



Calgary Medical
Students Association

Constitution

Spiny Lumpsucker Executive Council
Class of 2025

Cumming School of Medicine
University of Calgary





CMSA Constitution: Revisions & Past Versions

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DEFINITIONS	
Active Council:	<p>The Active Council refers to the second and first-year council members. There is a period from January to September, where the active council is entirely composed of the second-year council members.</p> <ul style="list-style-type: none"> • The council members shall be considered to be 'First Year' from the time of election until the last day of December of that year. • They will then be 'Second Year' council members from January 1st until the last day of December of that year, after which they will become 'Third Year' council members until graduation.
CMSA Executive Council:	The CMSA Executive Council comprises the Vice-Presidents and President. Referred to as "the executive" or "Council" or "the Council".
Signing Officers:	The Signing Officers of the Council refers to the President, VP Events, and VP Finance and Operations.
CMSA General Council:	The CMSA General Council refers to all elected CMSA members.
CMSA Membership:	This includes all those who paid membership fees.
Active Member:	Medical Student in Years 1-3 of the program who have paid membership fees, as well as students completing an extended clerkship.

	Referred to as “Active Members” or the “Electorate”.
General Meeting:	Meeting of all active CMSA Members.
Class Meeting:	Meeting of all CMSA members of the respective class.

ARTICLE I – ORGANIZATION NAME

This organization shall be known as the Calgary Medical Students' Association (hereafter referred to as the CMSA.)

ARTICLE II - OBJECTIVES

The objectives of the CMSA shall be to deal with all matters pertaining to the general welfare and activities of its members for the duration of their affiliation with the UME Program. In particular, the CMSA intends:

- i. **To liaise with and represent its members to the Faculty of Medicine, or any other body should such communication or representation at any time be deemed desirable or necessary.**
- ii. **To consider the initiation, coordination, and/or maintenance of extra-curricular activities formally requested by its members.**
- iii. **To initiate in the procurement of, co-ordinate the usage of, and/or maintain facilities available to its members.**
- iv. **To advocate on behalf of our members on matters pertaining to the medical school experience.**

ARTICLE III - BY-LAWS

The business and proceedings of the CMSA shall be conducted in accordance with these by-laws:

1. Constitution Amendments

- The CMSA Constitution may be amended by a simple majority of pre-clerkship students in favor of a proposed Constitutional amendment for both General Meeting and Referendum processes.
- Proposed amendments must be submitted to the President. Council will then decide if the amendment is trivial/non-controversial, or non-trivial/controversial. A simple majority of the council must agree on the nature of the amendment.

- If the proposed amendment is deemed non-trivial, the valid names and signatures of at least 5% of the active CMSA members' class must be submitted to Council.
- The process to amend is one of the following:
 - The proposed amendment must be posted to all Active Members 1 week prior to the General Meeting or Referendum (including the valid names and signatures of members in support of a non-trivial or controversial amendment).
 - All amendments deemed trivial or non-controversial will be addressed at an Annual General Meeting according to the process outlined in **Article V.3. ii.**
 - If the amendment is deemed non-trivial or controversial, or if the amendment proposed at a General Meeting was challenged successfully as non-trivial, a Referendum process will be selected. The ballot should contain the present relevant article and section(s) (if in existence), the proposed amendment, and place to indicate acceptance or rejection.
- The final decision regarding the acceptance or rejection of the amendment(s) shall be made available to all Active Members within one week of the General Meeting or Referendum.
- Amendments to the following shall be deemed excused from requiring a General Meeting or Referendum for approval:
 - Editorial changes – grammar, spelling, organization
 - Definitions
 - Article VI – Individual Duties for each Executive Position
 - Article XIII - Finance
 - Appendices A & B

2. **General Operations**

- It is the responsibility of the 'Second Year' council members to preside over the general operations of the CMSA.

3. **Honoraria**

- CMSA members will personally decline honoraria from all CMSA-related affairs.
- In the event that an organization does not accept the decline and will issue an honorarium, all funds received should be transferred to the CMSA account through the VP Finance and Operations.

4. **Electoral Tie – Executive & Non-Executive Positions**

- In the event of a tie during an election for an executive position, a bi-election will be held including only the individuals who tied.

- In the event of a tie during an election for a non-executive position, the executive council will decide by majority vote whether a bi-election or a or accommodation of both candidates to the position will be made on a case-by-case basis.

ARTICLE IV – MEMBERS

1. Active members

- The members of the CMSA shall be comprised of active members.
- All students registered in the Undergraduate Medical Education (UME) Program in the Faculty of Medicine at the University of Calgary shall be active members of the CMSA and share in its rights, privileges and obligations.

2. Honorary Members of the CMSA

- Graduates of the UME Program of the University of Calgary and individuals whose contributions to the medical school are felt to be outstanding by the CMSA shall be honorary members of the CMSA.

ARTICLE V – CMSA COUNCIL

1. CMSA Council

- There shall be a legislative body of the CMSA called the CMSA Council.
- The elected council of the CMSA shall have full authority to carry out and enforce its mandate.
- This council shall retain the power to transact all ordinary business of the CMSA.

2. Council members

- The council shall consist of the following active voting members:

Role	Year of Class
▪ President	First & Second Year
▪ VP Academic	Two each from First & Second Year
▪ VP External Affairs Provincial	First & Second Year
▪ VP External Affairs National	First & Second Year
▪ VP Student Advising & Wellness	First & Second Year
▪ VP Finance and Operations	First & Second Year

▪ VP Events	Two each from First & Second Year
▪ VP Global & Community Health	First & Second Year
▪ VP of Equity, Diversity & Inclusion	First & Second Year
▪ VP Communications	First & Second Year

3. Duties of the Executive Council

- Duties of the executive shall be to conduct the general business of the active members.
- The council shall:
 1. Hold monthly meetings (except if these conflict with July Pre-Clerkship Electives) scheduled by the Second Year President.
 2. Conduct all general business and supervise the finances of the CMSA.
 3. When necessary, specify the duties of, and appoint or put up for election, class representatives and committees.
 4. Supervise the proper care and maintenance of the facilities available exclusively to CMSA members.
 5. Prepare additions and amendments to the Constitution according to **Article III.1** when necessary.
 6. The Constitution must be reviewed by both incoming and outgoing Council before outgoing Council begins clerkship.
 7. Prepare a year-end report and transition document to be passed on to the successive council.
 8. Ensure a transition has occurred between outgoing and incoming representatives in each portfolio.

4. Meetings

- i. **CMSA Council Monthly & Emergency Meetings**
 - The Council shall assemble at the request of the President or VP Communications who will inform the members at least seven calendar days in advance.
 - CMSA Council meetings will be open to all active members of the CMSA by default.
 - Active Members who do not hold executive positions are not allocated speaking rights to discuss resolutions but are able to give presentations to council.
 - Council Members may yield time to any individual present at a council meeting in accordance with Roberts' Rules of Order.

