

**Adopted Feb 16 2021**

*Definitions:*

1. Unless specified herein, only the latest edition of the Oxford English Dictionary's definition of terms shall be relevant to the interpretation of this document.
2. The following are modified definitions adopted by this document:
  - a. UMSU: University of Manitoba Students' Union
  - b. The Senate: The University of Manitoba's senior academic governing body.
  - c. MMSA: The Manitoba Medical Students' Association
  - d. Manitoba Medical Student Body: All students enrolled in the Undergraduate Medical Education Program, including in the MD, MSc and PhD phases of training, and the Extension to Clerkship program in the Max Rady College of Medicine. Also referred to as "Student Body" or "Members".
  - e. MMSA Executive: The MMSA Executive Committee, composed of Senior Stick, Vice Stick Internal, Vice Stick External, and Senior Treasurer.
  - f. MMSA Council: All elected and appointed members of the MMSA
  - g. Class Council: The elected and appointed members of each class
  - h. Class Council Executive: The Class President and Academic Representatives for each class.
  - i. CFMS: The Canadian Federation of Medical Students
  - j. Elected Position: A representative of Manitoba Medical Students' Association Council, or Class Council, elected in accordance with the Manitoba Medical Students' Association's Election Manual.
  - k. Appointed Position: A non-elected student representative of the Manitoba Medical Students' Association.
  - l. Standing Committee Member: A member of a standing committee.
  - m. Ad Hoc Committee Member: A member of an Ad Hoc committee or working group.
  - n. Constitution: All articles of the Constitution.
  - o. Bylaws: All articles of these Bylaws.
  - p. Elections Manual: All articles of the Manitoba Medical Students' Association's Elections Manual.
  - q. UGME: The Undergraduate Medical Education program and their associated staff.
  - r. Regular Meeting: A scheduled meeting of the MMSA.
  - s. Changeover Meeting: The first meeting held after the conclusion of the MMSA Election, signifying the beginning of the transition of MMSA Council Members.

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## **BYLAWS**

### *Bylaw 1: Interpretation and Definitions*

- a) All questions regarding the interpretation of the provisions of these By-laws shall be decided by the Council, and such decisions shall be final and binding.

### *Bylaw 2: Rights and Obligations of Members*

#### **2.1 Rights of Members**

The rights of every Member of the MMSA, as defined in Article II of the constitution, shall be:

- a) The vote at elections for MMSA and Class Council Members and at any referendums. This privilege does not apply to honorary members.
- b) To be eligible to attend all meetings of MMSA Council, and have the floor when recognized by the chair.
- c) To hold any office within the MMSA, having met the prerequisites for that office.
- d) To have their CFMS membership fees paid by the MMSA on their behalf. e) To submit a motion to be read at MMSA Council Meetings.

#### **2.2 Obligations of Members**

The obligations of every member of the MMSA, as defined in Article II of the constitutions shall be:

- a) To pay any Membership fee(s) levied by the MMSA.
  - i) Honorary Members shall be exempt from paying membership fees
- b) To know and obey the Policies and Procedures of the University of Manitoba, the Max Rady College of Medicine, and its affiliated hospitals.

### *Bylaw 3: Structure of the Society*

#### **3.1 The MMSA Council**



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The MMSA Council shall be composed of thirty-four (34) Council Members, as follows:

- 1) Senior Stick
- 2) Honorary Senior Stick
- 3) Vice-Stick Internal
- 4) Vice-Stick External

- 5) Vice-Stick External Junior
- 6) Senior Treasurer
- 7) Junior Treasurer
- 8) Programmers (2 Positions)
- 9) UMSU Representative
- 10) Senator
- 11) Communications Representative Senior
- 12) Communications Representative Junior
- 13) Corporate Relations Representative
- 14) Medicine I Representative
- 15) MMSA Wellness Representative
- 16) Research Program Representative
- 17) Global Health Liaison Senior
- 18) Global Health Liaison Junior
- 19) Government Affairs and Advocacy Committee Representative Senior
- 20) Local Officers of Indigenous Health (2 Positions)
- 21) Medicine 1 President
- 22) Medicine 2 President
- 23) Medicine 3 President
- 24) Medicine 4 President
- 25) Medicine 1 Academic Representatives (2 Positions)
- 26) Medicine 2 Academic Representatives (2 Positions)
- 27) Medicine 3 Academic Representatives (2 Positions)
- 28) Medicine 4 Academic Representatives (2 Positions)
- 29) Equity Diversity and Inclusivity Representative

### 3.2 Voting Council Members

Each of these following shall be voting Council Members:

- 1) Senior Stick
- 2) Vice-Stick Internal
- 3) Vice-Stick External
  - a) The Vice-Stick External Junior Representative may serve as a proxy
- 4) Senior Treasurer



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- a) The Junior Treasurer may serve as a proxy
- 5) Programmers
  - a) The Programmers shall share a single vote.
- 6) UMSU Representative
- 7) Senator
- 8) Communications Representative Senior
  - a) The Communications Representative Junior may serve as proxy.
- 9) Corporate Relations Representative
- 10) Medicine I Representative
- 11) MMSA Wellness Representative
- 12) Global Health Liaison Senior
  - a) The Global Health Liaison Junior may serve as their proxy.

- 13) Local Officers of Indigenous Health (2 Positions)
  - a) The Local Officers of Indigenous Health shall share a single vote.
- 14) Medicine I President
  - a) The Medicine I Academic Representatives may serve as a proxy.
- 15) Medicine II President
  - a) The Medicine II Academic Representatives may serve as a proxy.
- 16) Medicine III President
  - a) The Medicine III Academic Representatives may serve as a proxy.
- 17) Medicine IV President
  - a) The Medicine IV Academic Representatives may serve as a proxy.
- 18) Equity Diversity and Inclusivity Representative

### **3.3 Class Council**

#### **3.3.1 Voting Members**

Each Year of Medicine shall have an Class Council elected according to the MMSA Elections and Referenda Manual, and shall consist of the following Voting Members:

- 1) Class President
- 2) Academic Representatives (2 Positions)
- 3) Sports Representatives (2 Positions)
- 4) Social Representatives (2 Positions)
- 5) Wellness Representatives (2 Positions)

The Medicine I Council shall also have the following Voting Members, elected in accordance with the MMSA Elections and Referenda Manual:

- 6) MMSA Medicine I Representative



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- 7) Global Health Liaison Junior
  - a) The Global Health Liaison Senior shall be on the Medicine II Council once they graduate from their Medicine I year.
- 8) Community Outreach Representatives (2 Positions)

#### **3.3.2 Appointed Class Council Positions**

The following positions are non-voting, appointed members of each Class Council. These positions are to be filled at the discretion of each respective Class President, with input from the Class Council.

