MEDICAL UNDERGRADUATE SOCIETY
OF THE UNIVERSITY OF BRITISH COLUMBIA

CONSTITUTION AND BYLAWS
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CONSTITUTION

RATIFIED the 7th day of April, 2008. AMENDED the 8th day of April, 2013. AMENDED the 14th day of April, 2015. AMENDED the 18th day of April, 2016. AMENDED the 10th day of April, 2017. AMENDED the 9th day of April, 2018. AMENDED the 8th day of April, 2019. AMENDED the 6th day of April, 2020. AMENDED the 11th day of April, 2022. AMENDED the 11th day of September, 2023

ARTICLE I – THE SOCIETY

I.1 – Name

This association shall be called the Medical Undergraduate Society of The University of British Columbia.

I.2 – Vision

The vision of the Society shall be to promote a high quality of education and to promote the general well-being and interests of its Members.

I.3 – Objectives

The Objectives of the Society shall be:

a) To promote high quality of education for its Members, and
b) To expand the breadth of the educational experience of its Members, and
c) To improve the well-being of its Members, and
d) To serve as the only organization that represents the interests of its Members, including to The University of British Columbia Faculty of Medicine and its various committees, the Senate, the Alma Mater Society, the Canadian Federation of Medical Students, and
e) To serve as a liaison between individual medical students and the Faculty, and provide support for the individual by representing their interests in a concerned but impartial manner, and
f) To promote interconnectivity between members at all distributed sites of the Faculty, and
g) To pursue equitable student experience amongst members across all distributed sites and Clerkships of the Faculty.

I.4 – The Society Logo



The Society Logo is shown in the accompanying design and shall be used in accordance with Bylaw 11, “Acceptable Use of the Society Logo.”

ARTICLE II – MEMBERSHIP

Membership in the Society shall be granted as follows:

II.1 – Active Members

Active Members of the Society shall be all students enrolled in the UBC Faculty of Medicine of The University of British Columbia seeking the undergraduate degree of Doctor of Medicine (M.D.), regardless of the site which the student is located at.

II.2 – Honorary Members

Honorary Members shall include:

a) Graduates of the MD Undergraduate Program of The University of British Columbia Faculty of Medicine, and
b) Those individuals upon whom the Society confers honorary membership (refer to 4.1.2e).

ARTICLE III – EXECUTIVE BODIES

III.1 – Council

a) The affairs of the Society shall be overseen by a Council organized and operated according to the Bylaws of the Society. The Council may exercise all powers of the Society in accordance with the Objectives of the Society, as outlined in Article 1 "The Society," Section 3 "Objectives".
b) The voting Membership of the Council shall consist of all elected Council Members in accordance with Bylaw 3, "Structure of the Society." The Council shall be charged with the duty of supervising the affairs and activities of the Society, in accordance with the Objectives of the Society, as outlined in Article 1 "The Society," Section 3 "Objectives."

III.2 – The Executive

a) The Executive shall be the body that manages the affairs of the Society. It shall be organized and operated according to the Bylaws of the Society.
b) Student Council Officers shall compose an Executive consisting of, at a minimum, a President, Past President, IMP Site Lead, NMP Site Lead, SMP Site Lead, and Vice President Finance, in accordance with Bylaw 3, "Structure of the Society."
c) The Executive shall be charged with the duty of overseeing the development of Society policy, in accordance with the Objectives of the Society, as outlined in Article 1 "The Society," Section 3 "Objectives," through Society standing committees or ad-hoc committees, and that policy shall be directed to the Council for approval.
d) The Executive does not have the power to ratify or alter Society policy. This right is reserved for the Council.

III.3 – Class Executives

a) The Class Executives shall be the representative body of each Class. They shall be organized and operated in a manner consistent with the Bylaws of the Society.
b) The Class Executives shall represent the interests of their respective classes to the Society and to the faculty.

III.4 – Advisors

a) There shall be Member(s) of the Faculty elected by the Society at the Annual General Meeting to serve in advisory capacities to the Society. A Faculty Advisor and such Associate Faculty Advisors, as approved by the Society, shall serve a two-year term and may be re-elected for a total of four terms normally, unless otherwise determined by the Society.

ARTICLE IV – AUTHORITATIVE DOCUMENTS

IV.1 – Authoritative Documents

IV.1.1 – Constitution

The constitution shall contain the foundational principles and definitions of the structure and operation of the Society. The constitution shall have binding authority over the actions and proceedings of the Society.

IV.1.2 – Bylaws

The Bylaws shall further define the regular operation and structure of the Society.

IV.2 – Enactment, Amendment and Repeal of the Constitution or Bylaws

a) The Constitution or Bylaws of the Society may be enacted, amended, or repealed by:
    i. Resolution of the Society passed by two-thirds (2/3) Majority Vote of Active Members at the Annual General Meeting, or
    ii. Resolution of the Society passed by a two-thirds (2/3) Majority Vote of Active Members at a Special General Meeting of the Society duly called for the purpose of considering the enactment, amendment or repeal of the Constitution, or
    iii. Referendum held in accordance with Bylaw 9, "Referenda."
b) An Amendment to the Constitution or Bylaws may be proposed by:
    i. Any Active Member provided that the proposed amendment is signed by five percent (5%) of the Active Members and delivered to the Vice President Communications Jr., or
    ii. A Resolution of the Council, or
    iii. Any Council member with the unanimous agreement of the Executive, or
    iv. The Constitution & Bylaws Committee
c) The Vice President Communications Jr. shall immediately upon receipt of such proposed amendments referred to in this Article shall:
    i. Provide the proposed amendments to the Active Membership via e-mail, and
    ii. Post said amendments in a conspicuous location on the Society website, and
    iii. Submit said amendments to Council for discussion at the first meeting of Council held after their receipt by the Vice President Communications Jr.
d) Not less than thirty (30) and not more than sixty (60) days after posting of the proposed amendments, Council shall submit said amendment to the Society at an Annual General meeting or Special General meeting, or by referendum, as provided in this Article. Notice

of intention to repose any amendments shall be given in the notice convening the Annual General meeting or Special General meeting or calling the referendum.

ARTICLE V – DISSOLUTION

In the event of dissolution of the Society, after resolving its debts and obligations, the Society shall devote any remaining assets to the promotion of one or more objects of the Society if feasible, and if not, the Society shall donate its remaining assets to the Faculty of Medicine of The University of British Columbia to be put towards the creation of a new Scholarship for undergraduate medical students if feasible, and if not, to a Canadian charity or charities, which the Society shall select.

MEDICAL UNDERGRADUATE SOCIETY
OF THE UNIVERSITY OF BRITISH COLUMBIA

BYLAWS

RATIFIED the 7th day of April, 2008. AMENDED the 8th day of April, 2013. AMENDED the 14th day of April, 2015. AMENDED the 18th day of April, 2016. AMENDED the 9th day of April, 2018. AMENDED the 9th day of April, 2019. AMENDED the 6th day of April, 2020. AMENDED the 11th day of April, 2022.

BYLAW 1 - INTERPRETATION AND DEFINITIONS

a) All questions affecting the interpretation of the provisions of these By-laws shall be decided by the Council and such decisions shall be final and binding, subject to Bylaw 6, "Meetings", Section 6.6.3, "Jurisdiction."

b) In these Bylaws unless the context otherwise requires:

- Academic Year – shall mean August to July inclusive, unless it refers to a procedure for a specific class, in which the Academic Year shall be as defined in the *Policies and Procedures* of the Faculty for that specific class.

- Accreditation Year – shall mean the twelve months preceding an accreditation visit to the Faculty by the Liaison Committee on Medical Education.

- AMS – shall mean the Alma Mater Society of The University of British Columbia.

- Faculty – shall mean the Faculty of Medicine of The University of British Columbia.

- Entrada - shall mean the Faculty of Medicine on-line curriculum management system accessed at entrada.med.ubc.ca

- IMP – shall mean the Island Medical Program.

- NMP – shall mean the Northern Medical Program.

- Members – shall mean the Active Members and Honourary Members of the Society.

- MSAC – shall mean the William A. Webber Medical Student and Alumni Centre.

- MUS – shall mean the Society.
- Senate – shall mean the Senate of the University.
- SMP – shall be the Southern Medical Program.
- Society – shall mean the Medical Undergraduate Society of the University.
- Society Website – shall mean http://mus.med.ubc.ca/.
- UBC – shall mean the University.
- University – shall mean The University of British Columbia.
- VFMP – shall mean the Vancouver-Fraser Medical Program.

BYLAW 2 – RIGHTS AND OBLIGATIONS OF MEMBERS

2.1 – Rights of Members

The rights of every Active Member of the Society, as defined in Article 2 of the Constitution, shall be:

a) To be eligible to vote in the annual Council elections and the annual Class Executive elections for their class, and
b) To be eligible to attend all Annual and Special General meetings, and
c) To raise questions of privilege, points of order, questions of appeal, or any other points of parliamentary practice at any Annual or Special General meeting of the Society, and
d) To be eligible to vote on any and all questions affecting the Society, its Members, or interests, at any Annual or Special General meeting of the Society, and
e) To be eligible to attend any Council meeting and have the floor when recognized by the chair, and
f) To hold any office in the Society having met the prerequisites for that position, and
g) To participate in Society committees, and
h) To have access to a copy of all Council and Executive minutes, except those meetings held in-camera, and
i) To have access to a copy of the Constitution and Bylaws of the Society, and
j) To receive a copy of student publications, and

k) To have access to financial records of the Society upon giving reasonable notice to the VP Finance.

2.2 – Obligations of Members

The obligations of every Active Member of the Society, as defined in Article 2 of the Constitution, shall be:

a) To pay any Membership fee(s) levied by the Society, and
b) To know and obey the Policies and Procedures of the Faculty and its affiliated hospitals, and
c) To abide by the Professional Standards of Faculty and Learners document published by the Faculty, and other University or Faculty standards for ethical conduct.

BYLAW 3 – STRUCTURE OF THE SOCIETY

3.1 – The Executive

The Executive shall be composed of eighteen (18) Executive Members, as follows:

1) President
2) Past President
3) Faculty Advisor(s)
4) Vice President Communications Sr.
5) Vice President Finance Sr.
6) Vice President External Sr.
7) Vice President Academic Sr.
8) Vice President Internal
9) IMP Site Lead
10) NMP Site Lead
11) SMP Site Lead
12) Year I President
13) Year II President
14) Year III President
15) Year IV President
16) Vice President Global Health Sr.
17) Vice President Indigenous Health
18) Vice President Equity, Diversity & Inclusion Sr.

Each of these Members shall be voting Members of the Executive and the Council.

3.2 – The Council

The Council shall be composed of the following fifty eight (58) Council Members, as follows:

3.2.1 – Voting Council Members

The Voting Council Members shall be:

1) President

2) Past President
3) IMP Site Lead
4) NMP Site Lead
5) SMP Site Lead
6) Year I President
7) Year II President
8) Year III President
9) Year IV President
10) Vice President Internal
11) Vice President Finance Sr.
12) Vice President Finance Jr.
13) Vice President Communications Sr.
14) Vice President Communications Jr.
15) Vice President External Sr.
16) Vice President External Jr.
17) Vice President Sponsorship Sr.
18) Vice President Sponsorship Jr.
19) Vice President Academic Sr.
20) Vice President Academic Jr.
21) Vice President Global Health Sr.
22) Vice President Global Health Jr.
23) Vice President Indigenous Health
24) VP Equity, Diversity & Inclusion Sr.
25) VP Equity, Diversity & Inclusion Jr.
26) MD/PhD Lead
27) Senator
28) AMS Representative
29) Clubs Representative Jr.
30) Clubs Representative Sr.
31) Planetary Health Representative
32) Sports Director
33) Information Technology Officer Sr.
34) Information Technology Officer Jr.
35) VFMP Indigenous Health Representative Sr.
36) VFMP Indigenous Health Representative Jr.
37) IMP Indigenous Health Representative Sr.
38) IMP Indigenous Health Representative Jr.
39) SMP Indigenous Health Representative Sr.
40) SMP Indigenous Health Representative Jr.
41) NMP Indigenous Health Representative Sr.
42) NMP Indigenous Health Representative Jr.
43) Faculty Advisor(s)
44) Medical Education Committee Director, Sr. (may delegate vote to MEC Director Jr.)

3.2.2 – Non-voting Council Members

The Non-voting Council Members shall be:

1) Honorary President – the Dean of the Faculty
2) Medical Ball Chairs (Jr. and Sr.)
3) WIN Executive Director
4) Political Advocacy Committee Chair Sr.
5) Political Advocacy Committee Chair Jr.
6) CFMS Local Officer of Global Health Education Sr.
7) CFMS Local Officer of Global Health Education Jr.
8) CFMS Global Health Advocate Sr.
9) CFMS Global Health Advocate Jr.
10) CFMS Local Officer of Reproductive & Sexual Health Sr.
11) CFMS Local Officer of Reproductive & Sexual Health Jr.
12) CFMS Local Officer of Indigenous Health Sr.
13) CFMS Local Officer of Indigenous Health Jr.
14) CFMS Local Exchange Officer/Local Officer of Research Exchange (LEO/LORE) Sr.
15) CFMS Local Exchange Officer/Local Officer of Research Exchange (LEO/LORE) Jr.
16) CFMS Exchange Social Committee Lead (SCL) Sr.
17) CFMS Exchange Social Committee Lead (SCL) Jr.

3.3 – Class Executives

The Class Executives shall be composed of fifteen (15) Members, as follows:
The Voting Council Members shall be:

1) Year President
2) Class Vice President IMP
3) Class Vice President NMP
4) Class Vice President SMP
5) Class Vice President Administration
6) Class Vice President VFMP Academic
7) Class Vice President IMP Academic
8) Class Vice President NMP Academic
9) Class Vice President SMP Academic
10) Class Vice President(s) VFMP Social
11) Class Vice President IMP Social
12) Class Vice President NMP Social
13) Class Vice President SMP Social
14) Class Treasurer
15) Class MEC Executive

3.4 – Selected Positions

1) Admissions Committee Representatives Jr. apply to and are shortlisted by the Medical Education Committee. Shortlisted candidates are interviewed and selected by the Vice President Academic Jr. and Sr. (representatives do not attend MUS council meetings)

2) UGMEC Representatives apply to and are shortlisted by the Medical Education Committee. Shortlisted candidates are interviewed and selected by the Vice President Academic Jr. and Sr. (representatives do not attend MUS council meetings).Medical Ball Coordinator(s) to be selected by the Vice President Internal and Year II President
3) MedBall Chairs (Jr. and Sr.) to be proposed by the MedBall Chair Sr., Vice President Internal and Year II president and approved by a vote of the MUS Council.
4) Political Advocacy Committee Chairs (Jr. and Sr.) to be proposed by the incumbent Political Advocacy Chair Sr., Vice President External Jr. and Vice President External Sr., and approved by a vote of the MUS Council.

3.5 – Reporting Divisions

Divisions of the Council that are to report directly to the President will be composed of the following members:

Division of Communications

1) VP Communications Sr. (HEAD OF DIVISION)
2) VP Communications Jr.
3) MUS IT Officer Sr.
4) MUS IT Officer Jr.

Class Council

1) Year I, II, III and IV Class Presidents serve as the Head of Division of each Year Class council

Division of Academic Affairs

1) VP Academic Sr. (HEAD OF DIVISION)
2) VP Academic Jr.
3) Senator
4) Medical Education Committee Director Jr.
5) Medical Education Committee Director Sr.
6)

Division of Financial Affairs

1) VP Finance Sr. (HEAD OF DIVISION)
2) VP Finance Jr.
3) Vice President Sponsorship and Donor Relations Sr.
4) Vice President Sponsorship and Donor Relations Jr.

Division of Community Health

1) VP Global Health Sr. (CO-HEAD OF DIVISION)
2) VP Indigenous Health (CO-HEAD OF DIVISION)
3) VP Global Health Jr.
4) VFMP Indigenous Health Representative Jr.
5) VFMP Indigenous Health Representative Sr.
6) IMP Indigenous Health Representative Jr.
7) IMP Indigenous Health Representative Sr.

8) SMP Indigenous Health Representative Jr.
9) SMP Indigenous Health Representative Sr.
10) NMP Indigenous Health Representative Jr.
11) NMP Indigenous Health Representative Jr.
12) CFMS Local Officer of Global Health Education Jr.
13) CFMS Local Officer of Global Health Education Sr.
14) CFMS Global Health Advocate Jr.
15) CFMS Global Health Advocate Sr.
16) CFMS Local Officer of Reproductive & Sexual Health Jr.
17) CFMS Local Officer of Reproductive & Sexual Health Sr.
18) CFMS Local Officer of Indigenous Health Jr.
19) CFMS Local Officer of Indigenous Health Sr.
20) Local Exchange Officer/Local Officer of Research Exchange (LEO/LORE) Sr.
21) CFMS Local Exchange Officer/Local Officer of Research Exchange (LEO/LORE) Jr.
22) CFMS Exchange Social Committee Lead (SCL) Sr.
23) CFMS Exchange Social Committee Lead (SCL) Jr.

Division of External Affairs

1) VP External Sr. (HEAD OF DIVISION)
2) VP External Jr.
3) Political Advocacy Chair Sr.
4) Political Advocacy Chair Jr.
5) AMS Representative

Division of Internal Affairs

1) VP Internal (HEAD OF DIVISION)
2) VP EDI
3) Clubs Representative
4) Sports Director
5) Med Ball Chairs (Jr. and Sr.)
6) WIN Chair

IMP Site Council

1) IMP Site Lead (HEAD OF DIVISION)
2) Class VP IMP - Year I, II, III & IV
3) Class VP Social(s) IMP - Year I, II, III & IV
4) Class VP Academic IMP - Year I, II, III & IV

SMP Site Council

1) SMP Site Lead (HEAD OF DIVISION)
2) Class VP SMP - Year I, II, III & IV
3) Class VP Social(s) SMP - Year I, II, III & IV
4) Class VP Academic SMP - Year I, II, III & IV

NMP Site Council

1) NMP Site Lead (HEAD OF DIVISION)
2) Class VP NMP - Year I, II, III & IV
3) Class VP Social(s) NMP - Year I, II, III & IV
4) Class VP Academic NMP - Year I, II, III & IV

BYLAW 4 – DUTIES OF COUNCIL MEMBERS

4.1 – General Duties of all Council Members

4.1.1 – Duties of Council Members

Each Council Member, except the Honourary President and Faculty Advisor, is required to:

a) Attend all Special General, Annual General and Council meetings as outlined in Bylaw 6, "Meetings," including the Annual General meetings at the start and end of their term, and
b) Carefully and responsibly administer their allotted budget, if applicable, and
c) Know and adhere to the Constitution and Bylaws of the Society, and
d) Provide a description of their Society responsibilities upon request of the Elections Officer, and
e) Submit an end-of-term report of no less than two hundred fifty (250) words describing their Society responsibilities throughout the year to the Vice President Communications Jr. seven (7) days prior to the Annual General Meeting, and present this report at the Annual General Meeting. This report should include any challenges encountered, how these were overcome, and other comments regarding the execution of the day-to-day responsibilities of the position. This report should be transferred to the incoming elected members to help them familiarize with their roles and responsibilities, and
f) Complete the duties of their position, as provided in Bylaw 4, "Duties of Council Members," Section 4.2, "Position Descriptions of individual Council Members," to the best of their abilities, and
g) Attend and assist with as many Society events as possible, and
h) Mentor and advise the incoming Council Member holding their position for the following year.

