

FLORIDA STATE UNIVERSITY MEDICAL STUDENT COUNCIL

CONSTITUTION

HISTORY, LEGISLATIVE INTENT, DATE OF RATIFICATION, & DATE OF AMENDMENT:

The constitution and by-laws was written on July 2002 by Nari Heshmati and rewritten in March 2003 by Nari Heshmati and Kimberly Ruscher-Rogers. The legislative intent of this constitution and by-laws is to create an organized method of government for the medical school student body governed in the form of the Florida State University College of Medicine Medical Student Council. The date of ratification of this constitution and by-laws and any future dates of amendment shall be listed below this section for the purpose of accurate record.

RATIFIED on the 3rd day of September 2002.

AMENDED on the 15th day of April 2003.

AMENDED on the 7th day of April 2004.

AMENDED on the 9th of February 2005.

AMENDED on the 19th of September 2005.

AMENDED on the 22nd of August 2006.

AMENDED on the 14th of April 2008.

AMENDED on the 7th of April 2009.

AMENDED on the 8th of December 2016.

ARTICLE I: DEFINITIONS

MEDICAL STUDENT COUNCIL—PURPOSE: The Medical Student Council (MSC) will oversee and coordinate all funding and activities which pertain to the medical Student body of the Florida State University College of Medicine (FSU COM). The MSC is the voice of the general medical student body and has the authority to pass resolutions on behalf of the medical students. The MSC will enhance the education at Florida State University by promoting a variety of speakers, conferences, and academic projects. It is the goal of the MSC that the diversity and exceptional quality of such projects will provide unique and memorable opportunities that might not otherwise be possible. The Medical Student Council holds the mandate to educate and develop its students and the physician community on the issues of financial, practice, and life management. By fostering financial success and personal fulfillment, we hope to enable physicians to give back to their communities in meaningful ways.

GENERAL MEMBERSHIP: Comprised of the Executive Committee one elected or appointed representative from each of the registered student organizations falling under the MSC umbrella, members-at-large, Regional campus representatives, and the president of each currently enrolled class. The General Membership is referred to herein as the Board. Quorum, necessary to conduct official business at a general meeting, is a majority of the total number of organizational representatives. The Board is required to meet at least once a month throughout the entire Academic Year, excluding the Summer Term. Members of the Executive Committee do not have a vote on matters placed in front of the General Meeting, except in cases of election, impeachment, recognition of speakers, modification of format or agenda, and removal of individuals from the meeting. The MSC President has a vote in the General Meeting in the event of a tie. Each organizational representative and member-at-large has one vote in the general meeting. Members of the medical student body do not have a vote at the general meeting, except in cases of annual elections or impeachment. A minimum set time of ten minutes, if necessary, must be available for public comment by members of the medical student body at each meeting of the board. The agenda for the general meeting will be created by the executive committee. Modifications to the agenda for the General Meeting may take place by a 2/3 vote of the

organizational representatives at the general meeting.

EXECUTIVE COMMITTEE: Shall be comprised of the President (Chairman), Vice President, Secretary, Treasurer, Student Government Senate and Congress of Graduate Students Representatives, and four Executive Members at Large from the first year college of medicine class. All members of the Executive Committee shall be full time students at the Florida State University College of Medicine. The Executive Committee shall carry out administrative policies, and shall administer budgets, releases, resolutions, and special requests for final approval by the Board. In areas of financial matters, the Treasurer is the Chairman of the Executive Committee. In areas of financial special requests, the Vice President shall chair the Executive Committee. Quorum, necessary to conduct official business at an Executive Committee Meeting, is six out of the ten Executive Committee Members. The Executive Committee is required to meet at least once a month throughout the Academic Year, excluding the Summer Term. Every member of the Executive Committee has one vote during Executive Committee meetings. The Executive Committee will vote to create the agenda for the General Meeting and all business to be placed in front of the General Meeting must be approved at the Executive Committee meeting. Modifications to the agenda for the General Meeting may take place by a 2/3 vote of the organizational representatives at the general meeting.

REGISTERED STUDENT ORGANIZATION: Any student organization meeting the requirements set forth by Student Body Law and the Office of Student Activities, and deemed eligible to receive Activity and Service Fee funds.

