Communications Representatives, Jr.</u>	2	Elected
<u>Communications Representatives, Sr.</u>	2	Appointed (Outgoing Jr. Representative)
<u>Community Health Representatives, Jr.</u>	2	Appointed (Class Council)
<u>Community Health Representatives, Sr.</u>	2	Appointed (Outgoing Jr. Representative)
<u>Equity, Diversity, and Inclusion (EDI) Representative, 1st Year</u>	1	Appointed (EDI Committee)
<u>Equity, Diversity, and Inclusion (EDI) Representative, 2nd Year</u>	1	Appointed (EDI Committee)
<u>Environmental Sustainability Representative, Jr.</u>	1	Elected
<u>Environmental Sustainability Representative, Sr.</u>	1	Appointed (Outgoing Jr. Representative)
<u>Facilities Representatives Jr.</u>	2	Appointed (Class Council)
<u>Facilities Representatives Sr.</u>	2	Appointed (Outgoing Jr. Representative)
<u>Government Affairs & Advocacy Committee (GAAC) Chair, Jr.</u>	1	Elected
<u>Government Affairs & Advocacy Committee (GAAC) Chair, Sr.</u>	1	Appointed (Outgoing Jr. Representative)
<u>Health Science Students' Association (HSSA) Representative, Jr.</u>	1	Appointed (Class Council)
<u>Health Science Students' Association (HSSA) Representative, Sr.</u>	1	Appointed (Outgoing Jr. Representative)
<u>Professionalism Representatives, Jr.</u>	2	Appointed (Class Council)
<u>Professionalism Representatives, Sr.</u>	2	Appointed (Outgoing Jr. Representative)
<u>Social Committee (SOCOM) Representative, Jr.</u>	1	Appointed (Class Council)
<u>Social Committee (SOCOM) Representative, Sr.</u>	1	Appointed (Outgoing Jr. Representative)
<u>Sports Events Representatives</u>	2	Elected
<u>Student Health and Wellness Representatives, Jr.</u>	2	Appointed (Class Council)

Student Health and Wellness Representatives, Sr.	2	Appointed (Outgoing Jr. Representative)
Yearbook Representatives and Archivists, Jr.	3	Appointed (Class Council)
Yearbook Representatives and Archivists, Sr.	3	Appointed (Outgoing Jr. Representative)
Officer Membership		
Affair of the Heart (AotH) Officer	1	Appointed (Affair of the Heart Committee)
AMSCAR Officer	1	Appointed (AMSCAR Committee)
Canadian Federation of Medical Students (CFMS/FEMC) Officer, Sr.	1	Appointed (Outgoing Vice President, External)
Edmonton Manual Officer	1	Appointed (Edmonton Manual)
Orientation Officers (O-Week) Committee	5	Appointed (Previous O-Week Committee)
Past President (Immediate)	1	Appointed (Outgoing President)

- 1) With respect to the terms of office for elected positions,
 - a) the term of office for elected positions is defined as beginning on May 1st of the year of election to April 30th of the following year;
 - b) the period between MSA elections and May 1st of that year will serve as a turnover period wherein newly elected Council Members will work with outgoing Council Members to pass on roles and responsibilities;
 - c) the period from May 1st to May 31st may act as an overlap period, wherein the outgoing and incoming Council Members may work together to facilitate the transition; and
 - d) no person shall hold more than 1 (one) position on the MSA Council during their term of office.

- 2) The Executive shall
 - a) meet as an Executive Council no less than once every month during the academic year, with the exception of no meetings between May 1st and August 31st;

- b) meet at the request of the President to deal with matters of urgent nature, pending later ratification by the full Council;
- c) draft policies and ratify via simple majority vote at a subsequent Executive Council meeting. If a simple majority is not reached due to a tie, a revote must be carried out on the following business day. If this still results in a tie, then another revote must be held 5 (five) business days later. If the 2nd (second) revote still results in a tie, then the Executive Council must bring the matter forth to an MSA Council meeting for official voting and ratification;
- d) reserve the right to invite or deny, Past Presidents' and Vice Presidents' participation in student and faculty meetings if beyond their term of office as specified in this Bylaw.

Bylaw III: Duties of the Members of the Council

- 1) The general requirements for a person holding a MSA position on the Council are as follows:
 - a) Representation of position at Council meetings as defined by having a minimum of 1 (one) representative per position in attendance;
 - i) Excused absences may be given at the discretion of the Vice President, Operations based upon a Council Member's effort to have
 - (1) notified the Vice President, Operations in advance of the date of the meeting;
 - (2) exhausted all attempts to find a proxy or detail the urgency of their absence and inability to find a proxy.
 - (a) Proxies must be a General Member and must not be an Executive or Council Member of the MSA.
 - (b) Proxy voting shall only be permitted at MSA Council meetings if the Vice President, Operations has been notified in writing of proxy representation prior to a scheduled Council meeting.
 - ii) No member of the Council shall be considered absent from a meeting of the Council if excused by the Vice President, Operations or a proxy attends that same meeting.
 - iii) If a council position is neither represented in nor excused from 2 (two) or more meetings of the Council in a given year, the President, the Vice President, Operations and the Professionalism Representative(s) will meet with the member(s) holding that position and discuss the absences. Should there be

any further unexcused absences, the position will be declared vacant and the Chief Electoral Officer will conduct a by-election to fill the vacancy, as per Bylaw X.

- (1) In the event that the position declared vacant is a Class Council cross-appointed position, the position on Class Council will be declared vacant as per the authority of Bylaw XIII Section 1(d)(iv) and the Class Administrator of the respective class council will conduct a by-election with the assistance of the Chief Electoral Officer; or
- iv) In extenuating circumstances, an Executive, Councillor, or Officer may take a leave of absence lasting no longer than 30 (thirty) days and up to 2 (two) times in an academic year.

- (1) The member taking a leave of absence must submit a written request and a replacement plan to the Executive Committee and the Executive Committee must reach consensus about granting such a leave.

- (2) The member taking a leave of absence is excused from meetings and responsibilities for the duration of the leave and shall return to normal duty either at the end of the leave or as soon as possible.

- (3) If the individual is unable to return to duty at the end of the absence, the Executive Committee will meet to determine the need for resignation and a by-election will be scheduled as per Bylaw X if required.

- b) Adequate record keeping and submission of the following to both the Council and successor(s):

- i) reports of events held;
 - ii) changes to the member's duties; and
 - iii) other activities performed during the course of the term.

- c) Reporting of perquisites:

- i) any member of the Council who receives a monetary or other benefit by virtue of their position on the Council shall report such to the Vice President, Operations within 30 (thirty) days of receiving the perquisite or other benefit, or upon the conclusion of the term of office for that member, whichever comes sooner.

2) The President shall:

- a) designate such times and places for regular sittings of the Council in conjunction with the Executive as are convenient and summon the Council to assemble at such time and place;

- b) schedule and chair any meetings as are deemed necessary, including, but not limited to:
 - i) MSA Council meetings;
 - (1) MSA Council meetings shall be run in accordance with the most recent edition of *Robert's Rules of Order, Newly Revised*
 - ii) MSA Executive committee meetings;
 - iii) meetings between the UME Deans and student representatives;
 - iv) meetings between MD and DDS Student Representatives and the OAW;
 - v) meetings between the student associations within the FoMD and the Deans and Directors;
- c) act as a designated representative of the MSA for all purposes, subject to:
 - i) the directives of the Council, and
 - ii) this Constitution and any policies whose authority arises from this Constitution and its associated bylaws;
- d) serve on any committee, working group, or similar such body that the FoMD, the UASU, or any such similar body shall request their attendance at, including, but not limited to, student professionalism and/or academics;
- e) represent the MSA to the CFMS/FEMC by
 - i) sitting at the President's Round Table meetings in person at the AGM and the SGM and
 - ii) attending the monthly teleconference.
- f) coordinate any accreditation responsibilities that the Faculty of Medicine and Dentistry shall require of the MSA with the assistance of the Vice President, Operations and a volunteer student committee;
- g) poll the class regarding, organize, and conduct the Celebration of Teaching and Learning event with the Year 2 (two) Class Representative and the OAW Office with the assistance of the Vice President, Operations;
- h) bear the ultimate responsibility for compliance with
 - i) this Constitution,
 - ii) any policies whose authority arises from this Constitution and its associated bylaws,
 - iii) any policies established by the University of Alberta Students' Union to which the MSA is subject, and
 - iv) any directives that the Council shall see fit to order;