- 1) Class Treasurers (2 Positions)
- 2) Class Secretary
- 3) Yearbook Committee Representative (3 Positions)
- 4) BSc (Med) Representative
- 5) Orientation Week Coordinators (2 Positions)
- 6) Graduation Committee Representatives
- 7) Medicine I Academic Boot Camp Coordinator

8) Other Positions

- a) Additional Class Council Positions may be created and filled as deemed necessary by the Class President.

*Bylaw 4: Duties of Council Members*

**4.1 General Duties of Council Members**

All MMSA Council Members are expected to perform any duties incident to their office, or as required by the MMSA, in addition to what is listed in Bylaw 4.2.

MMSA Council Members may not concurrently hold a second elected position on a Class Council or on the MMSA Council

**4.2 Position Descriptions of MMSA Council Members**

Council Members shall adhere to the following position descriptions:

**4.2.1 Senior Stick**

The Senior Stick shall be a Medicine III or IV student during their time in office, and shall meet the Eligibility Requirements outlined in Section 1.6 of the Elections and Referenda Manual. a) Shall represent the medical students of the University of Manitoba to the Max Rady



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College of Medicine, RFHS, University of Manitoba, government, media, and all other organizations,

- b) Shall call, form the agenda of, and chair all meetings of the MMSA Council, c) Shall oversee all MMSA activities, ensuring that the policies and procedures of the MMSA are carried out and that obligations of other MMSA Council are fulfilled, d) Shall represent the MMSA to the Max Rady College of Medicine Progress Committee and the Board of Senior Sticks, among other committees determined on an annual basis at the discretion of the Senior Stick, e) Shall appoint students representatives to external committees and/or working groups as required, f) Shall be the senior voting member of the MMSA to the CFMS, g) Shall be one of the official signatories of the MMSA Bank Account, h) Shall be an ex-officio member of all MMSA Executive Sub-Committees.

**4.2.2 Honorary Senior Stick**

- a) Shall assist the MMSA Council with their duties, b) Shall sit on the MMSA Council as an ex-officio, non-voting member, c) Shall provide advice and guidance to the MMSA Council where required.

**4.2.3 Vice-Stick Internal**

- a) Shall liaise between the UGME Administration and the MMSA regarding academic matters. b) Shall oversee the activities of the class councils with regards to academic matters. c)

- Shall oversee the activities of Interest Groups (as outlined in the MMSA's Interest Group Policy), the Teaching Awards Committee, and the Selections Committee. d) Shall be the primary aid to the Senior Stick in the oversight of MMSA activities and, in the absence of the Senior Stick, perform the duties of the office of the Senior Stick. e) Shall be one of the official signatories of the MMSA Bank Account.
- f) Shall administer the Student Educational Exposure Program, with assistance from the Medicine II Academic Representatives.
- g) Shall represent the MMSA to the Max Rady College of Medicine Progress Committee, among other committees determined on an annual basis at the discretion of the Senior Stick.

#### **4.2.4 Vice-Stick External**

- a) Shall represent the MMSA to external bodies throughout the year as deemed necessary by the MMSA Council, including but not limited to:
  - Canadian Federation of Medical Students (CFMS)
  - Doctors Manitoba
  - Professional Associations of Residents and Interns of Manitoba (PARIM)



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- College of Physicians and Surgeons of Manitoba (CPSM)
  - Canadian Medical Association (CMA)
- b) Shall partner with Doctors Manitoba to deliver year-round programming and/or initiatives, on topics determined by the Medical student body,
- c) Shall oversee and work with Doctors Manitoba in the execution of the Doctors Manitoba Mentorship Program,
- d) Shall coordinate the official MMSA delegation for all CFMS General Meetings; i) Shall arrange any travel and/or accommodations required for the delegation, ii) Shall oversee the MMSA/CFMS travel award application and selection process, iii) Shall hold a CFMS Town hall for the MMSA student body prior to any General Meetings to receive feedback on pertinent agenda items.
- e) Shall hold the second vote of the MMSA at CFMS meetings,
- f) Shall chair the CFMS Subcommittee, such that they can remain informed of CFMS-related activities within the MMSA.

#### **4.2.5 Vice-Stick External Jr.**

- a) Shall assist the Vice-Stick External with all aspects of their position,
- b) Shall represent the MMSA to the CFMS as a non-voting member.

#### **4.2.6 Senior Treasurer**

- a) Shall be responsible for all bookkeeping and financial records of the MMSA,
- b) Shall be one of the official signatories of the MMSA Bank Account,
- c) Shall have the power to forbid any questionable expenditures until approved at the following MMSA Council meeting,
- d) Shall ensure that all purchases made by the MMSA Council and other student bodies are properly requisitioned and approved,
- e) Shall develop and submit to the MMSA Council an annual budget by October each



- year.
- f) Shall make disbursements of all sums owed by the MMSA or any group appointed by the MMSA for legitimate expenditures approved by the MMSA Council,
- g) Shall receive and deposit all sums payable to the MMSA and appointed committees into the appropriate MMSA account,
- h) Shall state the financial standing of the MMSA at regular MMSA Council meetings and shall provide quarterly reports to the MMSA Council.
- i) Shall collaborate with the Vice Stick Internal to keep up to date records of Interest Group expenditures and remaining balances within an academic year.

#### **4.2.7 Junior Treasurer**

- a) Shall assist the Senior Treasurer with all aspects of their position,



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- b) Shall be one of the official signatories of the MMSA Bank Account, as well as the primary signing authority on all MMSA Cheques.

#### **4.2.8 Programmers (2 Positions)**

- a) Shall organize social events for the MMSA student body,
- b) Shall organize training for the MMSA student body on responsible and professional conduct during social events,
- c) Shall submit a detailed budget for all MMSA social events to the MMSA Council for approval,
- d) Shall coordinate marketing and ticket sales for UMSU events to the MMSA student body, e) Shall liaise with programmers from other faculties to organize interfaculty events, f) Shall represent the MMSA to the UMSU Programmers Council,
- g) Shall oversee activities of class Social and Sports Representatives and offer guidance, if needed.

#### **4.2.9 UMSU Representative**

- a) Shall represent the MMSA to the UMSU Council by attending UMSU meetings and presenting the opinion of the MMSA as approved by the MMSA Council,
- b) Shall find a proxy to attend UMSU Council Meetings if they are unable to attend a given meeting,
- c) Shall adhere to the duties of UMSU Councilor as stated in the UMSU constitution,
- d) Shall report all relevant UMSU Council decisions to the MMSA Council.

#### **4.2.10 Senator**

- a) Shall represent the MMSA to the University of Manitoba Senate by attending both Senate and Student Senate Caucus Meetings and presenting the opinion of the MMSA as approved by the MMSA Council,
- b) Shall find a proxy to attend Senate Meetings if they are unable to attend a given meeting, c) Shall adhere to the duties of the Student Senator as stated in the Constitution of the Senate of the University of Manitoba,
- d) Shall report all relevant Senate decisions to the MMSA Council.

