



CONSTITUTION OF THE

**STUDENT MEDICAL SOCIETY OF SASKATCHEWAN
(SMSS)**

Confirmed by the Members in accordance with the Non-Profit Corporations Act on April 12, 2017.

Kiefer Lypka (Class of 2019), Chair - Spring General Meeting, April 12, 2017.

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ARTICLE 1 - NAME

The name of this society will be the Student Medical Society of Saskatchewan (SMSS).

ARTICLE 2 - OBJECT

The purpose of the SMSS is to represent the interests of its members, to facilitate the involvement of its members in extracurricular activities and to promote a healthy and happy College of Medicine at the University of Saskatchewan.

ARTICLE 3 - MEMBERS AND DOCUMENTS

All students registered full-time in the College of Medicine at the University of Saskatchewan will be members of the SMSS upon payment of their membership fee. Students who are currently on academic leave (completing MBA, MSc, PhD etc.) or on personal leave are not considered SMSS members until they return to full-time study at the College of Medicine.

Graduates of the University of Saskatchewan, College of Medicine will be considered honorary members of the SMSS.

There are two official governing documents of the SMSS. This document – Constitution of the SMSS (hereafter referred to as “ the Constitution”) and the Policies of the SMSS (hereafter referred to as “ SMSS Policies Package”).

ARTICLE 4 - OFFICERS

There are many positions within the SMSS and SMSS council. SMSS Officers are any of the SMSS Executive, SMSS Voting Council Members, Advisory Members and SMSS Liaison Council Members. Appointed SMSS positions are not SMSS Officers.

Unless otherwise noted below all Officers will be expected to attend the meetings of their Division and Council, report their activities to Council, operate within their approved budgets and aid in the transition between Councils. Officers must submit written reports for the perusal of the members whenever they attend meetings for which travel is subsidized by the SMSS.

All Officers will be expected to attend all scheduled meetings related to their position. All Advisory, Council Voting, and SMSS Executive members are expected to attend general meetings. Regrets for division meetings must be submitted to the chair of the Division prior to the meeting or within 24 hours of the meeting. Regrets for Council meetings must be submitted to the VP Communications prior to the meeting or within 24 hours of the meeting. Two avoidable unexcused absences will result in the enactment of the accountability policy.

4A. SMSS Executive

Confirmed by the Members in accordance with the Non-Profit Corporations Act on April 12, 2017.

The SMSS Executive is led by the SMSS President. Executive associated meetings include SMSS/UGME meetings (monthly), SMSS/Deans meetings (monthly), SMSS Executive meetings (twice a month, or as required) and SMSS Council Meetings (Monthly). There are 11 executive members. Two of those 11 are advisory members (Past-President and Past-Vp Regina). Advisory members do not have a vote on executive or council. The Chair of Executive meetings (usually the president) does not have a vote for executive motions unless a tie-breaker is required. A majority (with a majority being half of voting members plus one) of the Executive Board will constitute Quorum. A vote on any resolution will need a majority of voting members present (with a majority being half of voting members plus one) to pass. All SMSS Executive are considered Council Voting members (except advisory members) each with one vote.

4A I. President

The President will coordinate the activities of the SMSS and be the voice of the members. Specific responsibilities will include presiding as chairperson of SMSS Council meetings, managing the SMSS Executive and chairing SMSS Executive meetings, and chairing SMSS Exec meetings with CoM Dean. As chairperson of SMSS Council and Executive, the President will not vote unless needed as a tiebreaker, or under exceptional circumstance. As part of the SMSS Exec, the President attends all SMSS Exec associated meetings. The president will also do check-ins once a semester with each member of the Executive and organize the SMSS retreat in the Fall. The President is responsible for SMSS Constitution maintenance and amendments. The president may call round table meeting of the entire SMSS Council at any time if deemed necessary. They will also represent the SMSS at meetings of the Canadian Federation of Medical Students (CFMS), Faculty Council as needed (non-voting member), the Post-Graduate Medical Education Committee (non-voting member), the Budget Planning and Priorities Committee, and the USSU Association of College Presidents (AOCP). Due to the nature of the duties of this position, it is a requirement for the person elected to be located in Saskatoon for the entirety of their term. After their term, the president will be appointed Past-President.

4A II. Junior and Senior Vice-President Internal

In addition to representing the interests of the SMSS members, the VP Internals will coordinate the internal activities of the SMSS and perform the duties of the President in their absence. The VP Internals will plan and chair the annual restructuring committee meeting prior to SGM. VP Internals are executive members and will attend associated Executive Meetings. Specific responsibilities of VP Internal Sr. will include chairing the Internal Division, managing Members-at-Large, serving as SMSS elections officer, representing the SMSS on the Undergraduate Education Committee, attending College of Physicians and Surgeons of Saskatchewan (CPSS) council meetings as the College of Medicine representative, monitoring attendance/fulfillment of duties of SMSS Council, and meeting with communication personnel at the college as necessary. The VP Internal Jr will assist the VP Communications in managing the SMSS Facebook, Twitter, website, and be responsible for coordination of SMSS Fall Formal Student Awards, including collecting nominations, setting up voting, posting list of nominees on SMSS website and designing individual plaques for the award recipients. VP Internal Jr will be

responsible for maintaining SMSS policies and managing SMSS working groups and Members at Large.

4A III. Vice-President Academic

In addition to representing the interests of the SMSS members, the Vice-President Academic will also represent the members' academic interests. Specific responsibilities will include being a part of the SMSS Executive Board (attending executive meetings), attending the meetings of the Curriculum Committee, the Student Evaluation and Competencies Committee, the Student Curriculum Review Council, the Student Academic Management Committee, the Faculty Council, teleconference meetings with the VP Academics across Canada, and meet with the Class Representatives of each year. The Vice-President Academic will also be responsible for providing student input on matters pertaining to the professionalism and/or academics of students when requested by the college, organizing Dean's lunches with the student body organizing a book sale for the Year 1 medical students, assisting the Research Representative with the Research Symposium, and recording and posting minutes of the Dean's Lunches on the SMSS drive. They will also be responsible for scheduling joint monthly SMSS Exec meetings with the Dean of the College of Medicine. This position will chair the SMSS Academic Division meetings and coordinate/chair monthly meetings with the UGME. It is optional, but recommended, that the VP Academic assume the clerkship representative position for the Student Academic Management Committee.

