

# Bylaws – Class Council Elected Positions

*All information in this document has been taken from the [MMSA Bylaws](#) and [The Elections and Referendum Manual of the Manitoba Medical Students' Association](#), except where amended (in coloured text) for clarification of Class Council election procedures.*

## Article 2: Class Council Members

### **4.4 Position Descriptions of Elected Class Council Members**

All Class Council Members are expected to perform any duties incident to their office, or as required by the MMSA, in addition to what is listed below. No Class Council member shall concurrently hold more than one elected position.

#### **4.4.1 Class President**

- a) Shall represent their class to the Max Rady College of Medicine/RFHS administrations, other classes, and the MMSA,
- b) Shall sit on the MMSA Council with primary voting rights for their respective class. Class Presidents are encouraged to consult their respective Academic Representatives on voting matters,
- c) Shall assist in the organization and implementation of class events and programs,
- d) Shall coordinate and oversee the activities of other class representatives, elected and non-elected,
- e) Shall represent their Class on the following committees:
  - Pre-clerkship Student Evaluation Committee for Medicine I and II Class Presidents.
  - Clerkship Student Evaluation Committee for Medicine III and IV Class Presidents.
  - Pre-clerkship Curriculum Committee (Medicine I and II), Clerkship Curriculum Committee (Medicine III and IV), and Curriculum Executive Committee (Medicine I-IV)

#### **4.4.2 Academic Representatives (2 Positions)**

- a) Shall represent their class to the Max Rady College of Medicine/RFHS administrations, other classes, and the MMSA on academic issues,
- b) Shall sit on the MMSA Council as ex-officio, non-voting members, holding voting rights only in the absence of the Class President, in which case they shall automatically act as their proxy. In cases where the Class President is absent and there is disagreement between the two academic representatives, they shall abstain from voting,

- c) Shall assist in the organization and implementation of class events and programs,
- d) Shall coordinate and oversee the activities of Course Evaluation Seminar Representatives,

#### **4.4.2 Academic Representatives (2 Positions)**

- e) Shall, in the absence of the Class President, perform the duties of the office of the Class President,
- f) Shall manage class resources including study resources, email lists, and
- g) Medicine II Academic Representatives shall assist the Vice-Stick Internal with administration of the Student Educational Exposure Program, and
- h) Medicine IV Academic Representatives shall assist UGME in organizing the MCCQE preparatory course for the Medicine IV class,
- i) Shall represent their Class on the following Committees:
  - Pre-clerkship Curriculum Committee (Medicine I and II)
  - Clerkship Curriculum Committee (Medicine III and IV)
  - UGME Operations Committee (Medicine II)
  - Curriculum Executive Committee (Medicine I-IV)
  - Pre-clerkship Student Evaluation Committee (Medicine I and II) and
  - Clerkship Student Evaluation Committee (Medicine III and IV),

#### **4.4.3 Social Representatives (2 Positions)**

- a) Shall organize social events for their class and are responsible for ticket sales of any such events,
- b) Shall work with class treasurers to ensure collected funds are deposited appropriately,
- c) Shall assist the MMSA Programmers with marketing and ticket sales for MMSA and other events.

#### **4.4.3 Sports Representatives**

- a) Shall organize intramurals and other sport related events for their class.

#### **4.4.4 Wellness Representatives**

- a) Shall represent their class to the MMSA Wellness Committee, reporting to the MMSA Wellness Representative,
- b) Shall be knowledgeable on wellness/mental health resources available to MMSA members,
- c) Shall advocate for the class and liaise concerns to the MMSA Wellness Committee, the UGME department of Student Affairs, and the University of Manitoba Department of Student Affairs, as deemed appropriate by the representatives.

- d) Shall assist in organizing wellness oriented events for their class, in collaboration with other Class Council members.

#### **4.4.5 Community Outreach Representatives (2 Positions)**

- a) Shall organize and implement the annual Mock Multiple Mini-Interviews (MMIs) for pre- medical students,
- b) Shall organize and implement Medical School Information Nights at the University of Manitoba and University of Winnipeg,
- c) Shall assist in the organization of accommodations for out-of-town pre-medical students invited for the MMI,
- d) Shall only be a member of the Class Council for the Medicine I year.

#### **4.4.6 Global Health Liaison Junior**

Cross appointed with the MMSA council; as listed in Bylaw 4.2.18.

#### **MMSA Bylaw 4.2.18:**

- a) Shall, in conjunction with the GHL Senior., represent the MMSA to the Global Health Program of the CFMS and the IFMSA,*
- b) Shall assist the GHL Sr. in leading the Global Health Interest Group and supporting Global Health Activities within the Max Rady College of Medicine,*
- c) Shall sit on the MMSA Council as a non-voting member, holding voting rights only in the absence of the GHL Sr. in which case the GHL Jr. may act as their proxy.*

#### **4.4.7 MMSA Medicine I Representative**

Cross appointed with the MMSA council; as listed in Bylaw 4.2.14

#### **MMSA Bylaw 4.2.14:**

- a) Shall represent the Medicine I Class to the MMSA Council,*
- b) Shall disseminate relevant news/proceedings from MMSA Council Meetings to the Medicine I Class.*