#### **4.2.11 Communications Representative Senior**

- a) Shall keep a record of the proceedings of all MMSA Council Meetings and shall send minutes to the MMSA Council within one week of the given meeting,
- b) Shall make the MMSA Council Meeting minutes available publicly within one week of the given meeting,
- c) Shall maintain all aspects of the MMSA Website,
- d) Shall be the primary conduit of information from the MMSA Council to the MMSA Membership,
- e) Shall be responsible for maintaining all social media activity of the MMSA.

#### **4.2.12 Communications Representative Junior**

- a) Shall assist the Communications Representative Senior with all aspects of their position.

#### **4.2.13 Corporate Relations Representative**



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- a) Shall be responsible for all fundraising activities of the MMSA,
- b) Shall be an expert and resource for all MMSA members on fundraising initiatives, c) Shall work closely with the Junior and Senior Treasurers on matters relating to incoming funding, and with the Programmers on matters related to MMSA events,
- d) Shall solicit potential sponsors on behalf of and to support the goals of the MMSA, e) Shall raise funds in the name of the MMSA with all sponsorship monies generated being assigned without restrictions to the general operating budget of the MMSA,
- f) Shall specifically solicit funds for Orientation Week, Ice Bowl, the Winter Formal, Beer and Skits, and for other student activities as deemed appropriate by the MMSA Council, g) Shall keep a record of correspondence with current or potential sponsors, as well as a table of contributors, events sponsored, and amounts received. Said record shall remain the property of the MMSA Council after the Corporate Relations Representative's term has been completed,
- h) Shall work with the MMSA Wellness Representative and external stakeholders in organization of financial literacy education programming.

#### **4.2.14 Medicine I Representative**

- a) Shall represent the Medicine I Class to the MMSA Council,
- b) Shall disseminate relevant news/proceedings from MMSA Council Meetings to the Medicine I Class.

#### **4.2.15 MMSA Wellness Representative**

- a) Shall assist the Department of Student Affairs in planning events related to student wellness,
- b) Shall act as the liaison between the Department of Student Affairs and the MMSA, c) Shall act as the University of Manitoba representative to the CFMS' Wellness Committee, collaborating on national projects as requested by the CFMS National Officer of Wellness, d) Shall chair the MMSA Wellness Committee, consisting of the MMSA Wellness Representative and 2 Wellness Representatives from each Medicine I – IV class, as well as any other representatives as they see fit,
- e) Shall report activities to the Vice-Stick External as well as to the CFMS National Wellness Officer, as required,
- f) Shall work closely with the Corporate Relations Representative in organization of financial wellness programming,



- g) Shall sit on the MMSA Council as an ex-officio, voting member,
- h) Shall act as chair of committee of mentorship interest groups as stratified by the Vice-Stick Internal.

#### **4.2.16 Research Program Representative**

- a) Shall represent MMSA members taking part in the MD/PhD, MD/MSc, and MD/ BSc (Med) programs to the MMSA, Max Rady College of Medicine, and the Clinician Investigator Trainee Association of Canada (CITAC), the national body representing all MD/PhD trainees in Canada,
- b) Shall sit on the MMSA Council as an ex-officio, non-voting member.

#### **4.2.17 Global Health Liaison Senior**

- a) Shall represent the MMSA to the Global Health Program of the CFMS and the International Federation of Medical Student Associations (IFMSA),
- b) Shall lead the Global Health Interest Group and support Global Health Activities within the Max Rady College of Medicine; including assisting in the coordination of international



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- student exchanges with the CFMS Local Exchange Officer, Global Health Advocacy programming, and the Global Health Concentration Program,
- c) Shall select all CFMS Local Officers of the Global Health Interest Group,
- d) Shall act as chair of committee of community interest groups as stratified by the Vice-Stick Internal.

#### **4.2.18 Global Health Liaison Junior**

- a) Shall, in conjunction with the GHL Senior., represent the MMSA to the Global Health Program of the CFMS and the IFMSA,
- b) Shall assist the GHL Sr. in leading the Global Health Interest Group and supporting Global Health Activities within the Max Rady College of Medicine,
- c) Shall sit on the MMSA Council as a non-voting member, holding voting rights only in the absence of the GHL Sr. in which case the GHL Jr. may act as their proxy.

#### **4.2.19 Government Affairs and Advocacy Committee (GAAC) Representative Senior**

- a) Shall represent the MMSA to the CFMS Government Affairs and Advocacy Committee,
- b) Shall, in coordination with the CFMS Government Affairs and Advocacy Committee, coordinate the Manitoba delegation at the CFMS' Federal Lobby Day,
- c) Shall co-chair, recruit/ appoint members to, and oversee the activities of the local Government Affairs and Advocacy Committee,
- d) Shall identify issues for local and provincial lobbying,
- e) Shall consult the MMSA and ensure that all lobbying activities are consistent with the views and opinions of MMSA student body,
- f) Shall develop and implement lobbying initiatives, including the coordination of an annual Provincial Lobby Day,
- g) Shall report all activities to the Vice-Stick External and the CFMS VP Advocacy,
- h) Shall sit on the MMSA Council as an ex-officio, non-voting member.

#### **4.2.20 Local Officers of Indigenous Health**

- a) Shall represent Indigenous students, Indigenous health populations, the Indigenous Institute of Health and Healing, Ongomiizwin – Education, and the IHPG to the MMSA Council,
- b) Shall facilitate roundtable discussions and report back to the MMSA, for all matters where the MMSA seeks input from the Indigenous community, or on any issues deemed relevant to Indigenous students as deemed relevant by the LOIH,
- c) Shall make themselves available for consultation with Indigenous students at least once every two months, or more frequently if necessary,
- d) Shall report activities to the CFMS National Officer of Indigenous Health and assist with local/national Indigenous Health initiatives, as required,
- e) Shall sit on the MMSA Council as ex-officio, voting members.

#### **4.2.21 Equity Diversity and Inclusivity Representative**

- a) Shall represent the MMSA on the Rady Faculty EDI Committee
- b) Shall consult with the community mentorship groups and other members of the student body to identify areas of improvement from a student perspective.
- c) Shall draft proposals for presentation to the MMSA and UGME regarding improvement to EDI within the Max Rady College of Medicine.
- d) Shall represent the MMSA on any relevant EDI national committees



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#### **4.3 Position Descriptions of Non-Elected MMSA Positions**

The following positions are appointed through various means other than election by the Medical Student Body; they are not members of the MMSA Council unless explicitly stated otherwise, in which case their role will have already been outlined in Bylaw 4.2.