4A IV. Vice-President Regina

In addition to representing the interests of the Regina SMSS members, the Vice-President Regina, with help from the Regina class reps, will be responsible for coordinating social events in Regina, assisting in communication between the students of Regina and the College of Medicine and dealing with Regina-specific academic, professional and medical extracurricular issues that may arise. The Vice-President Regina will be responsible for forming a committee within the Regina Division to organize an annual Integration Weekend as well as the Regina Curling Bonspiel in the Spring. The VP Regina shall sit on the SMSS executive and attend all associated SMSS executive meetings. Due to the nature of the duties of this position, it is a requirement for the person elected to be located in Regina for the entirety of their term. After their term, Vice-President Regina will be appointed Past-President Regina.

4A V. Junior and Senior Vice-President External

In addition to representing the interests of the SMSS members, the Junior and Senior External Vice-Presidents will be the liaisons between the SMSS and the CFMS. Both junior and senior VP Externals will sit on the SMSS Executive (and attend all associated meetings), represent SMSS members at CFMS meetings, represent the CFMS at Council, and sit on the Alumni Association Board. Specific responsibilities of External junior include: coordinating the CFMS National Blood Drive, assisting VP External Sr with their duties, and liaising with CoM Alumni Association. Specific responsibilities of the External senior include maintaining and disseminating the SMSS/admin calendar, leading SMSS students in the creation of CFMS position papers, sitting on

the SMA board as a student rep, and chairing the SMSS External Division meetings.

4A VI. Vice-President Communications

In addition to representing the interests of the SMSS members, the VP Communications will manage intra-council communication, the SMSS Facebook and Twitter, and the SMSS bulletin board. The VP Communications will be responsible for publicizing and coordinating the General Meetings as well as being a member of the Executive Board, and recording, maintaining and distributing the minutes of Executive Board, Council, and General Meetings. They will book rooms and videoconferencing for all Council and Division meetings. They will maintain/update the SMSS website (with assistance from the VP Internal Jr), and act as the main point of contact with the website host and designer. The VP Communications will assist in facilitating adherence to meeting procedure at Council meetings, and will be responsible for enforcing speaking time guidelines and taking attendance. The VP Communications will also receive the third and fourth-year class reps proxy-list for voting. They will attend Council meetings as a Council member. They will be responsible for posting meeting agendas/minutes on the SMSS website.

4A VII. Vice-President Finance

In addition to representing the interests of the SMSS members, the VP Finance will be responsible for the financial aspect of the SMSS. Specific responsibilities will include being a part of the SMSS Executive (and attend all SMSS executive associated meetings), keeping detailed accounts of receipts and reimbursements, ensuring that all expenditures are authorized by Council, authorizing expenditures along with the President or Internal Vice-President, attending to the payment of all accounts, preserving the financial records of the previous seven years, collecting membership fees from the incoming first year class, presenting a detailed account of the yearly expenses and income to the members and submitting a detailed budget to the outgoing Council for approval one week prior to the end of his/her term. Additionally, the VP Finance will be responsible for presenting the budget to the College of Medicine and securing annual funding. The treasurer will be responsible for reviewing and updating the SMSS expense forms and financial aspects of SMSS student groups and travel policies yearly.

4A VIII. Past-President

The Past-President will be appointed by the Council after completion of a term as President, serve as a non-voting member of both the Council and SMSS executive and assist in maintaining continuity between the incoming and outgoing Councils. In addition to representing the interests of the SMSS members, the Past-President will sit on the Post-Graduate Medical Education (PGME) board, attend monthly Professional Association of Interns and Residents of Saskatchewan (PAIRS), attend the Allocation meeting, and assist the President as needed. Past President is considered an Advisory Member.

4A IV. Past-Vice President Regina

The Past-Vice President Regina will be appointed by the Council after completion of a term as Vice-President Regina, serve as an Advisory Member to Council and Executive, and will assist in maintaining continuity between the incoming and outgoing Councils. In addition to representing the interests of the SMSS members, the Past-Vice President Regina will be responsible for assisting the Past-President in ensuring upper-year representation and involvement at both sites.

4B: Council Voting Members

Council Voting members have a vote at SMSS Council.

The Council of the SMSS is the main decision-making body and voice of the students. Every voting member of the Council is a direct representative of an important aspect of student life at all sites within the College of Medicine. The Council Voting Members will attend all Council meetings and have voting power.

The Council will assemble monthly to report on Division and Committee activities and make significant decisions for the Society. Quorum is required for meetings. There are 30 SMSS Council Voting Members, and Quorum is a majority (more than half) of Council Voting members present. Therefore, Quorum will be 16 Council Voting Members. The Chair of SMSS Council Meetings, usually the President, does not have a vote at council, unless a tie-breaker is needed.

4B I. Senior and Junior Sports Directors

In addition to representing the interests of the SMSS members, the Senior and Junior Sports Directors will coordinate the athletic activities of the members. Specific responsibilities will include attending Campus Recreation meetings, coordinating and promoting both Ice Bowl and Med Games, and developing and managing a committee of students to organize the annual Healthcare Classic Slo-Pitch fundraiser for Ice Bowl (proceeds from which are to be saved until we next host Ice Bowl and used as additional contribution from the SMSS). They will also be responsible for all College of Medicine athletic equipment and on alternative years organizing the annual Med/Dent Hockey game. Due to the nature of the duties of this position, it is a requirement for the person elected to be located in Saskatoon for the entirety of their term. At Council meetings, this position will function as part of the Internal Division. They will attend Council meetings as a voting member with a shared vote (1).

