

CONSTITUTION OF THE
STUDENT MEDICAL SOCIETY OF SASKATCHEWAN (SMSS)



TABLE OF CONTENTS

ARTICLE I: NAME

ARTICLE II: OBJECT

ARTICLE III: MEMBERS AND DOCUMENTATION

ARTICLE IV: ORGANIZATIONAL STRUCTURE

IV.I: EXECUTIVE COUNCIL POSITIONS

IV.II: SMSS COUNCIL POSITIONS

IV.III: AUXILLARY POSITIONS

IV.IV: ADVISORY POSITIONS

IV.V: POSITIONS BY DIVISION

APPENDIX: ORGANIZATIONAL FLOW CHART

ARTICLE V: AFFILIATED PERSONS AND ORGANIZATIONS

ARTICLE VI: PROCEDURES AND POLICIES

ARTICLE VII: MEETINGS AND TURNOVER

ARTICLE VIII: COMMITTEES

ARTICLE IX: ELECTIONS

IX.I: BY-ELECTIONS

IX.II: TEMPORARY POSITIONS

ARTICLE X: REMOVAL FROM OFFICE

X.I: REMOVAL OF COMMITTEE REPRESENTATIVES

X.II: REMOVAL OF SMSS OFFICERS

X.III: REMOVAL OF CLASS REPRESENTATIVES

ARTICLE XI: AMENDMENT OF THE DOCUMENTS OF THE SMSS

ARTICLE XII: DISSOLUTION

ARTICLE I: NAME

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

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ARTICLE II: OBJECT

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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 (CoM) at the University of Saskatchewan (UofS).

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ARTICLE III: MEMBERS AND DOCUMENTATION

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All students registered full-time in the undergraduate Doctor of Medicine program, or the associated graduate stream (MD/MBA and MD/PhD) programs, of the College of Medicine at the University of Saskatchewan (U of S) shall become members of the SMSS upon payment of their membership fee. SMSS membership shall cease only in the event of graduation, withdrawal, or expulsion from the College of Medicine.

There are two official governing documents of the SMSS: The Constitution of the Student Medical Society of Saskatchewan (SMSS), hereafter referred to as “the Constitution”, and the Policies of the Student Medical Society of Saskatchewan (SMSS), hereafter referred to as “SMSS Policies Package”. The SMSS will utilize the current iteration of Robert’s Rules of Order and will also abide by guideline principles established in writing and duly enacted for purposes expressed in the governing documents.

The Executive Council of the SMSS shall also maintain a document, which shall govern specific actions within the organization, and a curated duties document, which shall outline the roles and responsibilities of each SMSS position within the organization. These shall be known as the “SMSS Working Documents” and they shall be made available on the SMSS website.

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ARTICLE IV: ORGANIZATIONAL STRUCTURE

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There shall be two governing bodies within the SMSS, both elected by the general membership of the SMSS: the SMSS Council and the SMSS Executive Council; hereby referred to as “Council” and “Executive”, respectively. These bodies shall both be accountable to the SMSS membership and are both chaired by the SMSS President. To ensure proactive, effective governance, the Executive shall meet with members of the Council as needed, with a meeting of council being held should ten (10) Council members and/or two (2) Executive members request it of the President. Once a meeting is called it must take place within two (2) weeks. The agenda for a meeting must go out no later than one (1) week before such a meeting is held. The first Council meeting must be held before the end of September following the

conclusion of the SMSS Fall Elections cycle. A minimum of one (1) additional council meeting shall be held between January and May each year.

Persons who are elected to hold Executive and Council positions are considered SMSS Officers (herein referred to as “Officers”) and are entrusted with voting rights. Executive Officers shall be given voting rights at both SMSS Executive Meetings and SMSS Council Meetings. Council positions shall be given voting rights at SMSS Council Meetings as per the appendix (see below). Officers who sit on different divisions within the SMSS shall also be given voting rights within those respective divisions.

There shall be five (5) Divisions within the SMSS: The Internal Division (Chaired by the Vice President Internal Sr.), The External Division (Chaired by the Vice President External Sr.), the Academic Division (Chaired by the Vice President Academic Sr.), the Regina Division (Chaired by the Vice President Regina), and the Finance Division (Chaired by the Vice President Finance). These Divisions shall be populated according to Article IV (outlined in sections I-V).

