CONSTITUTION
MEDICAL STUDENTS’ ASSOCIATION OF THE UNIVERSITY OF ALBERTA
EDMONTON, ALBERTA

Name of Organization
1. The name of the organization shall be the University of Alberta Medical Students’ Association (MSA).

Aims and Objectives
2. The aims and objectives of the MSA shall be:
   (1) To deal with all matters pertaining to the representative, educational, and social activities of the medical student body, including the following:
      (a) expose members of the MSA to their social and academic responsibilities as medical students and future physicians, through the appropriate means;
      (b) to be a means of communication and representation between the members of the MSA and the Faculty of Medicine and Dentistry (FoMD), the Undergraduate Medical Education (UME), Alberta Medical Association (AMA), Canadian Medical Association (CMA), Canadian Federation of Medical Students (CFMS/FEMC), University of Alberta Students’ Union (UASU), or any other body;
      (c) to organize academic, athletic, and social activities for the members of the MSA;
      (d) to maintain the medical students’ studying and recreation facilities;
      (e) to promote community involvement by the medical student body;
   (2) To represent the views of all students in the FoMD, including students in the Medicine (MD), Dentistry (DDS), Dental Hygiene (DH) and Medical Laboratory Science (MLS) programs, through the UASU, specifically the Council of Faculty Associations (COFA).
BYLAWS
MEDICAL STUDENTS’ ASSOCIATION OF THE UNIVERSITY OF
ALBERTA

Bylaw I: Membership of the Medical Students’ Association (MSA)

General Membership

1. To obtain membership, one must be a full-time student enrolled in the Faculty of Medicine and Dentistry (FoMD) as an undergraduate MD student for the current school term and have paid, in full, the MSA fees.
2. At no time will less than two thirds (2/3) of the general membership be active University of Alberta Students’ Union (UASU) members by virtue of having paid, in full, the UASU fees, as determined by the UASU for that school term.

Executive Membership

3. At no time shall less than seventy five percent (75%) of the Executive be active UASU members by virtue of having paid, in full, the Students Union Fees, as determined by the UASU for that school term

MSA Fees

4. MSA fees will be collected by the Vice President, Finance on behalf of the MSA in accordance with University Calendar policy 112.5.
5. The fee will be set by the Council.
6. Any increase in fees greater than thirty dollars ($30) must be approved by a two thirds vote of the Council.

Bylaw II: Council of the Medical Students’ Association

1. Composition of the MSA Council will be:

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of representatives</th>
<th>Elected or Appointed</th>
<th>Voting Member (Votes)</th>
<th>Executive Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker</td>
<td>1</td>
<td>Elected</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td><strong>The Executive</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice President, Administration</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice President, Community Engagement</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice President, Education</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice President, External</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice President, Finance</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>Yes</td>
</tr>
<tr>
<td>Vice President, Student Affairs</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>General Membership</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1 Class Representative</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Year 2 Class Representative</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
</tbody>
</table>
### Title

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of representatives</th>
<th>Elected or Appointed</th>
<th>Voting Member (Votes)</th>
<th>Executive Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3 Class Representative</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Year 4 Class Representative</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
</tbody>
</table>

*The class representatives are cross-appointed from their respective, elected class councils.*

<table>
<thead>
<tr>
<th>Title</th>
<th>Number of representatives</th>
<th>Elected or Appointed</th>
<th>Voting Member (Votes)</th>
<th>Executive Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alberta College of Family Physicians (ACFP) Representative</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Alumni and Sponsorship Representative, Jr.</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Alumni and Sponsorship Representative, Sr.</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Alberta Medical Association (AMA) Representative, Jr.</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Alberta Medical Association (AMA) Representative, Sr.</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
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<tr>
<td>AMSCAR Representative</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>MSA Photographers and Media Archivists, Sr.</td>
<td>3</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>MSA Photographers and Media Archivists, Jr.</td>
<td>3</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Canadian Federation of Medical Students (CFMS) Representative, Sr.</td>
<td>1</td>
<td>Appointed</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Communications Officers, Sr.</td>
<td>2</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Communications Officers, Jr.</td>
<td>2</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Community Health Representative, Sr.</td>
<td>2</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Community Health Representative, Jr.</td>
<td>2</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Edmonton Manuel Representative</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Facilities Manager/ Fund for Medical Education Representative (FUME), Sr.</td>
<td>2</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Facilities Manager/ Fund for Medical Education Representative (FUME), Jr.</td>
<td>2</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Government Affairs and Advocacy Committee Chair</td>
<td>1</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Health and Wellness Representatives, Sr.</td>
<td>2</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Health and Wellness Representatives, Jr.</td>
<td>2</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Health Science Students’ Association (HSSA) Representative, Sr.</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Health Science Students’ Association</td>
<td>1</td>
<td>Appointed</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Title</td>
<td>Number of representatives</td>
<td>Elected or Appointed</td>
<td>Voting Member (Votes)</td>
<td>Executive Member</td>
</tr>
<tr>
<td>-----------------------------------------------------------</td>
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<td>------------------</td>
</tr>
<tr>
<td>(HSSA) Representative, Jr.</td>
<td></td>
<td>(Class Council)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Past President (Immediate)</td>
<td>1</td>
<td>Appointed (Outgoing President)</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Orientation Committee</td>
<td>5</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>No</td>
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<tr>
<td>SHINE Representative, Sr.</td>
<td>1</td>
<td>Appointed (Class Council)</td>
<td>Yes (1)</td>
<td>No</td>
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<tr>
<td>SHINE Representative, Jr.</td>
<td>1</td>
<td>Appointed (Class Council)</td>
<td>Yes (1)</td>
<td>No</td>
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<tr>
<td>Professionalism Representatives, Sr.</td>
<td>2</td>
<td>Appointed (Class Council)</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Professionalism Representatives, Jr.</td>
<td>2</td>
<td>Appointed (Class Council)</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
<tr>
<td>Social Committee Representative</td>
<td>4</td>
<td>Appointed (Class Council)</td>
<td>Yes (4)</td>
<td>No</td>
</tr>
<tr>
<td>Sports Representatives</td>
<td>2</td>
<td>Elected</td>
<td>Yes (1)</td>
<td>No</td>
</tr>
</tbody>
</table>

*The junior representative (Year 1) in a given year will become the senior representative in the subsequent year so long as they continue to hold that position on the Year 2 class council.*

2. With respect to the terms of office for elected positions
   1) the term of office for elected positions is defined as beginning on May 1 of the year of election to April 30 of the following year and shall extend for a period of not more than one calendar year;
   2) the period between MSA elections and May 1 of that year, will serve as a turnover period wherein newly elected council members will work with outgoing council members to pass on roles and responsibilities;
   3) the period from May 1 to May 31 may act as an overlap period, wherein the outgoing and incoming executives may work together to facilitate the transition;
   4) no person shall hold more than one voting office on the MSA Council during his or her term of office; and
   5) positions held jointly shall have only one vote on council.

