CONSTITUTION OF THE MEDICAL STUDENT ORGANIZATIONS OF THE UNIVERSITY OF COLORADO SCHOOL OF MEDICINE

The medical students, faculty, and administration of the University of Colorado School of Medicine hereby establish the following student organization and other governing bodies: The Medical Student Council and other elective positions described below. These bodies shall be the means by which the medical students of the School of Medicine shall contribute to and share in the administration and government of the School of Medicine. The rules and regulations herein stated shall be recognized by all segments of the University of Colorado as the responsibilities, rights, and privileges of the medical students.

ARTICLE ONE: CLASS OFFICERS AND REPRESENTATIVES

1.1 Class Officers and Other Representatives: Each class, as a whole, shall elect the following officers and representatives:

A. Two persons to serve as class Co-Presidents.
B. One person to serve as class Vice-President.
C. One person to serve as class Treasurer.
D. One person to serve as class Secretary.
E. An appropriate number of persons to serve as Senators to the UCHSC Student Senate, this number to be determined by the bylaws of the Student Senate.
F. One person to serve as class Representative to the Honor Council. The Honor Council Representatives will serve a term from election until graduation. The fourth year class shall elect one additional student to serve on the Honor Council during the fourth year.
G. Two persons to serve as Representatives to Medical Student Council.
H. Two persons to serve as Curriculum Representatives.
I. The fourth year class shall elect one person to be a student advocate on the University of Colorado School of Medicine Promotions Committee.
J. The following additional class Representatives will be elected by each class: Financial Aid Representative, Alumni Association Representative, Faculty Senate Representative, Social Chair(s), Historian(s), Office of Diversity Representative(s), and Teaching Excellence Committee Representative(s).
K. The first and second year classes shall elect two Course Representatives for every required course.
L. Any other person(s) to serve as class representatives to faculty, administration, departments, offices, course, and/or student matters for which class representation is deemed appropriate.

1.2 Duties of Class Officers: The officers elected by their classes shall act as official representatives for their respective classes. Their duties shall be to act as spokespersons, resource persons, and liaisons for and between their respective classes and other student organizations, faculty, and administration.

A. Class Co-Presidents:
1. To plan, publicize, prepare for and preside over all class meetings.
2. To attend and represent the class in all relevant student, faculty, and administration meetings and to participate in appropriate planning and decision making procedures pertinent to School of Medicine meetings.
3. To establish ad hoc committees to achieve the goals of the class.
4. To allocate funds from the class treasury if the Treasurer is unable to carry out his/her duties.
5. REQUIRED to attend all meetings of the Medical Student Council.
6. To work with other elected officials to coordinate the philanthropic and social efforts of the class.
7. The first year class Co-presidents are responsible for planning and advertising Family Day.
8. The second year class Co-presidents are responsible for arranging for a Board Review package.

B. Vice President:
1. To assist the class Co-Presidents in organization and conduction of class meetings.
2. To perform the duties of the class Co-Presidents should the Co-Presidents be unable to do so.
3. REQUIRED to attend all meetings of the Medical Student Council.
4. To coordinate and oversee responsibilities of the elected course representatives.
5. The first year vice president is responsible for planning the cadaver memorial service with representatives from the other schools of the UCHSC campus.

C. Secretary:
1. To record and post minutes of all class meetings.
2. To maintain all correspondence between the class and student organizations, faculty and administration as needed.
3. To organize and preside over any special elections that might be required.
4. The second year secretary is responsible for running the class elections for the incoming first year class.

D. Treasurer:
1. To serve as the primary custodian and distributor of funds from the class treasury.
2. To maintain and keep the books of the class treasury.
3. To serve as members of the Medical Student Council Finance Committee.

E. Senators:
1. To act as voting class Representatives to the UCHSC Student Senate.
2. To attend or appoint substitutes (with vote proxy) to attend all meetings of the Student Senate.
3. To inform their class of the activities of the Student Senate.
4. To obtain class opinion in regards to matters of concern to Student Senate.
5. At least one designated Student Senator must attend every Medical Student Council meeting and provide a brief report on Student Senate activities.