4.1.2 – Duties of Executive Members

The Executive Members are required to:

a) Serve as the administrative authority to Council, and
b) Adhere to the duties of Council Members outlined in Bylaw 4.1.1, "Duties of Council Members," and
c) Attend all Executive meetings as outlined in Bylaw 6, "Meetings", and
d) Select the Selected Positions of the Council listed in Bylaw 3, "Structure of the Society," and
e) Elect such individuals deemed to have made outstanding contributions to the Faculty to the position of Honorary Member of the Society.

4.2 – Position Descriptions of Individual Council Members

In addition to the General Duties listed in Bylaw 4, "Duties of Council Members," Section 4.1, "General Duties of all Council Members," Council Members shall adhere to the following position descriptions:

4.2.1 – President

The President shall be a Year II or III Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Preside as Chairperson at all Meetings of the Society and be the official representative of the Society, but may delegate their duties as they see fit, and
b) Coordinate the activities of the Society through the Executive, and
c) Be an ex-officio member of all committees of the Society, and
d) Represent the interests of the Society at meetings of the UBC Medical Alumni Association, and
e) Represent the interests of the Society to the Faculty Executive Committee, and
f) Represent the interests of the society to the Undergraduate Medical Education Committee, and
g) Act as the official voice of the society to all external bodies, most notably the faculty and media, and
h) Guide the priorities and activities of the Society to achieve the goals and objectives outlined in the MUS Strategic Plan
i) Act as Student Media Spokesperson as per Appendix 1.

4.2.1.1 – Past President

The Past President shall be a Year III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

1. Have the powers and perform the duties of the President in the absence or incapacity of the President, and
2. Be an ex-officio member of all committees of the Society, and
3. Act as Student Media Spokesperson as per Appendix 1.

4.2.2 – Vice President External Sr.

The Vice President External Sr. shall be a Year II, III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Have the powers and perform the duties of the President in the absence or incapacity of the President and the Past President, and
b) Assume, on an interim basis, the duties of the Vice President Finance, in the condition of a permanent vacancy in the office of the Vice President Finance until such time as the office is filled in accordance with Bylaw 5, "Elections," Section 5.1.13, "Resignation, Disqualification and Vacancy," and
c) Be responsible for the oversight and direction of Society policy with regard to issues relating to external organizations, and
d) Represent the interests of the Society to external organizations including but not limited to the CFMS, RDBC, DoBC, and CMA, and

e) Be responsible for the oversight of the Society council positions which belong to the Division of External Affairs, and
f) Fulfill the position of CFMS Senior Representative to the Society and its Members, and
g) Coordinate the DoBC sponsorship application in conjunction with the VP External Jr., and
h) Collaborate with CFMS Wellness reps with regards to national student wellness advocacy
i) Act as Student Media Spokesperson as per Appendix 1.

4.2.2.1 – Vice President External Jr.

The Vice President External Jr. shall be a Year II or III Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Represent the interests of the Society to external organizations including but not limited to the CFMS, RDBC, DoBC, and CMA, and
b) Act as the CFMS out-of-province liaison representative, whose job it is to inform the CFMS of the activities of the UBC Medical School and vice versa, and
c) Work in tandem with the Vice President External Sr. in carrying out the duties required of the Division of External Affairs, and
d) Organize the UBC Delegation to the CFMS Annual General Meeting and Spring General Meeting, and
e) Coordinate the event known as Caffeinate a Resident, and
f) Work closely with the PAC Chair Sr. and PAC Chair Jr. in the organization of Lobby Day, and
g) Act as Student Media Spokesperson as per Appendix 1.

4.2.3 – Vice President Academic Sr.

The Vice President Academic shall be a Year II, III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Have the powers and perform the duties of the President in the absence or incapacity of the President, the Past President, and the Vice President External Sr., and
b) Be responsible for the oversight and direction of Society policy with regard to academic issues, and
c) Be responsible for the oversight of the Society council positions which belong to the Division of Academic Affairs
d) Oversee and be a voting member of the Medical Education Committee.
e) Be responsible for the direction, and chairmanship of the following Society standing committees, funds positions, and events:
    - Academic Strategy Committee
f) Act as a non-voting student representative on the Undergraduate Medical Education Committee (UGMEC)
g) Act as a non-voting student representative on the Year 3/4 Academic Sub-Committee, and
h) Act as Student Media Spokesperson as per Appendix 1.

4.2.3.1 – Vice President Academic Jr.

The Vice President Academic Jr. shall be a Year II or Year III Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Work in collaboration with the Vice President Academic Sr. in carrying out the duties required of the Division of Academic Affairs, and
b) Liaise with FLEX/FoS representatives, MEDD 429 Course Coordinator and Activity Representative of the annual FLEX Activity Day, and
c) Be a voting member of the Medical Education Committee, and
d) Act as a non-voting student representative on the Year 1/2 Academic Sub-Committee.
e) Be responsible for the direction, and chairmanship of the following Society standing committees, funds positions, and events:
    - Travel Bursary Committee and the Travel Bursary Funds

4.2.4 – Vice President Internal

The Vice President Internal shall be a Year II, III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

1) Have the powers and perform the duties of the President in the absence or incapacity of the President, the Past President, the Vice President External Sr., and the Vice President Academic Sr., and
2) Be responsible for the oversight and direction of Society policy with regard to internal affairs, and
3) Be responsible for the oversight of the Society council positions which belong to the Division of Internal Affairs
4) Be responsible for the direction and selection of the following Society standing committees, funds or positions:
    a) Clubs Committee
    b) MedBall Chairs (Jr. and Sr.), assisting MedBall Chairs for Committee selection
5) Be responsible for the administration and oversight of the Society's elections (general MUS council elections and Year I Class Executive Elections) & act as the Elections Administrator (can cast tie breaking vote), and
6) Coordinate Careers Night in association with the Careers office of the Faculty, and
7) Collaborate with the IMP, NMP, and SMP Site Leads to ensure equity across all distributed sites
8) Represent the interests of the Society in dealings with the MSAC Administration, and
9) Be responsible for updating MSAC Society Plaques and

4.2.5 – Vice President Finance Sr.

The Vice President Finance Sr. shall be a Year II, III or IV VFMP Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall, in accordance with AMS Bylaws and Policy: Provide financial direction to the Society, and

a) Ensure that an individual will be available to the Society to provide signing authority throughout each calendar year.
b) Make payments and facilitate all contracts for Society-sponsored activities on specific direction of the Executive as directed by Council, and

c) Oversee,be accountable, and maintain records for all financial activities and reports of the Society, including
    i. receipt and disbursement of all monies of the Society and constituencies under the Society, and
    ii. the Society's account at the AMS, and
    iii. the Society budget, and
d) Be a voting member of the Clubs Committee, Travel Bursary Committee, and MUS Finance Committee and
e) Be a member of the Faculty Finance Committee, and
f) Prepare an Annual Report to be submitted to:
    i. the AMS Director of Finance on or before ten (10) days prior to April 1st in each academic year in accordance with AMS Bylaw 13.9, and
    ii. the Vice President Communications Jr. to be presented at the Annual General Meeting on or before seven (7) days prior to the Annual General Meeting, and
g) Ensure the Society remains in good standing with the AMS, according to the definition in the *AMS Treasurer's Handbook*, and
h) Read and abide by all responsibilities of a Vice President Finance as outlined in
    i. Bylaw 7, "Finances," and
    ii. the AMS Bylaws, and
    iii. the *AMS Treasurer's Handbook*,
i) including but not limited to scheduling and completing a Treasurer's Orientation with the AMS Financial Commission, unless the Vice President Finance has completed a previous term as Vice President Finance, in which case the Vice President Finance shall submit a new *Treasurer's Test* to the AMS.
j) Prepare the budget for the next fiscal year to be passed at the AGM with the aid of the VP Finance Jr.
k) Assist the AMS Representative in their Room Booking role.

4.2.5.1 – Vice President Finance Jr.

The Vice President Finance Assistant shall be a Year I VFMP Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Provide assistance to the VP Finance in managing his or her roles, and
b) Be a non-voting member of the Medical Undergraduate Society, and
c) Aid in overseeing and maintaining records of all financial activities and reports of the Society, including
    i. Receipt and disbursement of all monies of the Society and constituencies under the Society, and
    ii. The Society's account at the AMS, and
    iii. The Society budget, and
d) Be a non-voting member of the Clubs Committee, Travel Bursary Committee, and MUS Finance Committee, and
e) Aid the VP Finance Sr. in preparing the budget for the next fiscal year to be passed at the AGM, and
f) Transition into the roles of Vice President Finance Sr.

4.2.6 – Vice President Communications Sr.

The Vice President Communications Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 5.1.6 and shall:

a) Be responsible for the oversight and direction of Society's communications strategy, including the development, implementation, and maintenance of:
    i. The Society's Website and its component pages in collaboration with IT Officers Jr. and Sr. and updating the MUS event calendar.
    ii. The Society's social media presence, including, but not limited to, the MUS Facebook page and Twitter account in collaboration with VP External Jr. and Sr.
    iii. Regular MUS communications with its constituents e.g. the weekly MUS Newsletter (MUSeletter)
b) Provide oversight to all other online activities of the Society
c) Supervise the custody of all records, other than financial records, and correspondence pertaining to the business of the Society via the MUS Email account
d) Keep custody of all templates bearing the official emblem of the Society, and the emblem itself
e) Ensure effective transition documentation for all MUS roles be submitted before the AGM and uploaded to a well-known digital location
f) Oversee the selection of the Medical Alumni Association Award nominee finalists and forward them to the MAA representative

4.2.6.1 – Vice President Communications Jr.

The Vice President Communications Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Provide notice of Meetings to Active Members in accordance with Bylaw 6, "Meetings," and,
b) Coordinate the activities of the Agenda Committee, and
c) Be responsible for keeping the Minutes of Annual and Special General, Council, and executive meetings, and
d) Submit Minutes of Annual, Special General and Council meetings to the Information Technology Officer to be posted on the Society website no more than seven (7) days following the meeting, and
e) Be responsible for collecting and compiling a pre-meeting package including the upcoming Council meetings' agenda and minutes, as well as the previous Council meeting minutes four (4) days prior to each Council meeting, and for distributing the pre-meeting package to Council Members, and
f) Work in tandem with the Vice President Communications Sr. in carrying out the duties required of the Communications portfolio
g) Ensure sharing of the MUS Important Documents Digital Drive including MUS Council Directory

4.2.7 – IMP Site Lead

The IMP Site Lead shall be a Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Represent the interests of the students of the IMP at all Society meetings, and

b) Communicate with IMP Class Council members from all four years at IMP on a regular basis to discuss budget allocation and to facilitate an efficient reporting structure:
    i. Meet with IMP Site Council at least once per semester
    ii. Meet, or maintain regular contact, with a designated Class Council Member (e.g. Class President and/or VP Socials) from each year throughout the school year, and
c) Liaise between the IMP Faculty and administration and Members from all four years of the IMP, and
d) Be responsible for administration and allocation of the IMP budget:
    i. Liaise with class council members to ensure that MUS funds are distributed as fairly and effectively as possible to provide a meaningful contribution to the learning experience of IMP students
    ii. Designate an IMP class council member to act as a secondary decision maker for funding requests
    iii. Oversee reimbursement of purchases made by IMP students
    iv. Collaborate with VP Finance Sr and Jr. to ensure efficient processing of reimbursements, and
e) Work in tandem with IMP Class VP Socials, from all years, NMP Site Lead and SMP Site Lead to facilitate interconnectivity between the four classes at the IMP, and between the IMP, VFMP, NMP and SMP, and
f) Create a contact list of all IMP MUS and Year 1-4 Class Council members to distribute to IMP faculty, and
g) Ensure MUS Sponsorship Policy is upheld at IMP, and
h) Coordinate graduation gift in collaboration with IMP Year 4 class council, and
i) Sit on the following committees and attend respective meetings, representing the interests of IMP students:
    i. MSAC Advisory Committee
    ii. Medical Alumni Association
    iii. Constitution and Bylaws Committee, and
j) Act as Student Media Spokesperson as per Appendix 1, and
k) Oversee the care of the IMP MSAC at RJH and the MUS-provided kitchen area at UVic, and
l) Create or annually maintain a transition document to ensure smooth transition of the IMP Site Lead role from year to year.

4.2.8 – NMP Site Lead

The NMP Site Lead shall be a Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Represent the interests of the students of the NMP at all Society meetings, and
b) Communicate with NMP Class Council members from all four years at NMP on a regular basis to discuss budget allocation and facilitate an efficient reporting structure:
    i. Meet with the NMP Site Council at least once per semester
    ii. Meet, or maintain regular contact, with a designated Class Council Member (e.g. Class President and/or VP Socials) from each year throughout the school year, and

c) Attend NMP leadership meetings in conjunction with NMP Class Council members in their own year as applicable specifically the Pre-Clinical Education Advisory Committee, and
d) Liaise between the NMP Faculty and administration and Members from all four years of the NMP, and
e) Be responsible for administration and allocation of the NMP MUS budget:
    i. Liaise with class council members to ensure that NMP MUS funds are distributed as fairly and effectively as possible to provide a meaningful contribution to the learning experience of NMP students
    ii. Designate an NMP class council member to act as a secondary approver for individual funding requests
    iii. Oversee reimbursement of purchases made by NMP students
    iv. Collaborate with VP Finance Sr and Jr. to ensure efficient processing of reimbursements, and
f) Work in tandem with NMP Class VP Socials from all years, IMP Site Lead and SMP Site Lead to facilitate interconnectivity between the four classes at the NMP, and between the IMP, VFMP, NMP and SMP:
    i. Form and support events committees as appropriate (specifically for NMP Site Visit, NMP Car Rally, and NMP Ball)
    ii. Take primary responsibility for ensuring that annual NMP events are organized through collaboration with applicable student leadership, such as class council, and formation of ECs, and
g) Create a contact list of all NMP MUS, Year 1-4 Class Council members, and special interest group representatives to distribute to NMP Faculty and students, and
h) Ensure MUS Sponsorship Policy is upheld at NMP, and
i) Coordinate graduation gift in collaboration with NMP Year 4 class council, and
j) Sit on the following committees and attend respective meetings, representing the interests of NMP students:
    i. MSAC Advisory Committee
    ii. Medical Alumni Association
    iii. Constitution and Bylaws Committee, and
k) Act as Student Media Spokesperson as per Appendix 1, and
l) Oversee the care of the NMP MSAC at University Hospital of Northern British Columbia and NMP student lounge at UNBC, and
m) Appoint NMP student to oversee care of kitchen area at UNBC including cleaning duties and purchasing of supplies as needed, and
n) Create or annually maintain a transition document to ensure smooth transition of the NMP Site Lead role from year to year.

4.2.9 – SMP Site Lead

The SMP Site Lead shall be a Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Represent the interests of the students of the SMP at all Society meetings, and
b) Communicate with NMP Class Council members from all four years at NMP on a regular basis to discuss budget allocation and facilitate an efficient reporting structure:
    i. Meet with the SMP Site Council at least once per semester

ii. Meet, or maintain regular contact, with a designated Class Council Member (e.g. Class President and/or VP Socials) from each year throughout the school year, and

c) Liaise between the SMP Faculty and administration and Members from all four years of the SMP, and
d) Be responsible for administration and allocation of the SMP MUS budget:
    i. Liaise with class council members to ensure that SMP MUS funds are distributed as fairly and effectively as possible to provide a meaningful contribution to the learning experience of SMP students
    ii. Designate an NMP class council member to act as a secondary decision maker for individual funding requests
    iii. Oversee reimbursement of purchases made by SMP students
    iv. Collaborate with VP Finance Sr and Jr. to ensure efficient processing of reimbursements, and
e) Work in tandem with SMP Class VP Socials from all years, IMP Site Lead and NMP Site Lead to facilitate interconnectivity between the four classes at the SMP, and between the IMP, VFMP, NMP and SMP, and
f) Create a contact list of all SMP MUS, Year 1-4 Class Council members, and special interest group representatives to distribute to SMP Faculty and students, and
g) Ensure MUS Sponsorship Policy is upheld at SMP, and
h) Coordinate graduation gift in collaboration with SMP Year 4 Class Council, and
i) Sit on the following committees and attend respective meetings, representing the interests of SMP students:
    i. MSAC Advisory Committee
    ii. Medical Alumni Association
    iii. Constitution and Bylaws Committee, and
j) Manage facilities at RHS, including kitchen and classroom supplies, and
k) Act as Student Media Spokesperson as per Appendix 1, and
l) Advocate for the establishment of an MSAC facility at SMP, and
m) Create or annually maintain a transition document to ensure smooth transition of the SMP Site Lead role from year to year.

4.2.10 – Year Presidents (Year I, Year II, Year III and Year IV)

The Year Presidents shall be Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Represent the interests of their class to the Faculty and at all Society meetings, and
b) Attend President's Meetings as scheduled by the President's Meetings committee, and
c) Liaise with the Nominations Committee Co-Presidents to ensure that positions on Faculty Committees are filled by student representatives, and
d) Complete the tasks related to their class, listed in 4.2.11.1 through 4.2.11.4., and
e) Act as Student Media Spokesperson as per Appendix 1.

