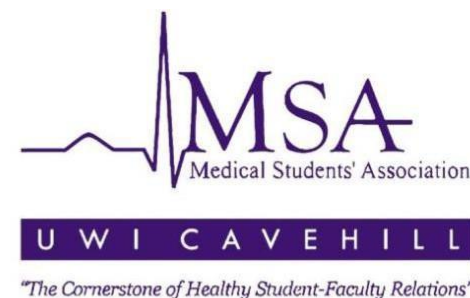


MEDICAL STUDENTS' ASSOCIATION



OFFICIAL CONSTITUTION

Faculty of Medical Sciences
University of the West Indies
Cave Hill Camps

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OFFICIAL CONSTITUTION

MEDICAL STUDENTS' ASSOCIATION



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INTRODUCTION

The constitution is the Highest and most absolute law of the Medical Sciences Student Community. It is the law by which EVERY SINGLE member of the MSA is required to abide. This document is to be altered/amended ONLY by the Constitutional Chairperson of the Medical Students' Association; elected by the MSA general membership or appointed by the MSA Council. Any dissemination and/or alteration of the commutable version of the Constitution, not directly authorized by the Constitutional Chairperson is in direct violation of this section of the constitution. As such this Constitution ensures that the MSA functions on the basis of the following:

PRINCIPLES:

- *The Association shall pursue its aims without political, religious, social, racial, national, sexual or any other forms of discrimination.*
- *The association shall promote humanitarian ideals among medical students and so seeks to contribute to the creation of responsible future physicians.*
- *The Association shall respect the autonomy of its members.*

OBJECTIVES:

- *To initiate, undertake and organize whatever action or activities that may be necessary or desirable for enhancing the academic and social pursuits of the student body hereby constituted and for the advancement and promotion of unity and fraternity amongst the members of the Association.*
- *To, where possible, participate in and cooperate with the University's Administration so as to foster and maintain the academic, social and general welfare of members as well as to collaborate with the Guild of Students in order to promote this end.*
- *To promote and safeguard the rights and interests of members of the Association.*
- *To develop and maintain relations with other student organizations of the University and other learning institutions and within the medical profession.*

With the addition of Appendices to the MSA constitution, this places the additional information for the running of MSA clubs which, though not directly run by the MSA board, answer to it. It also provides context for the spirit in which aspects of the constitution were forged; therefore, aiding in the interpretation and protection of the rights of Medical Students.

In addition to the above objectives and principles, this constitution was forged to outline the rights of Medical Students within the Association, as well as clear guidelines highlighted to guide the leadership of the Council and its departments. In this way this constitution was forged to forever ensure democratic leadership within the MSA.

Sincerely,

Martin Jordan
Constitutional Chair
2016 – 2017

INTERPRETATION

“Association” shall mean The Medical Students’ Association of the University of the West Indies, Cave Hill Campus.

“Council” shall mean the body charged with the responsibility for the administration of the affairs of the Association.

“Absolute majority” shall mean at least two-thirds of those members present and voting.

“Simple majority” shall mean more than half of one vote for or against a motion, notwithstanding any abstentions.

“Faculty” shall mean the Faculty of Medical Science of the University of the West Indies, Cave Hill Campus.

“University” shall mean the University of the West Indies, Cave Hill Campus.

“Campus” shall mean the University of the West Indies, Cave Hill Campus.

“Guild” shall mean the Guild of Students of the University of the West Indies, Cave Hill.

“Cabinet” shall mean all members elected during MSA general elections to head a department.

“Medical Students” shall mean all students of the Faculty of Medical Sciences represented by the MSA.

A close-up, black and white photograph of a leather-bound book cover. The cover features a blind-tooled emblem, possibly a coat of arms, which is partially obscured by the large text. The leather has a visible grain and some wear. The text is overlaid on the image.

PART 02

GENERAL CONSTITUTIONAL PROVISIONS

*This part of the Constitution shall be under the
complete jurisdiction of the Judicial Branch of
the MSA.*

1. ESTABLISHMENT OF THE MEDICAL STUDENTS' ASSOCIATION

- a. In accordance with the Constitution of the Guild of Undergraduates, the Medical Students' Association shall be recognized as an Association functioning under the authority of the Guild as a means of communication between the students and faculty of Medical Sciences.

2. AUTHORITY FOR CONSTITUTION

- a. This constitution derives its validity from the Guild Constitution which in turn derives its validity from Statute 38 (2) and Ordinance No. 1 of the Charter of the University of the West Indies.
- b. In accordance with the Guild constitution the MSA shall make its own rules for its own management subject to approval of the Guild Constitutional Committee.
- c. Hence all doubt with regards to the credibility of the constitution of the MSA shall be avoided.

3. MSA PROPERTY:

- a. MSA property shall refer to everything legally owned by the MSA; evidence of which will be provided by the imprinting of the MSA logo or as justifiably declared property by the President.
- b. The Executive Secretary of the MSA shall take a COMPLETE inventory of all MSA property (tangible) and forward a copy to the Chief Financial Chair of the MSA every year BEFORE the 15th of December. This is so that arrangements can be made for insurance of all valuable equipment in the possession of the MSA.
- c. The responsibility for the custody and safety of all MSA Property (tangible) shall lie with the President of the MSA who shall take steps to ensure that the property is secured.
- d. Members of the MSA Council shall use MSA property to further the objectives of the Association.
- e. Under no circumstances shall the Common Property of the MSA be distributed among members for personal ownership. Common Property includes: items owned by MSA, items bought by MSA for its sole use; fully excluding money.
- f. ALL MSA property MUST be given to the Incoming Council no later than three weeks after the election of the new board each year.

4. MEMBERSHIP

A. COMPOSITION.

The Association is composed of:

- a. Default member- any student pursuant of an M.B.B.S., BSc. in Health Science or BSc in Nutrition & Dietetics degree at the University shall be deemed default members of Association. They shall have the right to:

- i. Vote in Guild Elections
 - ii. Vote in MSA Elections
 - iii. Attend all MSA sponsored events (except for the Pinning Ceremony)
- b. Full member– any default member who has paid the stipulated dues to the Association. They will have the right to:
 - i. Vote at all MSA elections in addition to Guild elections.
 - ii. Stand for election to any office.
 - iii. The right to attend all activities sponsored by the MSA.
 - iv. The right to attend his/her Pinning Ceremony.
 - v. The right to a contribution for his/her Oath Taking Ceremony.
 - vi. The right to enjoy any membership privileges set by the council.
- c. Associate member- any individual who is not part of the Faculty of Medical Sciences but lends services to the MSA solicited by the Council. Such may include Law students who may be asked to sit on the Executive Disciplinary Committee. Such members are deemed to have fraternal ties with the MSA by the council.
 - i. The right to attend all activities sponsored by MSA.
 - ii. The right to request proof of association with the MSA if the need arises (references).
 - iii. Shall not be required to pay the yearly membership fee.
- d. Honorary life member- all past MSA members who served a full tenure on the council, shall be regarded as honorary life members of the MSA.
 - i. The right to attend all MSA sponsored events even after completing his/her tenure of service.
 - ii. Shall receive a certificate at the end of his/her tenure listing him/her as an honorary life member of the MSA.
 - iii. Shall not be required to pay the yearly membership fee.
- e. Council Members:
 - i. Shall include any FULL member who is elected or appointed to serve on the Council of the MSA.
 - ii. Such members will be responsible for making decisions in the interest of the Association.
 - iii. *Tenure of Office:* All elected members shall hold office from June 1st- May 31st of each succeeding year. Council members appointed/or elected after June 1st by virtue of *Article 24: Section I* shall vacate office by the 31st of May of the succeeding year.

B. ETHICS POLICY FOR ALL MEMBERS OF THE ASSOCIATION:

- a. Shall act in accordance with the Constitution of the Association and shall particularly fulfil their contributory obligations as stated in *Article 5: Section A; Sub-article (d)* of the constitution.

- b. All members of the association shall act in accordance with the Rules of the university, the State of Barbados, and the Student Ethics Code he/she has signed on admission to the Faculty of Medical Sciences
- c. N. B This Policy shall be accepted and remain binding after a default member chooses to pay, sign for confirmation of payment and accept a receipt of payment of membership fees.
- d. Any breach of this agreement as determined by the MSA Council will cause a member to be subject to relevant disciplinary proceedings in accordance with *Article 18* of the Constitution.

5. BILL OF RIGHTS

The following list was made to reaffirm the rights of MSA students as guaranteed in the Guild's Constitution.

The Medical Students Association undertakes to guarantee the rights enshrined below in the "Bill of Rights" which are deemed to be sacrosanct.

a. Right to Information

1. Every Student shall be able to attend all open meetings of the Medical Students Association.
2. Upon request, every Student of the MSA shall be entitled to view copies of documents prepared by the Medical Students Association Council. Documents should be disseminated within ten (10) business days, which shall include but not be limited to:
 - a) Financial Report presented at Annual General Meetings.
 - b) The Medical Students Association Constitution and all appendices.

b. Right to Vote

Subject to the validity of a students' registration status and the payment of dues, all students have a right to vote for Councilors of the Medical Students Association (subject to where such Councilors are deemed to be appointed by the Medical Students Association) provided that the adequate identification is furnished.

c. Freedom of Speech

1. No Councilor of the Medical Students Association shall hinder nor restrict any student's freedom of speech on the University Policy and Protocol.
2. However, speech that is deemed to be defamatory, promote xenophobic sentiment, hate and discrimination of another student by virtue of (but not limited to) race, nationality, sex, class or creed will not however be tolerated, nor should such be promoted by any Councilor of the Medical Students Association.

d. Freedom of Assembly

Students have a right to assemble to discuss issues of importance to them and to attend meetings with some or all Medical Students Association Councilors to express said issue. The latter may be done informally or through the channels (but is not limited to) prescribed by this Constitution. These meetings may take the form of Annual General Meetings of the Medical Students Association or Special Meetings of the Medical Students Association.

e. Protection against Improper Academic Evaluation

Students have a right against biased, improper evaluation by faculty and staff that is not in keeping with the standards established in particular courses of study. To that end, Class Representatives have a duty to represent student interests where such is alleged.

f. Redress

An alleged contravention of this section, and others of this constitution by a Councilor of the Medical Students Association shall be subject to disciplinary procedures outlined in Section 10 – 12 of this Constitution. This does not preclude the pursuing of other means of redress.

6. MEMBERSHIP FEES

A. SETTING OF FEES:

- a. There shall be an annual subscription fee of no more than a single increase or decrease of 10 BDS for the Members of the Association. This figure will be determined by an absolute majority of the council of the MSA. , with *no more* than a single increase/ decrease (10 BBD) in subscription fee within a consecutive 3-year period.
- b. Any member who fulfills their annual subscription fee would be deemed to be a member in good financial standing with the Association.
- c. Members in good financial standing with the Association shall be entitled to such benefits set and presented by Council at the annual general meeting.
- d. As per the decision of 2/3rds majority of the Council (2021-2022), all members of the Medical Students' Association will be required to pay a membership fee of 15 Barbadian Dollars for the academic year 2021/2022 (Regular fee). Acknowledging that the MSA understands the economic impact, the Covid 19 pandemic has laid upon our members, and in extent, everyone worldwide, the original fee, (20 BBD) was reduced by 5 Barbadian dollars , specifically for the academic year 2021/2022. Additionally, all late fees expenses will be waived for the academic year 2021/2022.
- e. Given that the current pandemic has subsided by the start of the new academic year 2022/2023, membership fee will return to the original 20 Barbadian dollars and late fee charges will be acknowledged as stated in the MSA constitution. However, if the current environment has not subsided but remains the same, the fees will continue to be waived until otherwise stated by the board.

B. OUTSTANDING FEES:

- a. Any member of the MSA who does not fulfill this obligation by the stipulated deadline set by a 2/3rds majority vote by the MSA Council, will be charged a late penalty fee of 5 BBD unless he/ she is approved to make payments by virtue of *Article 5: Section C* of this Constitution.
- b. The late penalty fee shall not be more than 25 % of the set pre-deadline dues.
- c. Members with outstanding dues will be stripped of all privileges in association with the payment of the fees. Such measures will remain until full payment of any outstanding fees and penalties incurred are paid to the Finance Department of the MSA. N.B: Members paying below a minimum percent of the MSA fees for the first 3 years of Medical school may not be eligible to attend his/ her pinning ceremony and/or may not receive a contribution towards his/her oath taking ceremony in accordance with *Article 6: Section i and ii*.

C. PAYMENT PLAN:

- a. Any member who is unable to meet the stipulated cost is required to give notice to the Welfare Chairperson of the MSA no later than TWO WEEKS in advance of the stipulated deadline.
- b. The Welfare Chair will then assess the reasons for the member's inability to meet the deadline and will present the case to the Council. The Council will then consider the case(s) presented and decide on the approval/disapproval of an extension of payment-time for the individual, based on their assessment of his/her reasons.
- c. The Welfare Chair will then be required to devise a reasonable payment plan allowing the member to meet the cost within a reasonable time frame.
- d. Members of the Association have the right to contest the fees stipulated by the MSA Council. The fees will be increased or decreased only if a formally written and signed petition of one hundred (100) or more of the entire general membership is issued to the Office of the Constitutional Chair. The fees would then be reviewed based on the written request of people.