Unless otherwise noted, all SMSS Officers shall be expected: to attend the meetings of their Division, SMSS Council Meetings, the SMSS AGM, and the SMSS SGM; to report their activities to Council; to operate within their approved budgets; and to aid incoming Officers during the transition between Councils. Regrets for Division meetings must be submitted to the Chair of the Division a minimum of one (1) day before the meeting. Regrets for SMSS Council Meetings, the SMSS AGM, and the SMSS SGM must be submitted to the VP Communications a minimum of two (2) days before the meeting. Unexcused absences may result in the enactment of the Accountability Policy (see SMSS Policies Package).

Unless otherwise outlined, quorum at any SMSS Meeting shall consist of a simple majority of voting members and a vote on any resolution will need a majority of that quorum to pass. For AGM and SGM Meetings, quorum shall be set at thirty (30) SMSS Members and a vote on any resolution will need a majority of that quorum to pass.

The SMSS shall be a not-for-profit organization primarily funded on a yearly basis by the College of Medicine Dean’s Office at the University of Saskatchewan. The fiscal year shall be regarded from 1 July to the following 31 June. The budgetary request documentation submitted to the College of Medicine CFO or COO shall be managed by the Vice-President Finance with aid from the SMSS President and/or Executive. For more information on funding, see the SMSS Policies Package.

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IV.I: EXECUTIVE COUNCIL POSITIONS

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There shall be twelve (12) positions on the Executive Council of the SMSS. These positions shall belong to the SMSS President (Chair of the SMSS Executive Council), the Chairs of each SMSS Division, the Vice President Communications, the Vice President Academic Jr., the Vice President Internal Jr., the Vice President External Jr., the Past President, and the Past Vice President Regina. Of these twelve officers, ten (10) will be voting members on the Executive. The Past President and Past Vice President Regina shall serve as advisory members of the Executive and neither shall receive voting rights on Executive.

A description of voting members on Executive is also presented in the Organizational Flow Chart below. A description of the roles of each SMSS Executive Officer position is outlined in the SMSS Working Documents.

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IV.II: SMSS OFFICER POSITIONS

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The Academic, External, Internal, and Regina divisions shall be chaired by the respective Vice-President (Sr, if applicable) and populated by SMSS Officers. Barring exceptions, the SMSS Officers will number forty-two (42). A single person, regardless of the number of positions they hold, shall not be granted more than one (1) vote. Every person, regardless of seniority, shall hold a vote at division meetings.

The SMSS Officer Positions are: Class Representatives (Med I, II, III/IV), Fundraising Representatives (Sr./Jr.), Global Health Advocate (GHA; Sr./Jr.), Global Health Liaisons (GHL; Sr./Jr.), Government Affairs and Advocacy Committee (GAAC) Representatives (Sr./Jr.), Regina-Saskatoon Liaison, Research Representative, Social Representatives (Regina and Saskatoon), Sports Directors (Sr./Jr.), Student Groups Coordinator (SGC) (Jr./Sr.), Wellness Representative, and University of Saskatchewan Students' Union's Member of Student Council (USSU MSC).

A description of voting members on Council is presented in the Organizational Flow Chart below. A description of the roles of each SMSS Council Officer position is outlined in the SMSS Working Documents.

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IV.III: AUXILIARY POSITIONS

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SMSS Auxiliary Positions are not considered voting members at Council but are encouraged to attend Council Meetings. The Auxiliary positions sit on the External division and represent the SMSS at meetings of their respective organizations. There will be seven (7) Auxiliary Positions, barring exceptions.

The SMSS Auxiliary Positions are: Health Sciences Students' Association (HSSA) Representatives (Sr./Jr.), Local Exchange Officer (LEO; Sr./Jr.), Saskatchewan Health Authority (SHA) Representative, and Saskatchewan Medical Association (SMA) Representatives (Sr./Jr.).

A description of each SMSS Auxiliary Position is presented in the Organizational Flow Chart and a description of the roles of each is outlined in the SMSS Working Documents.

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IV.IV: ADVISORY POSITIONS

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There are two SMSS Advisory members: Past President and Past Vice-President Regina. These positions sit on the SMSS Executive and on SMSS Council but do not have votes on either governing body.