MSC UMBRELLA ORGANIZATIONS: Organizations which are registered student organizations whose membership is comprised of greater than 50% medical students and whose executive leadership is entirely composed of medical students or biomedical graduate students. New organizations that will fall under this description must be approved by the MSC on the basis of conformity to FSU policies and minimum membership requirements prior to becoming an official registered student organization.

MEMBERS-AT-LARGE: Members-at-Large are medical students who, after attending two consecutive MSC General Meetings, petition to and then are approved by a majority vote of the MSC Executive Board.

REGIONAL CAMPUS REPRESENTATIVES: Regional campus representatives represent one FSU College of Medicine Clinical campus. The Regional campus representative has the same rights and responsibilities as an organizational representative for each Clinical campus. The Regional campus representatives will participate in general meetings via teleconference whenever possible. In the event that appropriate methods of teleconference are not available, attendance policies will not apply to the Regional campus representatives.

MSC EDUCATIONAL COMMITTEE: The MSC establishes the MSC Educational Committee. This committee is to organize and implement developmental and educational programs to fulfill the MSC mandate to educate and develop students and the physician community on the issues of financial, practice, and life management. The MSC vice-president chairs the committee and appoints committee members. These programs are to be held, at a

minimum, on an annual basis.

ARTICLE II: OFFICER AND REPRESENTATIVE DUTIES

TERM OF OFFICE: All executives of the MSC shall serve a term of one year. The length of term that MSC executive committee members serve will be till the end of the Fall Semester, during which time it is the responsibility of the existing officers to transition the day to day business duties to the officers-elect. The Student Government Representatives will serve a term of one year from the date of appointment. The Student Government Representative positions will be vacated immediately if the representative is no longer a student senator or a representative in the Congress of Graduate Students.

In the event of vacancies in any of the offices, the term of the newly elected/appointed replacement officer will be concurrent with the previous officer's term of office.

1. The duties of the MSC PRESIDENT shall be:
 - a. To preside over all meetings of the Board according to Robert's Rules of Order.
 - b. To act as spokesperson for the Board.
 - c. Chair the Executive Committee on all administrative matters.
 - d. Shall determine MSC General and Executive Meeting Schedule.
 - e. Shall act in accordance with the Treasurer of MSC and the finance rules of Student Government on all financial matters.
 - f. Shall have the power to appoint Ad-hoc committees and their chairmen as deemed necessary with approval from MSC General.
 - g. To divide duties among Executive Members at Large when necessary.
 - h. Shall oversee the completion of Officer Reports at the conclusion of the executives term of office.

2. The duties of the MSC VICE PRESIDENT shall be:
 - a. To assume the duties of President when necessary.
 - b. To coordinate all Public Relations efforts of the Board.
 - c. To coordinate monthly calendar of events.
 - d. To work with each student organization and review all constitutions to insure compliance with student body law.
 - e. To chair the Executive Committee for financial special requests.
3. The duties of the MSC SECRETARY shall be:
 - a. To keep accurate minutes of all meetings and post said minutes in a location accessible to all COM students, staff and faculty.
 - b. To keep voting records of all meetings.
 - c. To keep accurate records of attendance and report violations of the attendance policy to the Executive.
 - d. To attend to all correspondence of the Board.
 - e. To maintain a current list of all student organizations representatives and organizational constitutions on file.

- f. To maintain an accurate list of all student organizations falling under the jurisdiction of the MSC.
 - g. To compile a Digest of Actions of the MSC.
 - h. To file all records with the COM Student Support Coordinator at the conclusion of the executives term of office.
4. The duties of the MSC TREASURER shall be:
 - a. To chair the Executive Committee on all financial matters excluding special requests.
 - b. To coordinate all financial matters of the MSC.
 - c. To require monthly reports from Executive at Large Members regarding organizational status and/or problems.
5. The duties of the EXECUTIVE AT LARGE MEMBERS shall be:
 - a. To act as liaison between the student organizational representatives and the MSC.
 - b. To be assigned a number of organizations.
 - c. To attend at least one meeting per semester of the student organizations the Executive at Large Member is assigned.
 - d. To oversee the organizations and their representatives in terms of compliance with representative duties and MSC laws including but not limited to making sure files are updated and events are reported.
 - e. To assist their student organizations in formulating their annual budgets and ensure that budget spending is proceeding in a proper fashion.
 - f. To take on additional responsibilities at the discretion of the President.
6. The duties of the STUDENT GOVERNMENT SENATE AND CONGRESS OF GRADUATE STUDENTS REPRESENTATIVES shall be:
 - a. To represent the MSC in front of all student government entities when the MSC President is not present.
 - b. To coordinate with the MSC President and formulate long term political strategy for the MSC and its role within Student Government.
 - c. To keep the Board updated on all events pertaining to student government.
 - d. To present requests, information, bills, and other necessary items to the student government on behalf of the MSC.
 - e. To fulfill any obligations as required by the Florida State Student Government Association or the Congress of Graduate Students.
7. The duties of the ORGANIZATIONAL REPRESENTATIVES shall be:
 - a. To act as a liaison between the MSC and their respective organizations.
 - b. To attend all general meetings.
 - c. To report back to their respective organizations all events and proceedings of the MSC.
 - d. To keep MSC files updated with respect to current officer information, events, etc.
 - e. To keep a current constitution of their organization on file.
 - f. To support MSC sponsored activities and events.