F. Honor Council Representative:
1. To serve as the class representative to the Honor Council.
2. To carry out all duties which pertain to membership on the Honor Council.
3. To report to Medical Student Council as necessary.

G. Promotions Committee Student Advocate:
1. To attend meetings of the Promotions Committee as specified by the committee chair.
2. To carry out all duties which pertain to membership on the Promotions Committee.
3. To maintain confidentiality of the issues discussed at meetings of the Promotions Committee.
4. To report to Medical Student Council as necessary.

H. Medical Student Council Representatives:
1. REQUIRED to attend all meetings of the Medical Student Council.
2. To solicit class opinions regarding matters of concern to Medical Student Council.
3. To inform their class of the activities of Medical Student Council.
4. To serve as members of the Medical Student Council Fundraising Committee.
5. The first year Medical Student Council Representatives are responsible for selling graduation announcements at the Match Day celebration.
6. The second year Medical Student Council Representatives are responsible for overseeing the sales of lab coats and for serving as co-chairs of the Medical Student Council Fundraising Committee.
7. The fourth year Medical Student Council Representatives are responsible for organizing graduation announcements.

I. Curriculum Committee Representatives:
1. Required to represent the student body and Medical Student Council at all Curriculum Committee meetings.
2. To have at least one designated member attend all Medical Student Council meetings to report on the actions of the Curriculum Committee.
3. To serve as members of the Medical Student Council Curriculum Committee.

J. Faculty Senate Representatives:
1. To attend all meetings of the Faculty Senate.
2. To represent the student body and Medical Student Council at Faculty Senate Meetings.
3. To vote at Faculty Senate Meetings as allowed by the bylaws of Faculty Senate.
4. To have at least one designated representative attend all Medical Student Council meetings to report on the actions of Faculty Senate.

K. Committee, Department, Office and Course Representatives:
1. To represent their class in matters of concern to their respective committees, departments, offices, or course directors.
2. To assist in obtaining class opinion in matters of concern to such groups or organizations.
3. To regularly inform their class of their activities.
4. To report to Medical Student Council as necessary.

L. Responsibilities of other elected or appointed officials. The responsibilities of elected or appointed class officials with responsibilities not specifically outlined above shall be determined by the organization or group they are appointed to represent.

ARTICLE TWO: ELECTION OF CLASS OFFICERS AND REPRESENTATIVES

2.1 Elections: Election of class officers and representatives shall be by ballot of at least one-third of the class. Ballots shall be counted by the class Secretary and confirmed by the class Honor Council Representative in cases involving conflict of interests and in narrow margin elections. A simple majority of the votes cast shall constitute election to office. Tie votes shall be resolved by a runoff election. Members of the Medical Student Council shall be responsible for distributing descriptions of the duties of class Officers to each class prior to soliciting nominations for each elected office.

2.2 Time of Elections: Elections for officers and representatives shall be held at a time to be determined by each class. Elections for first year officers and representatives shall be held early in the academic year and will be administered by the second year class secretary. Elections for the second, third, and fourth year officers shall be held at the end of the academic year preceding the term of office, but following the Medical Student Council Executive Committee elections for the forthcoming year.

2.3 Term of Office: All officers and representatives shall serve one academic year in office unless otherwise specified.

2.4 Vacancies in Offices: Should any officer or representative become unable to carry out the duties pertinent to that office, the officer or representative shall submit a written resignation to the class Co-Presidents.

A. If the office of Co-President is vacated, the Vice President shall fill the position until a class election can be held.

B. In all other vacancies, the vacancy shall be filled by appointment of the class Co-Presidents with approval of a majority of the class.

ARTICLE THREE: MEDICAL STUDENT COUNCIL

3.1 Function of Medical Student Council: The Medical Student Council shall serve as the primary executive agency of the student body. The functions of Medical Student Council shall be:
A. To represent student interests, concerns and recommendations of the medical student body to the various committees and policy making bodies and offices of the University of Colorado School of Medicine.

B. To consider and act upon matters of concern brought to its attention by individual students, one or more classes, or the student body at large.

C. To seek out and retain funds it deems necessary and useful to carry out its purposes.

D. To manage and distribute Medical Student Council funds in a manner that contributes to the education, awareness, or involvement of all students at the University of Colorado School of Medicine.