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IV.V: POSITIONS BY DIVISION

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The following is a summary of the Executive and five SMSS Divisions and the Officers and Auxiliary position holders that populate them.

Executive Council	SMSS President (Chair), VP Academic Sr., VP Academic Jr., VP Communications, VP External Sr., VP External Jr., VP Finance, VP Internal Sr., VP Internal Jr., VP Regina, Past President, Past VP Regina
Academic Division	VP Academic Sr. (Chair), VP Academic Jr., Med I Class Representatives (2), Med II Class Representatives (2), Med III/IV Representatives (4 each), Research Representative
External Division	VP External Sr. (Chair), VP External Jr., Government Affairs and Advocacy Committee (GAAC) Representatives (Sr./Jr.), Global Health Liaisons (GHL; Sr./Jr.), Global Health Advocates (GHA; Sr./Jr.), Health Sciences Students' Association (HSSA) Representatives (Sr./Jr.), SHA Representative, and Saskatchewan Medical Association (SMA) Representatives (Sr./Jr.), USSU MSC
Finance Division	VP Finance (Chair), VP Internal Sr., SMSS President, Saskatoon Executive Officer (Choice)
Internal Division	VP Internal Sr. (Chair), VP Internal Jr., Fundraising Representatives (Sr./Jr.), Regina-Saskatoon Liaison, Saskatoon Social Representative, Sports Directors (Sr./Jr.), Student Groups Coordinator (SGC) Jr/Sr, Wellness Representative
Regina Division	VP Regina (Chair), Regina Social Director, Regina-Saskatoon Liaison, Representative, Regina-Based Officers

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APPENDIX: ORGANIZATIONAL FLOW CHART & VOTING RIGHTS

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Due to the geographically distributed model of the College of Medicine, as well as a need to be available to train incoming junior members, certain roles may only be held by SMSS Members completing their training at certain sites. The Saskatoon-site specific roles include: SMSS President and Saskatoon specified Class Representatives. Both Sr & Jr. VPs Internal and External are strongly recommended to be in Saskatoon as well. The Regina-site specific roles include: VP-Regina, Regina Social Rep., Regina-Saskatoon Liaison, and Regina specified Class Representatives.

In order to be eligible to run for a site specific position candidates must be able to provide confirmation that they will be located at that site during the majority of their term prior to the election, but they do not need to be located at that site at the time of the election. For example, a student in the 1st year class, located in Saskatoon, is often elected as VP-Regina with the understanding that they will be in Regina during their 2nd year. There are times when a student may change sites temporarily, for example if a

student joins the Saskatchewan Longitudinal Integrated Clerkship (SLIC) program or chooses to do an MBA or PhD between pre-clerkship and clerkship. For election purposes, the student's site will change based on where they are for the majority of the school year. For example, A SLIC student in Estevan will be considered to be at the Estevan site for their term, not Regina or Saskatoon.

SMSS Position	Vote at Council	Other Votes
SMSS President	Yes	Executive, various
SMSS VP-Regina	Yes	Executive, various
SMSS VP Communications	Yes	Executive, various
SMSS VP Finance	Yes	Executive, various
SMSS VP Academic Sr.	Yes	Executive, various
SMSS VP Academic Jr.	Yes	Executive, various
SMSS VP External Sr.	Yes	Executive, various
SMSS VP External Jr.	Yes	Executive, various
SMSS VP Internal Sr.	Yes	Executive, various
SMSS VP Internal Jr.	Yes	Executive, various
SMSS Past President	No	AGM/SGM
SMSS Past VP Regina	No	AGM/SGM
Class Representative, Med I (2)	Yes	Academic Div.
Class Representative, Med II (2)	Yes	Academic Div.
Class Representative, Med III (4)	Yes	Academic Div.
Class Representative, Med IV (4)	Yes	Academic Div.
Fundraising Rep. Sr.	Shared Vote	Internal Div.
Fundraising Rep. Jr.		Internal Div.