##### **4.3.1 Honorary Senior Stick**

As outlined in 4.2.2

##### **4.3.2 Government Affairs and Advocacy Committee Representative Senior**

As outlined in 4.2.19

##### **4.3.3 Government Affairs and Advocacy Committee Representative Junior**

- a) Shall assist the GAAC Representative Senior in oversight of the local Government Affairs and Advocacy Committee,
- b) Shall assist the GAAC Representative Senior in identifying issues for local and provincial advocacy,
- c) Shall assist the GAAC Representative Senior in development of advocacy initiatives and coordination of an annual Lobby Day.

##### **4.3.4 Local Officers of Indigenous Health (2 Positions)**

As outlined in 4.2.20

##### **4.3.5 Medtorship Program Coordinators (2 Positions)**

- a) Shall be entering their Medicine II year during their time in office,
- b) Shall recruit members of their class to serve as “Medtors” for the incoming Medicine I class.

c) Shall match each incoming first year student with a second year “Medtor”, d) Shall work with the Orientation Week Coordinators to ensure a smooth transition for each first year student.

#### **4.3.6 Other Representatives**

- a) Other representatives may include but are not limited to:
  - Departmental Representatives
  - Search Committee Representatives
  - Admissions Committee Representatives
  - Discipline & Appeals Committees
- b) These representatives may be appointed by the Senior Stick, or through the Selections Committee at the discretion of the Senior Stick,
- c) Shall represent the MMSA as instructed by the MMSA Council,
- d) Shall report non-confidential information to the MMSA Council,
- e) Shall report to the relevant MMSA Executive Member, as determined by the Senior Stick,
- f) Shall maintain their positions for the posted term or at the discretion of the Senior Stick, g) The MMSA Executive Committee may appoint and delegate additional responsibilities, duties, and positions as deemed necessary.

#### **4.4 Position Descriptions of Elected Class Council Members**



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All Class Council Members are expected to perform any duties incident to their office, or as required by the MMSA, in addition to what is listed below. No Class Council member shall concurrently hold more than one elected position.

##### **4.4.1 Class President**

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

##### **4.4.2 Academic Representatives (2 Positions)**

- a) Shall represent their class to the Max Rady College of Medicine/RFHS administrations,

- other classes, and the MMSA on academic issues,
- b) Shall sit on the MMSA Council as ex-officio, non-voting members, holding voting rights only in the absence of the Class President, in which case they shall automatically act as their proxy. In cases where the Class President is absent and there is disagreement between the two academic representatives, they shall abstain from voting,
  - c) Shall assist in the organization and implementation of class events and programs,
  - d) Shall coordinate and oversee the activities of Course Evaluation Seminar Representatives,
  - e) Shall, in the absence of the Class President, perform the duties of the office of the Class President,
  - f) Shall manage class resources including study resources, email lists, and g)
  - Medicine II Academic Representatives shall assist the Vice-Stick Internal with administration of the Student Educational Exposure Program, and
  - h) Medicine IV Academic Representatives shall assist UGME in organizing the MCCQE preparatory course for the Medicine IV class,
  - i) Shall represent their Class on the following Committees:
    - Pre-clerkship Curriculum Committee (Medicine I and II)
    - Clerkship Curriculum Committee (Medicine III and IV)
    - UGME Operations Committee (Medicine II)
    - Curriculum Executive Committee (Medicine I-IV)
    - Pre-clerkship Student Evaluation Committee (Medicine I and II) and



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Clerkship Student Evaluation Committee (Medicine III and IV),

#### **4.4.3 Social Representatives (2 Positions)**

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

#### **4.4.3 Sports Representatives**

- a) Shall organize intramurals and other sport related events for their class.

#### **4.4.4 Wellness Representatives**

- a) Shall represent their class to the MMSA Wellness Committee, reporting to the MMSA Wellness Representative,
- b) Shall be knowledgeable on wellness/mental health resources available to MMSA members,
- c) Shall advocate for the class and liaise concerns to the MMSA Wellness Committee, the UGME department of Student Affairs, and the University of Manitoba Department of Student Affairs, as deemed appropriate by the representatives.
- d) Shall assist in organizing wellness oriented events for their class, in collaboration with other Class Council members.

#### **4.4.5 Community Outreach Representatives (2 Positions)**

- a) Shall organize and implement the annual Mock Multiple Mini-Interviews (MMIs) for pre- medical students,
- b) Shall organize and implement Medical School Information Nights at the University of Manitoba and University of Winnipeg,
- c) Shall assist in the organization of accommodations for out-of-town pre-medical students invited for the MMI,
- d) Shall only be a member of the Class Council for the Medicine I year.

#### **4.4.6 Global Health Liaison Junior**

Cross appointed with the MMSA council; as listed in Bylaw 4.2.18.

#### **4.4.7 MMSA Medicine I Representative**

Cross appointed with the MMSA council; as listed in Bylaw 4.2.14.

#### **4.5 Position Descriptions of Non-Elected Class Positions**



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##### **4.5.1 Class Treasurers (2 Positions)**

- a) Shall open a bank account for their class with themselves and the Class President as signatories,
- b) Shall assist with collection of funds and shall deposit funds for class activities and projects into the class account,
- c) Shall make disbursements of all sums owed by the class or any group appointed by the class for legitimate expenditures approved by the Class Council,
- d) Shall perform any other duties incident to the office or as required by their Class Council, their class or the MMSA Council,
- e) Shall maintain their position for all four years of medical school,
- f) Shall be responsible for class fundraising initiatives, in collaboration with other class representatives,
- g) Shall be responsible for the Medicine Clothing Sale during their Medicine II year,
- h) Shall report to their Class President.

##### **4.5.2 BSc. Medicine Representative**

- a) Shall hold the position for the Medicine I and II years,
- b) Shall represent their class to UGME and the BSc. (Med) Program Coordinators with regards to BSc. (Med) projects,
- c) Shall perform any other duties incident to the office or as required by their Class Council or the MMSA Council,
- d) Shall maintain their position from the time of appointment up until the end of the BSc. (Med) program,
- e) Shall report to their Class Academic Representatives as well as the MMSA Research Representative, or Vice-Stick Internal if the latter position is unfilled.

##### **4.5.3 Yearbook Editors**

- a) Shall be composed of 3 representatives from the corresponding class, one of whom shall



- be designated as the Lead Editor,
- b) Representatives shall maintain their position for all four years of medicine, c) Shall be responsible for the development and production of a yearbook specific to their graduating class, to be completed in time for the graduation of their Medicine Class,
  - d) Shall (in their Medicine IV year) organize funding and sales for the annual yearbook,
  - e) Shall (in their Medicine IV year) act as the editors for the annual yearbook, f) Shall (in their Medicine IV year) organize publishing and distribution of the annual yearbook,
  - g) Shall (in their Medicine IV year) ensure appropriate succession planning, such that the Medicine III yearbook representatives will have success in producing their class-specific yearbook throughout their upcoming Medicine IV year,
  - h) Shall report to their Class President.