7. ACADEMIC CEREMONY REGULATIONS:

i. CLASS PINNING AND AWARDS CEREMONY

A. CLASS PINNING CEREMONY COMMITTEE:

- a. Every Pre-clinical class of the Faculty of Medical Sciences shall form a Pinning Ceremony Committee by August 1st and commence planning for this event before registering for semester 1, 3rd year.
- b. At the inception of the committee, by a simple majority vote, a Committee Chair will be elected from amongst the volunteers.
- c. After the election of the chair there shall be elections for a Treasurer and Secretary.
- d. Each Committee MUST at all times have a functional Chair, Secretary and Treasurer.
- e. Decisions of the committee will be determined by simple majority vote of those present and voting.
- f. Funds will be placed in a joint bank account opened by the treasurer and the Chair.
- g. Funds will be withdrawn via cheque-book and will require the signatures of both the Treasurer and Chair.
- h. Pinning Committee Treasurer and Chair must commit to being present in a year's time in order to facilitate a proper handover of the account and must always leave funds in said account solely to cover external fees (bank fees) for the next 12 months

B. SPONSORSHIP OF THE CEREMONY:

- a. Class Committee: the class to be pinned shall contribute no less than 80% of the funds to cover the total cost of the ceremony. To make this possible the committee may request a set monthly monetary contribution from each member of the class. In addition, the class shall host fundraising events and seek outside sponsorship in order to raise enough money to cover this cost.
- b. Medical Students Association: Shall contribute no more than 20% of the total cost of the pinning ceremony every year ONLY if this 20% does not exceed 40% of the total amount collected in dues from the class to be pinned for the 3 years of medical school. This restriction serves to deter any particular class from crippling MSA Funds by presenting an inflated budget for pinning ceremony. Hence more money will be received for pinning from the Association, if the number of students paying dues from the class to be pinned is at a maximum.
- c. Faculty of Medical Sciences: Shall sponsor the pins each year after the committee has chosen the particular design preferred by the majority of students. The Chair of the Committee shall confirm this sponsorship every year, seeing that faculty can decide not to sponsor the pins for various reasons.
- d. Outside Sponsorship: The Chair, Treasurer, Secretary and any additional committee member tasked by the chair, will have the responsibility of reaching out to potential sponsors, to seek extra funding of the ceremony.

C. ATTENDING THE CEREMONY:

- a. In any case attendance at pinning ceremony will be by special invitation ONLY every year.

Invitation Class	Requirement	Benefit
1	Individual must have paid <u>100% of MSA dues from year 1-3</u> in addition to any late penalties incurred + <u>100% of the total class contributions</u> to Pinning committee	This class of invitation allows the individual to be part of the <u>pinning ceremony</u> in addition to getting the <u>maximum number of special guest invitations and/or any other privileges</u> determined by the committee
2a	Individual pays <u>100% of the total amount of dues owed to MSA for the 3 years</u> but pays <u>AT LEAST 50% of the total requested class contributions</u> to Pinning committee	This class of invitation allows the individual to be part of the <u>pinning ceremony</u> in addition to getting half the maximum number of special guest invitations
2b	Individual pays <u>AT LEAST 80% of the total number of dues owed to MSA for the 3 years</u> + <u>pays 100% of class contributions</u> to Pinning committee.	This class of invitation allows the individual to be part of the <u>pinning ceremony</u> in addition to getting half the maximum number of special guest invitations
3	Individual pays at <u>least 50% of the total amount of dues owed to MSA for the 3 years</u> and pays <u>AT LEAST 50% of the total requested class contributions</u> to Pinning committee	This individual will be <u>invited to the ceremony</u> but <u>will NOT be allowed to bring any guests.</u>
No Invite	Individual pays <u>less than 50% of the Total amount of dues owed to MSA for the 3 years</u> and/or pays <u>less than 50% of the total requested class contributions</u> to Pinning committee.	This individual <u>will NOT be allowed into the ceremony</u> and <u>will collect their pins at a later date, in the faculty office.</u>

- b. Any amount paid by any member below the 50% for pinning contributions and/or MSA dues for the first 3 years of medical school, will NOT receive an invitation to be pinned, will receive a refund of the amount contributed to class dues and 20% of what they would have paid towards MSA dues (only per request).
- c. Persons who make contributions towards the pinning committee and are unable to advance to clinical years due to failure to pass a course or otherwise, will receive a full refund of their contributions towards the pinning ceremony, providing that they did not attend the ceremony as a graduate.
- d. In any case, individuals who have not paid all MSA dues and penalties, may still get to be pinned in consideration of substantial contributions to the Pinning Ceremony Committee. However, it is important to note that it still stands that such individuals will not be eligible to receive the benefits of a full member of the MSA. They will not be able to run for office or get any discounts offered by the MSA. Hence despite the above conditions students are encouraged to clear their membership debts with the Finance Department of the MSA.
- e. If students who have not paid their full monetary contributions to MSA or the Pinning Ceremony Committee, then he/she can opt to pay for an extra ticket to bring extra guests at a price determined by the committee.
- f. Students who cannot afford to make the full monetary contributions necessary to attend the ceremony (with guests or otherwise), are encouraged to bring the matter to the attention of the pinning ceremony treasurer and proceed to apply for financial aid from the Welfare department of the MSA. Full confidentiality will be expected from the treasurer in such a case. *Any breach of the student's confidentiality by the treasurer will result in the termination of his/her post and a re-election shall be called by the chair.*

ii. CLASS OATH TAKING CEREMONY

A. CLASS OATH CEREMONY COMMITTEE:

- a. Every Clinical class of the Faculty of Medical Sciences shall form an Oath Taking Ceremony Committee and commence planning for this event before registering for 5th year.
- b. After a reasonable number of class members have volunteered to be part of the committee, elections for a Committee chair will commence. By a simple majority vote of the committee a Chair will be elected.
- c. After the election of the chair there shall be elections for a Treasurer and Secretary.
- d. Hence each Committee MUST at all times have a functional Chair, Secretary and Treasurer.
- e. Decisions of the committee will be by simple majority vote of those present and voting.
- h. Funds will be placed in a joint bank account opened by the treasurer and the Chair.
- i. Funds will be withdrawn via cheque-book with both signatures of the Treasurer and Chair.

B. SPONSORSHIP OF THE CEREMONY:

- c. Class Committee: the class to take the oath shall contribute no less than 80% of the funds to cover the total cost of the ceremony. To make this possible the committee shall request a set monthly monetary contribution from each member of the class. In addition, the class shall host fundraising events and seek outside sponsorship in order to raise enough money to cover this cost.
- d. Medical Students Association: Shall contribute no more than 20% of the total cost of the oath taking ceremony every year ONLY if this 20% does not exceed 40% of the total amount collected in dues from the class taking the oath for the 3 preclinical years of medical school. This restriction serves to deter any particular class from crippling MSA Funds by presenting an inflated budget for the oath taking ceremony. Hence more money will be received for oath taking from the Association, if the number of students paying dues from the class to take the oath is at a maximum.
- e. Outside Sponsorship: The Chair, Treasurer, Secretary and any additional committee member tasked by the chair, will have the responsibility of reaching out to potential sponsors, to seek extra funding of the ceremony.

8. AMENDING THE CONSTITUTION

GENERAL AMENDMENTS

- a. This constitution may be altered or amended at any time under the patronage of the Constitutional Chairperson.
- b. These changes shall take permanent effect when both stages of ratification have been completed:

I. Primary Ratification:

- i. After making changes the constitutional chair shall set a date for the Constitutional Review Meeting.
- ii. This meeting shall be chaired by the Constitutional Chair with the President as the co-chair.
- iii. The constitutional chair shall present each council member of the MSA with a *non-commutable* copy of his/her changes to the constitution *no later* than seven (7) days in advance of the meeting date during which Council members are required to go through the document and prepare notes for the meeting.

- iv. Note the President, and the Human Resources and Electoral Affairs Chair shall have partial jurisdiction over Part 3 of the constitution. Hence the president can suggest changes to these sections as he/she deems fit and place a veto on changes made to this section by the constitutional chair. However, changes will still be presented to the legislative as “not approved” who can decide to override the veto if they are strongly for the change.
- v. All other changes to the constitution shall be approved by an absolute majority vote of the Legislative Branch of the MSA. Though the president and the constitutional chair will be present at this meeting their votes will not count as they are not members of the legislative.
- vi. When all changes have been resolved by absolute majority, approved changes will proceed to secondary ratification.

I. Secondary Ratification:

- i. In the case whereby changes are made to a Published version of the constitution which has already received the stamp of approval from the MSA Constitutional Committee and the MSA Legislative, secondary ratification will be needed in order for any amendments to take effect.
- ii. Such changes shall undergo final approval at an Annual or Special General Meeting of the Association by a two-thirds majority of those present and voting.
- iii. The quorum for the Special General Meeting shall be thirty (30) persons or more.
- iv. Such amendments shall take effect from the date of the meeting of the Association in which it was approved or from such date as may be approved by the Council.
- v. Prior to such a meeting, the Constitutional Chairperson shall place notice of the proposed changes seven (7) days in advance after having obtained an absolute majority vote of the Council.

N.B. This will not be necessary where changes are made to Part 3 of the constitution unless requested by the President and approved by the HR Chair and the Constitutional Chair.

- c. The Judicial Branch shall cause such change(s) adopted to be reflected in the Constitutional instrument.
- d. After the operation of the above clause, the Constitutional Chairperson shall cause the Constitutional instrument so amended to be reapproved by the Constitutional Committee of the Guild Council.



PART 03

HUMAN RESOURCE POLICY MANUAL

INTRODUCTORY CLAUSE

- *This Part of the Constitution shall function under the partial Jurisdiction of the Department of Human Resources & Electoral Affairs.*
- *Changes made to this section of the Constitution shall only be approved by:*
 - *The Human Resources Chair*
 - *Constitutional Chair*
 - *And the President (or Vice President of Preclinical Sciences or Vice President of Clinical Sciences in his/her absence)*
- *Changes to this section are not subject to final approval by legislative ratification.*
- *This is because prior to being accepted into office each Council member is informed of his/her roles; one of which is agreeing to perform any assigned task by the President or Vice President of Preclinical Sciences or Vice President of Clinical Sciences. Hence the President together with the Human Resource & Electoral Affairs Department can make and approve changes to the HR manual with regards to roles and internal structure, which will remain binding if the judicial branch determines the changes are justifiable.*
- *If the President, Constitutional Chair and/or the Human Resources Chair deems it fit, he/she will submit a motion to put changes to a legislative vote as a means of final approval or as a means for further discussion to make the proposed changes more feasible. However, all relevant approving bodies from the above list must support this motion.*

The contents of this section are hereby approved by:

Jade Jackman
Constitutional Chair (2023-2024)

Sergei Fraser
Human Resources Chair (2023-2024)

Chad Forde
President (2023-2024)

9. DEPARTMENTAL STRUCTURE OF THE MSA

A. Department of Events & Planning

❖ Head of Department: *Events & Planning Chair*

- Community Outreach Officer
- *Events & Planning Officer*

B. Department of Public Relations & Marketing

❖ Head of Department: *Public Relations & Marketing Chair*

- Publications Officer

C. Department of Finance

❖ Head of Department: *Chief Financial Chair*

- President
- Vice President of Preclinical Sciences
- Vice President of Clinical Sciences