8. The duties of the REGIONAL CAMPUS REPRESENTATIVES:
 - a. To act as a liaison between the MSC and their clinical campus.
 - b. To attend all general meetings via teleconference.
 - c. To report back to their clinical campus all events and proceedings of the MSC.

REVOCATION OF MEMBERSHIP AND APPEAL PROCESS

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for up to three (3) semesters.

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 4 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

ARTICLE III: VACANCY REPLACEMENTS

MSC EXECUTIVE OFFICERS AND EXECUTIVE AT LARGE MEMBERS:

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officers final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

If an office is declared vacant, the Executive Committee shall accept applications from students interested in filing the position. The Executive Committee will screen the applicants, and submit one name for approval to the Board. In the case of the office of MSC President is declare

vacant, the Vice-President will become President and the Vice-President's seat will become vacant to be filled as stated above. Additionally, if the Vice-President were unable to replace the President, a special general election would be held.

In the event of a vacancy in the Student Government Representative, the MSC President shall select a new representative among the current medical students that currently serve in the student senate or the Congress of Graduate Students. In the event no students serve in these capacities, the Student Government Representative will remain vacant.

Any medical student can vote in the annual elections or in the special election held for the President; however, only the members of the general board may vote for vacancy replacements.

MSC REPRESENTATIVES: Once an organizational representative's seat has been declared vacant, that organization will select a replacement representative. This replacement must be approved by the Board.

ARTICLE IV: FINANCIAL POLICIES

FINANCE MANUAL: All MSC official financial business will be conducted in accordance with MSC rules, SGA rules, and standard accounting processes.

ARTICLE V: ATTENDANCE POLICIES

Attendance records will be tracked by sign-in sheet at all General Membership and Executive meetings. Executives may not serve as organizational representatives of MSC Umbrella organizations.

MSC EXECUTIVE OFFICERS AND EXECUTIVE AT LARGE MEMBERS: All Executive Members are required to attend all MSC Executive and General Meetings. In the event of an absence, a written explanation must be submitted to the executive committee to decide whether the absence is excused or unexcused. All excuse must be kept on file.

- A. **FIRST UNEXCUSED ABSENCE:** Member will be placed on attendance probation.
- B. **SECOND UNEXCUSED ABSENCE:** The Executive Committee will vote on declaring the position vacant. The vacancy will be approved or disapproved by the Board.

ORGANIZATIONAL REPRESENTATIVES: Shall follow the same procedures as the executive committee in determining whether an absence is excused or unexcused. An organization may send an alternate representative to a MSC General Meeting in the event the appointed or elected representative may not attend, and said alternative representative notifies the MSC Executive of their intent to represent their organization during the meeting.

- A. **FIRST UNEXCUSED ABSENCE:** The organization is placed on attendance probation.
- B. **SECOND UNEXCUSED ABSENCE:** MSC will not authorize any release of funds to the

organization. To regain funding, the organization must submit a new representative to be approved by the Board.

MEMBERS-AT-LARGE: Shall follow the same procedures as the executive committee in determining whether an absence is excused or unexcused.

- A. **FIRST UNEXCUSED ABSENCE:** The member-at-large is placed on attendance probation.
- B. **SECOND UNEXCUSED ABSENCE:** The member-at-large will immediately vacate their position. They may thereafter, attend two consecutive MSC General Meetings and repetition for Member-at-Large status.

