

The Constitution of the Medical Student Government of the Virginia Commonwealth University School of Medicine



PREAMBLE

In order that all members of the student body of the Virginia Commonwealth University School of Medicine may participate equally in all affairs of the college, enjoy all rights and privileges on an equal basis, and promote the better integration of affairs of the student organizations of the Virginia Commonwealth University School of Medicine, we, the members of the said Student Body, pursuant to authority conferred, do ordain and establish this Constitution.

I. Name of the Organization

- A. The name of this organization shall be the Medical Student Government of the Virginia Commonwealth University School of Medicine.

II. Purpose of the Organization

- A. The promotion of School of Medicine activities.
- B. The promotion among the medical students of the Virginia Commonwealth University School of Medicine of camaraderie and a greater enjoyment of the School of Medicine.
- C. The settlement of all affairs, which concern the best interests of the School of Medicine student body.
- D. The promotion of cooperation and communication among all four classes of the School of Medicine so as to prevent the regular recurrence of problems commonly encountered within each class.
- E. The promotion of cooperation and communication among all schools of the Medical College of Virginia by promoting active involvement in the Medical College of Virginia's Student Government Association.
- F. The Medical Student Government will promote cooperation and communication with the administration of the Virginia Commonwealth University School of Medicine and with the whole of Virginia Commonwealth University. The Medical Student Government will provide an efficient avenue for the administration to open lines of communication between itself and the collective whole of the medical student body.
- G. The Medical Student Government will serve as a liaison of concerns and suggestions from individuals within the medical student body to the Medical College of Virginia's Student Government Association, the School of Medicine administration, and the Virginia Commonwealth University as a whole.

III. **Membership**

- A. All full-time regularly matriculated students of the Virginia Commonwealth University School of Medicine.
- B. All medical students on leaves of absence who remain in good standing with the School of Medicine, without regard to the nature of their leave.
- C. All medical students who are matriculated in a school other than the School of Medicine for the purpose of an academic program, project, or research in conjunction with the School of Medicine and remain in good standing with the School of Medicine.

IV. **Medical Student Government Executive Council**

- A. The governing body of the medical student body in its entirety shall be designated the Medical Student Government Executive Council
- B. The Medical Student Government Executive Council shall be composed of the following members:
 - 1. Voting Members: 32
 - a. Ten officers of the Medical Student Government.
 - b. The President, Vice-Presidents (M1 and M2 have two VPs; M3 and M4 have three VPs to include their INOVA VP), Secretary, and Treasurer of each medical student class of the School of Medicine of the Virginia Commonwealth University.
 - c. If a student holds two elected voting positions, it is the responsibility of the student's class executive board to appoint or hold an election to designate a Proxy Voting Member. The voting member must be a current class officer and will be given all rights and responsibilities of a voting member.
 - 2. Non-voting Members:
 - a. All elected officers of the individual medical student classes of the Virginia Commonwealth University School of Medicine not specifically noted in paragraph IV.B.1.b. of this document.
 - b. Faculty Sponsors and Liaisons.
- C. Election of Officers
 - 1. The Medical Student Government shall elect from candidates within the medical student body, the following officers:
 - a. President
 - b. Vice-Presidents
 - i. Student Life
 - ii. Social
 - iii. Publications
 - iv. Community Service
 - v. Curriculum
 - vi. Societies
 - c. Secretary
 - d. Treasurer
 - e. Medical Student Government delegate to the Student Government Association
 - 2. The officers of the Medical Student Government shall serve from the time of their installation until election of new officers and chairmen, after which time they shall be responsible to the

incoming officers and chairmen, and shall serve in an advisory capacity to the same until graduation of that scholastic year.

D. Duties and Powers of the Medical Student Government

1. It shall see that elections of the Medical Student Government, individual classes of the School of Medicine, and medical student organizations are conducted properly and shall decide the validity of the same in case of contest.
2. It shall see that the Medical Student Government, individual classes of the School of Medicine, and medical student organizations are registered with the Office of Student Activities of the School of Medicine and encourage registration with Virginia Commonwealth University RAMSConnect.
3. It shall act as the representative of the School of Medicine Student Body in any situation when such representation is needed, and after proper hearing, it shall settle grievances or complaints arising between classes or student organizations affecting the School of Medicine Student Body as a whole.
4. It shall allow any student to appear before it in person to present for consideration any question of interest, provided that person submits a written statement to the Medical Student Government President at least three (3) days prior to that meeting.
5. It shall have exclusive power of appropriation of the Medical Student Government Fund and shall disburse the same for the best interest of the Medical Student Government and the Medical Student Body in its entirety.
6. It shall request an institutional accountant to audit the books of any and all persons and organizations handling Medical Student Government and/or individual class funds as needed.
 - a. The books shall be audited when financial records show a discrepancy and when the Treasurer and fellow officers of the Medical Student Government and the Dean of Student Affairs of the Virginia Commonwealth University School of Medicine deem the discrepancy warrants an appropriate investigation.
 - b. Should the report of the accountant be unsatisfactory in regard to a particular account and show a deficit, this deficit must be accounted for before any other disbursements can be made to or from the respective account or accounts.
7. It shall interpret the Constitution whenever any article, section, or phrase thereof is in question.
8. It shall pass on all voluntary resignations occurring within the Medical Student Government, and before accepting a resignation from any Medical Student Government Officer, or Medical Student Government Committee Chair, shall require the President of the Medical Student Government to appoint a replacement from the medical student body.
 - a. In the case of the resignation of the president of an individual class, the President of the Medical Student Government shall appoint a temporary replacement from the respective class if insufficient time exists for election of

a temporary replacement prior to the current president standing down and schedule a special class election to fill the vacancy as soon as possible.