E. To serve as a means by which effective communication is achieved between classes, and the student body, and other organizations.

F. To aid student organizations in applying for recognition/funding by following the following procedure:
   a. The organization must complete the documentation required by the Student Organization Policy and submit all paperwork to the Student Assistance Office a minimum of two weeks before an MSC Meeting.
   b. The organization must then petition MSC for recognition. MSC may require presence of the petitioning organization’s leadership at the meeting.
   c. The voting members of MSC will then vote as to whether or not MSC supports the organization’s petition for recognition.
   d. If MSC is in support of the petition, the petition will be forwarded to the Associate Dean of Student Affairs for final approval.
   e. MSC will then inform the organization of the result of its petition.

G. To solicit nominees and elect Representatives to Organization of Student Representatives (OSR). There should be two OSR Representatives at any one time, one should be from pre-clinical years and the other from the clinical years.

H. To make the student body aware of teaching awards and determine nominations and/or recipients as outlined by the specific awards.

3.2 Membership of the Medical Student Council: Voting members of the Medical Student Council shall include:

A. The Co-Presidents and Vice-President of each class.

B. The Medical Student Council Representatives from each class.

C. The University of Colorado School of Medicine Representatives to the Organization of Student Representatives (OSR) of the American Association of Medical Colleges (AAMC).

D. Members-at-large, as elected by a simple majority vote of the Medical Student Council.

E. The Executive Officers of Medical Student Council: President, Vice-President, Treasurer and Secretary.
3.3 Continuity of the Medical Student Council: Medical Student Council may select by majority vote former Medical Student Council officers or other students who have served the student body to the position of Medical Student Council Member-at-large, with voting privileges as outlined above.

3.4 Voting of Medical Student Council: Each voting member of Medical Student Council shall have one vote and all votes shall be by simple majority unless otherwise specified.

A. In the case of ties, the President of Medical Student Council will break the tie.

3.5 Suspension of Voting Privileges and Impeachment:

A. Attendance at Medical Student Council meetings and fulfillment of the duties of class officers will be reviewed periodically by the Executive Officers of Medical Student Council.

B. The Executive Officers of Medical Student Council will notify class officers and Medical Student Council members with poor attendance or failure to fulfill the duties of their position.

C. The Executive Officers shall make recommendations to the Medical Student Council to suspend voting privileges and/or impeach officers or Medical Student Council members who fail to attend meetings or fulfill their duties as outlined above.

D. Suspension of voting privileges or impeachment shall require a two-thirds majority vote of the Medical Student Council.

3.6 Executive Officers of the Medical Student Council: The Medical Student Council shall have the following Executive Officers, who shall be elected by the voting members of Medical Student Council and who shall carry out the following duties:

A. President
   1. This position is held by a fourth year student, unless no fourth year students are nominated and/or no fourth year students accept nominations, in which case a third year student may hold this position.
   2. To plan, prepare for, and preside over Medical Student Council meetings.
   3. To establish, supervise, and appoint chairs to the committees of Medical Student Council in order to carry out the objectives of Medical Student Council.
   4. To represent the Medical Student Council and student body--or designate alternate representatives--to the administration, faculty, and other groups.
   5. To inform the Medical Student Council and the student body of issues affecting medical students at the University of Colorado School of Medicine.
   6. To establish a mechanism to define the short and long-term goals and objectives of Medical Student Council and the student body and take actions as necessary to carry out those goals and objectives.
   7. To supervise the invitation of guests to Medical Student Council meetings.
   8. To perform other duties as deemed appropriate to the goals of Medical Student Council.

B. Vice President
1. This position is held by a third year student, unless no fourth year students are
nominated and/or no fourth year students accept nominations, in which case a fourth or
second year student may hold this position.
2. To assume the duties and responsibilities of President should the President be unable to
do so.
3. To perform other duties as assigned by the President or Medical Student Council.
4. To oversee the progress of the committees of Medical Student Council.
5. To serve as the chair of the Medical Student Council Philanthropy Committee and
organize and carry out an annual charitable or philanthropic project on behalf of
Medical Student Council.