4B II. University of Saskatchewan Students' Union Council Member

The USSU-MSU is a medical student who is elected through the University of Saskatchewan Students' Union (USSU) annual general elections (or applicable by-election) to represent the students of the College of Medicine as their respected Member of Student Council (MSC). This position will adhere to both USSU and SMSS bylaws, with the exception that elections and turnover are to be determined by USSU bylaws. Therefore, it is the responsibility of the out-going USSU-MSU to ensure proper and adequate turnover takes place prior to the incoming USSU-MSU taking office. The position is required to be the liaison between the SMSS and the USSU. Specific responsibilities shall include attending the University Students' Council meetings, sitting on a

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minimum of one USSU committee, attending University Council meetings, and ensuring that USSU funding opportunities, campus events and relevant campus issues are presented to the SMSS Council and members regularly. The position also requires assisting the president with annual USSU ratification, if requested. This includes managing and tracking the USSU sponsorship funding and its distribution. The USSU-MSU is also required to assist SMSS members in dealing with the USSU when requested by said member. Due to the nature of the duties of this position, it is a requirement for the person elected to be located in Saskatoon for the entirety of their term. This position will sit on the External Division with a Council member role in Council. They will attend Council meetings as a voting member.

4B III. Social Representatives Saskatoon and Regina

In addition to representing the interests of the SMSS members, the two Social Representatives will be responsible for coordinating and advertising all official social events of the SMSS at their respective sites. There will be two social representatives (one in Regina, and one in Saskatoon), with each position receiving a vote on the SMSS council. When an event occurs only at one site (i.e. Fall Formal), both representatives are still responsible for ensuring the success, advertisement and coordination of the event. The organization of Welcome Week is, primarily, the responsibility of the incoming Saskatoon Social Representative, and Fall Formal is, primarily, the responsibility of the outgoing Saskatoon Social Representative. The organization of Integration Weekend is, primarily, the responsibility of the incoming Regina Social Representative. These positions will sit on the Internal Division with a Council member role in Council. The Regina Social Representative will also sit on the Regina division. The Regina Social Representative will be responsible for forming a committee within the Regina Division to organize annual Regina-site specific events. They will attend Council meetings as voting members (each with 1 vote).

4B IV. Student Services Representative

In addition to representing the interests of the SMSS members, the Student Services Representative will be responsible for chairing the SMSS Student Wellness Committee. Specific responsibilities will include representing the University of Saskatchewan on the CFMS Wellness Committee, representing the student body on the Academic Wellness Program Committee and Success in Medicine Curriculum Committee and providing guidance to ensure the SMSS Student Wellness Committee fulfills mandate and properly manages its budget. They will work in close contact with the Office of Student Services in the College of Medicine. This position will sit on the Internal division with a Council member role in Council. They will attend Council meetings as a voting member.

4B V. Class Representatives

In addition to representing the interests of the SMSS members, they will be the liaisons between the SMSS, the College of Medicine and their classes. It is mandatory that class representatives represent their class at Faculty Council, SMSS meetings, Dean's lunches and Feedback forums ("Bear Pit Sessions") and report back to their classes on these meetings and all SMSS activities. Updates will be given to their classes at a minimum of once per month, and it is a requirement

that the Class Representatives check their emails at minimum once per day to ensure time sensitive emails are forwarded out accordingly. They will also sit on the Year Promotions Committee for their respective class, which meets each semester to assess individual student academic performance. These positions will sit on the Academic division with a Council member role in Council. They will attend Council meetings as a voting member.

Med I: Med I will each have two located in Saskatoon (each with a vote on Council). The first year class representatives will also be responsible for organizing the Med I Charity Date Auction, with the support of the Fundraising representatives, as well as the annual CoM Christmas Formal. They will update the Student Handbook at the end of their term.

Med II: Med II will have two class representatives with one in Saskatoon and one in Regina (each with a vote on council). They will be responsible for planning a mock-OSCE for Med I.

Med III/IV: Med III and Med IV will each have two class representatives in Saskatoon and two in the distributed sites of the College of Medicine, including Regina and/or Prince Albert. Med III Class Representatives will serve for two years with a vote of confidence at the beginning of Med IV. Each class representative will have a vote on Council.

4B VI. Student Groups Coordinator

In addition to representing the interests of the SMSS members, the Student Groups Coordinator (SGC) will act as a liaison between all the student groups in the College of Medicine and the SMSS. The SGC will compile a list of the active student groups with a point-of-contact, coordinate centralized calendaring, and will organize a meeting of the SMSS executive to update the student groups policy annually. The SGC will organize: (1) student groups fair in the fall; (2) a presentation in August to advise groups about ratification with SMSS; (3) a presentation post-funding allocation to discuss the SMSS student groups policy, banking and fundraising; and (4) a meeting with student groups in the Spring semester. The SGC will also be responsible for informing the student body of funding opportunities and deadlines, as well as answer any questions that may arise during the process. The SGC is responsible for chairing the funding meetings and will compile all applications into an outline that will be disseminated to the funding committee for discussion at funding meetings, to be scheduled by the SGC. The SGC will communicate funding results to the appropriate bodies in the College of Medicine, as well as propose changes to the funding process at the SGM as needed. The SGC will update the SMSS website regarding student group events. This position will sit on the Internal division with a Council member role in Council. They will attend Council meetings as a voting member.

4B VII. Junior and Senior Fundraising Representatives

In addition to representing the interests of the SMSS members, the Fundraising Representatives will be responsible for all fundraising initiatives of the SMSS and to act as a liaison to external organizations when approached to do so. The Fundraising Representatives will also be responsible for organizing the charitable event Miles for Smiles in Saskatoon with assistance from the Internal Division, and Adopt-a-Family, and Cuts for Cancer, and a fundraising initiative in Regina; and

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assisting Year 1 class reps with the Charity Date Auction. The Fundraising Representatives will be responsible for chairing the sponsorship committee, tracking fundraising amounts by the SMSS, and enforcing the sponsorship policy. These positions will sit on the Internal Division with a Council member role in Council. They will attend Council meetings as voting members, the junior and senior positions will share a vote (1 vote).