- b. In the case of an individual class officer other than the class president, the class president shall appoint a replacement from the class in question and schedule a special class election to fill the vacancy as soon as possible.
9. Protocol for Class Officer who is not meeting responsibilities and expectations of his/her position
- a. All class officers are expected to complete the responsibilities of their position as outlined in the MSG constitution/by-laws, as well as represent themselves, their class, the MSG, and the VCU School of Medicine with professionalism.
 - b. Any class officer/MSG officer may bring forth a reason why a class officer is not meeting any requirements or expectations of any class or MSG officer to be investigated by the Medical Student Government Executive Secretary.
 - c. The Medical Student Government Executive Secretary shall call a formal meeting of the Medical Student Government Administrative Committee to be held within two weeks. The Medical Student Government Administrative Committee shall consist of the Medical Student Government Executive Secretary and the secretaries of the individual classes.
 - d. The Medical Student Government Executive Secretary shall post notice of the meeting for a period of three days prior to its occurrence.
 - e. This meeting and its deliberations shall be closed to all except the committee members. The President of the Medical Student Government and the School of Medicine's Associate Dean of Student Activities shall be permitted to attend and observe at their discretion. If the secretary of a class is one of the candidates for the office in question, this officer shall recuse his or her self. In this case, the president of the class in question shall take the place of the secretary. If the MSG Executive Secretary is being called before the committee then the MSG President shall oversee the committee.
 - f. At this meeting, the class officer/MSG officer contesting the officer in question shall have five minutes in which to present his or her case for contestation.
 - g. The class/MSG officer in question shall also have five minutes to present his or her case.
 - h. If necessary, the Medical Student Government Administrative Committee shall choose to wait one week if further investigation is needed.
 - i. After deliberations, the Medical Student Government

Administrative Committee shall vote by paper ballot to recommend to the Medical Student Government that the class or MSG officer be allowed to remain or be removed.

- j. The Medical Student Government shall meet within one week of receipt to address the recommendation of the Medical Student Government Administrative Committee. The Medical Student Government may override this recommendation with a two-thirds majority vote (quorum must be ensured). Failing an override of the recommendation at this meeting, it shall stand.
- k. The Medical Student Government Executive Secretary shall provide written notice of the outcome to the officer in question and the School of Medicine's Dean of Student Activities within three business days of the Medical Student Government's decision.

E. Meetings of the Medical Student Government

- 1. The Medical Student Government meetings will be held on a monthly basis, with the exception of the months of June and July.
- 2. *One-third of voting members shall constitute a quorum.*
- 3. Meetings will be open to all members of the medical student body.

V. **Medical Student Body Meetings**

A. Meetings of the Medical Student Body shall be held as deemed necessary by the class presidents in conjunction with the Medical Student Government President.

- 1. Any individual or group of medical students may convene a meeting of the Medical Student Body if they present the President of the Medical Student Government with a written request and a supporting petition signed by at least 50 medical students.
 - a. If presented with such a request, the President of the Medical Student Government shall schedule, and ensure seven days of notice prior to, the requested meeting.

B. One-third of the membership of the School of Medicine Student Body shall constitute a quorum.

C. The Medical Student Body, by a two-thirds vote (quorum being ensured) at a meeting which has been duly advertised for seven days, may rescind any action of the Medical Student Government Executive Council or its officers.

VI. **Student Activities**

A. Medical Student Government Student Activities Fee

- 1. A Medical Student Government Student Fee shall be paid by each full-time member of the School of Medicine's student body upon matriculation.
- 2. Said fee shall be collected by the Treasurer of Virginia Commonwealth University, who shall turn over Student Government Association funds to the Treasurer of the Medical Student Government Association.
- 3. A student government fee increase, after a majority approval by the Medical Student Government, must be presented to the University Tuition and Fees Committee for subsequent discussion and approval prior to implementation.
- 4. Fees of the medical student government shall be set at 80 dollars

(per academic year) per student. 55% of the collected fee shall be disbursed to the class fund of the respective class and 45% shall be disbursed to the Medical Student Government

B. Power of Appropriation

1. The power of appropriation of the School of Medicine Student Body Fund shall be vested exclusively in the Medical Student Government Executive Council.
2. All members of the Medical Student Body shall have the opportunity to participate equally in the benefits afforded herein.
3. All appropriations shall be made only after a request has been submitted to the Medical Student Government Executive Council in the following manner.
 - a. Student organizations or individual medical students requesting funds from the Medical Student Government shall submit a written request to include an itemized budget and statement of intended use (a MSG Funding Application) to the Medical Student Government Treasurer seven days prior to the meeting at which the appropriation is to be discussed.
 - i. Medical student organizations must be registered with the School of Medicine's Office of Student Activities in order to submit appropriations requests.
 - ii. Medical student organizations must be registered with Virginia Commonwealth University MyORGS.
 - iii. Medical student organizations or individual medical students requesting appropriations must present their budget at the next Medical Student Government meeting in 3-5 minutes.
 - iv. Requests for appropriations must be approved by a simple majority of a quorum of the voting members of the Medical Student Government Executive Council, unless the request is retrospective in nature. If the request is retrospective, the appropriation must be approved by a two-thirds majority of a quorum of the voting members of the Medical Student Government.
 - v. All organizations or individuals receiving funds appropriated from Medical Student Government Funds shall be responsible to the Medical Student Government Treasurer in accounting for their use, and must abide by the same regulations as those set forth by Virginia Commonwealth University.
 - vi. Organizations will be informed of approved/unapproved appropriations via the meeting minutes.
 - vii. Organizations will be encouraged to request funding via the Dean's Fund prior to requesting funds from the Medical Student Government.
 - b. Requests for appropriation from within the Medical Student Government may be entertained as motions from the floor