C. Treasurer:
1. To maintain and keep the financial records of the Medical Student Council.
2. To serve as the chair of the Medical Student Council Finance Committee.
3. To develop guidelines for dispersing Medical Student Council funds, to be approved by
Medical Student Council.
4. To maintain records of Medical Student Council funds.
5. To report regularly to Medical Student Council on the finances of Medical Student
Council.

D. Secretary:
1. To record, distribute, and maintain minutes of the Medical Student Council meetings.
2. To maintain records of Medical Student Council correspondence, committees, class
officers and representatives, etc.
3. To maintain attendance records of Medical Student Council meetings, including the
attendance of those class officers and representatives that are required to be at all
Medical Student Council meetings.

3.7 Standing Committees: The Medical Student Council shall have the following standing
committees:
A. Executive Committee: The Executive Committee shall be chaired by the President of
Medical Student Council and consist of the President, Vice President, Secretary and
Treasurer of Medical Student Council.

B. Finance Committee: The Finance Committee shall be chaired by the Treasurer of Medical
Student Council and consist of all class Treasurers and any additional members as
appointed by the Medical Student Council Executive Committee.

C. Curriculum Committee: The Curriculum Committee shall consist of the class Curriculum
Representatives and any additional members as appointed by the Medical Student Council
Executive Committee.

D. Fundraising Committee: The Fundraising Committee shall be chaired by the second year
Medical Student Council Representatives and consist of all Medical Student Council
Representatives and any additional members as appointed by the Medical Student Council
Executive Committee.

E. Student Life Committee: The Student Life Committee shall consist of the class Social
Chairs and any additional members as appointed by the Medical Student Council Executive
Committee.
F. **Philanthropy Committee**: The Philanthropy Committee shall be chaired by the Vice President of Medical Student Council and consist of members as appointed by the Medical Student Council Executive Committee.

G. **Information Technology Committee**: The Information Technology Committee shall be chaired by a student appointed to maintain communication with the Student Web Page Manager and consist of members as appointed by the Medical Student Council Executive Committee.

H. **Additional Committees**: Additional Committees shall be formed as deemed necessary by the Medical Student Council Executive Committee.

3.8 **Vacancies**: Vacancies of office of Medical Student Council shall be replaced through the following mechanism:

   A. **President**: If vacated, the office of President of Medical Student Council shall be filled by the Vice President of Medical Student Council.

   B. **Vice President, Treasurer, and Secretary**: If vacated, the offices of Vice President, Treasurer, and Secretary of Medical Student Council shall be filled by simple majority vote of the Medical Student Council.

**ARTICLE IV: MEETINGS**

4.1 **Class**: Class meetings shall be held regularly during the academic year.

4.2 **Medical Student Council**: Medical Student Council shall meet regularly during the academic year, but not less than once a month.

4.3 **Attendance at Meetings**:

   A. All class meetings and meetings of the Medical Student Council shall be open to all students, faculty, and administration of the UCHSC.

   B. Any other person may attend meetings only by the permission of the Chair of the meeting.

**ARTICLE V: RATIFICATION**

5.1 **Ratification**: This Constitution shall be ratified by the following mechanism:

   A. The Constitution shall be announced and posted for a minimum of two weeks for inspection by all medical students of the School of Medicine.
B. Approval of the Constitution shall consist of a majority vote by the voting members of Medical Student Council.

C. This Constitution shall also be approved by the Faculty Senate of the School of Medicine.

D. This Constitution shall also be approved by the Dean of the School of Medicine.


ARTICLE VI: AMENDMENTS

6.1 Amendments: This Constitution shall be amended through the following mechanism:

A. Any student of the University of Colorado School of Medicine may propose constitutional amendments with the majority approval of the Medical Student Council or through the presentation of an amendment or petition to each class that is then endorsed by fifty students in the University of Colorado School of Medicine at the time of presentation.

B. Amendments shall be announced and posted for inspection by all members of the medical student body for a period of two weeks.

C. There shall be at least one meeting of the University of Colorado School of Medicine’s student body for the purpose of discussing and voting on the proposed amendment(s). Approval will be based on the majority of students voting.

D. After fulfillment of Section 6.1.A, 6.1.B, and 6.1.C, the amendment(s) shall become a permanent and integral part of the Constitution.