REGIONAL CAMPUS REPRESENTATIVES: Shall follow the same procedures as the executive committee in determining whether an absence is excused or unexcused. These policies only apply if teleconferencing is available to the Regional campus representative.

- A. **FIRST UNEXCUSED ABSENCE:** The Regional campus representative is placed on attendance probation.
- B. **SECOND UNEXCUSED ABSENCE:** The Regional campus representative will immediately vacate their position. They may thereafter, attend two consecutive MSC General Meetings and re-petition for Member-at-Large status.

ARTICLE VI: QUORUM

MSC GENERAL MEETING: Quorum is a majority of the total number of organizational representatives. If quorum is not present, business can still be transacted, but will not become officially binding until approved at the next MSC General Meeting having quorum.

MSC EXECUTIVE MEETING: To conduct official business, a majority of all Executive members must be present.

ARTICLE VII: REMOVAL FROM OFFICE

MSC EXECUTIVE OFFICERS: An executive board officer of the MSC can be impeached on the basis of misfeasance, malfeasance, or nonfeasance. The impeachment process:

1. May be by way of written petition calling for impeachment and must be signed by at least 2/3 of the Organizational Representatives. This statement must be presented to the faculty advisor of the MSC, who will then proceed with the impeachment process.
2. Shall be invoked after the faculty advisor of the MSC calls the executive board (minus the officer in question) to schedule and announce a special hearing of the MSC within five days of the officer in question's request.
3. This special hearing of the MSC will be open to the public, and reasonable effort must be made to inform the general medical student body of the date and time of the hearing. All students within the medical student body may attend and vote at this special hearing.
4. Requires a vote of $\frac{3}{4}$ of the medical student body present and voting (minus officer in

- question) to impeach an officer.
5. Provides no basis for appeal in the event of impeachment.

MSC ORGANIZATIONAL REPRESENTATIVES: Due to the grounds of misfeasance, malfeasance, or nonfeasance, a representative may be impeached directly from a $\frac{3}{4}$ vote of the executive board. The impeached representative's organization will be responsible for submitting a replacement representative to be approved along with the status of the said organization by the Board.

ARTICLE VIII: ELECTION GUIDELINES

ELECTION OF EXECUTIVE OFFICERS: The MSC shall hold a general election of the executive board (excluding executives-at-large and the student government representative) during the Fall Term of each year. The MSC President shall determine the place and time of the election, making any necessary arrangements to ensure that the election is held at a place and time accessible to the medical student body, and that such time of the election does not coincide with final exams, religious holidays, or recognized state/federal holidays. Nominations will be taken at the MSC General Meeting that precedes the Election Day by at least two weeks and, also, on Election Day.

Within 14 days following the installment of the new executive officers, the MSC President will chose a Student Government Representative among the current medical students who serve in the student senate or as representative in the Congress of Graduate Students.

The MSC shall hold a general election for (4) Executive-At-Larges from the first year class during the second semester of matriculation of said first year class. The MSC President shall determine the place and time of the election, making any necessary arrangements to ensure that the election is held at a place and time accessible to the medical student body, and that such time of the election does not coincide with final exams, religious holidays, or recognized state/federal holidays. The MSC President will determine the method and timing of nominations.

Campaign materials, including signs or fliers, buttons, t-shirts, sidewalk chalk, and e-mails are prohibited. Candidates for MSC executive positions may distribute their curriculum vitae during the election meeting.

The MSC Executive Board may organize a candidate debate prior to the election. The format and participation of the debate will be at the discretion of the MSC Executive Board.

ELECTION OF ORGANIZATIONAL REPRESENTATIVES: Each organization is responsible for conducting elections or appointing their own MSC representative.

ELECTION OF ORGANIZATION OF STUDENT REPRESENTATIVES: The Organization of Student Representatives (OSR) is the student branch of the Association of American Medical Colleges (AAMC) which serves as a liaison between medical students and the AAMC. Each incoming class to the FSUCOM will elect one OSR Representative during the first MSC meeting of their first fall semester. The elected OSR Representative is eligible to

serve throughout their duration in medical school. Therefore, there will be a total of four concurrent Representatives (one per class) at any given time. Of those four Representatives, one Primary Representative and one Alternate Representative will be designated, based on class seniority. The remaining two students will serve as a Representatives-At-Large. Only the Primary and Alternate Representatives are required to attend National and Regional OSR Conferences. All Representatives are required to attend MSC meetings and serve according to the guidelines stated in the OSR Membership Rules & Regulations (available at <http://www.aamc.org/members/osr/membership/rulesandregs.htm>).

