

The Constitution of the
Dalhousie Medical Students' Society

Revised May 8th, 2018

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ARTICLE I **THE SOCIETY**

SECTION 1 - Identity

This society shall be called the Dalhousie Medical Students' Society, hereafter referred to as the DMSS.

SECTION 2 - Objectives

The objectives of the DMSS shall be:

- a. To promote the interests and welfare of the local and global community as well as the undergraduate students of the Faculty of Medicine at Dalhousie University with respect to their educational, professional, social and athletic endeavours.
- b. To serve as a liaison between the students and Faculty of Medicine.
- c. To maintain affiliation with the Medical Societies of Nova Scotia, New Brunswick, and Prince Edward Island.
- d. To ensure adequate and continuing student representation in all matters affecting undergraduate students with attention to both local and national issues.

SECTION 3 - The Crest

The DMSS crest is shown in the accompanying design.



The pine cone symbolizes Hippocrates' pine cone which was believed "to possess great healing powers" and to be used by the king's physician to revive his royal master from fainting spells. The cone is placed in the hand of Aesculapius, the God of Medicine. The crest motto "Each one to Instruct Others" is taken from the "Seal of Cause" given by King James IV on October 13, 1506 to the Guild of Surgeons and Barbers of Edinburgh. The torse is added to put the whole insignia in the heraldic form of a crest.

SECTION 4 – The Logo

The DMSS logo is shown in the accompanying design.



This logo shall serve in addition to the DMSS crest. While the crest remains the official “mark” of the DMSS, the logo was created to modernize DMSS branding, and may be used on letterheads, posters, or in any other fashion DMSS Council deems fit.

ARTICLE II **MEMBERSHIP**

SECTION 1 - Identities

The members of the Society shall be known as:

- a. Executive members: shall include the President, Past President and Vice Presidents.
- b. Council members: shall include the voting members of the society, including Executive members above.
- c. Advisory members: shall include the non-voting members of the society.
- d. Active members: shall include the members of the society who participate in one of the standing committees, who are not required to attend council meetings.
- e. General members: shall include all students in the Dalhousie Medicine Undergraduate program.
- f. Honorary members are: The President of the University, the Dean and the members of the Faculty of Medicine, and such members as may be duly elected by the Executive of the DMSS.
- g. Membership of the DMSS is not limited by age, sex, gender identification, sexual orientation, race or ethnicity, religion, country of origin, colour, physical and mental ability, or social class.

ARTICLE III **RIGHTS, PRIVILEGES, OBLIGATIONS AND FEES OF MEMBERS**

SECTION 1 - Rights and Privileges

- a. Each member of the society has the right and/or privilege to make, second, or support any motion of amendment, to raise questions of privilege, points of order, questions of appeal, or any other points of parliamentary practice at any general meeting of the DMSS.
- b. To vote at the annual election of officers, and on any and all questions affecting the DMSS, its members, or interests, at any general meeting of the DMSS.
- c. To hold any office within the DMSS having met the prerequisites for that office.
- d. To attend any DMSS council meeting and to have the floor when recognized by the Chair.
- e. To have the member's membership fees for the Canadian Federation of Medical Students and Doctors Nova Scotia paid by the DMSS on their behalf.

SECTION 2 - Obligations

- a. Each member shall be expected to pay any membership fee levied by the DMSS.
- b. Each member shall be expected to know and obey the rules and regulations of Dalhousie University, Faculty of Medicine and its affiliated hospitals.

ARTICLE IV**HONORARY MEMBERS**SECTION 1 - Rights

- a. Honorary members shall enjoy privileges of the DMSS, as designated by the Executive, but shall not have the right to vote.
- b. Honorary members shall be exempt from membership fees.

ARTICLE V**ORGANIZATION**SECTION 1 - Executive

The Executive members of the society must be members of Dalhousie's Undergraduate Medical Program and shall consist of the following¹:

- a. President
- b. Past-President (if applicable)
- c. Vice-President Internal Affairs (VP Internal)
- d. Vice-President External Affairs (VP External)
- e. Vice-President Medical Education (VP Med. Ed.)
- f. Vice-President DMNB (VP NB)
- g. Vice-President Communications (VP Communications)
- h. Vice-President Finance (VP Finance)

SECTION 2 - Council Members

The Council members must be members of Dalhousie's Undergraduate Medical Program and shall consist of the following members¹:

- a. The aforementioned Executive (8)
- b. Dalhousie Student Union (DSU) Representative (1)
- c. Sports & Wellness Representatives (2; 1 from Halifax and 1 from Saint John campuses)
 - i. The two representatives represent one (1) total vote
 - ii. In the case that both Sports & Wellness Representatives are present, they shall decide between themselves which member gets to vote
 - iii. For quorum purposes, the Sports & Wellness Representatives count as one (1) member
- d. DMNB Treasurer