- i) ensure that all members of the succeeding Council have received the information from the members of the current Council necessary to adequately prepare the succeeding Council to assume office;
 - i) A social event to commemorate the transition between terms of the Executive or of the Council should be held prior to the 1st (first) day of the term of the new Executive or Council if possible.
 - j) communicate, where necessary, information about the activities of the MSA to the student body;
 - k) serve as a signatory for at least partial authorization for the expenditure of funds from the accounts of the MSA;
 - l) act as a servant of the Council and carry out the will of the Council; and
 - m) assume the position of Past President in the immediately succeeding Council.
- 3) The Vice President, Community Engagement, shall:
- a) represent the MSA to the Global Health Program of the CFMS/FEMC as the CFMS/FEMC Global Health Liaison and communicate program details, events and initiatives to the student body;
 - b) chair the Committee on Community Engagement;
 - c) with the Sr. local officers, hire Jr. local officers for each of the preclinical community engagement electives: global health education and advocacy, inner city health, Indigenous health, and sexual and reproductive health;
 - d) coordinate and oversee finances for the preclinical community engagement electives and liaise between faculty and student local officers for such electives;
 - e) coordinate, where requested, community engagement initiatives of the student body;
 - f) convey to the student body information about international health electives and liaise with the Global Health Program concerning these electives;
 - g) coordinate and oversee charitable events related to the field of Community Engagement;
 - h) participate on the Social Accountability Steering Committee or equivalent;
 - i) act as a servant of the Council and carry out the will of the Council;
 - j) advocate for the development of curriculum in the area of the social determinants of health, social accountability, and community engagement; and

- k) act as a student liaison to the faculty's Social Accountability lead, Electives Director, and Electives Coordinator regarding pre-clerkship electives;
- 4) The Vice President, Education shall:
- a) act as the Education representative to the CFMS/FEMC Vice President, Education;
 - b) act as designate student representative to:
 - i) Associate Dean of the MD Program and Director of Assessment & Evaluation,
 - ii) MD Program and Curriculum Committee,
 - iii) MD Program Assessment Committee,
 - iv) MD Program Evaluation Committee,
 - v) MedSIS User Group, and
 - vi) Any other committee, working group, task force, or similar body pertaining to education;
 - c) chair the Student Curriculum Committee and lead committee projects;
 - d) act as coordinator and liaison for medical education projects within the MSA;
 - e) communicate any information regarding student education affairs as deemed appropriate;
 - f) maintain and update inter-year repository information, reports, and resources on medical courses and clerkship rotations;
 - g) supervise and provide support to class council curriculum representatives;
 - h) support and coordinate with other executives and their duties that pertain to student educational experiences;
 - i) act as a servant of the Council and carry out the will of the Council; and
 - j) continue attending committee meetings after their term in an advisory capacity, at the direction of the current office holder, and if willing and possible.
- 5) The Vice President, Equity Diversity Inclusion, shall:
- a) above all, operate according to principles of anti-oppression, understand their role as a coordinator and amplifier of activities relating to equity, diversity, and inclusion (EDI) within the MD Program, and to engage equity-seeking groups/communities into this work;
 - b) promote an equity lens, analyzing the impact of the implementation of the following on marginalized individuals and groups to identify and eliminate barriers: MSA policies, MSA procedures, and all activities

undertaken or overseen by the MSA, including but not limited to orientation-week, student club leadership, and medical school admissions;

- c) represent the MSA to the EDI Task Force as part of the Global Health Program of the CFMS/FEMC as the CFMS/FEMC EDI Liaison and communicate program details, events and initiatives to the student body;
 - d) act as student liaison to the Equity, Diversity, Inclusion Advisory Committee (EDIAC), FoMD;
 - e) act as a student liaison to the Associate Dean, MD Program FoMD - UME in development of the EDI and social accountability landscape within the MD program;
 - f) act as a student liaison to the Dean, FoMD in development of the EDI and social accountability landscape within the FoMD;
 - g) act as chair of the MSA EDI Committee to set goals for the year and following through on implementation, providing support and connecting the student groups within the subcommittee that are pursuing equity-related activities to relevant faculty members for collaboration and mentorship;
 - h) recruit members of the EDI Council as indicated in Bylaw XI, Section 7;
 - i) transition during the term of the subsequent council into the role of EDI Representative, 3rd Year (shared position with incoming EDI Representative, 2nd Year);
 - j) if unable to continue as EDI Representative, 3rd Year, recruit and recommend to the EDI Council another student in the same class to serve in this shared position whose appointment shall be approved appointed by the EDI Council;
 - k) convey to the student body information about services available to students through the MSA EDI Committee;
 - l) advocate for the development of curriculum in areas such as the social and structural determinants of health;
 - m) continue to refine the scope and activities of the VP EDI portfolio for future years;
 - n) act as a servant of the Council and carry out the will of the Council.
- 6) The Vice President, External, shall:
- a) serve as the Junior Officer to the CFMS/FEMC. In this capacity, the Vice President, External must:
 - i) select a delegation for the CFMS/FEMC Annual General Meeting (AGM) in the fall, consisting of the following people:
 - (1) Junior CFMS/FEMC Rep / Vice President External,

- (2) Senior CFMS/FEMC Rep,
- (3) MSA President,
- (4) Vice President, Community Engagement,
- (5) Government Affairs & Advocacy Committee (GAAC) Representatives, and
- (6) 2 (two) CFMS/FEMC general member delegates, budget permitting;
- ii) select a delegation for the CFMS/FEMC Spring General Meeting (SGM) in the spring, consisting of the following people:
 - (1) Junior CFMS/FEMC Rep / Vice President External,
 - (2) Incoming Vice President, External,
 - (3) Incoming and Outgoing MSA President,
 - (4) Incoming and Outgoing Vice President, Community Engagement, and
 - (5) 2 (two) CFMS/FEMC general member delegates, budget permitting;
- iii) coordinate travel arrangements and accommodations for the CFMS/FEMC AGM and SGM delegations;
- iv) facilitate University of Alberta delegation voting during executive elections and resolution sessions at CFMS/FEMC AGM and SGM according to the following rules:
 - (1) The delegation has 2 (two) votes in the CFMS/FEMC, 1 (one) for the junior CFMS/FEMC rep and 1 (one) for the senior CFMS/FEMC rep; however, the views of the entire delegation must be reflected;
 - (2) Under normal circumstances, a vote can be yes (Y), no (N) or abstain (A). Under these circumstances, the voting should follow the rules in the below table:

Delegates Voting Y	Delegates Voting N	Delegation Vote
80-100%	0-20%	2xY
60-79%	21-40%	1xY, 1xA
40-59%	41-60%	1xY, 1xN
20-39%	61-80%	1xN, 1xA
0-19%	81-100%	2xN

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

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

(4) In the event that an independent CFMS/FEMC representative (e.g. Western Rep or CFMS/FEMC Exec member) is also a University of Alberta medical student and elects to vote with the delegation, the number of possible votes will increase as in the below table:

Delegates Voting Y	Delegates Voting N	Delegation Vote
85-100%	0-15%	3xY
70-84%	16-30%	2xY, 1xA
55-69%	31-45%	2xY, 1xN
45-54%	46-55%	1xY, 1xN, 1xA
30-44%	56-70%	1xY, 2xN
15-29%	71-85%	2xN, 1xA
0-14%	86-100%	3xN

(5) In the event that the CFMS/FEMC Reps have received an amount or ratio of feedback from the student body that indicates that the view held by the majority of the interested student body conflicts with the views held by the delegation, then it is the responsibility of the CFMS/FEMC Reps to represent the student body and vote in accordance with its will.

- b) assume the position of Senior Representative to the CFMS/FEMC during the term of office of the subsequent Council;

- c) serve on any committee, working group, or similar such body as requested by
 - i) the FoMD,
 - ii) the UASU, or
 - iii) any other appropriate external organization;
 - d) ensure that the student body is made aware of relevant actions and proposals undertaken by the UASU;
 - e) liaise with the FoMD representatives to the General Faculties Council and to the UASU when such is deemed necessary and prudent by the Vice President, External;
 - f) prepare and deliver a presentation to the Council of the UASU when the MSA pursues or intends to pursue a course of action for which the Bylaws of the UASU require such a presentation to be made;
 - g) provide the information required by the Bylaws of the UASU regarding the contact information of the MSA Executive to the UASU on an annual basis;
 - h) represent the MSA to the Professional Association of Resident Physicians of Alberta (PARA), directly or by delegation;
 - i) attend meetings of the GAAC and provide executive oversight for its activities;
 - j) communicate with the appropriate officers of the University of Calgary Medical Students' Association regarding affairs of mutual interest;
 - k) chair the Committee on External Affairs;
 - l) be prohibited from putting forth their name as a candidate for the position of Vice President, External for the term of office of the subsequent Council; and
 - m) act as a servant of the Council and carry out the will of the Council.
- 7) The Vice President, Finance shall:
- a) be responsible for the finances of the MSA, including:
 - i) maintenance of all relevant records via:
 - (1) provision, upon the request of any member of the Executive or of the Council, of a record of all transactions of the MSA accounts for any period of time within the current term of office and all transactions of the MSA accounts for the period of time between the last, regularly scheduled meeting of the previous council and the first, regularly scheduled meeting of the council;
 - (2) presentation of an annual report and financial statement at the 1st (first) meeting of the incoming MSA Council;

(3) presentation of a statement of revenue and expenditure for their term of office at the last, regularly scheduled meeting of the council..