and shall be subjected to a majority vote of a quorum of the voting members of the Medical Student Government in order to be approved.

- c. Appropriation of funding for student organizations collected via the Medical Student Government Fee is managed separately by the Dean's Fund Chair. Selection of the Dean's Fund Chair is at the discretion of the outgoing Dean's Fund Chair and the Associate Dean of Student Affairs. The Dean's Fund Chair may not hold the position of treasurer in other student organizations, class government, or the Medical Student Government, while also holding the position of Dean's Fund Chair.
4. The Treasurer of the Medical Student Government shall prepare an annual budget to be presented at the first Medical Student Government meeting of each academic year. The Medical Student Government Treasurer shall also submit a midyear budget review in January of each school year.

VII. Amendments

A. Constitution

1. Amendments shall be proposed only by one or the other of the following methods:
 - a. A *two-thirds* vote of a quorum of the Medical Student Government Executive Council.
 - b. A petition signed by twenty-five (25) members of the School of Medicine and presented to the Medical Student Government Executive Council.
2. Any proposed amendment shall be made public at least one week prior to being voted on, by being emailed out to the student body of the Virginia Commonwealth University School of Medicine.
3. A proposed amendment shall be voted on by secret ballot or by a voice vote as determined by a consensus of the voting members present.
4. Whether an amendment is proposed through the Medical Student Government or by petition, it must receive consideration and be submitted to the floor for a vote. To be adopted, an amendment must pass with a *two-thirds* vote of the voting members present at the meeting (quorum must be ensured) of the Medical Student Government Executive Council.

B. By-laws

1. An amendment to the by-laws may be proposed by any voting member of the Medical Student Government.
2. Any proposed amendment shall be made public at least one week prior to being voted on by being emailed out to the student body of the Virginia Commonwealth University School of Medicine.
3. An amendment to the by-laws must receive a *two-thirds* vote of the members of the Medical Student Government Executive Council present at the meeting (quorum must be ensured). This meeting is to be not less than one week following the point at which a proposal was made.

The By-laws of the Medical Student Government of the Medical College of Virginia of Virginia Commonwealth University



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- I. **Purpose**--These by-laws shall serve as a supplement to the Constitution of the Medical Student Government of the Medical College of Virginia of Virginia Commonwealth University.
 - II. **Medical Student Government**
 - A. Medical Student Government Executive Council
 - B. Medical Student Government Officers
 - C. Medical Student Government Committees
 - III. **Medical Student Government Executive Council**
 - A. Medical Student Government officers
 - a. Qualifications and Elections
 - i. The election of medical student government officers will be derived from a weighted system including student body contribution (50%) and MSG voting member contribution (50%). This process will be revisited annually to increase the potential for student body participation and representation.
 - ii. During the March meeting of the MSG an announcement should be made that the nominations for officers of the MSG will open on April 1st.
 - iii. Nominations shall take place from April 1st until one week prior to the election. Individuals running for a position shall submit a nomination packet consisting of a statement of intent and 1-page resume to the MSG Secretary, without which they will not qualify for election. This completed packet will be sent to the student body one week prior to the election.
 - iv. The Medical Student Government, in conjunction with the student body, shall nominate its candidates for President, Vice-Presidents, Secretary, Treasurer, and Medical Student Government Delegate to the Student Government Association from among all members of the body of medical students.
 - v. If an office is left vacant, the newly elected Medical Student Government President in consultation with the other newly elected Medical Student Government Officers may nominate a representative to the position to be voted on at a later meeting.
 - vi. The officers shall be elected by the voting members of the Medical

Student Government and student population via electronic ballots in April.

- vii. The election shall be conducted and certified by the Medical Student Government Executive Secretary. The election speeches shall take place at a time and date most suitable to the maximum attendance by members of all four classes of the student body. This will be decided by the MSG executive council in coordination with the Curriculum Office.
 - I. All candidates for office shall be allowed three to five minutes to speak.
 - II. The MSG President will moderate a positive, constructive discourse about the candidates with contribution from members of the student body in attendance.
 - III. All medical students currently enrolled will receive a ballot via email form from the Curriculum Office after the election meeting to be completed in 24 hours.
 - IV. After all votes from the student body and MSG voting members are tallied, candidates will be ranked based on percentage of votes in each pool. The candidate with the best cumulative percentage will be installed as officer for the given position.

1. Installation

- a. The officers of the Medical Student Government shall be installed immediately after their election.
- b. The following pledge shall be taken by the Medical Student Government Officers:

“I do solemnly swear (or affirm) to support the Constitution and By-Laws of the School of Medicine Student Body of the Medical College of Virginia of Virginia Commonwealth University, and to perform the duties of my office to the best of my knowledge and ability.”