- e. New Brunswick External Liaison
- f. DMNB Technology & Communications Representative
- g. Members-at-Large (2; 1 from Halifax and 1 from Saint John campuses)
 - i. The two representatives represent one (1) total vote
 - ii. In the case that both Members-at-Large are present, they shall decide between themselves which member gets to vote
 - iii. For quorum purposes, the Members-at-Large count as one (1) member
- h. Global Health Liaison (GHL) Srs. (2; 1 from Halifax and 1 from Saint John campuses)
 - i. The two representatives represent two (2) total votes
 - ii. For quorum purposes, the GHL Srs. count as two (2) members
- i. Humanities Representatives (2; 1 from Halifax and 1 from Saint John campuses)
 - i. The two representatives represent one (1) total vote
 - ii. In the case that both Humanities Representatives are present, they shall decide between themselves which member gets to vote
 - iii. For quorum purposes, the Humanities Representatives count as one (1) member
- j. Presidents of the Med I and Med II classes (2)
- k. Co-Presidents of the Med III and Med IV classes (4)
 - i. The Co-Presidents of the Med III class represent one (1) total vote
 - ii. The Co-Presidents of the Med IV class represent one (1) total vote
 - iii. In the case that both Co-Presidents for any one class are present, the Co-Presidents shall decide between themselves which member gets to vote
 - iv. For quorum purposes, the Co-Presidents of the Med III class count as one (1) member
 - v. For quorum purposes, the Co-Presidents of the Med IV class count as one (1) member

SECTION 3 – Advisory Members

The Advisory members, whom are non-voting members, shall include members of the society as outlined in the DMSS Terms of Reference: Society Members' Roles and Responsibilities.

SECTION 4 - Proxy

- a. Each member of the Council (i.e., voting member) shall be entitled to his/her own proxy should they be absent. The DMSS Chairperson should be notified of this in writing prior to the meeting.
- b. The Past-Vice-President External may vote as proxy for the Vice-President External, should the Vice-President External be absent.
- c. The GHL Jr. may vote as proxy for the GHL Sr., should the GHL Sr. be absent.

ARTICLE VI

NOMINATIONS, ELECTIONS AND REMOVAL OF MEMBERS FROM COUNCIL¹

SECTION 1 – Schedule for General Elections & Appointments

- a. As outlined in Section 2 of DMSS Terms of Reference: Elections & Appointments

SECTION 2 – Responsibilities of the Chief Returning Officer (CRO)

- a. The CRO shall be the VP External or someone appointed by Council should the VP External identify a conflict of interest.
- b. Shall run nominations and ensure elections procedures are followed as per the requirements of this constitution and of the DMSS Terms of Reference: Elections & Appointments.
- c. Shall arrange for electronic voting to take place.
- d. Shall communicate with all nominees and candidates, and must provide information regarding deadlines, speeches, written submissions and DMSS Terms of Reference. The DMSS constitution must be made available to all candidates.
- e. Is not permitted to vote in these elections except in the event of a tie vote when he/she shall cast the deciding vote.

SECTION 3 – Elections Process¹

- a. Announcements of Election and Call for Nominations
 - i. Announcements of election and call for nominations shall be made concurrently to members of the Society (i.e., all medical student at Dalhousie) via email twenty-one (21) days prior to the commencement of the voting period.
- b. Voting Period
 - i. The voting period shall last 72 hours and shall be at 11:59PM in:
 1. Fall on the second last Tuesday of September of each year.
 2. Spring on the last Tuesday of March/first Tuesday of April of each year.
 - ii. Voting shall be conducted electronically by secret ballot and shall conclude at 11:59pm in:
 1. Fall on the second last Friday of September of each year
 2. Spring on the last Friday of March/first Friday of April of each year.
 - iii. Disruptions to the electronic voting period shall be rectified as soon as possible. The voting period will then be extended by an amount of time approximating the duration of the voting period lost to the disruption. This approximation of additional voting time shall be made by the CRO.
- c. Nominations
 - i. Nominations for the positions on the Executive Council must be submitted via

email to the CRO and:

1. meet the eligibility requirements for that position
2. be submitted nine (9) days prior to the commencement of the voting period. Specifically, nominations must be submitted by 11:59pm, two (2) Sundays prior to the commencement of the voting period.

d. Candidacy

- i. For each position, all nominees who meet the eligibility requirements shall be notified by the CRO of their nomination, via email, by 11:59pm eight (8) days prior to commencement of the voting period.
- ii. To be considered a candidate in the election, nominees must then indicate their intention to run in the election by responding to the CRO via email, indicating said intent, no later than 11:59pm five (5) days prior to the commencement of the voting period.
- iii. The CRO shall then send a list of candidates out to the members of the Society by no later than noon the following day (the Friday before the commencement of the voting period).
- iv. Candidates then have until noon on the Sunday before the commencement of the voting period (two [2] days before the commencement of the voting period) to submit a paragraph of no more than two hundred and fifty (250) words outlining their speech to the CRO via email. These paragraphs will then be compiled by position, and then alphabetically, and emailed out to the members of the Society no later than 11:59pm on that same Sunday (two [2] days prior to the commencement of the voting period). Submissions received after the deadline will not be accepted. These paragraphs will be re-emailed to the members of the DMSS during the voting period at a time chosen by the CRO.
- v. Candidates are not permitted to send electronic campaign messages directly to any or all students. Any communication that is not approved by the CRO may result in disqualification.