- ii) preparation of an annual budget;
 - iii) timely deposit of funds to the credit of the MSA;
 - iv) prompt disbursement of funds from the accounts of the MSA in accordance with the decisions of the MSA Council or by provision of this Constitution and Bylaws;
 - v) supervision and direction of MSA fee collection in accordance with Bylaw I Section 6;
 - vi) serve as a signatory for at least partial authorization for the expenditure of funds from the accounts of the MSA;
 - vii) Submit, at minimum annually, the financial records of the MSA for external review or audit by an appropriate authority;
 - viii) consult, where necessary in their own discretion or as directed by the MSA Council, financial consultants regarding the state of finances for the MSA;
- b) oversee the financial records of all organizations affiliated with the MSA, including, but not limited to, Class Councils, Clubs, MD Ambassador groups, and similar such bodies;
- c) audit student initiative and groups that receive funding from the MSA;
- d) submit to the UASU any financial reports directly required by the Bylaws of the Students' Union within 6 (six) months of the conclusion of the fiscal year;
- i) The MSA fiscal year runs from July 1st until June 30th.
- e) administer and distribute Joint Funding;
- f) not hold office as the treasurer of a class; and
- g) act as a servant of the Council and carry out the will of the Council.

8) The Vice President, Operations shall:

- a) further the advancement of administration, and good governance for the MSA;
- b) manage MSA council with the chair by:
 - i) distributing minutes, agendas, placards and other important documents;
 - ii) regulating methods and procedures by which votes of the MSA Council are conducted;
 - iii) administering votes of the MSA Council;
 - iv) declaring the outcome of votes of the MSA Council;
 - v) scheduling meetings and booking the venue; and

- vi) acting as chair in the event of the President's absence.
- c) record and distribute minutes, including but not limited to the MSA Executive meetings, to the MSA by any convenient and effective means, including service by demand;
- d) maintain the files and archives of the MSA;
- e) manage and maintain the MSA Office at the discretion of the Executive Committee;
- f) ensure that the MSA acquires such supplies as are necessary for its efficient operation;
- g) manage the activities of the Communications Representatives, Class AV/IT Officers, and Archivists;
- h) manage the MSA Website and ensure it is updated regularly;
- i) handle general correspondence to the MSA;
- j) provide such assistance as they shall deem necessary for the election of members to the incoming Class Council;
- k) serve as Chief Electoral Officer for elections to the MSA Council, except as otherwise provided for by this Constitution and Bylaws;
- l) with the assistance of the President, coordinate any accreditation responsibilities that the FoMD shall require of the MSA;
- m) assist Vice President, Student Affairs with administration and management of the clubs system;
- n) regulate, and reinforce all MSA affiliated members and activities in accordance to MSA policy and procedures;
- o) review, at minimum annually, the MSA constitution, bylaws, policy and procedures, and recommend changes to council;
- p) administer, maintain, and collect reports from MSA council members;
- q) administer the MSA Involvement Awards;
- r) ensure that the plaques for all awards issued by the MSA are maintained, updated with the names of winners, and replaced when necessary;
- s) Interpret, whenever necessary, the Constitution and Bylaws and where bylaws are silent, interpret them in the best interest of the association;
- t) poll the class about and conduct and organize the Celebration of Teaching and Learning event with the President and the OAW Office with the help of the President;
- u) appoint or conduct elections for all MSA Council Members and MSA Committees when necessary and indicate their duties;
- v) act as a servant of the Council and carry out the will of the Council.

9) The Vice President, Student Affairs shall

- a) assume the office of the President, as Acting President, when the President is unable to perform their duties or is under impeachment;
- b) serve on any committee, board, commission, working group, task force, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students' Union, or any such similar body shall request their attendance at;
- c) carry out such activities as are necessary to ensure the continued registration of the MSA as a Faculty Association, pursuant to the regulations of the University of Alberta Students' Union;
- d) communicate any information regarding internal affairs to faculty and students that is deemed necessary and appropriate;
- e) serve as a signatory for at least partial authorization for the expenditure of funds from the accounts of the MSA;
- f) be responsible for the MD Ambassadors program, including
 - i) the creation and abolition of MD Ambassadors committees,
 - ii) the assignment of tasks and duties to MD Ambassadors committees, and
 - iii) selecting new leaders for each MD Ambassadors committee, in conjunction with the existing leaders for such programs;
- g) ensure that all necessary insurance and risk management practices are implemented;
- h) direct, supervise, and oversee the administration of the clubs system;
- i) direct, supervise, and oversee the administration of student initiatives;
- j) establish policies and protocols to regulate sponsorship for the MSA;
- k) act as a source of guidance for students with respect to sponsorship;
- l) act as an intermediary between the MSA and the Faculty of Medicine and Dentistry with respect to matters of sponsorship;
- m) act as a servant of the Council and carry out the will of the Council.

10) The Vice President, Wellness shall

- a) be elected and serve a 1 (one) year term on the MSA Executive;
- b) serve as the MSA Wellness Representative to the CFMS/FEMC Wellness Round Table;
- c) represent and advocate for all medical students at the University of Alberta (Y1-4) in all matters related to student wellness to the FoMD, UME, and OAW offices, and to the U of A and CFMS/FEMC;
- d) act as designate student representative to the following faculty committees:
 - i) MD Program and Curriculum Committee

- ii) MD Program Assessment Committee
 - iii) Resident Well-being Committee;
 - e) serve as a member of the student committees:
 - i) Student Health & Wellness Committee
 - ii) Student Curriculum Committee
 - iii) MD Reps Pt I & II Committees;
 - f) oversee the AMSCAR Committee activities;
 - g) oversee the activities of the MSA Health & Wellness Reps, and the Community Health Reps;
 - h) coordinate the Health & Wellness Reps to run the CFMS/FEMC events;
 - i) maintain awareness of U of A working groups, surveys, and initiatives regarding student wellness;
 - j) communicate to students any information and resources regarding student wellness within the University of Alberta and Edmonton, and to provincial and national initiatives;
 - k) act as coordinator and liaison for medical student wellness projects within the MSA;
 - l) engage students, and provide direction and vision to achieve wellness goals and initiatives;
 - m) participate in the annual Curriculum Retreat;
 - n) administer and distribute the Wellness Grant Funding;
 - o) administer the Wellness Champion Awards given out at the Affair of the Heart Banquet;
 - p) support and coordinate with other executives and their duties as they pertain to student wellness experiences, including Clerk Wellness Events;
 - q) act as a servant of the Council and carry out the will of the Council.
- 11) The Alberta College of Family Physicians (ACFP) Student Liaison shall
- a) represent the MSA to the ACFP;
 - b) report on the proceedings of the ACFP to the Council or the Executive, where directed by either body, except where bound by confidentiality agreements;
 - c) publicize and facilitate opportunities for medical students to serve on such bodies of the ACFP which are available to such students;
 - d) coordinate the delegation of medical students to the annual meeting of the ACFP;
 - e) publicise and facilitate opportunities for students to attend ACFP-funded conferences and coordinate the distribution of funding to students for ACFP-funded conferences;

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

- 14) The Class Representatives from each class shall, for their respective class,
- a) represent the class to the MSA Council and vice versa:
 - i) the 3rd (third) and 4th (fourth) year Class Representatives shall be exempt from attendance obligations but shall retain the right to vote if in attendance at MSA Council Meetings;
 - b) liaise between the Faculty of Medicine and Dentistry and the class;
 - c) complete tasks as directed by the Council or the Faculty of Medicine and Dentistry.
- 15) The Communications Representatives, Junior and Senior, shall
- a) compose, edit, and oversee for the purpose of conveying details of MSA events and news to medical students, the production of the
 - i) Survivor Manual,
 - ii) weekly online newsletter, "The Steth,"
 - iii) weekly MSA calendar
 - iv) Instagram posts
 - b) oversee the solicitation of advertisements for MSA publications; and
 - c) record the minutes and outcome of votes for meetings of the MSA Council.
- 16) The Community Health Representatives, Junior and Senior, shall
- a) be responsible for organizing and coordinating community health opportunities, charitable events and campaigns such as, but not limited to, food bank drives and blood drives on behalf of all medical students;
 - b) be responsible for coordinating other community health programs, establishing committees in the 1st (first) and/or 2nd (second) year medical classes as necessary;
 - c) act as the University of Alberta representatives and liaisons in national medical student community health initiatives such as, but not limited to, the CFMS Partners for Life campaign through Canadian Blood Services;
 - d) coordinate and run fundraisers for the current Class Cause, such as Candy Gram sales, bar nights, movie nights, etc.
 - i) The class cause is to be determined by the GHHS Committee in consultation with the rest of the class.