**Bylaw III: Duties of the Executive and Council**

1. The Council shall
   1) meet at the request of the President or a Vice President;
   2) meet no less than once every two months during the academic year, excepting when such months are May, June, July, or August;
   3) conduct all general business and supervise the finances of the MSA;
   4) appoint or conduct elections for all representatives and committees when necessary and indicate their duties; and
   5) upon completion of their terms, present an annual report and financial statement at the first meeting of the incoming MSA Council.

2. The Executive
1) be defined as the President; Vice President, Administration; Vice President, Community Engagement, Vice President, Education; Vice President, External; Vice President, Finance; Vice President, Student Affairs;
2) plan, attend, and participate in regular meetings of the MSA Executive;
3) meet at the bidding of the President to deal with matters of an urgent nature, pending later ratification by the full Council; and
4) provide quarterly reports to the general membership by any means of communication that are available.

Bylaw IV: Duties of the Members of the Council

1. The general requirements for a person holding an MSA position on the Council are as follows:
   1) A member of the Council shall perform the duties prescribed hereunder;
   2) A member of the Council shall maintain such records as are necessary to demonstrate the performance of his or her duties and to provide for adequate preparation of his or her successor, including, but not limited to
      (a) reports of events held,
      (b) changes in the duties of the member, and
      (c) other activities performed during the course of the term;
   3) A member of the Council shall provide his or her successor with such information, documentation, and records as are necessary to facilitate the preparation of the successor for the assumption of his or her duties;
   4) Every member of the Council shall attend regularly scheduled meetings of the Council;
   5) Notwithstanding subsection 1(4), a member of the Council who shares a position or portfolio with at least one other member of the Council shall not be required to attend a meeting of the Council if at least one other member holding that position or portfolio is present at that same meeting;
   6) No member of the Council shall be considered absent from a meeting of the Council if a proxy attends that same meeting;
   7) Notwithstanding subsections 1(5) and 1(6), each member of the Council shall attend at least one regularly scheduled meeting of the Council during his or her term; and
   8) Any member of the Council who receives a monetary or other benefit by virtue of his or her position on the Council shall report such to the Vice President, Administration, or his or her designate, within sixty days of receiving the perquisite or other benefit, or upon the conclusion of the term of office for that member, whichever shall come sooner.

2. The Speaker of the Council shall
   1) chair all sittings of the Council;
   2) chair such sittings in accordance with the most recent edition of Robert’s Rules of Order, Newly Revised;
   3) not participate in debate;
   4) maintain order during all sittings;
   5) regulate the method and procedure by which votes of the MSA Council are conducted;
6) administer votes of the MSA Council pursuant to the regulations made under subsection 2(7);
7) declare the outcome of votes of the MSA Council;
8) impose, or direct to be imposed, whatever disciplinary actions he or she shall deem necessary to perform his or her obligations pursuant to subsection 2(4). and;
9) notify the Vice President, Administration, of his or her absence due to acceptable circumstances prior to the meeting.

3. The President shall
   1) in conjunction with the Executive, designate such times and places for regular sittings of the Council as are convenient and summon the Council to assemble at such time and place;
   2) act as a designated representative of the MSA for all purposes, subject to
      (a) the directives of the Council, and
      (b) this Constitution and any policies whose authority arises from this Constitution and its associated bylaws;
   3) bear the ultimate responsibility for compliance with
      (a) this Constitution,
      (b) any policies whose authority arises from this Constitution and its associated bylaws,
      (c) any policies established by the University of Alberta Students’ Union to which the MSA is subject, and
      (d) any directives that the Council shall see fit to order;
   4) have his or her name and signature serve as at least partial authorization for the expenditure of funds from the accounts of the MSA;
   5) serve on any committee, board, commission, working group, task force, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students’ Union, or any such similar body shall request his or her attendance at, including, but not limited to, student professionalism and/or academics;
   6) schedule and chair any meetings as are deemed necessary, including, but not limited to
      (a) meetings between the Undergraduate Medical Education Deans and Student Representatives,
      (b) meetings between MD and DDS Student Representatives and the Office of Learner Advocacy and Wellness, and
      (c) meetings between the Faculty of Medicine and Dentistry Student Associations and the Deans and Directors;
   7) represent the MSA to the Canadian Federation of Medical Students (CFMS/FEMC);
   8) provide for a social event commemorating the transition between terms of the Executive or of the Council, which should, where possible, be held prior to the first day of the term of the new Executive or Council;
   9) with the assistance of the Vice President, Administration, coordinate any accreditation responsibilities that the Faculty of Medicine and Dentistry shall require of the MSA;
10) communicate, where necessary, information about the activities of the MSA to the student body;
11) act as a servant of the Council and carry out the will of the Council;
12) assume the position of Past President in the immediately succeeding Council; and
13) ensure that all members of the succeeding Council have received the information from the members of the current Council necessary to adequately prepare the succeeding Council to assume office.

4. The Vice President, Student Affairs shall
   1) assume the office of the President, as Acting President, when the President is unable to perform his or her duties or is under impeachment
   2) serve on any committee, board, commission, working group, task force, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students’ Union, or any such similar body shall request his or her attendance at;
   3) carry out such activities as are necessary to ensure the continued registration of the MSA as a Faculty Association, pursuant to the regulations of the University of Alberta Students’ Union;
   4) communicate any information regarding internal affairs to faculty and students that is deemed necessary and appropriate;
   5) have his or her name and signature serve as at least partial authorization for the expenditure of funds from the accounts of the MSA;
   6) be responsible for the MD Ambassadors program, including
      (a) the creation and abolition of MD Ambassadors committees,
      (b) the assignment of tasks and duties to MD Ambassadors committees, and
      (c) selecting new leaders for each MD Ambassadors committee, in conjunction with the existing leaders for such programs;
   7) ensure that all necessary insurance and risk management practices are implemented;
   8) direct, supervise, and oversee the administration of the clubs system;
   9) direct, supervise, and oversee the administration of student initiatives; and
   10) act as a servant of the Council and carry out the will of the Council.