- The President retains the right to call a closed meeting, comprising of only the executive, if deemed appropriate.
- The President may from time to time request an emergency meeting.
- Emergency meetings shall not require seven calendar days' notice and attendance cannot be mandatory.
- Unless otherwise specified in the CMSA Constitution, any resolution that needs to be voted on shall have a passing threshold of simple majority (50%+1) of voting members from the active council. Quorum shall consist of three-quarters of Active Council.
- All matters not readily decided by the Council shall be taken up by a general meeting of the general student body as defined in Section 3.c. below, when a plebiscite is deemed necessary.
- There will be NO Voting by Proxy.
- Council Members are permitted to submit their vote via email prior to the meeting or via teleconference during the meeting.
- Any business, as designated by the President, can be deliberated and decided via email. In this case, quorum shall consist of three-quarters of Active Council.
 - The results of an email vote must be recorded in the minutes of the next Executive Meeting.
- Council minutes shall be kept by the VP Communications. Council is to approve the minutes from the previous meeting at the beginning of the subsequent meeting.
- Once approved, the VP Communications will send the document to be posted to the CMSA Website to the IT Officer.

ii. **General Meetings (Consists of all active CMSA members)**

- A general meeting will be called by the President whenever they, the Council, or ten percent (10%) of the active members, by written request, deem it necessary.
- A general meeting will be advertised to the general student body as far in advance as possible.
- Business shall be decided by a simple majority vote (50%+1) of those present.
- Minutes shall be recorded by the VP Communications and posted to the CMSA website once approved by Council.

iii. **Town Hall (Consists of all members of a single year)**

- A Town Hall will be called by the President whenever they or ten percent (10%) of the active members of the class, by written request, deem it necessary.
- A class meeting will be advertised as far in advance as possible.
- Business shall be decided by a simple majority vote (50%+1) of those present.

- Minutes shall be recorded by the VP Communications and posted to the CMSA website once approved by Council.

iv. **Rules of Order**

- Meetings of the CMSA shall be conducted according to the by-laws set forth in this Constitution and, where the by-laws do not specify otherwise, the most recent published version of Robert's Rules of Order Newly Revised.

ARTICLE VI - Individual Duties for Each Executive Position

The duties of the executive positions of the three medical classes shall be as outlined below. All indicated dates and responsibilities are subject to non-substantive change WITHOUT requiring amendment of this Constitution:

A. CMSA President	
I. The 2nd Year President shall:	<ol style="list-style-type: none"> 1. Call meetings of the Council in accordance with Article V.4. 2. Conduct and preside over all such meetings. 3. Direct the activities of the CMSA. 4. Be an ex-officio member on all sub-committees of the CMSA. 5. In accordance with the wishes of the Council, call general meetings of the CMSA, and shall preside over those meetings. 6. Be responsible for removal of council members according to Article XVI, Section 2(B). The elections officer would then be responsible for an election to be held to replace the ex-member. 7. The President or an appointed designate shall be the official representative of the Cumming School of Medicine MD student body and represent the views of the CMSA on all correspondence. 8. Act as a liaison between the Council and the members. 9. Keep the members well informed of the business of the Council. 10. Conduct yearly updates of the CMSA Constitution (generally between February and June), provide new copies of the constitution to all members and ensure the presence of a single copy of the constitution is at each CMSA Council meeting. 11. Serve as a voting member of the Faculty Council.

	<p>12. Maintain communication with the Student Professionalism Committee to remain informed about class professionalism issues.</p> <p>13. Oversee the Accreditation Committee with the 1st and 3rd year presidents.</p> <p>14. In the event of significant developments relevant to medical students, medical education, or the medical profession, create a sub-committee to respond on behalf of the CMSA.</p>
II. The First Year President and Third Year President (Past-President) shall:	<p>1. Assist the 2nd year President in all their activities when requested.</p> <p>2. The 3rd year President is to act as an advisor with regards to clerkship matters. The 2nd year President is to reach out to the 3rd year president when required.</p>

B. The VP Academic (x2) shall:
<ol style="list-style-type: none"> 1. Represent and advocate for current and future medical classes on the Undergraduate Medical Education Committee (UMEC) and its subcommittees RIME Pre-Clerkship Committee (RPCC), Clerkship Committee (CC), and Student Evaluation Committee (SEC), as well as the Canadian Federation of Medical Students' Academic Round Table (CFMS ART). 2. Act as a student representative for any focus groups that arise from the above committees. The Exam Representative may act as a student representative in place of the VP Academics for sub-committees arising from the SEC. 3. Oversee and support all elected representatives in the VP Academic portfolio as outlined in Appendix A. 4. Act as student representatives (if requested) on student appeals to the SEC. The Exam Representative may act as a student representative in this capacity in place of the VP Academics. 5. Engage with student representatives in VP Academic roles across the country to assess national issues and develop coordinated responses to address them. 6. Spearhead and continue projects to improve the educational experience at the Cumming School of Medicine. 7. Advocate on behalf of the students at the Cumming School of Medicine during all engagements with governing bodies, or those who have the potential to shape school policy. 8. This role is committed to liaise with BIPOC student groups and VP EDI regarding representation in the curriculum and act as an advocate for those groups in meetings with Pre-Clerkship Faculty.

9. This role is committed to liaise with the VP SAW and student representatives from the class in Wellness-Academic Roundtables and act as an advocate for those groups in meetings with faculty.
10. Attend medical education conferences on behalf of the University of Calgary, including the Western Dean's Conference and the CFMS general meetings.

C. The VP External Affairs National shall:

1. Oversee and meet with the Government Affairs & Advocacy Committee (GAAC) Representative and sit ex-officio on the committee.
2. Co-chair the External Affairs Committee.
3. Organize the following events: Welcome to the CFMS (Fall) and the Advocacy Symposium (in collaboration with the VP External Affairs Provincial and other VPs as required).
4. Work with the VP External Affairs Provincial and VP Finance & Operations to co-evaluate travel and conference funding applications and oversee the distribution of CMSA Conference Funding to students.
5. Represent the CMSA within the CFMS, attending the General Meetings as CFMS Junior Representative at the Fall Annual General Meeting in their first year, and as CFMS Senior Representative at the Spring General Meeting and Fall General Meeting in their Second Year.
 - i. This role will liaise with BIPOC student groups and the VP EDI prior to general meetings to accurately represent the CMSA, especially when anti-racism, diversity and other EDI items will be discussed.
6. Communicate CFMS opportunities, initiatives, and ideas to the council and UofC medical students at large, documenting all communication efforts in internal (CMSA) quarterly reports.
7. Carry out any other duties as mandated by the CFMS including liaising with appropriate Local Representatives of student groups prior to conferences including but not limited to: the CMSA President and VP Academics..
8. Prepare a handover document for the incoming VP External Affairs National (as per 'Article VII' of this Constitution)

D. The VP External Affairs Provincial shall:

1. Be the official University of Calgary medical student representative for the Alberta Medical Association (AMA), the College of Physicians & Surgeons of Alberta (CPSA), and the Canadian Medical Association (CMA).