ARTICLE IX: ELECTION PROCEDURES

- A. The format (length of speech, discussion, speakers) for a MSC election shall be motioned and approved in a MSC General Meeting at least two weeks prior to the election.
- B. The order of the elections for each office shall be in sliding order, from President to executive-at-large (excluding the student government representative).
- C. Opposing candidates for the same position shall not be present during a candidate's speech.
- D. The voting shall be by secret ballot from the medical school student body.
- E. The winner of the election must win by a majority vote. In the event of a tie, a run-off election must take place.
- F. The elected officers will take office following the conclusion of the meeting.
- G. Candidates not elected for their sought position will be offered the opportunity to enter the race for the next office in sliding order.

ARTICLE X: VOTING PROCEDURES

VOTING DURING MSC GENERAL MEETINGS: The voting members of the MSC general shall consist of the organizational representatives, presidents of each class, Regional campus representatives, and members-at-large. In the event of a tie, the MSC President shall cast the deciding vote. All voting records will be a matter of public record. Recognition of speakers, modification of format or agenda, and removal of individuals from the meeting may be done by a majority vote of the executive members present and voting.

VOTING DURING MSC EXECUTIVE MEETINGS: The voting membership of the MSC executive shall consist of two executive-at-larges, the Student Government Representative, Treasurer, Secretary, Vice-President, and President.

ARTICLE XI: RULES OF ORDER

Robert's Rules of Order will be the official parliamentary authority of the Board. Robert's Rules of Order will prevail in all instances except where they directly contradict the format or rules of the MSC as stated in this document or in MSC policy.

ARTICLE XII: AMENDMENTS

This document may be amended by a 2/3 vote of the organizational representatives and members-at-large at a general meeting. Any amendments to these rules must first be reviewed by the Executive Board for clarity and conformation to legal principles. A majority vote of the Executive Board is required to submit an amendment to the General Board for debate. The Executive Board may only deny an amendment on the grounds of clarity or conformation to legal principles.

Amendments may also be voted upon by the medical student body during the annual election. The Executive Board may place an amendment on the ballot by a 2/3 vote of its members present and voting. Any medical student may, upon collection of signatures from 30% of the medical student body, submit an amendment to the Executive Board for placement on the ballot. All amendments placed on the ballot will be clear in language, encompass only one issue, be under 150 words in length, and can be answered in a yes or no fashion.

ARTICLE XIII: CONFORMITY WITH LAWS

The MSC Constitution cannot be in conflict with any part of Federal, State, Local, University, or Student Government laws. In the event that modifications are necessary to bring the MSC Constitution into conformity with either Federal, State, Local, University, or Student Government laws, such modifications may be passed by a majority vote of the MSC Executive Board if such changes only encompass modifications necessary for conformity. Any changes not required for conformity must be passed by the provisions stated in “Article XIV: Amendments.”

ARTICLE XIV: OPERATING IN THE SUNSHINE

In order to ensure compliance with the provisions of the sunshine law, all meetings of the MSC must be open to everyone and be advertised in an accessible public place at least 24 hours prior to the meeting. This article does not ensure speaking privileges to those who attend either a general or executive meeting. Recognition of speakers is at the discretion of the chairperson. Decisions by the chairperson may be challenged in accordance with Robert’s Rules of Order. This article also does not limit the chairperson’s ability to remove disruptive individuals from a meeting.

ARTICLE XV: DISCRIMINATION LAW

No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, or disability. Furthermore, no university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.

ARTICLE XVI: HAZING

No hazing or discrimination will be used as a condition of membership in this organization

ARTICLE XVII: ADVISOR

The advisor shall be appointed by the Dean of the College of Medicine. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor

position has no term limit other than he/she must be a current full-time FSU faculty or staff member.

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

ARTICLE XVIII: PUBLICATIONS

All advertisements of the organization must comply with the University Posting Policy (<http://www.fsu.edu/~posting/fsupolicy.html>).

The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

