The Constitution of the Medical Student Government of the
Medical College of Virginia
of
Virginia Commonwealth University

PREAMBLE
In order that all members of the student body of the School of Medicine of the Medical College of Virginia of Virginia Commonwealth University 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 School of Medicine of the Medical College of Virginia of Virginia Commonwealth University, 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 Medical College of Virginia of Virginia Commonwealth University.

II. Purpose of the Organization
   A. The promotion of School of Medicine activities.
   B. The promotion among the medical students of the Medical College of Virginia of Virginia Commonwealth University 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 School of Medicine of the Medical College of Virginia of Virginia Commonwealth University 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. MCV community, past and present
   H. 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
III. Membership
A. All full-time regularly matriculated students of the School of Medicine of the Medical College of Virginia of Virginia Commonwealth University
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: 31
   a. Nine 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 Medical College of Virginia of 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 School of Medicine of the Medical College of Virginia of Virginia Commonwealth University 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. Finance
      c. Secretary
      d. 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 registered with the Office of Student Activities of the School of Medicine are conducted properly and shall decide the validity of the same in case of contest.

2. 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.

3. 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.

4. 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.

5. 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 Medical College of Virginia of Virginia Commonwealth University 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.

6. It shall interpret the Constitution whenever any article, section, or phrase thereof is in question.

7. 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.

8. 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. When deemed appropriate, the Medical Student Government Executive Secretary shall review the biannual surveys collected with regards to the class/MSG officer in question.

l. 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 Medical 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 a budget and statement of intended use 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. 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.
      iii. 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.

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.

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 posted in conspicuous places on the Medical College of Virginia campus including but not limited to the e-curriculum and via email.

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 posted in conspicuous places on the campus of the Medical College of Virginia of Virginia Commonwealth University campus including but not limited to the e-curriculum and via email.

3. An amendment to the by-laws must receive a two-thirds vote of the members of the Medical Student Government 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

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

1. Medical Student Government Officers

   a. Qualifications and Elections

      i. During the February monthly meeting of the MSG an announcement should be made that at the nominations for officers of the MSG will open at the March Meeting.
ii. Nominations shall take place from the March meeting until seven days prior to the election. Nominations can be given through email or in person to the MSG Secretary.

iii. The Medical Student Government 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.

iv. 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.

v. The officers shall be elected by the voting members of the Medical Student Government during or before the last meeting of the year and before graduation of the current scholastic year.

vi. The election shall be conducted and certified by the Medical Student Government Executive Secretary.

   I. All candidates for office shall be allowed three to five minutes to speak prior to balloting.

   II. The Secretary shall distribute and collect paper ballots to all eligible voting members in attendance.

   III. The Secretary and two assistants shall count the ballots. The assistants shall be voting members of the Medical Student Government who are not standing for office. If requested by any medical student in attendance, the ballots may be recounted by three addition medical students in attendance, prior to certification of the election by the Medical Student Government Executive Secretary. Any candidate desiring to contest the outcome of balloting for a particular Medical Student Government office may request the School of Medicine’s Dean of Student Activities to review the election.

      A. This request must be in writing and by submitted to the Dean within two business days of the election in question.

      B. The Dean of Student Activities may then entertain the contestation at his or her discretion and submit a recommendation to the Medical
Student Government for consideration. In order to be considered by the Medical Student Government Executive Council, the Dean must forward his or her recommendation within one week of receiving notice of the request to contest the election in question.

C. The Medical Student Government Executive Council shall meet within one week of receiving the Dean's recommendation in order to address it. The Medical Student Government Executive Council may override this recommendation with a two-thirds majority vote (quorum must be ensured). Failing an override of the recommendation at this meeting, the recommendation shall still stand.

b. Installation
   i. The officers of the Medical Student Government shall be installed immediately after their election.
   ii. 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 School of Medicine of the Medical College of Virginia of Virginia Commonwealth University 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.

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) during the week of the Dean’s Pizza Lunch. It is preferable that the monthly meetings take place on a day preceding that of the Dean’s Lunch in order to facilitate coordination amongst student leadership. 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. Preside over all Medical Student Government Executive Council meetings to be held at his discretion.

      iii. Preside over all meetings of the Medical Student Body.
iv. Appoint all special committees, subject to the majority approval of the Medical Student Government.

v. Appoint a parliamentarian to be present at all meetings.