2. Be a member of the Alberta Medical Association (AMA) Committee on Student Affairs and chair this committee in second year.
3. Be an observer at the AMA Representative Forums in first year and a delegate in second year. Organize the University of Calgary student delegations to the Representative Forums in second year.
4. On alternating years with the University of Alberta, the second year VP External Affairs Provincial shall be an observing member of the Board of Directors of the AMA
 - i. On alternating years with the University of Alberta, the second year VP External Affairs Provincial shall be a non-voting student observer member of the Council of the College of Physicians and Surgeons of Alberta (CPSA).
5. Oversee and meet with AMA Subcommittee Representatives and create new representative positions for any and all new AMA subcommittees which require student representation. These representatives will be chosen through an application process.
6. Work with the VP External Affairs National and VP Finance & Operations to co-evaluate CMSA travel and conference funding applications and oversee the distribution of CMSA Conference Funding to Students.
7. Work with the VP External Affairs National to organize the annual Advocacy Symposium.
8. Organize AMA President Meet and Greet luncheons with students based on availability.
9. Co-chair the External Affairs Committee with VP External Affairs National.
10. This role will also liaise with BIPOC student groups and the VP EDI prior to general meetings to accurately represent the CMSA, especially when anti-racism, diversity and other EDI items will be discussed.

E. The VP Student Advising & Wellness shall:

1. Sit on the Student Advising & Wellness Committee in first and second year, act as committee chair in second year, and, if requested, assist the committee in third year.
2. Liaise with CMSA VPs to ensure wellness resources and initiatives are distributed to the class, available and kept up to date. This includes collaboration with VP EDI in maintaining BIPOC Wellness resources and initiatives.
3. Liaise with all club executives and other elected representatives as outlined in Appendix A and ensure that their interests are represented to council.
4. Encourage the nomination of appropriate faculty members for main campus University of Calgary teaching awards.
5. Oversee the Clubs Funding and Application Processes.
6. Advocate on behalf of the class on all wellness and advising endeavours and/or concerns.
7. Oversee the Upper-Year Buddy pairing process each year with the VP Events.

8. Oversee the We Care Committee.
9. This role is committed to liaise with the VP Academics and student representatives from the class in Wellness-Academic Roundtables and act as an advocate for those groups in meetings with faculty.

F. VP Finance and Operations

The First Year VP Finance and Operations shall:

1. Keep a list of all incoming/new members.
2. Be responsible for maintaining the CMSA business file.
3. Assist the 2nd year VP Finance and Operations in all their activities where required, as outlined below.

The Second Year VP Finance and Operations shall:

1. Take charge of all CMSA funds and keep detailed accounts of all receipts and all disbursements in books belonging to the CMSA.
2. Produce a statement showing assets, liabilities and financial condition of the CMSA (fiscal year end), in addition to a bimonthly statement to be presented at all regular meetings of the CMSA at request of the Council or President.
3. Prepare a detailed account of the yearly expenses and income and be responsible for distributing this report to the active members of the CMSA.
4. See that all expenditures have been duly authorized as per Article V, Sections 2, 5 and 9, and substantiated by proper itemized vouchers.
5. Ensure that all incoming funds in favour of the CMSA are deposited in an account owned by the CMSA as per Article V, Section 1.
6. Attend to the resolution of all accounts payable as soon as authorized to do so by the Council.
7. Prepare and submit a budget for the coming year to the Council as per Article V, Section 6.
8. Actively pursue sponsorship opportunities for the CMSA.
9. Ensure that the graduating class transfers all funds to the main CMSA account in a timely manner after graduation.
10. Oversee the funding of the CMSA Legacy Project.
11. Oversee the Clubs Funding and Application Processes.

	12. Work with the VP External Affairs Provincial and VP External Affairs National to co-evaluate travel and conference funding applications and oversee the distribution of CMSA Conference Funding to students.
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G. The VP Events (x2) shall:

1. Be responsible for overseeing the organization of all major student social events that must take place.
2. Be responsible for organizing events that promote class cohesiveness.
3. Help raise funds for the graduation of their own class (Nicknaming Ceremony).
4. Endeavor to foster a sense of community and encourage a culture of wellness within the lives of medical students at the Cumming School of Medicine.
 - i. Coordination and collaboration with relevant roles such as the VP EDI to promote a culture of inclusivity in events and event materials. An example being the MMI Video – VP EDI may offer insight into possibility of hurtful undertones or lack of racial diversity in the video.
5. Oversee the elected representatives as outlined in Appendix A.
6. Oversee and/or plan all student-run Orientation events in 2nd year.
7. Oversee Upper-Year Buddy pairing process with VP SAW.
8. Liaise with CMSA Executive roles to collaborate and provide knowledge and support for event planning where necessary.
9. Responsibilities by year (expected date):

Year 1	Year 2	Year 3
<ul style="list-style-type: none"> • After course exam parties (course dependent) • Malpractice Mixer (Inter-Faculty Event) (October) • Nicknaming Ceremony (February) 	<ul style="list-style-type: none"> • Chair Nicknaming Committee • Clerkship Send-off • Med Show/Head-Shave • Blood Drive • MMI Video/Weekend • After course exam parties (course dependent) • Meet & Greet (June) • Orientation (July-August) 	<ul style="list-style-type: none"> • CaRMS Application party (November) • CaRMS match party (March) • Graduation (May)

H. The VP Global & Community Health shall:

- 1. Manage the CMSA Global Health Portfolio:**
 - i. Liaise with relevant faculty members within UME (e.g. Med Skills—Global Health course chairs) and the Community Engagement office of the Cumming School of Medicine on issues, questions, concerns, initiatives, etc. regarding global health education of MD students.
- 2. Receive informal reports from and liaise with members of Global Health portfolio (elected representatives as outlined in Appendix A).**
- 3. Act as a Global Health Liaison for the CFMS-Global Health Portfolio according to the GHP Internal Operating Guidelines.**
- 4. Attend the CFMS-GHP Annual General Meeting.**
- 5. Liaise with Global Health-related CMSA officers and student groups including, but not limited to:**
 - i. VP EDI in the oversight of the Director of Community Outreach role as well as any EDI led events that align with the Global Health Portfolio.
 - ii. All 6 elected CMSA officers reporting to VP Global and Community Health (see Appendix A).
 - iii. Oversee the Clubs Funding and Application Processes to ensure groups whose mandates align with the Global Health Portfolio receive adequate funding.
 - iv. Advocate or inform the CMSA Council of any upcoming business related directly to Community Engagement and Global Health programs at the Cumming School of Medicine. Participate in their projects and working groups if applicable.
- 6. Hold a number of events each year to increase communication and engagement between branches of the Global Health portfolio and the class at large**
- 7. Uphold in their official activities, meetings (with CMSA, CFMS, and other official med school groups), and advocacy efforts:**
 - i. Principles of (but not limited to) global health equity, healthcare access, intentionality of effort, harm-reduction, ethical conduct, grassroots organizing, community consultation/ involvement, responsible learning practices, integrating social determinants of health into our education, Indigenous rights, climate justice, and other tenets of social equity and justice as they pertain to medical students/ medical training.
 - ii. Serve as a voice for the marginalized, underrepresented, or voiceless in the spaces of power to which they may be invited (e.g. National Day of Action/ Political Action Day, conversations/ meetings with medical school faculty, physician groups, etc.)