5. The Vice President, Education shall
   1) be elected and serve a one-year term as a MSA executive;
   2) act as the University of Alberta MSA Education representative to the CFMS Vice President, Education;
   3) act as designate student representative to:
      (a) Associate Dean of Curriculum and Director of Assessment & Evaluation,
      (b) MD Program Curriculum Committee,
      (c) MD Program Assessment Committee,
      (d) MD Program Evaluation Committee,
      (e) MedSIS User Group, and
      (f) Any other committee, working group, task force, or similar body pertaining to education;
   4) chair the Student Curriculum Committee and lead committee projects;
   5) act as coordinator and liaison for medical education projects within the MSA;
   6) communicate any information regarding student education affairs as deemed appropriate;
   7) maintain and update inter-year repository information, reports, and resources on medical courses and clerkship rotations;
8) supervise and provide support to class council curriculum representatives;
9) support and coordinate with other executives and their duties that pertain to student educational experiences; and
10) act as a servant of the Council and carry out the will of the Council

6. The Vice President, External shall

1) serve, ex officio, as the junior representative to the Canadian Federation of Medical Students (CFMS/FEMC);
2) assume the position of Senior Representative to the CFMS/FEMC during the term of office of the subsequent Council;
3) not put forth his or her name as a candidate for the position of Vice President, External for the term of office of the subsequent Council;
4) serve on any committee, board, commission, working group, task force, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students’ Union, or any such similar body shall request his or her attendance at;
5) serve on any committee, board, commission, working group, task force, or similar such body that an external organization shall request his or her attendance at;
6) ensure that the student body is made aware of relevant actions and proposals undertaken by the University of Alberta Students’ Union;
7) liaise with the Faculty of Medicine and Dentistry representatives to the General Faculties Council and to the University of Alberta Students’ Union when such is deemed necessary and prudent by the Vice President, External;
8) prepare and deliver a presentation to the Council of the University of Alberta Students’ Union when the MSA pursues or intends to pursue a course of action for which the Bylaws of the University of Alberta Students’ Union require such a presentation to be made;
9) provide the information required by the Bylaws of the University of Alberta Students’ Union regarding the contact information of the MSA Executive to the University of Alberta Students’ Union on an annual basis;
10) represent the MSA to the Professional Association of Resident Physicians of Alberta (PARA), directly or by delegation;
11) attend meetings of the Government Affairs and Advocacy Committee and provide executive oversight for its activities;
12) communicate with the appropriate officers of the University of Calgary Medical Students’ Association regarding affairs of mutual interest;
13) act as a servant of the Council and carry out the will of the Council; and
14) chair the Committee on External Affairs.

7. The Vice President, Finance shall

1) be responsible for the finances of the MSA, including the maintenance of all relevant records, the preparation of an annual budget, the timely deposit of funds to the credit of the MSA, and the prompt disbursement of funds from the accounts of the MSA;
2) provide, upon the request of any member of the Executive or of the Council, a record of all transactions of the MSA accounts for any period of time within the current term of office;
3) be responsible for ensuring that all expenditures have been authorized by the Council or by provision of this Constitution and Bylaws;
4) present to the Council a statement of revenue and expenditure for his or her term of office at the last regularly scheduled meeting of the Council;
5) supervise and direct the collection of MSA fees;
6) oversee the financial records of all organizations affiliated with the MSA, including, but not limited to, Class Councils, clubs, MD Ambassador groups, and similar such bodies;
7) not hold office as the treasurer of a class;
8) have his or her name and signature serve as at least partial authorization for the expenditure of funds from the accounts of the MSA;
9) consult, where necessary, financial consultants regarding the state of finances for the MSA;
10) submit the financial records of the MSA for external review or audit by an appropriate authority;
11) act as a servant of the Council and carry out the will of the Council; and
12) submit to the University of Alberta Students’ Union any financial reports directly required by the Bylaws of the Students’ Union within six months of the conclusion of the fiscal year.
13) administer and distribute Joint Funding

8. The Vice President, Administration shall
1) further the advancement of administration and good governance for the MSA;
2) record and distribute minutes, including but not limited to the MSA Executive meetings, to the MSA by any convenient and effective means, including service by demand;
3) maintain the files and archives of the MSA;
4) ensure that the MSA acquires such supplies as are necessary for its efficient operation;
5) handle general correspondence to the MSA;
6) provide such assistance as he or she shall deem necessary for the election of members to the incoming Class Council;
7) serve as Chief Electoral Officer for elections to the MSA Council, except as otherwise provided for by this Constitution and Bylaws;
8) with the assistance of the President, coordinate any accreditation responsibilities that the Faculty of Medicine and Dentistry shall require of the MSA;
9) assist Vice President, Student Affairs with administration and management of the clubs system;
10) regulate, and reinforce all MSA affiliated members and activities in accordance to MSA policy and procedures;
11) review at minimum, annually, the MSA constitution, bylaws, policy and procedures, and recommend changes to council;
12) administer and collect reports from MSA council members;
13) administer the MSA Involvement Awards;
14) ensure that the plaques for all awards issued by the MSA are maintained, updated with the names of winners, and replaced when necessary;
15) assist and liaise with Speaker of the council;
16) whenever necessary, interpret the Constitution and Bylaws;
17) provide such assistance to the Office of Undergraduate Medical Education with respect to the Medical Student Performance Record as shall be required; and
18) act as a servant of the Council and carry out the will of the Council.

9. The Vice President, Community Engagement shall
   1) represent the MSA to the Global Health Program of the CFMS/FEMC as the CFMS/FEMC Global Health Liaison and communicate program details, events and initiatives to the student body;
   2) act as student liaison to the Division of Community Engagement, Faculty of Medicine and Dentistry;
   3) chair the Committee on Community Engagement;
   4) coordinate the preclinical community engagement electives and liaise between faculty and student coordinators for such electives;
   5) coordinate, where requested, community engagement initiatives of the student body;
   6) act as liaison to community groups involved in the initiatives specified in subsection 8(5);
   7) act as liaison to the Director of Global Health;
   8) convey to the student body information about international health electives and liaise with the Director of Global Health concerning these electives;
   9) coordinate and oversee charitable events related to the field of Community Engagement;
  10) act as the medical student representative to the Global Health Advisory Committee of the Faculty of Medicine and Dentistry;
  11) act as the medical student representative to STOP TB Canada;
  12) act as a servant of the Council and carry out the will of the Council;
   13) advocate for the development of curriculum in the area of the social determinants of health and community engagement.

10. The Class Representative from each class shall
   1) represent his or her class to the Council;
   2) represent the Council to his or her class;
   3) liaise between his or her class and the Faculty of Medicine and Dentistry on any relevant matters; and
   4) carry out such activities, with respect to his or her class, that are directed by the Council or the Faculty of Medicine and Dentistry.

11. The Representative to the Alberta College of Family Physicians (ACFP) shall
   1) represent the MSA to the ACFP;
   2) report on the proceedings of the ACFP to the Council or the Executive, where directed by either body, except where bound by confidentiality agreements;
   3) publicize and facilitate opportunities for medical students to serve on such bodies of the ACFP which are available to such students; and
   4) coordinate the delegation of medical students to the annual meeting of the ACFP.

12. The Junior and Senior Alumni and Sponsorship Representatives shall
   1) oversee and coordinate the efforts of the class Alumni Association Representatives;
2) liaise with the office or offices of the Faculty of Medicine and Dentistry responsible for alumni and for sponsorship;
3) be the liaison between the medical student body and the Medical Alumni Association;
4) attend meetings of the Medical Alumni Association;
5) oversee and coordinate the planning of the Fall Social event;
6) assist in communications with alumni;
7) assist in the maintenance of a network of alumni contacts;
8) establish policies and protocols to regulate sponsorship for the MSA;
9) act as a source of guidance for students with respect to sponsorship;
10) act as an intermediary between the MSA and the Faculty of Medicine and Dentistry with respect to matters of sponsorship; and
11) work with the class Fundraising Representatives, the Vice President, Finance, leaders of MSA Clubs, and any other members of the Council on matters of sponsorship.