4.2.10.1 – Year I President

The Year I President shall be a Year I Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall in addition to the duties listed under Year President in 4.2.10:

a) Chair the Year I Class Executive, and

b) In the case that they are enrolled in the undergraduate medical program of a distributed site, organize election of a Vice President VFMP, and
c) Appoint individuals to oversee the care of the Student Lounge in the life Sciences Centre on UBC Campus
d) Oversee the planning of the social events including the Weepers events in association with the Year I Vice President(s) Social(s)
    i. Halloweepers
    ii. Post Semester 1 Examination Weepers
    iii. Post Semester 2 Examination Weepers
e) Appoint representatives to the Orientation Planning Committee of the Faculty to oversee
    i. Faculty-Sponsored Orientation Week Events for the following Academic Year, with funding from the Faculty Orientation Planning Committee, including the Wine and Cheese with the Faculty, the Buddy Luncheon, and the Beach Barbeque
f) Organize Student Orientation Events held during Orientation Week for the following Academic Year, such as the Scavenger Hunt, Mystery Club Night, Pub Crawl, with the funds for these events being administered through the Treasurer of that Class
g) Oversee the planning and creation of the Admissions Video in collaboration with the Class VP Administration and UBC MD Undergraduate Admissions
h) Oversee student-run Interview Weekend initiatives, as needed and funded by UBC MD Undergraduate Admissions, such as:
    i. Wine and Cheese information session
    ii. Billeting for out-of-town applicants
    iii. Meet and greet at interviews
    iv. Pre-interview coffee house
i) Oversee the planning and creation of the "Purple Book" in collaboration with the Faculty and UBC MD Undergraduate Admissions

4.2.10.2 – Year II President

The Year II President shall be a Year II Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall, in addition to the duties listed under Year President in 4.2.10:

a) Chair the Year II Class Executive, and
b) In the case that they are enrolled in the undergraduate medical program of a distributed site, organize election of a Vice President VFMP, and
c) Organize the election of the Year II Class Executive upon installation in accordance with Bylaw 5, "Elections," and
d) Assist in the organization of the election of the Year I Class Executive within the first three (3) weeks of the Academic Year, in which the VP Internal acts as the Elections Officer, in accordance with Bylaw 5, "Elections," and
e) Arrange for a joint Year Executive meeting with the Year I Executive and Year II Executive, upon election of the Year I Executive, to share experience and answer questions, and
f) Oversee the planning of the following Weepers in association with the Year II Vice President(s) Social(s):
    i. Post Semester 1 Examination Weepers
    ii. Post Semester 2 Examination Weepers
    iii. January Welcome Back Weepers

g) Oversee the planning and execution of Year I orientation weeks
h) Oversee the planning and execution of the Body Donor Memorial Service in association with the UBC Anatomy Department
i) Oversee the planning and execution of a Student-Led Year 3 Clerkship Q&A in preparation for clerkship
j) Oversee and organize the Annual Textbook Sale and UBC Medicine Clothing Sale for students across all four years
k) Appoint coordinators for and oversee all aspects of the Year II fundraising initiatives and events in conjunction with members of Year II Class Council, including, but not limited to:
    a. Run for Rural Medicine
    b. UBC Medicine Clothing Sale
    c. MedPlay
l) Oversee the appointment of the MedBall Planning Committee in association with the MUS VP Internal
m) Appoint individuals to oversee the care of the DHCC Student Lounge

4.2.10.3 – Year III President

The Year III President shall be a Year III Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall, in addition to the duties listed under Year President in 4.2.10:

a) Chair the Year III Class Executive, and
b) Organize the election of the Year III Class Executive upon installation in accordance with Bylaw 5, "Elections," and
c) In the case that they are enrolled in the undergraduate medical program of a distributed site, organize election of a Vice President VFMP, and
d) Oversee the Year III End-of-Block Weepers events to be planned by the Year III Vice President(s) Social.
e) Keep track of and organize the UBC MUS Housing Sheet, making sure that entries are appropriate and updated regularly.
f) Oversee the planning and execution of a student-led Year 4 Electives Q&A in preparation for elective selection and the out-of-province electives process

4.2.10.4 – Year IV President

The Year IV President shall be a Year IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall, in addition to the duties listed under Year President in 4.2.10:

a) Chair the Year IV Class Executive, and
b) Organize and/or facilitate CaRMS application strategy and interview preparation sessions in conjunction with Student Affairs, and
c) In the case that they are enrolled in the undergraduate medical program of a distributed site, organize election of a Vice President VFMP, and
d) Organize and/or facilitate MCCQE preparation materials and sessions in collaboration with, Student Affairs, the Class VP Academics, and MUS VP Academic Sr. and Jr., and
e) Organize the election of the Year IV Class Executive upon installation in accordance with Bylaw 5, "Elections," and
f) Appoint coordinators for and oversee all components of Graduation in conjunction with Student Affairs, including but not limited to:
    i. The Year IV Yearbook

ii. Hooding Ceremony
iii. Graduation Banquet
iv. Class Gift
v. Class Composite
vi. Graduation Photos
vii. Graduation skit
viii. Graduation Clothing Sale

g) Oversee Match Day at the MSAC, to be planned by the Graduation coordinators or the Year IV Vice President(s) Social.

4.2.11 – AMS Representative

The AMS Representative shall be a Year II, III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Represent the interests of the Society at meetings of the AMS in accordance with AMS Bylaw 5.2(a)(iv), and
b) Notify Council and Members regarding proceedings of the AMS that impact the Society, with at least one update per semester.
c) Alert Council members regarding relevant deadlines (i.e credit card sign-up) and duties (i.e Finance caucus, Academic caucus) administered by the AMS
d) Facilitate endorsements for AMS elections candidates by holding a vote by MUS Council, in which the AMS Representative cannot vote
e) Facilitate room bookings by MUS clubs and medical students at UBC Vancouver campus, with the assistance of the VP Finance Sr.
f) Liaise with Student Financial Assistance Officer regarding communication of the Opt-In Policy for the U-Pass and the Health and Dental Plan for Year III and IV students

4.2.12 – Senator

The Senator shall be a Year II, III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) represent the interests of the Society at meetings of the University Senate and fulfill the responsibilities of a Senator in accordance with the *University Act* Section 35.1(2)(h), and
b) Notify Council and Members regarding proceedings of the Senate that impact the Society.

4.2.13 – VP Global Health Sr.

The VP Global Health Sr. is a co-lead of the division of Community Health. The VP Global Health Sr. shall be a Year III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Act as the CFMS VP Global Health representative, whose job it is to inform the CFMS of the global health activities of the UBC Medical School and vice versa
b) Appoint student candidates to the local CFMS global health positions including:
    i. Local Officer of Global Health Education,
    ii. Local Officer of Reproductive and Sexual Health,
    iii. Local Exchange Officer/Local Officer of Research Exchange (LEO/LORE)
    iv. Exchange Social Committee Lead (SCL)
    v. Global Health Advocate and

c) Promote and facilitate global health understanding and involvement among UBC students
d) Maintain communication and collaboration among the various global health groups that are active both within the MUS and the broader UBC community
e) Promote knowledge, understanding, and international co-operation regarding worldwide health issues, with the specific responsibility of maintaining access for pre-clerkship students to high-quality international learning opportunities
f) Allocate funding for global health initiatives in collaboration with the VP Indigenous Health.
g) Advocate for the inclusion of appropriate, contemporary global health knowledge and skill development into the UBC medical curriculum

4.2.13.1 – VP Global Health Jr.

The VP Global Health Jr. shall be a Year II or Year III Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Work in tandem with the VP Global Health Sr. in carrying out the duties required, and
b) Transition into the roles of VP Global Health Sr.

4.2.14 – VP Sponsorship and Donor Relations Sr.

The VP Sponsorship Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Maintain the Society Fundraising Information Package, and make this Package available on the Society website to any Members seeking sponsorships for events, and
b) Assist in solicitation of funding for MUS events, including:
    i. Med Ball
    ii. UBC Medicine Spring Gala
    iii. All 1st to 3rd year class fundraising events
c) Record and maintain a document of all received funding sources and distribute this document to relevant MUS constituencies on an annual basis
d) Liaise with class councils and MUS funded clubs to improve coordination of sponsorship requests, and
e) Liaise with the Graduation Class Sponsorship Lead to coordinate fundraising efforts with those in place for Year 1-3 events, and
f) Reply to emails sent through MUS email list-servs that conflict with the MUS policy paper titled, “UBC Medical Undergraduate Society Sponsorship Policy”

4.2.14.1 – VP Sponsorship and Donor Relations Jr.

The VP Sponsorship Jr. shall be a Year 1 Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

g) Maintain the Society Fundraising Information Package, and make this Package available on the Society website to any Members seeking sponsorships for events, and
h) Assist in solicitation of funding for MUS events, including:
    i. Med Ball
    ii. UBC Medicine Spring Gala
    iii. All 1st to 3rd year class fundraising events

i) Liaise with class councils and MUS funded clubs to improve coordination of sponsorship requests, and
j) Reply to emails sent through MUS email list-servs that conflict with the MUS policy paper titled, "UBC Medical Undergraduate Society Sponsorship Policy"

4.2.15 – Information Technology Officer Sr.

The Information Technology Officer Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Manage the MSAC Computer Room, and
b) Manage the Society Website in accordance with Bylaw 12, "Publications," and
    i. Work closely with IT Officer Jr. to maintain an up-to-date Student Calendar and MSAC Calendar
    ii. Assist students in posting events on the Society website
    iii. Maintain the server and website backbone
c) Assist the Society in the distribution of internet-based and computer-derived information to the active Members, and
d) At the discretion of the Information Technology Officer, appoint, and coordinate IT Committee to assist in the maintenance of the Society Website, and
e) Train the incoming Information Technology Officer Jr.
f) Screen incoming technologies to expand the scope of the services that MUS can offer
g) Update Medical Education Committee page each May and October, and as needed, with a list of new MEC Executive team and MEC representatives' contact information provided by the MEC Director, Sr. or Jr..

4.2.15.1 – Information Technology Officer Jr.

The Information Technology Officer Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Assist IT Officer Sr. in maintaining the web services that MUS offers, and
b) Assist in maintaining computers and equipment at the MSAC if needed, and
c) Assist in making sure the website is updated with information about student events, social events, clubs, and MUS information, and
d) Assist in managing the MUS Listservs, and
e) Creating the incoming first year MD Listserv, and
f) Act as a student representative for those who wish to publish content on the website, and
g) Transition into the role of IT Officer Sr. in the following academic year.
h) Facilitate the production of an accessible online form of the database to be included in the Society website when directed by Clubs Rep. The online database will feature club descriptions, contact information.
i) Collaborate with Nominations Committee Website Chair when needed.

4.2.16 – Sports Director

The Sports Director shall be a Year II, III or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Act on behalf of the Society to encourage participation in UBC Rec events by acting as a coordinator or resource person, and

b) Represent the interests of the Society to UBC Rec, and
c) Be responsible for MSAC Gym equipment maintenance and replacement, and
d) Be responsible for the selling of Intramural T-shirts, and
e) Be a voting member of the Clubs committee to review the budget for clubs, and
f) Oversee the organization and funding requests of
    i. Webber Boot
    ii. Ice Bowl
    iii. other inter- and intra-medical school, and intra-university sporting events.

4.2.17.1 – Clubs Representative Sr.

The Clubs Representative Sr. shall be a Year II Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Act as a liaison between Society clubs and MUS policies/resources
    i. Help new and returning Society clubs navigate the application process for ratification and funding
    ii. In collaboration with the Clubs Representative Jr., make decisions about club ratification for the upcoming year
    iii. Create and maintain an internal database of all existing clubs, and
    iv. Create a summary file with names of clubs, their contact information, and club description to be passed to the MUS IT Officer to update on the MUS website
    v. In collaboration with the Vice President Finance Sr. and Vice President Finance Jr., make decisions about MUS club funding for the upcoming year
    vi. Promote additional funding opportunities whenever possible (e.g. CFMS external funding opportunities, Doctors of BC, etc.), and assist clubs in navigating the applications
    vii. Help Society clubs navigate the process of event booking with the AMS and MSAC
b) In addition
    i. Organize Clubs Night in the Fall of their year of service
    ii. Provide guidance to the subsequent year's Clubs Representative Sr. following their election in April
    iii. Assist and mentor the Clubs Representative Jr. in their roles
    iv. Facilitate communication between Society clubs and clubs from other medical schools

4.2.17.2 – Clubs Representative Jr.

The Clubs Representative Jr. shall be a Year I Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Act as a liaison between students and Society clubs

    i. Be the primary point of contact for students with questions about Society club events and information, via the UBC MUS Clubs Facebook page and Gmail, and
    ii. Direct any inquiries from club executives or related to MUS policies/resources to the Clubs Representative Sr.
b) Increase visibility of club events and contacts
    i. Link the Clubs Directory and other resources to the UBC MUS Clubs Facebook homepage, directing students there when needed
    ii. Curate club event posts from the UBC Med Class of 202X Facebook pages and share them on the UBC MUS Clubs Facebook page
c) Generate excitement for Society clubs and recognize the hard work of club executives
    i. Reach out to the presidents of exceptionally active clubs during the school year. If interested, these executives could submit a portrait of themselves/their team and provide a short paragraph sharing their club mandate, goals, and generally what inspires them. Vignettes will be posted on the UBC MUS Clubs Facebook page once every month
    ii. Maintain and/or grow the social media presence of UBC MUS Clubs
d) In addition
    i. In collaboration with the Clubs Representative Sr., make decisions about club ratification for the upcoming year
    ii. Oversee club funding decisions alongside the Clubs Representative Sr., Vice President Finance Sr., and Vice President Finance Jr.
    iii. Provide guidance to the subsequent year's Clubs Representative Jr. following their election in September

4.2.18 – Faculty Advisor

The Faculty Advisor shall:

a) Act in the capacity of advisor to the Council and Executive as required.

4.2.19 – Political Advocacy Committee Chair Sr.

The Political Advocacy Committee Chair Sr. shall:

a) Appoint and Chair the MUS Political Advocacy Committee Executives, and
b) Represent UBC as the local CFMS Government Affairs and Advocacy Committee Liaison, and
c) Coordinate attendance of UBC students at the CFMS National Day of Action, and
d) Attend CFMS Annual General Meeting, where feasible, and
e) Work with the CFMS to promote local grassroots political advocacy at UBC.
f) Sit on the DoBC Council on Health Economics and Policy (CHEP) as the UBC MUS representative
g) Oversee the coordination, delegate selection process, and follow-up of BC Lobby Day

4.2.19.1 – Political Advocacy Committee Chair Jr.

The Political Advocacy Committee Chair shall:

a) Assist in chairing the MUS Political Advocacy Committee, and
b) Represent UBC as the local CFMS Government Affairs and Advocacy Committee Liaison, and
c) Attend the CFMS National Day of Action as a UBC delegate, and
d) Attend CFMS Spring General Meeting, where feasible, and
e) Work with the CFMS to promote local grassroots political advocacy at UBC.
f) Sit on the DoBC Council on Health Economics and Policy (CHEP) as the UBC MUS representative, if the PAC Chair Sr is unable to, and
g) Oversee the coordination, delegate selection process, and follow-up of BC Lobby Day

4.2.20 - VP Indigenous Health

a) The position would be filled by a Year II, III, or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, follows the Indigenous confidence voting system as per Bylaw 5.1.6h and shall:
b) Be of self-identified Indigenous descent (First Nations, Inuit, or Métis) where possible.
c) Liaise with the UBC Faculty of Medicine, First Nations Health Authority and the Indigenous community at large on behalf of the student body.
d) Promote and advocate for Indigenous health among UBC medical students.
e) Maintain and promote communication with Indigenous advocacy groups within the UBC Faculty of Medicine and in the broader community.
f) Advocate for culturally appropriate, safe, and relevant Indigenous content within the medical undergraduate curriculum.
g) Advocate for the strategic alignment of the UBC Faculty of Medicine's policies and activities with the recommendations of the "Truth and Reconciliation Commission of Canada: Calls to Action".
h) Chair a minimum of one meeting per academic term with the Year 1 and Year 2 Class Indigenous Health Representatives.
i) Provide leadership and strategic direction to the MUS Indigenous Health Representatives.
j) Support the Year 1 and Year 2 Indigenous Health Representatives in organizing and securing funding for events that engage students with Indigenous communities and issues surrounding Indigenous health and culture.
k) Appoint Local Officer of Indigenous Health (LOIH) Jr. in collaboration with LOIH Sr. (see Appendix 3.4 for position details)

4.2.21 - NMP Indigenous Health Representative Jr. & Sr.

The Class NMP Indigenous Health Representative shall follow the Indigenous confidence voting system as per Bylaw 5.1.6h and shall:

a) Be elected members from the year 1 and year 2 classes respectively
b) Provide a student voice on NMP Indigenous Health affairs to Faculty, administration, and professors, and

c) Create and facilitate events and experiences that give students the opportunity to engage with the Indigenous community and relevant issues surrounding healthcare delivery to this population, and
d) Collaborate with Indigenous health representatives and student government representatives at other sites to promote events or initiatives that may include may involve students from multiple sites, and where possible include students at other sites in local events via videoconference, and
e) All Indigenous Health Representatives should work to promote the position to incoming students to ensure sustainable handover of these roles from year to year.
f) Report to the MUS VP Indigenous Health and work in conjunction with all elected Indigenous Health Representatives to meet the goals of the MUS VP Indigenous Health as outlined in Appendix 3.4

4.2.22 - SMP Indigenous Health Representative Jr. & Sr.

The Class SMP Indigenous Health Representative shall follow the Indigenous confidence voting system as per Bylaw 5.1.16h and shall:

a) Be elected members from the year 1 and year 2 classes respectively
b) Provide a student voice on SMP Indigenous Health affairs to Faculty, administration, and professors, and
c) Create and facilitate events and experiences that give students the opportunity to engage with the Indigenous community and relevant issues surrounding healthcare delivery to this population, and
d) Collaborate with Indigenous health representatives and student government representatives at other sites to promote events or initiatives that may include may involve students from multiple sites, and where possible include students at other sites in local events via videoconference, and
e) All Indigenous Health Representatives should work to promote the position to incoming students to ensure sustainable handover of these roles from year to year.
f) Report to the MUS VP Indigenous Health and work in conjunction with all elected Indigenous Health Representatives to meet the goals of the MUS VP Indigenous Health as outlined in Appendix 3.4

4.2.23 - IMP Indigenous Health Representative Jr. & Sr.

