Medical Student Constitution
FIU Herbert Wertheim College of Medicine
Inaugural Medical Student Council

30 April 2010
Preamble

We, the medical students of the Florida International University Herbert Wertheim College of Medicine, in order to further the welfare of the student body at this institution through student self-government, do hereby establish and ordain this Constitution for student government. The governing body shall assume the name of the Medical Student Council, hereinafter referred to as MSC.
ARTICLE I: NAME AND PURPOSE

SECTION I: This organization shall be known as the FIU Herbert Wertheim College of Medicine (HWCOM) Medical Student Council (MSC).

SECTION II: Purpose: The MSC shall serve as the primary executive agency of the student body and shall:

1. Serve as the official representative of the FIU HWCOM student body to the college’s administration and faculty with regard to all matters pertaining to the enrolled students.
2. Participate in the deliberative and policy making decisions of the HWCOM through service on official committees.
3. Promote interaction between students, faculty, and the administration.
4. Promote student awareness of issues and policies pertinent to the HWCOM.
5. Consider and act upon matters of concern brought to its attention by individual students, one or more classes, or the student body at large.
6. Seek out and retain funds it deems necessary and useful to carry out its purposes.
7. Manage and distribute MSC funds in a consistent and fair manner that contributes to the education, awareness, or involvement of students at the FIU HWCOM, and to be responsible as stewards of those funds.
8. Serve as a means by which effective communication is achieved between classes, the student body, and other organizations representing the student body.
ARTICLE II: MEMBERSHIP

SECTION I: The MSC will be composed of the following elected officers: President, Vice President, Secretary, Treasurer, SGA Representative, Curriculum Representative, one Class Representative from each class and a Faculty Advisor. The Curriculum Representative is a non-voting member of the MSC. The Faculty Advisor must be a full-time faculty member and shall be elected by the Medical Student Council by a majority vote of all its members. The Faculty Advisor shall be a non-voting member of the MSC, and shall have no term limit.

SECTION II: Each officer position on the Medical Student Council has a term limit of two (2) total academic years.

SECTION III: All officers of the MSC are voting members except for the Curriculum Representative. The other MSC officers are not permitted to concurrently be a Class Representative. With the exception of the M1 Class Representative, the Medical Student Council shall be composed of upperclassmen from M2 year through M4 year.

SECTION IV: Subcommittees may be formed by the MSC as necessary to conduct the business of the student body. In order to form a subcommittee, the MSC must commission the creation of that subcommittee by a majority vote. The President is then responsible for appointing the members of that subcommittee.

SECTION V: All members must be full time students in good academic standing or in compliance with the HWCOM remediation policies. Students may be removed from office for conduct or honor violations as per the Student Handbook at the discretion of the Executive Associate Dean for Student Affairs.

SECTION VI: Terms of office shall commence the day after the MSC is elected and will continue through the following academic year until no later than last academic day in May of that academic year.
ARTICLE III: ELECTION

SECTION I: Elections shall be conducted no later than the last academic day in May at a time that is well publicized to the entire student body by e-mail, announcements on the MSC website, and flyers posted in the student lounge space. All elections shall be conducted by an Election Committee that is composed of the MSC Faculty Advisor from the previous academic year and the Panther Community Staff. All elections will be done by secret ballot.

SECTION II: Election period for the M1 Class Representative shall occur no later than the fifth academic week of the next academic year. Elections shall be conducted by the Election Committee described in SECTION I.

SECTION III: For the election of an MSC candidate to be valid, a simple majority of the present and eligible members of the entire student body must vote for that candidate during the official Election Day. “Eligible” is defined as those currently enrolled in classes at the FIU HWCOM who are not in their final medical year. If an election is deemed ineligible, it will be rerun.

SECTION IV: Candidates who were not members of the MSC the previous academic year must submit a 300-word or less written statement that describes their platform, along with a photo, to the Election Committee by 11:59 PM the Saturday before the official day of elections. The Election Committee will post these materials for consideration by the student body. Previously elected members are also free to post similar materials on an official forum, but are under no obligation to do so.