13. The Junior and Senior Representatives to the Alberta Medical Association (AMA) shall
1) act as the liaison between the AMA and MSA;
2) represent the MSA at any such committees, commissions, task forces, working groups, representative forums, or similar such bodies for which representation of the MSA is requested by the AMA, excepting such representation as is performed by other students pursuant to subsection 12(4);
3) make the student body aware of funding opportunities provided by the AMA;
4) publicize and facilitate opportunities for medical students to serve on such bodies of the AMA which are available to such students;
5) coordinate such events for the student body that shall be deemed necessary and prudent, on topics related to the AMA; and
6) report on the proceedings of AMA to the Council or the Executive, where directed by either body, except where bound by confidentiality agreements.

14. The Alberta Medical Students’ Conference and Retreat (AMSCAR) Representative shall
1) be appointed by the AMSCAR Executive from amongst the senior executive, excepting when all members of the senior executive already sit on the Council, in which case a representative may be appointed from their second year committee;
2) report on the activities, conduct, and finances of the organizing committee, as directed by the Council; and
3) report to the organizers any relevant actions of the Council that may affect AMSCAR.

15. The Junior and Senior MSA Photographers and Media Archivists shall:
1) be responsible for taking and properly maintaining photographs, videos, and media records of all MSA events;
2) create and operate a slideshow for the use of the MSA at Med Formal;
3) prepare an organized compilation of relevant materials to the media archives of the MSA, covering the term of office;
4) where necessary for the performance of his or her duties, direct the actions of the photographers from each class;
5) act as a central repository for students to access media material; and
6) ensure that all material is in compliance with the policies of the Faculty of Medicine and Dentistry.

16. The Senior Representative to the CFMS/FEMC
   1) may hold any position on the Council of the MSA, with the exception of the position of Vice President, External; and
   2) shall represent the MSA to the CFMS/FEMC.

17. The Junior and Senior Communications Officers shall
   1) compose, edit, and oversee the production of the Survivor Manual;
   2) oversee the solicitation of advertisements for MSA publications;
   3) update and maintain all calendars used by the MSA;
   4) ensure that MSA events and news are conveyed to medical students through convenient and appropriate means;
   5) record the outcome of votes of the MSA Council;
   6) record and distribute the minutes for meetings of the Council; and
   7) produce and oversee the distribution of any MSA newsletters to the student body.

18. The Junior and Senior Community Health Representatives shall
   1) be responsible for organizing and coordinating community health opportunities, charitable events and campaigns such as, but not limited to, food bank drives and blood drives on behalf of all medical students;
   2) be responsible for coordinating the Skin Cancer Awareness Program as part of the interdisciplinary committee;
   3) be responsible for coordinating other community health programs such as but not limited to the Human Sexuality Program, establishing committees in the first and/or second year medical classes as necessary;
   4) act as the University of Alberta representatives and liaisons in national medical student community health initiatives such as, but not limited to the CFMS/FEMC Partners for Life campaign through Canadian Blood Services; and
   5) make and coordinate the distribution of candy-grams on a periodic basis for various special occasions, with proceeds donated to a charity of the Community Health Representatives’ choice.

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

20. The Junior and Senior Facilities Managers, Male and Female, shall
   1) be responsible for the administration of the Fund for Undergraduate Medical Education (FUME), including
(a) soliciting student suggestions for the allocation of funding,
(b) schedule and, on a rotating basis amongst the Facilities Managers, chair, meetings of the FUME Committee, which shall include, at a minimum, the
   i. Facilities Managers,  
   ii. Vice President, Finance,  
   iii. Vice President, Student Affairs, and  
   iv. a faculty advisor,
(c) maintenance of the FUME endowment and any associated accounts,
(d) the purchase of goods approved by the FUME Committee, and
(e) ensuring compliance with the terms of reference for FUME;
2) maintain all rooms, facilities, furniture, equipment, and supplies, assigned to or belonging to the MSA, and maintain an inventory thereof;
3) serve as a liaison between the office of Undergraduate Medical Education, University of Alberta Facilities and Operations, and the MSA;
4) notify the graduating class to remove the contents of their student mailboxes; (5) label student mailboxes with the names of the students in the incoming class;
5) ensure that student mailboxes are updated when necessary due to changes in class rosters; and
6) maintain facsimile transmission service for the MSA, either directly or indirectly.

21. The Chair of the Government Affairs and Advocacy Committee shall
1) represent the University of Alberta to the CFMS/FEMC Government Affairs and Advocacy Committee;
2) report on the activities of the Government Affairs and Advocacy Committee to the Vice President, External;
3) consult with the student body to identify issues suitable for lobbying, and conduct preliminary research on such issues;
4) coordinate and oversee lobbying on the issues identified in subsection 20(3);
5) cooperate with his or her University of Calgary counterpart on the organization of a Pan-Alberta Political Action Day;
6) coordinate with members of the Council when they undertake actions that may be related to advocacy, lobbying, and politics; and
7) consent to advise his or her successor on matters related to the Government Affairs and Advocacy Committee.

22. The Junior and Senior Health and Wellness Representatives shall
1) coordinate the activities of the class Health and Wellness Representatives;
2) liaise with other medical schools regarding their health and wellness initiatives;
3) organize and coordinate well-being efforts for the betterment of the social, psychological, and physical wellness of the student body; and
4) organize Balance Night in cooperation with the relevant office of the Faculty of Medicine and Dentistry.

23. The Junior and Senior Representatives to the Health Sciences Students’ Association (HSSA) shall
1) represent the MSA to the HSSA;
2) report to the Council and to the Executive on the activities of the HSSA;
3) provide support to relevant members of the Council for activities related to allied health personnel;
4) serve on the Medical Sciences Library Committee and report to the Council and Executive as to the conduct and activities thereof; and
5) disseminate information relating to any of the health sciences to and from the student body, any faculty, or any similar organization.

24. The Past President shall
   1) assist the President and the Executive in the execution of his or her duties;
   2) undertake any special projects directed by the Council;
   3) serve on any committee, board, commission, working group, task force, or similar such body that the Faculty of Medicine and Dentistry, the University of Alberta Students’ Union, or any such similar body shall request his or her attendance at; and
   4) provide such assistance as may be necessary during the transitory period between Councils.

