

Constitution and Bylaws of the University of Texas Health San Antonio Joe R. and Teresa Lozano Long School of Medicine Medical Student Council

Article I: Purpose

The Medical Student Council (“MSC”) was created in order to fulfill the following promises to the medical students of the UT Health San Antonio Long School of Medicine:

- 1) To advocate for the interests of our medical school peers.
- 2) To form official opinions on behalf of the student body regarding administrative policies.
- 3) To accurately and independently represent the student body in its interactions with the University.
- 4) To promote communication, cooperation, and understanding between the students, faculty, and administration.

Article II: Powers and Duties of the Medical Student Council

- 1) The MSC shall have the authority to determine its membership policies.
- 2) The MSC shall serve as a liaison between the Office of Undergraduate Medical Education and the medical student body.
- 3) At the discretion of the Council Officers, the MSC shall host open student forums from which pertinent agenda items will be prioritized and discussed at subsequent council meetings.
- 4) The MSC shall serve as a voting body for issues submitted to it by the university administration. Such issues include, but are not limited to, changes to medical school curriculum, policies, event scheduling, or campus life.
- 5) The MSC will be responsible for overseeing a budget.
 - a) The budget shall be composed of all funds raised by and allocated to the MSC.
 - b) The purpose of these funds is to pay for student events including social events, council meetings, presentations or any other event meant to benefit the student body at large.
 - i) Subject to University policies and the procedures described below, the use of these funds is at the discretion of the MSC.

- c) At the beginning of the academic year, the MSC shall set the budget and make appropriate plans for the MSC's activities.
 - d) The MSC may raise its own funds through fundraising events. Funds will be distributed between classes pursuant to Article VIII, *infra*.
- 6) The Council shall foster improved public relations between the medical school and the San Antonio community at large through community outreach events.

Article III: Membership

- 1) The MSC shall be composed of students from all classes of the Long School of Medicine at UT Health San Antonio.
- 2) MSC Membership shall be classified as follows:
 - a) Four elected class representatives from each medical school class shall be members of the MSC until they graduate. Therefore, a total of 16 class representatives will serve continuously on the MSC to advocate for their peers.
 - b) Continuous membership positions are also established for several other elected and appointed positions within the medical school. For members holding these positions, MSC meeting attendance is not required, but attendance by at least one representative per meeting is recommended. Medical students holding the following positions shall also remain members of the MSC on a continuous basis:
 - i) UTHSA Student Government Association (SGA) Class Representatives
 - ii) UTHSA Curriculum Committee Class Representatives
 - iii) AAMC Organization of Student Representatives
 - c) All other members of the MSC shall serve on a rotating basis by virtue of their activities within other medical student organizations. Each organization is free to appoint a single representative member of their choosing to serve as a voting member of the MSC. Upon any transition in organization leadership, the organization shall reevaluate who may best represent the interests of the organization to the MSC. The following organizations shall have one yearly rotating membership position on the MSC:
 - i) Student National Medical Association
 - ii) Latino Medical Student Association
 - iii) Asian Pacific American Medical Student Association
 - iv) American Medical Women's Association
 - v) UTHSA Veritas
 - vi) UTHSA MD/MPH Program
 - vii) UTHSA MD/PhD Program
 - viii) TMA/AMA/BCMS
 - ix) UTHSA PRIDE

- 3) The goal of membership within the MSC is to ensure all students at the Joe R. and Teresa Lozano Long School of Medicine are accurately and appropriately represented. This organization shall not discriminate on the basis of race, creed, age, sex, disability, or sexual orientation.