e. Speeches

- i. Candidate speeches shall then be held during the afternoon or evening of either the Monday or Tuesday preceding the commencement of the voting period (i.e. either one [1] or zero [0] days before the commencement of the voting period).
- ii. Speeches shall be videoconferenced between the Halifax and Saint John campuses.
- iii. For all positions aside from DMSS President, speeches shall be limited to five (5) minutes in length and shall be followed by a two (2)-minute question period mediated by the CRO.
 1. Candidates for DMSS President shall be limited to five (5) minutes of length and shall be followed by a five (5)-minute question period mediated by the CRO

- iv. All candidates running for Executive positions must give a speech and answer questions from the general membership.
 - v. Any candidate running unopposed for a Council position is not required to give a speech but may do so if they wish.
- f. Eligibility Requirements
- i. All returning active members of the DMSS are eligible for the positions as Executive Council members in the DMSS.
 - ii. Candidates for the positions of VP Internal and VP Finance must be students from the Halifax campus. Candidates for VP DMNB and Treasurer DMNB must be students from the Saint John campus.
 - iii. Candidates for the positions of Nova Scotia, New Brunswick, and Prince Edward Island representative must be students sponsored by the governments of Nova Scotia, New Brunswick, and Prince Edward Island, respectively.
 - iv. The nominees for VP External must be a medical student who will be in their second or third year during office. The elected individual will then assume the position of Past Vice-President External during their third or fourth year at the medical school. This is a two-year position.
 - v. Any member of the DMSS who wishes to run for another elected DMSS position in a by-election must resign from the position they currently hold prior to the start of the election campaign.
 - vi. Members of the DMSS cannot run for two voting positions (excluding the position of Past-President).
- g. Positions without Candidates
- i. Any position at the close of the nomination period without a nominee shall be advertised by the CRO to the members of the DMSS as an "Open Position". This advertisement shall be sent by 11:59pm eight (8) days prior to the commencement of the voting period (i.e. two Mondays before the voting period), and shall be sent immediately after all nominees are notified of their nominations (see above).
 - ii. Nominations for these open positions shall then be held open for an additional three (3) days following the advertisement and shall thus close at 11:59pm five (5) days prior to the commencement of the voting period.
 - iii. During this additional period of nomination, students are only entitled to self-nominate, and such a nomination shall constitute acceptance of said nomination. These new candidates must then follow the remaining portion of the elections timeline (e.g. with regards to paragraph submission).
 - iv. All class eligibility requirements become void for the "Open Position" for that particular year.
 - v. The election procedure for the other positions is to proceed as previously outlined, notwithstanding this open position.
 - vi. If the position remains unfilled after DMSS Terms of Reference: Elections,

section Candidacy has been followed, then the newly elected DMSS Executive can appoint the position to any DMSS member at its discretion.

h. Uncontested Positions

- i. When only one qualified candidate exists for a given position, a Yes/No option is to be placed on the ballot for said candidate and position. These candidates must obtain a greater number of "Yes" votes than "No" on the marked ballots to be awarded the position. In the event a candidate fails to achieve this margin, the position is considered an "Open Position" and the nominations are reopened for this position. A re-election for that position is to be held no later than fourteen (14) days after the closure of polls.

i. Election Results

- i. The results of the electronic voting process are to be reviewed by the Chief Returning Officer and the DMSS President. These results will be deleted and/or destroyed 48 hours after the closure of polls.
- ii. The successful candidate for each position shall be the person receiving the most votes for that particular position.
- iii. Following the aforementioned review of results, the CRO will then release the list of successful candidates, via email, to the members of the DMSS.

j. Appeals

- i. Any unsuccessful candidate may make an appeal of the election results within forty-eight (48) hours of the release of results by the CRO. The candidate must make a written submission to the President outlining the reasons for his/her appeal. The President shall at once call a special meeting of the council to review the appeal. The Council shall decide if the appeal is valid based on the regulations outlined in this document and in the DMSS Terms of Reference: Elections. If the appeal is valid, the results of the elections for that position will be declared void and the position will be declared an "Open Position". A by-election shall be called immediately.

k. Incoming Council

- i. The Council so elected, except for the Class President(s), the Member-at-Large, and the Global Health Liaison Jr. representatives, shall assume office at the adjournment of the annual general meeting in May.

l. Incoming Designate in Academic Difficulty

- i. Any office shall become vacant if the successful candidate for the office should fail their year.

m. Vacancies

- i. Vacancies or resignations shall be filled by secret ballot at a general election of the DMSS held within fourteen (14) days after the vacancy or resignation occurs.
- ii. Nominations must be submitted at least forty-eight (48) hours before the election.