- 17) The Equity, Diversity, and Inclusion Representatives, 1st and 2nd year, shall
- a) Organize and support efforts for the betterment of the social, psychological, and physical wellness of historically-marginalized and equity-deserving students and communities within the MSA;
 - b) Support the VP EDI in fulfilling their annual mandate that is developed through consultations with equity-focused student groups and the MSA EDI Committee;
 - c) Participate as voting members on the MSA EDI Committee and carry out committee projects as needed;
 - d) Implement and develop EDI projects in collaboration with equity-focused student groups, faculty, and community partners as needed;
 - e) Work with the VP EDI and other team members in planning, organizing, and running the annual MSA Health Equity Conference;
 - f) Promote and administer the Anonymous EDI Curricular Reporting Form and generate end-of-block summary reports to be forwarded to relevant faculty in collaboration with the VP EDI.
- 18) The Environmental Sustainability Representative, Junior and Senior, shall
- a) pursue and implement plans and initiatives from a lens of environmental stewardship and sustainability principles within the MSA;
 - b) increase environmental sustainability awareness among students and MSA members by:
 - i) Acting as a resource to navigate more sustainable practices on campus; including:
 - (1) hosting information sessions
 - (2) creating opportunities for students to contribute to sustainable practice
 - (3) increasing the sustainable practice standards for MSA-sanctioned lunch talks and events
 - c) work with the University of Alberta Office of Sustainability to integrate sustainable practices into MSA workspaces and MSA sanctioned events, including lunch and evening club events.
 - d) report on the advancements made in Sustainability to the MSA Council and strive for Gold Sustainability Achievement for MSA spaces and events.
 - e) collaborate with the CFMS/FEMC Health and Environment Adaptive Response Task Force (HEART) to:

- i) Assist with local-level guidance specific to the University of Alberta with regards to HEART's goals to address "the topic of climate change as it pertains to human health in the curriculum of Undergraduate and Postgraduate Medical education programs".
 - ii) Bring attention to and assist (as necessary) with HEART educational campaigns to increase medical student and public knowledge of the health effects from climate change.
- f) work to integrate other sustainability projects at the University of Alberta, and when applicable, pursue funding opportunities or grants. Specifically, these projects may include:
 - i) Collaborating with local Choosing Wisely representatives on sustainability in medicine projects.
 - ii) Any relevant sustainability/climate change projects (as applicable) at the University of Alberta.
 - iii) Collaborating with the UME office/FoMD/other departments or university bodies (as applicable) to integrate sustainability strategies.
 - iv) Working with other representatives/interest groups across Canada to discuss local-level projects/initiatives to address climate change, sustainability, and health.

19) The Facilities Representatives, Junior and Senior, shall

- a) be responsible for the administration of the Fund for Undergraduate Medical Education (FUME), including
 - i) soliciting student suggestions for the allocation of funding,
 - ii) scheduling and chairing meetings of the FUME Committee, which shall include, at a minimum, the
 - (1) Vice President, Operations,
 - (2) Vice President, Finance,
 - (3) Vice President, Student Affairs,
 - (4) Facilities Managers, and
 - (5) a faculty advisor;
 - iii) maintaining the FUME endowment and any associated accounts,
 - iv) purchasing goods approved by the FUME Committee, and
 - v) ensuring compliance with the terms of reference for FUME;
- b) maintain and provide access to all rooms, facilities, furniture, equipment, and supplies assigned to or belonging to the MSA

- i) For locker room maintenance, the following actions are recommended:
 - (1) Notice (digital and/or physical) be provided to all students in year 1 (one) and 2 (two)
- ii) For locker room maintenance, the following actions must be taken:
 - (1) Reasonable steps to ensure the locker rooms are unoccupied when facility reps are in the locker room
 - (2) Appropriate signage displayed when facility reps are in locker rooms
- c) maintain an inventory of all MSA property, including: furniture, pool table, table tennis table, audio-visual equipment, video games, foosball table, piano, microwaves, fridge, popcorn machine, mail boxes, locker rooms, telephone, MSA display cabinets, and other equipment; oversee coordination of activities occurring in the student spaces;
- d) serve as a liaison between the office of Undergraduate Medical Education, University of Alberta Facilities and Operations, and the MSA;
- e) receive remuneration administered by the UME office.
- f) Receive Zoom Pro accounts and create Zoom meetings for student initiatives and clubs as requested.

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

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

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

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

22) The Professionalism Representatives, Junior and Senior, shall

- a) promote professional behavior within the MSA;
- b) be available as a resource to fellow students who have concerns regarding their own professional behavior, or that of a classmate, group, faculty member, or staffer;
- c) at the direction of the President, meet with students who have potentially been unprofessional to discuss issues as deemed necessary by the Executive;
- d) participate, when requested, in dialogue with students and faculty when the professionalism of any medical student is called into question;
- e) participate with the Party Like a Pro Committee;
- f) sit on the Faculty of Medicine and Dentistry Committee on Professionalism (FCP);
- g) sit on the Student Professionalism Committee (SPC);
- h) chair the SPC in their 2nd (second) year;
- i) co-chair the SPC in their 4th (fourth) year;
- j) divide, when the case may be that 2 (two) Professionalism Representatives have been elected for a given class, the duties described in Sections 19(e), (f), (g), and (h) as follows:
 - i) 1 (one) representative shall sit on the SPC and chair it in their 2nd (second) year;
 - ii) The other representative shall sit the FCP in their 2nd (second) year, sit on the SPC, and co-chair the SPC in their 4th (fourth) year);
- k) if unable to select which representatives shall perform which set of duties described in Section 19(i), submit a request to the MSA

Executive for a decision to be made on the matter and adhere to the decision made;

- l) yield the chair of any committee when the terms of reference, constitution, or any other document governing that committee requires that the chair be a person other than a Professionalism Representative;
 - m) address any professionalism concerns regarding the students of the incoming class, and take measures to educate and direct such students on matters of professionalism, until such time as they shall have elected their own Professionalism Representatives;
 - n) oversee the professional aspects of production of hockey jersey logos in conjunction with the O-Week team by reviewing and approving a final list of potential names and hockey jersey logos for the incoming class from the Orientation Committee or delegate.
- 23) The Social Committee (SOCOM) Representatives, Junior and Senior, shall
- a) plan, promote, and execute social events targeted at the student body as a whole, including Block Parties and Med Formal;
 - b) coordinate and liaise with the Class Councils of each class regarding the activities of the SOCOMs of each class;
 - c) present a complete report of the finances of the Social Committee and of events held to the MSA Council and Executive;
 - d) obtain liquor licenses as necessary when organizing events.
- 24) The Sports Events Representatives shall
- a) organize, coordinate, and direct the planning of all MSA sports events, including, but not limited to, Icebowl, and the MSA Ski Trip;
 - b) form such committees or working groups as may be necessary for the performance of the obligations detailed in Section 24(a);
 - c) oversee and coordinate the activities of the class Sports Representatives and of sports-related MSA Clubs, including assisting in organizing, fundraising, purchasing, and distributing hockey jerseys for the incoming class;
 - d) coordinate the participation of University of Alberta medical students in sporting events involving other medical schools
- 25) The Student Health and Wellness Representatives, Junior and Senior, shall
- a) coordinate the activities regarding student health & wellness
 - b) participate in the Student Health and Wellness committee and carry out committee projects as needed