4B VIII. Regina-Saskatoon Liaison

In addition to representing the interests of the SMSS members, the primary role of the Regina-Saskatoon Liaison will be to facilitate clear communication between Regina and Saskatoon sites. This member will be in close communication with the Regina Division and Internal Division. This individual will promote and help facilitate future Regina based Student Groups as well as be involved in student wellness initiatives. They will also help ensure that opportunities are equally represented for both sites and organize the CoM clothing orders. Furthermore, the Regina-Saskatoon Liaison will communicate with the University of Regina to promote pre-medical meet and greet events, as well as organize and facilitate the Regina Pre-Medical Mentorship Program (RPMM). The Regina- Saskatoon Liaison will also assist the VP Externals in coordinating Alumni events at the Regina site. This position will sit on the Regina and Internal Division with a Council member role in Council. They will attend Council meetings as a voting member.

4B IX. Research Representative

In addition to representing the interests of the SMSS members, the Research Representative will be responsible for promoting and advocating for student research at the undergraduate level. Specific duties include liaising with the CoM Research Office regarding Dean's Summer Research Projects and other CoM research related projects, coordinating research related events, and overseeing the SMSS Research Database. This position will sit on the Academic Division and will attend Council meetings as a voting member.

4C: Council Liaison Positions

Council Liaison Members do not have a vote at SMSS Council.

All Council Liaison Positions are not required to attend Council meetings and will be considered non-voting members. However, they can be summoned to appear at the SMSS Council when their input is needed.

4C I. Junior and Senior Saskatchewan Medical Association (SMA) Representatives

In addition to representing the interests of the SMSS members, the Junior and Senior Saskatchewan Medical Association Representatives will be the liaisons between the SMSS, the Saskatchewan Medical Association (SMA) and the Canadian Medical Association (CMA). Specific responsibilities will include organizing Horizons every second year, organizing an annual rural

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experience for first-year students, organizing an SMA social for members and scheduling a meeting between the SMA and SMSS board. The Junior and Senior Saskatchewan Medical Association Representatives will serve on the Committee on Rural and Regional Practice (CORRP). As student representatives on the Committee on Rural and Regional Practice (CORRP), the SMA representatives must also help to facilitate the SMA Roadmap program. The SMA Representative will also act as student representatives on the Specialist Recruitment and Retention Committee (SR&R). The Junior and Senior Saskatchewan Medical Association Representatives will also serve on the SMA/CMA Representative Assembly (RA) and are responsible for coordinating necessary travel and accommodations for SMSS council members at the SMA RA. This position will sit on the External Division as an advisory member role to Council. They will only need to attend Council meetings as a non-voting member when requested.

This position will have the option to opt-in to vote on SMSS Council Decisions each year at the Annual General Meeting. If the position is supported by two members (eg. Junior and Senior) only one vote shall be submitted on behalf of the position. Attendance at all council meetings will be mandatory for those that opt-in in order to ensure quorum for attendance.

4C II. Junior and Senior Global Health Liaisons (GHL)

In addition to representing the interests of the SMSS members, the Junior and Senior Global Health Liaisons (GHLs) will be the liaisons between the SMSS and CFMS Global Health Program. (CFMS-GHP) The Junior and Senior GHLs will be responsible for serving as co-chair for Health Everywhere and representing student interests on both the College of Medicine Global Health Committee and Social Accountability Committee. Specific responsibilities of the Junior GHL will include publicizing global health opportunities to U of S medical students and organizing and overseeing the activities of sub-committees working on Health Everywhere initiatives. Specific responsibilities of the Senior GHL include providing ongoing mentorship to the Junior GHL, participating in national activities of the CFMS-GHP, and ensuring that CFMS-GHP activities are implemented at the U of S College of Medicine. Due to the nature of the duties of this position, it is strongly suggested for this position to be located in Saskatoon for the entirety of their term. This position will sit on the External Division as an advisory member role to Council. They will only need to attend Council meetings as a non-voting member when requested.

This position will have the option to opt-in to vote on SMSS Council Decisions each year at the Annual General Meeting. If the position is supported by two members (eg. Junior and Senior) only one vote shall be submitted on behalf of the position. Attendance at all council meetings will be mandatory for those that opt-in in order to ensure quorum for attendance.

4C III. Junior and Senior Health Science Students' Association (HSSA) Representatives

In addition to representing the interests of the SMSS members, the Junior and Senior Health Science Students' Association Representatives will be the liaisons between the SMSS and Health Science Students' Association (HSSA). Specific responsibilities will include attending the HSSA meetings and assisting in the organization of Medicomania, IPASS, Health Promotions and all other HSSA activities. Due to the nature of the duties of this position, it is a requirement for the

person elected to be located in Saskatoon for the entirety of their term. This position will sit on the External Division with both members as an advisory member role to Council. Both members will only need to attend Council meetings as non-voting members when requested.

This position will have the option to opt-in to vote on SMSS Council Decisions each year at the Annual General Meeting. If the position is supported by two members (eg. Junior and Senior) only one vote shall be submitted on behalf of the position. Attendance at all council meetings will be mandatory for those that opt-in in order to ensure quorum for attendance.

4C IV. SaskDocs Representative

In addition to representing the interests of the SMSS members, the SaskDocs Representative will be the liaison between the SMSS and SaskDocs. The SaskDocs Representative will be a student at the end of their first year of medicine and hold a two-year position. The SaskDocs Representative will attend all SaskDocs board meetings per year and report the happenings of these meetings to the SMSS. The SaskDocs Representative will be responsible for setting up and helping (with the assistance of other SMSS members) to execute: i) at least one SaskDocs sponsored event near the beginning of the school year, possibly during welcome week or orientation. ii) One "Saskatchewan/Rural Sask Information Session" and iii) Information session for students regarding summer externships. SaskDocs board member positions are paid positions,; however, this is seen as a conflict of interest by the SMSS. Therefore, the money will go to the SMSS as a whole, and it will be used for projects to benefit the student body as a whole. The individual who acts as the SaskDocs rep would need to accept the payment, and then donate it to the SMSS after taxes. Because the board meetings are held in Saskatoon, it is strongly recommended that this student is located in Saskatoon for the entirety of their term. This position will sit on the External Division with an Advisory member role to Council. They will only need to attend Council meetings as a non-voting member when requested.