SECTION 4 - Impeachment

- a. Active members of the DMSS may be considered for impeachment if the member:
 - i. Neglects their duties as outlined in the regulations of the DMSS Terms of Reference: Council Members Roles and Responsibilities, or the constitution.
 - ii. Misses three (3) meetings without prior notice and justified cause, three (3) absent reports or three (3) consecutive “nothing to report”. Those members who miss two meetings of the DMSS Council will be officially notified by the President, that upon absence from a third meeting they will be subject to a removal vote.
 - iii. Or if twenty-five percent (25%) of the active DMSS members present a written request to:
 1. the DMSS Chief Returning Officer (VP External)
 2. the President if the subject of the request is the VP External Jr.
- b. Those members who are at risk of failing in their duties will officially be notified by the President that they will be subject to a removal vote.
 - i. Prior to a removal vote, the member in question will be given an opportunity to speak in their own defense at a DMSS Council meeting.
 - ii. General members will vote on the motion of impeachment by secret ballot.
 - iii. The motion to impeach must pass by two-thirds majority (2/3) in order for the active member to be impeached.
 - iv. The DMSS may then declare the office vacant and act according to the above Section 3 – Elections Process.
- c. This same process outlined above can be conducted for the removal of Class Council members.

ARTICLE VII **MEETINGS**

SECTION 1 – Council Meeting

- a. The Council shall meet at least once a month from September to May inclusive, and should attempt to meet during the summer if able to satisfy quorum.
- b. A quorum shall consist of at least two-thirds (2/3) of the voting Council membership.
- c. Motions shall be voted on by Council members (ie. voting members) and passed based on majority vote. The business shall proceed as outlined in Section 3 – Rules of Order (below).
- d. Council shall assemble at the request of the President and advance notice of all meetings will be sent to all eligible members (See Article II – Membership) of the society.
- e. Minutes of all meetings shall be recorded by the VP Communications and retained at the office of DMSS. They shall be made available to the entire DMSS membership.
- f. Meetings should operate according to the DMSS Terms of Reference: Meetings.

SECTION 2 – General Meetings

- a. One general meeting shall be called annually at a date between April 15th and May 31st for the presentation of annual reports. Changeover of the DMSS Executive occurs at the adjournment of this Annual General Meeting.
- b. A quorum of any DMSS General Meeting shall consist of twenty-five (25) students. The DMSS Executive must ensure the quorum fulfills the requirements of passing amendments at the DSU level for any particular year.
- c. If quorum is not present for any General Meeting, the Executive is empowered to conduct the business on the agenda for that meeting.
- d. The agenda and purpose of the General Meeting, and the constitutional changes to occur at the General meeting shall be advertised at least five (5) days in advance of the general meeting.
- e. The General Meeting shall be called by the President, whenever the Council or twenty percent (20%) of the active members of the DMSS, by written request, deem it necessary.
- f. General members will be given the opportunity to approve society financial statements/budget and goals/objectives for the coming year.

SECTION 3 – Rules of Order

- a. All meetings of the DMSS shall be governed by Robert's Rules of Order.
- b. The business shall be conducted as set out in the bylaws and regulations.
- c. All notices of motion shall be handed in writing, or via email, to the DMSS Chairperson at or before the meeting at which the notice of motion is to be made.
- d. The Chair shall not vote but shall have a casting vote in case of a tie.
- e. The Chairperson of meetings will be the Chairperson elected by the Executive Council. If the Chair is not present, the Vice-Chairperson will chair the meeting.

ARTICLE VIII **CONSTITUTION**

SECTION 1 - Constitutional Reform¹

- a. A General Meeting may amend or revise the Constitution, by a majority vote of those present, subject to procedures set down in the Constitution.
 - i. General members will vote to amend or revise the Constitution by show of hands.
- b. Proposed amendments or revisions to the Constitution originating from the Council shall not be considered by a General Meeting until:
 - i. notice of motion of such proposed amendments or revisions has been given at a meeting of Council;
 - ii. the Council has referred such proposed amendments or revisions for the consideration of the Constitution Committee, which shall consider the amendments or revisions within two weeks of the original notice of motion;
 - iii. the Council has, by a two-thirds (2/3) majority of those present, at least two weeks subsequent to the original notice of motion, voted to refer the proposed amendments or revisions for the consideration of a General Meeting, in

- accordance with the Constitution.
- c. Proposed amendments or revisions of the Constitution that do not originate from Council, shall not be considered at a General Meeting until a bona fide petition signed by 10% of the active members of the DMSS proposing such an amendment or revision is presented to the President; where after, they shall refer such amendment or revision for the consideration at a General Meeting in accordance with the Constitution.
 - d. Provisional Constitutional amendments can be made as needed by 2/3 majority vote of the DMSS Executive members.
 - e. Maintenance of this document by updating hyperlinks within the table of contents, and links to DMSS Terms of Reference and other organisations' constitutional documents shall be exempt from the process outlined above and can be made at the discretion of DMSS Council, if approved by a 2/3 majority at a Council meeting.

