

Constitution of the University of Louisville Medical School Student Council

University of Louisville
Ratified Fall 2016

Article I: Name

Section I: The name of this organization shall be "The University of Louisville Medical School Student Council" (herein referred to as Medical School Student Council, Student Council, or Medical Council)

Article II: Purpose

Section I: The purpose of this organization shall be to:

- A. Act as the official organization of the students of the University of Louisville School of Medicine and to conduct its self-governance
- B. Represent the interests of the School of Medicine within the Student Government Association of the University of Louisville (herein SGA)
- C. Connect and coordinate the endeavors of the four classes of the School of Medicine student body and to provide a forum where these matters may be discussed
- D. Act as a liaison between students, faculty, and administration of the School of Medicine
- E. Interface with other University of Louisville professional schools and promote mutual interests

Article III: Membership

Section I: The membership of this organization shall not discriminate on the basis of race, color, creed, gender or gender expression, religion, age, nationality, political affiliation, sexual orientation or affectation, military status, or physical, mental or emotional disability, except as provided by federal law

Section II: Voting members of the Medical School Student Council shall include all students elected to serve on the Medical School Student Council, as well as class Presidents who serve as ex officio Student Council members as described in Article IV

Section III: Any person enrolled as a student at the University of Louisville School of Medicine may attend a meeting of the Medical School Student Council as a non-voting member

Article IV: Officers and Committees

- Section I: The Council will have a total of 16 members and shall consist of four members from each class who will fill the roles of:
- A. Council President (from the M2 class)
 - B. Council Pre-Clinical Vice President (from the M2 class)
 - C. Council Clinical Vice President (from the M4 class)
 - D. Council Senator-at-Large (from the M3 class)
 - E. 4 Council Representatives each from the M1 class
 - F. 3 Council Representatives from the M3 and M4 classes
 - G. 2 Council Representatives from the M2 class
- Section II: Class Presidents from the M1, M2, M3, and M4 classes are ex officio voting members of the Medical School Student Council.
- Section III: The Council President, elected during M2 year, will serve for SGA in the capacity of:
- A. Council President during the M2 year
 - B. Senator-At-Large during the M3 year
 - C. Council Clinical Vice President during the M4 year
- Section IV: The Pre-clinical Council Vice President, elected during M2 year, will serve for SGA as the Pre-clinical Council Vice President during the M2 year and may serve as Senator-At-Large and/or Council Clinical Vice-President if the President is not able
- Section V: Council Chairpersons, elected during the M2 year, will serve as leadership for the following committees during their M2 year, and as emeritus committee members during their M3 and M4 years:
- A. Wellness Committee
 - B. Social Committee
 - C. Service Committee
 - D. Operations Committee
- Section VI: Council Honorary Members
- A. Mary Jo White, Social Committee
 - B. Tony Simms, Wellness Committee
 - C. Dr. Jennifer Breuckner-Collins, Service Committee
 - D. Julie Onnembo, Operations Committee
- Section VI: Should any council member fail to adequately perform their duties, they may be removed by a three-fourths vote of the council

Section VII: A council officer or chairperson will be removed from office if they fail to maintain Good Academic Standing or fail to maintain the approval of the Student Affairs Office. The Student Affairs Office will make such a decision based on, but not limited to:

- a) Course or clerkship failure
- b) Board exam failure
- c) Professionalism and conduct issues

Section VIII: A vacancy of any council office or chair position may be filled by appointment by the Council President or by class election, as decided by the Council President.

Section IX: Removal of class officers and the filling of class officer vacancies are handled as described in the class RSO constitutions

Article V: Elections and Nominations

Section I: The Medical School Student Council will hold elections for council officers, chairpersons, and class officers. Class officer positions are defined by the class RSO constitutions

Section II: Persons running for office must be in Good Academic Standing or have the approval of the Student Affairs Office. All candidates shall register with the Student Affairs office during the designated registration time and submit the form indicating they understand the policies regarding the requirements for holding office

Section III: All voting will take place online through Blackboard survey

Section IV: All currently enrolled students from a given class are eligible to vote for officers representing their specific class

Section V: Class officers, Council President as well as Pre-clinical Vice-President shall be elected by a majority vote of the student body. If a single candidate does not earn the majority of the vote, a runoff election will be held between the two candidates receiving the most votes

Section VI: Council Representatives shall be elected by plurality

Section VII: M1 and M2 elected officers will hold their position for a period of one year. M3 elected officers will hold their position for the remainder of medical school

Section VIII: The timing of the election cycles shall be as follows:

- A. Class officer and council representative elections for M1 class will take place within the first two months of classes. Preferably, elections will occur after at least one major exam has taken place
- B. Elections for the M1 class will take place again in the spring in anticipation for the M2 year. The Council President and Pre-clinical Council Vice President will be elected first with Council Representative and class officer elections occurring no more than 30 days later
- C. Elections for the M2 class in anticipation for the M3 year will take place in the spring. Officers elected during this cycle will hold their position for the remainder of medical school as described in Article V, Section VII

Article VI: Duties and Powers

Section I: Duties of the Council President:

- A. Preside over meetings of the Medical School Student Council and serve as its executive officer
- B. Serve on the Executive and Appropriations Committees in the SGA of the University of Louisville as outlined in Article IV
- C. Coordinate and oversee all affairs and projects of the Medical School Student Council
- D. Attend "Big 4" meetings composed of the executive officers from the Dental School, Nursing School, and School of Public Health
- E. Serve as the medical student representative on the Dean's Medical Council
- F. Supervise the expenditure of the Medical School Student Council and compose the annual budget
- G. Oversee two of the four council committees (Wellness, Service, Social, or Operations)
- H. Make appointments for Medical School standing committees
- I. The Council President reserves the right to create any committees within the Medical Council and appoint representatives to those committees as seen fit