Article IV: Organization of the Council

- 1) Council Officers
 - a) Of the 16 elected class representatives, the MS2 class representatives will act as the Council Officers.
 - b) The third and fourth year class representatives will consistently attend student council meetings and act as advisors to the Council Officers.
- 2) Subcommittees
 - a) Pursuant to Article VII, § 1, the MSC may establish subcommittees to be chaired by MSC members.
 - b) General membership on a subcommittee is not limited to MSC members.
 - c) Subcommittees shall exist to accomplish a particular purpose and shall dissolve upon completion of its goals.
- 3) General Members of the MSC
 - a) All proper members of the MSC shall be entitled to vote on issues brought before the MSC.
 - b) General members are expected to assist with the events and duties carried out by the MSC.
- 4) The MSC will be advised by the Director of Curriculum Evaluation and the Associate and Assistant Deans of Student Affairs through the Office of Undergraduate Medical Education. They will act to inform the council on administrative policy and the current positions of the Office of Undergraduate Medical Education.

Article V: Duties and Qualifications of Council Officers

- 1) The Council Officers will consist of the MS2 student representatives. Upon completion of their second year, these positions will transition to the MS1 student representatives who will take over the duty of presiding over the council. Each Council Officer will hold one of the following chair positions:
 - a) Student Representation Chair
 - i) The Student Representation Chair shall primarily act as a liaison between the medical student body, the Office of Undergraduate Medical Education, and the MSC. He/She shall ensure that all students remain informed of relevant information.

- ii) The Student Representation Chair shall obtain this information from medical students by holding town hall meetings, creating surveys, and/or creating other avenues deemed appropriate to gauge issues held by the medical school class.
 - b) Financial Chair
 - i) The Financial Chair shall have chief responsibility over the management of MSC and Class funds.
 - ii) The Financial Chair shall take the responsibility of fundraising for the MSC.
 - iii) The Financial Chair shall determine appropriate use of the funds and will be in charge of deposits and withdrawals into the medical school class account pursuant to Article VIII, *infra*.
 - c) Social Activities Chair
 - i) The Social Activities Chair shall take responsibility for determining appropriate social events to build camaraderie and friendship amongst medical students and other professional students and faculty.
 - ii) The Social Activities Chair shall determine the appropriate venues and activities participated in for each social event.
 - iii) The Social Activities Chair shall work in collaboration with the financial head to determine funding for said events.
 - iv) The Social Activities Chair publicize the events via flyers, social media, and any other means deemed appropriate.
 - d) Agenda and Records Chair
 - i) The Agenda and Records Chair shall be responsible for the monthly agenda presented at each MSC meeting.
 - ii) The Agenda and Records Chair shall be responsible for recording the minutes at each MSC meeting.
 - iii) The Agenda and Records Chair shall coordinate with the Student Representation Chair to determine pertinent issues that should be included in the monthly agenda.
 - iv) The Agenda and Records Chair shall coordinate with officers of other classes, organizations, and groups to determine pertinent issues that should be included in the monthly agenda.
 - v) The Agenda and Records Chair shall send out the agenda to the council at least three days prior to each meeting to allow proper review by the MSC.
- 2) The Council Officers may reallocate these duties as they see fit during their tenure.
- 3) The Council Officers shall work together to fulfill each responsibility. Decisions made on who presides over each meeting, whether it be the council meeting, town hall meeting, etc., shall be up to their own discretion. The responsibilities of the council chairs are not limited to these four categories. Additionally, the Council Officers may establish or dissolve duties and committees pending approval by the MSC.

Article VI: Meetings

- 1) An MSC general meeting shall be held on the Joe and Teresa Lozano Long School of Medicine campus on the second Monday of every academic month, excluding the months of July and December.
- 2) MSC meetings shall be open to all members of the medical school.
- 3) The MSC may elect to adjust the meeting schedule. This shall be decided by majority vote of the council.
- 4) Attendance policy: It is encouraged that at least one member from each student organization, SGA, or other groups included in the council be present at each monthly meeting. Consideration of removal of an organization from the MSC shall be held at the end of each year. Inadequate attendance, along with other factors, may result in impeachment or group removal pursuant to Article VII, §§4-5.