I. VP of Equity Diversity & Inclusion shall:

- 1.** The VP EDI must operate with an anti-racist and anti-oppression framework and be keen to promote social justice in medicine.
- 2.** Responsibilities include:
 - i.** To amplify the voices of students from minority groups and any organizations/CSM student clubs affiliated with minority populations, particularly those that are underrepresented in or historically marginalized by institutional medicine
NOTE: The VP EDI should not speak for, or on behalf of minority groups. Advocacy must occur with minority groups, not for them
 - ii.** To be open to represent and collaborate with any committee, working group or organization local, regional, provincial and national in addressing anti-racism work in medicine.
 - iii.** To liaise with the Anti-Racism Working Groups within the Office of Professionalism Equity and Diversity (OPED). This includes but is not limited to:
 - Coordinating with Pre-Clerkship Deans to ensure medical curriculum is inclusive and anti-racist.
 - Coordinating anti-racist and implicit bias training at student and faculty levels.
 - iv.** To meet regularly with the Dean of OPED to ensure student concerns are voiced, accountability within faculty is upheld, and actionable changes are made
 - v.** To provide a safe space for students suffering from racialized traumas by collaborating with VP Student Advising & Wellness.
 - vi.** To coordinate at least one student-run event promoting anti-racism in collaboration with the University of Calgary's Black Medical Students' Association (BMSA). This can be done in collaboration with VP Events and VP Community & Global Health.
 - The VP EDI will organize one event pertaining to Black History Month in February honoring the legacy and contributions of Black Canadians in medicine (past, present or future), and will confirm the suitability of the event with the BMSA.
 - **E.g.** The VP EDI may choose to feature Black members from the Cumming School of Medicine community (e.g. faculty, students, staff, patients) throughout the month of February in a web-series or other platform highlighting their contributions.
- 3.** Liaise with Equity, Diversity & Inclusion-related CMSA VPs, officers and student groups including, but not limited to:
 - i.** Overseeing the Clubs Funding and Application Processes to ensure groups whose mandates align with the Global Health Portfolio receive adequate funding.
 - ii.** VP SAW in ensuring wellness initiatives and resources for BIPOC students are available to students, distributed to CMSA members, and updated when necessary.

J. The VP Communications shall:

1. Manage the cmsa.studentgov@gmail.com email account.
2. Liaison with VP Finance to ensure the timely submission of Year Budget for March 1st of second year.
3. Communicate with their year's class to notify of upcoming deadlines, events, awards, bursaries etc.
 - This can be in the form that each year's VP communications sees fit for their current level of training (a weekly email works well for pre-clerkship, may be reduced in clerkship due to increased time commitments and decreased event load, but is at the discretion of the VP).
4. Compile, with contributions from the entire CMSA executive, and send a CMSA progress report to be sent out to the CMSA membership once per quarter. Progress report should include summaries of work up to date by all Council members.
5. Be responsible for monthly meeting room bookings and calendar invites.
6. Be responsible for collecting agenda items for monthly meetings and distributing meeting agenda to all council members.
7. Take minutes at all CMSA meetings.
8. Distribute monthly action item list and meeting minutes to the other members of the council for their review prior to the next monthly meeting.
9. Liaise with IT officer to ensure timely posting of the minutes to the calgarymsa.ca website.
10. Be responsible for keeping the most updated CMSA constitution and updating it following any amendments.
11. Be responsible for keeping the CMSA Google Drive up to date and organized
12. Oversee the IT Officer:
 - i. Work with the IT Officer to keep the calgarymsa.ca website current
 - ii. Update VP contact information
 - iii. Ensure student club and interest group contact information is up to date
13. Update constitution on the website after each yearly amendment and any amendments are made in monthly meetings
14. Be an open source of communication between all classes and the CMSA and UME. This includes, but is not limited to:
 - i. Receiving communications from the Dean's and/or the UME office and deciding the best way to distribute to the class.
15. Answer questions from undergraduate medical students or point them in a direction where their question can be best answered.

ARTICLE VII - NOMINATIONS, ELECTION AND TERMS OF OFFICE FOR CMSA COUNCIL MEMBERS/NON-EXECUTIVE POSITIONS

1. Elections Procedure

- In the first week of August of each year, the second-year Elections Officer and second-year Council shall solicit from the first-year class applications for the position of that class's Elections Officer.
 - The second-year Elections Officer and second-year Council shall then adjudicate the applications and appoint a member to serve as that class's Elections Officer for a term of three (3) years.
- In July of each year, the second-year Elections Officer and second-year Council shall solicit applications from the First-Year class for:
 - Exam Representatives
 - Indigenous Health Representative
- The second year Elections Officer and second year Council shall then adjudicate the applications and appoint a member to serve as that class's representative for the aforementioned positions until such positions can be formally voted on during the CMSA Executive elections, prior to the general elections. These (Executive and general elections) will be conducted via an election organized by the first-year Elections Officer.
- **Official transfer of the powers and responsibilities of second-year Council from the second-year Council to the first-year Council will occur at the Council meeting in December** which shall be attended by members of both the first and second-year Councils.
- **The following procedure will be followed for the CMSA Executive Council elections:**
 - *Word of mouth only.*
 - *The following are permitted:*
 - Talking with your peers in person is allowed.
 - Encouraging your peers to come to the designated speech time is allowed (this will be an event hosted for you by the CMSA).
 - *The following are NOT allowed:*
 - Online content, texting, and anything else that can be memorialized (i.e., saved) are NOT allowed.
 - Printed content is NOT allowed.
 - Speeches in front of the entire class outside the designated speech time are NOT allowed.

2. Election Periods:

- Each class will have three official election periods, and bi-elections as required.
- After each election, the active Council members will ensure a transition between the outgoing and incoming non-executive positions under their portfolio.

- Elections and bi elections can be held as required to fill vacant positions (both executive and non-executive).
- The timelines for this election can be adjusted if deemed necessary.

NOTE: All outgoing council members will meet with their first-year counterpart within 1 month of being elected and provide them with a handover document outlining the responsibilities of the role.

i. First Election:

- The **first election** should be held in **the last week of August** whereby the CMSA Executive and some non-executive positions are elected by the first-year class. This election shall fill the following positions:

• Class President	• VP Student Advising and Wellness
• VP External Affairs National	• VP Communications
• VP External Affairs Provincial	• VP Events (x2)
• VP Operations & Finance	• Block 1 Representative (x3)
• VP Academic (x2)	• Assessment Representative (x2)
• VP Global and Community Health	• Indigenous Health Representative
• VP Equity, Diversity & Inclusion	

ii. Second Election:

- The **second election** should be held in **early September**, when the remaining year 1 and pre-clerkship positions are filled.

iii. Third Election:

- The third election should be held near the end of the class' first year (late January). The remaining elected positions are voted upon.

3. Procedures for Nominations of Elected Positions

- All active members of the CMSA in the appropriate year of study shall be eligible for nomination except for the Elections Officer who shall not present themselves as a candidate for or hold any executive elected position of the CMSA.
 - If the elections officer runs for a non-executive position the results must be checked by the overseeing VP or President.
- No combined or team nominations shall be accepted.
- The nomination period shall consist of a minimum of four (4) business days and a maximum of seven (7) business days.
- Nominations shall be submitted to the Elections Officer.