25. The Orientation Committee shall
   1) organize, coordinate, and execute the greeting and orientation programs for the incoming class;
   2) organize, coordinate, and execute a fundraising plan and sponsorship drive to fund Orientation Week activities;
   3) work with the appropriate committees of the Faculty of Medicine and Dentistry to deliver planning programming;
   4) submit a list of potential names and potential soccer jersey logos for the incoming class to the Professionalism Representatives;
   5) select a class name and soccer jersey logo from the incoming class from a list provided pursuant to subsection 26(14) of this Bylaw;
   6) organize the fundraising, purchasing, and distribution of the jerseys for the incoming class; and
   7) coordinate the ordering and distribution of stethoscopes for the incoming class.

26. The Junior and Senior Student Health Initiative for the Needs of Edmonton (SHINE) Representatives shall
   1) organize and coordinate the involvement of medical students with the SHINE clinic; and
   2) report on the activities and finances of the SHINE clinic as directed by Council.

27. The Junior and Senior Professionalism Representatives shall
   1) promote professional behavior within the MSA;
   2) be available as a resource to fellow students who have concerns regarding his or her own professional behavior, or that of a classmate, group, faculty member, or staffer;
   3) participate, when requested, in dialogue with students and faculty when the professionalism of any medical student is called into question;
   4) sit on the Faculty of Medicine and Dentistry Committee on Professionalism (FCP);
   5) sit on the Student Professionalism Committee (SPC);
   6) chair the SPC in his or her second year;
   7) co-chair the SPC in his or her fourth year;
8) divide, when the case may be that two professionalism representatives have been 
elected for a given class, the duties described in subsections 27(4), 27(5), 27(6), and 
27(7) as follows:
   (a) One representative shall sit on the SPC and chair it in his or her second 
       year;
   (b) The other representative shall sit the FCP in his or her second year, sit on 
       the SPC, and co-chair the SPC in his or her fourth year.
9) if unable to select which representatives shall perform which set of duties described 
in subsection 27(8), submit a request to the MSA Executive for a decision to be 
made on the matter and adhere to the decision made;
10) yield the chair of any committee when the terms of reference, constitution, or any 
other document governing that committee requires that the chair be a person other 
than a Professionalism Representative;
11) address any professionalism concerns regarding the students of the incoming class, 
and take measures to educate and direct such students on matters of 
professionalism, until such time as they shall have elected his or her own 
Professionalism Representatives;
12) receive a list of potential names and potential soccer jersey logos for the incoming 
class from the Orientation Committee or delegate;
13) consider the list provided for in subsection 27(12) and approve those class names 
and soccer jersey logos that meet professional standards; and
14) provide a list of class names and soccer jersey logos approved pursuant to 
subsection 27(13) to the Orientation Committee or delegate.

28. The Social Committee shall
   1) consist of one member from each class Social Committee, as appointed by his or 
her respective Committee;
   2) plan, promote, and execute social events targeted at the student body as a whole, 
including Med Formal;
   3) provide coordination for the activities of the Social Committees of each class;
   4) assist, where requested, the Social Committees of each class; and make a complete 
report of the finances of the Social Committee and of events held to the Council 
and the Executive.

29. The Sports Representatives shall
   1) organize, coordinate, and direct the planning of all MSA sports events, including, 
but not limited to, Icebowl and Interphase;
   2) form such committees, task forces, commissions, working groups, or other such 
odies as may be necessary for the performance of the obligations detailed in 
subsection 29(1);
   3) oversee and coordinate the activities of the class Sports Representatives (Male 
and Female) and of sports-related MSA Clubs; and
   4) coordinate the participation of University of Alberta medical students in sporting 
events involving multiple medical schools.

Bylaw V: Nominations, Elections, Appointments, Terms of Office, Resignation, and 
Impeachment
Appointment of the Chief Electoral Officer

1. The Chief Electoral Officer of the MSA shall be the Vice President, Administration, excepting the period of time for which an alternative appointment made pursuant to section 2 is effective.

2. When the Vice President, Administration declares his or her intention to stand as a candidate in an election, the Council shall appoint an alternative Chief Electoral Officer for that election and for any other election occurring concurrently.

3. If the Vice President, Administration intends to stand as a candidate, he shall notify the Council, through whatever means he shall find convenient and expedient, of such intention no later than 72 hours after the time that the date of election is fixed.

4. When the Vice President, Administration has notified the Council pursuant to section 3, the Council shall make the appointment pursuant to section 2 within 48 hours of being so notified.

Duties of the Chief Electoral Officer

5. The Chief Electoral Officer shall administer the election in accordance with this bylaw, including the:
   1) setting of nomination deadlines;
   2) setting of the campaign period;
   3) regulation of campaigning;
   4) processing of nominations;
   5) administration of balloting;
   6) counting of the ballots; and
   7) declaration of the elected candidate.

6. The Chief Electoral Officer shall be responsible for enforcing the regulations concerning campaigning, and may impose such sanctions on any person as he or she shall deem appropriate for violations of any regulation made pursuant to this bylaw.

7. The Chief Electoral Officer may appoint such persons not standing for election as he or she shall deem necessary to assist in the administration of an election.

Date of Election

8. A general election shall be held no later than the first of April of each year.

9. The Chief Electoral Officer shall, for each election, select a date for such election, which shall permit no less than 48 hours for polling.

10. The Council shall be notified at least six weeks in advance of the proposed election date, and may, by resolution, fix another date for polling.

Electorate

11. Each member of the MSA shall be entitled to cast one vote for each position being elected.
12. The Chief Electoral Officer shall not vote, unless authorized pursuant to another section of this bylaw.
Candidacy
13. Any eligible elector, except for those who currently hold a position on the Council, who will continue to be an eligible elector for the term of office sought, may stand for election for any position during a general election.
14. No person shall stand for election to more than one office when more than one election is being conducted concurrently.
15. Notwithstanding section 13, a person who currently holds a position on the Council may stand for election to any other position, if he or she declares that if he or she wins election to another position on the Council, he or she will resign his or her existing position prior to assuming his or her new office, and does so if he or she wins such election.
16. Any position on the Council that becomes available pursuant to section 15 will remain vacant until an election for that office is held.

Nominations
17. Each candidate shall, before his or her name will be added to the ballot, present in the form specified by the Chief Electoral Officer a certificate bearing the names and marks of at least ten eligible electors, certifying that each of the aforementioned eligible electors has nominated the candidate for the indicated position.
18. For positions where more than one person is to be elected, all candidates running together for the same position shall be considered as one candidate for the purposes of this bylaw, and shall submit a single certificate pursuant to section 17.
19. The Chief Electoral Officer shall set a date and time by which nominations must be submitted, but in no case shall the time between the date when the election is announced by the Chief Electoral Officer and the date by which nominations must be submitted be less than five business days.