SECTION 2 – Terms of Reference

- a. Terms of Reference are meant to guide specific details of council functioning, act as a form of institutional memory and supplement the Constitution. Though items may be contained in a Terms of Reference and not in the Constitution, the Constitution is what determines the principles of Council. Wherever there is a contradiction between the Constitution and a Terms of Reference, the Constitution's words prevail.
- b. The Council may supplement the Constitution by means of Terms of Reference. The Terms of Reference shall deal with such topics and decisions as are not of sufficient importance to be embodied by the Constitution, but which seems desirable to have in a permanent form for the guidance of the Council.
- c. Terms of Reference shall come into effect upon being passed by a two-thirds (2/3) majority of the entire Council. Additions and amendments to Terms of Reference shall be made in the same manner.
- d. Notice of Motion to adopt, amend, or repeal any Terms of Reference shall be given at a meeting of the Council, and such motion shall not be considered until a subsequent meeting of Council.
- e. Terms of Reference may also be adopted, amended, or repealed at a general meeting, but this shall be subject to the same procedure as set out in Article VIII, Section 1.
- f. Please see the following DMSS Terms of Reference:
 - i. Awards
 - ii. Council Members Roles and Responsibilities
 - iii. Elections & Appointments
 - iv. Euphoria Charity Selection
 - v. Facilities
 - vi. Interest Groups
 - vii. Standing Committees

ARTICLE IX REFERENDA

SECTION 1 – Rules of a Referendum

- a. A referendum shall be held when:
 - i. two-thirds (2/3) of those present at a Council meeting votes to hold one; OR
 - ii. the President is presented with a bona fide petition signed by ten (10) percent of the members of the Society, requesting that one be held.
- b. Any referendum shall present two or more options from which those voting must choose and the form of the questions shall not be such as to request suggestions from those voting.
- c. The Executive Council shall be responsible for the wording of the question.
- d. The Chief Returning Officer (Vice-President External) shall administer the referendum.
- e. Referenda must be advertised to the general members for at least one (1) week prior to the opening of polls.
- f. Voting shall be conducted electronically and polls shall remain open for forty-eight (48) hours.
- g. At least twenty-five percent (25%) of general members must vote in a referendum for its results to be considered valid.
- h. The results of the referendum are to be reviewed as per DMSS Terms of Reference: Elections & Appointments.
- i. Council shall be bound by the results of a referendum.

ARTICLE X **FINANCES**

SECTION 1 – Expenditures

- a. The financial assets of the DMSS shall be deposited in a chartered bank by the VP Finance.
- b. All expenditures over one hundred dollars (\$100.00) not previously budgeted for or included in the Constitution must be authorized by a meeting of the DMSS Executive.
- c. A petty cash fund of two hundred dollars (\$200.00) accessible only to the President, VP Internal Affairs, VP Communications or VP Finance shall be kept locked shall be kept locked in the DMSS office for payment of small disbursements.
- d. Only verified expenditures on statements/receipts that have been previously authorized by Council shall be paid.
- e. Payment of all bills shall be by cheque or electronic funds transfer. All cheques are to be co-signed by two of the following members: VP Finance, President or VP Internal.
 - i. Should the payee be one of the three members with signing authority, as described above, the cheque(s) must be co-signed by the other two members.¹

SECTION 2 – Accountability

- a. The VP Finance shall submit a proposed budget to the Council for the current fiscal year.

- The Council shall review, amend as necessary, and approve the proposed budget by the end of September of that year.
- b. All written contracts entered into the DMSS and all purchase orders issued by the DMSS shall be jointly executed by two of the following members: President, VP Finance or VP Internal.
 - c. Every effort to maintain full and complete records of expenditures shall be made; they should be entered according to cheque number, full name of recipient of payment, as well as general category. Financial records of the society may be inspected by a general member of the DMSS upon giving reasonable notice to the VP Finance or President.
 - d. An annual audit is performed by the DSU on the DMSS accounts as outlined by the DSU Constitution.

SECTION 3 – Management

- a. The DMSS fiscal year shall end April 30 of each calendar year.
- b. The membership fees shall be paid annually to the Dalhousie Student Accounts at the time of registration.
- c. The membership fee may be changed only by a referendum, in accordance with Article IX.
- d. The DMSS may borrow money only after a motion specifically authorizing the transaction is passed at a Council Meeting, in which case the President and VP Finance shall have the power to execute all necessary documents in connection therewith.
- e. Each of the first, second, third and fourth year classes will receive a grant of at least ten percent (10%) of the annual DMSS membership fees (less CFMS fees) to cover expenses of the year's activities.