- A list of the names of nominees, in the order in which nominations were received, shall be circulated by listserv to the class at least one (1) business day prior to the start of polling.
- Polling shall consist of a minimum of four (4) business days and a maximum of seven (7) business days.
- Candidates may only campaign via word-of-mouth prior to and during the polling period. Candidates may not campaign prior to the nomination period. Violation of this procedure may result in the termination of the candidate from the election on a case-by-case basis based on a simple majority (50%+1) Council vote.

4. Method of Election

- Voting shall be by secret ballot, using <https://mdsurvey.ucalgary.ca/evaluation/admin>.
- Any candidate may file with the Elections Officer a written application for a review of results of results within 24 hours of the posting of results.
- For any elected position where there is only one nominee running, a vote of confidence of 50% +1 is required for the position to be officially elected.
- The process for appointed positions will be left up to the portfolio to which they are assigned.

5. Duties of the Elections Officer

- The Elections Officer shall run all elections of the CMSA for their class in a fair and impartial manner.
- The Elections Officer shall disseminate all procedures for nominations of elected positions no sooner than one (1) month prior to the first election cycle to be circulated by listserv to the class.
- The Elections Officer shall open nominations and post notice of election not less than one (1) week before the beginning of polling.
- The second year Elections Officer shall consult with the CMSA Council and the UME to compile and publish, a month before each election, a list of positions up for election for the incoming class during both the fall and spring elections periods.
- The Elections Officer will meet with the council in the month preceding each election to review vacant positions.
 - Opportunity for CMSA and Elections officer to discuss timelines, elections manual and other pertinent elections details.
- The Elections Officer shall draft and publish Nomination and Election guidelines for each election period when nominations are opened. Any changes should be completed and approved by both first- and second-year Elections Officers.

- The Elections Officer shall ensure that all candidates shall be allowed equal opportunity to address the electorate by classroom address or email. The Elections Officer shall also book a lecture theatre and organize and chair CMSA Council candidate speeches during a convenient and maximally accessible time prior to the start of polling.
- The Elections Officer shall run all elections of the CMSA by secret ballot and ensure the security of the ballot.
- The Elections Officer shall make elections ballots listing candidates in the order in which their nominations were received.
- The Elections Officer shall ensure that any electronic voting system used maintains the anonymity of the secret ballot.
- The Elections Officer shall publish a list of elected representatives within three (3) business days of polls closing.

6. The Electorate

- The electorate shall consist of all active members of the CMSA for the appropriate class.

7. Vacant Positions

- In the event that the office of any representative on the CMSA Executive Council be vacant for any reason, the Council shall notify the Elections Officer who shall call for nominations to fill the vacancy in accordance with **Sections 2, 3, 4, and 5 above (Article VI)**.
 - Should the president of the CMSA be vacated for any reason, Council may appoint an acting President, recommended to be one of the VP Educations, until such a time that the Elections Officer can place a call.
 - Should any other CMSA Executive Council position be vacant, the active Council must ensure the vacant position's portfolio is distributed and covered until a new person is elected.
- In the event that the office of any representative of a non-Executive position be vacant for any reason and a new representative must be elected as outlined in **Section 8**, the Council shall notify the Elections Officer who shall call for nominations to fill the vacancy in accordance with **Sections 2, 3, 4, and 5 above (Article VI)**.
- In the interim the duties of the vacant positions shall fall to the CMSA Council member that role reports to.

8. Resignation & Leaves of Absence

- An Executive Council member may resign by giving a notice of their resignation to the President. The resignation will be effective immediately, and the position will be filled according to Article IX, Sections 2-5. In the interim, the duties of the vacant role shall be covered by other executive Council members.

- Individuals in non-executive roles may resign by giving a notice of their resignation to the VP they report to. The resignation will be effective immediately, and the VP will determine whether the position needs to be filled via a new election, whether the responsibilities can be covered by the VP or distributed to another role, or whether the position can remain vacant.
- If an individual takes a Leave of Absence, they either retain their position with the class in which they were elected, as outlined below, or they no longer hold the position. They will not hold the position for an incoming class or the class that they join when they return from the Leave of Absence and as such must relinquish their position upon graduation of their original class. If an individual who is on a Leave of Absence wishes to resign from their position, they may do so with no penalty.

i. **Non-executive positions wishing to remain in their position during a Leave of Absence**

- Students who hold non-executive elected positions in the CMSA and take a leave of absence from the MD curriculum, thereby joining a new class, may be able to continue on in their role.
 - As per UME policy, a student can take a leave of absence for many reasons including personal reasons, health reasons, or academic reasons, such as pursuing a graduate degree.
- When an elected representative takes a Leave of Absence from the medical program, they must inform the VP they report to within two business days that the Leave of Absence has been confirmed by the UME. (For example, a representative for Course 6 must inform the VP Education representatives that they are taking a Leave of Absence).
- If the individual wishes to remain in their position during and following their Leave of Absence, they will be required to undergo an assessment by the VP they report to in order to determine if they can satisfactorily meet the responsibilities of their role, as defined in the CMSA election manual, while on the Leave of Absence.

ii. **Executive Council members wishing to remain in their position during a Leave of Absence**

- If an executive Council member wishes to remain in their elected position during a leave of absence, an emergency CMSA Council meeting will be called to determine whether that student can remain in their position.
 - The meeting will be conducted 'in-camera'.
 - The Council member will explain to the council the merits of remaining in their position.
 - The other Council members will be able to ask questions of the student; however, they will not be allowed to ask about the nature or reason for the Leave

of Absence. Following the initial presentation and question period, the Council member taking the Leave of Absence will excuse themselves from the remainder of the meeting discussion and resolution vote.

- A resolution will be put forward to determine whether the Council member can continue to hold their elected position during their Leave of Absence.
 - The resolution will be voted on by secret ballot. Ballots will be destroyed following the count. A simple majority (50%+1) affirmative vote is required for the individual to retain their position.
- If the Council determines that the individual going on Leave of Absence may remain in their position, this is subject to permission of both the UME and the chair(s) of any committees on which they serve.

iii. **Positions that are unable to retain their position during a leave of absence**

- Individuals who are elected to serve in positions where they represent their class at examination reviews may no longer serve in those positions if their Leave of Absence is of a sufficient length that they will not be writing exams at the exact same time as their class. In this instance, for exam integrity reasons, they will automatically be removed from their positions when they go on a Leave of Absence. These positions include:
 - Block Representatives
 - Assessment Representatives
 - Anatomy Representative
- The President may only continue to serve on the CMSA Executive while on a Leave of Absence with approval by their Class, as indicated by a vote of confidence
 - The vote of confidence will be organized by the Elections Officer, undertaken in the same manner as other elections, and will require a 60% quorum and simple majority (50%+1) to pass. This is subject to approval of the UME and the chair of any committees on which the President may serve.
 - If the President receives the approval of both their class (via vote of confidence) and the UME, but certain committee chairs do not grant approval, the President may remain in their role and alternate representative(s) for the committee(s) in question will be selected from the CMSA Executive.

iv. **Individuals wishing to run for an elected position upon return of leave of absence and entry into new graduating class**

- Individuals who are graduating with a class other than their original class may run for an elected position in their graduation year class, even if they are still on leave at the time that the election is held. This includes positions that they have held previously in their

original class. CMSA Executive positions will require nominations from members of the graduation year class, not the individual's original class

ARTICLE VIII – CUMMING SCHOOL OF MEDICINE FACULTY COMMITTEE REPRESENTATIVES

1. Selection of faculty committee members

- On request from committees of the Faculty of Medicine, a CMSA Executive Council member may serve as members of committees. Committee descriptions should be distributed to CMSA Executive Council members. Membership will be appointed by a simple majority vote during a CMSA meeting.
- Positions that are currently held by CMSA council members may be appointed to other council members.