The Class IMP Indigenous Health Representative shall follow the Indigenous confidence voting system as per Bylaw 5.1.6h and shall:

a) Be elected members from the year 1 and year 2 classes respectively
b) Provide a student voice on IMP Indigenous Health affairs to Faculty, administration, and professors, and
c) Create and facilitate events and experiences that give students the opportunity to engage with the Indigenous community and relevant issues surrounding healthcare delivery to this population, and
d) Collaborate with Indigenous health representatives and student government representatives at other sites to promote events or initiatives that may include may

involve students from multiple sites, and where possible include students at other sites in local events via videoconference, and

e) All Indigenous Health Representatives should work to promote the position to incoming students to ensure sustainable handover of these roles from year to year.
f) Report to the MUS VP Indigenous Health and work in conjunction with all elected Indigenous Health Representatives to meet the goals of the MUS VP Indigenous Health as outlined in Appendix 3.4

4.2.24 - VFMP Indigenous Health Representative Jr. & Sr.

The Class VFMP Indigenous Health Representative shall follow the Indigenous confidence voting system as per Bylaw 5.1.6h and shall:

a) Be elected members from the year 1 and year 2 classes respectively
b) Provide a student voice on VFMP Indigenous Health affairs to Faculty, administration, and professors, and
c) Create and facilitate events and experiences that give students the opportunity to engage with the Indigenous community and relevant issues surrounding healthcare delivery to this population, and
d) Collaborate with Indigenous health representatives and student government representatives at other sites to promote events or initiatives that may include may involve students from multiple sites, and where possible include students at other sites in local events via videoconference, and
e) All Indigenous Health Representatives should work to promote the position to incoming students to ensure sustainable handover of these roles from year to year.
f) Report to the MUS VP Indigenous Health and work in conjunction with all elected Indigenous Health Representatives to meet the goals of the MUS VP Indigenous Health as outlined in Appendix 3.4

4.2.25 - Medical Education Committee Director, Sr.

The MEC Director Sr. will work alongside the MUS VP Academic Sr. and Jr. in running the internal functions of MEC as per Bylaw 8.7, and shall:

a) Oversee the activities of the Class MEC Executive and support them as needed,
b) Ensure accountability of MEC Executive for their respective responsibilities,
c) Create agendas for MEC Executive meetings,
d) With the MUS VP Academic Sr. and Jr., develop long-term MEC strategy to strengthen the student voice on faculty committees,
e) Maintain connection with the Faculty advisor, Dr. Roger Wong (Dean of Education) and appropriately convey MEC's developments.
f) Train MEC Director, Jr.

4.2.26 - Medical Education Committee Director, Jr.

The MEC Director Jr. will work alongside and assist the MEC Director Sr. in chairing MEC Executive meetings, overseeing the Class MEC Executives, and running the internal functions of MEC.

4.2.27 - Vice President Equity, Diversity, and Inclusion Jr. & Sr.

The Vice President Equity, Diversity & Inclusion shall be a Year II, III, or IV Member who meets the Eligibility Requirements in Bylaw 5.1.6, follows the under-represented group confidence voting system as per Bylaw 5.1.6i and shall:

a) Self-identify as a member of a group historically and/or currently under-represented or marginalized in medicine where possible
b) Act as the UBC MUS VP EDI representative to CFMS, whose responsibility is to participate in the CFMS VP EDI roundtable with VP EDIs of other medical schools across Canada
c) Update the council on EDI-related works being undertaken within CFMS, the Faculty of Medicine, and other relevant organizations, and vice versa
d) Work with UBC Faculty of Medicine's Assistant Dean, Equity, Diversity and Inclusion and other Faculty members to advocate for the inclusion of appropriate, contemporary EDI knowledge and skill development into the UBC medical curriculum
e) Liaise with the Assistant Dean, Admissions and student representatives to ensure barriers and implicit biases in the UBC admissions process with regard to ethnic background, age, socioeconomic status, and gender identity are addressed and promote medicine as a career possibility among groups under-represented in medicine
f) Promote and facilitate EDI understanding and involvement among UBC medical students by providing an open forum where ideas can be brought to the council
g) Collaborate with Vice President Indigenous Health to promote and advocate for Indigenous health among UBC medical students
h) Initiate and maintain communication and collaboration among various EDI groups that are active within MUS and the broader UBC community
i) Promote an equity lens toward the Society's policies, procedures, and all activities undertaken by MUS
j) Operate on principles of anti-oppression and acknowledge their role as a coordinator and amplifier of EDI activities and student voices within MUS, and that they do not have to have expertise in all areas of EDI.

4.2.28 – MD/PhD Lead

The MD/PhD Lead shall be a Member who meets the Eligibility Requirements in Bylaw 5.1.6, and shall:

a) Represent the interests of the students of the MD/PhD program in a voting role at all Society meetings, and

b) Liaise between the MD/PhD program leadership and administration (including Director, Assistant Director, Manager, student representatives) and Members from all years of the MD/PhD, and
c) Represent the interests of the Society in the context of MD/PhD training to external organizations including but not limited to the Clinician Investigator Training Association of Canada (CITAC), and
d) Fulfill the position of CITAC Institutional Representative (IRep) to the Society and its Members, and
e) May sit on the following committees and attend respective meetings, representing the interests of MD/PhD students:
    i. MSAC Advisory Committee
    ii. Medical Alumni Association
    iii. Constitution and Bylaws Committee, and
f) Act as Student Media Spokesperson as per Appendix 1, and
g) Create or annually maintain a transition document to ensure smooth transition of the MD/PhD Lead role from year to year.

4.2.29 – Planetary Health Representative

The Planetary Health Representative shall be a Year I, II, III, or IV Member who meets the Eligibility

Requirements in Bylaw 5.1.6, and shall:

a) Act as a liaison between the student body, the Society, and relevant external organizations on topics related to planetary health
b) Contribute to coordination of waste reduction initiatives among the student body
c) Advertise planetary health opportunities relevant to the Society

4.3 – Position Descriptions of Individual Class Executive Members

In addition to the MUS Executive, each class shall have a unique Class Executive comprised of the following positions.
In addition to the General Duties listed in Bylaw 4, “Duties of Council Members,” Section 4.1, “General Duties of all Council Members,” Council Members shall adhere to the following position descriptions:

4.3.1 – Class Vice President IMP

The Class Vice President IMP shall:
a) Liaise between the IMP students of their class and the Faculty, and
b) Liaise between the IMP students of their class and the Year President, and
c) Liaise between the IMP students of their class and the Site Lead, and
d) Act as Student Media Spokesperson as per Appendix 1.

4.3.2 – Class Vice President NMP

The Class Vice President NMP shall:

a) Liaise between the NMP students of their class and the Faculty, and
b) Liaise between the NMP students of their class and the Year President, and
c) Liaise between the IMP students of their class and the Site Lead, and
d) Appoint a NMP student in the class to serve as the Class Representative to the NMP Curriculum Committee, and
e) Appoint a NMP student in the class to serve as the Class Representative to the NMP Admissions Committee, and
f) Act as Student Media Spokesperson as per Appendix 1.

4.3.3 – Class Vice President SMP

The Class Vice President SMP shall:

a) Liaise between the SMP students of their class and the Faculty, and
b) Liaise between the SMP students of their class and the Year President, and
c) Liaise between the SMP students of their class and the Site Lead, and
d) As requested by the SMP faculty:

    a. Participate in SMP Regional Associate Dean's Task Force on Student Mistreatment, and
    b. Pursue any other initiatives for the purpose of SMP student wellbeing.

4.3.4 – Class Vice President(s) Social VFMP

The Class Vice President(s) Social shall:

a) Coordinate events specific to their year, as outlined in Bylaw 4, "Duties of Council Members," Section 4.2.11, "Year Presidents," and other events.

4.3.5 – Class Vice President(s) Social IMP

The Class Vice President(s) IMP Social shall:

a) Coordinate with the Site Lead to plan site-wide social events, orientation events, and large gatherings
b) Coordinate events specific to the IMP class for their year
c) Year 2 Class VP Social shall coordinate:
    i. The Annual IMP Ski Trip
    ii. The Annual IMP Surf Trip
    iii. IMP New Student Orientation in the fall and in January
    iv. The Year-End IMP Party

4.3.6 – Class Vice President(s) Social NMP

The Class Vice President(s) NMP Social shall:

a) Assist the Site Lead with site-wide social events, orientation events, and large gatheringsCoordinate events specific to the NMP class for their year
b) Year 2 Class VP Social shall help coordinate:
    i. NMP Welcome Back BBQ
    ii. NMP Site Visit
    iii. NMP Car Rally
    iv. NMP Ball

v. NMP Ski Trip

4.3.7 – Class Vice President(s) Social SMP

The Class Vice President SMP Social shall:

a) Assist the Site Lead with coordinating site-wide social events, orientation sessions for incoming years, and large gatherings across all years, including faculty.
b) Coordinate events specific to the SMP class for their year such as end of year/exam parties and holiday events
c) Aid SMP class in gaining access to social events held at other sites upon request
d) Year 2 Class VP Social shall coordinate:
    i. The annual SMP Ski Trip
    ii. SMP New Student Orientation in the fall and in January
    iii. Casual social gatherings
e) Year 4 Class VP Social shall coordinate:
    i. Match Day events
    ii. Graduation Celebration
    iii. SMP-wide party

4.3.8 – Class Vice President Academic VFMP

The Class Vice President Academic(s) shall:

a) Provide a student voice on academic affairs to faculty, administration, and professors, and
b) Liaise between students in the Class and faculty, and
c) In the spirit of promoting class attendance, recruit and coordinate Cluster block / rotation reps when there is sufficient interest within the Class at their discretion, and
d) In Year 1, oversee and recruit an Academic Subcommittee of 4-5 students in September, to assist with organizing study sessions for MCQ exams, OSCE's or Lab exams, at their discretion.
e) Provide the class with information relevant to exams, grading, and review material/sessions, and
f) Respond to academic concerns of the class, and
g) Work in tandem with the Class Vice President Academics (IMP, NMP, and SMP) to respond to academic concerns specific to the distributed sites, and
h) Provide assistance to the MUS VP Academic Sr. and Jr. during an Accreditation year.

4.3.9 – Class Vice President Academic IMP

The Class Vice President IMP Academic shall:

a) Provide a student voice on IMP academic affairs to Faculty, administration, and professors, and
b) Liaise between students in the IMP Class and Faculty, and
c) Respond to academic concerns of the IMP Class, and
d) Provide assistance to the Class Vice President Academic VFMP as needed.

4.3.10 – Class Vice President Academic NMP

The Class Vice President NMP Academic shall:

a) Provide a student voice on NMP academic affairs to Faculty, administration, and professors, and
b) Liaise between students in the NMP Class and Faculty, and
c) Respond to academic concerns of the NMP Class, and
d) Provide assistance to the Class Vice President Academic VFMP as needed.

4.3.11 – Class Vice President Academic SMP

The Class Vice President SMP Academic shall:

a) Provide a student voice on SMP academic affairs to Faculty, administration, and professors, and
b) Liaise between students in the SMP Class and Faculty, and
c) Respond to academic concerns of the SMP Class, and
d) Provide assistance to the Class Vice President Academic VFMP as needed.

4.3.12 – Class Vice President Administration

The Class Vice President Administration shall:

a) Solidify communication between all Class Executive members and assist with the responsibilities of each of these positions, and
b) Serve as the Class Executive's and class's link to the UBC Medicine administration, and
c) Recruiting representatives for committees and positions, such as:
    i. UBC LSC Class Lounge Reps
    ii. DHCC Student Lounge Reps
d) Coordinate management of media platforms such as the class e-mail listserv, Entrada Share Space, Facebook group, and
e) Organize an agenda and take notes for video-conference council meetings, and
f) Book facilities for Class Council meetings, and
g) Preside over Class Executive meetings when the Year President is absent, and
h) Coordinate the arrangement of presentations to the Class from external companies or organizations, with the approval of the Year President.

4.3.13 – Class Treasurer

The Class Treasurer shall:

a) Work with their Class Vice President(s) Social and Year President to prepare and maintain a class budget, and
b) Liaise with the Vice President Finance Sr. and Vice president Finance Jr. to arrange for start up fund and ensure distributed sites will have access to additional start up funds by either Council or Faculty, and
c) Collect funds from all class events and fundraisers and deposit into class account, and
d) Initiate reimbursements of people who have purchased items on behalf of the class upon specific direction of the Class Executive, and
e) Work with the Vice President Finance Sr. and Vice President Finance Jr. to manage all aspects of class council finances, or assign delegates if unable to do so, and
f) Direct and facilitate all finances related to all Class events.

4.3.14 – Class Medical Education Committee Executive

The Class MEC Executive shall:

a) Abide by the MEC Terms of Reference document, and
b) Attend all MEC meetings according to Bylaw 8.7, and
c) Ensure each Class council has an updated directory of all MEC student reps in the fall and winter semester, and
d) Liaise between students in their class and Faculty student reps chosen through MEC, such as with a newsletter, and
e) Assist class VP Academics when MEC student reps can directly solve Class council problems.

BYLAW 5 – NOMINATIONS AND ELECTIONS

5.1 – Council and Executive Elections

5.1.1 – Elections Officer

a) The Elections Officer (EO) shall be the Vice President Internal or another MUS Councillor approved by the Vice President Internal, subject to approval by the MUS Executive
b) The EO shall
    i. Ensure elections procedures are followed as outlined in Bylaw 5, "Nominations and Elections"
    ii. Arrange for electronic voting on Simply Voting, or another anonymous electronic voting medium, as outlined in Bylaw 5, "Nominations and Elections"
    iii. Communicate with AMS Elections Administrator if using Simply Voting with regards to the procedures and regulations of use of Simply Voting
        1. Note election reports are not official until approved by AMS Elections Administrator
        2. Refer to the AMS Code of Procedures Section IX A Article 9 if using Simply Voting
    iv. Abide by the following timeline
        1. Voting period shall end seven (7) days prior to the AGM
        2. Voting period shall last three (3) days
        3. Nominations deadline shall be ten (10) days prior to start of voting period
        4. Announcement of elections shall be a minimum of ten (10) days prior to nominations deadline
    v. Communicate with all nominees and candidates and provide them with
        1. elections timeline, as outlined in Bylaw 5.1.1b)iv.
        2. election regulations
        3. a copy of the Society Constitution and Bylaws
        4. explanation of the Indigenous Health Representatives and VP Indigenous Health nomination procedures and eligibility criteria, as outlined in Bylaws 5.1.3c-e and 5.1.6.h
c) Remove from the List of Candidates and render any ballots cast void for those candidates found to be ineligible according to this Bylaw or who violate any part of this Bylaw prior

to the passing of the Election Report at the Annual General meeting, after which time the EO shall submit the name of such candidates to the President or Vice President Communications Jr. with recommendation for Removal through the procedures outlined in Bylaw 10, "Removal"

d) Prepare an Election Report to be presented at the Annual General Meeting following the Election, containing the results of the Elections and By-Elections held in that Academic Year, and recommendations for election procedures in following years and proposed amendments to Bylaw 5, "Nominations and Elections"
e) Not be permitted to vote in these elections except in the event of a tie vote where they will cast the deciding vote
f) Answer questions and concerns from Members pertaining to the Elections
g) Have their name and contact information clearly indicated on the Society website
h) Make decisions regarding special or unusual circumstances pertaining to Society Elections upon Council and/or Executive members as appropriate, and shall notify all candidates of these decisions via e-mail.

5.1.2 – Announcement of Election and Call for Nominations

Announcements of election and call for nominations shall be made concurrently to the Active Members by the EO via e-mail and by posting in a conspicuous location on the Society website or social media outlets within ten (10) days to the nominations deadline and within twenty (20) days to the commencement of the voting period, and shall indicate

a) the procedure for nominations listed in Bylaw 5, "Elections," section 1.3
b) the timeline for the elections as listed in Bylaw 5.1.1b)iv.
c) Bylaw 4, "Duties of Council Members,"
d) a description of the Council Members' responsibilities as obtained from each Council Member in accordance with Bylaw 4, "Duties of Council Members"
e) nominations procedures and eligibility criteria unique to Indigenous Health Representatives and VP Indigenous Health as outlined in Bylaws 5.1.3 c-e and 5.1.6.h

5.1.3 – Nominations

Nominations for positions on the Council or Executive must abide by the following :

a) Students may nominate only those Active Members that meet the eligibility requirements for that position as outlined in Bylaw 5, "Elections," section 1.6, "Eligibility Requirements,"
b) Nominations must be submitted to the EO via e-mail minimum ten (10) days prior to the commencement of the voting period
c) During the 10 days of the nominations period, between announcement of elections and the nominations deadline, those who nominate themselves for Indigenous Health Representatives or VP Indigenous Health must be self-identified First Nations, Metis or Inuit.
d) If no nominations have been submitted for VP Indigenous Health, the Indigenous Health Representative or VP Equity Diversity and Inclusion Jr. & Sr. roles within the first seven (7) days of the nominations period (seven (7) days following announcement of elections), the EO shall email the society again informing the student body that these positions remain unfilled, reminding them that nominees for these positions must be self-identified

First Nations, Metis or Inuit individuals at this point, and reminding them the nomination deadline (three (3) days away).

e) If after two (2) calls for nominations for VP Indigenous Health and Indigenous Health Representatives (announcement of elections and the email described in 5.1.3d) no nominations for these positions are submitted, the EO shall extend the nomination deadline for these positions by another three (3) days and open the nominations to both self-identified indigenous individuals as well as non-indigenous allies.

5.1.4 – Candidacy and Ballots

a) All nominees who meet the eligibility requirements shall be notified of their nomination via e-mail by the EO no later than nine (9) days prior to the commencement of the voting period.
b) Candidates nominated by an individual other than themselves are required to confirm candidacy. To confirm candidacy, the EO shall request that nominees indicate their intention to run in the elections to the EO via e-mail seven (7) days prior to the commencement of the voting period.
c) The EO shall provide via e-mail to the Active Members and by posting on the Society website or social media outlets a List of Candidates by no later than six (6) days prior to the commencement of the voting period.