SECTION 4 – Capital

- a. A capital account containing \$30,000 is to be kept in suitable long-term investment vehicles that permit liquidation with no greater than a one-month notice. This money is the capital of the DMSS and is not to be spent unless approved at a general meeting.
- b. Interest from this account will be reinvested in the capital account unless otherwise decided by the Executive Council at an Executive meeting.

ARTICLE XI RECORDS

SECTION 1 – Maintenance of Records

- a. All books and records of the DMSS shall be maintained at the office of the DMSS. If possible, records are to be stored in the appropriate computer files.
- b. Any books or records of DMSS may be inspected by any active member at the aforementioned office of DMSS upon that member giving reasonable notice to the VP

Communications or VP Finance.

ARTICLE XII

Roles and Responsibilities

For detailed review, see DMSS Terms of Reference: Council Members Roles and Responsibilities.

SECTION 1 – General Duties of the Executive

The DMSS Executive

- a. Shall direct the affairs of the DMSS.
- b. Shall be responsible for the financial management of the DMSS as defined in Article X.
- c. Shall be responsible for the appointment of heads of special committees.
- d. Shall not receive any remuneration for execution of their duty.
- e. Shall attend all possible meetings of the DMSS.
- f. Shall meet prior to each general meeting of the DMSS.
- g. Shall maintain the honour and discipline of the DMSS.
- h. Shall approve payments of all accounts incurred by DMSS.
- i. Shall act in the name of the DMSS at such times when a general meeting of the DMSS is not feasible.
- j. Shall see that all motions adopted by the DMSS are implemented in so far as possible.
- k. Shall assist in DMSS fundraising activities as determined by the DMSS Council and the VP Finance.

Each DMSS Executive Member

- a. Shall maintain his/her file (ie. transition manual) and submit it at the end of his/her term of office with a written summary of his/her activities for the year.
- b. Shall be responsible for finding a suitable DMSS Council member to attend meetings in their place should they be unable to attend themselves.
- c. Shall seek out opportunities to collaborate with the Memorial University of Newfoundland (MUN) Medical Students' Society, at least once each semester, by teleconference or another suitable medium. Every effort should be made to engage with MUN Medical Student Society Executives at the CFMS AGM and SGM. In addition, though not necessarily funded, effort should be made to attend the Dal/MUN conference each year.

SECTION 2 – Specific Duties of the Executive¹

President

- a. Shall direct the activities of the DMSS and enforce the observance of the Constitution.
- b. Shall call and preside at DMSS Council meetings and assist the chair in seeing that parliamentary procedure is adhered to as set out in Robert's Rules.
- c. Shall act as intermediary between the DMSS and the Faculty of Medicine.
- d. Shall attend meetings of all Faculty committee to which he/she is duly appointed

- (includes Faculty Council Committee, Undergraduate Medical Education Curriculum Committee, Dalhousie Medicine Alumni Association Board of Directors).
- e. Shall attend monthly meetings with the Dean of the Faculty of Medicine and bi-weekly meetings with the Associate Dean Undergraduate Medical Education.
 - f. Shall be ex-officio on all committees of the DMSS.
 - g. Shall be an ex-officio board member on the Dalhousie Medical Alumni Association Board of Directors.
 - h. Shall be a DMSS Representative on the Progress Committee (sub-committee of Faculty Council).
 - i. Shall participate in monthly Canadian Federation of Medical Students' 'President's Round Table' conference calls.
 - j. Shall be a signing officer for the bank account of the DMSS.
 - k. Shall ratify the DMSS with the Dalhousie Student Union (DSU) by July 1st annually.
 - l. Shall organize an annual DMSS retreat to be held in September/October of each year after the Med1 Class Elections and the selection of the appointed positions.
 - m. Shall oversee the nomination and selection of Gold and Silver "D" award winners and present them along with the Past President at the graduation gala.
 - n. Shall liaise with DMAA Office to ensure that the Gold and Silver "D" awards are purchased for the graduating class before April 15th of each year from the appropriate jeweler.
 - o. Shall hold a key to the DMSS office and DMSS storage room.

Past President

- a. Shall serve on the Executive in an advisory capacity.
- b. Shall assume other duties at the discretion of the President.
- c. Shall attend Maritime Resident Doctors meetings or delegate if unable to attend due to clerkship duties.
- d. Shall present the DMSS/DMAA Gold and Silver "D's" to the recipients in the Graduating Class during the Graduation Gala. In the event that the Past-President is a member of the graduating class and has been nominated for the award, the President shall present the awards in his/her stead.
- e. Shall provide a financial report to the DMAA regarding the use of Interest Group funding provided by the DMAA.
- f. Shall chair the Constitution Committee (see DMSS Terms of Reference: Standing Committees).
- g. Shall be a Member of the Student Interest Group Committee (see DMSS Terms of Reference: Standing Committees).

