

MEDICAL STUDENT COUNCIL CONSTITUTION

Article I: Name

The name of this organization shall be the Medical Student Council (MSC).

Article II: Purpose and Functions

Section One: Purpose

A. The MSC shall be the officially recognized representative body of the Brody School of Medicine at East Carolina University medical students and shall serve their unique academic, non-academic, and social interests.

Section Two: Functions

- A. Provide a forum for the discussion of issues raised by School of Medicine students.
- B. Foster inter-class collegiality and social activities.
- C. Provide an opportunity for medical student participation in the decision-making process of the School of Medicine.
- D. Promote and support the School of Medicine in the continued advancement of its standards.

Article III: Membership

Section One: Members

- A. The President of each School of Medicine class.
- B. Vice President of each School of Medicine class.
- C. Secretary/Treasurer of each School of Medicine class.
- D. Four elected MSC representatives from each School of Medicine class.
- E. The Diversity representative from each School of Medicine class.
- F. The OSR from each School of Medicine class.
- G. The Curriculum representative from each School of Medicine class.
- H. Two Student Government Association (SGA) Student Assembly Members to be elected according to Article II Section Two Part B.

Section Two: Ex-Officio Members

- A. Allied health professions student representatives as deemed appropriate to foster inter-professional collegiality.
- B. Immediate Past Chair of the MSC.

Section Three: Voting Members

- A. The President of each School of Medicine class.
- B. Vice President of each School of Medicine class.
- C. Secretary/Treasurer of each School of Medicine class.
- D. Four elected MSC representatives from each School of Medicine class.
- E. The Diversity representative from each School of Medicine class.
- F. The OSR from each School of Medicine class.
- G. The Curriculum representative from each School of Medicine class.

Section Four: Non-Voting Members

- A. Allied Health Professions representatives.
- B. Immediate Past Chair of MSC.

1. In the event the immediate past chair of the MSC is reelected to the MSC by their respective class he/she shall retain the voting rights of their elected office.

- C. Two SGA Student Assembly Members.

Section Five: MSC Executive Officers

- A. Chair
- B. Vice-Chair
- C. Secretary
- D. Treasurer
- E. Community Representative
- F. Two SGA Student Assembly Members

Article IV: Amendments

Section One: Amendments to the Constitution

A. All proposed amendments to the Constitution must be submitted in writing to the MSC at least two weeks prior to the meeting at which the proposed amendment is to be considered.

B. The MSC may recommend an amendment to the constitution by a two-thirds affirmative vote of those voting members present at a called meeting of the MSC.

C. Two-thirds of the voting members of MSC shall represent a quorum.

D. The Constitution may be amended, following recommendation by the MSC, by a two-thirds affirmative vote of all medical students at the Brody School of Medicine at East Carolina University choosing to participate in the vote. The vote will be conducted by secret ballot.

E. A simple majority of the student body shall represent a quorum. (i.e. A simple majority must participate in the vote. Of these voting members a vote by 2/3 represents an affirmative vote.)

Section Two: Amendments to the By-Laws

- A. The MSC may only adopt by-laws consistent with this constitution and the regulations of the School of Medicine then in effect.
- B. All proposed amendments to the By-Laws must be submitted in writing to the MSC at least two weeks prior to the meeting at which the proposed amendment is to be considered.
- C. The MSC may amend the By-Laws by a two-thirds affirmative vote of voting members present at a called meeting of the MSC.
- D. Two-thirds of the voting members of the MSC shall represent a quorum.
- E. For the purpose of class elections, officers presiding over the election may utilize electronic election methods as long as those methods are non-biased and secure. Candidates will provide electronic copies of their speeches so those may be provided to the class via email. Proof of the election results will be provided upon request of the MSC Chair. These results will be confirmed by the Chair and Vice-Chair of the MSC.

BYLAWS

Article I: Duties of MSC Members

- A. It shall be the duty of each MSC member to express the wishes of their constituency and to act in behalf in all matters of interest to the enrolled medical students of the Brody School of Medicine at East Carolina University.
- B. It shall be the duty of each MSC member to serve as an active member of at least one MSC Committee, whether it be a Standing or AdHoc committee (See Bylaws, Article II, Section VIII). If any member does not participate actively in a committee during the academic year, he/she will be unable to hold an office on the MSC the following year.