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. Serve as a member of the University Council.

viii. Request one of the Vice-Presidents 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.

ix. Make all necessary committee appointments subject to the approval of the Medical Student Government Executive Council.

x. Serve as a member of the Alumni Annual Fund Appropriations Committee.

b. The Vice-President shall:
   i. Vice-President in charge of Publications:
      I. Serve as Chairman of Publications for the Medical Student Government.
      II. Be a member of a University Media Board, if appropriate.
      III. Serve as editor the MI and MIII Survival Guides, Student Directory, and Skull and Bones
      IV. Serve as web administrator for the Medical Student Info Web and the Medical Student Government Websites.

   ii. Vice-President in charge of Social Affairs:
      I. Serve as Chairman of the Social Committee.
      II. Serve as a member of the University Athletic Council.
      III. Be a member of the Medical College of Virginia Gym Advisory Board.
      IV. Organize and coordinate all social events sponsored by the Medical Student Government, including Medical Student Government Liver Rounds, Medicine Ball, and M1 orientation (Big Buddy – Little Buddy Picnic).

   iii. Vice-President in charge of Student Life:
I. Serve as Chairman of the Student Life Committee.

II. Serve as chair of MI Orientation Fair or any similar event sponsored by the Medical Student Government.

III. 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, call rooms, and parking lots.

iv. Vice – President of Community Service
   I. The VP of Community Service is responsible for coordinating monthly community service events at the Conrad Center (health screenings for homeless community of Richmond/soup kitchen).
   II. The VP of Community service shall coordinate and promote community service events across all four medical classes.

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 book listing 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 when so requested by any one Association member as provided for in Subparagraph II.A.3.a.vi. of this document.
   iii. Maintain and archive proper files of all valuable records, minutes, documents, et cetera.
   iv. Maintain an archive of all papers and files deposited by graduated/graduating medical classes of the Medical College of Virginia of Virginia Commonwealth University.
   v. Serve as a member of the Board of Publications.
   vi. Send a notice of the time, date, and place for all Medical Student Government meetings to all members of the Medical Student Government and post notice on all applicable student calendars and bulletin boards.
   vii. Send copies of the minutes of Medical Student Government meetings to all voting members of the Medical Student Government.
   viii. Take attendance at Medical Student Government meetings and publish this record in the meetings.
   ix. Conduct Medical Student Government elections in a timely fashion.
   x. Serve as chairman of the Medical Student Government Administrative Committee.
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 Alumni Annual Fund Appropriations Committee.

e. The Medical Student Government Curriculum Chair shall:
   i. Provide for communication and coordination amongst the curriculum representatives of the individual classes through meetings once a semester.
   ii. Aid and support the curriculum representatives of the individual classes of their duties.
   iii. 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.
   iv. Chair the Medical Student Government’s Curriculum Committee.
   v. Oversee the annual Staff Excellence Award.
   vi. Serve as a member of the School of Medicine’s Curriculum Planning Committee.
   vii. Assist the Medical Student Government Vice President of Publications with compiling the M3 Survival Guide.

f. 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. Provide for communication and coordination between the Medical Student Government and the Medical School Societies and represent the societies as a 'voting voice' in the MSG.
iv. Convene a committee, to supervise the coordination of events, consisting of one representative from each Medical School Society to serve as Society Chairman or Chairwoman for their respective society.

v. Supervise the election of:
   I. the aforementioned societal Chair, to be elected in April of each year;
   II. for each Chair, a committee consisting of:
      A. three rising M2s, to be elected in April of each year;
      B. three M1s, to be elected in September of each year.

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 School of Medicine of the Medical College of Virginia of Virginia Commonwealth University 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.
      c. At the appropriate point, each medical student class shall elect a President, Vice-Presidents, Secretary, Treasurer, Curriculum Representatives, Honor Council Representatives, Athletic Representatives, Women in Medicine Representatives, Confidential Aid for Students Representatives, and an appropriate number of Student Government Association Representatives. Pursuant to paragraph II.A.1.b. of the By-laws of the Student Government Association, each class shall elect one representative for every forty Student Body Members. Any class with a number of members greater than a multiple of forty will be allowed an additional Student Government Association Representative. When needed, other class officers shall serve as backup Student Government Association Representatives at the discretion of the president of the class in question.

   2. Election Protocol
      a. The Secretary for each class shall conduct and certify the classroom 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 during their first examination.

ii. Elections for a class’ second year shall take place during April at the end of the First Year.

iii. Elections for a class’ third year shall be split. Initial elections for the Vice president, Curriculum Representative, and two Honor Council Representatives for portion of the class that will become part of the Inova Campus of the School of Medicine shall be conducted during the February of the second year. The remainder of the class officer positions for the Third Year shall be elected during April of the Second Year.

I. 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, and two Honor Council Representatives positions slated for the Inova Campus of the School of Medicine.

iv. Elections for a class’ fourth year shall be held during Workshop Week of the Third Year.