D. Department of Student Welfare

❖ Head of Department: *Welfare Chair*

- Health & Safety Officer

E. Department of Human Resources & Electoral Affairs (MBBS Year 1 Representation)

❖ Head of Department: *Human Resources Chair*

F. Department of Public Health

❖ Head of Department: *Vice President of Preclinical Sciences*

- Public Health Officer

G. Department of Clinical Sciences

❖ Head of Department: *Vice President of Clinical Sciences*

- Clinical Skills Officer

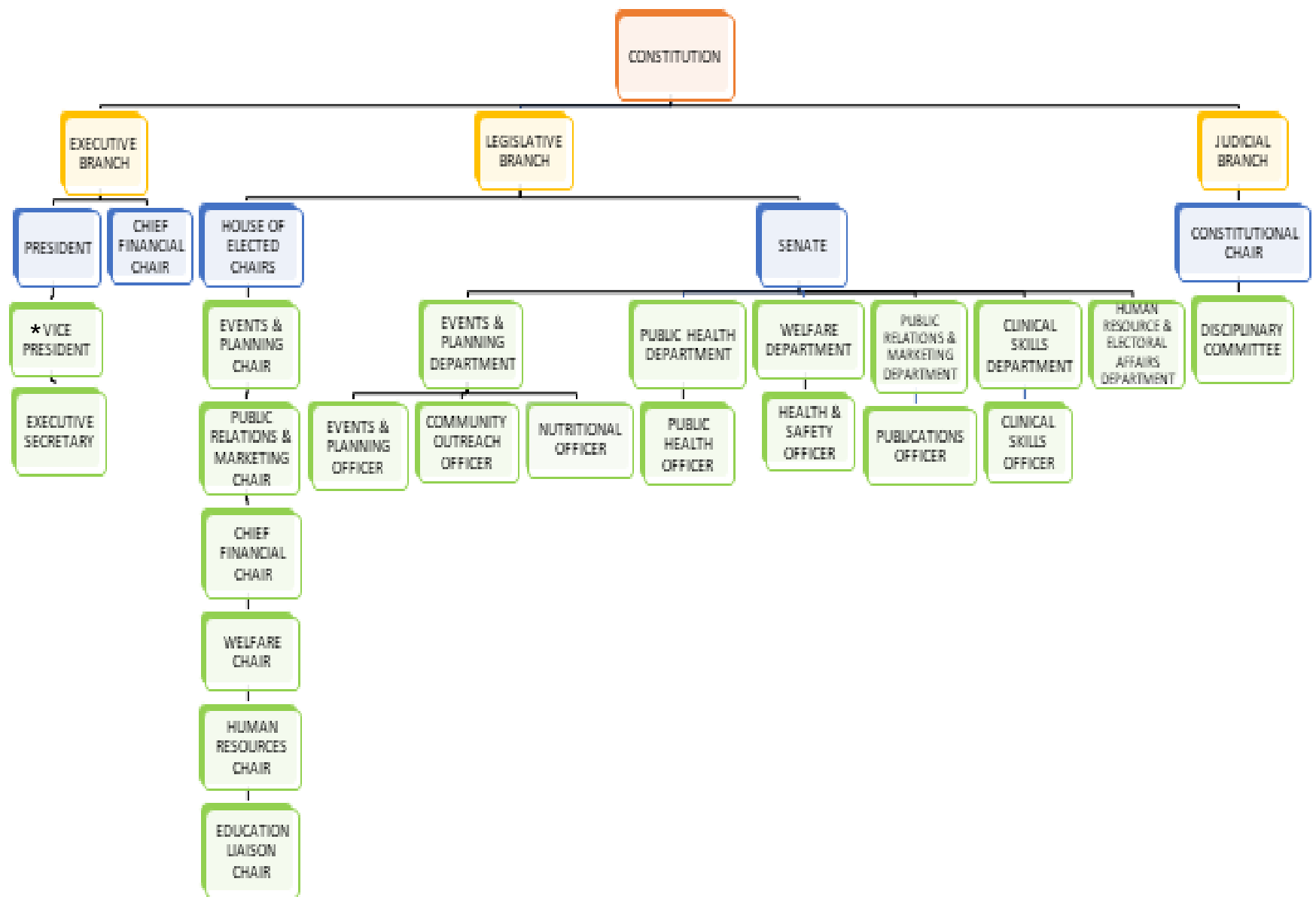
H. Department of Constitutional & Judicial Affairs

❖ Head of Department: *Constitutional Chair*
Members of the Disciplinary Committee

I. Department of Education

Education Liaison Chair

10.ORGANIZATIONAL STRUCTURE OF THE MSA



*Vice President refers to both Vice President of Preclinical Sciences and Vice President of Clinical Sciences

11. FUNCTIONS OF BRANCHES OF THE MSA COUNCIL

A. THE EXECUTIVE BRANCH:

Consists of the President, Vice President of Preclinical Sciences, Vice President of Clinical Sciences, Executive Secretary and Chief Financial Chair.

- i. To work towards the benefit of the MSA membership.
- ii. To place a veto on any amendments proposed by the Judicial Branch with respect to The HR Policy Manual, which relate to the roles of individual posts within the organization. This Power will lie with the President as who has the power to create roles within the Council as he/she deems fit.
- iii. In addition, see duties and Responsibilities of the President, Vice President of Preclinical Sciences, Vice President of Clinical Sciences, Executive Secretary and Chief Financial Chair.

B. THE JUDICIAL BRANCH:

Consists of the Constitutional Chair, Executive Secretary and the appointed members of the Disciplinary Committee.

- i. To work towards the benefit of the MSA membership.
- ii. Will have the power to veto any decisions made outside this branch with respect to Discipline or which affects the constitution of the MSA.
- iii. To draft laws and policies which will function to maintain & increase the level of Integrity & Professionalism represented by the MSA.
- iv. To ensure that every SINGLE aspect of Law as outlined within the Constitution is strictly enforced.
- v. To defend the rights of ALL MSA members and resolve any situation of Student Injustice.
- vi. In addition, see duties and responsibilities of the Constitutional Chair, Executive Secretary and the Disciplinary Committee.

C. THE LEGISLATIVE BRANCH:

i. House of Elected Representatives:

This sub-branch of the legislative will only include the elected Head of Department for Finance, Welfare, Publication & Marketing, Events & Planning and Human Resources & Electoral Affairs, Education Liaison Chair and the Constitutional Chair ONLY.

- d. Shall oversee all decision making with regards to his or her respective department.

- e. Shall exercise the power of ratification of laws and constitutional amendments drafted by the Judicial Branch at Constitutional Review Meetings.
- f. As members of Cabinet, shall set or change membership fees and policies concerning membership fees via an absolute majority vote in a special meeting called by the President. This meeting will consist of the members of the elected Chairs, the President, Vice President of Preclinical Sciences, Vice President of Clinical Sciences, and the Constitutional Chair. Any conflicts on the matter will be resolved by a gathering of the senate.
- g. Shall have the Power to advance a motion of recall of an Officer of the Senate from his/her post.
- h. Shall conduct departmental performance appraisals and advance completed performance appraisal forms to the Human Resource Chair per his/her request.
- i. Shall (with the exception of the Constitutional Chair) by a simple majority appoint one (1) member of the general public to the MSA Disciplinary Committee.
- j. Shall function as the Student - Faculty Committee (*as per the guild constitution; Article 2; Standing Committees*) and as such shall be the validating body for motions of recall of the President.
- k. Shall ensure that the concerns of their constituents are heard on MSA council and guild council (via the president) and seek aid from the Executive branch, Judicial and/or the rest of the legislative branch in order to devise plans to effectively address such concerns.

ii. Senate:

Will consist of all elected and/or appointed Officers working under the patronage of the elected Heads of Department.

- a. Shall be responsible for approving the list of non-mandatory candidates drawn by the Judicial Branch of the MSA to sit on the MSA Disciplinary Committee. They will also be entitled to make suggestions of candidates to the Constitutional Chair if necessary.
- b. Shall be responsible for advancing a motion of recall of members of the House of Representatives where poor leadership, decision making or misconduct has been exhibited.
- c. Shall be responsible for resolving matters of Conflict of interest within Cabinet. As such, the senate shall have the power to influence cabinet decisions by executing his/her individual vote at the gathering of the senate:
- d. Meetings of the senate shall be convened by the Chief Financial Chair (CFC) who shall function as the Official arbitrator of the senate.
- e. Decisions will be by absolute majority vote of the senate.

N. B. *Senators, though part of a department, shall present their views and make decisions during senatorial gatherings as individual council members, irrespective of the views or influences of his/her departmental Head in Cabinet. Hence attempts by a member of cabinet to influence the voting on a matter at a senatorial gathering is strictly forbidden.*

- f. Cabinet members will not be allowed to discuss the matter of conflict with any members outside the cabinet until a decision has been reached by the senate.
- g. To avoid influence of the senatorial members, the CFC shall call a senatorial gathering at a date known only to members of the senate.
- h. ~~N.B.~~ *the CFC shall only be allowed to be the arbitrator of the meetings of the senate but shall not contribute or influence in any way the decisions of the senate.*
- i. Senators shall be present at all meetings of the entire council.

iii. General Legislative Roles:

- a. To work together with the other branches of the Council to help make executive decisions which are ALWAYS in the BEST interest of the MSA.
- b. To work towards the benefit of the MSA membership.
- c. To veto any laws drafted by the Judicial Branch which are deemed non- feasible via an absolute Majority vote.
- d. To override a veto enacted by the President against a law drafted by the Judicial Branch regarding Roles and Responsibilities via an absolute Majority vote.

iv. Cabinet Of Chairs:

Shall consist of the President, Vice President of Preclinical Sciences, Vice President of Clinical Sciences, Executive Secretary, and all members of the House of Elected Representatives. This grouping shall be charged with the responsibility of setting annual subscription fees, approving payment extensions and payment extension plans and formulation of Budget Report, setting of subscription fee deadlines.

12. DUTIES & RESPONSIBILITIES OF COUNCIL MEMBERS:

□ *EXECUTIVE BRANCH:*

A. THE PRESIDENT:

Elected by MSA members during guild elections.

- i. Shall be the Chief Executive Officer (CEO) of the MSA Council and Guild Representative for the Faculty.
- ii. Shall be the Chairperson of the Cabinet of Chairs.
- iii. Shall be the Leader of the Executive Branch of the MSA Council.
- iv. Shall oversee and approve ALL internal matters within the Association with limited jurisdiction as stipulated within the Constitution.
- v. Shall be a member of the CIC board.
- vi. Shall in accordance with the HR chair and Constitutional Chair, create new positions within the Council where possible as he or she deems fit.
- vii. Shall be an ex-officio member of the Welfare Committee.
- viii. Shall be an ex-officio member of the Finance Committee.
- ix. Shall be ex-officio of the Human Resources & Electoral Affairs Department and as such will:
 - Oversee all matters within the Department of Human Resources & Electoral Affairs *only* with regards to the creation of new posts within the council.
- x. Shall appoint a single member of the general membership to the Disciplinary committee.
- xi. Shall be responsible for cooperating with the Internal Medicine Interest Group and the Surgery Interest Group of Cave-Hill (IMIG and SIG).

B. THE VICE PRESIDENT OF PRECLINICAL SCIENCES:

Elected by MSA members during MSA general elections and must be a Year 1, Year 2 or Year 3 MBBS student.

- i. Shall act as the President in his/her absence.
- ii. Shall be the Deputy CEO of the MSA Council.
- iii. Shall handle all matters concerning the Members of the MSA Council, only passing on those matters that go beyond his/her control to the President.
- iv. Shall use his/her good offices to resolve any disputes amongst Council Members.
- v. Shall solicit support from the leaders of the three Council Branches: i.e. President, Constitutional Chair and Members of the Legislative.

- vi. Shall be an ex-officio member of the Welfare Committee and Finance Committee.
- vii. Shall be a member of the CIC board.
- viii. Shall appoint 1 general member to the Disciplinary Committee.
- ix. Shall be responsible for:
 - 1. Getting MSA to be recognized on a regional and international level by being the official Liaison between foreign associations and MSA.
 - 2. Shall assist with the electives to be completed by Medical Students within the other Faculties.
- x. Shall sit as the M.S.A representative on the Alumni Association (UWI STAT- Students Today, Alumni Tomorrow).
- xi. Shall foster a spirit of camaraderie amongst fellow medical students in the various campuses.
- xii. Shall be responsible for overseeing the affairs of the 'Public Health Officer' of the Senate who:
 - i. Responsible for planning all Health Science related events
 - ii. Shall prepare an educational calendar outlining and promoting all 'health-related days' (eg. World AIDS day, world Earth day, etc...)
 - iii. Shall fall under the public health department
 - iv. Shall act as the chairman of the Public Health club, reporting on their activity every semester or as requested by the Vice President of Preclinical Sciences.
 - v. Shall report to the Vice President of Preclinical Sciences per request.
 - vi. Shall carry out any assigned task given by the Vice President of Preclinical Sciences within the limits of the constitution.

C. THE VICE PRESIDENT OF CLINICAL SCIENCES

Elected by MSA members during MSA general elections and must be a Year 4 or Year 5 MBBS student.

- i. Shall be the Head of the Clinical Sciences Department.
- ii. Shall act as President in his/her absence and in the absence of the Vice President of Preclinical Sciences.
- iii. Shall liaise between the FMS Student Liaison Officer and MSA.
- iv. Shall be an ex-officio member of the Welfare Committee and Finance Committee.
- v. Shall be a member of the CIC board.
- vi. Shall appoint 1 general member to the Disciplinary Committee.
- vii. Shall be responsible for coordinating review sessions with class reps and Clinical Skills Officer for MBBS candidates (Year 5 students).
- viii. Shall plan one event per academic year, specifically for MBBS candidates (Year 5 students).

- ix. Shall be responsible for overseeing the affairs of the '*Clinical Skills Officer*' of the Senate who:
 - i. Shall be sit on the finance committee and advocate for payment of MSA dues from clinical students.
 - ii. Shall sit on the education committee.
 - iii. Shall plan one event per academic year, specifically for clinical students.
 - iv. Shall relay any information from the Clinical Skills Building to the Vice President of Clinical Sciences.
 - v. Function to carry out any other task assigned by the President or Vice President of Clinical Sciences.
 - vi. Shall handle all matters concerning the Clinical students, only passing on those matters that go beyond his/her control to the Vice President of Clinical Sciences.

D. EXECUTIVE SECRETARY:

Elected in the MSA General elections.