Manitoba Medical Students' Association

Max Rady College of Medicine, Rady Faculty of Health Sciences, University of Manitoba, 260-727 McDermot Ave., Winnipeg, Manitoba, R3E 3P5

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#### **4.5.4 Orientation Week Coordinators**

- a) Shall organize Orientation Week for the incoming Medicine I Class,
- b) Shall coordinate with the Undergraduate Deans' Office and the MMSA to plan activities and information sessions,
- c) Shall coordinate with the MMSA Treasurers regarding budget,
- d) Shall maintain their position from May of Medicine I until September of Medicine II,
- e) Shall report to their Class President and the MMSA Council.

#### **4.5.5 Med I Academic Boot Camp Coordinator**

- a) Shall organize tutorial sessions and recruit tutors for the incoming Medicine I class. b) Shall be responsible for logistics and determining appropriate topics to be covered. c) The Boot Camp sessions should begin no later than the first week of August. d) Shall collect feedback upon completion of the Boot Camp to be used in future years.

#### **4.5.6 Grad Committee**

- a) Shall organize Graduation ceremonies, formal, and other aspects of graduation, b) Shall coordinate fundraising for graduation ceremonies separate and independent of the activities of the MMSA Corporate Relations Representative,
- c) Shall maintain their position for two years (Medicine III and IV) or at the discretion of the Class President,
- d) Shall report to their Class President, and as necessary to the MMSA Council.

### ***Bylaw 5: Elections and Appointments***

#### **5.1 Elections**

- a) All Elected MMSA and Class Council Positions shall follow the procedures outlined in the MMSA Elections and Referenda Manual.

#### **5.2 Changeover Procedure**

##### **5.2.1 MMSA Council Changeover**

- a) Incoming elected representatives shall liaise with and/or shadow their corresponding



outgoing representative for a period of one month in order to appreciate the duties of their upcoming position.

- b) Official changeover shall take place at the last MMSA Executive Meeting of the academic year, typically in May.

### **5.2.2 Class Council Changeover**



**Adopted Feb 16 2021**

- a) Changeover shall take place immediately following announcement of Class Council Election results.

### **5.3 Appointment of Non-Elected MMSA Positions**

Non-Elected MMSA Positions shall be appointed by the procedures listed below.

#### **5.3.1 Honorary Senior Stick**

- a) The Honorary Senior Stick shall be appointed by the outgoing MMSA Council at the second- last MMSA Council meeting for the academic year
- b) The Honorary Senior Stick must be a member of the Faculty or Administration of the Max Rady College of Medicine.
- c) The procedure by which the Honorary Senior Stick is appointed is as follows:
  - d) All MMSA Council members will be invited to submit suggestions for candidates to act as Honorary Senior Stick for the coming academic year;
    - i) Discussion of all candidates will ensue among all MMSA Council members;
    - ii) To develop a short list of candidates, all MMSA Council members shall receive 3 votes and each member will cast their votes for their preferred candidate(s). This shall be an open, unofficial voting process;
    - iii) After a shortlist is created, a second round of voting via secret ballot will then ensue. Each Council member shall receive one vote;
    - iv) After a shortlist is created, a second round of voting via secret ballot will then ensue. Each Council member shall receive one vote

#### **5.3.2 Governmental Affairs and Advocacy Committee (GAAC) Representative Senior**

The GAAC Representative Sr. shall graduate from the position of GAAC Representative Jr. at the time of the annual MMSA Council turnover in April/May.

#### **5.3.3 Governmental Affairs and Advocacy Committee Representative Junior**

- a) A new GAAC Representative Jr. should be appointed in September/October of each year by the MMSA Selections Committee in consultation with the GAAC Representative Sr. and Vice-Stick External.
- b) In the event of more than one applicant, the MMSA Selections Committee and GAAC Representative Sr. should conduct interviews of all applicants.
- c) The CFMS Governmental Affairs and Advocacy Committee should be made aware of any new appointment.
- d) The term for the GAAC Representative Jr. is until April/May of Medicine I at which time

they will transition to become the GAAC Representative Sr. to coincide with the turnover of MMSA Council positions.



**Adopted Feb 16 2021**

### **5.3.4 Local Officers of Indigenous Health**

- a) A Local Officer of Indigenous Health will be selected each year in September from the Medicine 1 Class,
- b) The Local Officers of Indigenous Health shall hold their position for a period of 2 Academic Years,
- c) The selection process for Local Officers shall be administered by the Indigenous Health Promotions Group, in collaboration with Ongomiizwin - Education,
- d) All students who self identify as Indigenous shall be invited to participate in the selection process.

### **5.3.5 Medtorship Program Coordinators**

- a) New Medtorship Program Coordinators should be appointed in May of each year from the Medicine I class to serve until the completion of Medicine II.
- b) The outgoing Medtorship Program Coordinators shall send an email to the Medicine I class outlining the positions and requesting applications of a format of their choosing. c) In the event of more than two applicants, the outgoing Medtorship Program Coordinators should conduct interviews of all applicants.
- d) The outgoing Medtorship Program Coordinators should consult MMSA Selections Committee regarding the application requirements and appointment.
- e) The Student Affairs office should be made aware of any new appointment.

### **5.3.6 Other Representatives**

- a) All other representatives shall be appointed at the discretion of the Senior Stick. b) All requests for student representatives on committees, or working groups should be directed to the Senior Stick.
- c) As a general procedure, positions should first be offered to the MMSA Council Members, followed by Class Council members, followed by the Medical Student Body.

## **5.4 Non-Elected Class Positions**

Non-Elected Class Positions shall be appointed by the procedures listed below.

### **5.4.1 Class Treasurers (2 Positions)**

- a) Shall be appointed at the discretion of the Class President, with input from their Class Council.



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- b) Should be appointed as soon as possible following the Medicine I class elections.

#### **5.4.2 Class Council Secretary**

- a) Shall be appointed at the discretion of the Class President, with input from their Class Council.
- b) Should be appointed as soon as possible following the Medicine I class elections.

#### **5.4.3 Yearbook Committee Representatives (3 Positions)**

- a) Shall be appointed at the discretion of the Class President, with input from their Class Council.
- b) One Representative shall be deemed “Lead Editor” at the discretion of the Class Council.
- c) Should be appointed as soon as possible following the Medicine I class elections.

#### **5.4.4 BSc. Medicine Representative**

- a) Shall be appointed at the discretion of the Class President, with input from their Class Council.
- b) Should be appointed in January/February of the Medicine I year from the class’ BSc. Program cohort.

#### **5.4.5 Orientation Week Coordinators (2 Positions)**

- a) Shall be appointed at the discretion of the Class President, with input from their Class Council.
- b) Should be appointed in May of the Medicine II year.

#### **5.4.6 Graduation Committee**

- a) Shall be appointed at the discretion of the Class President, with input from their Class Council.
- b) Should be appointed at a convenient time in the Medicine III year.