2. Duties of faculty committee representatives

The duties of faculty committee representatives include:

- Attend committee meetings
- Participate in committee business
- Perform duties of committee membership which are deemed necessary by the committee chairman

ARTICLE VX - APPOINTMENT OF AMA SUB-COMMITTEE REPRESENTATIVES

- Student positions on AMA sub-committees shall be applied for through the AMA representative (VP External Affairs Provincial).
- A selection committee of at least three members of the CMSA Council will review applications and choose one student.
- In the event a CMSA Executive member is applying for the position, the application and election process must be blinded and the applying member may not sit on the selection committee.

ARTICLE X – CMSA COMMITTEES

1. Standing CMSA Committees

- Standing Committees of the Council may be established from time to time as necessary. The Council may appoint a committee to carry out business arising from Council operations. An overview of the committee's role and timeline for which it will run must be submitted for discussion and vote (simple majority pass) at a CMSA Meeting.

- Committees may be established under the direction of the representative to fulfill objectives for that membership.
- The Council may strike *ad hoc* or working committees from time to time as needed. These committees must report to the respective VP. The overview of responsibilities, and timelines for these committees will be decided by Council.

ARTICLE XI - DELEGATES

1. CMSA Representation

- The CMSA President shall be sent to necessary functions as deemed by the Council if funds are available.
- In the event the President is unable to attend, the VP Education(s) or an appointed representative of Council (decided by a majority vote) shall be sent.

2. Financial Assistance

- If the financial assistance given to a delegate from any class is to be greater than \$1000, the decision as to the person chosen to be the delegate will be decided by a majority vote of Council.

ARTICLE XII - REMOVAL OF EXECUTIVE COUNCIL MEMBERS, CMSA ELECTED MEMBERS AND EXTERNAL COMMITTEE MEMBERS

1. Concerning meetings for the consideration of the removal of CMSA Elected Members and External Committee Members

All meetings at which the removal of Elected Members, and External Committee Members is considered shall:

- Be closed meetings with admittance restricted to CMSA Council, the Elections Officer, direct supervisors of the member in question, and other parties deemed relevant by CMSA Council.
- Be chaired in a formal manner.
- Be chaired by an active member of the CMSA (appointed by the President, VP SAW, and VP Finance and Operations) who does not hold a position on the CMSA Council or any Faculty Committee, preferably the Elections Officer.
- Be decided on through a vote via secret ballot by all individuals who are present. The chair and individual who is being considered for removal do not vote. A simple majority (50%+1) is required for removal.
- Have minutes taken and kept in confidential record by a minute taker (who will be assigned for the meeting by the chair) for at least three (3) months.

2. Concerning the removal of an Executive Council member for not fulfilling assigned duties

- Any member of the CMSA Council may be removed from his or her office by the CMSA Council.
- Attendance to all CMSA Council meetings shall be mandatory for all voting members not otherwise engaged in patient care or excused absences.
- Any member of the CMSA Council who acts in a manner which is deemed to be damaging to the CMSA shall be considered for removal from his or her office. Actions deemed to be damaging to the CMSA include but are not limited to:
 - Neglecting assigned duties
 - Conduct that brings the reputation of the CMSA into disrepute
 - Academic and non-academic misconduct
 - Misappropriation of CMSA funds
 - Misrepresentation of the CMSA
 - Unexcused absences from 2 or more CMSA Council meetings (Unexcused absences from CMSA Council meetings shall include any absences for which written notification was not given to the President prior to the start of the meeting. Absences due to extraordinary and unpredictable situations for which prior notification could not reasonably have been expected shall not be considered unexcused absences if written notification is provided prior to the meeting following the absence).
 - Members considered for removal from office in such a manner shall be given the opportunity to address Council at the next regularly-scheduled meeting, at which Council shall consider the question "Be it resolved, that the member shall be excused from his or her absences and retain his or her office." in a vote by secret ballot.
 - If the member is removed, that office shall then be declared vacant and put up for election in accordance with **Sections 2, 3, 4, and 5 above (Article VI)**.

3. Concerning the removal of an Executive Council Member by Members of the CMSA

- Any member of the CMSA Council may be removed from his or her office by agreement of the active members of the CMSA.
- A general meeting for the consideration of the removal of a member of the CMSA Council shall be called upon the receipt of a written request signed by at least 10% of active members of the relevant class and presented to the CMSA email (vp.communication@ucalgary.ca) and the elections officer. These meetings shall require a

one (1) week notice circulated by email to all active members of the relevant class and shall proceed according to **Section 4, Article V.**

- The question of whether to remove a member of the CMSA Council from his or her office shall be decided by a simple majority (50%+1) through a class referendum where a 60% quorum must be met.

ARTICLE XIII - FINANCES

1. Accounts

- The monies of the CMSA shall be deposited in an account at a chartered bank by the VP Finance and Operations.
- All deposit reports must include written documentation of:
 - Date
 - Time
 - Amount of the deposit
 - Location at which the deposit was made
 - Account number (in the event that the CMSA owns more than one registered account)
- CMSA council members authorized to sign outgoing CMSA cheques are the Signing Officers of the Active Council.

2. Disbursement

- All disbursement of CMSA funds shall be under the control of the VP Finance and Operations, VP Events, and the President, provided that such disbursement has been ratified at a meeting of the Council.
- Should disbursement of funds occur by a member of the Council from their personal accounts, the Council member may apply for reimbursement of expenses incurred so long as those expenses were incurred in direct support of a CMSA sanctioned activity on behalf of the CMSA.
- For unbudgeted purchases reimbursement shall be subject to a 50% majority vote of acceptance of those in attendance at a CMSA council meeting subsequent to the dates on which the expenses were incurred.

- Claims must be submitted no later than 60 days from the date of the event or purchase, at which point it comes under the discretion of the Second Year VP Finance and Operations.

3. **Accounts Payable**

- All accounts must be paid as promptly as possible, and all obligations contracted by one Council must be met, where possible, before the books are handed over to the incoming Council.
- Where obligations remain outstanding, the VP Finance and Operations must prepare a statement for the incoming Council outlining any outstanding financial obligations.
- Once accepted, such statements shall become the responsibility of the incoming Council.

4. **Records**

- Records of expenditures shall be made as complete as possible.
- All expenses should be entered into the records according to:
 - Cheque number
 - Full name of payment recipient
 - A general category (such as Graduation, Awards, Facilities)
 - The Council member(s) who authorized the expenditure.
- Records should be kept up to seven (7) years.
- At the time of each CMSA meeting, it will be the VP Finance and Operations' duty to produce an updated account of all monies associated with the CMSA.
- All financial records should be passed to the incoming Council upon commencement of their control of the CMSA.