- i. Shall record minutes at every MSA Council meeting which shall be dispersed to all Council members within seventy-two (72) hours after every MSA council meeting.
- ii. Shall solicit reports from all members of the Executive Branch for record keeping.
- iii. Shall document all information concerning the association and have an accurate and up-to-date record of such.
- iv. Shall disseminate public information to the Public Relations & Marketing Chair.
- v. Shall make any official statement on behalf of the Executive Branch of the MSA Council.
- vi. Shall report to the Public Relations & Marketing Chair any information documented as per request for the purpose of making a public statement on Behalf of the MSA Council.
- vii. Shall act as the Chair of MSA Council meetings called by the Executive Branch in the absence of President, Vice President of Preclinical Sciences & Vice President of Clinical Sciences.
- viii. Shall draft letters and any official correspondence for the Members of the MSA Council.
- ix. Shall be the leader of the Judicial Branch in the absence of the Constitutional Chair.
- x. Shall record, prepare and distribute the official minutes for all gatherings of the MSA Constitutional/Disciplinary Committee.
- xi. Shall make public reports on behalf of the Judicial Branch as directed by the Constitutional Chair.
- xii. Shall function as a member of the Disciplinary Committee and report to the Constitutional Chair per request.
- xiii. Shall carry out any assigned task by the Constitutional Chair within the limits of the Constitution.
- xiv. Shall carry out any assigned task given by the President, Vice President of Preclinical Sciences, or Vice President of Clinical Sciences within the limits of the Constitution.

□ JUDICIAL BRANCH:

A. CONSTITUTIONAL CHAIR:

Elected by the MSA members during MSA general elections.

- i. Shall be the Leader of the Judicial Branch of the MSA
- ii. Shall keep an accurate & up-to-date version of the constitution.
- iii. Shall be the SOLE interpreter of any misconceptions with respect to the constitution and its by-laws in cases where he/she is the original writer of the Constitution. Otherwise interpretation will only be conducted by an absolute majority of a fully functional Disciplinary Committee.
- iv. Shall serve as the "ethical compass" of the MSA Council.
- v. Shall function as a defender of student rights; conducting research to determine general issues affecting the student community as a whole or section of the community (Phase 1 or 2) and reporting to the President who would present such issues to faculty board members.
- vi. Shall work with the President and/or Vice President of Preclinical Sciences and/or Vice President of Clinical Sciences to help address any issues affecting Student-Faculty or student-council Relations.
- vii. Shall ensure, to the best of his/her ability, that all members of the Association are acting according to the Constitution.
- viii. Shall be the Head of the Department of Constitutional & Judicial Affairs and the MSA Disciplinary Committee.
- ix. Shall appoint 3 members of a total of 8 to sit on the MSA Disciplinary Committee.
- x. Shall bring any member acting ultra vires or bringing the Association into disrepute before the MSA Disciplinary Committee, Guild Disciplinary Committee, and/or University Disciplinary Committee.
- xi. Shall work with the Human Resources Chair to ensure all MSA elections are fair, unbiased, constitutionally legitimate and transparent.

□ *LEGISLATIVE BRANCH:*

➤ House of Elected Representatives:

A. EVENTS & PLANNING CHAIR

- i. Shall be the Head of the Events & Planning Department.
- ii. Shall be responsible for the planning and execution of ALL events sponsored by the Association.
- iii. Shall be responsible for the proposal of an estimate of funds required to cover the costs of each event and the presentation of this information to the Council & the Chief Financial Chair.
- iv. Shall work closely with the Public Relations & Marketing Chair for the adequate and effective promotion of the events
- vi. Shall report to the Executive Secretary per request.
- vii. Shall carry out any assigned task given by the President or Vice President of Preclinical Sciences or Vice President of Clinical Sciences within the limits of the Constitution.
- viii. Shall represent the MSA and the pinning committee in planning meetings of the pinning ceremony with the faculty.
- viii. Shall be responsible for overseeing the affairs of the Community Out-Reach Officer of the senate who:
 - i. Shall be the Chairperson of the Community Outreach Committee.
 - ii. Shall coordinate all community outreach events (including but not limited to: homeless, blind, disabled, diabetic and Alzheimer's patients) soliciting the support of the P.R. & Marketing Chair for aid in advertisement and the Events Planning Chair for aid in planning and execution.
 - iii. Shall be responsible for helping the Health & Safety Officer and the Nutritional Officer to coordinate the MSA Health Fair during MSA week.
 - iv. Shall be responsible for the rallying of the student populace and the Faculty members to support and attend these outreach events.
 - v. Shall be responsible for the promotion of community awareness and the necessity of community involvement.
 - vi. Shall report to the Events & Planning Chair per request.
 - vii. Shall carry out any assigned task given by the Events & Planning Chair within the limits of the constitution.

- ix. Shall be responsible for the overseeing the affairs of the Nutritional Officer of the senate who:
 - i. Shall be the Chairperson of the Nutritional Committee.
 - ii. Shall implement specific food- based days of the year within the MSA Calendar, where students will focus on eating solely nutrition- wise meals on which they will be educated.
 - iii. Shall coordinate campaigns which promote proper diet, exercise and rest.
 - iv. Shall facilitate and liaise meetings with the MSA Board and the pertinent authorities advocating for the incorporation of healthier meal options (within the general University Environment)
 - v. Shall educate all MSA Students on how to and the importance of fueling your body correctly.
 - vi. Shall be responsible for the promotion of community awareness on the holistic benefits of practicing proper & efficient nutrition and the necessity of community involvement on overall nutritional health nutritional matters/ practices.
 - vii. Shall work in association with the Welfare Chair to provide personal assistance and guidance to any MSA Member with dietary disorders.
 - viii. Shall report to the Events & Planning Chair per request.
 - ix. Shall carry out any assigned task given by the Events & Planning Chair within the limits of the constitution.

- x. Shall be responsible for overseeing the affairs of the *Events & Planning Officer* of the senate who:
 - i. Shall be responsible for the planning & execution of Freshers' Orientation and any activity geared specifically towards the first year students (Freshers).
 - ii. Shall work with the Publications Officer to create the Official M.S.A. package to be given to the Freshers during Orientation week.
 - iii. Shall be responsible for the decoration of all events hosted by the Association.
 - iv. Shall be responsible for the design of the Official M.S.A. logo, various shirts and novelty items.
 - v. Shall work closely with Events & Planning Chair to design and execute the events sponsored by M.S.A.
 - vi. Shall report to the Events & Planning Chair per request.
 - vii. Shall carry out any assigned task given by the Events & Planning Chair within the limits of the constitution.
 - viii. Shall be responsible for collaborating between MSA and any future or present MSA clubs (such as the debate club, etc.)

B. PUBLIC RELATIONS & MARKETING CHAIR:

- i. Shall be the Head of the Public Relations & Marketing Department.
- ii. Shall make official statements on behalf of M.S.A. when called upon to do so by the President and/or Vice President of Preclinical Sciences and/or Vice President of Clinical Sciences.
- iii. Shall serve as the interface between the student body and the Council; relaying all concerns, suggestions & feedback from students to the Council.
- iv. Shall be in charge of ALL forms of media used by the MSA for the dissemination of public information concerning events and initiatives of the Association.
- v. Shall handle all non-print media (social media, MSA website, LinkedIn, blog etc.) concerning the Association.
- vi. Shall manage the Official Website of the MSA.
- vii. Shall be in charge of compiling a yearbook for the graduating class of the year of his/her tenure with the help of the Publications officer.
- viii. Shall be responsible for the effective promotion of all MSA products and services across the campus.
- ix. Shall coordinate the effective advertising of ALL MSA Events as informed by the Events & Planning Department.
- viii. Shall prepare reports for the Executive Secretary per request.
- ix. Shall carry out any assigned task given by the President or Vice President of Preclinical Sciences or Vice President of Clinical Sciences within the limits of the Constitution.
- x. Shall be responsible for overseeing the affairs of the Publications Officer of the Senate who:
 - i. Shall chair the Publications Committee.
 - ii. Shall be responsible for the dissemination of public information concerning events and initiatives of the Association via print media (Letters, Posters, Notices etc.).
 - iii. Shall mainly be responsible for coordinating the design, printing & dissemination of the M.S.A. Yearbook.
 - iv. Shall report to the Public Relations & Marketing Chair per request.
 - v. Shall carry out any assigned task given by the Public Relations & Marketing chair within the limits of the Constitution.

C. WELFARE CHAIR:

- i. Shall be the Head of the Welfare Department.
- ii. Shall serve as the Chairperson for the welfare committee which would include *the: President, Vice President of Preclinical Sciences, Vice President of Clinical Sciences & Chief Financial Chair.*
- iii. Shall be responsible for overseeing all welfare matters concerning the general student body.
- iv. Shall maintain absolute confidentiality with the Financial Background information of students and any other sensitive information to which he/she is privy even after he/she has given up his/her post. Such an agreement will be drawn and sanctioned by the Judicial Branch of the MSA.
- v. Shall work with the Chief Financial Chair in the dissemination of funds or scholarships to the students in need of welfare.
- vi. Shall assist the Education Liaison Chair in the assignment of Health- and Med- Siblings to each Fresher.
- vii. Shall advance a motion to the Judicial Branch of the MSA to Blacklist any individual who has been determined to have committed welfare fraud.
- viii. Shall prepare and disseminate Financial Aid Forms to students interested in applying for financial aid.
- ix. Shall Prepare Student Accommodation Forms to be disseminated to students interested in applying for help in finding off campus accommodations via MSA.
- x. Shall be a member of the CIC board.
- xi. Shall analyze the Financial Aid Report and decide on a shortlist of names (10-person maximum per semester) who he/she has determined to be MOST in need of financial aid and present this list to the Welfare Committee.
N.B: If the Chief Financial Chair determines that the finances of the MSA can cater to more than the cap of 10 per semester, and this is approved by the Welfare Committee, only then shall financial aid be provided to a number above the set quota of 10 per semester.
- xii. Shall work with the faculty to help students in need of extra money to find part time campus jobs which will not clash with class schedules.
- xiii. Shall take note of ALL reports with respect to any issues which may have occurred between students and LandLords in off- campus housing recommended by the Welfare Department.
- xvi. Shall prepare reports to the Executive Secretary per request.
- xvii. Shall carry out any assigned task given by the President or Vice President of Preclinical Sciences or Vice President of Clinical Sciences within the limits of the Constitution.

- xviii. Shall maintain absolute confidentiality with the Financial Background information of students and any other sensitive information to which he/she is privy even after he/she has given up his/her post. Such an agreement will be drawn and sanctioned by the Judicial Branch of the MSA.
- i. Shall examine the list of applicants and conduct investigations by means of interviews and background checking to ensure that financial aid is effectively allocated to those MOST in need.
 - ii. Shall speak on behalf of any student who he/she has suspected to be wrongfully denied of Financial Aid.
 - iii. Shall work with the Accommodations personnel of the University and use any other necessary means to keep an up-to-date and extensive database of off campus housing arrangements. This should include location, estimated distance from campus, rental fee, landlord contact number, number of bedrooms & number of bathrooms.
 - iv. Shall take note of all issues which are reported to by the student with regards to their housing arrangements so as to devise a system which can be used to rate housing locations based on the experiences of past tenants.
- xix. Shall oversee the affairs of the *Health & Safety Officer* of the Senate who:
- i. Shall work with the director of the Campus polyclinic to ensure that an up-to-date record of the immunization information for ALL medical students is maintained.
 - ii. Shall ensure that all students are fully immunized in accordance with what is required by the faculty of medical sciences and/or university.
 - iii. Shall work with the Public Relations & Marketing Chair of the MSA to ensure that the members of the Medical Association are aware of all sporting activities in which they can participate.
 - iv. Shall work with the administration to ensure health and safety of the general students of the faculty.
 - v. Shall be the MSA representative of UWIHARP and promote safe and responsible sexual practices via any necessary means.
 - vi. Shall maintain absolute confidentiality with the medical information of students to which he/she is privy even after he/she has given up his/her post bound by a formal, written agreement drawn by the judicial branch of the MSA.
 - vii. Shall be responsible for helping freshmen register for sporting and co-curricular in collaboration with the Fresher's Activities Officer.

- viii. Shall work with the Alumni Affairs and Community Out- reach Officer to organize an *MSA Health Fair* at which doctors of different specialties can present the impact of diet & exercise to both the student population and the wider community.
- ix. Shall prepare a General Health & Safety Report of the issues that he/she feels affects or will potentially affect the health and safety of the medical students. The President will then present this report at the Faculty Board Meeting at the end of each semester.
- x. Shall Report to the Welfare Chair per his/her request.
- xi. Shall carry out any assigned task by the President and/or Vice President of Preclinical Sciences and/or Vice President of Clinical Sciences within the limits of the Constitution.

D. HUMAN RESOURCES CHAIR:

- i. Shall be responsible for the execution of a fair election of the members of the MSA Council and the appointment and dismissal of members from the Council subsequent to the Elections.
- ii. Shall assist the Constitutional Chair on matters regarding discipline especially with regards to electoral offenses, by acting as an investigator for the MSA Disciplinary Committee.
- iii. Shall be responsible for the dissemination of information regarding the duties & responsibilities of each Officer of the Council to the respective individuals.
- iv. Shall conduct performance Appraisals on all council members and their sub-committees.
- v. Shall be responsible for the publication of an Electoral Calendar subject to approval by the Head of the department.
- vi. Shall be the Council Representative for 1st Year Medical Students; listening, understanding, voicing and helping solve any concerns the class may have with faculty or otherwise.
- vii. Shall be the official coordinator of all MSA election processes.
- viii. Shall ensure that the regulations within the electoral code are strictly adhered to.
- ix. Shall carry out any assigned task by the President and/or Vice President of Preclinical Sciences and/or Vice President of Clinical Sciences within the limits of the Constitution.

