

Constitution of the Pre-Medical Students Association (PMSA)

ARTICLE 1: PURPOSE

The Pre-Medical Student's Association is an organization designed for students intending to enter a career in the medical field. It is founded on strong principles of **cooperation, innovation, focus, and integrity**.

The Pre-Medical Student's Association will serve as a **resource** for academic and non-academic information and guidance.

It will act as a **support** network to promote well being in academic life, as well as in general lifestyle and attitude.

It will be a place where students **contribute and interact**, creating an environment of cooperation which allows for the exploration of new information and ideas.

The role of the executive will be to act as responsible stewards providing **leadership and guidance**, exemplifying values held in high regard in Medicine.

ARTICLE 2: MEMBERSHIP

2.1 Membership to the PMSA is open to students enrolled at the University of Alberta who are interested in pursuing a career in medicine.

2.2 All graduate and undergraduate members will be found equal as general members of the organization.

2.3 Any faculty members who would like to be involved are waived of the membership fee and are known as non-voting executive members.

2.4 A member in good standing is one who has paid their annual membership dues and is in good academic standing.

2.5 A member in bad standing is one who has paid their membership dues and is on academic probation, breached the code of student behaviour, and/or has been expelled from the University of Alberta.

2.6a Issues involving PMSA membership expulsion will be brought before the voting executive.

2.6b Should the majority of the voting executive members (>50%) decide the member should no longer be included in the PMSA, the member will be expelled and the membership fee for that year will be forfeit.

ARTICLE 3: MEMBERSHIP DUES

3.1 A member may join at any point in the year by paying an annual fee of \$5.00.

3.2 Membership is valid from the date of issue until the following September 1st (for this year that is until September 1, 2006).

3.3 Membership dues may be collected by any of the executive members and a membership card will be issued during payment to the new member as a proof of purchase. In addition, the membership log will be filled out and then passed to VP Finance with membership fee. A copy of the membership card will also be given to the VP Internal.

3.4 The new member's name, ID number, membership issue date, email address, residential address, phone number, year and current program of studies will be recorded and entered into the club membership database by the VP Internal.

ARTICLE 4: EXECUTIVE COMMITTEE

4.1 There will be five core executive positions, President, Vice President (VP) Internal, Vice President (VP) External, Vice President (VP) Finance, and Secretary.

4.1a The core executive voting body consisting of: the President, Vice Presidents (VPs), and Secretary, has the ability to overturn decisions made by the general executive councils. The general executive council consists of the core executive voting body and the general committee directors. All decisions must be made by a 2/3 majority.

4.2 Prospective executives must be PMSA members in good standing, enrolled at the University of Alberta for the year they wish to be an executive and fill in an application form which will be handed in to an executive member by the 1st Friday in March of the year they wish to hold office. From those applications received, the core executives will select those candidates who meet the above criteria. Those selected candidates will then participate in the election as eligible candidates.

4.3 Should there be any un-administered position(s) (except president) following the election, the existing executive body may appoint an individual to serve on the position(s) without an election by the general members.

4.4a The elections of eligible candidates will be held the first Friday of April of that year

4.4b During that Friday, all members in good standing are able to vote between 8am and 6pm at a specified location. Members will be notified of the location and other voting information through email. As well, the information will be posted on the website.

4.4c Ballots will be counted by the current executive committee following the election and the candidate with the most votes in each position is elected to the executive council (May 1st to April 30th of the following year).

4.4 d In the event of an electoral tie, there will be a recount of the votes for the position in which the tie occurred. If the recount shows that an equal number of votes were cast for the candidates, the executive committee will make a final vote of which candidate should assume the position.

4.5a Responsibilities and duties of each position are as follows:

4.5b President: In charge of overseeing and ensuring the other executives do their assigned duties. As well, the president is in charge of ensuring that committees are accomplishing their assigned responsibilities. Other responsibilities include holding and running executive and general meetings.

4.5c Vice President Internal: VP Internal will be responsible for acting as a liaison between the core executive and the following committee heads: research, volunteering opportunities, students union, and any other activities directly related to the U of A. In addition VP Internal in conjunction with the President will be responsible for organizing the election. VP Internal will also be responsible for any other activities, individuals, committees, or matters that are deemed by the core executive to fall under this jurisdiction.

4.5d Vice President External: Duties include organization and advertisement for PMSA functions. VP External will also act as PMSA liaison with all organization outside the

University of Alberta. As well, VP External is in charge of designing and ordering PMSA clothing sales.