5.1.5 – Election Materials, Campaigning and Speeches

a) Candidates shall be allowed to post Election Materials promoting their campaign to the Society Website in a location designated by the Information Technology Officer, such as an online forum, no earlier than six (6) days prior to the commencement of the voting period, or upon receipt of the List of Candidates from the EO, whichever occurs first.
b) Candidates shall be allowed to present an Election Speech , so long as it lasts no longer than two (2) minutes
c) Candidates shall not make live speeches to classes; however, they may make class announcements to remind candidates to vote.
d) Candidates shall not post Election Materials to Active Members via any established Faculty or Society e-mail listservs or mailing lists.
e) Candidates shall not be required to erase any promotional contents from social media pages that were posted prior to voting period however no new posts can be made by candidates or on behalf of candidates by others during the voting period
f) Candidates shall not run endorse eachother or run in blocks (in exception to positions that can hold more than one candidate including Class VP Socials)
g) Current members of the MUS may not endorse other candidates by sharing promotional materials or attending “facebook events”

5.1.6 – Eligibility Requirements

a) Candidates shall be any returning Active Member of the Society except where specified in Bylaw 5.1.6b
b) The following Council positions are open only to Members who will be advancing to the years listed in brackets for the Academic Year in which the position is held:

i. President (Med II or III)
ii. Past President (Med III or IV)
iii. Vice President Internal (Med II, III, or IV)
iv. Vice President External Sr. (Med III, or IV)
v. Vice President External Jr. (Med II or III)
vi. Vice President Academic Sr. (Med III or IV)
vii. Vice President Academic Jr. (Med II, or III)
viii. Sports Director (Med II, III, or IV)
ix. Vice President Finance Sr. (Med II)
x. Vice President Finance Jr. (Med I)
xi. AMS Representative (Med II, III, or IV)
xii. Senator (Med II, III, or IV)
xiii. MUS Information Technology Officer Sr. (Med II)
xiv. MUS Information Technology Officer Jr. (Med I)
xv. Vice President Global Health Sr. (Med III or IV)
xvi. Vice President Global Health Jr. (Med II or III)
xvii. Vice President Communications Sr. (Med II)
xviii. Vice President Communications Jr. (Med I)
xix. Clubs Representative Jr. (Med I)
xx. Clubs Representative Sr. (Med II)
xxi. Year I President (Med I)
xxii. Year II President (Med II)
xxiii. Year III President (Med III)
xxiv. Year IV President (Med IV)
xxv. Vice President Sponsorship & Donor Relations Sr. (Med II)
xxvi. Vice President Sponsorship & Donor Relations Jr. (Med I)
xxvii. IMP Site Lead (Med II, III, or IV)
xxviii. SMP Site Lead (Med II, III, or IV)
xxix. NMP Site Lead (Med II, III, or IV)
xxx. Vice President Indigenous Health (Med II, III, or IV)
xxxi. IMP Indigenous Health Representative Jr. and Sr. (Med I and II, respectively; see 5.1.6h for details)
xxxii. SMP Indigenous Health Representative Jr. and Sr. (Med I and II, respectively; see 5.1.6h for details)
xxxiii. NMP Indigenous Health Representative Jr. and Sr. (Med I and II, respectively; see 5.1.6h for details)
xxxiv. MEC Director Sr. (Med III or IV)
xxxv. MEC Director Jr. (Med II or III)
xxxvi. VP Equity, Diversity, and Inclusion (Med II, III or IV)
xxxvii. MD/PhD Lead (any year of MD/PhD program)
xxxviii. Planetary Health Representative (Med II, III or IV)

c) The Council and Class Executive positions specific to the IMP, NMP, and SMP as indicated in the position title may only be filled by an Active Member assigned to studies in the IMP, NMP, and SMP respectively. All other positions may be held by Members at any Society site.

d) The nominees for Vice President External Jr., Vice President Communications Jr., IT Officer Jr., Vice President Sponsor & Donor Relations Jr., Vice President Academic Jr., MEC Director Jr., Vice President Finance Jr., and VP Global Health Jr. shall upon completion of their terms assume the positions of Vice-President External Sr., Vice President Communications Sr., IT Officer Sr., Vice President Sponsor & Donor Relations Sr.,Vice President Academic Sr., MEC Director Sr., Vice President Finance Sr., and VP Global Health Sr. respectively, for the duration of their subsequent year, unless they achieve less than 50% confidence in a vote of non-confidence in accordance with Bylaw 5, "Elections," Section 5.1.9, "Senior Positions."
e) Individuals cannot hold two council positions simultaneously.
f) Members of the Society cannot run for two or more Council positions.
g) Individuals may simultaneously hold an MUS council position and a Class Council position, provided they obtain approval from both the MUS President and the appropriate Class President.
h) Individuals running for VFMP, IMP, SMP, NMP Indigenous Health Representative positions as well as the Vice President of Indigenous Health should be of self-identified Indigenous descent (First Nations, Inuit, or Métis) where possible.
    a. Those running in the first round of nominations (within the ten day nomination period), must be self-identified First Nations, Metis or Inuit.
    b. If there are no Indigenous students that have been nominated for the listed positions after the nomination deadline, a second round of nominations for these positions will allow both Indigenous students and non-Indigenous allies to run.
i) Individuals running for Vice President Equity, Diversity & Inclusion (Jr. & Sr.) should be a self-identified member from a historically or currently under-represented or marginalized group in medicine where possible.
    a. Those running in the first round of nominations (within the ten day nomination period), must be self-identified member from a historically or currently under-represented or marginalized group
    b. If there are no students that have been nominated for the listed positions after the nomination deadline, a second round of nominations for these positions will allow all students to run

5.1.7 – Positions without Candidates

a) Any position at the close of the nomination period without a nominee shall be advertised by the EO to the Active Members of the Society as an "Open Position". This advertisement shall be sent via e-mail and posted on the Society website seven (7) days prior to the commencement of the voting period and shall be sent immediately after all nominees are notified of their nominations.
b) Nominations for these open positions shall then be held open for an additional three (3) days following the advertisement, and shall thus close four (4) days prior to the commencement of the voting period.
c) During this additional period of nomination, students are only entitled to self-nominate, and such a nomination shall constitute acceptance of said nomination. These new candidates must then follow the remaining portion of the elections timeline.

d) The election procedure for the other positions is to proceed as previously outlined, notwithstanding this open position.
e) Should the position remain unfilled after the procedures in Bylaw 5.1.7(a) and 5.1.7(b) have been followed, then the position shall be filled in accordance with 5.1.13, "Resignation, Disqualification and Vacancy."

5.1.8 – Uncontested Positions

In the event that only one qualified candidate exists for a given position, a Yes/No option is to be placed on the ballot for said candidate and position. These candidates must obtain a greater number of "Yes" votes than "No" votes to be awarded the position. In the event a candidate fails to achieve this margin, the position is considered an "Open Position" and the nominations are re-opened for this position. A re-election for that position is to be held no later than fourteen (14) days after the closure of polls.

5.1.9 – Senior Positions

During Society Elections, a confidence vote shall be held on the same ballot in all Junior and two-year positions, namely the:

a) outgoing Vice President External Jr., and
b) outgoing Vice President Global Health Jr., and
c) outgoing Vice President Academic Jr., and
d) outgoing Vice President Finance Jr., and
e) outgoing Information Technology Officer Jr., and
f) outgoing Vice President Communications Jr., and.
g) outgoing Vice President Sponsor and Donor Relations Jr., and
h) Medical Education Committee Director, Sr.

Should any of these Council Members receive less than 50% confidence, they shall forfeit their position as Council Member, and the position shall be declared an "Open Position." The EO shall organize a by-election immediately, to be held no more than ten (10) days upon declaration of an "Open Position."

5.1.10 – Voting Period

a) Elections shall occur in the month(s) of March and/or April, in time for the results to be ratified at the Annual General Meeting, and the Voting Period shall last seventy-two (72) hours.
b) An alternative or delayed elections timeline may be followed, if the EO obtains permission from the MUS President, all Site Leads, and all Class Presidents.
c) Elections shall be held during the Voting Period for all Council positions except the Year I President, the Vice President Communications Jr., Information Technology Officer Jr., Vice President Sponsorship and Donor Relations, Clubs Representative, and Indigenous Health Representatives (VFMP, IMP, SMP, and NMP) which shall be elected with the Year I Class Executive in accordance with Bylaw 5.2, "Class Elections."
d) Voting shall be conducted electronically on Simply Voting or via another anonymized electronic voting medium via secret ballot.
e) The electorate shall be all Active Members of the Society for all positions except the following:

i. IMP, NMP, or SMP Site Leads – electorate shall be all Active Members of the Society assigned to studies in the IMP, NMP, or SMP, respectively
ii. Year I President, Clubs Representative, Vice President Communications Jr., Vice President Finance Jr., Vice President Sponsorship and Donor Relations, IT Officer Jr., and Indigenous Health Representatives of each site – electorate shall be all Active Members of the Society assigned to studies in Year I, as per Bylaw 5.2 – Class Executive Elections
iii. Year II, III and IV Presidents – electorate shall be all Active Members of the Society assigned to the incoming Year II, III or IV, respectively.

f) Ballots shall list the names of the candidates for each position in alphabetical order. Students will be invited to rank the candidates by order of preference.
g) Disruptions to the voting period will be rectified as soon as possible and the voting period will be extended by the amount of time approximating the period lost due to the disruption. The approximation of additional voting time is at the discretion of the EO.

5.1.11 – Election Results

a) Winning candidates for all society elections shall be determined by the Single Transferable Vote (STV) system.
b) The results of the electronic voting process are to be reviewed by the EO and the President, or a delegate of the President in the event that the EO is the President. These results will be deleted and/or destroyed immediately after the Annual General Meeting.
c) If using Simply Voting, the results must be approved by the AMS Elections Administrator after the appeals period has ended.
d) Election results shall be provided to candidates with respect to their elected position only, upon request of the EO by that candidate via e-mail within seventy-two (72), but not before twenty-four (24) hours after the closure of the polls.
e) Immediately following the aforementioned review of results, the EO shall release the list of successful candidates, via e-mail and by posting on the Society website, to the Active Members of the Society.
f) The Appeals process shall be communicated to the society with release of the election results.

5.1.12 – Appeals

a) Any unsuccessful or disqualified candidate may make an appeal of the election results within forty-eight (48) hours of the release of results by the EO, but is strongly recommended to make any appeal in the 24 hours before election results are released.
b) The candidate must make a written submission to the President outlining the reasons for their appeal. The President shall consult with the Faculty advisor and at once notify Council of the appeal, a procedure for addressing the appeal, and any resulting decisions.
c) The appeal will be reviewed by the Appeals Committee, which shall include the EO and a minimum of one other general member of the society (preferably not a member of the MUS) as per AMS Code of Procedures.
d) If necessary, the results of the election for that position shall be declared void, and the position shall be declared an “Open Position.” The EO shall organize a by-election immediately, to be held no more than ten (10) days upon declaration of an “Open Position.”

5.1.13 – Resignation, Disqualification and Vacancy

a) Vacancies or resignations shall be filled by secret ballot vote held by voting Council Members at the next Council meeting after the vacancy or resignation occurs.
b) The Vice President Communications Jr., or in the event of vacancy of the office of the Vice President Communications Jr. the Vice President Internal, shall announce that the position is open via e-mail and posting on the Society website or social media outlets.
c) Nominations for the position must be submitted to the Vice President Communications Jr. or Vice President Internal at least forty-eight (48) hours before the Council Meeting. At the Council Meeting, prior to the vote of Council, the Chairperson shall permit nominees to make a statement to Council no more than three (3) minutes in length.
d) However, when vacant, site-specific positions are sought, distributed sites shall run by-elections to elect their representatives to council. VP of the distributed site shall run elections for VP Socials for that site. Elections for VPs of the distributed sites shall be run by the MUS elections officer or one of that site's class council presidents, as determined by MUS President.
e) Any Council Member may withdraw from their position at any time by giving notice in writing to the Vice President Communications Jr. or President and the withdrawal shall be effective from the date fixed in such notice.
f) Any office shall become vacant if the Council Member should fail or withdraw from their year, and in so doing becomes no longer eligible to hold that position according to Bylaw 5 "Nominations and Elections" Section 5.1.6 "Eligibility."
g) Any candidate exhibiting unprofessional behaviour may be stricken from the ballot at the discretion of the EO.

5.1.14 – Terms of Positions

a) The elected Council shall assume office upon installation which shall occur at adjournment of the Annual General meeting, except:
    i. the Vice President Communications Jr., the Clubs Representative, the VP Global Health Jr., the IT Officer Jr., VP Sponsorship and Donor Relations Jr. and the Year I President, who shall assume office upon posting of the Year I Class Executive election results to the MUS-MED-ALL E-mail Listserv by the Year II Class Vice President Administration in accordance with Bylaw 5.2 "Class Executive Elections," and
    ii. the Year II and Year III Presidents, whose terms shall begin the day after the last day of examinations for their school year, as defined by the Policies and Procedures of the Faculty, and
    iii. the Year IV President, whose term shall begin at the end of the next Year IV Class Executive meeting following the AGM, or as deemed appropriate by the current Year IV Class Executive, and
    iv. any Council members that assume office partway through the Academic Year, such as those for positions filled by a by-election or filled by Council for a vacant office.
b) Terms shall run for one year, from installation until the adjournment of the Annual General meeting at the end of the following year, except:
    i. the Vice President Communications Jr. and Sr., whose term shall end at the adjournment of the first Council meeting of the following year, and

ii. the Year Presidents, whose terms shall end on the last day of examinations for the Academic Year of their class, and
iii. any Terms that commence partway through the Academic Year, such as those for positions filled by a by-election or filled by Council for a vacant office.
iv. the President and IMP, NMP and SMP Site Leads, whose term shall begin at the first meeting of the academic year until adjournment of the first meeting of the subsequent academic year. Over the summer following their election until the first meeting of the academic year, they shall be transitioned into their role by their predecessor and be titled President-Elect or Vice President- Elect.

5.2 – Class Executive Elections

5.2.1 – Timing of Elections

a) The Year I Class Executive Members, the Year I President, the Vice President Administration, the Clubs Representative, and the IT Officer Jr. shall be nominated and elected by the Year I class in an election within the first five (5) weeks of the academic year, and shall assume responsibilities and duties immediately upon posting of the official election results to the Year I class e-mail listserv by the Returning Officer.
b) The Year II, Year III and Year IV Class Executive Members shall be nominated and elected by the respective classes (Year II, III or Year IV) within four (4) weeks of installation of the Year President.
c) These electoral processes are subject to review by the Vice President Internal and/or MUS President. Slight variations to the abovementioned timelines are permissible on account of extenuating circumstances, pending approval from either the VP Internal or the MUS President.

5.2.2 – Returning Officer for Class Executive Elections

a) In election of the Year I Class Executive Members, the Year I President, the Vice President Communications Jr. and the Clubs Representative, the Year II Vice President Administration shall serve as the Returning Officer for the Year I Class Executive election and coordinate the election.
b) In election of the Year II, Year III and Year IV Class Executive Members, other than the Year President, the incumbent Year President shall serve as the Returning Officer for the Class Executive election and coordinate the election.
c) Returning Officers for Class Council elections shall not be permitted to vote in these elections except in the event of a tie vote where they will cast the deciding vote.

5.2.3 – Co-Candidates

a) All positions shall be held by one (1) Active Member, with the exception of the Class Vice President(s) Social position, in which candidates shall run in groups of no more than three (3) candidates.
b) Voters will provide a single vote for a candidate or group in its entirety.

5.2.4 – Resignation, Disqualification, and Vacancy

a) Vacancies or resignations shall be filled by secret ballot vote held by voting Class Executive Members of the site at which the vacancy exists. Secret ballot vote will occur at the next Council meeting after the vacancy or resignation occurs. The Class Vice President Administration, or in the event of vacancy of the office of the Class Vice President Administration the Year President, shall announce that the position is open, and the following procedures for the election via e-mail and posting on the Society website. Nominations for the position must be submitted to the Class Vice President Administration or Year President at least forty-eight (48) hours before the Class Executive Meeting. At the Class Executive Meeting, prior to the vote of Council, the Chairperson shall permit nominees to make a statement to Council no more than three (2) minutes in length.
    i. When vacant, distributed site positions are sought, Class VP of the distributed site shall run elections for vacancies at their site.
b) Any Class Executive Member may withdraw from their position at any time by giving notice in writing to the Year President or Class Vice President Administration and the withdrawal shall be effective from the date fixed in such notice.
c) Any office shall become vacant if the Class Executive Member should fail or withdraw from their year, and in so doing becomes no longer eligible to hold that position according to Bylaw 5 “Nominations and Elections” Section 5.1.6 “Eligibility.”
d) Any candidate exhibiting unprofessional behaviour may be stricken from the ballot at the discretion of the EO.

BYLAW 6 – MEETINGS

6.1 – Annual General Meeting

a) An Annual General Meeting shall be held by the Society in each Academic Year during the month of April.
b) The following business shall be conducted at the Annual General Meeting:
    i. Presentation of end-of-term reports from Council Members as outlined in Bylaw 4, “Duties of Council Members,” Section 4.1, “General Duties of Council Members,” and
    ii. Presentation of the Budget Annual Report from the VP Finance in accordance with Bylaw 4, “Duties of Council Members,” Section 4.2.6, “VP Finance,” and
    iii. Presentation of the Election Report from the Elections Officer in accordance with Bylaw 5, “Elections,” and
    iv. Presentation of the Recommended Constitutional & Bylaw Amendments Report from the Constitution & Bylaw Committee in accordance with Bylaw 8.5, “Constitution and Bylaws Committee,” and
    v. Installation of newly elected Council Members upon adjournment in accordance with Bylaw 5, “Elections.”
    vi. Election of the Faculty Advisor should their term expire in that Academic Year, in accordance with Article III, “Executive Bodies,” Section III.4, “Advisor.”

6.2 – Special General Meetings

a) A Special General meeting will be called by the President as deemed necessary by

i. the President, with a majority agreement of the Executive, who shall request the Vice-President Communications Jr. inform the Active Members as outlined in Bylaw 6, “Meetings,” Section 6.6.1.1, “Notice of Meetings,” or
ii. a Resolution of Council, or
iii. a petition stating the purpose of such a meeting duly signed by at minimum ten percent (10%) of Active Members and delivered to the Vice President Communications Jr., who shall inform the Active Members as outlined in Bylaw 6, “Meetings,” Section 6.6.1.1, “Notice of Meetings.”

6.3 – Council Meetings

a) The Council shall assemble on the first Monday of every month during the academic year, except in September and January when the council shall assemble on the second Monday of the month, or as previously agreed to by the Council.
b) Division heads shall be responsible for delivering an update of their divisions’ progress at each meeting.
c) The Council shall assemble at the request of the President who will request that the Vice President Communications Jr. inform the Active Members as outlined in Bylaw 6, “Meetings,” Section 6.6.1.1, “Notice of Meetings.”

6.4 – Executive Meetings

a) The Executive shall assemble every two months, and additionally at the request of the President whenever they deem it necessary, or at the request of two (2) or more members of the Executive.
b) In the event that the President or two (2) or more members of the Executive call a meeting of the Executive, they shall request that the Vice President Communications Sr. inform the Executive as outlined in Bylaw 6, “Meetings,” Section 6.6.1.1, “Notice of Meetings.”
c) The Executive will have the limited ability to approve funding at these meetings up to $1000 per term, with a maximum of $300 per request
d) The Executive will select via application the MDUPC representatives
e) Any and all decisions made during Executive Meetings will be ratified by council via approval of Executive Meeting Minutes at the Council Meeting immediately succeeding the Executive Meeting.
f) Should Council decide to amend the Executive Meeting decisions, these decisions will become retroactively changed and the consequences dealt with appropriately by the Executive.