5. **Signing Officers**

- Signing officers will be responsible for opening new accounts, changing accounts, authorizing reimbursements or any other matter pertaining to the finances of the CMSA.
- The following elected positions will hold signing authority:

President	First and Second Year President
VP Events	First and Second Year VP Events
VP Finance and Operations	First and Second Year VP Finance and Operations

- All disbursements greater than \$50.00 are to be by cheque, and all cheques must bear the signatures of the VP Finance and Operations plus any one of the following: The President, or VP Events.

6. Budget

- Each VP Finance and Operations shall prepare a budget to be submitted to the CMSA for approval by March 1st of each year.

7. Fiscal Year

- The fiscal year of the CMSA will extend from March 1st until the last day of February.

8. Financial Statement

- A financial statement for the immediate past fiscal year shall be published by VP Finance and Operations, distributed to council members and posted within one month of the close of the fiscal year.

9. Petty Cash

- A petty cash fund not to exceed \$100.00 may be established by the Council with disbursements to be controlled by the VP Finance and Operations.

10. Budgets from Students

- Where possible, a budget of costs to be incurred in support of a CMSA sanctioned activity should be submitted to the CMSA Council **at least one month prior to the activity.**
- All financial requests require a receipt of purchase (CMSA Events).
- The CMSA will be held responsible for any budget approved, including any profits or deficits incurred.
- CMSA Interest Groups have access to funding opportunities via the Clubs Funding Application as detailed in Section 15 below.

11. Medshow Profits

- It will be up to the discretion of the second-year VP Events to run the Medshow event.
- Fifty percent (50%) of the profits from Medshow operations (proportion to be determined on a yearly basis) shall be contributed to the graduation fund of the First-Year class.
- The remaining 50% shall be donated to a registered charity decided on by the executive through an official resolution.
- Under exceptional circumstances, non-CMSA participating groups may be entitled to a share of the total profits from ticket sales (after expenses) based on the extent of their contribution to Medshow.

- The exact proportion will be negotiated on a yearly basis between CMSA and the non-CMSA participating group and a contractual agreement will be drawn up, to be signed by both parties.

12. Nicknaming Auction & Malpractice Mixer

- 100 percent (100%) of the proceeds from the Nicknaming Auction operations shall be contributed to the graduation fund of the First-Year class.

13. Graduation Funds

- All class graduation funds shall be contained in a separate account from that of the CMSA funds.
 - Incoming class account**
 - The Graduation Fund shall be opened in September of each year for the incoming class and the starting monies shall be deposited by the Signing Officers of the incoming class.
 - Outgoing class – Grad funds**
 - Eighty percent (80%) of all funding accumulated as additional savings during the tenure of a class, from January 1st of their first year to January 1st of their second year, shall be moved to the graduation fund of that class. This should be carried out in February of the class's second year. Any and all remaining funds of the graduating class after all graduation costs are paid are to be transferred to the general CMSA account in a timely manner.
 - **Formula:**

$$80\% \text{ carryover amount} = \{[(\text{January 1}^{\text{st}} \text{ main account balance in Year 1)} + (\text{Last Year's 80\% carryover amount})] - [(\text{January 1}^{\text{st}} \text{ main account balance in Year 1}) * 0.8]\}$$
 - **Example:**
 Class of 2025 carryover = $\{[(\text{January 1}^{\text{st}}, 2021 \text{ main account balance} + \text{Class of 2024 carryover amount})] - [(\text{January 1}^{\text{st}}, 2020 \text{ main account balance}) * 0.8]\}$
 - Outgoing Class – Charitable Donations**
 - The graduating class will be allowed to vote on donating a chosen percentage from their grad funds to a charitable organization.
 - A class vote including the amount and charitable organization must take place in order for this transaction to be approved by the VP Finance and Operations and class quorum of 60% must be met.

14. External Funding

- All funds from sources external to the CMSA should be provided as cheques and/or direct deposit paid to the order of the Calgary Medical Students' Association or paid to the order of the CMSA.
- Disbursements for costs incurred for specific events can be paid from the CMSA account.

15. Clubs Funding

- Each year (September - August), there will be three application cycles, corresponding to summer, winter and spring. The acting VP Finance & Operations will determine the amount of funds available for disbursement to CMSA Student Groups/Initiatives.
- Clubs Funding decisions will be made by the VP Finance & Operations, VP SAW, VP Global Health, VP EDI, and the CMSA director of Student Groups.
- Interest Groups will be notified by the CMSA Director of Student Groups via email about the start and end of each application cycle.
- Any group may receive a **maximum amount of \$600 for a given application cycle at the discretion of the VP Finance and Operations.**
- Groups may apply for funding more than one cycle in a year, but priority will be given to first-time applicants in that year.
- If a group is successful in their application, they will be reimbursed accordingly upon submission of proof of purchase.
- Applications will not be accepted for past events (i.e. only events occurring after the application submission deadline will be considered).
- Clubs funding shall only be used in accordance with the SU Clubs Funding Manual and University of Calgary Alcohol Policy.

16. Endowment Fund Allocation

- Endowment Fund money will be allocated for student initiatives that benefit the medical education experience for all U of C MD students.
- Applications for Endowment Funding must be brought forward by a student who is an active member of the CMSA.
- Students must submit applications to the Endowment Fund Subcommittee. This subcommittee will be made up of the UME Finance Manager, VP Finance and one other executive council member.
- The subcommittee will choose student initiatives that reach the widest group of students, can be demonstrated to have impact, and is relevant to medical student learning.
- The maximum amount of money that can be applied for is \$500 unless exceptional circumstances are demonstrated.
- The Endowment Fund will not be used for personal conferences or to purchase alcohol. Funding will be provided on a reimbursement basis after receipts have been provided to the UME Finance Manager.

17. Reimbursements

- Reimbursements need signatures of 2 of signing officers if done by cheque.
- Reimbursements require only the signature of the VP Finance & Operations if done by E-transfer.

18. Purchase & Reimbursement Alcohol Policy

- The CMSA is prohibited from reimbursing students for alcohol as per the SU Clubs Funding Manual and University of Calgary Alcohol Policy.
- However, the CMSA can purchase alcohol directly with CMSA funds and distribute purchased alcohol to students so long as:
 1. Two members of the council have current Pro-Serve certification
 2. Students who serve alcohol at the event have current Pro-Serve certification
 3. The venue has insurance for property damage liability or personal injury in addition to the insurance provided by the Students Union.

19. Charity Events

- No CMSA funds are to be used for the support of charity events.
- In accordance, no CMSA funds are to be used to purchase food for charity events.
- All charity events are expected to operate on their own merits.

ARTICLE XIV - AFFILIATIONS

- The CMSA may affiliate itself with such organizations as it sees fit. Any affiliation is to be understood to be the establishment of friendly relations with the affiliate, and any obligations arising from such affiliations shall be ratified by a majority vote of the members present at a council meeting.
- Any proposed affiliation of the CMSA in any organization, national or local, shall be subject to approval by the UME Affiliate rules and a majority of the Council, i.e. more than 50% of current CMSA council members must vote affirmatively. Cessation of any existing affiliation is subject to similar approval.