Vice-President of Medical Education

- a. Shall be the first assistant to the President and perform the duties of the President in their

- absence.
- b. Shall be the direct student affiliate with the Undergraduate Medical Education (UGME) Department.
 - c. Shall oversee the activities of the Medical Research Representative.
 - d. Shall coordinate the efforts of the Society, class education committees, etc., in dealing with matters of education which affect more than one class.
 - e. Shall attend or find appropriate coverage for meetings of all Faculty committees to which they are duly appointed.
 - f. Shall be a DMSS representative on the Progress Committee.
 - g. Shall coordinate the efforts of the Med1, Med2 and Med3 Unit and Curriculum Representatives by collecting reports from current Representatives and ensuring reports are forwarded to incoming Representatives.
 - h. Shall chair the Medical Education Working Group (see DMSS Terms of Reference: Standing Committees).
 - i. Shall attend or find appropriate coverage for the Committee of the Assessment of Student Performance (CASP), Program and Faculty Evaluation Committee (PFEC), Med 1&2 Committee, Med 3&4 Committee, and any other applicable committee meetings.

Vice-President Internal

- a. Shall be second assistant to the President and shall assume the duties of the President in the absence of the President and the Vice-President Medical Education.
- b. As chairperson of the Social Committee (see DMSS Terms of Reference: Standing Committees), shall assume overall responsibility for all aspects of the Annual Euphoria Variety Show, the Annual DMSS Med Ball and Banquet and weekly mixers.
- c. Shall select a Euphoria Charity following DMSS Terms of Reference: Euphoria Charity Selection.
- d. Shall initiate and oversee fundraising efforts by each class.
- e. Shall advertise and sell DVD of the annual Euphoria variety show.
- f. Shall assume responsibility for equipment purchases as necessary.
- g. Shall organize the Interest Group Fair in the fall of each year.
- h. Shall be a signing officer for the bank account of the DMSS.
- i. Shall oversee the activities of the Lounge Manager and the Lounge Representative of each class, and shall oversee the management of lounge services of the medical students. Shall ensure the Lounge Manager and representatives fulfill their duties and will act on replacing any of the aforementioned individuals who do not fulfill their responsibilities.
- j. Shall hold a key to the DMSS office and storage room.

Vice-President Dalhousie Medicine New Brunswick (DMNB)

- a. Shall be elected by the students of DMNB.
- b. Shall represent the interests of students from the DMNB campus at DMSS Council

- meetings and within the Faculty of Medicine.
- c. Shall represent the interest of DMNB students to administration.
 - d. Shall represent the students of DMNB, when required, in meetings of the UNBSJ Students Representative Council (SRC).
 - e. Shall take leadership in establishing the presence and function of the DMSS at the Saint John campus.
 - f. Shall work with the DMAA and other groups as appropriate to increase alumni support and involvement with the DMNB.
 - g. Shall be responsible for any student organization involved in recurring DMNB events such as the First Light Ceremony.
 - h. Shall be responsible, with input from the DMNB Treasurer for coordination of any large purchases or facilities alterations on the DMNB campus
 - i. Shall organize meeting of DMSS members in New Brunswick at least monthly, usually on the same day as teleconferenced DMSS meetings of the DMSS council.
 - j. Shall be the representative of DMNB to the CFMS and liaise with the CFMS Atlantic Rep.
 - k. Shall be a signing officer of the DMSS NB bank account.

Vice-President External

- a. Shall act as CFMS Representative of the DMSS when such representation is deemed necessary at the National CFMS Conference, and shall report on it.
- b. Shall attend meetings and to the duties of all CFMS committees to which he/she has been duly appointed.
- c. Shall attend meetings of all DMSS or Faculty committees to which he or she has been appointed.
- d. Shall function as the Elections Chief Returning Officer for all DMSS Elections, and be responsible for running all aspects of the elections as described in Article VI of the DMSS Constitution.
- e. Shall serve as chair of the DMSS External Affairs Committee (see DMSS Terms of Reference: Standing Committees).
- f. Shall assist the DMSS Sports and Wellness Representative with Wellness Week.
- g. Shall advertise and sell medical resources to members of the DMSS on behalf of the DMSS Council.
- h. Shall be the DMSS liaison officer for any other external agency with whom the Executive Council may deem it appropriate to associate (e.g. CUSO, WHO, etc.).
- i. Shall hold a key to the DMSS Office.

Vice-President Communications

- a. Shall record the minutes of Council and general meetings. A copy of the minutes should be circulated by electronic mail to all general DMSS members.
- b. Shall be responsible for checking the DMSS e-mail account and direct or respond to all correspondence for the DMSS.
- c. Shall keep an active list of the entire DMSS Membership.