Section II: Duties of the Pre-clinical Council Vice President:

- A. Fulfill the duties of the Council President if he/she is unable to
- B. Conduct the class officer and Medical Council officer elections
- C. Record minutes of council meetings
- D. Serve in the SGA of the University of Louisville as the Pre-clinical Council Vice President and on the Development Board during the M2 year

- E. Work with the Student Activities Board of SGA to oversee events for the Health Sciences Campus
- F. Oversee the other two council committees not advised by the President
- G. Attend “Big 4” meetings composed of the executive officers from the Dental School, Nursing School, and School of Public Health

Section III: Duties of the Clinical Council Vice President:

- A. Fulfill the duties of the Pre-clinical Vice President if he/she is unable to
- B. Represent the needs of the clinical students (M3 and M4 years) to the Medical School Student Council
- C. Serve in the SGA of the University of Louisville as the Clinical Council Vice President during the M4 year
- D. Serve on the Social committee and oversee the planning of the spring formal event

Section IV: Duties of the Senator-at-Large:

- A. Fulfill the duties of the President or Pre-Clinical/Clinical Vice-Presidents when they are unable to
- B. Serve in the SGA of the University of Louisville as the Senator-at-Large during the M3 year
- C. Serve on the Service committee and oversee the nomination and selection of the Fitzbutler Award Recipient

Section V: Duties of the Council Chairpersons:

- A. Lead committees composed of at least one council representative from each medical school class
- B. Work within committees to plan at least one inter-professional and two inter-class events per year and committee specific events as outlined below
- C. Act as liaisons to bridge all four classes’ interests within committee plans while bridging ongoing efforts of class officers
- D. Attend class officer meetings as necessary
- E. Act as proxies for executive officers in SGA
- F. SOCIAL COMMITTEE: plan Cadaver Ball (fall) Caduceus Ball and inter-professional social (spring) while working with Ms. Mary Jo White, Director of Student Affairs
- G. SERVICE COMMITTEE: work on Convocation of Thanks and Community Garden with collaboration from Dr. Jennifer Brueckner-Collins, Professor and Vice Chair for Educational Programs Department of Anatomical Sciences and Neurobiology
- H. WELLNESS COMMITTEE: support school-wide wellness initiatives while working directly with Mr. Tony Simms

- I. OPERATIONS COMMITTEE: work alongside class officers to update the MUSHbook and collaborate with Ms. Julie Onnembo to manage operations of Registered Student Organizations (RSOs) and student interest groups (SIGs) within ULSOM

Section VI: Duties of Council Representatives:

- A. Attend all medical student council meetings and represent their class's interests at all times
- B. Assist in projects and functions of the Medical School Student Council by serving on a council committee, with each committee having a representative from each of the four classes (M1-M4)
- C. M1 Council Representatives are to act as mentees and advisees to the Council Chairpersons, President, Vice Presidents, and upperclassmen representatives
- D. M3 and M4 Council Representatives are to act as mentors and advisors within their respective committees and to underclassmen council members

Section VII: Duties of Council Honorary Members:

- A. Faculty and administrative staff who work hand-in-hand with the council committees and advice as well as support ongoing council initiatives

Article VII: Procedure

Section I: The number of Student Council members required for quorum will be 50 percent plus one of the voting members

Section II: Parliamentary procedure shall follow Robert's Rules of Order, unless otherwise specified

Section III: Each voting member of the Medical School Student Council shall have one vote, except for the Council President who shall have one vote *only* to break a tie

Section IV: Meetings of the Medical School Student Council shall occur once per month, at a time appropriate for all four-class years

Section V: A special meeting of the Medical School Student Council may be called by:

- A. A majority vote of the Medical Council representatives
- B. Petition bearing the signatures of 100 medical students
- C. At request of the Dean of the School of Medicine

Article VIII: Council Obligations

- Section I: The projects and activities of the Medical School Student Council include, but are not limited to:
- A. Representing and serving the interests of ULSOM student body
 - B. Supporting all school student interest groups, registered student organizations, and class officers
 - C. Revising and updating the MUSH orientation handbook for the M1 class
 - D. Hosting fall and spring formals
 - E. Organizing Fitzbutler Prize for Humanitarianism in Medicine
 - F. Coordinating teacher appreciation awards
 - G. Running class elections
 - H. Monetarily supporting medical student travel and research endeavors

Article IX: Amendments

- Section I: Amendments to the Constitution of the Medical School Student Council may be proposed by any voting member of the Medical School Student Council or by any other member of the Medical School student body by petition of at least 5 percent of the student body
- Section II: Amendments to the constitution must be submitted to the Council President for review 1 week before the scheduled Medical Council meeting at which the amendment will be discussed. Amendments to the proposed amendment may be made at this meeting
- Section III: A separate meeting of the Medical Council shall be held at which the amendment was discussed. Adoption of the amendment will result after a 2/3 vote of approval by the medical council. Any amendments to the proposed amendment made at this meeting must be brought back before the Medical Council for majority vote approval before final Executive Committee vote

Article X: Interpretation

- Section I: The Medical Student Council is charged with the responsibility of interpreting this Constitution. Any appeal to interpretation of this Constitution shall be made to a quorum of the council for the sole purpose

of determining such question, and majority of the Committee shall decide the issue