ARTICLE XV - PROPERTY

1. CMSA Property

- All property, effects and records of the CMSA shall be in possession of the Council and shall be subject to its control. No person shall at any time have the right to remove, permanent or otherwise, of such property without the knowledge and consent of the Council.

2. Damages

- The names of any persons cutting, defacing or destroying in any way the books, papers, magazines, furniture or other property of the CMSA, or removing any such property from the rooms of the CMSA without the authority of the Council, shall be reported to the Council.

Appendices

Appendix A: Associates of the CMSA Executives

The Executive council members will oversee the following representatives and represent their interests at council:

President Portfolio	<ul style="list-style-type: none"> Professionalism Representative (x2) Equity and Professionalism Representative (x1) Co-leads Accreditation Committee (x2) ISA Committee co-chairs (x2) 	
VP Academic (x2) Portfolio:	Pre-Clerkship Representatives:	
	<ul style="list-style-type: none"> Anatomy Representative (x2) Block 1 Representative (x3) Block 2 Representative (x3) Block 3 Representative (x3) 	<ul style="list-style-type: none"> Professional Role Representative (x3) Clinical Skills Representative (x3) Indigenous Health Representative
	Clerkship Representatives:	
	<ul style="list-style-type: none"> Internal Medicine Representative Surgery Representative Obstetrics and Gynecology Representative Psychiatry Representative Career Exploration Representative 	<ul style="list-style-type: none"> Family Medicine Representative Pediatrics Representative Anesthesia Representative Emergency Medicine Representative (x2) UCLIC Representative (x2)
	Other:	
	<ul style="list-style-type: none"> Assessments Representative (x2) Medical Student Appeals Representative Student Academic Review Committee Representative Post Graduate Medical Education Representative 	<ul style="list-style-type: none"> Review Seminar Series Coordinator (x2) Electives Representative Humanities in Health Care Coordinator Black Book Representative (x3) Admissions Committee Representative

VP External Affairs National Portfolio	<ul style="list-style-type: none"> • Government Affairs & Advocacy Committee Representative (GAAC) • Representative to the Canadian Federation of Women in Medicine Outreach Coordinator • Any additional representatives associated with the CCFP and CFMS that are not otherwise listed, and do not fit within the mandate of other executives. <p>NOTE: Both the VP External Affairs Provincial and National will serve as co-chairs to the External Affairs Committee.</p> <ul style="list-style-type: none"> • Both the VP External Affairs Provincial and National will collaborate with the GAAC to host the Advocacy Symposium. 	
VP External Affairs Provincial Portfolio	<ul style="list-style-type: none"> • AMA Physician and Family Support Program Advisory Representative • Alberta College of Family Physicians Representative • Professional Association of Resident Physicians of Alberta Representative • AMA Subcommittee Representatives (as appropriate) <p>NOTE: Both the VP External Affairs Provincial and National will serve as co-chairs to the External Affairs Committee.</p> <ul style="list-style-type: none"> • Both the VP External Affairs Provincial and National will collaborate with the GAAC to host the Advocacy Symposium. 	
VP Student Advising & Wellness Portfolio	<ul style="list-style-type: none"> • Director of Wellness (CFMS Wellness Representative) • We Care Committee • All CMSA affiliated Interest Groups • Careers Committee Representative • Student Spaces Representative 	<ul style="list-style-type: none"> • Director of Student Groups whom oversees all interest groups and CMSA Student Clubs


VP Global & Community Health Portfolio	<ul style="list-style-type: none">● Global Health Advocate● Local Officer of Climate Change (LOGC)● Director of Community Initiatives● Local Officer of Indigenous Health (LOIH)● Local Officer of Reproductive Health (LORSH)● International Electives Representative● Local Officer of Global Health Education (LOGHE)	
VP Events (x2) Portfolio	VP Events will chair the Events Committee , which is responsible for all major student events including:	
	<ul style="list-style-type: none">● Orientation● Interview Weekend/MMI Video● Med Show● Graduation● Course Parties● Blood Drive● Head Shave	<ul style="list-style-type: none">● Malpractice Mixer● Nicknaming Ceremony● Clerkship Send off● UME & Faculty Appreciation● Graduation
	The VP Events will oversee the following representatives and represent their interests at council:	
	<ul style="list-style-type: none">● Director of Athletics● Director(s) of Social Events● Director of Orientation● Jersey Representative● Thank You Card Representative● Year-Book Representative● Ice Bowl Representative● Med Games Representative	<ul style="list-style-type: none">● Med Show Representative(s)● Blood Drive Representative(s)● Head Shave Representative(s)● MMI Representative(s)
VP Communications Portfolio	<ul style="list-style-type: none">● IT Officer● Social Media Officer	

Appendix B: Creation of CMSA Clubs & Interest Groups

To become a new CMSA Group, applicants must demonstrate the new Group's potential to meet an unmet need in, or contribute significantly to, student life.

- Applicants must complete the application form found on the CMSA website [HERE](#) and submit an electronic version to the class Director of Student Groups for review.
- Groups can be rejected on the basis of overlap with another Group in terms of mandate, medical specialty, and programming.
- In order to obtain any CMSA funds, student clubs and interest groups must be registered with the Director of Student Clubs and a central club @gmail account will need to be submitted as the central contact.
- Each club must submit a funding application during the appropriate funding cycle in order to receive reimbursement. Please refer to Policy Manual for details.

Applicants must consider the following CMSA Group Rules in regard to the proposed group:	
i.	CMSA group must be comprised of at least 75% CMSA members in first and/or second year.
ii.	Groups must hold at least 2 major events, with at least 15 people in attendance, or otherwise show proof of major contribution to student life.
iii.	An individual may act as a leader on a maximum of two Groups.
iv.	Group leaders must submit requests to the VP Communications to have their events included in the CMSA event calendar one week prior to the event.
v.	Senior leaders must submit a Transition Report by the beginning to December. This report must include the names and information of the incoming and outgoing leaders, as well as Group's budget and event details in the past year.
vi.	The outgoing leader must advertise leadership positions for at least two weeks prior to selecting the incoming leaders.
vii.	Outgoing leader must ensure a fair and democratic process in the selection of incoming leaders.
viii.	Outgoing leaders must supply incoming leaders with all Group information and documents in the transition report.
ix.	Any CMSA Club leader may request that the CMSA Executive take action if any other club member or leader has: <ul style="list-style-type: none"> a. Failed to abide by the CMSA Constitution; b. Violated Students' Union or University Policy at a club meeting or event; or c. Harmed the reputation, function, or unity of the club through deliberate action or inaction
x.	Action under Appendix B Article ix may include withholding funds, removal of any executive club members, or any other actions that the Director of Student Groups, VP SAW, VP Finance and Operations, VP EDI and VP Global Health deem appropriate.



xi.	The removal of a CMSA Club leader for conduct-related complaints may be recommended by the Director of Student Groups, VP SAW, VP EDI, VP Global Health, and/or VP Finance and Operations.
xii.	A closed meeting with Director of Student Groups, VP SAW, VP EDI, VP Global Health and/or VP Finance and Operations must take place in cases of misconduct (including financial misconduct) within one month of alleged misconduct.