Article II: Election of MSC Members

Section One: Term of Office

- A. The term of office shall run concurrent with the student's academic calendar.
- B. The term of office for MSC members shall be for one year, except for OSR representatives who shall serve a term for four years and SGA Student Assembly Members who will serve from the time they are selected in the primary until the end of their term on SGA.

Section Two: Elections

- A. Regular elections and any required runoff elections shall be conducted by two or more members of the MSC who are not members of the class holding nominations and elections (in the case of the 1st year class, nominations and elections will be conducted by the two M2 transitional officers).

MSC members will be assigned by the Chair to conduct the elections by the following protocol.

1. Nominations will be accepted from class members present at a meeting designated for such purpose. There will be a standing open floor for nominations to be submitted to student affairs for 48 hrs after the aforementioned meeting. Once this 48 hr period has expired the floor will be

closed for nominations and the resulting ballot and scheduled election date shall be made available to all class members. At any time in the interval between nominations and the conclusion of voting, a nominee may remove him/herself from the list, or, if voting has already commenced, the nominee may express his/her desire to the presiding officers to be removed from the active election. If desired, candidates may post a written statement listing their interest in serving as member of the MSC, however this does not preclude them from making their two minute speech at elections.

2. The election will be held within one month following the nominating session; however, this may be waived by the MSC if the class president can present a reasonable argument why the class cannot concur.

a. Prior to voting, each candidate will be allowed no more than two minutes to make a statement regarding their interest in and qualifications for the office they seek.

b. No individual may run for more than one position in the same class officer election.

c. For the purpose of class elections, officers presiding over the election may utilize electronic election methods as long as those methods are non-biased and secure. Candidates will provide electronic copies of their speeches so those may be provided to the class via email. Proof of the election results will be provided upon request of the MSC Chair. These results will be confirmed by the Chair and Vice-Chair of the MSC.

d. A simple majority of the vote is required for the election of a candidate. In the event a majority is not achieved, a run-off election between the top two vote-getting candidates will be held. In the event of ties, run-offs will consecutively be held until a majority is reached.

e. M4, M3, M2 elections shall take place between April 1 and the last MSC meeting of the year preceding the term of office. The M I class will schedule a meeting for nominations during the fourth week of the academic year.

f. No person may concurrently hold more than one of the following positions: MSC Chair, MSC Vice-Chair or Class President.

g. Two Transitional Officers shall be selected by the MSC from the M2 MSC members at the last annual meeting of the MSC. The Transitional Officers will serve in the capacity of Acting Class President and as a source of information for the incoming M1 class until a Class President is elected.

h. Voting by proxy is not permitted.

i. Write-in votes are permitted.

B. Election of the two SGA Student Assembly Members will occur as follows: Beginning with the Class of 2020, two medical students will be chosen to represent the BSOM in the SGA Student Assembly through a primary election held in January by the MSC. Once elected, SGA representatives will be required to attend all MSC meetings as non-voting members, but will act as voting members in the SGA.

Section Three: Election of MSC Executive Officers

A. With the exception of the two SGA Student Assembly Members, MSC Executive Officers shall be elected by a simple majority vote of all voting MSC members present at the last MSC meeting of the academic year.

1. The two SGA Student Assembly Members elected through the process described in Article II Section Two Part B will automatically be considered MSC Executive Officers from the time of their selection by the MSC through the end of their term on the SGA Student Assembly.

B. Both incoming and outgoing voting MSC members are eligible to vote for MSC Executive Officers.

Section Four: Eligibility

A. Only incoming MSC members are eligible to be elected as an MSC Executive Officer.

B. Only MSC members who have previously served as an MSC member for at least 1 term are eligible to be elected as MSC Chair, MSC Vice-Chair, or MSC Treasurer.

C. If any student is being required to participate in the Brody School of Medicine Academic Achievement Program at the time when Medical Student Council elections are held, that student is ineligible to be nominated or elected for a Medical Student Council position.