Conduct of Campaigns
20. The Chief Electoral Officer shall notify, in writing, the membership eligible to run in the election, of the obligation presented in section 29.
21. The Chief Electoral Officer shall regulate the procedures and policies by which campaigns must be conducted.
22. For greater certainty, section 21 permits the Chief Electoral Officer to mandate, prohibit, or otherwise regulate, with the consent of the Council,
   1) the period of time during which campaigning is permissible;
   2) the giving of speeches;
   3) the location, format, and design of campaign materials and advertisements;
   4) the distribution of the platform of each candidate; and
   5) any other material related to the process of campaigning.
23. Candidates shall not campaign after the commencement of polling.

Sanctions
24. Any candidate or party who fails to comply with this bylaw, or with any regulation made thereunder, shall be subject to such sanctions as shall be established by regulation.
Conduct of Election

25. The Chief Electoral Officer shall open and close the polls at the times set pursuant to sections 9 and 10.

26. The Chief Electoral Officer shall use a polling system that he deems adequate and proper.

27. The Chief Electoral Officer shall, with the consent of the Council, make such regulations as he deems necessary for the adequate provision of polling.

28. Each ballot shall include an option for the elector to vote for none of the candidates for that position.

29. Within 48 hours of the closing of the polls, the Chief Electoral Officer shall, through whatever means he or she shall find convenient and expedient, distribute to the electorate a list containing the names of each candidate and the number of votes received by each, as well as the number of votes for none of the candidates received for each position, and shall forward such list to the Council via the Vice President, Student Affairs.

Election of Candidate

30. The candidate who receives the plurality of votes shall be declared elected.

31. For any position where the plurality of votes is for the option of none of the candidates, no candidate shall be declared elected, and another election shall be held pursuant to this bylaw.

32. Prior to the opening of the polls, the Chief Electoral Officer shall prepare a list of candidates for each position, rank each candidate according to his or her own preferences, seal the list in an envelope, and provide that envelope to the Vice President, Student Affairs.

33. When two or more candidates shall have received the same number of votes, and that number shall constitute a plurality, the Vice President, Student Affairs shall open the envelope provided for pursuant to section 32, determine which of the candidates that shares the plurality for that position is ranked highest, and assign one additional vote to that candidate.

34. If no position shall have two or more candidates with an equal number of votes, with such number constituting a plurality, the envelope provided for in section 32 shall be destroyed by the Vice President, Student Affairs, without being opened.

Post-Election Vacancies

35. If any position shall remain unfilled after an election, the Chief Electoral Officer shall solicit the electorate for applications for that position.

36. If one eligible elector shall apply for that position, the Chief Electoral Officer may appoint that person to the position, or may require that person stand for election against the option of electing no candidate.
37. If more than one eligible elector shall apply for that position, the Chief Electoral Officer shall conduct an election, pursuant to the provisions of this bylaw, for that position.

38. If no eligible elector shall apply for that position, the Council may appoint any eligible elector to that position.

Appeals Board

39. The Chief Electoral Officer shall appoint five eligible electors to sit on the Board of Election Appeals, and of these five persons
   1) two shall be currently seated on the Council;
   2) two shall not be currently seated on the Council;
   3) one shall be randomly selected from the Constitution and Bylaws Committee;
   4) none shall be the Chief Electoral Officer; and
   5) none shall be standing for election.

40. The Council shall hold a vote on the ratification of the appointees to the Board of Election Appeals within one week of being notified of the appointment.

41. No person who has not been ratified by the Council shall sit on the Board of Election Appeals.

Appeals

42. Any person who believes that the requirements of this bylaw or any regulation made thereunder have been contravened, and who has received a decision from the Chief Electoral Officer on the question, may appeal that decision to the Board of Election Appeals.

43. An appeal must be filed within forty-eight hours of the declaration of the results of an election or within fourteen days of the decision of the Chief Electoral Officer, whichever is earlier.

44. The Board of Election Appeals shall hold a hearing on the appeal within three business days of the filing of the appeal, and shall solicit presentations from any affected party.

45. The Board of Election Appeals may, at its discretion, hear from any other party who claims an interest in the question.

46. The Board of Election Appeals shall render a decision within twenty-four hours of the hearing.

47. An appeal must be based on a claimed error in the interpretation of the bylaw or the regulation or a claimed error in the interpretation of the evidence.

48. The Board of Election Appeals shall apply the principle of precedent to its decisions.

49. The Board of Election Appeals may provide as a remedy the setting aside of the results of the election and the ordering of an election for that position.

By-Elections

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

51. The date for such a by-election shall be set by the Chief Electoral Officer, and in no case shall it be later than eight weeks after the position was declared vacant.
52. Notwithstanding section 51, when a vacancy occurs between the first day of May and the thirty-first day of August, the date for a by-election may be set for later than eight weeks after the position was declared vacant, as long as the election is held on or before the thirtieth day of September of that same year.

53. The by-election and any associated campaign activities shall be conducted in accordance with the relevant provisions of this bylaw.

Council Positions Not Elected

54. An election shall only be held for positions indicated as being directly elected pursuant to Bylaw II.

Reference for Electoral Process

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

Resignation of Members of the Council

56. Any member of the Council, except for the Vice President, Administration, may resign by submitting, in writing, a notice of resignation, to the Vice President, Administration.

57. The Vice President, Administration may resign by submitting, in writing, a notice of resignation, to the President.

58. Notices of resignation made pursuant to sections 56 and 57 are effective immediately, or on such date as is specified within the notice, whichever shall occur later.

Impeachment, Trial, and Removal of Members of the Council

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

60. Upon impeachment, the Council shall set a date for the trial of the impeached member, which shall occur no earlier than two weeks after impeachment.

61. The Council shall, immediately after setting the date for trial, appoint a member of the Council to prosecute the impeached member.

62. At trial, the Council shall, without limitation on allocated time, hear arguments and witnesses, and consider such evidence, as may be submitted by the prosecutor or the impeached member, and shall vote in secrecy on the question of conviction of the impeached member.

63. The impeached member shall be convicted if at least two-thirds of the total number of members of the Council as prescribed by Bylaw II, but not including the impeached member or the prosecutor, vote for conviction.
64. The convicted member shall immediately be removed from the Council.

Appointments to Faculty Committees

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

Bylaw VI: Sittings of the Council

Frequency of Sittings

1. The President, in conjunction with the Executive, shall schedule sittings of the Council, and shall make such schedule known to the Council and to the student body by whatever means shall be deemed expedient and convenient.

2. No more than two months shall pass between regular sittings of the Council, excepting when such months are May, June, July, or August.

3. The President or any Vice President may summon an emergency sitting of the Council at any time.

4. The Executive shall, upon receipt of a request undersigned by at least five members of the Council or by 15 per cent of the student body, summon an emergency sitting of the Council.

Order of Business

5. The Vice President, Administration shall solicit the Council for business to be debated and shall distribute the order of such business to the Council.

6. For sittings convened pursuant to section 3, the order of business shall be indicated by the officer convening such sitting, at the time that the sitting is summoned.

7. For sittings convened pursuant to section 4, the order of business shall be indicated on the request for an emergency sitting.

8. The projected order of business shall be made known to the Council by whatever means shall be expedient and convenient.