#### **5.4.7 Med I Academic Boot Camp Coordinator**

- a) Shall be appointed at the discretion of the Class President, with input from the Class Council.
- b) Should be appointed by the incoming Medicine 2 Class Council, following their election.



**Adopted Feb 16 2021**

## **6.1 MMSA Council Members**

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

a) At least one of the following must occur for the removal of member of the MMSA Council to be considered:

- i. A petition signed by 30% of the student body, with at least 10 signatures from each class, presented to the Senior Stick or the Vice-Stick Internal.
- ii. A consensus between 3 of the 4 following Executive Members:

- Senior Stick
- Vice-Stick Internal
- Vice-Stick External
- Senior Treasurer

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

b) Once one of these criteria has been met, the following should take place:

- i. Both the Council Member in question and a representative of the persons wishing for their removal shall have an opportunity to present their case to the MMSA Council.
- ii. A Secret Ballot vote of the entire MMSA Council (including the Honorary Senior Stick) shall be conducted to determine the status of the Council Member in Question. A two-thirds majority shall be necessary to remove the Council Member.

c) Any Council Member who is removed from medical school shall be removed from their office.

d) Any Council Member who ceases to be a member of their class, or takes a leave of absence may be removed from their office at the discretion of the MMSA Council.

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

f) In the event a Council Member is removed or withdraws:

- i. An email shall be sent to all four classes indicating that the Council Member has stepped down.
- ii. The UGME Office and UMSU shall also be notified of the status change by the



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Senior Stick.

- iii. The responsibilities of the removed/withdrawn Council Member shall be divided amongst the remaining Council Members until a replacement may be found.
- iv. A by-election shall be held as soon as possible to fill the vacant position if deemed

necessary by the MMSA Council, with the following clarifications:

1. If the Vice-Stick External, Senior Treasurer, or Global Health Liaison Sr. is the Council Member who has been removed or has stepped down, then the corresponding Junior Representative will fill the role for the remainder of the current year as well as the following year to complete their two-year term of office. At the discretion of the MMSA Council, another student may be elected in a by-election to fill the vacated Junior Representative position for the balance of the academic year, at which point the position will be reopened for the April/May MMSA Executive Election (or the September Medicine I Class Election in the case of GHL Jr).
2. All other positions shall be filled via By-Election for the balance of the year at which point the position will be reopened for the April/May MMSA Executive Election.
3. A removed Council Member may not run for election in the By-Election to replace them.

## 6.2 Elected Class Council Members

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

a) At least one of the following must occur for the removal of member of an Elected Class Council Member:

i. A petition signed by 50% of the class, presented to a member of the Class Executive

ii. A consensus between 2 of the 3 following Executive Members:

- Class President
- Academic Representatives

With the exception of gross inappropriate behavior, at least 1 verbal and 1 written warning should be issued by the Class President and/or Class Academic Representatives at least one month apart to the Class Council Member in question prior to removal to indicate deficiencies.

b) Once one of these criteria has been met, the following should take place:

iii. Both the Council Member in question and a representative of the persons wishing for their removal shall have an opportunity to present their case to the Class Council.

- This meeting shall be chaired by the Class President, or a member of the MMSA Executive Committee should there be a conflict of



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interest.

iv. A Secret Ballot vote of the entire Class Council (including appointed members) shall be conducted to determine the status of the Council Member in Question. A two-thirds majority shall be necessary to remove the Council Member.

c) In the event that time sensitive duties are not being completed, the Class President may create an appointed position at any time, to ensure the duties are fulfilled.

- d) Any Class Council Member, who ceases to remain in their class shall be removed from their office.
- e) Any Class Council Member who takes a leave of absence may be removed from their office at the discretion of their Class Council
- f) Any elected class representative may withdraw from their position by submitting a letter of resignation to the Class President. Class Presidents who wish to withdraw from their position may submit a letter of resignation to the Senior Stick.
- g) In the event an elected class representative is removed or withdraws:
  - i) An email shall be sent to the class indicating that the elected class representative has stepped down.
  - ii) The UGME Office shall also be notified of the status change by the Class President, if deemed necessary.
  - iii) The responsibilities of the removed/withdrawn elected class representative shall be divided amongst the remaining elected class representatives until a replacement can be found.
  - iv) If deemed appropriate by the Class Council, a by-election shall be held as soon as possible to fill the vacant position.
    - 1. Positions filled by by-election shall last the balance of the term of office.
    - 2. The person removed from office may not run in the by-election.

### **6.3 Non-Elected MMSA and Class Positions**

It may be necessary at some point for a student holding a non-elected MMSA/Class position to be removed from said position. Reasons may include but are not limited to: not fulfilling their responsibilities or acting in a manner inappropriate for a student representative.

- a) At least one of the following must occur for the removal of Non-Elected member of the MMSA or Class Council:
  - i) Two-thirds agreement of the Executive Committee for MMSA positions,
  - ii) Agreement of the Class President and both of the Class Academic Representatives for Class Positions



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

- b) Any person holding a non-elected MMSA/Class position who withdraws from medical school, fails a year, or takes a leave of absence longer than one month may be removed from their office at the discretion of the MMSA Senior Stick/Class President.
- c) Any person holding a non-elected MMSA/Class position may withdraw from their position by submitting a letter of resignation to the Senior Stick/Class President, as appropriate.
- d) In the event that a student is removed or withdraws from their non-elected MMSA/Class position:



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

### *Bylaw 7: Financial Procedures*

#### **7.1 MMSA Revenue**

- a) All MMSA members shall pay membership fees in each year for membership in the MMSA. This fee is paid with tuition fees and shall be disbursed by UMSU. This fee shall go toward MMSA operational costs, and CFMS dues,
- b) The MMSA receives a small grant for each student member of Doctors Manitoba per year from Doctors Manitoba,.
- c) Profits from any MMSA programming and donations to the MMSA shall be incorporated into MMSA funds.

#### **7.2 MMSA Financial Procedures**

- a) The fiscal year of the MMSA shall commence on July 1 and end on June 31.
- b) All income and expenditures shall be tracked by the MMSA Treasurers.
- c) Signatories on the MMSA Account shall be the Senior Stick, Vice-Stick Internal, Senior Treasurer, and Junior Treasurer. All cheques must have two signatures, including one of the MMSA treasurers.
- d) All accounts contracted by the MMSA, MMSA Council or any other MMSA Committee shall be paid upon approval of the MMSA Council.
- e) All payments must be receipted, invoiced or approved in the minutes of a meeting.
- f) The Senior Stick and Vice-Stick Internal have discretionary spending authority;



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- however, spending must be approved at the next MMSA Council meeting. g) The MMSA Programmers together may approve changes in MMSA event expenses up to a net profit decrease of \$200.00.
- h) The MMSA Account may act as the bank account for student projects if deemed appropriate by the Executive Committee.
  - i) The Senior Stick shall monitor and authorize deposits and expenditures from any university accounts allocated to the MMSA by liaising with the UGME office.