- c) liaise with other medical schools regarding their health and wellness initiatives;
 - d) organize and coordinate well-being efforts for the betterment of the social, psychological, and physical wellness of the student body; and
- 26) The Yearbook Representatives and Archivists, Junior and Senior, shall:
- a) be responsible for taking and properly maintaining photographs, videos, and media records of all MSA events over their term of 4 (four) years, such that they are accessible to future representatives;
 - i) The senior archivists are responsible for mentoring and assisting the junior archivists in their initial projects until they function independently.
 - b) create and operate a slideshow featuring content from the previous year, starring first and 2nd (second) year students for the use of the MSA at Med Formal;
 - c) collect and organize a set of student artifacts for posterity in the MSA Office;
 - d) collaborate with and direct the actions of the photographers from each class if requested;
 - e) act as a central repository for students to access media material; and
 - f) ensure that all material is in compliance with the policies of the Faculty of Medicine and Dentistry.
- 27) The Affair of the Heart (AotH) Officer shall
- a) be appointed by the AotH Executive from amongst the senior executive, excepting when all members of the senior executive already sit on the Council, in which case a representative may be appointed from their 2nd (second) year committee;
 - b) report on the activities, conduct, and finances of the organizing committee, as directed by the Council; and
 - c) report to the organizers any relevant actions of the Council that may affect AotH.
- 28) The Alberta Medical Students' Conference and Retreat (AMSCAR) Officer shall
- a) be appointed by the AMSCAR Executive from amongst the senior executive, excepting when all members of the senior executive already sit on the Council, in which case a representative may be appointed from their 2nd (second) year committee

- b) report on the activities, conduct, and finances of the organizing committee, as directed by the Council;
- c) report to the organizers any relevant actions of the Council that may affect AMSCAR and seek assistance from the Council if there are any problems arising in the planning of AMSCAR; and

29) The Canadian Federation of Medical Students (CFMS/FEMC) Officer, Senior, shall

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

30) The Edmonton Manual Officer shall

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

31) The Orientation Officers shall

- a) form the Orientation (O-week) Committee
- b) organize, coordinate, and execute the greeting and orientation programs for the incoming class;
- c) organize, coordinate, and execute a fundraising plan and sponsorship drive to fund Orientation Week activities;
- d) work with the appropriate committees of the Faculty of Medicine and Dentistry to deliver planning programming;
- e) submit a list of potential class names and logos for the incoming class to the Professionalism Representatives;
- f) select a class name and logo for the incoming class from a list provided pursuant to Section 31(e);
- g) be appointed by the previous outgoing O-Week team.

32) The Past President shall

- a) assist the President and the Executive in the execution of their duties as requested or needed;

- b) undertake any special projects directed by the Council;
- c) serve on any committee, working group, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students' Union, or any such similar body requesting their attendance
- d) provide such assistance as may be necessary during the transitory period between Councils; and
- e) continue attending committee meetings after their term in an advisory capacity, at the direction of the current office holder, and if willing and possible.
- f) continue to advocate for clerks and provide clerk feedback to inform the MSA Executive Committee and MSA Council and improve their understanding of clerkship issues.

Bylaw IV: Sittings of the Council

1) Frequency of Sittings

- a) The President, in conjunction with the Executive, shall schedule sittings of the Council, and shall make such schedule known to the Council and to the student body by whatever means deemed expedient and convenient.
- b) No more than 2 (two) months shall pass between regular sittings of the Council, excepting when such months are May, June, July, or August.
- c) The President or any Vice President may summon an emergency sitting of the Council at any time.
- d) The Executive shall, upon receipt of a request undersigned by at least 5 members of the Council, summon an emergency sitting of the Council.

2) Order of Business

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

- d) The projected order of business shall be made known to the Council by whatever means deemed expedient and convenient.

3) Quorum

- a) The quorum for any sitting of the Council shall be set at a simple majority of occupied voting positions.
- b) For any emergency sitting where fewer than a simple majority of occupied voting positions are present, a quorum shall be considered present 10 (ten) minutes after the scheduled start of the emergency sitting.

4) Conduct of Sitzings

- a) The chair of all sittings of the Council shall be the President. If the President is unavailable, the Vice President, Operations shall serve as chair or appoint a council member of their choosing.
- b) When available, the Vice President, Operations shall provide administrative support during sittings.
- c) The chair shall organize all sittings of the Council in accordance with the most recent edition of "Robert's Rules of Order, Newly Revised," following an agenda and taking minutes with the following order of business:
 - i) Chair's Business
 - (1) Call to order
 - (2) Treaty Acknowledgement
 - (3) Attendance
 - (4) Next meeting date
 - ii) Executive Reports
 - iii) Executive Business
 - iv) General Membership Reports and Business
 - v) Question Period
 - vi) Adjournment
- d) Any person may attend the public galleries of the Council but may only speak if sponsored by an Executive, Councillor, or Officer

5) In Camera Sitzings

- a) A sitting of the Council may go in camera upon resolution of the Council.
- b) No minutes shall be kept during an in camera sitting, except for the passing of a motion to go ex camera.

- c) The chamber in which the sitting is occurring may be cleared of any person who is not a member of the Council during such time as the sitting is in camera.
- 6) Summary of Debate
 - a) The minutes of a sitting of the Council shall be made available to the student body within a reasonable time after the completion of the sitting.
- 7) General Meeting
 - a) 1 (one) sitting per year shall be designated as the Annual General Meeting.
 - b) Any member of the MSA may provide business to be debated at this sitting, and may participate in any debate at this sitting.
 - c) All members of the Medical Students' Association can attend and vote.
 - d) Any member may call a general meeting if they present a petition signed by 15% (fifteen percent) of the general membership to the Vice President, Operations.
 - e) Any item of legislation passed by the council may be revoked or changed at general meeting if a motion is so made and passed by a majority of those present.

Bylaw V: Referenda

- 1) Reference of Question
 - a) The Executive or Council may refer any question to the electorate by means of a referendum.
 - b) Upon presentation of a request, undersigned by at least 15% (fifteen percent) of the members of the MSA, to refer a question to the electorate, the Executive shall refer such question to the electorate by means of a referendum.
- 2) Procedure of Referendum
 - a) The Chief Electoral Officer shall conduct the referendum according to the procedures indicated in Bylaw X for an election.
 - b) The ballot shall present two options, "Yes" and "No".
 - c) The Chief Electoral Officer must approve of the text of the question.
 - d) The Chief Electoral Officer may appoint an individual or group to advocate on behalf of the "Yes" and "No" options during the specified campaign period.

3) Binding Nature of Referendum

- a) The Executive and Council shall be bound by the results of the referendum until the end of the term of office for that Council.
- b) Notwithstanding Section 7, a subsequent referendum may remove any impediments imposed upon the Executive and Council.

4) Plebiscite

- a) Any question may be referred to the electorate in the form of a plebiscite.
- b) A plebiscite shall follow the same procedures established for a referendum, but shall not be binding on the Executive or Council.

Bylaw VI: Finances

1) The use of MSA finances shall be in accordance with the "Aims, Objectives, and Mandate" of the MSA.

2) The signing officers of the MSA shall

- a) consist of at least 3 (three) members of the MSA Executive, including the VP Finance as the primary signing officer, the President, and the VP Student Affairs.
 - i) The VP Finance and President may not be the same individual.
 - ii) In the event that VP Finance resigns or is vacant, the third party signing authority (VP Student Affairs) may be considered equivalent to the VP Finance.
- b) have authority to distribute funds as set out in the annual budget approved by Council.

3) A budget shall be prepared, in consultation with the Executive and Council, by the Vice President, Finance and duly approved by the end of September of the current academic year by MSA Council.

4) Reimbursement for expenses incurred by an MSA group shall occur as follows:

- a) In order to receive a guaranteed reimbursement for an expense greater than \$1000 (one thousand), that expense must be reported to and approved by the Vice President, Finance prior to the completion of the transaction.
- b) Any activities coordinated by MSA members with a total budget of greater than \$2000 (two thousand) must be reported to the Vice

President, Finance and President at least 45 (forty-five) days prior to the activity being held, or at the discretion of the Vice President, Finance at an earlier date.