Quorum

9. The quorum for any sitting of the Council shall be set at a simple majority of occupied voting positions.

10. For any emergency sitting where fewer than a simple majority of occupied voting positions are present, a quorum shall be considered present ten minutes after the scheduled start of the emergency sitting.
Constitution

Conduct of Sittings

11. The chair of all sittings of the Council shall be the Speaker of the Council.

12. The Speaker shall chair all sittings of the Council in accordance with the most recent edition of Robert’s Rules of Order, Newly Revised.

13. Any person may attend the public galleries of the Council.

In Camera Sittings


15. No minutes shall be kept during an in camera sitting, except for the passing of a motion to go ex camera.

16. The chamber in which the sitting is occurring must be cleared of any person who is not a member of the Council during such time as the sitting is in camera.

Summary of Debate

17. The minutes of a sitting of the Council shall be made available to the student body within a reasonable time after the completion of the sitting.

Annual General Meeting

18. One sitting per year shall be designated as the Annual General Meeting.

19. Any member of the MSA may provide business to be debated at this sitting, and may participate in any debate at this sitting.

20. All members of the Medical Students’ Association can attend and vote

Bylaw VII: Referenda

Reference of Question

1. The Executive or Council may refer any question to the electorate by means of a referendum.

2. Upon presentation of a request, undersigned by at least 15 per cent of the members of the MSA, to refer a question to the electorate, the Executive shall refer such question to the electorate by means of a referendum.

Procedure of Referendum

3. The Chief Electoral Officer shall conduct the referendum according to the procedures indicated in Bylaw V for an election.

4. The ballot shall present two options, “Yes” and “No”.

5. The Chief Electoral Officer must approve of the text of the question.

6. The Chief Electoral Officer may appoint an individual or group to advocate on behalf of the “Yes” and “No” options during the specified campaign period.
Binding Nature of Referendum

7. The Executive and Council shall be bound by the results of the referendum until the end of the term of office for that Council.

8. Notwithstanding section 7, a subsequent referendum may remove any impediments imposed upon the Executive and Council.

Plebiscite

9. Any question may be referred to the electorate in the form of a plebiscite.

10. A plebiscite shall follow the same procedures established for a referendum, but shall not be binding on the Executive or Council.

Bylaw VIII: Committees

1. The Standing Committees of the MSA
   1) shall meet at least once per calendar year, unless otherwise agreed upon by the committee members;
   2) shall report directly to an Executive member unless otherwise stated;
   3) shall be filled by the chairperson using a fair and objective process open to the entire MSA membership where applicable;
   4) may be chaired by an alternative member of the committee in the absence of the chair; and
   5) shall be given access to the use of the MSA Office via the committee’s chairperson.

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

3. The Accreditation Committee shall
   1) report to the President;
   2) be composed of
      (a) at least two (2) MSA members from different class years, including a chairperson selected by the Accreditation Committee, and
      (b) must have at least one (1) member from clerkship years; and
   3) coordinate student activities related to the medical school’s accreditation process.

4. The Alberta Medical Student Conference and Retreat (AMSCAR) Committee shall
   1) report to the Vice President, Student Affairs
   2) be composed of
      (a) a chairperson selected by the AMSCAR Committee, and
      (b) preclinical medical students from both the University of Alberta and the University of Calgary; and
3) organize a memorable weekend conference emphasizing medical student health and wellness.

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

6. The Committee on Community Engagement shall
   1) report to the MSA Executive Committee;
   2) be composed of
      (a) the Vice President, Community Engagement as chairperson,
      (b) the Local Officers for Reproductive and Sexual Health,
      (c) the Aboriginal Health Liaisons,
      (d) the Global Health Advocates,
      (e) the Local Officers for Global Health Education,
      (f) the Local Exchange Officers,
      (g) the Student Health Initiative for the Needs of Edmonton (SHINE) representative, and
      (h) such other persons that the Committee shall request;
   3) facilitate ethical global health education, advocacy, action and experiences within the medical school;
   4) empower MSA members with the tools they may need to grow as global health leaders and global citizens; and
   5) coordinate Canadian Federation of Medical Students (CFMS/FEMC) national global health activities and initiatives.

7. The Health and Wellness Committee shall
1) report to the Vice President, Student Affairs  
2) be composed of  
   (a) a chairperson if selected by the Health and Wellness Committee, and  
   (b) the Junior and Senior Health and Wellness Representatives; and  
3) help medical students to embrace physical, emotional, mental, sexual, and  
   financial well-being in all aspects of their lives.

8. The MD Ambassadors Leaders Committee shall  
1) report to the MSA Executive Committee;  
2) be composed of  
   (a) the Vice President, Student Affairs as chairperson, and  
   (b) the leaders of each MD Ambassadors committee;  
3) promote health education and health care through sustainable outreach  
   programs to communities external to the medical school.

9. The Government Affairs and Advocacy Committee shall  
1) report to the Vice President, External;  
2) be composed of  
   (a) the Chair of the Government Affairs and Advocacy Committee as  
       chairperson, and  
   (b) MSA members with one (1) year terms; and  
3) promote participation of the medical student body in advocacy on issues  
   relevant to them as students; and  
4) lobby on a pre-determined issue that has an impact on health care with the  
   aim of increasing students’ confidence in advocacy.

10. The Student Curriculum Committee shall  
1) report to the President;  
2) be composed of  
   (a) The Vice President, Education as chairperson;  
   (b) the second year class council Curriculum Representatives;  
   (c) the first year class council Curriculum Representatives;  
   (d) the President;  
   (e) any MSA member who has previously held the position of President;  
   (f) the Vice President, Community Engagement; and  
   (g) all Class Representatives;  
3) discuss the strengths and weakness of the MD program curriculum;  
4) identify current and ongoing curriculum issues in all four (4) years of the MD  
   program;  
5) discuss any curriculum issues and proposed solutions at relevant Class  
   Council meetings and with relevant staff members of the Faculty of Medicine  
   and Dentistry; and  
6) follow-up with staff members of the Faculty of Medicine and Dentistry to  
   ensure the issues are appropriately addressed.

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

12. Ad Hoc Committees shall
   1) be formed as deemed necessary by the Council;
   2) have terms of reference and membership defined by the Council at the time the committee is struck;
   3) include at least one (1) member of the Council; and
   4) cease to exist by vote of the Council or if the committee has not met for one (1) year.

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

Bylaw X: Amendments to the Constitution and Bylaws
1. The Council shall consider any amendment to the Constitution or to a Bylaw proposed by a member of the Council or by a member of the Constitution and Bylaws Committee.
2. Any proposed amendment shall be forwarded to the Council at least two (2) weeks prior to the sitting of the Council at which they are expected to be considered.
3. Any amendment deemed to be of critical priority by the Chair of the Constitution and Bylaws Committee is not subject to section 2.
4. A proposed amendment shall be ratified and deemed part of the Constitution or Bylaws when approved by a simple majority of the Council members voting.