#### **7.3 Class Council Financial Procedures**

- a) Upon appointment of Class Treasurers in the Medicine I year, the Class President and Class Treasurers shall open a joint Class Bank Account.
- b) Signatories on the Class Account shall be the current Class President, and Class Treasurers

- c) All expenditures and reimbursements must be approved by at least two of the above.
- d) Class Council Members must submit a budget to their Class Executive for approval at least two weeks prior to the occurrence of expenses
  - i) Class Executive may make exceptions at their discretion
- e) All income and expenditures shall be tracked by the Class Treasurers
- f) Any class programming that results in a net-loss must be approved by a majority vote of Class Council
- g) Class Representatives may use the class account as a temporary holding account, for revenue generated from their programming, provided their programming expenses do not exceed their aforementioned revenue.
- h) In the Medicine IV year, any remaining unspent funds shall go towards graduation costs.
- i) Upon Graduation, all remaining debts shall be settled within the next 6 months and the account subsequently closed.

#### *Bylaw 8: Committees*

The following shall be standing committees of the Manitoba Medical Students' Association:

1. The Executive Committee
2. The Selections Committee
3. The Finance Committee
4. The Teaching Awards Committee
5. The Wellness Committee
6. The Student Initiative Grant Committee
7. The CFMS Subcommittee
8. The Board of Appeals



#### **Adopted Feb 16 2021**

- a) A majority of voting members or their appointed proxy of a committee shall have a quorum to do business.
- b) All committees shall perform any duty specified herein or prescribed by the legislation thereof or at the discretion of the Manitoba Medical Students' Association Council.

#### **8.1 Executive Committee**

- a) The following shall be members ex-officio of the Executive Committee:
  - 1) Senior Stick
  - 2) Honourary Senior Stick
  - 3) Vice Stick Internal
  - 4) Vice Stick External
  - 5) Senior Treasurer
- b) The chairperson of the Executive Committee shall be the Senior Stick.
- c) The Executive Committee shall be responsible for implementing any motions passed by the Manitoba Medical Students' Association Council. It shall not, through action or failure to act, contradict in any way a motion passed by the Manitoba Medical Students' Association Council or the legislation thereof.

- d) The Executive Committee shall keep a journal of its proceedings and from time to time publish the same, excepting such parts as may in their judgement require confidentiality.
- e) Any financial expenditure by the Executive Committee must be reported to Manitoba Medical Students' Association council within 30 days of the incurrence of such expenditure.
- f) All actions of the Executive Committee shall be reported to and be held accountable by the Manitoba Medical Students' Association Council on a regular basis.

## **8.2 Selections Committee**

- a) The Vice-Stick Internal shall be the only ex-officio member, and chairperson of the Selections Committee.
- b) The Selections Committee shall be composed of four representatives, preferable one from each class, and preferable students that sit on the Manitoba Medical Students Association Council, or their respective Class Council. Appointment to the Selections Committee is at the discretion of the Vice-Stick Internal.



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- c) The Selections Committee may invite other members of the Manitoba Medical Students Association with specific expertise or knowledge to participate in selections as deemed necessary by the chair.
- d) Shall work in collaboration with relevant stakeholders to oversee the collection of applications for non-elected positions, including but not limited to:
  - 1. GAAC Representative Junior
  - 2. Medtorship Program Coordinators
  - 3. Teaching Awards Committee
- e) Shall assist current position-holders at their request, through any of the following means:
  - 1. Review of applicant supporting documents
  - 2. Interviews of applicants
  - 3. Other methods at the discretion of the Selections Committee
- f) The Selections Committee shall have final approval or veto power for any MMSA appointed positions.
- g) The Selections Committee shall report to the Senior Stick.

## **8.3 Finance Committee**

- a) The following shall be members ex-officio of the Finance Committee:
  - 1. Senior Stick
  - 2. Vice-Stick Internal
  - 3. Senior Treasurer

#### 4. Junior Treasurer

- b) The Chairperson of the Finance Committee shall be the Senior Treasurer.
- c) The Finance Committee shall be signatories on the MMSA Account. All cheques must have two signatures, including one of the Treasurers.
- d) The Finance Committee shall meet on an as needed basis, and are responsible for ensuring that the Financial Procedures outlined in the Manitoba Medical Students' Association Bylaws are followed.
- e) The Finance Committee shall report to the Manitoba Medical Students' Association.

#### 8.4 Teaching Awards Committee



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- a) The Teaching Awards Committee shall be composed of two representatives from each class.
- b) The Teaching Awards Committee shall be chaired by the Medicine IV representatives.
- c) Each committee member shall represent their class for all four years of the medicine program.
- d) The position of Teaching Awards Committee representative shall be advertised in conjunction with Medicine 1 Interest Group Executive Positions in August/September of each year.
- e) Should there be more than two applicants, the Teaching Awards Committee shall conduct interviews of all applicants and consult the Vice-Stick Internal and the MMSA Selections Committee regarding the application requirements and appointment.
- f) The Teaching Awards Committee shall organize the annual Teaching Awards Ceremony including:
  - 1) Nomination and election of teaching award recipients
  - 2) Purchase of plaques and pins for teaching award nominees and recipients.
  - 3) The Teaching Awards Committee shall report all activities to the MMSA Vice-Stick Internal.

#### 8.5 Wellness Committee

- a) The following shall be members ex-officio of the Wellness Committee:
  - 1) The MMSA Wellness Representative
  - 2) Wellness Representatives from each Class Council
  - 3) Other Representatives as needed at discretion of the Wellness Committee

- b) The Wellness committee shall be chaired by the MMSA Wellness Representative.
- c) Shall consult with and advocate on behalf of medical students.
- d) Shall be knowledgeable on wellness and mental health resources available to MMSA members.
- e) Shall liaise with the UGME Department of Student Affairs, and the University of Manitoba Department of Student Affairs and other University bodies as deemed appropriate by the



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committee.

- f) The Wellness Committee shall report to the MMSA council.

### **8.6 Student Initiative Grant Committee**

The Student Initiative Grants (SIG) Committee shall promote and administer the SIG program outlined in the MMSA Student Initiative Grants Program Guidelines to ensure that medical students at the Max Rady College of Medicine have a fair opportunity to obtain funding for their projects and initiatives.