Global Health Advocate Sr.	Shared Vote	External Div.
Global Health Advocate Jr.		External Div.
Global Health Liaison Sr.	Shared Vote	External Div.
Global Health Liaison Jr.		External Div.
Gov't Affairs and Advocacy C. Rep. Sr.	Shared Vote	External Div.
Gov't Affairs and Advocacy C. Rep. Jr.		External Div.
Regina-Saskatoon Liaison	Yes	Regina Div.
Research Rep.	Yes	Academic Div.
Regina Social Rep.	Yes	Regina Div.
Saskatoon Social Rep.	Yes	Internal Div.
Wellness Rep.	Yes	Internal Div.
Sr. Sports Director	Shared Vote	Internal Div.
Jr. Sports Director		Internal Div.
Student Groups Coordinator Sr.	Shared Vote	Internal Div.
Student Groups Coordinator Jr.		Internal Div.
USSU MSC	Yes	USSU Council, External Div.
Health Sci. Stud. Assoc. Rep. Sr.	No	AGM/SGM
Health Sci. Stud. Assoc. Rep. Jr.	No	AGM/SGM
Sask. Health Authority	No	AGM/SGM
Sask. Med. Assoc. Rep Sr.	No	AGM/SGM
Sask. Med. Assoc. Rep. Jr.	No	AGM/SGM

Local Exchange Officer Sr.	No	AGM/SGM
Local Exchange Officer Jr.	No	AGM/SGM

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ARTICLE V: AFFILIATED PERSONS AND ORGANIZATIONS

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The SMSS will be affiliated with the Canadian Federation of Medical Students (CFMS), Canadian Medical Association (CMA), Health Science Students’ Association (HSSA), Resident Doctors of Saskatchewan, Saskatchewan Medical Association (SMA), Saskatchewan Medical Council, and the University of Saskatchewan Students’ Union (USSU). These affiliations will allow the representatives of these organizations to attend all SMSS meetings as non-voting guests, without speaking rights, at the discretion of the SMSS President.

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ARTICLE VI: PROCEDURES AND POLICIES

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The SMSS will follow Robert’s Rules of Order.

All general members have speaking rights at General Member Meetings. The minutes of Council Meetings and General Members meetings will be taken by the Vice-President Communications and will be made available on the SMSS website once the meeting minutes are approved by the Executive. At Council meetings, non-voting members will not be able to propose motions without a voting member to second their motion.

The rules contained in the current edition of Robert’s Rules of Order will govern the SMSS in all disputes unless they are inconsistent with any special rules of order that the Councils adopt and chose to enforce. These must be written exceptions that are accessible and listed in a document on the SMSS website.

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ARTICLE VII: MEETINGS AND TURNOVER

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The Executive and the Council shall hold two all-member meetings each academic year. These meeting shall be called the Annual General Members Meeting (AGM) and the Spring General Members Meeting (SGM). The SMSS President shall act as Chair of both general member meetings.

An AGM will be held in the month of September or October and an SGM will be held in the month of March or April. Special General Meetings may be called by ordinary resolution of Council or by a petition of forty (40) SMSS members received by the SMSS President. Notice of the time and place of a General Meeting will be posted no less than two (2) weeks before the meeting. All proposed amendments to the Constitution must be written and submitted to the VP Communications who will post them to the SMSS website no less than one (1) week before a General Meeting. The Sr. Vice-President Internal is

responsible for ensuring that an email containing the agenda and any attachments is sent to each General Member six (7) days before the General Meeting.

At General Meetings, SMSS Committee and Division Chairs will be required to present an update on their respective activities via a report submitted to the Vice-President Communications no less than one (1) week in advance of the respective meeting. These reports shall be considered discussion points.

Each Division is expected to meet at minimum twice per semester, with one (1) occurring at least three (3) days prior to the SMSS Council meeting, in order to facilitate submission of summary minutes into the SMSS Council Meeting Agenda. Absences from Division Meetings are to be received by the Division Chair no less than one (1) day in advance.

Division Chairs are expected to organize meetings, ensure minutes are taken, and communicate with the Vice-President Communications to book a meeting location and organize videoconferencing (if needed). All members of the Executive may act as ex-officio members and attend any division meetings.

With respect to turnover documentation, outgoing officers are expected to refer to and adhere to the Accountability Policy (Specifically, Sections II & III). Failing to do so shall result in the implication of the Accountability Policy.

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ARTICLE VIII: COMMITTEES

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There are two categories of Committees in the SMSS. There are SMSS Standing Committees and SMSS Ad Hoc Committees.