4.5e Vice President Finance: Responsible for the budget, money deposits, and withdrawals (with correct authorization). Correct authorization is having the signature of two executives from the following four positions: President, VP Internal, VP External and VP Finance.

4.5f Secretary: The secretary is in charge of notifying executives and general committee members of meetings, and recording decisions made during executive and general meetings. The secretary will also be able responsible for maintaining the membership database.

4.6a Should the president be unable to complete their term the VP will take over their role and a new VP will be chosen by the following steps 4.6b-4.6c

4.6b Should any of the executive be unable to complete their term, the VP will take over while the members are informed that we are looking for applicants to fill the position until the end of the term. If the VP position is vacant, the President will take over their duties while members are informed of the vacancy and can apply to fill the position. Note that should the executive be able to continue in their position while a new executive is being chosen they may do so; however, after a new executive is elected the prior executive cannot resume the post on the basis that they feel fit now.

4.6c Members may apply for the vacant executive position as in 4.2. If there are no eligible candidates proceed as in 4.3.

4.7a To impeach an executive member, the executive council (minus this member) will hold a hearing where evidence can be presented from both sides (this executive may still be present to produce evidence but is not part of the council).

4.7b The core executive members will then vote to determine if the executive is in violation of their role, involved in illegal activities, or in bad standing.

ARTICLE 5: OTHER EXECUTIVE MEMBERS

5.1 Faculty members who would like to be affiliated with the club may join as non-voting executive members.

5.2 Non-voting executive members are eligible to join without meeting the membership criteria in 2.1 and are also waived of the membership fee.

5.3 These non-voting executive members are eligible to attend the general meetings.

5.4 Non-voting executives may also sit in on executive council meetings and are given permission to speak and offer advice.

ARTICLE 6: COMMITTEES

6.1 Each of the committee directors is responsible for fulfilling the responsibilities of their stewardship. The executive members will oversee the activities of all the committees and will intervene as necessary.

6.2 Any PMSA member in good standing who desires to join a committee may do so.

6.3 Committee members may assist with any event or part of any event that they choose and are not obligated to a specific time commitment..

6.4 The members of a committee are responsible for the tasks outlined by the executive in charge of that particular committee.

ARTICLE 7: MEETINGS

7.1 A minimum of three annual meetings will be held throughout the school year: one near the end of September, another in January and a third with election information in late March.

7.2 Members will be contacted by email 1 week prior to the meeting with the date and the location of the meeting. This information will also be posted on the PMSA website.

7.3 The executive council will hold bi-weekly executive meetings at a location agreed upon by the executive members. This location does not have to be consistent. The monthly executive meetings will be called by the president. However, should another executive feel that something should be discussed they may call additional meeting(s) that will still be presided over by the president.

7.4 Should a general member feel that they have an issue to present to the executive council they may approach any executive member and present their case. Should any one of the executives feel that the issue is important they may call a meeting to discuss the issue and the member who brought up the issue is free to attend. If no executives feel the issue needs to be addressed by the executives then the issue may be brought up at a general meeting.

7.5 The executive meetings are normally restricted to the executive members and the non-voting executive members. However, should a general member want to attend they need only get permission from one executive to be present.

7.6 Following the election, the incoming executives are to be present at the rest of the current executive council meetings to allow them to get a better feel of the positions.

ARTICLE 8: AMENDMENTS TO THE CONSTITUTION

8.1a To propose an amendment to the constitution, any member in good standing may submit to any executive member a written proposal outlining the desired change and reason behind the proposal.

8.1b Amendments may be re-wording of the current constitution as well as the addition and/or deletion of points.

8.2 The proposal is then brought before the executive council where it is discussed. Any member may ask to be present at this discussion and to give their opinion on the proposed amendment when asked.

8.3a The executive council will then vote on the idea behind the proposed amendment, and a two-thirds majority is required to pass the amendment.

8.3b When amendments are made to the constitution there will be a notice on the home page outlining the modifications. As well, a copy of the previous and the amended constitution will be posted on the website.

8.4 A rejected or accepted amendment can be re-submitted for a vote before the general members should 10% of members sign a petition agreeing that they wish to change the prior outcome of the amendment. All members except non-voting executive members are then eligible to vote on the issue. Notice will be given 2 weeks prior to the vote and

members will be provided with the date and times that they can vote. A 2/3 majority of those who voted is required to implement or repeal an amendment.

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