- c) If this budget is not approved by the Vice President, Finance, any expenses relating to this activity expecting reimbursement will not be reimbursed.
 - i) Any group that wishes to appeal the decision of the Vice President, Finance must submit a written request of appeal to the President within 3 (three) business days.
 - ii) If the President denies the appeal, it may be submitted to Council at the discretion of the applying group.
 - iii) This submission must be heard at a Council meeting within 2 (two) weeks of being denied by the President.
 - iv) If no regularly scheduled meeting falls within this time period, an emergency meeting will be called.
- 5) A savings account shall be maintained and included in the annual budget as described in Section 3 for the benefit of MSA General Members.
 - a) The MSA shall endeavour to preserve funds amounting to approximately 15% (fifteen percent) of the average of the last 4 (four) year's budgets intended for use in extenuating circumstances such as
 - i) reduced funding from 3rd (third) parties such as the FoMD;
 - ii) increased costs of responsible operation;
 - iii) a new project as proposed and supported by the General Membership; or
 - iv) any other extenuating circumstance resulting in the need for such funding to preserve the reputation or normal operation of the MSA.
 - b) Funding may only be withdrawn from these savings if a new budget has been presented by the Vice President, Finance to Council and it is subsequently passed by the Council.
 - c) The funds in the savings account will be used by the MSA for the purchase of investments or securities, and all surplus funds from the income or interest generated from these investments or securities will be used in accordance with Bylaw VI.I to ensure student investment, and maintain the organization's non-profit status.
- 6) Any student organizing an event registered with the MSA may apply for loans from the MSA for the funding of activities. Loans may be granted on a case-by-case basis and according, but not limited to, the following stipulations:

- a) The loan contract is drafted by the Vice President, Finance and approved by the Executive Council.
 - i) A loan shall only be granted if funding is expected to be recovered by income from the event.
 - ii) The contract shall charge 0% (zero percent) interest with a 0% (zero percent) penalty on default but signatories must pay all legal expenses for recovery of money on default.
 - iii) The loan must be paid in full by the end of the fiscal year unless the contract deems otherwise.
 - iv) The loan contract must be signed by the Vice President, Finance, the borrowing party members to be responsible for repayment, and 1 (one) independent witness from the Council.
 - b) The borrowing party shall become personally responsible to recover the funds lent by the MSA from their own resources if unable to recover funds via the event or initiative, bearing in mind that students have been duly warned of the personal responsibility and risk when planning such events and activities upon signing the loan contract.
 - i) The Executive Council reserves the right to forgive or reduce the loan contract with the Council's approval.
 - c) A loan falling into default shall prompt disciplinary action from the Council and may include faculty involvement if the borrowing party is non-compliant.
- 7) Any member wishing to use MSA equipment for personal reasons may rent the equipment if the following conditions are met:
- a) The member will sign a written contract;
 - b) The contract must stipulate that the member will replace any lost or damaged equipment from their own resources;
 - i) if a student disputes replacement or damage costs, an incident report must be submitted within 3 (three) business days to the Vice President, Operations and voted on by the council at their next meeting
 - c) The cost of renting the equipment is a fair market value;
 - d) The equipment is not being used to support an activity that is unlawful or in opposition to the values of the MSA.
 - e) The Executive Council approves:
 - i) The Executive Council reserves the right to deny a member the renting of MSA equipment.
 - ii) The member may direct their request to the MSA President.

- f) The funds received will be directed to the MSA Office budget and may be used to purchase replacements for the equipment being rented, as needed.

Bylaw VII: Implementation and Amendment of Policies and Procedures

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

Bylaw VIII: Amendments to the Constitution and Bylaws

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

Bylaw IX: Addition of New MSA Positions

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

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

- 1) Elections
 - a) Elections shall be held to elect individuals to MSA Council pursuant to Bylaw II.
- 2) Appointment of the Chief Electoral Officer
 - a) The Chief Electoral Officer of the MSA shall be the Vice President, Operations, except for the period of time for which an alternative appointment made pursuant to Section 2(b) is effective
 - b) When the Vice President, Operations declares their intention to stand as a candidate in an election whereupon the Council shall appoint an

alternative Chief Electoral Officer for that election and for any other election occurring concurrently.

- i) If the Vice President, Operations intends to stand as a candidate, they shall notify the Council, through whatever means they shall find convenient and expedient, of such intention no later than 72 (seventy-two) hours after the time that the date of election is fixed.
- ii) When the Vice President, Operations has notified the Council pursuant to Section 2(b)(i), the Council shall make an appointment within 48 (forty-eight) hours of being notified.

3) Duties of the Chief Electoral Officer

- a) The Chief Electoral Officer shall administer the election in accordance with this bylaw, including the
 - i) setting of nomination deadlines;
 - ii) setting of the campaign period;
 - iii) regulation of campaigning;
 - iv) processing of nominations;
 - v) administration of balloting;
 - vi) counting of the ballots; and
 - vii) declaration of the elected candidate.
- b) The Chief Electoral Officer shall be responsible for enforcing the regulations concerning campaigning and may impose such sanctions on any person as they shall deem appropriate for violations of any regulation made pursuant to this bylaw.
- c) The Chief Electoral Officer may appoint such persons not standing for election, as they shall deem necessary, to assist in the administration of an election.

4) Date of Election

- a) A general election shall be held in March of each year.
- b) The Chief Electoral Officer shall, for each election, select a date for such election, which shall permit for at least 30 (thirty) hours of polling.
- c) The Council shall be notified at least 6 (six) weeks in advance of the proposed election date, and may, by resolution, fix another date for polling.

5) Electorate

- a) Each General Member of the MSA shall be entitled to cast 1 (one) vote for each position being elected.

- b) The Chief Electoral Officer shall not vote, unless authorized pursuant to another section of this bylaw.

6) Candidacy

- a) Any eligible elector, except for those who currently hold a position on the Council, who will continue to be an eligible elector for the term of office sought, may stand for election for any position during a general election.
- b) No person shall stand for election to more than 1 (one) office when more than 1 (one) election is being conducted concurrently.
- c) Notwithstanding Section 6(a), a person who currently holds a position on the Council may stand for election to any other position if they:
 - i) declare that if they win election to another position on the Council, they will resign their existing position prior to assuming their new office and
 - ii) do indeed resign if they win such an election.
- d) Any position on the Council that becomes available pursuant to Section 6(c) will remain vacant until an election for that office is held.

7) Nominations

- a) Before their name will be added to the ballot, each candidate shall present a certificate in the form specified by the Chief Electoral Officer bearing the names and marks of at least 10 (ten) eligible electors, certifying that each of the aforementioned eligible electors has nominated the candidate for the indicated position.
- b) For positions where more than 1 (one) person is to be elected, all candidates running together for the same position shall be considered as 1 (one) candidate for the purposes of this bylaw, and shall submit a single certificate pursuant to Section 7(a).
- c) The Chief Electoral Officer shall set a date and time by which nominations must be submitted, but in no case shall the time between the date when the election is announced by the Chief Electoral Officer and the date by which nominations must be submitted be less than 5 business days.

8) Conduct of Campaigns

- a) The Chief Electoral Officer shall notify the membership eligible to run in the election of the obligation presented in Section 10(f) in writing.
- b) The Chief Electoral Officer shall mandate, prohibit, or otherwise regulate

- i) the period of time during which campaigning is permissible;
 - ii) the giving of speeches;
 - iii) the location, format, and design of campaign materials and advertisements;
 - iv) the distribution of the platform of each candidate; and
 - v) any other material related to the process of campaigning.
- c) Candidates shall not campaign after the completion of polling.

9) Sanctions

- a) Any candidate or party who fails to comply with this bylaw or with any regulation made thereunder shall be notified of their improper conduct by the Chief Electoral Officer and, if compliance remains an issue, asked to withdraw from the election.

10) Conduct of Election

- a) The Chief Electoral Officer shall open and close the polls at the times set pursuant to Sections 4(b) and (c).
- b) The Chief Electoral Officer shall use the SU Election software, unless deemed inconvenient or impractical, in which case another secure software or system shall be chosen by the Chief Electoral Officer.
- c) The Chief Electoral Officer shall, with the consent of the Council, make such regulations as they deem necessary for the adequate provision of polling.
- d) Each ballot shall include an option for the elector to vote for none of the candidates for that position.
- e) Where possible and practical, a preferential ballot system in which candidates may be ranked, shall be used.
- f) Within 5 (five) business days of the closing of the polls, the Chief Electoral Officer shall, through whatever means they shall find convenient and expedient, distribute to the electorate a list containing the names of the winning candidate(s). If a member of the electorate wishes to receive a list containing the names of each candidate and the number of votes received by each, as well as the number of votes for none of the candidates received for each position, they may contact the Chief Electoral Officer within 5 (five) business days of the announcement of the winning candidate(s).
- g) All general members who have paid their fees in full are eligible to vote for all candidates.
- h) Notwithstanding Section 10(g), only members of the 1st (first) year class shall vote for the Orientation Officers.