Section Five: Duties of MSC Executive Officers

A. Chair

It shall be the duty of the Chair to:

1. Call and preside over all MSC meetings.
2. Act as official spokesperson for the MSC.
3. Act as an ex-officio member of all committees.
4. Act as the Chair of the Committee on Student Affairs.

5. Assume the duties necessary for the proper functioning of the MSC that are not specified as duties of other MSC officers or members.

6. The Chair of the Medical Student Council shall have the ability to call for impromptu funds not to exceed \$200 without the authority of the council for situations he/she deems needs expedited financing. The chair must have unanimous approval of the other six MSC Executive officers in writing, and the MSC Secretary must notify the full council of the transaction within 24 hours. The funding must be placed on the agenda by the Secretary at the next MSC meeting for further explanation or discussion.

B. Vice-Chair

It shall be the duty of the Vice-Chair to:

1. Perform all duties of the Chair in the event of his/her absence or incapacity.
2. Act as Parliamentarian. Roberts Rules of Order shall be used as the standard parliamentary procedure for all MSC proceedings.
3. Act as Chair of the Committee on Academic Affairs.
4. Represent the MSC as a member of the Executive Curriculum Committee.

C. Secretary

It shall be the duty of the Secretary to:

1. Remind all MSC members of each meeting within the week prior to the meeting.
2. Record, preserve, and distribute to the student body the minutes of all proceedings of the MSC.
3. Keep a record of attendance and present to the MSC at each meeting a list of members with unexcused absences on record.
4. Act as Chair of the Committee on Student Information.

D. Treasurer

It shall be the duty of the Treasurer to:

1. Maintain accurate financial records of all MSC accounts.
2. Oversee all financial transactions of the MSC.
3. Present updated financial reports at each MSC meeting.
4. Present an annual report of receipts and expenditures at the last meeting of each academic year.
5. Act as Chairperson of the Fundraising Committee.

E. Community Representative

It shall be the duty of the Community Representative to:

1. Serve as liaison between the student body, student organizations, faculty, and community by attending monthly meetings of the Health Science Student Leadership Council, and monthly MSC meetings.
2. Stay informed about the existence of all currently approved student interest groups/organizations (Article III, Section 1) and their ongoing activities.
3. Assist in the maintenance of these groups by providing student leadership transitional training and support throughout the term, including OrgSync assistance.
4. Communicate between the MSC and the HSSLC to promote the interprofessional functions of each group.

F. Two SGA Student Assembly Members

It shall be the duty of the SGA Student Assembly Members to:

1. Attend weekly meetings of the SGA Assembly on main campus
2. Promote interprofessional functions between the Brody School of Medicine and main campus
3. Assist Brody School of Medicine interest groups requesting funding from main campus.

Section Six: Duties of Class Officers

A. President

It shall be the duty of the President to:

1. Call and preside over all class meetings.
2. Act as official spokesperson for the class.
3. Appoint ad hoc committees as necessary and serve as an ex-officio member of each such committee.
4. Assume all duties necessary for the proper representation of the interests of the class that are not specified as duties of other class officers or members.

B. Vice-President

It shall be the duty of the Vice-President to:

1. Perform all duties of the President in the event of his/her absence or incapacity.
2. Assist the President in carrying out his/her responsibilities as requested by the President.
3. Assume the office of President in the case of the resignation of the President.
4. Organize and oversee the annual class project.

C. Secretary-Treasurer

It shall be the duty of the Secretary-Treasurer to:

1. Notify all class members of each scheduled class meeting within the week prior to the meeting.
2. Record, preserve, and distribute to the class the minutes of all proceedings of the class.
3. Project and present a yearly budget at the first class meeting after elections each year.
4. Collect class dues.
5. Maintain accurate financial records of all class accounts.
6. Oversee all financial transactions of the class.