I. Only those students within the class who are designated to matriculate at the Inova Campus for the Forth Year of medical school shall be entitled to vote or stand for the Vice-President, Curriculum Representative, and two Honor Council Representatives 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. Ideally, elections should be scheduled to coincide with exams in order to facilitate electronic tabulation of ballots. Ballots are to be distributed with the coinciding exam on computer scan sheets. Ballots will have the names of the candidates typed directly on the scantron sheets. Students must return the ballot with their tests. No ballots will be accepted after testing hours. Students may vote early if testing 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.

c. If it is not possible to schedule the election to coincide with an exam, the class secretary shall arrange with the School of Medicine Curriculum Office to provide ballots on computer scan sheets in order to facilitate the electronic tabulation of ballots. The scheduled date for the election and process of ballot distribution and collection shall be decided upon by the class secretary in consultation with the class president, vice president, and treasurer.

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 Medical College of Virginia of Virginia Commonwealth University, 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
      i. Meetings of a medical student class shall be held as deemed necessary by the class president
      ii. 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
      iii. If presented with such a requests, the President of the Medical Student Government 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 class officer meetings
iv. Preside over all class meetings
v. Coordinate class fundraising activities
vi. Attend monthly Medical Student Government Meetings
vii. Attend monthly Dean's Luncheon Meetings
viii. Oversee all other class officers
ix. Encourage reelection each year
x. 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

b. The Vice Presidents shall:
i. Organize and coordinates all class-sponsored social events
ii. Serve as a member of the First Year Orientation Committee
iii. Attend monthly MSG General Assembly Meetings
iv. Attend monthly Dean's Luncheon Meetings
v. Attend class meetings
vi. Encourage reelection each year
vii. 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

c. The Secretary shall:
i. Be responsible for collecting, editing and distributing the class directory
ii. Attend monthly MSG General Assembly Meetings
iii. Attend monthly Dean's Luncheon Meetings
iv. Attend class meetings
v. Serve as a member of the Medical Student Government Administrative Committee
vi. Conduct class elections
vii. Maintain a record of all class correspondence
viii. Maintain Activity Reports
ix. Encourage reelection each year

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
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. Encourage reelection each year

e. The Curriculum Representatives shall:
i. Develop and distribute 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 monthly Medical Student Government Meetings

v. Attend class meetings

vi. Serve as a member of the School of Medicine’s Curriculum Council

vii. Serve as a member of the Medical Student Government’s Curriculum Committee

viii. Attend monthly Dean's Luncheon Meetings

ix. Encourage reelection each year

x. 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

xi. There shall be three Curriculum Representatives for the first two years of medical school with a fourth for the third and fourth years to serve the class’ contingent at the Inova Campus of the School of Medicine

f. The Student Government Association Representatives shall:

i. To represent the interests of the class in the Student Government Association by serving as voting members of that organization

ii. Attend Student Government Association meetings

iii. Attend class meetings

iv. Provide for communication and coordination between their class and the Student Government Association

v. Stand for reelection each year

g. The Honor Council Representatives shall:

i. Serve as a member of the MCV Campus Honor Council

ii. Attend class meetings

iii. Encourage reelection each year

iv. There shall be three 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

h. The Athletic Representatives shall:

i. Recruit and coordinate single-sex and co-ed athletic activities

ii. Attend class meetings

iii. Keep class informed of athletic activities

iv. Encourage reelection each year
v. There shall be a Male and Female Athletic Representative

i. The Confidential Aid to Students Representatives shall:
   i. Be selected in the Second Year elections held at the end of the First Year and serve continuously for the remainder of their class' matriculation
   ii. Serve as members of a student-run organization designed to provide assistance to fellow medical students experiencing difficulties with problems such as alcohol and drug abuse, eating disorders, depression and stress
   iii. Attend class meetings
   iv. Serve as a valuable resource to which fellow classmates in need can turn
   v. Educate the student body on different issues that can potentially impact their life such as academic, financial, and mental health topics
   vi. There shall be three Confidential Aid to Students Representatives

j. The Women in Medicine Representatives shall:
   i. Be selected during the initial class election at the beginning the First Year and serve continuously for the remainder of their class' matriculation
   ii. WIM is an organization that focuses on women and their careers in medicine. It organizes lunchtime lectures, seminars and mentorship programming for those students (men and women) interested in learning more about the challenges that face women in the medical field
   iii. There shall be three Women in Medicine Representatives

C. The rules contained in Robert's Rules of Order shall govern the Medical Student Government of the Medical College of Virginia of Virginia Commonwealth University in all cases in which they are applicable and are not inconsistent with the rules of order of this organization.