2. Voting Members

- a. Qualifications and Appointments
 - i. The President, Vice-Presidents, Secretary, and Treasurer of each medical student class of the Virginia Commonwealth University School of Medicine shall be designated as voting members of the Medical Student Government.
 - ii. The officers of the Medical Student Government, as defined in Section IV.C.1 of the Constitution.

3. Method of Voting

- a. Quorum
 - i. A quorum, which consists of one-third of the voting members of the Medical Student Government, must be present for conducting business.
 - ii. A motion to be carried must receive a majority of votes cast.

- iii. All requests for disbursement of Medical Student Government funds from the Medical Student Government Executive Council, its members, or its committees may be presented from the floor and require a simple majority to pass.
 - iv. All requested disbursements of Medical Student Government funds from individual classes, medical student organizations, or any other entity not specifically part of the Medical Student Government Executive Council or its committees shall be requested in writing through the Medical Student Government Treasurer one week prior to consideration. These requests will require a simple majority unless retrospective in nature, in which case they will require a two-thirds majority to carry.
 - v. Routine business requires a simple majority and may be voted on by a show of hands. If a simple majority is not met, the business will be reviewed and a revote will be conducted until a majority is obtained.
 - vi. A roll call must be had if so requested by any one member of the Medical Student Government.
4. Duties and Powers of the Medical Student Government
- a. At a minimum, the Medical Student Government shall have the duties and powers as stated in Article IV, Section D of the Constitution of the Medical Student Government.
 - b. The Medical Student Government shall require resignation from unsatisfactory members of the publications' staffs, and members of student committees, as determined by Section IV,D.8.
 - c. The Medical Student Government may require the resignations from unsatisfactory officers or members of the Medical Student Government as provided in Section IV, D.8 of the Constitution of the Medical Student Government.
5. Duties, Responsibilities, and Powers of the Medical Student Government Officers
- a. The President shall:
 - i. Preside over Medical Student Government meetings to be held at least once every month (beginning no later than the third week of the school session). The exact day and time of the monthly meetings shall be determined by the Medical Student Government Officers and members at the beginning of the academic year.
 - ii. Organize Medical Student Government concerns to be addressed at the monthly Dean's Luncheon.
 - iii. Preside over all Medical Student Government Executive Council meetings to be held at their discretion.
 - iv. Preside over all meetings of the Medical Student Body.
 - v. Appoint all special committees, subject to the majority approval of the Medical Student Government.
 - vi. Appoint a replacement to fill any position vacated by a Medical Student Government member, when the Medical Student Government is not in session, subject to the majority approval of the Medical Student Government when it reconvenes.
 - vii. Request one of the Executive Officers of the Medical Student Government, in his or her absence, to fulfill the duties and have the powers of the President as are related to the affairs of the

School of Medicine Student Body at large, and the Medical Student Government. If the absence will exceed two months, this Acting President must be approved by the members of the Executive Council.

- viii. Make all necessary committee appointments subject to the approval of the Medical Student Government Executive Council.
 - ix. Serve as a member Dean's Fund Appropriations Committee.
 - x. Oversee and assist all projects by MSG executive council.
 - xi. Coordinate with other professional schools for inter-professional projects.
 - xii. Oversee a commitment to diversity and wellness within leadership and event opportunities at the VCU School of Medicine
 - xiii. Oversee the spring School of Medicine Student Leadership Award
 - xiv. Organize the M4 Post-Match Specialty Luncheon during Capstone week
 - xv. Complete online training regarding counseling resources at VCU.
- b. The Vice President shall:
- i. Vice President of Social Affairs shall:
 - 1. Serve as Chairman of the Social Committee (oversee First Year Orientation Committee).
 - 2. Organize and coordinate all social events sponsored by the Medical Student Government, including Medical Student Government Liver Rounds, Medicine Ball, Cheese & Chat, and Squirrels Baseball Game.
 - 3. May serve as a member of the Dean's Fund Appropriations Committee
 - 4. Complete online training regarding counseling resources at VCU.
 - ii. Vice President of Student Life shall:
 - 1. Oversee all Student Organizations.
 - 2. Serve as chair of MI Orientation Fair or any similar event sponsored by the Medical Student Government.
 - 3. Be responsible for coordination of issues concerning university space as they relate to the Medical Student Body to include campus areas as Hunton Hall, Sanger, MMEC, and call rooms.
 - 4. Collaborate with the Dean of Student Affairs and VCU Parking Office regarding VCU parking permits.
 - 5. Serve as administrator for the Student Activities Calendar.
 - 6. Ensure that all Student Interest Groups are registered with the School of Medicine's Office of Student Activities.
 - 7. Collaborate with the Dean's Fund Chair to host an annual Student Organization Information Session in January in order to educate student leaders regarding VCU SOM policy.
 - 8. Prepare a Student Organization Introduction Presentation for first year medical students during the M1 Orientation.
 - 9. Contact applicants regarding new student organization requests in order to educate students about student organizations and policy at VCU.
 - 10. Encourage registration of VCU School of Medicine student interest groups with RAMSConnect
 - 11. Collaborate with VCU to create and maintain RAMSConnect