D. Wellness and OSR Representative

It shall be the duty of each OSR Representative to:

1. Represent the Brody School of Medicine at all OSR meetings conducted by the Association of American Medical Colleges.
2. Serve in this position for a four-year term. If the OSR Representative misses both the spring and the fall meetings of one academic year, then his/her term will expire at the end of said academic year. In this event, elections shall be held to fill the open position before the last MSC meeting of that academic year.
3. Convey information obtained at these meetings to the student body directly and through the MSC.
4. Keep the MSC informed of OSR activities and information by attending the monthly MSC meeting.

5. Work with the Office of Student Development and Academic Counseling by serving as a liaison between OSDAC and the representative's class in matters of student wellness.

6. Serve on OSDAC's Practice of Wellness Committee.

7. Act as the student representative on the Lending Library Committee.

E. MSC Representatives

It shall be the duty of each MSC Representative to:

1. Solicit and represent the interests and opinions of his/her classmates in all MSC issues and discussions.

2. Convey information discussed or decided upon in MSC meetings back to class members.

3. Encourage and solicit support for MSC projects and events from classmates, faculty, and local businesses with the help of all other MSC members.

F. Diversity Representative

It shall be the duty of the Diversity Representative to:

1. Solicit and represent the interests and opinions of his/her classmates with particular attention to promoting diversity within the class and in all MSC issues and discussions.

2. Actively participate with other Diversity Representatives on the Committee on Student Diversity.

3. Act as MSC liaison to and official MSC spokesperson for other student organizations at the Brody School of Medicine if requested by such organizations.

4. Act as an official representative for any class member who is facing an issue of discrimination and does not wish to speak for him/herself on the matter.

G. Curriculum Representative

It shall be the duty of the Curriculum Representative to:

1. Represent the interests of classmates on curriculum committees to which s/he is appointed by the administration.

2. Keep MSC informed on proceedings of curriculum meetings attended.

3. Serve as an official liaison between classmates who have any issues with the curriculum and faculty members responsible for that part of the curriculum.

4. Act as the official spokesperson for the class in matters pertaining to the examinations and/or grading processes.

5. Act as a member of the Committee on Academic Affairs.

Section Seven: Meeting of the MSC

A. At least one meeting per month shall be held by the MSC during the August to April academic year.

B. The chair of the MSC shall have the authority to call additional meetings of the MSC as necessary.

C. Meetings shall be open to all members of the student body of The Brody School of Medicine.

D. Robert's Rules of Order shall be the official parliamentary procedure reference for the MSC meetings.

E. Two-thirds of the MSC voting members shall constitute a quorum for any meeting or vote pertaining. No business other than setting the time and place for an alternate meeting and adjournment shall be transacted without the presence of a quorum.

Section Eight: MSC Committees

A. Standing Committees

All standing committees are to meet as needed and should be prepared to give a report of all proceedings including subcommittee activities at each MSC meeting.

1. Committee on Academic Affairs, which shall be chaired by the Vice-Chairperson of MSC and shall address all the issues of academic concern to medical students, including, but not limited to:

- a. Course and curriculum reviews
- b. Confidentiality of the academic record
- c. Examinations and Grading

2. Committee on Student Information, which shall be chaired by the Secretary of the MSC, shall organize and distribute information of importance to medical students, including but not limited to:

- a. Newsletter
- b. Management of the MSC website

3. Committee on Student Diversity, which shall be chaired by any member of the MSC and shall address issues of concern to all medical students including but not limited to the issues of ethnicity, gender, sexual orientation, religion, and the physically challenged. It shall be the duty of this committee to raise awareness about these issues through any variety of educational formats, including but not limited to:

- a. Lectures
- b. Workshops
- c. Newsletter

4. Committee on Student Affairs, which shall be chaired by the Chair of the MSC, shall attend monthly meetings held and scheduled by the Office of Student Affairs. S/he and other members of this committee, as determined by the Office of Student Affairs, shall be responsible for keeping the MSC informed of proceedings of those meetings. Topics covered may include but must not be limited to:

- a. Scheduling and curriculum issues
- b. Social and non-academic events sponsored by the school

c. Student Development and Academic Counseling

5. Fundraising Committee, which shall be responsible for organizing and implementing any new ideas for fundraising on an as-needed basis, which shall be chaired by the Treasurer of MSC.