E. THE CHIEF FINANCIAL CHAIR:

- i. He/she shall be responsible for overseeing the affairs of the President, Vice President of Preclinical Sciences, and Vice President of Clinical Sciences with respect to Financial Matters.
- ii. Shall be an ex-officio member of the House of Representatives.
- iii. Shall function as the Official Arbitrator of the Senate during senatorial gatherings.

- iv. Shall be responsible for the preparation & presentation of a financial report including an estimate of income and expenditure of the Association to the Guild (President makes presentation in this case) & the MSA Council.
- v. Shall be responsible for ensuring that funds are handled appropriately in strict consideration of the Finance Code of the Constitution.
- vi. Shall be responsible for the *management* of all the funds of the MSA.
- vii. Shall handle the “book keeping” and counting of all funds acquired at any event hosted by the Association. Hence he/she:
 - i. Shall keep a detailed record of all funds entering the bank account.
 - ii. Shall keep a detailed record of all cheques written to MSA.
 - iii. Shall keep a record of all funds owed to MSA.
 - iv. Shall be responsible for calculating and procuring any penalties on outstanding membership fees.
 - v. Shall keep a detailed log of every single cheque written by MSA.
 - vi. Shall keep a detailed log of any money withdrawn from the MSA bank account.
 - vii. Shall ensure that all cheques have the correct signatures, dates and amounts before being issued.
 - viii. Shall keep a detailed log of payments of dues by members.
- viii. Shall accept and disseminate (subject to approval) any scholarship presented to the Association after receiving the approval of the welfare chair.
- ix. Shall carry out any assigned task given by the President or Vice President of Preclinical Sciences or Vice President of Clinical Sciences within the limits of the Constitution.

A. F. THE EDUCATION LIAISON CHAIR

- i. Shall seek to increase student retention rates and career preparedness (Shall be an advocate of Medical Education).
- ii. Shall be responsible for the assignment of Health- Siblings (catering to Nutrition and BHSC students) and Med- Siblings to each Fresher.
- iii. Shall devise a system, our State of the Art Tutoring Program, in which tutoring services(Blended Approach) can be provided to all students who are performing below average, in an endeavor to maintain academic excellence within the student body.
- iv. Shall create a Resource Bank of learning/studying materials for all undergraduate FMS Students.
- v. Shall collaborate with faculty to promote new ideas for learning, research and project presentations.
- vi. Shall spare head the MSA research and writing clinic in collaboration with faculty and other key stakeholders/alumni.

- vii. Shall manage ED_MSA Medical Blog and Social Media pages.
- viii. Shall be responsible for mapping international and regional board examinations, timelines and updates for residency programs.
- ix. Shall air-mark a resource bank of career opportunities and avenues after graduation.
- x. Shall be responsible for annual collaborations with prep course companies for informational sessions and seminars (Kaplan Prep, Amboss etc).
- xi. He or she is responsible for managing and facilitating an annual Virtual Mentorship program.
- xii. Shall be responsible for building a database of alumni and managing alumni relations- alumni who would give back through mentorship, research, and academic assistance.
- xiii. He or she is responsible for managing and facilitating seminars/webinars to equip students for clinical years before and after degree completion.
- xiv. Shall be the chairperson of the Education Committee.
- xv. Shall be a member of the CIC committee.
- xvi. Shall liaise between class reps and the MSA on academic matters.

13. CLASS REPRESENTATIVES:

A. SELECTION PROCEDURE

- a. There shall be Class Representatives for the First, Second & Third Year MBBS, BSc. Human Nutrition & Dietetics and BSc. in Health Science, as well as the Fourth and Fifth year MBBS Representatives. These representatives shall be voted into office.
- b. In the case of first year students the Council Representative for that year (Human Resources Chair) will assume the position of class representatives until a date in the first semester of the first year no later than 4 weeks after the beginning of the semester is set by the Human Resources Chair.
- c. In the instances where there are internal class issues, the following chain of command to rectify such problems shall be followed. Each successor is only to be reached when the predecessor is absent.

The Class Reps will first seek assistance from the Course Lecturer followed by -> Course Coordinator -> Program Coordinator -> Deputy Dean -> Dean. In the event that the Course Lecturer and Course Coordinator are absent, the Class Reps will seek assistance from either the Vice President of Preclinical Sciences or the President of the MSA.

- d. Nominations for class reps. will become open for 1 week prior to the aforementioned, pre-set date.
- e. There shall be nominations for a male class rep. and a second set of nominations for a female class rep.
- f. Candidates will then make presentations to the class in an attempt to convince his/her peers that he/she is suitable for the post on a suitable date in the following week determined by the Human Resources Chair. Voting will take place on this same day and Class Reps. elected by a simple majority from their respective classes.
- g. This selection procedure shall be coordinated by the Human Resources Chair.
- h. Due to the nature of the BSc. Health Sciences & Bsc. Human Nutrition & Dietetics degree being full-time and part-time, special arrangements will be made by the MSA's HR & EA department.
- i. Class representatives shall function till the end of each year. However, at the beginning of a new year the Council Representative for the year will ask the class if they wish to have re-elections.
- i. This decision will be resolved by simple majority vote of the class members.
- j. Should the class vote in favour of re-elections the Council representative shall inform the HR & EA department who shall release all necessary information with regards to the re-election process.

B. DUTIES & RESPONSIBILITIES/CHAIN OF COMMAND:

- a. All class reps shall sit on the Education Committee.
- b. All class reps and IT reps (including year 1 MBBS and BHSc reps after being appointed), shall report to the Faculty Representative(the President), making him/her aware of their concerns and shall discuss the best way to go about resolving the issues.
- c. The President shall present such reports to the rest of the House of Representatives.
- d. The President will then use the reports and any further recommendations generated from the discussion with the house of reps. to voice the concerns of the different years at future faculty board meetings.
- e. The Respective Class Representatives shall be responsible for keeping their respective year groups informed of upcoming activities within the Society.
- f. The Information Technology Class Representative shall help assist classmates with e-learning issues, registration issues, navigation through Moodle, and shall be available to help assist lecturers with any technical issues they may face during their presentations.
- g. The Respective Class Representatives and the Information Technology Representative shall perform any other function(s) as may be delegated to him/her by the President or the Constitution.

14. PERFORMANCE APPRAISAL SYSTEM:

A. PURPOSE:

These reports on performance will potentially increase the work ethic of members of the MSA Council. Hence increasing the effectiveness of the administration.

B. PROCEDURE:

- i. ALL Council Members will be subject to performance appraisals conducted by the appointed HR Chair every month. The HR Chair can also choose to request for a Department Head to assess members of his or her department.
- ii. The Constitutional Chair shall perform performance appraisals on the HR Chair.

C. STANDARDS:

- i. The standards for the performance appraisal shall be in accordance with *Article 18 : section D; sub-article (b)*.

A grayscale background image showing a hand holding a fountain pen, signing a document. The document contains placeholder text like "Lorem ipsum" and "Signature".

PART 04

BYE-LAWS OF THE CONSTITUTION

*This part of the Constitution shall be under the
jurisdiction of the Judicial Branch of the MSA.*

15. MEETING OF THE ASSOCIATION:

A. MEETINGS OF THE GENERAL MEMBERSHIP:

- i. There shall be at least one General Membership Meeting of the Association each semester held no later than the first five weeks in the Semester.
- ii. All the meetings of the General Membership shall be summoned by the President or the person acting in his/her stead.
- iii. At every Meeting of the General Membership, the minutes of the previous meeting of the general membership if found to be correct shall be confirmed, seconded and signed by the Chairperson.
- iv. General Meetings of the Association shall be private and no public reports shall be made of the proceedings except with the authority of the Council.
- v. Twenty (20) members or more of the Association shall constitute a quorum excluding the Council.
- vi. The Council shall, if it deems it necessary, convene the general membership from time to time whenever it is of the opinion that matters have arisen which warrant such convention.
- vii. Notwithstanding the above clauses, the general membership shall be competent to convene a special meeting of the Association if it is of the opinion that a significantly grave matter has arisen. A letter with a minimum of forty (40) signatures must be handed to the Constitutional Chairperson. The quorum for such a meeting is forty (40) or more members.
- viii. Notice of any General Meeting shall be posted on all notice boards in the Faculty and QEH at least 72 hours before the Meeting.
- ix. At each of the two required meetings of the General Membership of the Association mandated by the Constitution, the President shall report to the general membership on matters that transpired at the Faculty Board Meetings and that of the Guild Council as he/she sees fit and necessary.
- x. At the General Meeting immediately preceding the expiration of a term of office, the Chairpersons of the respective Committees shall report on matters arising under their respective portfolios during their term of office.

B. MEETINGS OF THE COUNCIL:

- i. Ordinary meetings of the Council shall be called by the authority of the President and chaired by him/her or the Vice President of Preclinical Sciences in his/her absence. In the absence of both, the Vice President of Clinical Sciences shall act in the President's stead. In the absence of all three, any member of the Council elected by a simple majority of the Council shall act in the President's stead.
- ii. Only at Constitutional Review Meetings will the Constitutional Chair be allowed to call a meeting of the council on a date pre-approved by the President or Vice President of Preclinical Sciences in his/her absence.

- iii. 50 percent plus one of the members of the Council shall constitute a quorum for a Council meeting.
- iv. At least two (2) days' notice shall be given to every member of the Council.
- v. Notwithstanding the above, the President may call extraordinary meetings of the Council and a minimum of twenty-four (24) hours' notice of such meetings shall be given to every member of the Council.

16. COMMUNITY INVOLVEMENT CREDIT (CIC) STUDENT BOARD

A. CIC POLICY:

- i. At the start of each academic year, the CIC board is expected to meet to review the continuation of the program.
- ii. Criteria Students may earn engagement points via the following activities` :
 - a) Participation in University of the West Indies' (and related registered student organizations) service activities - 1 point will be attributed per hour service
 - b) Participation in UWI Faculty of Medical Sciences' service activities (inclusive of participation as a clinical skills' teaching aid and/or patient volunteer)
 - c) Participation in external acts of charity/advocacy in collaboration with a registered charity or non-profit organization - 1 point will be attributed per hour service
 - d) Participation in an independently planned act of charity/advocacy in student's community - 1 point will be attributed per hour service
 - e) Publication and/or presentation of research - 5 points attributed per project; 1 point will be attributed per hour presentation
 - f) Assistance in University of the West Indies (and Faculty of Medical Sciences) recruitment and retention activities (E.g. college fairs, secondary school presentations, UWI STAT & student orientation activities List not exhaustive) - 1 point will be attributed per hour service
 - g) Attendance and/or participation in medical lectures/conferences - Engagement points will hold the same point value as Continuing Medical Education (CME) credits.

B) CIC COMMITTEE:

The CIC board would comprise of;

- a) Community Outreach Officer (leader)
- b) The President
- c) The Vice President of Preclinical Sciences,
- d) The Vice President of Clinical Sciences
- e) Education Liaison Chair
- f) The Welfare Chair,
- g) The Deputy Dean of Preclinical Sciences/Representative of the faculty,
- h) 2 MSA members (executive or membership).

C) CIC RECOGNITION PROCEDURE:

Recognition Tier System:

- i. **Gold:** Student has engaged in intensive and meaningful service, accumulating equal to or over forty **(40+)** engagement points within a semester.
- ii. **Silver:** Student has engaged in intensive and meaningful service, accumulating equal to or over thirty **(30; less than 39)** engagement points within a semester.
- iii. **Bronze:** Student has engaged in intensive and meaningful service, accumulating equal to or over twenty **(20; less than 29)** engagement points within a semester.

Top three students at the end of an academic year will earn the Community Engagement Award. Students earning Tier Recognition may have their work acknowledged within the Faculty of Medical Sciences. All activities must be authorized by the assigned entities to attain eligibility for Fall & Spring semester recognition, Community Engagement Award, and Community Involvement Credit.

17. EDUCATION DEPARTMENT

A. THE EDUCATION COMMITTEE

➤ Composition: shall consist of:

- ❖ The Education Liaison Chair (leader of the committee)
- ❖ All elected Class Representatives of each year groups in both MBBS and BHSc programs.
- ❖ 1-6 members of the general membership.
- ❖ The Clinical Skills Officer

18. DISCIPLINARY CODE:

A. DISCIPLINARY POLICY:

Council members found to exhibit any level of misconduct that will or has the potential to tarnish the reputation of the MSA in any capacity, will be called before the MSA, Guild or University disciplinary committee by the Constitutional Chair in accordance with *Article 12: Section B; Sub-article (a) (X)*.

Two occurrences of such a situation may result in a motion for his/her resignation (resignation of all executive members would be deemed as a wastage of MSA funds and would be subjected to reimbursement of funds paid for T-shirt/polo, once he/she cannot legitimately substantiate his/her claim) from the Medical Students Association Council with immediate effect.

B. DISCIPLINARY COMMITTEE:

Composition: shall consist a total of 8 members;

- a. The Constitutional Chair (leader)
- b. The Executive Secretary (deputy)
- c. The HR Chair (ex-officio member: committee investigator)
- d. 3 students from the faculty of law appointed by the Constitutional chair (advisory sub-committee)
- e. And 2 general members; 1 appointed by the senate together with the House of Representatives (absolute majority), and 1 by the Executive branch (President, Secretary, CFC & VP).

N.B: the Senate shall approve all members except the first three listed above prior to their admission into this committee.