11) Election of Candidate

- a) The candidate who receives the plurality of votes shall be declared elected.
- b) For any position where the plurality of votes is for the option of none of the candidates, no candidate shall be declared elected and another election shall be held pursuant to this bylaw.
- c) Prior to the opening of the polls, the Chief Electoral Officer shall prepare a list of candidates for each position, rank each candidate according to their own preferences, seal the list in an envelope, and provide that envelope to the Vice President, Student Affairs.
 - i) If 2 (two) or more candidates have received the same number of votes, and that number constitutes a plurality, the Vice President, Student Affairs shall open the envelope provided for pursuant to Section 11(c), determine which of the candidates that shares the plurality for that position is ranked highest, and assign 1 (one) additional vote to that candidate.
 - ii) If no position shall have 2 (two) or more candidates with an equal number of votes with such number constituting a plurality, the envelope provided for in Section 11(c) shall be destroyed by the Vice President, Student Affairs, without being opened.

12) Post-Election Vacancies

- a) If any position shall remain unfilled after an election, the Chief Electoral Officer shall solicit the electorate for applications for that position.
- b) If 1 (one) eligible elector applies for that position, the Chief Electoral Officer may appoint that person to the position or may require that person stand for election against the option of electing no candidate.
- c) If more than 1 (one) eligible elector shall apply for that position, the Chief Electoral Officer shall conduct an election, pursuant to the provisions of this bylaw, for that position.
- d) If no eligible elector shall apply for that position, the Council may appoint any eligible elector to that position who has indicated interest.

13) Appeals Board

- a) The Chief Electoral Officer shall appoint 5 (five) eligible electors to sit on the Board of Election Appeals, and of these 5 (five) persons
 - i) 2 (two) shall be currently seated on the Council;
 - ii) 2 (two) shall not be currently seated on the Council;

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

14) Appeals

- a) Any person who believes that the requirements of this bylaw or any regulation made thereunder have been contravened, and who has received a decision from the Chief Electoral Officer on the question, may appeal that decision to the Board of Election Appeals.
- b) An appeal must be filed within 2 (two) business days of the declaration of the results of an election or within 14 (fourteen) business days of the decision of the Chief Electoral Officer, whichever is earlier.
- c) The Board of Election Appeals shall hold a hearing on the appeal within 3 (three) business days of the filing of the appeal, and shall solicit presentations from any affected party.
- d) The Board of Election Appeals may, at its discretion, hear from any other party who claims an interest in the question.
- e) The Board of Election Appeals shall render a decision within 24 (twenty-four) hours of the hearing.
- f) An appeal must be based on a claimed error in the interpretation of the bylaw or the regulation or a claimed error in the interpretation of the evidence.
- g) The Board of Election Appeals shall apply the principle of precedent to its decisions.
- h) The Board of Election Appeals may provide as a remedy the setting aside of the results of the election and the ordering of an election for that position.

15) By-Elections

- a) If, for whatever reason, a position on the current or succeeding Council shall become vacant between general elections, a by-election shall be held to fill such a position.

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

16) Reference for Electoral Process

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

17) Resignation of Members of the Council

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

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

- a) The Council may, by simple majority, impeach any member of the Council on an allegation that such member of the Council has not performed the duties required by this Constitution or has conducted himself or herself in such a way as to bring disrepute to their office.
- b) Upon impeachment, the Council shall set a date for the trial of the impeached member which shall occur no earlier than 2 (two) weeks after impeachment.
- c) The Council shall appoint a member of the Council to prosecute the impeached member immediately after setting the date for trial.
- d) At trial and without limitation on allocated time, the Council shall hear arguments and witnesses and consider such evidence as may be submitted by the prosecutor or the impeached member and shall vote in secrecy on the question of conviction of the impeached member.

- e) The impeached member shall be convicted if at least $\frac{2}{3}$ (two-thirds) of the total number of members of the Council as prescribed by Bylaw II vote for conviction, excluding the impeached member or the prosecutor.
- f) The convicted member shall immediately be removed from the Council.

19) Appointments to Faculty Committees

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

Bylaw XI: Committees

1) The Standing Committees of the MSA

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

2) The Accreditation Committee shall

- a) report to the President;
- b) be composed of
 - i) at least 2 (two) MSA members from different class years, including a chairperson selected by the Accreditation Committee, and
 - ii) must have at least 1 (one) member from clerkship years, and

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

- 6) The Constitution and Bylaws Committee shall
 - a) report to MSA Council;
 - b) be composed of
 - i) the Vice President, Operations as chairperson and
 - ii) at least 2 (two) other MSA members serving 1 (one) year terms;
 - c) provide ongoing assessment of, and changes in, the Constitution and Bylaws as deemed necessary by the Committee or as a result of changes in MSA policy or activities; and
 - d) respond to specific suggestions for additions or changes to the Constitution and Bylaws from MSA Council members and Executive members.

- 7) The Equity, Diversity, and Inclusion (EDI) Committee shall
 - a) Report to MSA Council;
 - b) Consider business at the request of
 - i) any member or partner organization of the subcommittee,
 - ii) the MSA Executive Committee, or
 - iii) the MSA Council;
 - c) Be composed of
 - i) VP EDI, Chair
 - ii) 1 (one) EDI Representative, 1st year
 - iii) 1 (one) EDI Representative, 2nd year
 - iv) 1 (one) EDI Representative, 3rd year; position shared amongst 2 (two) students, ideally previous VP EDI and EDI Representative, 2nd Year (non-MSA Council positions)
 - v) 1 (one) EDI Representative, 4th year; position shared amongst 2 (two) students, ideally previous EDI Representatives, 3rd Year (non-MSA Council positions)
 - vi) 2 (two) U of A Black Medical Students' Association (BMSA) Executives
 - vii) 2 (two) U of A Indigenous Medical & Dental Students' Association (IMDSA) Executives
 - viii) 1 (one) Sexuality & Gender Advocacy Committee Member
 - ix) 1 (one) Rural Medicine Group Member
 - x) 1 (one) Accessibility and Inclusivity in Medicine (AIM) Club Member
 - xi) 1 (one) Women in Medicine and Surgery (WIMAS) Member
 - xii) 1 (one) MD AIDE
 - xiii) 1 (one) MD Ambassadors

- xiv) 1 (one) Jewish Medical Students' Association
- xv) 1 (one) Muslim Medical Students' Association

8) The External Affairs Committee shall

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

9) The Finance Committee shall

- a) Report to the Vice President, Finance
- b) Have Years 1 (one) and 2 (two) Class Treasurers as members of this committee
- c) Select additional general members by application
- d) Undertake tasks designated by the VP Finance and report updates.
 - i) Updates will be reported by the VP Finance at council meetings.
- e) Not have any signing authority or access to the MSA Account.
 - i) All account-related activities (deposits, reimbursements, etc.) will be maintained with the MSA Executive members listed as Signing Officers.

- 10) The Student Health & Wellness Committee shall
- a) report to the Vice President of Wellness
 - b) be composed of
 - i) a chairperson as selected by the Health and Wellness Committee
 - ii) Health and Wellness Reps from all 4 (four) years, including clerkship
 - iii) 1 (one) Jr. and 1 (one) Sr. rep from Mental Health Advocates as non-voting advisors
 - c) help medical students to embrace physical, emotional, mental, sexual, and financial well-being in all aspects of their lives.
 - d) Provide wellness updates to the Vice President, Wellness to present to the MD Reps meetings with Faculty
- 11) The MD Ambassadors Leaders Committee shall
- a) report to the MSA Executive Committee;
 - b) be composed of
 - i) the Vice President, Student Affairs as chairperson, and
 - ii) the leaders of MD Ambassadors committees from each year;
 - c) promote health education and health care through sustainable outreach programs to communities external to the medical school.
- 12) The Party Like a Pro (PLAP) Committee shall
- a) work with the Office of Advocacy and Wellbeing (OAW)
 - b) be composed of
 - i) Professionalism Representatives Senior
 - c) work towards achievement of the following goals
 - i) generating awareness of the direct impact and broader implications of medical students' behaviours and actions,
 - ii) establishing a culture of personal responsibility for one's behaviour and actions when in a public or semi private forum,
 - iii) fostering a culture of collective responsibility for fellow medical students outside of the school setting;
 - d) respond to specific suggestions for additions or changes to the responsibilities of the Party Like a Pro Committee from MSA Council members and Executive members.
- 13) The Government Affairs & Advocacy Committee (GAAC) shall
- a) report to the Vice President, External;

- b) be composed of
 - i) the Chair of the GAAC as chairperson, and
 - ii) MSA members with 1 (one) year terms;
- c) promote the participation of the medical student body in advocacy on issues relevant to them as students; and
- d) lobby on a predetermined issue that has an impact on health care with the aim of increasing students' confidence in advocacy.