Bylaw XI: Proxies
1. Proxy voting shall be allowed at MSA Council meetings subject to the stipulation that a member must inform the Vice President, Administration, prior to a scheduled Council meeting, of his or her intention to be represented by proxy.
2. Proxies must be a member of the Medical Students’ Association, and must not be an elected or appointed member of the MSA Executive or MSA Council.

Bylaw XII: Med Nite
1. All Med Nite issues shall be handled by the Med Nite Director and fourth year class council. The Med Nite Director shall be the fourth year Med Nite Representative who is elected in their first year by their class as per the class council elections.
2. The MSA shall be responsible for providing a start-up loan, in an amount approved by the Vice President, Finance, to the fourth year class council for Med Nite use only.
3. Such loan will be repaid after ticket sales have been collected.

4. The MSA may provide further funding, given to the Med Nite Director, of two hundred dollars ($200) maximum to be spent on props only.

5. The Med Nite Director shall
   1) oversee the production of Med Nite;
   2) arrange adequate publicity for the event; and
   3) administer such funds as are allocated to Med Nite by the Council.

6. The first year Med Nite Class Council Representative shall be responsible for ticket sales and promotion of the event.

7. The price of Med Nite tickets will be set annually by the Med Nite Director and the other Med Nite Class Council Representatives.

8. All assets accrued from the sale of Med Nite tickets, and all other revenue, whether gained directly or indirectly as a result of Med Nite, shall become the property of the fourth year class council.

9. Med Nite tickets shall be sold to each class in a fair and equitable manner by the MedNite Production Committee.

Bylaw XIII: Finances
1. The signing officers of the MSA shall be at least three members of the MSA Executive, including the VP Finance as the primary signing officer.

2. The signing officers of the MSA Council shall have authority to distribute funds as set out in the annual budget approved by Council.

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

Bylaw XIV: The Shaner Memorial Award
1. The MSA shall provide the Shaner Gold Medal to be presented by the Faculty of Medicine and Dentistry at the Graduation Banquet.

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

Bylaw XV: MSA Conduct Guidelines
1. Those in attendance at MSA sponsored, sanctioned, or associated events must adhere to the conditions and provisions set forth by the University of Alberta and the Faculty of Medicine and Dentistry.

2. Individuals who do not act in accordance with these conditions and provisions may be asked to leave the event and may be further prohibited from attending future MSA events.
Bylaw XVI: MSA Groups

Current Groups and Interest Groups

1. A club or interest group (hereinafter referred to as a “group”) in good standing shall meet the following criteria
   1) the group will be headed by no more than two individuals, and at no time can an MSA Group Leader be a member of the MSA Executive, and if the group has two leaders or fewer, it shall host a minimum of four events in the year;
   2) notwithstanding subsection 1(1)
      (a) any group may petition the MSA Executive for consent to appoint a third leader; if granted, such permission may be subject to review each year. If approved, the group would need to hold three more events, in addition to the four required events for each group,
      (b) in extraordinary circumstances, a group may petition the MSA for consent to appoint additional leaders beyond three; however, such permission must be approved by both the MSA Executive and the MSA Council. If approved, the group would need to hold a minimum number of events as approved by the MSA Executive, and may be subject to the same review as in subsection 1(2)(i) each year; and
      (c) MSA Groups that are directly involved in planning student electives (twelve-hour or otherwise) may automatically be eligible to have three group leaders, with the consent of the MSA Executive and subject to the same possibility of review each year.
   3) the group’s leaders shall maintain the position for one academic year. Group leaders must advertise leadership positions to all MSA members for a period of no less than two weeks;
   4) selection of new group leaders will be conducted by current group leaders and reviewed by the Vice President, Administration before being declared official;
   5) if a group fails to comply, the MSA Executive will retain responsibility for the selection of the new group leaders;
   6) new group leaders must be announced by April 15 of the year of the changeover;
   7) individuals may only be leaders of one group unless they are appointed by acclamation to the leadership of further groups or they apply and are approved to start a new group;
   8) an individual may, under no circumstances, be the leader of more than three groups.
   9) group leaders must submit a budget and list of planned events to the Vice President, Finance at a date to be determined by the Vice President, Finance;
   10) the group will have a faculty contact where considered appropriate or necessary by the group;
   11) group will have open membership to all MSA members;
   12) the group will have a clear, tangible set of objectives;
   13) at least one leader from each group must attend a mandatory training session led by the Vice President, Administration before a group may set up events;
   14) an event conducted under the auspices of this section requires a minimum of ten participants;
   15) if a group sets up a twelve-hour elective as a group event, this elective counts as three group events;
16) the group must provide equal opportunity for participation;
17) the required number of events must be completed before May 1 of the school term for the current group leaders;
18) all groups must adhere to the group and funding guidelines set out by MSA Council;
19) each group will be required to have a sign in sheet at each event for participants to note their name and year; and
20) groups found to be non-compliant with this bylaw or any regulations set by the Vice President, Administration, will not receive MSA representation to the faculty, will not be considered a group in Good Standing, and will not be granted a letter of recommendation sent to the UME office for the purposes of MSPR credit.

Applications for New Clubs or Interest Groups
2. Applications for new groups will be reviewed by the President, Vice President, Administration, and Vice President, Student Affairs.
3. The applicants’ identities will remain anonymous to all reviewers, with the exception of the Vice President, Administration.
4. New club applications will be evaluated on a competitive basis.

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

Bylaw XVIII: Financial Accountability

Constitution – Medical Students’ Association (MSA)
1. In order to receive a guaranteed reimbursement for an expense greater than one hundred dollars ($100), that expense must be reported to and approved by the Vice President, Finance prior to the completion of the transaction.

2. Any activities coordinated by MSA members with a total budget of greater than two thousand dollars ($2000) must be reported to the Vice President, Finance and President at least forty-five (45) days prior to the activity being held, or at the discretion of the Vice President, Finance, at an earlier date.

3. If this budget is not approved by the Vice President, Finance, any expenses relating to this activity expecting reimbursement will not be reimbursed.

4. Any group that wishes to appeal the decision of the Vice President, Finance must submit a written request of appeal to the President within three business days.

5. If the President denies the appeal, it may be submitted to Council at the discretion of the applying group.

6. This submission must be heard at a Council meeting within two weeks of being denied by the President.

7. If no regularly scheduled meeting falls within this time period, an emergency meeting will be called.

8. It is the responsibility of the Vice President, Finance to report on the status of a budget for an event greater than two thousand dollars ($2000) within a seven day period.

Bylaw XIX: Medical Student Performance Record Verification

1. The Vice President, Administration shall be responsible for verifying, upon request of the Office of Undergraduate Medical Education, the existence of activities that are sponsored, endorsed, or otherwise approved by the MSA.

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Last revised: June 2015
Brandon Christensen
Vice President, Administration