- d. Shall organize, at the request of the DMSS President, student participation in meetings with administration and faculty of Dalhousie Medical School and its affiliates.
- e. Shall ensure that an agenda for each upcoming meeting is made available to the DMSS membership at least 48 hours in advance. This activity shall be coordinated with the Chair of the DMSS Council.
- f. Shall keep available, at all times, a revised and up-to-date copy of the Constitution of the DMSS.
- g. Shall be responsible for business pertaining to lab coats and nametags.
- h. Shall be the DMSS Representative responsible for Medical Student Lounge Bookings.
- i. Shall hold a key to the DMSS office, as well as keep a record of all key holders to the DMSS office, lounge, and storage room and ensure keys are appropriately transferred to new council officers.
- j. Shall oversee transition manual binders.
- k. Shall be responsible for updating and managing the DMSS website, along with the DMSS IT Officer.
- l. Shall oversee the DMSS Events Calendar.

Vice-President Finance

- a. Shall serve from the close of the May general meeting to April 30th (fiscal year-end) of the following year.
- b. Outgoing and incoming VP Finances shall cooperate on preparing the year end accounting.
- c. Shall take charge of all money and keep a detailed account of all receipts and all disbursements in books belonging to the DMSS and on an appropriate computer financial program.
- d. Shall be able to produce a statement on request of Council or General Meeting, showing the assets, liabilities and financial condition of the DMSS.
- e. Shall see that all expenditures have been duly authorized per Article X and are substantiated by proper itemized vouchers.
- f. Shall ensure that all money that comes into his/her hands for the account of DMSS is deposited in the name of the DMSS.
- g. Shall attend to the payment of all accounts promptly after authorization.
- h. Shall submit his or her books for audit during his or her term of office to the DSU Vice President Finance and Operations. The auditor's statement shall be made available to any medical students on request.
- i. Shall prepare a detailed account of the yearly expense and income and be responsible for distributing this report to the active members of the DMSS.
- j. With the input of the DMSS Executive and Budget Committee (see DMSS Terms of Reference: Standing Committees), shall prepare and submit a proposed budget for the current DMSS year to be approved by DMSS Council by September 30th annually.

- k. Shall be responsible for the rental and distribution of lockers to all students on behalf of the DMSS by September 15th each year.
- l. Shall chair the DMSS Budget Committee (see DMSS Terms of Reference: Standing Committees).
- m. Shall chair the DMSS Student Interest Group Committee (see DMSS Terms of Reference: Standing Committees).
- n. Shall hold the key for the DMSS office, as well as the key for the DMSS mailbox and shall collect the DMSS mail in a timely fashion, addressing bills and distributing the remaining mail amongst the various members of DMSS Council.
- o. Shall determine DMSS fundraising goals for the DMSS Council with the aim of establishing strategic sponsorship agreements with third-party organizations.
- p. Shall be a signing officer for the bank account of the DMSS.

SECTION 3 – Council Members Roles & Responsibilities

- a. For a list of Council Members (ie. voting members) please see Article V: Organization, Section 2, above.
- b. For detailed review of Council Members' Roles & Responsibilities please see DMSS Terms of Reference: Council Members Roles and Responsibilities.

SECTION 4 – Standing Committees

Please refer to DMSS Terms of Reference: Standing Committees

ARTICLE XIII

AFFILIATED ORGANIZATIONS

SECTION 1 - Canadian Federation of Medical Students (CFMS)

- a. See CFMS Constitution
- b. DMSS representation at the Spring General CFMS meeting should consist of (list number corresponds with priority):
 - i. Outgoing President, who shall hold one of two votes.
 - ii. Outgoing Vice-President External, who shall hold one of two votes.
 - iii. Global Health Liaison Jr., Halifax or Saint John (with preference for an alternating schedule from year-to-year, i.e., Halifax every second year).
 - iv. Incoming President, who shall vote in the absence of the outgoing President.
 - v. Incoming Vice-President External, who shall vote in the absence of the outgoing Vice-President External.
 - vi. Global Health Liaison Jr., Halifax or Saint John
- c. DMSS representation at the Annual General CFMS meeting should consist of (list number corresponds with priority):
 - i. President, who shall hold one of two votes.

- ii. Vice-President External, who shall hold one of two votes.
- iii. Global Health Liaison Sr., Halifax AND Saint John
- iv. Past Vice-President External, who shall vote in the absence of the Vice-President External.
- v. Vice-President DMNB.

SECTION 2 - Dalhousie Student Union (DSU)

- a. See Dalhousie Student Union Constitution
- b. DMSS activities must not infringe upon the Bylaws and Policies of the Dalhousie Student Union
- c. DMSS activities must not infringe upon federal, provincial, municipal laws or University regulations.

SECTION 3 - Maritime Resident Doctors (MarDocs)

- a. See Constitution of Maritime Resident Doctors.

SECTION 4 - Doctors Nova Scotia and Medical Societies of New Brunswick and Prince Edward Island

- a. See Constitution of respective medical societies.

SECTION 5 - Dalhousie Medical Alumni Association (DMAA)

- a. See Constitution of DMAA.

¹This has been worded appropriately in order to satisfy DSU constitutional requirements for society ratification. Please review these requirements prior to making constitutional changes in subsequent years.