6. Committee of Representatives to the Health Science Student Leadership Council

a. The Community Representative shall be designated as a representative to the HSSLC.

b. Two other representatives will be selected from the MSC Members by nomination, including self-nomination, during the last MSC meeting of the year for the upcoming academic year. These shall not include the MSC Executive Officers.

c. At least two (2) Representatives to the HSSLC should attend all monthly meetings of the HSSLC.

d. The duties of the representatives to the HSSLC will be to provide communication between the HSSLC, the MSC, and the medical student body and to promote intercollegial interaction between the medical student body and other entities represented as part of the HSSLC.

B. The MSC Chair shall have the authority to establish ad hoc committees to address issues of concern to the medical student body or to oversee specific events sponsored by the MSC each year.

C. The MSC Chair shall appoint or call for the election of a committee chairperson for any committee for which none is otherwise specified.

D. The chair of each committee must be a current member of MSC.

E. Any enrolled medical student of the Brody School of Medicine may volunteer for committee membership.

Section Nine: Dismissal of MSC Members

A. It shall be the duty of each voting member of the MSC as well as the two SGA Student Assembly members to attend all meetings of the MSC.

B. In order to obtain an excused absence from a meeting, the MSC member must notify the MSC Secretary no later than 48 hours prior to the meeting and state why s/he should be excused from the meeting.

C. The following shall be considered excused absences:

1. Severe personal or family illness

2. Death in family

3. Residency interview outside Greenville

4. Clinical rotation outside of Greenville, if the MSC member is staying in arranged housing at that site or if the site is greater than 60 miles away from Greenville.

5. Any other activity or event which is officially excused by the Office of Student Affairs

6. Any other circumstance which is considered excused by a simple majority vote of the MSC upon request of the offering individual.

D. In the event of an unexpected absence the member should notify the MSC Secretary within 48 hours after the meeting.

E. In the event a class officer must be replaced, the following procedure will be followed:

1. The president of the replacing class will notify the class members by email or announcement of the vacancy and allow one week for nominations. All nominations will be placed on the ballot unless a nominee request their named be removed. A second for a nomination is not needed.

2. For M1 and M2 classes:

a. The procedure will follow that of a normal election as outlined in numbers three through twelve of Section Two of the Bylaws.

3. For M3 and M4 classes:

a. The class president will provide a list of nominees and the election dates at the close of the nomination session to the class via email or postings in the student lounge.

b. The nominees will have one week from the close of nominations to make a statement to the class via email or postings in the class lounge.

c. The elections will take place over a one week period following the announcement period.

d. Student Affairs will provide an email to all class members requesting a reply vote within the one week election period. Student Affairs will tally the votes and announce the winner at the end of the election period.

e. The nominee with the most votes will be declared the winner.

F. In the event a MSC officer must be replaced, the procedure in Section Three will be followed. Section Four will not apply in a replacement election.

G. A quorum is required in all replacement elections.

H. As elected by each class, those class officers who are voting members in the Medical Student Council (see Constitution Article Three, Section Three) have a duty to represent their classes' interest to the MSC. Attendance (as recorded by the MSC Secretary) by voting members to the MSC meetings is essential to realistically fulfilling the aforementioned duty. Based solely on attendance, the MSC has adopted the following rules to determine whether or not a voting member is fulfilling his/her duty to his/her respective class.

Note: The criteria for determining an absence as excused verses unexcused can be found in By-Laws Article Two, Section Nine.

1. If a voting member cannot attend a meeting, the MSC secretary must be notified within 48 hours of the meeting, the failure of which will result in an unexcused absence.

2. After 2 unexcused absences, the MSC voting member will be required to attend the MSC meeting immediately following the one in which their 2nd unexcused absence was recorded. At this meeting, he/she must present reasons to the council as to why they did not submit "excused absence" notifications to the MSC secretary at least 48 hrs prior to the meetings they missed. Failure to attend the mandatory meeting following the 2nd unexcused absence will result in automatic expulsion from the MSC.