- guidelines that are appropriate for School of Medicine Student Interest Groups
12. May serve as a member of the Dean's Fund Appropriations Committee
 13. Complete online training regarding counseling resources at VCU.
- iii. Vice President of Community Service shall:
1. Coordinate monthly community service events in the form of mini-DOCS and the annual Day of Community Service (DOCS).
 2. Coordinate and promote community service events across all four medical classes.
 3. Oversee a community service committee in order to organize and promote community service events at VCU School of Medicine
 4. May serve as a member Dean's Fund Appropriations Committee
 5. Complete online training regarding counseling resources at VCU.
- iv. Vice President of Societies shall:
1. Convene a committee, to supervise the coordination of events, consisting of several representatives from each Medical School Society.
 2. Organize interclass events such as Strauss Cup and society events (Halloween Social, Holiday Party, etc.) that promote networking opportunities
 3. Plan and organize M1-M2 buddy pairings and Welcome Picnic.
 4. Maintain a record of society points earned throughout the school year.
 5. May serve as a member Dean's Fund Appropriations Committee
 6. Complete online training regarding counseling resources at VCU.
- v. Vice President of Publications shall:
1. Serve as Chairman of Publications for the Medical Student Government.
 2. Serve as editor of the M1 and MIII Survival Guides.
 3. Serve as web administrator for the Medical Student Government website.
 4. Represent the Medical Student Body regarding student IT concerns to the administration.
 5. Oversee the spring Staff Excellence Award
 6. Oversee the fall Student Interest Group Awards
 7. May serve as a member Dean's Fund Appropriations Committee
 8. Complete online training regarding counseling resources at VCU.
- vi. Vice President of Curriculum shall:
1. Provide for communication and coordination amongst the curriculum representatives of the individual classes through meetings once a semester.
 2. Aid and support the curriculum representatives of the individual

- classes in their duties.
 - 3. Serve as a member of the School of Medicine's Curriculum Council and ensure that at least one (other) curriculum representative is present. As a member of the School of Medicine's Curriculum Council, assist faculty members with writing and presenting course reviews.
 - 4. Serve as the Chair of the Medical Student Government's Curriculum Committee.
 - 5. Assist the Medical Student Government Vice President of Publications with compiling the M3 Survival Guide.
 - 6. May serve as a member Dean's Fund Appropriations Committee
 - 7. Complete online training regarding counseling resources at VCU.
- c. The Secretary shall:
- i. Keep an accurate record of the proceedings of the meetings of the Medical Student Government and of the School of Medicine Student Body.
 - ii. Prepare a log of each voting member of the Medical Student Government by name, class. This book shall be used to record and tabulate votes on Medical Student Government business.
 - iii. Organize date, time, and location of the Medical Student Government meetings.
 - iv. Send a notice of the time, date, and location for all Medical Student Government meetings to all members of the student body.
 - v. Send copies of the Medical Student Government meeting minutes to be posted to the MSG website and attached to the weekly MSG newsletter.
 - vi. Take attendance of voting members at the Medical Student Government meetings and publish this record in the meeting minutes.
 - vii. Conduct Medical Student Government elections in a timely fashion.
 - viii. Collect class and Medical Student Government concerns for the monthly Dean's Luncheon and distribute concerns to the Deans and Curriculum Office before each meeting
 - ix. Organize the fall M1 Class Officer Introduction Meeting to take place before the first Medical Student Government meeting of the fall semester
 - x. Ensure that class officer elections occur in a timely fashion
 - xi. May serve as a member of the Dean's Fund Appropriations Committee
 - xii. Complete online training regarding counseling resources at VCU.
- d. The Treasurer shall:
- i. Have at all times knowledge of the status of the School of Medicine Student Body Accounts and shall be accountable to the Medical Student Government Executive Council for this information.
 - ii. Prepare an estimated annual budget for presentation and subsequent approval by the Medical Student Government at its first meeting of each new school year.
 - iii. Send a copy of the budget to each member of the MSG.
 - iv. Prepare a mid-term budget review for presentation and subsequent

- approval by the Medical Student Government at the January meeting.
- v. Serve as a member of the Dean's Fund Appropriations Committee.
 - vi. Maintain a list of charitable donations made by student organizations throughout the year.
 - vii. Complete online training regarding counseling resources at VCU.
- e. The Medical Student Government Representative to the Student Government Association shall:
- i. Represent the interests of the body of medical students and the Medical Student Government in the Student Government Association.
 - ii. Provide for communication and coordination between the Medical Student Government and the Student Government Association.
 - iii. Ensure that four students are in attendance at each graduate Student Government Association meeting each month
 - iv. Ensure the selection of two first year medical students and one second year medical student to serve as Student Government Association representatives
 - v. May serve as a member of the Dean's Fund Appropriations Committee
 - vi. Complete online training regarding counseling resources at VCU.

B. Individual Medical Student Classes of the School of Medicine

1. Qualifications and Election of Class Officers

- a. Each individual medical student class in the Virginia Commonwealth University School of Medicine shall be entitled to select its class government from within its body of students and to representation within the Medical Student Government.
- b. All members of a medical student class of the School of Medicine in good standing shall be eligible to stand for office within their class and serve if elected.
- a. At the appropriate point, each medical student class shall elect a President, Vice-Presidents, Secretary, Treasurer, Curriculum Representatives, Peer Advocates, Digital Coordinator, Creative Editor, Honor Council Representatives, Athletic Representative.