- f. Note that the advisory sub-committee shall also be allowed to vote on matters with regards to discipline so as to ensure at least 3 unbiased votes.
- g. Duties and responsibilities:
 - i. Shall be the deciding body on all matters of discipline concerning Council members and general members (in some cases).
 - ii. Shall function under the leadership of the Constitutional Chair who based on the views/ advice/votes of the committee will make a final decision on all cases.
 - iii. Shall also function as a Constitutional Committee of the MSA so as to aid in the drafting and/ or amendment of laws and policies of the MSA.

h. General Procedure:

- i. Any complaints and/or motions for suspension and/or recall must be drawn in the form of a written letter explaining the grounds on which the motion or complaint was made.
- ii. Motions for recall and suspension must be accompanied by an attached petition containing the requisite number of signatures needed for the recall or suspension of a council member as outlined in *Article 18: Section C*.
- iii. Complaints and all motions in this form must be advanced first to the Department of Human Resources & Electoral Affairs for consideration, preliminary justification and approval.
- iv. If the Human Resources Chair determines that the grounds for recall/suspension and/or complaint are substantial, he/she would then proceed to advance the written petition/ complaint to the office of the Constitutional Chair.
- v. The Constitutional Chair would then issue a written letter to the Defending Party explaining the grounds for recall/suspension or complaint. The date of the trial and official notice of the temporary suspension till the end of the trial, will also be included. This will be done 7 days in advance of the set trial date.
- vi. In the case of complaints which the Constitutional Chair does not deem substantial enough to proceed to a trial, a warning letter can be issued to the Defending Party.
- vii. Should the Defending Party receive a Judicial call to trial, he/she would then be required to produce an immediate written response indicating whether or not he/she will proceed to trial or opt for resignations without trial.
- viii. During the trial both the Opposing Party and the Defending Party would present their cases before the Disciplinary Committee.
- ix. The Disciplinary Committee after any necessary debate and/or further investigation, will decide on the matter not later than (2) weeks after the date of the first day of the trial.
- x. The Constitutional Chair would then read the final Decision of the Committee on the matter.
- xi. Disciplinary action taken by the Disciplinary Committee must be proportionate to the Offence by reference of nature, magnitude, context, duration and disposition of the parties to the dispute.
- xii. The Disciplinary Committee may employ one or more of the following actions at the end of a trial or hearing:
 - a. Issue of warning
 - b. Request for a statement of apology whether public or written
 - c. Suspension, restriction or termination of membership privileges; Council and/or otherwise.
 - d. Advancement to the University/Guild disciplinary committee
 - e. Notice of offense to the office of the dean.
 - f. If found innocent, the member shall be cleared of all alleged wrongdoings.

Note that the above list is by no means exhaustible

C. SPECIFIC DISCIPLINARY PROCEDURES:

Suspension/Recall/discipline of Council Members:

i. Recall/Suspension/Discipline of a Cabinet Chair:

By General Membership:

- i. All 8 elected and/or appointed Chairs who form the cabinet of Elected Chairs are liable to be recalled by the general membership on the basis of non- performance or misconduct.
- ii. Recall proceedings of this nature shall be initiated by a petition in writing signed by forty (40) members, explaining their reasons for desiring recall.
- iii. Only in the case where the member of cabinet in question is not the Executive Secretary or Constitutional Chair, this written petition should be addressed and submitted to the Constitutional Chair who shall then advance a copy of the petition to the Human Resources Chair. Otherwise it should be sent directly to the Human Resources Chair.
- iv. The recall proceeding shall now continue in accordance with the procedures outlined in *Article 18: Section B; Sub-articles (c)*.
- v. In addition to these procedures notice of proceedings should be placed on all notice boards in the Faculty seven (7) days in advance by the Publications Officer. Members who signed the petitions in addition to other members will be invited to attend the trial.
- vi. With these proceedings, after the chair in question has presented his or/her case, the disciplinary committee shall be required to seek a final simple majority vote of the quorum of members present at the trial.
- vii. The Disciplinary Committee will then take the final stance of the quorum into consideration as well as the case presented by the chair in question.
- viii. If the committee decides that no further investigation is needed the matter shall be resolved by an absolute majority vote of the committee.
- ix. The Decision of the disciplinary committee does not have to reflect the stance of the quorum.

By the senate:

- i. Officers of the Senate can collectively make a formal plea to the Department of Human Resources & Electoral Affairs seeking the Recall of a particular Chair.
- ii. This decision must reflect a 2/ 3rd majority vote at a senatorial gathering. Evidence of this is to be presented to the Human Resources Chair in the form of a formally written petition with signatures and votes of every single member of the senate.
- iii. Upon obtaining such support the Opposing Party would then be required to proceed in accordance with the procedures outlined in the *Article 18: Section B; Sub-articles(c)*.
- iv. Upon denial of the motion by the Human Resources Chair, the opposing party can decide to submit an appeal petition with 40 signatures from general membership to the Department of Constitutional & Judicial Affairs.

- v. Upon submission, the Constitutional Chair would then set a trial date where the case will be presented and resolved by the absolute majority of the disciplinary committee.

By another Chair:

- i. If a cabinet chair feels that the presence of a fellow chair is affecting the council and the association in a negative way, he/she has the power to advance a motion of recall against the chair in question.
- ii. Recall proceedings of this nature shall be considered only if the opposing chair has produced a formal written petition consisting of at least 2/3rds of the signatures of the entire Cabinet.
- iii. Upon obtaining such support the opposing chair would then be required to Proceed in accordance with the procedures outlined in the *Article 18: Section B; Sub- articles (c)*.
- iv. Upon denial of the motion by the Human Resources Chair, the opposing party can decide to submit an appeal petition with 40 signatures from general membership to the department of Constitutional & Judicial Affairs.
- v. Upon submission the Constitutional Chair would then set a trial date where the case will be presented and resolved by absolute majority vote of the disciplinary committee.

ii. Motion for Recall/Suspension/Discipline of a Senator:

a. By his/her Head of Department:

- i. Being the Head of Department, Elected Chairs will be able to advance a motion of dismissal of one of the members of his/her department on the basis of non-performance and/or misconduct.
- ii. This motion shall be in the form of a formal letter co-signed by at least 5 members of the Cabinet and sent to the Department of Human Resources and Electoral Affairs.
- iii. Upon approval the motion will be sent to the Department of Constitutional and Judicial Affairs to be reviewed and enforced in accordance with *Article 18: Section B* of the constitution.

b. By the general membership:

- i. Senators of the MSA are elected by the people and as such will also be liable for recall/suspension/discipline by the people.
- ii. Such proceedings will take the same format as the procedures outlined in *Article 18: Section C; Sub article (a) (I) (i)* of the constitution.

c. By any Council member other than his/her Head of Department:

- i. Another Head of Department cannot advance a motion for Recall/ Suspension/ Discipline of a senator outside the jurisdiction of his/her department.
- ii. However, he/she can advance a formal complaint to the chair who heads the department in which the senator in question presides. A copy of the complaint to the Human Resources Chair can also be advanced.
- iii. The same shall apply to complaints from fellow senators.

iii. Recall of the President:

- a. In consideration of the President of the MSA being a member of the Guild Council, recall of the President from office shall not follow the same recall procedures as for other chair posts.
- b. If for any justifiable reason (misconduct or poor performance), a motion of recall against the President of the MSA is made, approval of this motion shall be by absolute majority vote of the House of Representatives, convened in a gathering called by the Constitutional Chair.
- c. In any case, prior to calling the meeting, the opposing party (whether it be one or more general member(s) and/or one or more council member(s)) shall present a formally written petition to the office of the Human Resources Chair of MSA. Such a petition outlining the reasons for the motion shall be valid ONLY with a list of no less than forty (40) signatures of full members from the general membership.
- d. Upon receipt of such documents, the Constitutional Chair shall inform the President of his/her immediate suspension from office until a final decision has been reached with regards to the termination of his/her Presidency. During this period, the Vice President of Preclinical Sciences shall take on the responsibility of the President.
- e. If the complaints are validated and the motion approved by an absolute majority of the House of Representatives, then the Vice President of Preclinical Sciences shall, in accordance with *Article 60; Sub-articles (b)-(e) and Article 61 of the Bye-laws for Recall of a Faculty Representative as per the Guild Constitution*, submit the Formal petition to the Returning Officer of the Guild.
- f. The Returning Officer of the Guild shall cause a Notification of the decision by the House of Representatives (Student Faculty Committee as per the Guild Constitution) to be placed on Notice Boards at QEH and the Faculty of Medical Sciences.
- g. At a Special Meeting of the general membership convened, within two(2) weeks, the matter shall be decided by the absolute majority of those present and voting.

N. B. These are the procedures for Recall of the President from his/her post. In any other case where the motion is for any other form of discipline other than recall such as temporary suspension such proceedings will be held by the MSA Disciplinary Council as outlined in Article 18 of the MSA constitution.

D. APPEAL PROCEDURE

If an opposing party or a defending party for or against a motion is not satisfied with the decision of the MSA Disciplinary Committee, he or she can submit a written letter of appeal to the Constitutional Chair in the presence of at least 1 other member of the Disciplinary Committee.

The party would require 4 signatures of any Cabinet Chair willing to support his/her appeal and twenty (20) extra signatures from members who were not part of the original petition.

This formally written petition would then be addressed and submitted to the President (Guild Rep.) no later than one (1) week after the end of the original trial.

The President shall then carry the case and appeal petition to the Guild's Disciplinary Committee who would then judge the case in accordance with the laws outlined in the MSA constitution and give a final decision on the matter.

19. CODE OF ETHICS FOR COUNCIL MEMBERS (VICA CODE):

In order for Council members to function in the interest of the Association a clear set of rules need to be established and followed. This Code of ethics will therefore serve this purpose. It will serve as the section of the constitution which will foster effective, diligent and democratic leadership among members of the MSA Council. In so doing this Code of Ethics serves to guide Council members by using a four-point principle system known as V.I.C.A (Veracity, Impartiality, Confidentiality & Aptitude) similar to but different from the I.O.C.C system used by the institute of internal auditors (IAA). Hence the Council shall exhibit the following characteristics at all times:

A. VERACITY:

The quality which council members should exhibit which demands the respect and trust of fellow council members and the general membership.

i. Attendance and Punctuality:

- a. All MSA Council Members are expected to attend ALL MSA meetings and events, to which he/she is invited to attend on behalf of the wider student population for example, Liaison Meeting or MSA Week Events.
- b. If a member needs to be absent from or will be late for any of the above meetings, a written apology must be submitted to the President, Vice President of Preclinical Sciences, Vice President of Clinical Sciences, Human Resources Chair or Executive Secretary, prior to the respective meeting.
- c. Absence from three (3) scheduled Council, Sub-committee or Faculty- Council meetings or events; or are absent from two (2) scheduled MSA General Meetings without a legitimate excuse may result in termination of post.
- d. Council members are to set examples for the general membership. Hence, Class attendance of any Council member should not fall below the standard 80% for any course *though it is not mandatory*.

ii. Professionalism:

- a. All MSA Council Members shall always present modest, appropriate dress and decorum especially when representing the MSA at functions, etc.
- b. When one becomes a member of the Council he/she is also expected to always exhibit an appropriate level of conduct outside MSA.
- c. *Disciplinary Policy:* Council members found to exhibit any level of misconduct that will or has the potential to tarnish the reputation of the MSA in any capacity, shall be disciplined in accordance with relevant procedures outlined in *Article 18* of the Constitution.
- d. Cases of seriously questionable conduct, especially involvement in unlawful acts, will be grounds for immediate termination of post by the Human Resources Chair after receiving approval by the Judicial Branch.

iii. Acting on Questionable Practice:

- a. All members of the Council shall function with utmost honesty.
- b. Council members shall report any other member which he/she suspects to be involved in any activity which may be unconstitutional and/or unlawful.
- c. Council members shall take a stand against any action that he or she feels is not in the best interest of the general membership.

iv. Respect of Autonomy of General Membership:

- a. Council members shall always respect the rights of the general membership.
- b. Council members shall never use their power to dismiss the decisions or concerns of the general membership

B. IMPARTIALITY:

The ability to function without being biased or subjective.

i. Primacy of Student Beneficence:

- c. Council members shall pursue the aims of the association without political, religious, social, racial, national, sexual or any other forms of discrimination.
- d. Council Members shall work to initiate, undertake and organize whatever action or activities that may be necessary or desirable for enhancing the academic and social pursuits of the student body hereby constituted and for the advancement and promotion of unity and fraternity amongst the members of the Association.
- e. Council members shall, where possible, participate in and cooperate with the University's Administration so as to foster and maintain the academic, social and general welfare of members as well as to collaborate with the Guild of Students in order to promote this end.
- f. Council members shall promote and safeguard the rights and interests of members of the Association.
- g. Council members shall promote humanitarian ideals among medical students and so seek to contribute to the creation of responsible future physicians.

ii. Relationship with General Membership:

- a. Any form of discrimination against any member by a Council member will not be tolerated.
- b. Working without prejudice will not mean that a Council member agrees with or condones beliefs, orientations or views of the individuals of the general public.
- c. Working without prejudice will establish objectivity by showing the general membership that Council members respect them as individuals.