3. If the individual records another unexcused absence in the academic year, an automatic expulsion will result.

4. For M1, M2 and M3 students if there are 3 consecutive *excused* absences by a voting member, the MSC body will vote to determine if the member in question is fulfilling his/her duty by attending MSC meetings. Hence, after the 3rd consecutive excused absence, if the MSC determines (by simple majority vote) that the officer is not fulfilling his/her duty, the immediate expulsion of that member will follow.

5. The excused absence policy has been suspended for M4 students in light of residency interview season and acting internships.

Note: This does not change the unexcused absence policy.

6. Following any expulsion of a voting member from MSC, it will be the responsibility of the class officers from the expelled member's class to determine the status of that member's responsibility within their respective class.

7. In the event of an expulsion from the MSC, the Office of the Dean and the Office of Student Affairs will be notified.

Section Ten: Voting

A. At any time at which a vote of the MSC is called, each member shall refer to his/her voting status as outlined in the Constitution, Article III, Section Three to determine whether s/he should cast a vote.

B. Voting shall proceed by voice, a show of hands, or secret ballot as deemed appropriate for the situation

C. A simple majority vote is required to pass any MSC issue not otherwise specified to require a different majority by this Constitution or its By-Laws.

D. The Chair of the MSC shall not vote except in the case of a tie, at which time s/he casts the deciding vote.

Section Eleven: Faculty Advisor

A. There shall be at least one, but no more than two faculty advisors for the Medical Student Council. It is recommended that one should have experience in the clinical years.

B. Selection of a Faculty Advisor shall be made from among the active faculty of the Brody School of Medicine.

C. Selection of the Advisor shall be made by nomination by the MSC to the Dean.

D. There shall be no limit to the number of years a faculty member may serve as Advisor, but the MSC must re-elect the Advisor on a yearly basis by a majority vote.

Article III: Functions

Section One: Interest Groups

A. The Medical Student Council will approve groups who wish to be declared official interest groups of the Brody School of Medicine. Each new group must provide documentation to the MSC

Secretary of their desire to be declared an official interest group at least two weeks before the election meeting. Each group will be allowed two minutes to present to the council and given a chance to answer any questions. Groups should submit a constitution to the MSC Secretary at least 48 hours prior to presenting to the council. The council can then approve the group by a simple majority vote. It should be noted that becoming an official interest group in no way guarantees funding.

Section Two: Funding Eligibility

A. The Medical Student Council will provide criteria so student interest groups can be recognized to be eligible to receive funding from the Office of Student Affairs. It should be noted that the distribution of funds is solely determined by Student Affairs, not by the Medical Student Council.

B. Requirements for ALL medical school interest groups

Every group must satisfy the following:

1. must be an officially recognized group by the Medical Student Council
2. have an updated Constitution filed with Student Affairs
3. register through the OrgSync platform
4. reapply through OrgSync each year with updated interest group leaders
5. have an actively involved faculty advisor
6. hold at least five meetings per academic year
7. have at least 10 attendees at each meeting, and this attendance must be submitted to Student Affairs
8. fulfills a need in accordance with the mission of the medical school or the medical school community which is to be determined by the MSC
9. newly established organizations must be official interest groups for one year before being eligible to receive any funding from Student Affairs

C. Requirements for groups of academic interest in which there is a specialty (not subspecialty) recognized by the LCME

Must satisfy three of the following requirements:

1. provides several opportunities each semester for forums where students and faculty can exchange ideas
2. have at least 10 attendees at each meeting, and this attendance must be submitted to Student Affairs
3. have affiliation with its national organization
4. receive financial support from the sponsoring department

D. Requirements for all other medical student interest groups

Must satisfy three of the following requirements:

1. have affiliation with a national organization

2. have at least 10 attendees at each meeting, and this attendance must be submitted to Student Affairs

3. has representation at national or regional conferences sponsored by that group

4. conducts one student-wide activity or project each year promoting the group's interest

E. The rules will go into effect in the 2016-2017 academic year for all currently recognized groups.

F. All groups currently recognized as official interest groups by the office of Student Affairs will automatically be recognized as official groups by the Student Council once they successfully register through OrgSync.