M1: Students interested in running for the Class Representative position must submit a 300-word or less statement declaring their intentions, along with a photo, to the Election Committee by 11:59 PM the Saturday before the official elections in order to be considered for an elected position.

SECTION V: There is a limit of $100 USD for developing and using campaign materials. Any campaign materials produced or speeches delivered may only be for the presenter’s campaign; no candidate is permitted to campaign for other candidates in the form of official Election Day speeches or using any campaign materials.

SECTION VI: The Election Committee will announce the voting procedures no later than one (1) week before the election is scheduled. Immediately prior to voting, the Election Committee will confirm the final ballot for that vote. If the person running for office is not present, they will be disqualified from the election. Once the ballot is finalized, it cannot be changed and no names may be added or withdrawn.
ARTICLE IV: MEETINGS

SECTION I: The MSC President shall call a meeting of the MSC within one week of the election date.

SECTION II: The MSC shall hold publicized monthly meetings conducted according to the rules established by the Council in a public room of adequate size and accessibility. The meetings shall be scheduled at least one (1) week in advance and are open to all members of the FIU HWCOM community, which includes students, faculty, and staff. Monthly meetings will be publicized by email and by the MSC Website. All meetings will be conducted in accordance with Robert’s Rules of Order. Additional meetings may be called by the MSC President or by any five (5) members of the MSC acting together, and are to be considered closed meetings unless stated otherwise by the MSC President or by any five (5) members of the MSC acting together.

SECTION III: For the purposes of meetings, a quorum is defined as at least three (3) of the voting members of the MSC being present.

SECTION IV: Within the first few meetings, the Medical Student Council must accomplish the following:

1. Conduct a thorough examination of the Constitution and by-laws by all the MSC members;
2. Discuss and determine the MSC’s goals for the year;
3. Establish, by majority vote, a regular meeting time and location for the Medical Student Council.

SECTION V: Class Representatives are responsible for conducting meetings of their respective class regularly during the academic year. These meetings shall be scheduled at least three days in advance using email and the MSC Website. This might include meetings at lunch, before, or after school. Students from other classes will be permitted to attend these class meetings at the discretion of the MSC Class Representative.

SECTION VI: All regularly scheduled meetings of the Medical Student Council shall be open to all students, faculty, and administration of the HWCOM, unless the MSC President or five (5) members acting together determine unanimously that the meeting should be a closed-door meeting with only students and invited faculty in attendance.

1. All Medical Student Council meetings will be conducted by the President. In the absence of the President, the Vice President will preside.
2. Minutes of the meeting shall be recorded in a permanent manner by the Secretary. Copies of the minutes shall be furnished to each member of the Council, and shall be posted on the MSC Website.
3. Students wishing to address the MSC at an official meeting shall notify the President in writing three (3) days before the meeting.
ARTICLE V: RESPONSIBILITIES OF MEMBERS

SECTION I: The Medical Student Council shall meet once a year with the Executive Associate Dean for Student Affairs.

SECTION II: It is the responsibility of each Class Representative to inform and update the rest of Medical Student Council on the business of their class. If the Class Representative is unable to attend a given MSC meeting, he/she must appoint another student in that class to attend.

SECTION III: The MSC shall coordinate the efforts of the students to periodically re-evaluate the HWCOM’s curriculum and policies and present those ideas and opinions to the appropriate faculty members. This will be accomplished by working in combination with the faculty to appoint students to course reviews and FIU HWCOM committees and subcommittees.

SECTION IV: Each of the members shall be required to fulfill the duties relevant to the Medical Student Council assigned to them by this Constitution.
ARTICLE VI: POWERS

SECTION I: Monthly meetings are opened to the entire HWCOM student body and faculty advisors; however, only MSC voting members shall vote on issues presented to them.

SECTION II: The MSC shall have the power to recommend the appointment of student representatives to official HWCOM committees.