- d. Council members are not encouraged to engage in any personal relationships which will affect his or her ability to function effectively on the council, though this is not mandatory. If he/she chooses to be in a relationship which ultimately resulted in the reduction of his/her ability to optimally function, he/she must accept that this could be grounds for disciplinary action.

iii. Relationship between Council Members:

- a. All Council members shall treat each other with respect and compassion regardless of his/her position within the council.
- b. Council members shall work together without any form of prejudice towards one another.
- c. Hence Council members shall always display a united front so as to maintain the confidence of the general membership by always displaying a standard level of political stability.

iv. Conflict of interest:

- a. Council members shall always put the needs of the association before any professional gain of his own with regards to his power in the association.
- b. Council members shall not use the association as a means of skipping classes, or getting exempted from assignments or any activity of this nature. *The Association maintains that its members are students first and foremost.*
- c. Hence a Council member shall not under any circumstances blame his/her services on the council for a lowered academic and/or extra- curricular performance.
- d. Council members shall seek aid from other Council members in an attempt to resolve any conflicts of interest which may cause him or her to be inclined to distribute aid or benefit to one person over the other. This shall especially apply where Council members have family members, spouses, partners and/or close relationships with members of the general membership.

v. Respecting Professional Boundaries:

- a. Members of the council must respect the chain of command within the organization as stipulated within the constitution.
- b. Council members shall show respect by feeding questions through the chair of meetings and shall avoid speaking out of turn or challenging the chair.
- c. Council members shall respect the jurisdiction of each branch, sub- branch, and/or department over various matters of the association.

C. CONFIDENTIALITY:

The ability to keep the trust of peers by respecting their right to privacy.

i. Privacy:

- a. Members of the council shall safeguard the rights of each other and the general membership to privacy.
- b. Council members shall not divulge any information on any matter discussed at Council meetings or departmental meetings with anyone outside the Council, unless authorized to do so by the chair of the meeting.
- c. Council members shall not divulge in any way, shape or form sensitive information about other Council members and/or members of the general membership, to which he/she is privy *even after he/she has been relieved of his/her duties*.

ii. Contracts/agreements:

- a. Council members shall sign the closing agreement of the Code of Ethics before they can be accepted into office.
- b. Any member who refuses to agree to the terms and conditions of this agreement will forfeit his/her elected post which will then become vacant.
- c. Special agreements will also be issued from the department of the Constitutional and Judicial Affairs to protect the privacy of MSA members. Due to the nature of certain posts within the council, where sensitive information is constantly being handled, ALL members of such departments shall sign these special agreements as seen fit by the Constitutional Chair.
- d. Breach of any agreements with the judicial branch of the MSA in any way shape or form will not be tolerated and legal action will be taken via the university disciplinary committee.
- e. Breach of agreement will result in immediate termination of council membership.
- f. In cases where another member feels that his or her privacy has been compromised by a Council member and wishes to take legal action under LEGITIMATE CAUSE, he/she will have the full support of the judicial branch from which any copies of signed agreements will be released to aid the cause.
- g. Hence Council members shall honour the terms of ALL MSA agreements *within the limits of the constitution*.

D. APTITUDE:

The ability to function with utmost diligence, effectiveness and productivity so as to improve the association.

i. Work Ethic:

- h. Each MSA Council Member shall function in his/her respective portfolio, during Council meetings and other activities organized by the MSA. Active participation is expected with a positive attitude towards duties and other assigned tasks.
- i. Each member shall assist in different areas within the MSA as deemed necessary, in order to ensure the success of the MSA's activities.

ii. Maintenance of above average performance appraisal:

- a. The performance of Council members in an array of aspects of his/her function as a council member and/or departmental member shall be subject to judgment by the Human Resources Chair.
- b. Members shall be scored out of 100% and shall not allow his/her score to drop below a minimum standard of 70% per quarter.
- c. Members receiving less than the minimum standard shall be considered to exhibit a poor level of competence.
- d. Members exhibiting poor competence in any quarter of his/her year of tenure shall receive a warning letter from the Department of Human Resources and Electoral Affairs and shall work towards being more effective during future quarters.
- e. Failure to increase performance appraisal score will be grounds for suspension and in extreme cases complete recall from office.
- f. Hence council members shall always do their best.

iii. Collaboration:

- a. Members of the council must, in addition to cooperating with each other, work together as a team to achieve goals of the association.
- b. The Council has been structured in such a way to foster teamwork and as such ALL Council members shall contribute to the stability and productivity of his or her department in addition to that of the council as a whole.
- c. Council members shall therefore always be team players; putting any personal differences aside.

iv. Innovation:

- a. Members of the council must find new ways to benefit the members of its association.
- b. Council members shall not be afraid to explore avenues or changes which can or has the potential to elevate the association in terms of level of establishment, professionalism and effectiveness.

note the above lists are by no means limited to only what has been stated

CLOSING CLAUSE:

By signing below, I officially accept my duties and responsibilities as a member of the MSA Council for the academic year, and will adhere to the rules outlined above. I understand that failure to comply with these rules will result in termination of my post. In addition, I solemnly promise to support the Constitution, Faculty of Medical Sciences Student Handbook and Code of Conduct for the Guild of Students, Cave Hill and to perform the duties of my office by following the MSA VICA Code.

CABINET OF ELECTED CHAIRS:

President:

Name: _____

Signature: _____

Date: _____

Vice President:

Name: _____

Signature: _____

Date: _____

Constitutional Chair:

Name: _____

Signature: _____

Date: _____

Chief Financial Chair:

Name: _____

Signature: _____

Date: _____

Welfare Chair:

Name: _____

Signature: _____

Date: _____

Events & Planning Chair:

Name: _____

Signature: _____

Date: _____

Public Relations & Marketing Chair:

Name: _____

Signature: _____

Date: _____

Human Resources Chair:

Name: _____

Signature: _____

Date: _____

OFFICERS OF THE SENATE:

Foreign Affairs Officer:

Name: _____

Signature: _____

Date: _____

Community Outreach Officer:

Name: _____

Signature: _____

Date: _____

Events & Planning Officer:

Name: _____

Signature: _____

Date: _____

Publications Officer:

Name: _____

Signature: _____

Date: _____

Health & Safety Officer:

Name: _____

Signature: _____

Date: _____

SECRETARIES:

Executive Secretary:

Name: _____

Signature: _____

Date: _____

20. FINANCE CODE:

A. FINANCIAL YEAR:

- The financial year shall start on June 1st of any given year.
- A budget Report shall be prepared by the Council no later than the 1st of May of the year, subsequent to a budget meeting by the 15th of April of every year.
- The Chief Financial Chair (CFC), at the last Meeting of the General Membership of his/her term shall present a financial statement.

B. SIGNATORIES:

Level	Class	Example
1	Primary	CFC
2	Primary	President
3	Secondary	Vice President (of preclinical or clinical sciences)

C. DISBURSEMENT PROCEDURE:

- When funds or cheques are disbursed, the CFC must write up a disbursement log, consisting of the name of the recipient(s) of the funds, the nature of the funds (cheque or cash), the date of disbursement, and the signature spaces for all mandatory signatures.
- In the case where cheques are disbursed, the front and back of the cheque MUST be photocopied and attached to the disbursement log.
- This log will then be signed by the CFC and advanced to relevant signatories.
- Disbursements shall be made in accordance with the table below:

Combination	Situation	Judicial Clearance?
CFC + President	This will be the mandatory norm	Not necessary
CFC + VP	ONLY in the absence of the President	Not necessary
President + VP	ONLY in the absence of the CFC	Clearance Needed

- v. Judicial clearance shall only be necessary where the CFC is not a signatory. Such clearance shall mean that a Constitutional chair must verify the reasons for the absence of a particular signatory before the cheques can be signed or funds can be released by lower classed signatories.
- vi. When the CFC is present no such clearance will be necessary as he/she is the head of the department and is directly accountable for ALL MSA funds as elected by the people.

D. FINANCE COMMITTEE

- i. The finance committee shall be headed by the Chief Finance Chair.
- ii. The committee shall include 1-4 members of the general membership.
- iii. The committee shall also include the Constitutional Chair and Secretary who shall act as the auditor of the MSA funds. The 'audit' shall take place at the end of every semester. During this time period, the Constitutional Chair shall be provided with any information/ means necessary to complete such tasks (including by not limited to finance books, receipts, etc..)

THE FINANCIAL COMMITTEE consists of:

- ❖ THE CHIEF FINANCIAL CHAIR (head leader)
- ❖ The President (ex-officio member)
- ❖ The Vice President of Preclinical Sciences (ex-officio member)
- ❖ The Vice President of Clinical Sciences (ex-officio member)
- ❖ The Clinical Skills Officer
- ❖ The Secretary
- ❖ The Constitutional Chair
- ❖ 1-4 members of the general Membership

E. PROCEDURE FOR MISSING AND/OR UNACCOUNTED FUNDS:

- i. Any Council member who has been given the power of signing authority will have to sign an agreement drawn by the Judicial Branch stating that the signatories will refund any missing funds which are unaccounted for in the period in which he/she served as a signatory for the MSA.
- ii. In the event that any funds are missing, the Constitutional Chair with the support of the Disciplinary Council of the MSA will lodge a full investigation into the matter and present his/her findings to the council after one week. During this week the signatories who possessed signing authority will be placed under temporary suspension.
- iii. In the case where the Primary signatories are in question the Preclinical or Vice President of Clinical Sciences shall assume the duties of Head of the Finance department and Presidency for the period of investigation.
- iv. In the case where Secondary signatories are in question, the Executive Secretary or a Constitutional Chair shall temporarily assume the role of Vice President for the period of investigation. The choice shall be determined by an absolute majority vote of the entire council.

- v. The Cabinet of Chairs shall approve the disbursement of funds during the period whereby the Finance committee is under investigation.
- vi. If the outcome of the investigation does not result in the location of the missing funds the signatories in question will receive a letter from the Judicial Branch asking to replace the funds within a stipulated time-frame.
- vii. If the funds are not replaced within the given time, the signatories in question will be terminated from the MSA council and an official report sent to the office of the dean by the Human Resources Chair. In the event of misappropriated funds replacement is required to be within a 48-hour period.
- viii. Such a member will have his/her post terminated effective immediately and stripped of any privileges determined by the Disciplinary Committee.
- ix. Should the member wish to appeal for an extension of the repayment interval, he or she has the right to seek such an appeal from the disciplinary committee who can grant or deny the request based on the reasons presented.
- x. Should the member wish to appeal for an extension of the repayment interval, he or she has the right to seek such an appeal from the disciplinary committee who can grant or deny the request based on the reasons presented.

21. PROCEDURE FOR SUB-COMMITTEES, CLUBS AND GROUPS:

A. APPLICATION AND RATIFICATION:

- i. If any member wishes to form a standing committee, club or group within the MSA, he or she will write up a formal proposal stating the name, purpose and nature of the committee, club or group, as well as those persons and their year level forming the committee.
- ii. The President and Human Resources Chair will approve or reject the proposal as he/she deems fit for the association.
- iii. Each MSA department can have a committee.
- iv. The general MSA public shall be notified of available openings on committees via the dissemination of a flyer together with an application form created by each respective department of the MSA.
- v. The selecting committee for each MSA department besides the judicial department, shall comprise of the head of that respective department, the officer/s under that department and the Human Resource Chair.

B. REGISTRATION:

- i. If his/her proposal is approved by the President and Human Resources Chair, the approved proposal will be forwarded to the office of the Executive secretary where it will officially be listed as a sub-committee, club or group of the MSA placed under the responsibility of the founding member for his/her tenure.
- ii. Only then can the member proceed.

C. MAXIMUM QUOTA:

- i. Each Committee shall have a maximum of 20 full members.

D. GOVERNANCE:

- i. Each Committee shall operate in accordance with the laws outlined in the constitution.
- ii. The MSA department under which the sub-committee falls will be responsible for the evaluation of the subcommittee and shall put forward the names of persons deemed worthy of recognition by the MSA.

N. B. members of sub-committees will not be considered as part of the MSA council, but rather an extension of the council, unless he/she was elected by the people to be part of the council. Hence non-elected members of the committee are not entitled to receiving official MSA Council shirts or any other privileges afforded to council

22. PROCEDURE FOR ACCESSING AND USING E-ACCOUNTS

A. GENERAL TERMS/CONDITIONS:

- i. The outgoing HR Chair of the MSA will, upon election/appointment of the new HR Chair, hand over the Password to the MSA Administrative email account (which serves as the Primary/Recovery/Alternative email address for each MSA account), as well as information on all accounts created (e.g. Snapchat, Facebook, online surveys, MSA website, etc.).
- ii. This account; cavehill.msa.email@gmail.com will then be used by the New HR Chair to prepare each account for the respective incoming Council after emailing these terms and conditions to each member and obtaining a responding email indicating the acceptance of these terms and conditions.
- iii. Each Council member upon being elected or appointed is to be given access to his/her respective MSA e-accounts by the Human Resources Chair ONLY after accepting these terms and conditions.
- iv. The appointed HR Chair will change the DISPLAY NAME of the accounts, THE NAME AND YEAR OF TENURE in the electronic signature which is pre-set for each account.
- v. Any explicit photos and/or posts from Zoom, Skype or reports of offensive/explicit emails will be considered as a direct violation of Article 18: Section A; sub- article (b) of the Constitution. This would be grounds to be called before the MSA, Guild and/or University Disciplinary Committee subsequent to notice by the Office of the Constitutional Chair (MSA Judicial Branch) in accordance with *Article 12: Section B; Sub-article (a)(X)* of the Constitution.
- vi. If any Council member is recalled from his/her post or is on temporary suspension, his/her access to the account will be barred by the HR Chair using the recovery email address to change the password.
N.B. This is why the change or addition of an extra recovery email address to the accounts by any member is a direct offence to the MSA and is STRICTLY PROHIBITED (as previously mentioned).
- vii. In consideration of the privacy of the Council members, the HR Chair is required to notify the Council member of any changes to his/her password for the respective reason (s).
- viii. These e-accounts are to be reused by each incoming Council. Council members are NOT allowed to use accounts other than those assigned to their respective posts to conduct any MSA business.