This position will have the option to opt-in to vote on SMSS Council Decisions each year at the Annual General Meeting. Attendance at all council meetings will be mandatory for those that opt-in in order to ensure quorum for attendance.

4C V. Junior and Senior Government Affairs and Advocacy Committee [GAAC] Representatives

In addition to representing the interests of the SMSS members, the GAAC representatives will be responsible for advising the SMSS on government affairs and lobbying, and will be a liaison between the SMSS and the CFMS VP Advocacy. They will act as the U of S representatives on the CFMS Government Affairs and Advocacy Committee and will carry out responsibilities from that committee. They will also be responsible for chairing of the SMSS Government Affairs and Advocacy Committee, holding a provincial lobby day in Regina or other appropriate lobby activities, and attending the CFMS lobby day in Ottawa. In consultation with the VPs External, they shall be responsible for choosing other CFMS lobby day attendees from the general student body, which will then be approved by the external division.. This is a two-year position, with the Jr. GAAC Rep transitioning to the Sr. GAAC Rep and a new Jr. GAAC Rep being elected by secret ballot

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in the fall general election. These positions will sit on the External division with an advisory member role in Council. They will only need to attend general council meetings as non-voting members when requested.

This position will have the option to opt-in to vote on SMSS Council Decisions each year at the Annual General Meeting. If the position is supported by two members (eg. Junior and Senior) only one vote shall be submitted on behalf of the position. Attendance at all council meetings will be mandatory for those that opt-in in order to ensure quorum for attendance.

4D: Advisory Members

There are two SMSS Advisory members- The Past-President and Past- VP Regina. These positions sit on the SMSS Executive and on SMSS Council but do not have votes on either. The purpose of the advisory members is to provide continuity for the SMSS Executive and enhance overall SMSS turnover and functioning. For more information on these positions, please see SMSS Executive section.

Advisory members will be required to attend all Council meetings, but are non-voting Council members.

4E. Appointed SMSS Positions

Appointed SMSS Positions are non-voting non-officer positions of the SMSS. Appointed SMSS positions are encouraged to attend SMSS Council meetings but are not required to attend, unless upon the request of an SMSS Council Voting Member.

Appointed SMSS Positions include Jr. Local Exchange Officer (Jr. Local Exchange Officer becomes Sr. Local Exchange Officer the next year), Members-at-Large, Student Wellness Subcommittees (Regina and Saskatoon), Student Wellness Liason, Saskatoon Student Wellness Representative, Regina Student Wellness Representative, JURSI Wellness Representative, Sponsorship committee members, Global Health Advocate/Global Health Education Jr. (Global health advocate Jr. will become Global Health Advocate Sr the next year), SWITCH Representative, SEARCH representative, Local Officer of Reproductive and Sexual Health, Local Officer of Indigenous Health.

For more information on these positions see the Elections Package in the SMSS policies package.

4E I. Junior and Senior Local Exchange Officers

The Junior and Senior Local Exchange Officers (LEO) will be responsible for coordinating the Canadian Federation of Medical Students / International Federation of Medical Student Association's exchange program at the local level. The Junior Local Exchange Officer must commit to remaining in Saskatoon during the summer of their term to handle incoming student matters. The Senior Local Exchange Officer does not need to remain in Saskatoon at this time but must remain in communication with the junior Local Exchange Officer while they are away on their

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exchange. These positions are non-voting positions. The Junior LEO will be appointed by an election process determined by the CFMS and the Senior LEO but must be well advertised to the entire student population. These positions fall under the same bylaws as other SMSS positions. Due to the nature of the duties of this position, it is a requirement for the person elected to be located in Saskatoon for the entirety of their term.

This position will have the option to opt-in to vote on SMSS Council Decisions each year at the Annual General Meeting. If the position is supported by two members (eg. Junior and Senior) only one vote shall be submitted on behalf of the position. Attendance at all council meetings will be mandatory for those that opt-in in order to ensure quorum for attendance.

4E II. Members-at-Large

There will be four members-at-large appointed by the SMSS after general elections. Members at Large will be responsible for completing tasks (collectively) on the Members-at-Large Task List (managed by the VP Internal Jr). They will also be responsible for pairing up in teams of 2 and heading an SMSS working Group. For more information on SMSS working Groups see SMSS Working Groups Section below. They will attend Division meetings in the division most related to their working group. There will be at minimum one Member-at-Large in Saskatoon and one Member-at-Large in Regina.

ARTICLE 5: COUNCIL PROCEDURE AND PARLIAMENTARY AUTHORITY

Any SMSS Officer Positions (Executive, Council Voting, Council Liaison Positions and Advisory Members) can make a motion, point of information, or informal poll at SMSS Council Meetings (monthly).

Minutes of the meetings of the Council Meeting will be taken by SMSS VP Communications, and will be available on the SMSS website once the meeting minutes are accepted.

Each member presenting a motion, informal poll, or point of information will by default be given 2 minutes to speak on each issue/speaking point. A member presenting an issue for a vote may ask for more time if they desire. There will be a five-minute limit on discussion. This can be extended by Council decision. The VP Communications will enforce this.

A vote on any resolution will need majority of the Council members present (with majority being half of voting members plus one) to pass as long as Quorum is met. Non-voting members will not be able to propose motions without a voting member to second their motion.

For more information, see the SMSS Procedural Document.

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the SMSS in all disputes unless they are inconsistent with this Constitution or any special rules of order that the Council may adopt as outlined in the Procedural Document in the SMSS Policies Package.

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5 A. Voting by Proxy

The 3rd and 4th-year class representatives shall be responsible for creating a proxy-voting list of peers in their phase at their site of 2-4 members that could attend Council meetings on their behalf when they are unable. It is their responsibility to contact these members and find a class representative. This list shall be sent to the VP Communications to keep on file. If no proxy-member is able to attend, the class representative's votes and opinions will be taken via email 24 hours prior to the General Council Meeting for all motions in the agenda and will be read by the meeting chair during the discussion of said motions.