2. Election Protocol

- a. The Secretary for each class shall conduct and certify the class officer elections under the guidance of the Medical Student Government Executive Secretary.
 - i. The Secretary of the Second Year Class shall be responsible for the organization and facilitation of the election of class officers for the newly formed First Year Medical School Class each fall. Elections for class officers of the First Year class shall take place at the time of their first examination.
 - ii. Elections for a class' second year shall take place at the end of MS2A.

- iii. Elections for a class' third year shall be conducted during the last exam of the MS2B semester; however, their roles will overlap to facilitate a transition period during the board review months. Both INOVA (including VP, combined Secretary/Treasurer, Curriculum Representative, and Honor Council Representative) and MCV campus elections will occur at this time. Incoming officer tenure will begin the first day of M3 orientation.
 1. Only those students within the class who are designated to matriculate at the INOVA Campus for the Third Year of medical school shall be entitled to vote or stand for the Vice-President, Curriculum Representative, combined Secretary/Treasurer, and Honor Council Representative positions slated for the INOVA Campus of the School of Medicine.
 - iv. Elections for a class' fourth year shall be held during the last mandatory session of the third year.
 1. Only those students within the class who are designated to matriculate at the INOVA Campus for the Fourth Year of medical school shall be entitled to vote or stand for the Vice-President, combined Secretary/Treasurer, Curriculum Representative, and Honor Council Representative positions slated for the INOVA Campus of the School of Medicine.
 - b. Two weeks prior to the election, position descriptions shall be posted along with nomination sheets for one week. Students may nominate peers or self. No additions may be made after above set time frame. The following week, candidates must give 3-5 minute speeches for all contested positions. Students may vote early but only with the permission of the Curriculum Office Administration. Students may not vote late. Votes will be tallied by computer and maybe recounted by the class secretary and two assistants. The two assistants are to be chosen by the class secretary in consultation with the class president and may not be class officers or candidates for any office in the election in question. If the vote is in question, the Medical Student Government Executive Secretary will provide a third count.
3. Contesting of Medical Student Class Elections
- a. Any candidate may contest the vote by contacting the Medical Student Government Executive Secretary.
 - i. Notice of intent to contest must be made in writing and received by the Medical Student Government Executive Secretary within seven days of the election in question.
 - b. The Medical Student Government Executive Secretary shall call a formal meeting of the Medical Student Government Administrative Committee to be held within two weeks of the election in question. The Medical Student

Government Administrative Committee shall consist of the Medical Student Government Executive Secretary and the secretaries of the individual classes.

- i. The Medical Student Government Executive Secretary shall post notice of the meeting for a period of three days prior to its occurrence.
- ii. This meeting and its deliberations shall be closed to all except the committee members. The President of the Medical Student Government and the School of Medicine's Dean of Student Activities shall be permitted to attend and observe at their discretion. If the secretary of a class is one of the candidates for the office in question, this officer shall recuse his or her self. In this case, the president of the class in question shall take the place of the secretary.
- iii. At this meeting, the candidate contesting the election shall have five minutes in which to present his or her case for contestation. Should they choose, all other relevant candidates shall also be allowed five minutes in which to present their case. Candidates shall present their cases individually to the committee.
- iv. After deliberations, the Medical Student Government Administrative Committee shall vote by paper ballot to recommend to the Medical Student Government that the vote be allowed to stand or that the election results be nullified and a new election required.
- v. The Medical Student Government shall meet within one week of receipt to address the recommendation of the Medical Student Government Administrative Committee. The Medical Student Government may override this recommendation with a two-thirds majority vote (quorum must be ensured). Failing an override of the recommendation at this meeting, it shall stand.
- vi. The Medical Student Government Executive Secretary shall provide written notice of the outcome to all candidates for the office in question and the School of Medicine's Dean of Student Activities within three business days of the Medical Student Government's decision.

4. Installation

- a. The newly elected class officers shall be installed within one week after their election.
- b. The following pledge shall be taken by the class officers.

"I do solemnly swear (or affirm) to support the Constitution and By-Laws of the School of Medicine Student Body of the Virginia Commonwealth University School of Medicine, and to perform the duties of my office to the best of my knowledge and ability."

5. Governance of Medical Student Classes

- a. The business of an individual class shall be conducted by its Class President with the advisement and consent of the Class

Vice-Presidents, Secretary, and Treasurer.

- b. The officers of medical student classes shall be answerable to the body of medical students within their classes and to the Medical Student Government Executive Council as outlined in the Constitution of the Medical Student Government.
- c. Medical Student Class Meetings
 - vii. Meetings of a medical student class shall be held as deemed necessary by the class president (monthly/bimonthly M1/M2 year and as needed M3/M4).
 - viii. Any individual or group of medical students within a class may convene a class meeting if they present the Class President with a written request and a supporting petition signed by 25 medical students from within the class.
 - ix. If presented with such a request, the Class President shall schedule, and ensure seven days of notice prior to, the requested meeting.