SECTION III: The MSC may call for the creation of subcommittees by a majority vote of its voting members. The MSC President may then appoint the members of that subcommittee. Any subcommittee formed by the MSC will make recommendations and give advice to the MSC. The MSC President or five (5) voting members of the MSC acting together may accept the recommendations and advice of the subcommittee.
ARTICLE VII: IMPEACHMENT, RECALL AND DISMISSAL

SECTION I: Members of the MSC who fail to abide by this Constitution, who fail to fulfill their responsibilities, or who have excessive absences from meetings (four (4) absences without valid reasons, as determined by the MSC President) are subject to dismissal from the MSC.

SECTION II: Any FIU HWCOM enrolled student may call for the dismissal of an MSC officer.

SECTION III: In order to call for the dismissal of an MSC officer, an enrolled student must submit a request to address the MSC at their next official meeting at least three (3) days in advance of that meeting. That student will then have ten (10) minutes to describe why he or she is calling for the dismissal of the MSC officer and to present any supporting evidence. The MSC will then vote to accept or reject the dismissal. In order to dismiss the officer, a supermajority of the voting members of the MSC must vote to accept the dismissal. A supermajority is defined as at least 75 percent of the voting members of the MSC.
ARTICLE VIII: VACANCIES

SECTION I: Vacancy during the term of office of President shall be filled by the Vice President. If the Vice President office is vacant, or if the President and Vice President offices are vacant simultaneously, a new, emergency election will be held to fill those offices.

SECTION II: Vacancies during the term of office of any other Medical Student Council position shall be filled within two (2) weeks in a manner designated by the Council (e.g. by election or by appointment).

SECTION III: Any member of the Medical Student Council wishing to step-down from their position must provide an explanation in writing to the President or Vice-President at least two (2) weeks in advance.
ARTICLE IX: AMENDMENTS

SECTION I: Any student of the HWCOM student body may propose an amendment. All proposed amendments to this Constitution, in order to be considered, must be submitted in writing to the President of the MSC. He or she reserves the right to appoint an ad hoc committee to facilitate reviewing and presentation of the new amendments to the MSC.

SECTION II: All proposed amendments to this Constitution, in order to take effect, must be passed by a three-fourths vote of the voting members of the Medical Student Council, in a meeting where there is a quorum of at least two-thirds of the Medical Student Council present.

SECTION III: If a proposed amendment does not receive three-fourths vote of the Medical Student Council, the amendment will be reconsidered through petition and endorsement by more than fifty-one (51) percent of students of the HWCOM. The proposed amendment can then be passed by a simple majority vote of the Council.

SECTION IV: If the proposed amendment does not receive a simple majority of the Medical Student Council after petition, the proposed amendment may be passed as a referendum. If a referendum is called for, the MSC faculty advisor will hold a special election. If three-fourths of the present and eligible student body votes to accept the amendment, it will pass and be accepted.
ARTICLE X: RATIFICATION

This Constitution, in order to take effect, must be ratified by a three-fourths vote of the Medical Student Council and a majority vote of the Inaugural Class of the FIU Herbert Wertheim College of Medicine. This Constitution shall also be approved by the Dean of the HWCOM upon recommendation of the Executive Associate Dean for Student Affairs.
APPENDIX A – DEFINITION OF TERMS: Medical Student Council (MSC) represents all four (4) medical school classes and includes President, Vice President, Secretary, Treasurer, SGA Representative, all Class Representatives, the Curriculum Representative, and a Faculty Advisor. All members are voting members except for the Curriculum Representative and the Faculty Advisor.

APPENDIX B – DUTIES AND RESPONSIBILITIES OF OFFICERS: Duties and Responsibilities of Officers will be updated each year by the respective Medical Student Council members, and require the approval of the President.