ARTICLE 6: GENERAL MEETINGS

There are two SMSS General Meetings: AGM and SGM. General meetings differ from SMSS Council Meetings in that General meetings are the only time changes to the SMSS Constitution can be made, and all SMSS members (entire student body) have a vote. At SMSS Council Meetings, only SMSS Voting Members have a vote and are able to contribute agenda items.

An Annual General Meeting (AGM) will be held in the month of September or October as well as a Spring General Meeting (SGM_ in the month of March or April in which all SMSS Officers are expected to attend. Special General Meetings may be called by ordinary resolution of Council or by petition of 10% of members. Notice of the time and place of a general meeting will be posted no less than two weeks before the meeting, and may be made by any member in good- standing of the SMSS, including students not holding an officer's role. All proposed amendments to the Constitution must be submitted to the VP Communications via the SMSS Website and posted more than a week before a general meeting. All members may vote and speak at a general meeting and quorum will be those members in attendance.

At General Meetings SMSS Committees and Division heads will be required to present a 2 minutes update, and other SMSS members upon request. All Officers in the SMSS are expected to submit their Turnover/Year in Review documents prior to the fall AGM.

ARTICLE 7: DIVISIONS

The following four Divisions will be grouped according to similar responsibilities and roles within the SMSS: Internal, External, Academic, and Regina.

Each Division meeting will be chaired by the respective VP in that division (as outlined below in Article VII subsection - "members of Divisions"). Each Division is expected to meet at minimum once per month, occurring at least 3 days prior to the SMSS General Council meeting, in order to facilitate submission of summary minutes into the SMSS General Council Agenda. All SMSS Officers are expected to attend their respective division meetings, and if they cannot attend for a valid reason the chair of the division must be informed before the meeting

Chairs of the Divisions are expected to organize meetings, take minutes (or assign someone to do *Confirmed by the Members in accordance with the Non-Profit Corporations Act on April 12, 2017.*

so), and communicate with the VP Communication to book a meeting location, and organize videoconferencing. All members of the Executive Board act as ex-officio members on each Division and are able to attend any Division meetings.

Membership of Divisions - only members of each Division have voting power specific to their division.

The membership of the *Internal Division* will consist of:

Vice-President Internal (Division chair), VP Internal Junior, Senior and Junior Sports Representatives, Social Director Saskatoon, Senior and Junior Fundraising Representatives, Student Groups Coordinator, Student Services Representative, Regina-Saskatoon Liaison, and Social Director Regina.

The membership of the *External Division* will consist of:

Vice-President External Sr.(Division chair), VP External Jr, SMA Representatives, Junior and Senior GAAC Representatives, Junior and Senior Global Health Liaisons, Junior and Senior Local Exchange Officer, SaskDocs Representative, USSU Representative, Junior and Senior HSSA Representatives

The membership of the *Academic Division* will consist of:

Vice-President Academic (Division Chair), Med I Class Representatives, Med II Class Representatives, Med III Class Representatives, Med IV Class Representatives, Research Representative, SCRC Chair(s)

The membership of the *Regina Division* will consist of:

Vice-President Regina (Division Chair), Regina class representatives, Regina-Saskatoon Liaison, Regina Social Representative, and all other SMSS officers located in Regina are strongly encouraged, but not required, to attend.

ARTICLE 8: COMMITTEES AND WORKING GROUPS

There are two sets of Committees in the SMSS. There are SMSS Active Committee and SMSS Select Committee. SMSS Active Committees are active all year round and include (5): SCRC, Student Wellness Committee, Sponsorship/Fundraising Committee, Global Health Committee, and GAAC.

SMSS Select Committees are committees that are only in existence at certain times of the year for a specific purpose, and this includes the Fundraising Committee and the Restructuring Committee.

SMSS working groups are groups that are active from SMSS AGM – SMSS SGM and have varying objectives depending on the working group project. Working Group projects change on a yearly basis.

8A. SMSS Active Committees

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8A I. Student Curriculum Review Committee

This Committee shall serve to evaluate current and prospective curriculum and work to voice the opinion of the students on academic matters. One of the SCRC's primary roles will be to represent the student body at the UGME Curriculum Committee and its subcommittees. The SCRC will consist of a Chair or two co-Chairs from second year, 3 SMSS members representing each of the two pre-clerkship years (including the Chair(s)), 1 or 2 SCRC advisory members representing clerkship, and the SMSS VP academic. The committee members shall attend all SCRC meetings, assigned UGME Curriculum Committee and/or subcommittee meetings, Dean's lunches, and Feedback Forums. The Chair(s) of the SCRC, SMSS VP academic, and one additional member shall attend all Curriculum Committee meetings. The Chair(s) shall be responsible for ensuring SCRC representatives attend all committee meetings and report back to the SCRC during monthly (at minimum) SCRC meetings that the Chair(s) will also organize. Furthermore, the Chair(s) will sit on the Academic Division of the SMSS. Advisory SCRC members will provide a supporting role to the SCRC if questions or problems arise.

Turnover and election of the new Chair(s) will occur at the end of the school year, internally. The new Chair(s) will assume all Chair duties at the beginning of the following school year. The new school year will also begin with the election of three first year SCRC representatives at the SMSS fall elections for a two-year term. After elections, the new SCRC members will assume all SCRC duties. In order to provide continuity, the Chair(s) who have completed their two-year term, will subsequently be appointed to the position of SCRC Advisory Member for one year.