6. Duties, Responsibilities, and Powers of the Medical School Class Officers

- a. The President shall:
 - i. Act as liaison between students and the Administration.
 - ii. Serve as a member of the Dean's Fund Appropriations committee.
 - iii. Preside over monthly/bimonthly class officer meetings for the MS1 and MS2 years, and as needed in the MS3 and MS4 years.
 - iv. Preside over all class meetings
 - v. Coordinate class fundraising activities in conjunction with the class treasurer.
 - vi. Attend monthly Medical Student Government Meetings.
 - vii. Attend the monthly Dean's Luncheon and address student concerns as per class polling/anonymous feedback.
 - viii. Oversee that all other class officers are fulfilling their responsibilities.
 - ix. It is recommended that this individual regularly attend class during the M1 and M2 year in order to be better tuned into class's needs and issues.
 - x. At the start of the MS2B year, organize an informational session with newly elected MS1 class officers to discuss duties and responsibilities.
 - xi. In the preclinical years, organize and coordinate all USMLE resource information sessions and group discount for the class in conjunction with the class vice presidents.
 - xii. Responsible for planning and preparing for graduation, including forming committees and overseeing each committee.
 - xiii. Promote wellness and wellness opportunities within the class.
 - xiv. Complete online training regarding VCU counseling resources.

- b. The Vice Presidents shall:
 - i. Organize and coordinate all class-sponsored wellness events.
 - ii. Encourage events that promote the six dimensions of wellness: Occupational, Physical, Social, Intellectual, Spiritual, and Emotional.
 - iii. Promote wellness and wellness opportunities within the class
 - iv. Organize and coordinate all class fundraising events in conjunction with the class treasurer.
 - v. Collaborate with the MSG VP of Social Affairs to plan MSG events.
 - vi. Serve as a member of the First Year Orientation Committee overseen by the MSG VP of Social Affairs.
 - vii. Attend monthly MSG Meetings.
 - viii. Attend monthly Dean's Luncheon Meetings.
 - ix. Attend class meetings.
 - x. In the preclinical years, organize and coordinate all USMLE resource information sessions and group discounts for the class in conjunction with the Class President.
 - xi. Work with the Class President to plan and prepare for graduation, serving on, at minimum, the committee for planning of the formal class graduation party.
 - xii. There shall be two Vice-Presidents for the first two years of medical school with a third for the third and fourth years to serve the class' contingent at the INOVA Campus of the School of Medicine, if applicable.
 - xiii. All Class Vice Presidents will complete online training regarding VCU counseling resources
- c. The Secretary shall:
 - i. Attend monthly MSG Meetings.
 - ii. Attend monthly Dean's Luncheon Meetings.
 - iii. Attend class meetings.
 - iv. Serve as a member of the Medical Student Government Administrative Committee.
 - v. Conduct class elections at the end of MS2A, end of MS2B, and at the last third year required event. In addition, as a MS2B conduct the incoming first year elections.
 - vi. Maintain a record of all class correspondence.
 - vii. Maintain and publish meeting minutes.
 - viii. Promote wellness and wellness opportunities within the class
 - ix. Complete online training regarding VCU counseling resources
- d. The Treasurer shall:
 - i. Be responsible for distribution, collection, and management of class funds.
 - ii. Prepare, with the help of other class officers, a yearly budget that is made available to the class.
 - iii. Serve as a member of the Dean's Fund Appropriations

- Committee.
 - iv. Attend monthly Medical Student Government Meetings.
 - v. Attend monthly Dean's Luncheon Meetings.
 - vi. Attend class meetings
 - vii. Meet with a representative of the VCU Finance Department at the beginning of each year to discuss the class budget.
 - viii. Promote wellness and wellness opportunities within the class
 - ix. Organize and coordinate class fundraising events in conjunction with the class vice presidents.
 - x. During MS1B/MS2A, establish a means of publicly advertising merchandise for the purposes of class fundraising in conjunction with the class Digital Coordinator.
 - xi. Complete online training regarding VCU counseling resources
- e. The Curriculum Representatives shall:
- i. Develop course evaluation forms to assess curriculum content, structure and teaching.
 - ii. Present and interpret feedback from class to the School of Medicine Curriculum Council, Curriculum Office, Course Directors and others in order to improve curriculum and address student concerns.
 - iii. Serve as liaison between students and the curriculum office, course directors and lecturers.
 - iv. Attend class meetings.
 - v. Serve as a member of the School of Medicine's Curriculum Council.
 - vi. Serve as a member of the Medical Student Government's Curriculum Committee.
 - vii. It is recommended that these individuals regularly attend class in order to be better tuned into class's needs and issues and to experience the curriculum first-hand.
 - viii. Beginning with the matriculating 2013 class, there shall be four Curriculum Representatives for the first two years of medical school with a fifth for the third and fourth years to serve the class' contingent at the INOVA Campus of the School of Medicine.
 - ix. One member of the M1 and the MS2A/B representatives will meet weekly with the Assistant Dean for Medical Education (M1/M2) and publish the minutes of the meeting for students.
 - x. Throughout M3 and M4, the curriculum representatives will continue to collect student feedback and present issues regarding clerkships, electives, away rotations, acting internships, etc. to the Dean for Medical Education (M3/M4) quarterly.
 - xi. Attend monthly preclinical (M1/M2) or clinical (M3/M4) subcommittee meetings and monthly curriculum council meetings.