The duties of the officers of the Medical Student Council include:

The duties of the **PRESIDENT** shall be:

a. To preside over all meetings of the MSC according to Robert’s Rules of Order.
b. To act as spokesperson for the medical student body to the Herbert Wertheim College of Medicine administrative staff.
c. To determine MSC meeting schedule.
d. To meet with the Assistant Dean for Student Affairs (Counseling & Communities) at least biweekly and as needed.
e. To receive emergency notifications from the Office of Student Affairs and arrange to communicate emergency policies and procedures to students, including hurricane warnings and other types of emergencies.
f. To participate in scheduled meetings with the Mayors of all four Panther Communities and the Assistant Dean for Student Affairs (Counseling & Communities), typically monthly and as needed.
g. To have the authority to appoint ad-hoc student committees as deemed necessary, with approval from the Assistant Dean for Student Affairs (Counseling and Communities) and serve as ex-officio (non-voting) of said committees.
h. To assist the Treasurer in preparation of a budget for his/her term of office by August 31.
i. To sign all official correspondence on behalf of the medical students (print, email, text, and other forms of communication).
j. Other responsibilities on the behalf of students, as assigned/requested by the Assistant Dean for Student Affairs (Counseling & Communities).

The duties of the **VICE PRESIDENT** shall be:

a. To assume the duties of President when necessary (temporary absence, illness/injury, resignation, impeachment, etc.).
b. To coordinate all Public Relations and marketing efforts of the MSC.
c. To work with the Panther Community Coordinators to prepare and update the student calendar of events.
d. To work with each student organization and review all constitutions to ensure compliance with student body law.
The duties of the **SECRETARY** shall be:
- a. To keep accurate minutes of all meetings and post said minutes in a location accessible to all HWCOM students, staff and faculty.
- b. To keep voting records of all meetings.
- c. To keep accurate records of attendance at all meetings.
- d. To work with the Panther Community Coordinators to maintain the MSC website, Facebook, Twitter, and other forms of student communications.
- e. To maintain current contact information for all students.
- f. To prepare correspondence of the MSC and have signed by the President.
- g. To file officer activity records at the conclusion of each officer’s term of office.

The duties of the **TREASURER** shall be:
- a. To coordinate all financial matters of the MSC in accordance with Herbert Wertheim College of Medicine rules, FIU SGA rules, and standard accounting processes.
- b. To keep accurate accounting of the day-to-day expenditures and all revenues of the MSC and prepare the annual accounting report.
- c. To present a budget and tentative schedule of suggested fund-raising activities for the College of Medicine by August 30th each year.
- d. To present the budget summary update at all meetings of the MSC (to include all expenditures and all earnings).
- e. To prepare monthly accounting reports of the MSC at the request of the Assistant Dean of Student Affairs (Counseling and Communities) and/or the Executive Associate Dean for Student Affairs.
- f. To oversee the fundraising sub-committee.
- g. To ensure to the best of his/her abilities, that money used on behalf of the medical students is used wisely and in a manner, which suits the purposes of the medical students.

The duties of the **Representative to the FIU SGA** for Graduate/Professional Students shall be:
- a. To serve as the Herbert Wertheim College of Medicine representative for the FIU Student Government Association and provide active representation for the unique needs for medical students as a member of the graduate and professional student community at FIU.
- b. To oversee the completion of reports and activity participation roster for the FIU Student Government Association to maximize receipts of money.

The duties of the **MSC Class Representative** shall be:
- a. To preside over all meetings of the appropriate class members according to Robert’s Rules of Order.
- b. To serve as a voting member of the Medical Student Council and represent the interest of his or her class.
- c. To determine the meeting schedule for members of the appropriate class.
- d. Other responsibilities on the behalf of students, as assigned/requested by the Assistant Dean for Student Affairs (Counseling & Communities).
The duties of the **Curriculum Representative** shall be:

a. To conduct surveys in order to assess the progress of academic courses.
b. To collect student concerns regarding individual courses or other academic matters.
c. To meet with course directors in order to bring concerns that the classes might be experiencing.
d. To coordinate the students participating in all official end-of-course evaluations.
This Constitution is Hereby Ratified by the Inaugural Class of the FIU Herbert Wertheim College of Medicine, Class of 2013

-April 30th, 2010-

President: 
Patricio Lau

Vice President: 
Michael Hann

Secretary: 
Ashley Rojas

Treasurer: 
Mary “Molly” Garland

SGA Representative: 
Dillon Arango