SMSS Standing Committees are active all year and include: the Student Curriculum Review Committee (SCRC), the SMSS Funding and Oversight Committee, the SMSS Global Health Committee, the Government Affairs and Advocacy Committee (GAAC), the Fundraising Committee, and the Student Wellness Committee. A description of each group and membership can be found in the SMSS Working Documents.

SMSS Ad Hoc Committees are formed to accomplish a specific task and must resolve once the task is complete. Ad Hoc Committees may be formed by a successful simple majority motion at any Executive Council or Council Meeting. Ad Hoc committees may be resolved at any point in their mandate by a simple majority vote of the members of the committee or by a simple majority vote of Executive Council. Ad Hoc Committees must be chaired by an SMSS Officer and, upon resolution, the chair must present in writing the committee's accomplishments to the SMSS Executive that shall share the successes at their discretion.

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ARTICLE IX: ELECTIONS

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All elections of SMSS Officers will be run by the VP Internal Jr. and Sr. , who will act as SMSS Elections Officers. There are two sets of SMSS Elections: Spring Elections and Fall Elections. There are multiple rounds of elections for each of these. All SMSS members, including those in the MD/MBA and MD/PhD programs, will be eligible to participate in SMSS elections. For more information, refer to the SMSS Policies package.

All junior position holders will be expected to serve a consecutive term as senior position holders and are ineligible for election to any other position unless they are running for President in the Spring Elections. If a junior position holder is elected SMSS President, this person would be required to resign from the senior position and act as an advisor to both the incoming junior position and senior position (elected in a subsequent round of elections) that they vacated. All SMSS General Members will be eligible to vote in all elections except elections for Class Representatives (which will be solely by individual classes).

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

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IX.I: BY-ELECTIONS

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By-elections are run as-needed between scheduled elections to fill vacant Officer positions. Positions may be vacated due to early withdrawal from a position or a vote of non-confidence. Vacant positions should be filled as soon as possible.

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IX.II: TEMPORARY POSITIONS

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The Executive Council may motion to create a temporary position at any time deemed necessary. Upon approval by a 2/3 vote of the Executive Council, the new position shall be created and filled by a call for applications in the same manner as Auxiliary Positions. The successful temporary position candidate shall become a non-voting member of the Council, and the position shall terminate at the time of the next general election. A temporary position may also be terminated at any time by approval of a two-thirds vote of the Council.

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ARTICLE X: REMOVAL FROM OFFICE

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X.I: REMOVAL OF COMMITTEE REPRESENTATIVES

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SMSS Committee Representatives may be removed from their positions by a three-fourths vote of Council. A vote of removal will be triggered upon petition to the President by five SMSS Officers. The representative in question will be informed by the President of the upcoming vote no less than five days

before the vote and will be offered an opportunity to resign. Discussion on the removal of the representative shall not be minuted and the vote shall be by secret ballot.

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X.II: REMOVAL OF SMSS OFFICERS

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Officers may be removed from their positions by enactment of the SMSS Policy Accountability Policy. The SMSS President may only be removed from Office by petition. Such a petition would include the signatures of 50%+1 of the General Members of the SMSS and would be submitted to the Sr. Vice President Internal who would bring it to a special meeting of SMSS members. The President may be removed by resolution of a two-thirds ($\frac{2}{3}$) majority of those assembled at the special meeting.

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X.III: REMOVAL OF CLASS REPRESENTATIVES

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Class Representatives may be removed from their positions by enactment of SMSS Policy Accountability Policy & Protocol or by a three-fourths majority vote of the members in their respective class. Such a vote would be conducted at a class meeting chaired by the SMSS President (or other SMSS Executive designate) following petition of no less than ten members of the respective class to the SMSS President. Discussion on the removal of the representative shall not be minuted and the vote shall be by secret ballot.

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ARTICLE XI: AMENDMENT OF THE DOCUMENTS OF THE SMSS

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The SMSS Constitution and SMSS Policies Package may only be amended at a General Meeting of the SMSS. Proposed amendments to the Constitution must be submitted and posted as part of the meeting agenda no less than one week prior to the Meeting.

The SMSS Working Documents may be amended at any council meeting by a simple majority vote. The Vice-President Communications shall curate a list of any amendments passed at Council Meetings in the interim between General Meetings. They shall present any new amendments as points of discussion at the General Meeting following the amendments being made.

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ARTICLE XII: DISSOLUTION

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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, 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 previous members.

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