Article VII: Procedures

- 1) Subcommittees
 - a) During an MSC meeting, the Council Officers may establish a subcommittee for any particular purpose.
 - b) A subcommittee chair(s) shall be selected at the time of establishment through nomination and approval (by majority vote) by the MSC members in attendance.
 - c) Any member of the medical school may participate on a subcommittee if selected and approved by that subcommittee's chair.
- 2) Voting Issues
 - a) Any member of the MSC may submit an issue to be voted on by the council at its next meeting. Submissions must be made in writing to the Council Officers at least four days ahead of the next scheduled meeting.
 - b) Council Officers shall distribute all properly submitted voting issues to all members of the MSC at least three days prior to the next scheduled meeting.
 - c) At each meeting, the Council Officers shall hold a vote on all properly submitted issues.
 - d) Except in the case of constitutional matters, an issue is passed if a simple majority of the council members in attendance vote in favor.
 - i) Votes by proxy or in absentia will not be counted.
- 3) Amendments to this Constitution and Bylaws
 - a) Any member of the council may submit an amendment to this constitution and bylaws to be voted on by the MSC at the next meeting. Submissions must be made in writing at least 8 days prior to the next scheduled meeting.
 - b) Each submission must contain the original article and section text as well as the proposed changes.
 - c) Council Officers shall distribute all properly submitted constitutional amendments to all members of the MSC at least 7 days prior to the next scheduled meeting.

- d) At each meeting, the Council Officers shall open discussion and conclude with a vote on all properly submitted constitutional amendments.
 - e) An amendment is passed and this constitution and bylaws are thereby amended if $\frac{2}{3}$ of the council members in attendance vote in favor.
 - i) Votes by proxy or in abstentia will not be counted.
- 4) Medical School Group Representation
- a) At the February meeting, the Council Officers shall hold a discussion on the addition or removal of medical school groups to the list in Art. 3 § 2(c), *supra*.
 - b) Any medical school group may be nominated for consideration for addition or removal by any member of the Council.
 - c) The Council Officers shall hold a vote on all nominated groups.
 - d) Addition of Groups:
 - i) If approved by a simple majority of the Council members in attendance, a nominated medical school group shall be added to Art. 3 § 2(c) and thereby given the opportunity to designate a single representative to attend Council meetings on its behalf.
 - (1) Votes by proxy or in abstentia will not be counted.
 - e) Removal of Groups:
 - i) If approved by a $\frac{2}{3}$ majority of the MSC members in attendance, a nominated medical school group shall be removed from Art. 3 § 2(c).
 - (1) Votes by proxy or in abstentia will not be counted.
- 5) Impeachment
- a) An MSC member may be removed for cause if approved by a $\frac{2}{3}$ vote of the MSC members in attendance.
 - b) The Council Officers must receive nomination of an MSC member for impeachment in writing from two MSC members at least 8 days prior to the next MSC meeting.
 - c) If an impeached member was a Council Officer, the MSC shall elect a replacement at the time of impeachment.

Article VIII: Funds

- 1) General Fund:
 - a) All funds raised and acquired by the collective effort of the MSC shall be deposited under the common MSC PID pursuant to the rules set by the UTHSA Office of Student Life.
 - b) The application of such funds for a particular purpose must be submitted to a vote pursuant to Article VII, § II.
- 2) Class Fund:
 - a) All funds raised for a class by the individual effort of the class' elected representatives shall remain the property of that class and be applied for its benefit.

- b) The application of such funds for a particular purpose must be approved by $\frac{3}{4}$ of the class' elected representatives.
- 3) Upon the graduation of a particular class, that class' remaining funds shall be applied to the General Fund.
- 4) The Financial Chair shall keep a running accounting of the contributions made to the General Fund and to individual Class Funds.
 - a) The Financial Chair shall promptly provide such accounting upon any reasonable request.
- 5) The Financial Chair shall promptly apply for disbursements of funds from the Office of Student Life upon the satisfaction of the requirements of this Article.
- 6) The Student Council shall not provide monetary gain, incidentally or otherwise, to the Council Officers or any member.