B. TERMS/CONDITIONS FOR ACCOUNTS:

- i. The profile photos, electronic signature, recovery/alternate email address and themes pre-set for each account (email, Facebook, Instagram etc..) are NOT TO BE CHANGED AT ANY POINT IN TIME as they have been set to EXCLUSIVELY represent the MSA Body. Therefore, any personalization of the accounts is strictly PROHIBITED.
- ii. Changes to these accounts can ONLY be conducted by the Human Resources Chair his/herself or his/her Deputy in his/her absence.
- iii. If the need arises, changes approved from the Human Resources & Electoral Affairs Department should ALWAYS be in line with the preset themes, electronic signatures and profile; for example, if the MSA logo in the profile has been updated/changed by the present or future Council then the HR Chair would update the logo (which is the profile picture for each account).

23. ELECTORAL AFFAIRS CODE:

A. ELECTORAL POLICY:

- i. All elections held within the jurisdiction of the MSA shall be valid ONLY in the presence of the Human Resources Chair. If the HR chair cannot be present, they will be required to write a formal letter, requesting the Constitutional Chair to officiate elections on his/her behalf after stating reasons for his/her inability to do so. If the request is denied by the Constitutional Chair or one was not elected, then the president may appoint an existing member to take on this task.
- ii. In any case elections cannot be coordinated or officiated in any way by a council member who intends to contest a seat in the elections.
- iii. The Human Resources Chair shall approve all elections. This shall be manifested with the publication of an official Electoral calendar *no later than* the end of the Guild Elections nomination period of each year.
- iv. The Human Resources Chair shall request official updated Copies of the Constitution from the Judicial Branch. He/she will then be required to distribute copies of the constitution to the class reps of each year, in addition to a printed copy of the official Electoral Calendar no later than the 10th of March of each year.
- v. He/she shall also attach a copy of the Calendar and the Constitution on the main notice board at QEH in addition to that of the Faculty Office of Medical Sciences, Cave Hill Campus.
- vi. The outgoing Public Relations & Marketing Department will be responsible for publicizing all available posts via the MSA website, popular social media and notice boards during the nomination period AFTER receiving clearance from the Department of Human Resources & Electoral Affairs.
- vii. The list of all candidates vying for any post in MSA elections shall be published within two weeks of guild elections each year on the MSA social media, in addition to all faculty notice boards.
- viii. The election period shall be divided into two weeks; the first week shall be dedicated to election of the members vying for Chair posts and the post of the Executive secretary and the second week shall be dedicated to the election of members of the senate.
- ix. Provided that all nominations have been approved and campaigning material validated, nominees are now permitted to campaign within the specified period and are expected to participate in the debate.
- x. There shall however be 1 Voting/Election Day on which voters shall vote for both the Chairs and the senators that they wish to elect.
- xi. All members shall be elected/appointed in the second semester, no later than six weeks after Guild Elections each year.

N. B. borders have been set in this electoral code which may not be feasible for each year. Hence ONLY where the Constitutional committee approves (by 2/3 majority vote) after such cases are brought before the committee cby the Human Resources Chair, will allowance be made for effecting a more flexible code ONLY for that year.

B. ELIGIBILITY OF AN MSA NOMINEE:

- i. The following persons are not permitted to stand for elections or appointment to the Association's Council:
 - (a) A final year student.
 - (b) A former member of the Council that has been recalled.
 - (c) A member who will be unable to complete his/her term of office because of circumstances known to him/her in advance.
 - (d) A member who is not in good financial standings with the MSA.

C. GENERAL ELECTION PROCEDURE:

- i. All the members of the Council shall be elected by popular vote annually on a date set by the Department of Human Resources & Electoral Affairs with the exception of the appointed post.
- ii. Nomination period shall begin within a week of the end of Guild Elections of each year.
- iii. Election period of MSA shall be anytime within the one-month period beginning at the commencement of Guild Elections each year.
- iv. The exact dates shall be set by the Human Resources & Electoral Affairs department.
- v. Nominations for the elected positions must be handed to the Human Resources Chair of the Association by the date mandated as the close of nomination.
- vi. Nominations shall be officially closed on a date decided by the Human Resources and Electoral Affairs Department; as stipulated in the published Electoral Calendar for the particular year.
- vii. Nomination forms must be signed by the nominee and two (2) other validated members of the Association.
- viii. A member may only nominate one individual for any particular post.
- ix. In order to be eligible for election, all nominees must have paid the requisite membership fee and any penalties owed before the close of nominations.
- x. No member may run for more than one office on the Council in that given year.
- xi. The voting shall be conducted from 9.00 a.m. to 6.00 p.m. on Election Day fixed by the Human Resources and Electoral Affairs Department.
- xii. The ballots shall be counted by the Human Resources Chair and Constitutional Chair on the same day as their casting. The Human Resources Chair shall make public the results after no more than 24 hours after their counting.
- xiii. Each voter shall present his validated identification card before casting his/her vote.
- xiv. A voter may cast no more than one vote for any vacancy.
- xv. In the event of a tie in any post, a fresh poll shall be taken within three (3) days of the election between the candidates under examination only.

- xvi. Questions relating to the validity of an election shall be determined by the Human Resources Chair. All such questions shall be raised in writing within three (3) days of the elections and shall be determined within two (2) weeks of the election.
- xvii. Voting papers *shall not* be destroyed before the lapse of 28 working days after the results of the elections have been resolved.
- xviii. Voting papers shall be entrusted to the incoming President after signing a special MSA agreement drawn by the outgoing Constitutional Chair.
- xix. After a new Human Resources Chair has been appointed, the incoming president shall hand over all voting papers to the incumbent Human Resources Chair.

Cii. ONLINE VOTING:

- i. This method is to be done by all medical students who are eligible to vote for MSA elections.
- ii. To participate in online voting, one must register to do so.
- iii. You can register to vote via the MSA Voting Google Document link that is to be disseminated by the constitutional chair, throughout the week(s) of campaigning (by placing your name, year group and your official UWI email address, for e.g: John Doe, Class of 2099, John.Doe@mycavehill.uwi.edu, no later than a week before the date of election) Any issues should be emailed to Cavehill.msa.cc@gmail.com)
- iv. From this list, a google spread would be created where persons would only be able to vote once for their preferred candidates on the day of election. The link would ONLY be shared to registered persons.
- v. The one vote one count system would be applied, just as is with ballot boxes.
- vi. The voting shall be conducted from 9.00 a.m. to 6.00 p.m. on Election Day.
- vii. The option for eligible individuals to vote in person shall also remain.

D. MEMBERS OF CABINET:

- i. All cabinet chairs including the Executive Secretary shall be elected during the first week after the general list of candidates has been posted on MSA social media (website, Instagram, Facebook page, etc.).
- ii. Nomination for Cabinet positions shall be held between the first two weeks after the end of the Guild Election each year.
- iii. Election period for the Cabinet positions shall be held within four weeks beginning at the commencement of Guild Election each year.

E. MEMBERS OF THE SENATE:

- i. Like Chairs positions, all senatorial posts will be elected positions.
- ii. Nomination period for senatorial posts shall be within the first two weeks after the end of Guild Elections each year.
- iii. Election period for senatorial posts shall be within four weeks beginning at the commencement of Guild Election each year.

F. ELECTORAL OFFENCES:

- i. It shall constitute an electoral offence for any candidate to:
 - a. Publish election material other than that approved first by the Human Resources Chair.
 - b. Forge the signature of supporting members on nomination forms.
 - c. Publish election material on the day of election.
 - d. Intimidate or defame any other candidate.
 - e. Attempt to influence voters in the polling area.
 - f. Conduct any other activity which the Human Resources Chair considers to be contrary to the fair, dignified and equal procedure required in an Association election.
 - g. Note this list is not limited to the above.
- ii. The Human Resources Chair should endeavor to ensure that candidates do not enter the polling room wherever practicable.
- iii. If the Human Resources Chair considers that any candidate has committed an electoral offence, they shall determine an appropriate course of discipline.
- iv. This decision is subject to a right of appeal to the MSA Disciplinary Committee in an emergency meeting. The appeal will be concluded by an absolute majority vote.
- v. Any member who commits any electoral offences may be permanently stripped of voting rights and future opportunities to run for office depending on the magnitude of the offence as determined by the Disciplinary Committee.

G. VACANCIES:

- i. In the event that general membership fails to elect members to a post on the MSA Council in general; either because there were no candidates for that post or that a candidate got more no confidence votes than confidence votes, there shall be a by-election or an appointment session no later than one (1) week after the holding of the general elections.

N.B. Due to the nature of the workload involved in Medical Science, MSA By-elections shall not be used to fill vacancies of any post other than that of the President or Vice Presidents. Instead, vacancies of other posts shall all be filled by appointments subsequent to an interview process. This Process shall be conducted by an interview committee led and convened by the incoming HR Chair (or incoming Constitutional Chair if a new HR Chair was not elected in MSA General Elections).

- ii. The Interview Committee shall be all 9 members of cabinet and 2 other full members invited to sit on the committee by the HR Chair (not limited to Council members).
- iii. The general membership will be made aware of those vying for the available posts and the date of the interview and availability of seats on the interview committee.
- iv. If after appointments no one is elected to a post, the President acting on the advice of the Council shall appoint a member of the Association to that post after the permission of that person is obtained.
- v. Should the office of the President become vacant, a new President shall forthwith be elected by popular ballot from among the entire membership of the Association no later than four weeks after the vacancy of the post, except if the vacancy occurs after November 14th in the first semester or after April 14th of the second semester. If such an event happens, the Vice – President shall act as President until the re-opening of the semester when elections can be held.
- vi. Should the office of either Vice President become vacant, a new respective Vice President shall forthwith be elected by popular ballot from among the entire membership of the Association no later than four weeks after the vacancy of the post except if the vacancy occurs after November 14th in the first semester or after April 14th of the second semester. If such an event happens, then the Council may decide by a simple majority whether the President's nominee shall perform the duties of the Vice- President until the re-opening of the semester when elections can be held.
- vii. Should a vacancy of any kind (senatorial or otherwise) occur in any other office, the office shall be filled by appointments. However, if the vacancy occurs after November 14th in the first semester or after April 14th of the second semester, the Council shall decide by simple majority whether appointments should be held or whether the functions shall be performed by a nominee of the President from among the members of the Council.
- viii. Any member of the Council who shall cease to be a member of the Association shall automatically cease to be a member of the Council.
- ix. Any member of the Council may resign by giving notice in writing to the Human Resources Chair and the resignation shall be effective not less than seven (7) days after its receipt.
- x. All posts not filled within 6 weeks after the end of Guild Elections shall be filled by a current member of the Council

- xi. Council nominated by the president and approved by absolute majority of the legislative.
- xii. Any new post created by the Human Resource & Electoral Affairs Department or created by another department and approved by the Human Resource & Electoral Affairs department after the MSA General Elections or created before this time and not filled by the end of this period shall be filled by the appointments no later than the 30th of October of each year. That is if it is decided that the vacancies will be advertised and filled.
- xiii. The Human Resources Chair will be the one who decides if it is necessary to fill any new post.
- xiv. If new vacancies created after MSA General Elections are not filled by the 30th of October of any year, then the President can nominate a current member of the Council to fill the post. Such a nomination shall also be approved by the Council (23rd majority vote).

24. HANDING OVER PROCEDURE:

- i. There will be a mandatory exchange session for all newly elected and appointed members to the MSA Council. Outgoing Council members are expected to have compiled reports for handover.
- ii. In accordance with *Article 3: Section A; Sub-article (e)*, as a final act of duty the outgoing Council shall host an annual Handing over ceremony by the second week of April each year.
- iii. This day shall serve as a training day for each new incoming member by the respective outgoing members who shall provide relevant insight into the proper functioning of the post.
- iv. At the end of the Handing over ceremony the outgoing constitutional Chair shall read the closing clause of the VICA Code and each new council member shall sign near his/her post. *Note copies of the VICA code shall be presented to the incoming Council for their viewing.*
- v. However, the Incoming Council shall become fully functional on the 1st of June, 2022.
- vi. Before this date, the outgoing Council shall settle all outstanding matters and shall hand over to the incoming Council, all property belonging to the Association, including all material and information concerning their respective posts at the end of the dinner.
- vii. The outgoing Human Resources Chair shall award Honorary Life Member Certificates/ tokens to each outgoing member to show appreciation to each council member for successfully completing their tenure.



PART 05

APPENDIX

*Containing information to be used in the interpretation
on the MSA Constitution and running of MSA
supervised clubs.*

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