8A II. SMSS Committee on Global Health

This committee will serve to centralize and communicate information regarding all issues related to global health contained within its members' respective portfolios to both students and the SMSS. The committee will meet no less than three times per academic year and will be provided funding for one Global Health themed College of Medicine event designed to increase awareness around issues of global health. In the month following the meeting, the committee chair or vice-chair will present an update at the SMSS General Council Meeting. The committee will consist of holders of SMSS Officer positions, as well as non-SMSS Officer Positions. The SMSS officer positions which will sit on this board include the Junior and Senior Global Health Liaisons and may also include the Junior and/or the Senior Local Exchange Officer should they wish to join. The Non-SMSS Officer positions on this Committee will include the SWITCH Representative, the SEARCH Representative, the Local Officer of Reproductive and Sexual Health, the Local Officer of Indigenous Health and the Junior and Senior Global Health Advocates/Local Officers of Global Health Education. These non-SMSS Officer positions will be appointed through consultation with SWITCH, SEARCH, the Reproductive Action Group, the Aboriginal, Rural and Remote Medicine Interest Group, and the Previous Senior Global Health Advocate/Local Officer of Global Health Education respectively. The Senior Global Health Advocate will serve as chair of the committee, and the Senior Global Health Liaison will serve as Vice-chair.

8A III. Government Affairs and Advocacy Committee

The committee shall consist of the Junior and Senior Government Affairs and Advocacy Representatives Junior SMA Representative and SMSS members. Members can be appointed to specific roles within the committee as needed by GAAC reps and members.

8 A IV. Sponsorship Committee

This committee will serve to centralize all sponsorship requirements for the SMSS. They will be responsible for obtaining sponsorship for the major events Miles for Smiles, Healthcare Classic and the First-Year Date Auction, as well as any other sponsorship required for other events put on by the SMSS or Student Groups. They will be responsible maintaining adequate records of all sponsorship received and ensuring that the SMSS Sponsorship Policy is enforced. This committee will be chaired by the Junior and Senior Fundraising Representatives and will consist of SMSS members.

8A V. Student Wellness Committee

This committee will serve to fulfill the following mandate: to promote and facilitate medical student wellness through advocacy, education, initiatives, and events; congruent with the CanMEDS 2015 roles of professional, advocate, leader, and collaborator (which encourages physician health and well-being). Provisions to fulfill the mandate will be provided in the SMSS budget. The structure will include the SMSS Student Wellness Committee partnered with a Saskatoon Student Wellness Task Force and a Regina Student Wellness Task Force; which will meet no less than three times per semester respectively. Specific duties of the Task Forces will include organizing food for finals, wellness month, and other events or initiatives in line with the mandate of this committee. Specific duties of the Committee will include promotion of the mandate through collaboration/communication between Regina campus and other remote sites, Saskatoon campus, Clerks, the College of Medicine, council, and the student body; as well as with the CFMS Wellness Committee, the Saskatchewan Medical Association Physician Health Program, the Office of Career Development and Mentoring, and other committees as needed. Members of the SMSS Student Wellness Committee will include the SMSS Student Services Representative; and non-SMSS Officers: faculty from the Office of Student Services/ Student Affairs in Saskatoon & Regina, as well as from the Office of Career Advising and Mentoring, the Saskatoon Student Wellness Representative (a member of the Saskatoon Student Wellness Task Force), the Regina Student Wellness Representative (a member of the Regina Student Wellness Task Force), the Clerkship Wellness Representatives, and the Faculty Liaison.

8B. SMSS Select Committees

8B I. Funding Committing

The purpose of the funding committee is to allocate SMSS funds to Student Groups, Travel Awards and Student Initiative grants. Funding Committee consists of all SMSS exec as voting members of committee (except Past – President and Past VP – Regina who sit on the committee as an advisor). The Committee is chaired by the Student Groups Coordinator (does not have a vote on this committee). The committee meets twice a year (October and April) to determine funding. Student

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Group Funding is only reviewed at the October Funding meeting. For more information see Funding Committee guidelines in the SMSS Policies package.

8B II. Restructuring Committee

The Purpose of this committee is to outline changes and amendments to SMSS Constitution and the associated SMSS policies. The Restructuring Committee consists of SMSS Executive and is chaired by the SMSS VP Internal Sr. The Restructuring committee meets once a year in prior to SGM.

8 C. SMSS Working Groups

SMSS Working Groups are groups led by a pair of Members at Large for the purpose of meeting specific objectives selected at AGM by vote. Any SMSS student can nominate a Working Group topic to be voted on at AGM. The two topics that receive the highest number of votes (each SMSS student in attendance gets two votes and can use maximum one vote per topic) will be the topics for the SMSS Working Groups of that year. The SMSS Executive will help members at large determine SMART objectives for their working group that will be achievable by SGM. The Members at Large teams will be required to assemble a team of students (if necessary) to help them achieve objectives. The Members at Large teams will create a report of SMSS Working Group tasks completed and associated documentation. They will present at SGM with a summary of their working group accomplishments.

ARTICLE 9 : ELECTIONS

9A. Elections

All SMSS Officer Positions are elected positions. All position are elected in SMSS-run elections, except for the USSU positions (see USSU role description for more details). All Elections will be run by the VPs Internal using FluidSurvey medium.

There are two sets of SMSS elections – Spring Elections and Fall elections. There are multiple rounds of elections for each of these.

For more information on Elections, please see Elections Package in the SMSS Policies Package.

All junior officers will be expected to serve a consecutive term as senior officers and are ineligible for election to any other position, unless running for President in the spring elections. If elected, this person would be required to resign from the senior position at fall turnover, and act as an advisor to both incoming junior and senior of the position they vacated. All SMSS members will be eligible to vote in all elections except those for Class Representatives (which will be elected by individual classes).

For details on SMSS elections, campaign policy and voting policy, please see the SMSS Policies Package.

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9B. By-Elections

By-Elections are run as-needed between scheduled elections to fill vacant officer positions. Positions may be vacant due to a student's early withdrawal from the position, a lack of applicants, or a vote of non-confidence, for example. If the position is still not filled in the by-election, the next step to fill the position is up to the discretion of the current executive (e.g., run a second by election, appoint a student to the position, or leave the position vacant). In the case that an executive member must be replaced, the elections officer can waive the 1-week call for applications period at their discretion to expedite the process.