- a) The following shall be members ex-officio of the SIG Committee:
  - i) Senior Stick
  - ii) Vice-Stick Internal
  - iii) Junior Treasurer (non-voting)
  - iv) Senior Treasurer
  - v) Corporate Relations Representative
  - vi) MMSA Wellness Representative
  - vii) Global Health Liaison Senior
  - viii) Local Officer of Indigenous Health Senior
- b) The SIG Committee shall be chaired by the Senior Stick.
- c) Shall review the MMSA SIG Committee Terms of Reference and MMSA SIG Program Guidelines at the beginning of each academic year (defined as August 1st - July 31st) and recommend changes for approval to the MMSA Executive Council..
- d) Shall set deadlines for the SIG program and publicize said dates to all MMSA members on or prior to October 1st of that academic year.
- e) Shall review grant applications and fairly distribute funds approved for the SIG Program by the MMSA Council each year.
- f) Shall meet at least three times a year, including once in September, and at least once within 4 weeks after each deadline for the SIG program. Additional meetings may be called by the Chair as deemed necessary.
- g) Each member shall have one vote, except for the Junior Treasurer who is non-voting.

## 8.7 CFMS Subcommittee



**Adopted Feb 16 2021**

- a) The following shall be members ex-officio of the CFMS Subcommittee:
  - 1) The Vice-Stick External/Vice-Stick External Jr.
  - 2) Global Health Liaison Sr./Jr.
  - 3) Government Affairs and Advocacy (GAAC) Representatives Sr./Jr.
  - 4) MMSA Wellness Representative
  - 5) Any other CFMS-affiliate positions
- b) Shall be chaired by the Vice-Stick External.
- c) Shall be knowledgeable on initiatives and on-going events related to CFMS activities.
- d) Shall share opportunities offered by the CFMS to MMSA members and encourage MMSA members to be involved in various CFMS initiatives.
- e) Shall be responsible for distribution of the CFMS communique to Manitoba Medical Students.
- f) Shall collaborate together and act as a support to assist in the execution and planning of CFMS-related activities or initiatives.
- g) The CFMS Subcommittee shall report to the MMSA Council.

## 8.8 Board of Appeals

- a) Judicial power for all Manitoba Medical Students' Association related matters shall be vested in one supreme Board of Appeals.
- b) No person shall be a member ex-officio of the Board of Appeals.
- c) The Board of Appeals shall be composed of no more than three voting members of the Manitoba Medical Students' Association and no less than two non-voting members of the Manitoba Medical Students' Association.
- d) The members of the Board of Appeals shall be selected in a regular council meeting with two-thirds of the voting members present.
- e) No person shall be a member of the Board of Appeals who is an Elections Officer.
- f) No person shall be a member of the Board of Appeals who is the Senior Stick of the Manitoba Medical Students' Association.





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- g) No person shall be a member of the Board of Appeals who is partisan in an election, complaint, or appeal.
- h) The Board of Appeals shall have final rulings on all hearings of complaints or appeals on matters regarding the members or bodies of the Manitoba Medical Students' Association, excepting the removal or impeachment of a member.
- i) If a complainant, appellant, or defendant has a grievance with the Board of Appeals, it shall be the responsibility of the Executive Committee to resolve the process so that justice is upheld.
- j) Only where the matter at hand is beyond the scope of the jurisdiction of the Manitoba Medical Students Association, shall extra-judiciary measures apply and supersede the ruling of the Board of Appeals.

### *Bylaw 9: Use of the MMSA Crest*

#### **9.1 The MMSA Crest**

The MMSA Crest is shown in the accompanying design.



#### **9.2 Permitted Usage**

The MMSA Crest shall only be used by the MMSA Council

- a) In the MMSA Constitution, Bylaws, and Elections and Referenda Manual b) On MMSA letterhead and envelopes, to be used for MMSA minutes and official MMSA communications
- c) In MMSA sanctioned publications
- d) In MMSA sponsored partnerships
- e) In any other capacity upon prior approval by the MMSA Council

### *Bylaw 10: MMSA Council Meetings*

#### **10.1 Regular MMSA Council Meetings**

- a) MMSA Council meetings shall be called by the Senior Stick at a time that is convenient for members of the MMSA Council at least once per month during the academic year; this may be waived on a case-by-case basis by a motion moved by the Senior Stick and



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passed by the MMSA Council.

- b) All MMSA Council members are expected to attend regular meetings. If they are unable to attend they should notify the Senior Stick and Communications Representative at least 48 hours in advance of the meeting citing the reason. Proxies may be permitted by the Senior Stick on a case-by-case basis.
- c) Meetings should be scheduled at least one week in advance by the Senior Stick in order to increase Council Members' opportunity to make themselves available.
- d) The agenda for meetings shall be set by the Senior Stick 72 hours prior to the meeting.
- e) The April or May meeting of the MMSA Council shall be a joint meeting of the incoming and outgoing MMSA Council. New members shall assume office following this meeting.
- f) Minutes for MMSA meetings shall be taken by the Communications Representative and distributed via email to the MMSA Council no later than one week following the meeting. Minutes should also be posted online and available only to MMSA members, and shall remain available for a minimum of 1 year.

## 10.2 Emergency MMSA Meetings

- a) MMSA Council meetings can be called on an emergency basis by any member of the Executive Committee.
- b) Emergency meetings should only be called to deal with emergent or urgent issues, they should not be used as regular meetings.
- c) Minutes for MMSA Emergency Meetings shall be taken by the Communications Representatives and distributed via email to the MMSA Council no later than one week following the meeting. Minutes should also be posted online and available only to MMSA members, and shall remain available for a minimum of 1 year.

## 10.3 MMSA Meeting Procedures

- a) All MMSA meetings shall begin with the following land acknowledgement: *"The University of Manitoba campuses are located on original lands of Anishinaabeg, Cree, Oji-Cree, Dakota and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, as well as the continued harms, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration."*



**Adopted Feb 16 2021**

- b) Robert's Rules of Order (Revised) shall dictate the procedures of MMSA Council meetings.
- c) MMSA meetings shall be chaired by the Senior Stick or, in their absence, the Vice-Stick Internal.

- d) Two-thirds of the MMSA Council's voting members shall constitute a quorum of the MMSA Council.
- e) All voting and ex-officio members of the MMSA Council have full speaking privileges at MMSA meetings. Only voting members of the MMSA Council may move or second motions.
- f) Other MMSA members may attend and observe MMSA meetings; they may also participate if recognized by the Chair.
- g) Representatives of other organizations may make presentations at MMSA Council meetings with the approval of the Senior Stick. However, they must leave immediately following the presentation; this includes MMSA members who are making presentations or representing other organizations.
- h) Motions (excepting constitutional enactments/amendments) must receive approval by a simple majority (50% plus 1) of the MMSA Council voting members in attendance at the meeting to be adopted. Council members are expected to recognize issues wherein they have a conflict of interest and should abstain from voting in such scenarios.
- i) When urgency necessitates MMSA Council to use email voting, individuals shall email their vote to the organizing Communications Representative(s).
  - i) In such a case, all voting members of the MMSA Council will usually be considered to be in attendance.
- j) All MMSA Council members must submit a brief report to the Senior Stick outlining activities and progress-to-date prior to each meeting. The requirements for these reports may change at the discretion of the Senior Stick.



**Adopted Feb 16 2021**