- xii. Complete online training regarding VCU counseling resources
- f. The Honor Council Representatives shall:
 - i. Serve as a member of the MCV Campus Honor Council.
 - ii. Attend class meetings.
 - iii. There shall be two Honor Council Representatives for the first two years of medical school with an additional one for the third and fourth years to serve the class' contingent at the INOVA Campus of the School of Medicine.
 - iv. Complete online training regarding VCU counseling resources
- g. The Athletic Representative shall:
 - i. Recruit and coordinate single-sex and co-ed athletic activities each semester during M1 and MS2A/B
 - ii. Attend class meetings.
 - iii. Keep class informed of athletic activities.
 - iv. Collaborate with student interest groups to promote athletic events at VCU School of Medicine.
 - v. Complete online training regarding VCU counseling resources
- h. The Peer Advocates shall:
 - i. Attend class meetings.
 - ii. Be available to listen to any classmates' concerns and serve as a valuable resource.
 - iii. Provide the ability for classmates to communicate with Peer Advocates confidentially and anonymously.
 - iv. Maintain an open dialogue with the executive class officers so that the executive class officers may address student concerns at the monthly class meetings and Dean's Luncheon.
 - v. There shall be two Peer Advocates.
 - vi. Complete online training regarding VCU counseling resources.
- i. The Creative Editor shall:
 - i. Collect content about recent class events, accomplishments, and classmate profiles to publish digitally in conjunction with the technology coordinator. The creative editor is responsible for ensuring all such published content is appropriate and respectful towards all persons.
 - ii. Attend class meetings.
 - iii. Ideally be proficient in photography and professional photography equipment.
 - iv. Partner with the class executive officers for photography fundraisers
 - v. Organize class headshots for VSAS and ERAS applications
 - vi. Complete online training regarding VCU counseling resources
- j. The Digital Coordinator shall:

- i. Act as liaison between students and the members of the Education Technology and Academic Information Systems teams.
- ii. Serve as a resource to assist fellow classmates with common technology-related issues, including involving eCurriculum, Blackboard, the class list-serve, the technology in the MMEC studios and side classrooms, and other relevant VCU software and hardware.
- iii. Partner with the VP of Publications to collaborate with the Senior Associate Dean of Medical Education, as well as members of the Education Technology and Academic Information Systems teams to improve communication and feedback regarding eCurriculum and to troubleshoot common technology-related issues.
- iv. Attend class meetings.
- v. Create and maintain a class website or webpage to publicly share recent class events, accomplishments, and profiles in conjunction with the class creative editor.
- vi. Beginning with the matriculating 2019 class, maintain the class Google Drive with academic resources.
- vii. In the preclinical years, establish and oversee systems to aid students in swapping scheduled examination times and to provide reminders to the class about evaluation and assignment due dates.
- viii. During MS1B/MS2A, establish an official VCU email address for the incoming first year class officers and associated Google Drive with academic resources to share solely within the VCU organization for the benefit of the first year class.
- ix. Beginning in MS1B/MS2A, create and maintain a class website or webpage to publicly advertise merchandise to the incoming first year class for the purposes of class fundraising in conjunction with the class treasurer.
- x. In the clinical years, establish and oversee systems for students to write formal clinical sign-outs before or immediately after shelf exams.
- xi. Complete online training regarding VCU counseling resources.

C. Medical Student Government Committees

- a. Purpose
 - i. To address pervasive and significant concerns of the student body
 - ii. To utilize and collaborate with various MSG executive and class officers to address these concerns
- b. Rules to Create a Committee
 - i. Individuals proposing to create a committee must:

1. Be an MSG executive officer or have an MSG executive co-sponsor.
 2. Submit a written proposal to MSG.
 3. Present in-person to MSG during an MSG meeting the purpose of the committee and the concern that will be addressed by the committee.
- c. Upon submission of the written proposal and presentation, MSG will
- i. Deliberate on necessity to create the proposed committee.
 - ii. Vote on approving the creation of the committee.
 - iii. Approve the creation of the committee if a simple majority of MSG members vote in favor of creating the proposed committee.
- d. Committee Members
- i. Committee members will be
 1. Selected by the creator(s) of the committee and MSG President
 2. Selected based on necessity of that individual to the committee.
 3. Designated a specific role and set of responsibilities within the committee.
 4. Approved by majority vote of MSG.
 - ii. A committee member may be removed
 1. If the individual and/or the role is no longer deemed necessary to the committee
 2. If the individual is not fulfilling the responsibilities of their role within the committee.
 3. By majority vote of the committee or by MSG majority vote
 - iii. Committee Chair: to be selected by majority vote of voting committee members on a yearly basis.
- e. Committee Goals
- i. Committees must have defined, quantifiable, and attainable goals.
 - ii. Progress on attaining these goals must be presented at each MSG meeting.
- f. Active Committees
- i. Wellness Committee
 1. Goals:
 - a. To define the components of wellness as it applies to medical students
 - b. To improve wellness and mental health by:
 - i. Increasing awareness of mental health issues
 - ii. Offering student activities, support, and mentorship programs
 - iii. Promoting use of campus counseling services
 - iv. Working with the curriculum office to improve curriculum-related issues.

- c. To be actively engaged in improving heart group sessions based on student feedback
 - d. To serve as liaison between the Assistant Dean for Student Affairs of the MCV campus
 - e. To serve as liaison between the Assistant Dean for Student Affairs of VCU School of Medicine
2. Voting Members: current MSG Treasurer, MSG VP of Social, current MSG VP of community service, current MSG VP of curriculum, current MSG VP of student life, current MSG VP of societies, current peer advocates for all four classes, and Wellness Committee chair
- D. The rules contained in *Robert's Rules of Order* shall govern the Medical Student Government of the Virginia Commonwealth University School of Medicine in all cases in which they are applicable and are not inconsistent with the rules of order of this organization.

Updated 28-Mar-19