9C. Temporary Positions

The Executive may motion the creation of a temporary SMSS position at any time if deemed necessary. Upon approval of two-thirds of the council, the new position will be created with a call for applications in the same manner as Appointments. The position will be a non-voting member of the council, and terminate at the next general election. A temporary position may also be terminated with an approval of two-thirds of the council.

ARTICLE 10 : FUNDING

The SMSS is primarily funded by the University of Saskatchewan College of Medicine Dean's Office. The SMSS Budget is set on a yearly basis with the fiscal year being from September – August. SMSS Executive members meet with the College of Medicine Chief Financial Officer (CFO) at the beginning of each fiscal year with a request for our yearly SMSS needs. If any SMSS officers require changes in their budget line (see updated copy of SMSS budget on the SMSS website) all budget amendment requests must be submitted via the website prior to SMSS SGM. Not all budget amendment requests will be accepted, but all will be considered.

Once the yearly SMSS Budget is set, no changes can be made.

10A. Distribution of USSU Sponsorship Funding

Following the completion of the USSU ratification and application for sponsorship in April of the preceding school year, the SMSS may receive USSU sponsorship as a ratified students society. This funding will be distributed in accordance with the 'USSU Sponsorship Allocation Guideline' document approved by council at the first meeting of the fall term. In the event of a USSU funding change, it is the responsibility of the USSU-MSC to amend such document to determine a new funding breakdown for the USSU funding money, with consultation of the SMSS executive. Any required changes must be amended and submitted for the next possible SMSS Student Council Meeting to be passed by the council before funding is reallocated.

Note: All claims must first receive approval from the SMSS Executive or USSU-MSC. This is to ensure proper distribution of budgeted funds and transparency to members. Not adhering to the approval stipulations will result in future loss of funding.

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10B. Student Travel Awards

The SMSS supports students attending conference to better their knowledge, exposure and understanding in different areas. The SMSS has a few funding cycles throughout the year. More information can be found on the SMSS website. Funding decisions made by funding committee

10C. Student Initiative Grants

The SMSS support students who are innovative and creative in their aspirations to improve community outreach, medical student well-being and more. Student Initiative grants are provided in a few cycles a year. More information can be found on the SMSS website. Funding decision made by Funding Committee.

10D. JURSI/Clerkship lounge funding

All JURSI lounge funding requests will go through the Wellness Committee who will ensure due democratic process is carried out when deciding on upgrades. JURSI reps are responsible for advocating and allocating JURSI lounge funding to meet needs of the students.

ARTICLE 11: REMOVAL FROM OFFICE

11A. Removal of Committee Representatives

Committee Representatives may be removed from their positions by a three-fourths vote of Council. A vote on removal will be triggered upon petition of the President by five Officers. The member in question will be informed by the President of the upcoming vote more than five days before the meeting and offered an opportunity to resign. Discussion on removal of the appointed member will be in-camera.

11B. Removal of Officers

Officers, with the exception of Class Representatives, may be removed from their positions by a three-fourths majority vote of the members of the Executive Board and their respective Division at a Special Meeting called by the President. A Special Meeting will be called for this purpose upon enactment of SMSS Policy 'Accountability Policy of Officers & Divisions,' Section 4 The Officer in question will be informed of the petition before the call of the Special Meeting and offered an opportunity to resign.

11C. Removal of a Class Representative

Class Representatives may be removed from their positions by enactment of SMSS Policy 'Accountability Policy of Officers & Divisions,' Section 4 or a three-fourths majority vote of the members in their respective class. A class meeting will be called for this purpose upon petition of

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the President by more than ten (10) members in the respective class. The President will chair this meeting.

ARTICLE 12: SMSS FALL FORMAL AWARDS

The SMSS sponsors 15 Fall formal awards. The awards include:

1. Preclinical teacher of the year
2. Clinical Teacher of the Year (presented at Grad)
3. Spirit of the College
4. Spirit of the Class – Med 1
5. Spirit of the Class – Med 2
6. Spirit of the Class – Med 3
7. Spirit of the Class – med 4 / Phase D (presented at Grad)
8. Honorary SMSS President
9. Senior Stick (presented at Grad)
10. Student Group of the year
11. Community Health Service and Development Award
12. Global Health Service and Development Award
13. Student Wellness initiative award
14. Student Participation Award
15. MVP Regina Award

For more information about these awards, please see Fall Formal Awards Policy in the SMSS Policies Package

ARTICLE 13: AFFILIATED ORGANIZATIONS

The SMSS will be affiliated with the Saskatchewan Medical Association, Canadian Medical Association, Canadian Federation of Medical Students, University of Saskatchewan Students' Union, Health Science Students' Association and Saskatchewan Medical Council and the Provincial Association of Interns and Residents of Saskatchewan. The affiliation will allow the representatives of these organizations to attend all SMSS meetings as non-voting observers.

ARTICLE 14: SMSS COMMUNICATIONS

The SMSS website (www.saskmedstudents.com) is the main mode of communication between the SMSS exec, council and the SMSS student body. The SMSS website is managed by the SMSS VP Communications and the company Yastech. The SMSS also uses twitter (@SMSS_SK), a facebook page and class rep emails.

Class Reps emails are used for information about SMSS events related to SMSS Council events, council updates, and SMSS student initiatives. Class rep emails are not used to distribute information about SMSS student groups events or opportunities.

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ARTICLE 15: AMENDMENT OF CONSTITUTION

SMSS Constitution and Policies (in constitution appendix) will be amended at a General Meeting (either SGM or AGM) by majority vote (over 50%). Proposed amendments to the Constitution must be submitted and posted prior to the general meeting.

ARTICLE 16: DISSOLUTION

In the event of dissolution of the SMSS, its property and assets will, after payment of all liabilities, be held in trust by the College of Medicine at the University of Saskatchewan until such time as a new society with a similar mandate is formed. In the event of the dissolution of the College of Medicine, the property and assets of the SMSS will, after payment of all liabilities, be donated to one or more recognized charitable organizations in Canada as decided by the members at a General Meeting.