6.5 – Class Executive Meetings

A class executive meeting will be called by the Year President whenever they or ten percent (10%) of the Active Members of the class, by written request, deem it necessary.

6.6 – Meeting Procedures

All meetings of the Society shall be held via teleconference to allow Members from all Society sites to participate.

6.6.1 – Annual General, Special General, Executive and Council Meetings

6.6.1.1 – Notice of Meetings

a) Notices of the Annual General, Special General, Executive, or Council meetings shall state clearly the date, hour, and places the meeting shall be held at all Society sites.
b) Notices of general meetings shall also state clearly the purpose(s) of the meeting and the right of Members to vote at the meetings in accordance with Bylaw 2, "Rights and Obligations of Members."
c) The Vice President Communications Jr. shall make known to the Active Membership via e-mail and posting in a conspicuous location on the Society website, notice of an Annual General, Special General, or council meeting at least ten (10) days prior to the time set for the meeting.
d) The Vice President Communications Sr. shall make known to the Executive via e-mail notice of an executive meeting at least seven (7) days prior to the time set for the meeting.
e) No error or omission in the giving of notice as aforesaid on any meeting of the Society or claim by any Member or Members that they did not receive notice of the Annual or Special General meeting shall invalidate such meeting or any proceeding taken threat, unless the failure caused a direct and significant prejudice to the affected Member(s), notwithstanding that a reasonable attempt to provide notice was undertaken, both as adjudicated by the Faculty Advisor.

6.6.1.2 – Setting of Agenda

a) The Agenda for Annual General, Special General, Executive and Council Meetings will be established by an Agenda Committee consisting of the following members:
    i. President
    ii. Past President
    iii. IMP Site Lead (or delegate)
    iv. NMP Site Lead (or delegate)
    v. SMP Site Lead (or delegate)
    vi. Vice President Communications Sr.
b) The Agenda shall be established according to the following procedure, which may be varied by the Agenda Committee as needed by consensus of the committee members:
c) Two Sundays before any Meeting the VP Communications Jr. will send a request for agenda items at the upcoming MUS meeting to be submitted by that Wednesday at midnight. These agenda items will be compiled and sent to the members of the Agenda Committee by or before Thursday at midnight by VP Communications Sr.. The committee will review the requests, and any member may propose an agenda for discussion. A brief explanation of reasons for excluding requested agenda items should be included with the proposed agenda. By or before that Sunday at midnight the committee must arrive at a finalized agenda by consensus (where silence is deemed to be agreement) to be distributed by the Vice President Communications Jr. After the finalized agenda has been agreed upon, the President retains the ability to modify the proposed agenda to the extent that the changes are not inconsistent with the purposes of the agreed-upon agenda.

d) No quorum shall be required for meetings of the Agenda Committee, but notice of proposals/discussion must be provided to all committee members.
e) On express consensus of all Agenda Committee members, an agenda item may be marked as necessitating a Dual Requirement of Examination (DRE). Such items must have a significant and direct impact on the distributed sites such that their assent at Council is necessitated to allow fair and equitable disposition of any and all motions arising from the item. Once marked as DRE, only agreement of the Agenda Committee may revise the agenda item's status. Disputes over this issue are to be addressed through mediation and if necessary adjudication by the Faculty Advisor.
f) Meetings of the Agenda Committee may be conducted by email, and may be initiated by any member of the Agenda Committee at any time.

6.6.1.3 – Attendance

a) All Voting Council Members shall attend all Annual General, Special General, and Council meetings.
b) All Executive Members shall attend all Annual General, Special General, Executive, and Council meetings.
c) All Non-Voting Council Members shall attend all Annual General, and Special General Meetings and be invited to attend Council meetings at their discretion.
d) Voting Council Members may not miss more than two (2) council meetings described in 6.1, 6.2 and 6.3 without prior notice and justified cause and shall be subject to a removal vote under Bylaw 10, "Removal of Council Members," if this does occur.
e) The following causes for absences shall always be considered justified:
    a. Attendance at required curricular events including clerkship rotations and electives
f) Additional causes for absence should also be considered justified, at the discretion of the President, or should the Council Member absent be the President, the Past President, such as:
    a. attendance at a Faculty meeting, and
    b. attendance at a meeting of an affiliated organizations listed in Bylaw 15, "Affiliated Organizations," and
    c. attendance at a medical conference, and
    d. illness of a Council Member.
g) If a Council Member is unable to attend a meeting they shall notify the President and Vice President Communications Jr. at least forty-eight (48) hours prior to the start of the meeting citing the reason if practicable. The President, or should the Council Member to be absent be the President, the Past President shall determine if the cause for the absence is justified, and if the reason is deemed unjustified, shall proceed to fulfill Bylaw 6, "Meetings," Section 6.6.1.3(g) "Attendance."
h) If a Council Member has missed one (1) meeting without prior notice and justified cause, they will be officially notified by the President, or should the Council Member in question be the President, the Past President that upon absence from a second meeting they will be subject to a removal vote in accordance with Bylaw 10, "Removal."
i) The procedures in this section shall also apply to Executive Members with regards to attendance at Executive Meetings.

6.6.1.4 – Privileges

a) All voting and non-voting Council Members have full speaking privileges at all Annual General, Special General and Council Meetings.
b) Only Voting Council Members may make or second motions.
c) Active and Honorary Members not elected to Council may attend any meeting except Executive meetings and those Council meetings held in-camera, but may only participate if recognized by the chair.
d) Individuals or Representatives of other organizations may make presentations at Annual General, Special General or Council meetings with approval of the President, but shall leave the Council meeting or videoconferencing venue immediately following their presentation, unless invited to remain by the President, or if this invitation is contested, if Council agrees by majority vote that they may remain. This also pertains to Active and Honorary Members representing other organizations. Further, each MUS Council meeting will normally have a maximum of one (1) presentation from an external organization per meeting. The President will limit the length of each of these presentations to no more than fifteen (15) minutes. This may be overridden by majority approval of the council.

6.6.1.5 – Minutes

Minutes for Annual General, Special General, Council Meetings and Executive Meetings shall be taken by the Vice President Communications Jr., and distributed via e-mail to all Active Members and posted on the Society website no later than seven (7) days following the approval of the minutes by the MUS Council. Draft will be sent to MUS Council members within 7 days after the meeting, and final draft will be sent to student body after approval in the next meeting. Minutes shall be posted on the Society website by IT Officers Jr/Sr once approved at the subsequent meeting within seven (7) days of the meeting.

6.6.2 – Class Executive Meetings

6.6.2.1 – Notice of Meetings

a) The Class Vice President Administration shall make known to the class via e-mail notice of a Class Executive Meeting at least seven (7) days prior to the time set for the meeting.
b) The Class Vice President Administration shall make every effort to set meetings at a date and time that enables the greatest number of Class Executive Members to attend.

6.6.2.2 – Setting of Agenda

a) Members of the Class Executive shall submit proposed agenda items to the Class Vice President Administration, who shall set a proposed Class Executive Meeting Agenda and forward said Agenda to the Year President.
b) The Year President shall review the proposed Class Executive Meeting Agenda and approve or reject items at their discretion. The Year President shall inform the submitting Class Executive Member of any agenda items that they choose to reject. The Year President shall return the approved Class Executive Meeting Agenda to the Class Vice President Administration.
c) The Class Vice President Administration shall forward the Class Executive Meeting Agenda to the Class Executive at least two (2) days prior to the meeting.

6.6.2.3 – Attendance

a) All Class Executive Members shall attend all Class Executive meetings.
b) If a Class Executive Member is unable to attend a meeting they shall notify the Year President and Class Vice President Administration at least forty-eight (48) hours prior to the start of the meeting citing the reason. The Year President, or should the Year President be the Member concerned the Class Vice President Academic, shall determine if the reason for the absence is justified, and if the reason is deemed unjustified, shall proceed to fulfill Bylaw 6, Section 6.6.2.3(c) "Attendance."
c) Class Executive Members may not miss more than two (2) Class Executive Meetings without prior notice and justified cause and shall be subject to removal under Bylaw 10, "Removal," if this does occur.
d) If a Class Executive Member has missed one (1) Class Executive meeting without prior notice and justified cause, they will be officially notified by the Year President, or should the Year President be the Member concerned the Class Academic Vice President, that upon absence from a second meeting they will be subject to a removal vote.

6.6.2.4 – Privileges

a) All Members within a class shall have full speaking privileges at their respective Class Executive meetings.
b) Only Class Executive Members may make or second motions.
c) Active and Honorary Members not elected to the Class Executive may attend any meeting if the Class Executive approves their attendance, but may only participate if recognized by the chair.

6.6.2.5 – Notes

Notes for the Class Executive Meetings shall be taken by the Class Vice President Administration, and distributed via e-mail to the Class Executive no later than seven (7) days following the meeting.

6.6.3 – Jurisdiction

In areas of conflicting resolutions, decisions of an Annual General or Special General meeting shall supersede those of the Council or Executive, and decisions of Council or Executive shall supersede those of a Class Executive.

6.6.4 – Quorum

a) A quorum for the transaction of business at any Annual General or Special General meeting shall consist of three percent (3%) of the Active Members of the society.
b) A quorum for the transaction of business at a Council meeting shall consist of forty percent (40%) of Council.
c) A quorum for the transaction of business at an Executive meeting shall consist of six (6) Executive Members.
d) A quorum for the transaction of business at any Class Executive meeting shall consist of fifty percent (50%) of the Class Council Members.
e) If a quorum is not present for any Annual or Special General meeting, the Council is empowered to conduct the business on the agenda for that meeting.

6.6.5 – Voting and Approval of Motions

a) Business at any meeting shall be decided by a simple majority vote (fifty percent (50%) plus one (1)), unless otherwise indicated in the Constitution or Bylaws.
b) Where an agenda item has been classified as a Dual-Requirement for Examination (DRE) by the Agenda Committee, any motion arising from that item must meet both the general requirement of majority assent and at least a twenty percent (20%) assent of the combined IMP, NMP, and SMP Council Members present, where at least 4 Members from those sites are present. IMP, NMP, and SMP Council members are those whose primary site of study is at the IMP, NMP, or SMP.
c) Every question shall be decided by a show of hands, unless a secret ballot is demanded by three (3) of the voting Council Members present. Council or Class Executive Members participating in a meeting via teleconference may vote by a show of hands visible to the Chairperson on the teleconferencing screen. Secret ballots at other sites shall require the Vice President of that distributed site tabulate the results of the ballot at the distributed site and pass the results to the Chairperson. Upon a show of hands, a statement by the Chairperson that a resolution has been carried or not carried shall be sufficient.
d) Except as provided, the Chairperson shall not have a vote at meetings of the Society. In the case of an equality of votes at any meeting ballot, the Chairperson shall cast a deciding vote.
e) Each Active Member shall be entitled to one vote at an Annual General or Special General meeting of the Society.
f) Honorary Members are not entitled to vote at any meetings of the Society but are entitled to take part in any discussion thereat, when recognized by the chair.
g) There shall be no voting by proxy at any Annual General or Special General meeting of the society.
h) Council members may arrange to vote by proxy at Council Meetings. Arranging votes by proxy does not absolve Council members from the requirements of attendance at Council Meetings as per Bylaw 6.6.1.3, “Meeting Procedures – Attendance.”
i) Council Members shall make all efforts to recognize issues where they have a conflict of interest, and should withdraw themselves from voting on motions pertaining to those issues.

6.6.6 – Parliamentary Authority

Parliamentary Procedure according to Robert's Rules of Order shall be followed at all meetings, unless otherwise stated in the Constitution or Bylaws. The Chair of MUS Council and Executive meetings shall be the MUS President, or their designate.

BYLAW 7 – FINANCES

a) As a Constituency of the AMS, which is subject to the *Societies Act*, the Society shall abide by the policies and bylaws of the AMS and the AMS Treasurer’s Handbook. Therefore, the Society shall:
    i. retain a Treasurer (titled VP Finance) that abides by the description of Treasurer as outlined in Bylaw 4, “Duties of Council Members,” Section 4.2.6 “Treasurer,” and
    ii. hold no funds or assets outside of the AMS, and

iii. not generate interest from funds held within the AMS account, and
iv. ensure that all Society transactions are completed through the AMS Finance Commission, and
v. be subject to an audit annually by the accountant and/or comptroller retained by the AMS, and
vi. collect student fees and graduation fees through the AMS, and
vii. not run a deficit on the Society accounts.

b) The Society budget shall be submitted to the AMS on or before April 30 of each calendar year.
c) The Membership fees of the Society shall be paid annually to the AMS at the time of registration.
d) The Membership fee may be changed only by a referendum, in accordance with Bylaw 9, "Referenda."
e) Financial records of the Society may be inspected by any Active Member of the Society upon giving reasonable notice to the VP Finance or President.
f) Society funding of student events may not be allocated towards the purchase of alcohol.

BYLAW 8 – MUS STANDING COMMITTEES

a) All MUS committees and caucuses are subject to the rules and bylaws of the MUS constitution
b) Standing committees are decision-making units of the MUS which perform a specific task, operate by a terms of reference, and are formed of councillors, ex-officio members, and members at large.
c) Ad hoc committees and working groups may be formed by a motion of the MUS council. Similarly, subcommittees may be formed by a motion of an MUS committee. All ad hoc committees, subcommittees, and working groups as determined by the MUS or class councils are defined as extensions of the MUS and as such are subject to rules and bylaws of the MUS constitution. Ad hoc committees, working groups, and subcommittees are defined for a specified period of time, after which they are subject to review to determine terms of renewal or discontinuation of the ad hoc committee, working group, or subcommittee.
d) Caucuses are groups of members appointed by virtue of their roles in liaising with entities external to the MUS. They are organized for the purpose of coordinating strategy in their dealings with said external entity.

8.1 – Clubs Committee

a) The Clubs Committee shall be a standing committee of the Society whose purpose is to:
    i. Address the institutional and budgetary needs of Society clubs, and
    ii. Fairly distribute MUS monies to all student clubs and arts/humanities groups, and
    iii. Act as a source of support and structure for existing and newly formed medical undergraduate student groups.
b) The membership of the Clubs Committee shall consist of:
    i. Vice President Internal (Chairperson)
    ii. Past Clubs Representative
    iii. Clubs Representative
    iv. Vice President Finance Sr.

v. Vice President Finance Jr.
vi. Sports Director
vii. WIN Representative

c) Specific duties of the Clubs Committee shall be to:
   i. establish and maintain contact with existing and new clubs to ensure they are informed of MUS protocols for requesting funding for events, and
   ii. maintain a centralized database of all UBC medical student clubs, and
   iii. include descriptions of different clubs in the *First Year Orientation package* published by the Faculty and on the Society Website.
   iv. support clubs implementing plans to include IMP, NMP, and SMP students at the distributed sites (e.g. video-conferencing meetings, setting up IMP, NMP, and SMP "chapters" of the club, holding inter-site events, etc.), and
   v. act as a liaison between the Council and medical student clubs.
   vi. act as an advocate for clubs by providing a vehicle for clubs to fine-tune and submit funding requests to the Council for approval in an efficient and equitable manner, and
   vii. hold clubs accountable by thoroughly investigating all funding requests prior to their presentation at a Council meeting, and
   viii. represent club funding requests, should the clubs be unable to represent themselves at the Council Meetings, and
   ix. ensure that funding from Council was indeed used for the purposes proposed by the club, and to keep a record of each clubs past funding history, and
   x. facilitate an annual Clubs Night event, and
   xi. advertise and encourage medical students to attend Clubs Night in order to support club membership, growth, and sustainability.
   xii. promote fair access to funding for student club initiatives by reducing redundancy of student clubs through an objective clubs creating process.
d) The Clubs Committee shall meet:
   i. in the beginning of each semester, to assess the Clubs budget and funding approval, and
   ii. at the end of the Academic Year, in a "clean-up" meeting to deal with last minute proposals and allow the VP Finance to finish the books for the current fiscal year, if needed.
e) The Clubs Committee budget shall be distributed as follows:
   i. Based upon the budget allocation for clubs made by Council for each academic year, as deemed appropriate.
   ii. At the beginning of the academic year, the Clubs Committee will allocate roughly 60% of that semester's budget to Planned Club Proposals, and roughly 40% for Ongoing Club Initiatives.
   iii. The clubs rep will solicit requests for funding from the clubs at the beginning of the academic year. The Clubs Committee will consider these requests and will develop a proposed budget which allocates the monies for the Planned Club Proposals, and approves the amount held in reserve for Ongoing Club Initiatives.
   iv. The proposed clubs budget will be presented to MUS council for approval.
   v. The funds allocated for Ongoing Club Initiatives will be administered by two methods:

1. For requests under $100 consistent with the purposes of the Clubs Committee and which are otherwise appropriate, may be approved by any two (2) members of the Clubs Committee, subject to review by the VP Finance.
2. Requests over $100 which are consistent with the purposes of the Clubs Committee and are otherwise appropriate require the approval of the Clubs Committee at a duly constituted meeting.

vi. These allocations will be reported to the Council after allocation has occurred.

8.2 – Travel Bursary Committee

a) The Travel Bursary Committee shall be a standing committee of the Society whose purpose is to distribute the Travel Bursary budget to applicants received from Members.
b) The membership of the Travel Bursary Committee shall consist of:
   i. Vice President Academic Sr.
   ii. Vice President Finance Sr.
   iii. Vice President Academic Jr. (Chairperson)
   iv. Vice President Finance Jr.
c) If the Travel Bursary process overlaps with the period of time during which incoming council members are replacing outgoing council members, it is the outgoing VP Academic Jr, VP Finance Jr and VP Internal shall make up the membership of the committee, along with the incoming Past President.
d) Members of the Travel Bursary Committee must declare relevant conflicts of interest and minimize them to the satisfaction of the committee
   i. No member is permitted to sit on the Travel Bursary Committee while simultaneously applying for a Travel Bursary
   ii. The Travel Bursary Committee must consist of at least two members, one of whom is the VP Academic Sr. Therefore, the VP Academic Sr. and at least one other committee member shall not be eligible to apply for a Travel Bursary.
e) Specific duties of the Travel Bursary Committee shall be to:
   i. Inform students of the opportunity to apply for travel bursaries
   ii. Determine and distribute information about a timeline for application submission
   iii. Annually determine a distribution scheme for funding allocation that reflects support of student extracurricular initiatives such as presentations at conferences, attendance at conferences or travel to participate in humanitarian aid efforts; this distribution scheme should take into consideration previous years schemes, other priorities outlined by the Faculty or Society
   iv. Assign members of the committee to review all applications in full
   v. Report to Council upon completion of funding distribution
f) The Travel Bursary Committee shall meet:
   i. at least once to determine funding scheme and deadlines for applicants
   ii. at least once to assess applications
g) The Travel Bursary Committee budget shall be distributed in accordance with the annual funding scheme decided by the Travel Bursary Committee.