14)The Student Curriculum Committee shall

- a) report to the President;
- b) be composed of
 - i) The Vice President, Education as chairperson;
 - ii) the 2nd (second) year class council Curriculum Representatives;
 - iii) the first year class council Curriculum Representatives;
 - iv) the President;
 - v) any MSA member who has previously held the position of President;
 - vi) the Vice President, Wellness; and
 - vii) all Class Representatives;
- c) discuss the strengths and weaknesses of the MD program curriculum;
- d) identify current and ongoing curriculum issues in all 4 (four) years of the MD program;
- e) discuss any curriculum issues and proposed solutions at relevant Class Council meetings and with relevant staff members of the Faculty of Medicine and Dentistry; and
- f) follow-up with staff members of the Faculty of Medicine and Dentistry, to ensure the issues are addressed appropriately.

15)The Student Professionalism Committee (SPC) shall

- a) remain autonomous and not report to a specific organization;
- b) be composed of a chairperson and members from all FoMD programs as outlined by the SPC terms of reference, including
 - i) the Junior and Senior Professionalism Representatives, and
 - ii) MSA Vice President, Student Affairs and/or MSA President;
- c) engage in activities that promote a Faculty-wide culture of professionalism as guided by the SPC terms of reference.

16)Ad Hoc Committees shall

- a) be formed as deemed necessary by the Council;

- b) have terms of reference and membership defined by the Council at the time the committee is struck;
- c) include at least 1 (one) member of the Council; and
- d) cease to exist by a vote of the Council or if the committee has not met for 1 (one) year.

Bylaw XII: MSA Groups

1) Academic, Non-Academic and Student Initiatives

- a) An academic, non-academic, interest group or student initiative (hereinafter referred to as a “group”) in good standing shall
 - i) be governed under the MSA Groups Policy as per Bylaw VII by the Vice President, Student Affairs with the assistance of the Vice President, Operations;
 - (1) Student Initiatives may be exempt from aspects of this bylaw and subsequent policies at the discretion of the Vice President, Student Affairs.
 - ii) have a minimum of 2 (two) leaders and a maximum of 3 (three) serving no more than 1 (one) academic year. At no time shall a group leader be a member of the MSA Executive;
 - (1) an individual may not, under any circumstances, be the leader of more than 2 (two) groups.
 - iii) notwithstanding Section 1(a)(ii), in extraordinary circumstances, a group may petition the MSA for consent to appoint additional leaders beyond 3 (three) ; however, such permission must be approved by both the MSA Executive and the MSA Council;
 - iv) have selection of new group leaders conducted by current group leaders and reviewed by the Vice President, Student Affairs and Vice President, Operations before being declared official;
 - (1) if a group fails to comply, the MSA Executive will retain responsibility for the selection of the new group leaders;
 - v) groups will have open membership to all MSA members;
 - vi) at least 1 (one) leader from each group must attend a mandatory training session led by the Vice President, Student Affairs or Vice President, Operations before a group may set up events;
 - vii) groups found to be non-compliant with this bylaw or any regulations set by the Vice President, Student Affairs, Vice President, Operations, University of Alberta Students Union, or

the Faculty of Medicine and Dentistry will not receive MSA representation to the faculty, will not be considered a group in Good Standing, and will not be granted a letter of recommendation sent to the UME office for the purposes of MSPR credit.

- 2) Student Associations within the MSA
 - a) Clubs and interest groups: serve to provide services to medical students by medical students and governed under prescribed clubs policy.
 - b) Student Initiatives: arms length organizations registered under the MSA. Regulated by MSA financial policies if any funding is provided and clubs policies.
 - c) MD Ambassadors: student run groups to engage the community in medicine. Their budget is through ear-marked funds by the Faculty of Medicine and Dentistry
 - d) MSA Council Projects: projects formally adopted by MSA council with greater oversight and funding than Student Initiatives.

Bylaw XIII: Class Councils

- 1) The MSA acknowledges and legitimizes the existence of Class Councils under the authority of this document.
 - a) Positions on the Council will be filled by cross-appointment from the respective, elected Class Councils as per Bylaw II Section 1.
 - b) Each Class Council shall report to the Council through their elected Class Representative.
 - c) By whatever means deemed appropriate, the Year 2 (two) Class Council will facilitate the creation and election of the Year 1 (one) Class Council with the assistance of the Vice President, Operations and the President, as needed.
 - d) Each elected Class Council, at a minimum, shall
 - i) create a constitution based on the previous year's, editing it as needed and have it approved by their elected Class Council at their first meeting;
 - ii) hold Council Meetings when necessary and practical during the academic year, making available meeting minutes and Council decisions to its General Membership; if any member of Class Council requests that a meeting be held, one must be organized within 4 (four) weeks of the request. During 1st (first)

and 2nd (second) year, at least 1 (one) meeting must be held in the 1st (first) and last month wherein classes are regularly scheduled

- (1) at the end of 2nd (second) year, the Class Council is permitted to cease holding Council Meetings in 3rd (third) and 4th (fourth) year depending on a majority vote by the Class Council;
- iii) host an Annual General Meeting in 2nd (second), 3rd (third), and 4th (fourth) year if 10% (ten percent) or more of the General Membership of the respective class requests such a meeting.
- iv) ensure all funds are used in a way that attempts to benefit their entire class;
- v) respect and adhere to decisions made by the MSA Council regarding Class Council.
- e) The Class Councils will openly report their finances to the Vice President, Finance and follow Bylaw XVIII and this document as applicable.
- f) The Class Councils have the freedom to act autonomously while adhering to the essence and spirit of this constitution and the values of the MSA.

Bylaw XIV: Representation to Faculty of Medicine and Dentistry Committees

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

Bylaw XV: Med Nite

- 1) All Med Nite issues shall be handled by the Med Nite Director and 4th (fourth) year Class Council. The Med Nite Director shall be the 4th (fourth) year Med Nite Representative who is elected in their 1st (first) year, by their class, as per the results of the Class Council elections.

- 2) The MSA shall be responsible for providing a start-up loan, in an amount approved by the Vice President, Finance, to the 4th (fourth) year class council for Med Nite use only.
- 3) The aforementioned loan will be repaid after ticket sales have been collected.
- 4) The Med Nite Director shall
 - a) oversee the production of Med Nite;
 - b) arrange adequate publicity for the event; and
 - c) administer the funds allocated to Med Nite by the Class Council.
- 5) The 1st (first) year Med Nite Class Council Representative shall be responsible for ticket sales and promotion of the event.
- 6) The price of Med Nite tickets will be set annually by the Med Nite Director and the other Med Nite Class Council Representatives.
- 7) All assets accrued from the sale of Med Nite tickets, and all other revenue, whether gained directly or indirectly as a result of Med Nite, shall become the property of the 4th (fourth) year Class Council.
- 8) Med Nite tickets shall be sold to each class in a fair and equitable manner by the Med Nite Production Committee.

Bylaw XVI: The Shaner Memorial Award

- 1) The MSA shall provide the Shaner Gold Medal to be presented by the Faculty of Medicine and Dentistry at the Graduation Banquet.
- 2) The recipient shall be nominated from the graduating class, and shall be selected by a poll of the graduating class, on the basis of contributions to the MSA throughout their entire career as a medical student and without reference to academic achievement.

Bylaw XVII: Student Conflict Resolution

- 1) A student conflict is defined as an interpersonal conflict between a member of the MSA Council and either another member of the MSA Council or a general MSA member, unrelated to policy conflicts and issues.
- 2) Students who encounter conflicts may contact for the purposes of mediating a resolution, in this order, Professionalism Representatives, respective Class Representatives, and VP Operations.
 - a) If the MSA Council member involved in a conflict is one of the positions named above, the individual can seek out the next Council member listed above.

- b) In the event that there are multiple conflicts with the individuals listed above, the President may be the ultimate arbiter.

Bylaw XVIII: Group Dissolution

- 1) In the unlikely event of a dissolution, MSA funds will be returned to the Faculty for the intention of safekeeping.
 - a) Funds shall be retained by the Faculty for 10 years from the date in which the MSA is no longer recognized as a student organization by Student Group Services and the University of Alberta Students Union.
 - b) If the MSA or a respective successor group does not become recognized by Student Group Services and the University of Alberta Students Union within this 10 year timespan, money shall be returned permanently to the Faculty for future student endeavors.
- 2) Student Group Services and University of Alberta Students Union shall be notified within 2 business days in the event of a dissolution to remove our group from BearsDen.

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Revised & Ratified: ... 2024

Kayle Lowe, Vice President, Operations (Chair)

The 2023-2024 Constitution and Bylaw Committee:

Carolin Aizouki

Kyle Chankasingh

Matthew Gervais

Royce Henning

Iman Kassam

Arman Mohseni

Roshani Puri

Roja Suthaker

Henry Tran

Jessica Zhang