8.3 – Finance Committee

a) The Finance Committee shall be a standing committee of the Society whose purpose is to advise the Council on financial issues.
b) The membership of the Finance Committee shall consist of:
    i. Vice President Finance Sr. (Chairperson)
    ii. Vice President Finance Jr.
    iii. President
    iv. Past President
    v. Vice President Internal
c) Specific duties of the Finance Committee shall include
    i. Considering all requests for Society funding of projects and advising on the suitability and amount of the support.
    ii. Deciding upon the degree of financial support to grant such initiatives and proposing them as resolutions at the MUS Council
    iii. Maintaining a standard form with all the information necessary to adequately consider funding requests
d) The Finance Committee shall meet on an as-needed basis, upon request of the Chair of the committee, the Council, or Executive.

8.4 – Constitution and Bylaws Committee

a) The Constitution and Bylaws Committee shall be a standing committee of the Society whose purpose is to:
    i. review proposed changes to the Constitution and Bylaws, and
    ii. make recommendations to Council on amendments to the Constitution and Bylaws, and
    iii. assist in drafting such changes, and
    iv. provide regular review of the Constitution and Bylaws and recommend updates when needed, and
    v. submit a yearly report to the MUS council on constitutional changes in advance of the Annual General Meeting
b) The membership of the Constitution and Bylaws Committee shall consist of:
    i. Vice President Internal (Chairperson)
    ii. President
    iii. Past President
    iv. IMP Site Lead
    v. NMP Site Lead
    vi. SMP Site Lead
    vii. Two additional members of the Council
    viii. One Member at Large from the Society
c) The Constitution and Bylaws Committee shall meet to review the Constitution and Bylaws
    i. on at least one (1) occasion during the academic year to search for areas that need revision, and
    ii. when the President or Council calls a meeting of the Constitution and Bylaws Committee.

8.5 – Global Health Committee

a) The Global Health Committee shall be a standing committee of the Society whose purpose is to coordinate all global health related activities for students in the UBC medicine undergraduate program.
b) The membership of the Global Health Committee shall consist of:
    i. UBC Global Health Faculty Advisor
    ii. VP Global Health Sr. (Chairperson)
    iii. VP Global Health Jr.
    iv. Global Health Initiative Co-chair
    v. Global Health Initiative Co-chair
    vi. CFMS Local Officer of Global Health Education (LOGHE) Sr.
    vii. CFMS Local Officer of Global Health Education (LOGHE) Jr.
    viii. CFMS Global Health Advocate (GHA) Sr.
    ix. CFMS Global Health Advocate (GHA) Jr.
    x. CFMS Local Officer of Reproductive & Sexual Health (LORSH) Sr.
    xi. CFMS Local Officer of Reproductive & Sexual Health (LORSH) Jr.
    xii. CFMS Local Officer of Indigenous Health (LOIH) Sr.
    xiii. CFMS Local Officer of Indigenous Health (LOIH) Jr.
    xiv. CFMS Local Exchange Officer / Local Officer of Research Exchange (LEO/LORE) Sr.
    xv. CFMS Local Exchange Officer / Local Officer of Research Exchange (LEO/LORE) Jr.
    xvi. CFMS Exchange Social Committee Lead (SCL) Sr.
    xvii. CFMS Exchange Social Committee Lead (SCL) Jr.

c) Specific duties of the Global Health Committee shall be to:
    i. Liaise between the Faculty of Medicine, the CFMS Global Health Program (GHP), the MUS, and all UBC Global Health positions
    ii. Maintain collaboration among the various global health groups that are active both within the MUS and the broader UBC community
    iii. Advocate for the inclusion of appropriate, contemporary global health knowledge and skill development into the UBC medical curriculum
    iv. Maintain and update the Global Health section of the MUS website and the UBC Global Health website
    v. Create and maintain an annual MUS Global Health budget
    vi. Facilitate the selection and transition of its committee members
    vii. Develop novel and improve existing Global Health projects and activities
d) The Global Health Committee shall meet:
    i. at least twice per semester, once at the beginning and once at the end
    ii. additionally, at the discretion of the chairperson or faculty advisor

8.6 - Academic Strategy Caucus

a) The academic strategy caucus is a caucus of the Society whose purpose is to:
    i. Coordinate student advocacy efforts in the domain of academic educational policy

ii. Formulate strategic goals that reflect the desired policy reforms to promote the best interest of the membership of the Society

b) The membership of the Academic Caucus shall be appointed by the VP Academic Sr., subject to MUS Council Approval.
c) The Membership shall consist of
    i. VP Academic Sr. (Chairperson)
    ii. VP Academic Jr.
    iii. Four Class Presidents
    iv. 16 Class & /Site VP Academics
    v. Four from each year
    vi. Four from each site
d) The Academic Strategy Caucus shall meet
    i. Once per semester, near the beginning of each semester.
    ii. As needed based on available business to discuss.

8.7 - Medical Education Committee

a) The Medical Education Committee is an academic committee of the Society whose purpose is to:
    i. Inform medical students about Faculty and student-led initiatives within medical education and Faculty development at UBC, for the purpose of facilitating student engagement in medical education initiatives
    ii. Provide a streamlined, unified channel for the medical student body to voice collectively shared opinions and advocate for a medical program that will provide an excellent quality of education
    iii. Foster collaboration between students, Faculty, and committees of the Faculty of Medicine, forming a more versatile community to improve education.
    iv. Serve as a liaison between the Faculty of Medicine and the MUS, streamlining student recruitment and selection for Faculty committees and to gather, host, and disseminate timely information to Council, Class Councils, and the medical student body at large
b) The student representatives of the Medical Education Committee shall include UBC undergraduate medical students who are appointed to represent the student body in an academic capacity on a Faculty of Medicine committee.
c) The responsibilities of all student representatives of the Medical Education Committee include but are not limited to:
    i. Upholding the voice of the student representation within the Faculty of Medicine committee on which they serve
    ii. Providing a report once per semester to their class MEC Executive on their activities/correspondence and to provide feedback
d) The Medical Education Committee membership shall be determined by the document entitled “Terms of Reference of the MUS Medical Education Committee,” and shall consist of
    i. VP Academic Sr
    ii. VP Academic Jr
    iii. Medical Education Committee Director, Sr. (chairperson)
    iv. Medical Education Committee Director, Jr.

v. Year 1 MEC Executive
vi. Year 2 MEC Executive
vii. Year 3 MEC Executive
viii. Year 4 MEC Executive

e) The Medical Education Committee will meet annually with its MUS Faculty Advisor, to provide an update on business and major changes made to proceedings, and to consult with them on current issues and future directions.
.
f) The Medical Education Committee's annual review of its Terms of Reference conducted by January 31st of each calendar year, allowing sufficient time for the MUS Council to review and approve revisions prior to the AGM.

g) Members of the Medical Education Committee shall meet within six weeks of the spring AGM to facilitate introduction of new members and establishment of the year's calendar.
h) The Medical Education Committee will review, on an annual basis, student representatives seeking renewal of their nomination on Faculty Committees. The student positions will either be renewed, or the position will be advertised as open to the student body.
i) With a two-thirds (2/3) supermajority vote, the Society may call for a referendum regarding any business or proceedings of MEC at any Council meeting, in accordance with Bylaw 9, Referenda. The Society also has capacity to call for removal of any MEC student representative in accordance with Bylaw 10.2, the MEC Director Sr. or Jr. in accordance with 10.3, or a Class MEC Executive in accordance with 10.4.

8.8 - Emergency Response Committee

a) The Emergency Response Committee is an emergency committee of the Society whose purpose is to:
    i) Organize and coordinate the response of the membership of the MUS when faced with an exceptional external circumstance requiring rapid leadership and logistical organization
    ii) Disseminate information to the student body regarding decisions made by the MUS with faculty that affect student curriculum and/or student activities
b) the MUS President can strike the Emergency Response Committee in aforementioned exceptional circumstances without the need for ratification at a general council meeting
c) The membership of the Emergency Response Committee is at the discretion of the MUS President
d) MUS President will inform the student body of the Emergency Council formation and its membership within 2 days of its formation.
e) MUS President is to set a meeting date within 1 week of the formation of the committee so it can report to the MUS Council for an update
f) At a one month mark, there will be an additional meeting with the MUS whereby a vote will occur to ratify the Emergency Committee. If the Emergency Committee cannot procure these votes, it will fall on the MUS president to modify the emergency committee

g) The committee will have authority to take actions and plan initiatives which would traditionally fall under other executive portfolios, returning those responsibilities at a time the committee sees fit

BYLAW 9 – REFERENDA

a) A referendum shall be held when:
   i. two-thirds (2/3) of those present at a Council meeting vote to hold one, or
   ii. the President is presented with a petition signed by ten percent (10%) of the Members, requesting that one be held.
b) Any referendum shall present two (2) or more options from which those voting must choose, and the form of the questions shall not be such as to request suggestions from those voting.
c) The Executive shall be responsible for the wording of the question.
d) The Vice President Communications Sr. shall administer the referendum, following the procedures contained within this Bylaw.
e) A referendum must be advertised to the Active Members by e-mail and on the Society website for at least seven (7) days prior to the opening of polls.
f) Voting shall be conducted on an online medium, and polls shall remain open for forty-eight (48) hours.
g) At least twenty-five percent (25%) of Active Members must vote in a referendum for its results to be considered valid.
h) Council shall be bound by the results of a referendum.

BYLAW 10 – REMOVAL FROM OFFICE

10.1 – Routine Removal

In the event that any Council Member or holder of an appointed position in the Society no longer meets the criteria for Membership of the Society in accordance with Article II, "Membership," their resignation shall be deemed to have been delivered to and accepted by the Society, and the Council shall declare the position vacant forthwith and proceed to fill it in accordance with Bylaw 5, "Elections," Section 5.1.13, "Resignation, Disqualification and Vacancy."

10.2 – Removal of Members from Committees

a) Any Member who is not a Council Member and is holding a student representative position on any Society or Faculty committee may be removed from their position by a two-thirds (2/3) supermajority vote of Council.
b) A vote on removal shall be held upon petition of the President by five (5) Council Members.
c) The Member in question shall be informed by the President of the upcoming vote more than five (5) days before the meeting and offered an opportunity to resign.
d) The activities of the Member in question shall be suspended until the vote for removal has occurred, and fulfilled temporarily by the head of their division during this time, or by the Past President if the Member in question be the President.
e) Discussion on removal of the appointed Member shall be in-camera.
f) In the event of removal of a Member from a committee, Council shall appoint a new Member to hold the position.

10.3 – Removal of Council Members

a) Council Members, with the exception of Year Presidents, may be removed from their positions by a two-thirds (2/3) supermajority vote of the Active Members at an Annual or Special General meeting.
b) A Special General meeting shall be called for this purpose upon petition of the President or Vice President Communications Jr. by greater than twenty-five percent (25%) of the Active Members, in accordance with Bylaw 6, "Meetings," and shall be held no more fourteen (14) days after receipt of the petition.
c) The Council Member in question shall be informed of the petition in writing via e-mail by the President, or should the Member in question be the President the Past President, before the call of the Special General meeting and offered an opportunity to resign.
d) The activities of the Council Member in question shall be suspended until the vote for removal has occurred, and fulfilled temporarily by the head of their division during this time, or by the Past President if the Member in question be the President.
e) The Council Member shall be given no more than ten (10) minutes to make a statement regarding their removal at the Special General meeting concerning their removal prior to the vote.
f) In the event of removal of a Council Member or President, vacancies shall be filled within thirty (30) days in accordance with Bylaw 5, "Elections," Section 5.1.13, "Resignation, Disqualification and Vacancy."

10.4 – Removal of a Year President or Class Executive Member

a) A class general meeting, chaired by the President, shall be called for this purpose, upon petition of the President by greater than twenty-five percent (25%) of the Active Members in the respective class, and shall be held no more fourteen (14) days after receipt of the petition. The President shall give ten (10) days notice for this meeting.
b) In the event the member in question is the Year President, the class general meeting in 10.4a will be chaired by the Class VP Administration. The VP Administration shall give ten (10) days notice for this meeting.
c) The activities of the Class Executive Member in question or Year President shall be suspended until the vote for removal has occurred, and fulfilled temporarily by other members of Class Council, or by the VP Administration if the Member in question be the Year President.
d) Year Presidents or Class Executive Members may be removed from their positions by a fifty percent (50%) majority vote of the Active Members in their respective class.
e) In the event of removal of a Class Executive Member or Year President, vacancies shall be filled within thirty (30) days accordance with Bylaw 5, "Elections," Section 5.1.13, "Resignation, Disqualification and Vacancy."

BYLAW 11 – ACCEPTABLE USE OF THE SOCIETY LOGO

The Society logo may only be used by the Society:

a) in the Society Constitution, and
b) on Society letterhead and envelopes, to be used for Society minutes and official Society communication, and
c) on business cards of Council Members, and
d) in e-mail signatures of Council Members, and

e) in Society publications as listed in Bylaw 12, “Publications,” and
f) in publicity and fundraising for the Year II Rural Fundraising events upon prior approval by the Executive, and
g) in any other capacity upon prior approval by the Executive.

BYLAW 12 – PUBLICATIONS

a) The director(s) of any publication of the Society shall be appointed by the Executive, unless otherwise indicated.
b) Matters pertaining to the editorial policy of all publications of the Society shall be decided upon by the Executive.
c) All and any information collected for the purpose or intent of future publication is subject to institutional review board approval for issues of ethics and consent.

12.1 – The Society website

a) The Society website is a recognized official publication of the Society.
b) The Society website shall be published and maintained by the Information Technology Officer.
c) The Society website shall be accessible to and available for Members to publish information, so long as it is non-offensive and consistent with sound ethical and professional standards.
d) Each Member is responsible for their use of the Society website, and while the Society will endeavour to review and maintain acceptable content standards, it is not responsible for the actions of individual students.
e) The Society website shall contain, at a minimum:
    i. A download of the complete Constitution of the Society
    ii. A download of the complete Bylaws of the Society
    iii. A page containing Article I.3, “Objectives of the Society”
    iv. A page containing Bylaw 2, “Rights and Obligations of Members”
    v. A page containing Bylaw 3, “Structure of the Society,” with e-mail contact information of the Council Members each position, within seven (7) days of their installation
    vi. A page containing Bylaw 4, “Duties of Council Members”
    vii. A page containing a list of current Clubs of the Society, with the information contained therein updated as needed by the Clubs Representative
    viii. A page containing the Society Fundraising Information Package, with the information contained therein updated as needed by the Director of Sponsorship and Donor Relations
    ix. A page containing Election information as described in Bylaw 5, “Elections.”
    x. Announcements of Annual and Special General meetings and Council meetings no less than ten (10) days of their occurrence, in a conspicuous location on the main page of the Society website
    xi. Announcements of winners of awards given in accordance with Bylaw 13, “Awards”
    xii. A download of the minutes for Annual and Special General meetings and Council meetings no more than seven (7) days following council approval.

BYLAW 13 AWARDS

13.1 – MUS Teaching Excellence Award

a) There shall be a Society award called the MUS Teaching Excellence Award that recognizes faculty members for their excellence in undergraduate medical education.
b) Four awards shall be given each year, one from Year I, one from Year II, one from Year III and one from Year IV, to the Faculty Member voted by Members in that class for excellence in teaching in the previous year.
c) The Medical Ball Coordinator shall send a call for nominations via e-mail to Members in Year I, Year II, Year III and Year IV, and receive nominations for the awards.
d) The Medical Ball Coordinator will then coordinate to allow Members from Year I, Year II, Year III and Year IV to vote for a winner of the Award from the list of nominations received for their class.
e) Teachers who win the award shall be provided with a letter of award, printed on Society letterhead, and signed by the Year President, the President, and the Vice President Academic Sr.
f) Teachers who receive nominations for the award but do not win the award shall be sent a letter from the Medical Ball Coordinator on behalf of the Society and on Society letterhead notifying them of their nomination and thanking them for their contribution.
g) The MUS Teaching Excellence Awards shall be awarded at the annual Medical Ball.
h) The winner of the MUS Teaching Excellence Award shall be listed on the Society Website.

13.2 – MUS Dr. William Webber Award

a) There shall be a Society award called the MUS Dr. William Webber Award, for Commitment to the Medical Student Community.
b) The award shall be given to a member of the UBC Faculty of Medicine whose involvement in medical student life illustrates an ongoing commitment to the well-being of the medical student community as exemplified by Dr. Webber. Areas through which a nominee may demonstrate their commitment to the above principles include academic/clinical instruction, student advising and mentorship (career/personal), involvement in student leadership, sports/recreational events, promoting/facilitating social awareness, and research.
c) The Med Ball Committee (Awards Coordinator) shall send a call for nominations via e-mail to Members, requesting a letter of support outlining how the nominee fulfills the criteria for the award. This call for letters may be the same one as for the David Hardwick award.
d) A committee composed of no less than 3 and no more than 5 members of MUS Council shall be struck to review submitted recommendations and formulate a shortlist of no more than five candidates for the award.
e) The committee may exercise discretion as to whether candidates are most suitable for the William Webber award or the David Hardwick award.
f) The award shall be determined from amongst the shortlisted candidates by MUS council vote
g) Teachers who win the award shall be provided with a letter of award, printed on Society letterhead, and signed by the President and the Vice President Academic Sr.

h) The MUS Dr. William Webber Award shall be awarded at the annual Medical Ball.

13.3 – MUS Dr. David Hardwick Award

a) There shall be a Society award called the MUS Dr. David Hardwick Award, for Commitment to the Medical Student Community through excellence in Clinical Teaching.
b) In order to qualify, the nominees must be currently engaged in clinical teaching activities.
c) The award shall be given to a member of the UBC Faculty of Medicine whose involvement in medical student life illustrates an ongoing commitment to the well-being of the medical student community during the period of clinical instruction as exemplified by Dr. Hardwick, who served 22 consecutive terms as Faculty Advisor of the Medical Undergraduate Society.
d) The Med Ball Committee (Awards Coordinator) shall send a call for nominations via e-mail to Members, requesting a letter of support outlining how the nominee fulfills the criteria for the award. This call for letters may be the same one as for the William Webber award.
e) A committee composed of no less than 3 and no more than 5 members of MUS Council shall be struck to review submitted recommendations and formulate a shortlist of no more than five candidates for the award.
f) The committee may exercise discretion as to whether candidates are most suitable for the William Webber award or the David Hardwick award.
g) The award shall be determined from amongst the shortlisted candidates by MUS council vote.
h) Individuals who win the award shall be provided with a letter of award, printed on Society letterhead, and signed by the President and the Vice President Academic Sr.
i) The MUS Dr. David Hardwick Award shall be awarded at the annual Medical Ball.

13.4 – Laura Taylor Memorial Award

a) There shall be a Society award called the Laura Taylor Memorial Award, to promote student mental health and community in the UBC Faculty of Medicine.
b) In order to qualify, the nominees must be an undergraduate student currently enrolled in the UBC Faculty of Medicine.
c) The award shall be given to four students in the UBC Faculty of Medicine, one in each graduating year, who have demonstrated an exemplary commitment to fostering a sense of community within the program and/or reaching out to peers in need. The award is in memory of Laura Taylor, a former third year VFMP student who passed away in 2016 after a long battle with depression and bipolar disorder and wished to address the stigma surrounding mental illness.
d) The Med Ball Committee (Awards Coordinator) shall send a call for nominations via e-mail to Members, requesting a letter of support outlining how the nominee fulfills the criteria for the award.
e) Members may nominate a student in any year or site of the program. Nominations may be done on an anonymous basis, if desired.
f) A committee composed of no less than 3 and no more than 5 members of MUS Council shall be struck to review submitted recommendations and formulate a list of candidates

for the award. The candidates will then be ratified with the family members of Laura Taylor.

g) Individuals who win the award shall have their names engraved into an annual plaque which will be placed on display at the Medical Student and Alumni Centre or another Faculty of Medicine site.
h) The Laura Taylor Memorial Award shall be awarded at the annual Medical Ball.

13.5 – Medical Alumni Association Student Leadership Award

a) There shall be a Society award called the MAA Student Leadership Award, selected by members of the Medical Alumni Association
b) Eligibility criteria, nomination, and selection process shall occur in accordance with the Medical Alumni association Student Leadership Award Criteria and Process document found in the MUS Important Documents Drive
c) One pre-clerk and one clerk will be awarded
d) Awards will be announced at Med Ball and presented at the MAA General Meeting
e) Nomination Criteria:
    a. Student demonstrates responsibility for their medical student community and the
    b. health care system
    c. Student engages others in creating proactive initiatives or inclusive events for the
    d. enhancement of the medical community and/or improvement of health care
    e. Student is dedicated to the building of relationships to ensure a cohesive professional
    f. community
    g. Student mentors and supports fellow students to create a culture of openness and
    h. foster a compassionate environment
    i. Student inspires and encourages people within medicine and/or across disciplines to
    j. collaborate towards common goals benefiting their community and beyond
f) Process:
    a. The MUS Communications Sr. puts out a call for applications whereby a current MD student nominates a peer and writes a short (~500 words) submission
    b. MUS emails the nominees to request their CV
    c. Top 3 pre-clerks (Year 1/2) and top 3 clerks (Year 3/4) are selected by the MUS
    d. committee and forwarded to MAA committee
    e. MAA committee selects one clerk and one pre-clerk

BYLAW 14 – PROHIBITION ON DISCRIMINATION

The Society shall not discriminate against any person on any ground enumerated in the *Canadian Charter of Rights and Freedoms* or the *British Columbia Human Rights Code*

BYLAW 15 – AFFILIATED ORGANIZATIONS

The Society is affiliated with the organizations listed in this Bylaw. Affiliation shall allow the representatives of these organizations to attend special or Annual General meetings and Council meetings as non-voting observers.

15.1 – The Alma Mater Society of UBC (AMS)

The Society is a Constituency of the AMS according to the AMS Bylaw 13.2(a) and therefore all operations shall be in accordance with AMS Bylaw 13.

a) See AMS Constitution.
b) The Representative of the Society to AMS Meetings shall be the AMS Representative.
c) The Representative of the Society to Senate meetings shall be the Senate Representative.

15.2 - The University of Victoria Students' Society (UVSS)

a) See UVSS Constitution.
b) The UVSS provides student services to the IMP.
c) The UVSS provides a Health and Dental Plan to IMP students through Pacific Blue Cross.
    i) Year 2 students are automatically enrolled, but may opt out.
    ii) Year 3 and 4 students may opt into the plan.

15.3 - The Northern Undergraduate Student Society (NUGSS)

a) See NUGSS Policy and Bylaws
b) The NUGSS provides students services to students at the Northern Medical Program.
c) The NUGSS provides a Health and Dental Plan through Sun Life Assurance Company of Canada to Northern Medical Program students in year 2, and is available on an opt-in basis for year 3 and 4.

15.4 - The UBC Students' Union Okanagan (UBCSUO)

a) See UBCSUO Constitution.
b) The UBCSUO provides student services to the SMP.
c) The UBCSUO provides a Health and Dental Plan to SMP students through Pacific Blue Cross.
    i) Year 2 students are automatically enrolled.
    ii) Year 3 and 4 students may opt into the plan.

15.5 – The Health Science Students Association of UBC (HSSA)

a) See HSSA Constitution.

15.6 – The UBC Medical Alumni Association

a) See UBC Medical Alumni Association.
b) The Representative of the Society to UBC Medical Alumni Association meetings shall be the President.

15.7 – The Canadian Federation of Medical Students (CFMS)

a) See CFMS constitution.
b) Representatives of the Society at the National CFMS Meeting should include:
    i. the President, who shall be one of three voting representatives of the Society
    ii. the Vice President External Sr., who shall be one of three voting representatives of the Society

iii. the Vice President External Jr., who shall be one of three voting representatives of the Society

b) Other representatives of the Society at the National CFMS Meeting may include:
   i. The Past President (CFMS SGM only)
   ii. the Vice President Academic Sr.
   iii. the Vice President Academic Jr.
   iv. the VP Global Health Sr. (CFMS AGM only)
   v. the VP Global Health Jr. (CFMS SGM only)
   vi. PAC Chair Sr. (CFMS AGM only)
   vii. PAC Chair Jr. (CFMS SGM only)
   viii. VP EDI

VP EDI15.8 – The Resident Doctors of British Columbia (RDBC)

a) See RDBC constitution.
b) The Representative of the Society to RDBC shall be the Vice President External Jr.

15.9 – The Doctors of BC (DoBC)

a) See DoBC Constitution.
b) The Representative of the Society at the DoBC Board Meetings shall be the Vice President External Sr.

15.10 – The Canadian Medical Association (CMA)

a) See CMA constitution.

MEDICAL UNDERGRADUATE SOCIETY
OF THE UNIVERSITY OF BRITISH COLUMBIA

Appendix

RATIFIED the 29th day of April, 2012. AMENDED the 8th day of April, 2013. AMENDED the 14th day of April, 2015.

Appendix 1- Student Media Representation

a) The following positions would act as Student Media Spokespersons: Past President, MUS President, VP Academic Sr., VP External Sr., VP External Jr., Year 1-4 President, SMP/NMP/IMP Year 1-4 Class VP, IMP Site Lead, NMP Site Lead, SMP Site Lead, MD/PhD Lead.
b) Student Media Spokesperson Roles and Responsibility
    i. Be available for media interviews and commentaries
    ii. Connect with the Faculty of Medicine Communications Department and participate in media training sessions conducted by the Communications Department if a media interview is requested, or if specific coaching is required for an interview.

Appendix 2- Financial Policies

a) The financial details of the MUS, including the complete annual budget and bank account balances, are not to be disseminated to individuals or groups who do not currently belong to the MUS.
b) The VP Finance, in consultation with the Finance Committee, may enact changes to these Financial Policies as necessary during their term to meet the financial needs of the MUS.
c) The financial accounts of the MUS, which is a UBC student society, are held under those of the Alma Mater Society (AMS) at UBC. The MUS must comply with the financial policies and procedures of the AMS.
d) The MUS is not a charitable organization, and therefore cannot issue tax deductible receipts for donations. The MUS can provide a non-profit number (through the AMS) for external contributions.
    i. Tax-deductible donations may, however, be made to services and facilities at the Medical Student and Alumni Centre (MSAC), which is a separate institution from the MUS. Those interested in donating to the MSAC may be referred to Nancy Thompson.
e) All payments to the MUS must be addressed to “Medical Undergraduate Society c/o AMS”.
f) Surplus funds available at the end of each year shall be automatically placed into the variable fund portion of the budget for consideration for use by the MUS Council.
g) The MUS is to maintain a contingency fund of at least $150,000 (equal to one year’s budget) calculated at the end of each financial year.
h) The MUS may act as the receiver of contributions by any external group (e.g. Doctors of BC) on behalf of specific MUS clubs and student initiatives, and forward these contributions to the recipient clubs and initiatives either in advance of spending or through reimbursement of spending.

i) Payments to the MUS (by students or external organizations) should be in the form of cheques, not cash or other form of currency, unless otherwise allowed by the VP Finance.
j) Reimbursements (including reimbursement form and receipts) for MUS-sponsored spending must be submitted to the VP Finance as physical copies unless otherwise allowed by the VP Finance.
k) Refer to Bylaw 8.1 for policies related to clubs funding and the operation of the Clubs Committee.
l) The distributed sites (NMP, SMP, IMP) have flexibility in allocating annual budgets at the discretion of each distributed site's Vice President to better match distributed site student needs.
m) The MUS may provide advance funding for the events/services listed below, with the designated compensation scheme:
    i. MUS provides up-front funding for the annual first-year event, Camp Make Friends, and is reimbursed in full by student payments.
    ii. MUS provides up-front funding for the annual event, MedBall, and is reimbursed in full by student payments.
    iii. MUS provides up-front funding for the annual NMP event, Spring Ball, and is reimbursed by student payments and/or the cost is deducted from the allotted NMP budget.
    iv. MUS provides payment of student membership fees to the Canadian Federation of Medical Students (CFMS) following receipt of these fees from students.
    v. MUS provides payment of the annual Toronto Notes order following receipt of student payments.
    vi. MUS provides complete payment to PageNet for 3rd year student pagers. There is approximately a 30%/70% split of the costs with the Faculty of Medicine. The Faculty of Medicine will reimburse the MUS 70% of the costs of 3rd year pagers.
    vii. MUS provides an annual loan to the Graduation Committee. The loan is reimbursed in full by the Graduation Committee at the end of each year. This is separate from the amount allotted to the Graduation Committee in the MUS budget.
n) The VP Finance, in coordination with the Finance Committee, shall conduct an annual end-of-the-year analysis of budget spending by all MUS-funded departments to calculate annual deficit or surplus. In the case of surplus, leftover funds may be applied to the Variable Use fund except in certain circumstances:
    i. Surplus clubs budgets may be added to the next year's total clubs budget for redistribution.
    ii. Surplus PAC travel budgets may be added to the next year's total PAC travel budget.

o) The MSAC pays for gym repairs on behalf of the MUS, and then submits invoices to the MUS to be reimbursed.
p) Funding for limitations for specific MUS-sponsored activities are below:
q) Clubs may spend their designated funding on the events proposed in their funding applications. Several policies apply:
    i. Speakers who are current UBC MD students (i.e. are current members of the MUS) cannot receive gifts from MUS-sponsored club budgets.

i. Alcohol may not be purchased using MUS-sponsored club budgets.
ii. CFMS conference funding includes accommodation and transport, not food.
iii. PAC Provincial Lobby Day and CFMS National Day of Action funding includes accommodation and transport, not food.

Appendix 3- Community Health CFMS Officer Positions

3.1 CFMS Local Officer of Global Health Education (LOGHE) Jr. & Sr.

The CFMS Local Officer of Global Health Education (LOGHE) Jr. & Sr. shall:

a) Work collaboratively with the Global Health Initiative (GHI) Co-chairs, VP Global Health Sr. & Jr., the Faculty Supervisor, and relevant stakeholders
b) Organize workshops relevant to the key topics for global health education for the GHI teams, the CFMS Global Health Program (GHP) theme, and medical students in general
c) Run at least 4-8 workshops in the time frame of October – May of each school year
d) Cultivate understanding of the current status of global health education at their medical school, especially in the areas of global health curriculum and pre-departure training (PDT)
e) Work in collaboration with GHLs, faculty members, administration, and the National Officer of Global Health Education (NOGHE) to advocate for improved core and elective global health curricula at UBC.
f)
g) Work in collaboration with the GHLs to disseminate global health opportunities / resources to members of the student body
h) Work in collaboration with other CFMS Local Officers to seek out, advocate and implement global health education opportunities for the student body
i) Participate in bimonthly teleconferences with the NOGHE and other LOGHEs to share best practices and develop national strategies for global health education advocacy.

3.2 CFMS Global Health Advocate (GHA) Jr. & Sr.

The CFMS Global Health Advocate (GHA) Jr. & Sr. shall:

a) Work collaboratively with the UBC Political Advocacy Committee (PAC) chair, VP Global Health Sr. & Jr., and relevant stakeholders
b) Develop, implement, and promote local advocacy initiatives around the Global Health Advocacy Program (GHAP) theme
c) Participate in teleconferences with the National Officer of Human Rights and Peace (NORP) and other GHAs to share best practices and develop national strategies for global health advocacy.
d) Participate in national advocacy initiatives around the GHAP theme
e) Collaborate with GHAs from other member schools to raise awareness about the GHAP theme
f) Forward relevant GHAP news, information, and reports to their medical school
g) Participate in discussions and sharing ideas/feedback on the GHA listserv
h) Submit reports bi-annually (January and April) to the NORP
i) Take on additional leadership roles within the small working groups of the CFMS GHP
j) Attend CFMS National Day of Action and MUS Provincial Lobby Day

3.3 CFMS Local Officer of Reproductive & Sexual Health (LORSH) Jr. & Sr.

The CFMS Local Officer of Reproductive & Sexual Health (LORSH) Jr. & Sr. shall:

a) Work collaboratively with the UBC Women's Health Initiative (WHI) chair, VP Global Health Sr. & Jr., and relevant stakeholders
b) Act as ex officio WHI Speaker Series Chair
c) Develop, implement, and promote local education and engagement initiatives around reproductive and sexual health (RSH) topics and specific awareness days (eg. World AIDS Day, Day of Pink, and International Women's Day)
d) Participate in teleconferences with the National Officer of Reproductive and Sexual Health (NORSH) and other LORSHs to share best practices and develop national strategies for RSH advocacy
e) Build relationships with existing clubs/organizations at UBC and within the community to accomplish similar goals
f) Determine RSH gaps within the UBC medical curriculum and work to address these gaps
g) Collaborate with LORSHs from other member schools to improve RSH activities/education at UBC
h) Forward relevant RSH news, information, and reports to their medical school
i) Take on additional leadership roles within the small working groups of the CFMS Global Health Program (GHP)

3.4 CFMS Local Officer of Indigenous Health (LOIH) Jr. & Sr.

The CFMS Local Officer of Indigenous Health (LOIH) Jr. & Sr. shall:

a) Liaise and work closely with Indigenous/Aboriginal health faculty leads within UBC.
b) Promote the adoption of Core Competencies in Indigenous health including formal curricula and pre-departure training, with support from the National Officer of Indigenous Health (NOIH) as needed.
c) Create and sustain partnerships with local Indigenous health organizations or Indigenous communities.
d) Organize local events/initiatives (2 per year) that promote awareness of Indigenous health issues.
e) Collaborate with the NOIH on national initiatives that promote awareness of Indigenous health issues as needed.
f) Maintain knowledge of current events within Indigenous Health and understand the views and goals of the CFMS' Indigenous health portfolio.
g) Promote and engage in interprofessional collaboration in terms of Indigenous health as needed.
h) Contribute monthly to the activity database organized by the NOIH.
i) Attend nationwide teleconference at least two (2) times per year.
j) Collaborate and maintain regular communication with UBC's other local officers and related clubs/organization.
k) Disseminate opportunities/resources locally in regards to Indigenous health independently or as directed by the NOIH.

l) Create of handover documents and organization of a handover meeting with the incoming LOIH.

3.5 CFMS Local Exchange Officer/Local Officer of Research Exchange (LEO/LORE) Sr. and Jr.

The CFMS Local Exchange Officer/ Local Officer of Research Exchange (LEO/LORE) Sr. & Jr. shall:

a) Coordinate the involvement of their school and their peers in the IFMSA-CFMS International Exchange Program
b) Facilitate outgoing professional & research exchanges by:
    i) Promoting the program
    ii) Gathering and processing applications
    iii) Preparing local students for their exchange
    iv) Addressing student concerns as they arise
c) Facilitate incoming professional & research exchanges by:
    i) Setting up research exchange projects
    ii) Liaising with faculty members and hospital administration to facilitate professional exchanges
    iii) Organizing housing, airport pickup, university and hospital tour, and introduction to the preceptor on the first day of electives
    iv) Support the CMFS SCL Jr. & Sr. in coordinating the social program
    v) Supporting incoming students as needed including
d) Engage in program enhancement with the faculty & student organizations as needed
e) Train the next LEO/LORE
f) Work with the National Exchange Officers on projects and tasks as they arise
g) Organize meetings of the Local Exchange Committee (LEO/LORE Jr. & Sr., SCL Jr. & Sr.) as needed
h) Have preferential selection to participate in an outgoing exchange of their choice

3.6 CFMS Exchange Social Committee Lead (SCL) Sr. and Jr.

The CFMS Exchange Social Committee Lead (SCL) Sr. & Jr. shall:

a) Coordinate social & cultural activities for international medical students doing a professional or research exchange through the CFMS-IFMSA International Exchange Program
b) Create a Welcome Package for incoming exchange students
c) Organize a Social Program for incoming exchange students with a minimum of 4 events/month for each incoming student
d) Submit a Social Program Report to the National Exchange Officers
e) Engage in program enhancement with the faculty & student organizations as needed

f) Train the next SCL
g) Work with the National Exchange Officers on projects and tasks as they arise
h) Organize meetings of the Local Exchange Committee (LEO/LORE Jr. & Sr., SCL Jr. & Sr.) as needed
i) Have preferential selection to participate in an outgoing exchange of their choice