

**The George Washington University
Medical Center Student Council Constitution**

We, the students of the School of Medicine and Health Sciences (SMHS) do hereby establish this constitution.

Article I: Name

The name of this organization shall be The George Washington University Medical Center Student Council, herein referred to as MCSC.

Article II: Purpose

The purpose of MCSC is to represent the students of the School of Medicine and Health Sciences to the university and wider community, to foster collaboration between SMHS programs, and to promote the academic endeavors of SMHS students.

Article III: Objectives

1. MCSC shall act as an umbrella organization for the SMHS student organizations.
2. MCSC shall act as a liaison between the Student Body and the SMHS administration.
3. MCSC shall act as a liaison between the Student Body and the SMHS Alumni Association.
4. MCSC shall encourage unity amongst SMHS constituent programs.

Article IV: Duties

1. MCSC will maintain contact with all student organizations and act as an advisory board to their leadership.
2. MCSC will allocate funds according to MCSC policy.
3. MCSC will collaborate directly with the following SMHS committees and organizations:
 - a. The class councils of each SMHS program
 - b. The Honor Council
 - c. The Dean's Office
 - d. The Office of Alumni Relations
 - e. The Office of Biomedical Communications
 - f. The Office of Admissions
 - g. The GWU Student Association
 - h. Other committees as appropriate

Article V: Membership

1. Only registered GW students are considered members of the organization; all others (friends, family, faculty, staff) are considered guests. Guests are welcome to attend events, but they cannot hold officer positions or handle money on behalf of the organization.
2. MCSC shall be composed of 17 members as follows:
 - a. Co-Presidents
 - i. The Co-Presidents will be two fourth year medical students who held a vice president position in the previous academic year.
 - ii. Duties of the Co-Presidents:
 1. Act as the official spokespeople for the SMHS student body and MCSC
 2. Act as liaisons between the Student Body and SMHS and GWU administration
 3. Preside over all MCSC meetings and call special meetings when appropriate
 4. Shall retain power to create new committees as deemed appropriate
 5. Present the Constitution to MCSC at the first fall meeting of each academic year

6. Annually renew MCSC's registration with the GWU Student Association
 7. Introduce the incoming medical student class to MCSC either at their orientation in August or early in their first fall semester
 8. Oversee and provide guidance to other MCSC members
- b. Vice President of Alumni Relations
 - i. The VP of Alumni Relations will be a medical student who held a chair position in the previous academic year, as this position works exclusively with the MD Alumni Association.
 - ii. Duties of the VP of Alumni Relations:
 1. Work with the Office of Alumni Relations to host the annual alumni meeting including but not limited to recruitment of current medical student volunteers and attendance of the annual alumni dinner
 - c. Vice Presidents of Events
 - i. The VPs of Events will be two medical students who held chair positions in the previous academic year; one will organize MCSC's Annual Formal, one will organize Follies.
 - ii. Duties of the VP of Events coordinating Formal
 1. Work with the VP of Finance to determine the budget for Formal and to ensure the ticket revenue from the event is deposited into the MCSC revenue account
 2. Meet with SMHS administration in the spring semester to select an appropriate date in the fall semester
 3. Select and reserve a suitable venue for the event and arrange catering and other services as necessary
 4. Promote event attendance and arrange ticket sales
 5. Coordinate with the Student Association to ensure compliance with GWU policy and to create contracts for payment of the above
 - iii. Duties of the VP of Events coordinating Follies
 1. Work with the VP of Finance to determine the budget for Follies and to ensure the ticket revenue from the event is deposited into the MCSC revenue account
 2. Select an event date and reserve Lisner Auditorium
 3. Recruit and assist a Director who will oversee production
 4. Promote event attendance and arrange ticket sales
 5. Facilitate participation from each class
 - d. Vice President of Finance
 - i. The VP of Finance will be the medical student who held the Finance Chair position in the previous academic year.
 - ii. Duties of the VP of Finance:
 1. Oversee student organization approval and funding allocation
 2. Allocate co-sponsorship funding as detailed in Article VII
 3. Maintain an up to date budget for each student organization and the co-sponsorship fund
 4. Host a semiannual student organization registration and funding informational session
 5. Assist the Finance Chair with designated roles
 - e. Health Sciences Chairs
 - i. The Health Sciences Chairs will be the most senior representative from both the PA and PT programs.
 - ii. Duties of the Health Sciences Chairs:

1. Act as a liaison between MCSC and the PA and PT programs
 2. Allocate conference funding to PA and PT students as arranged with their programs' administration
 3. Introduce the incoming PT and PA students to MCSC by speaking to the class early in their first fall semester
- f. Finance Chair
- i. The Finance Chair will be a medical student who was a member at large during the previous academic year.
 - ii. Duties of the Finance Chair:
 1. Manage student organization reimbursement requests in a timely fashion
 2. Work with the Student Association to mitigate issues that arise regarding reimbursement or use of MCSC funds
 3. Maintain an up to date budget for each student organization
 4. Prepare to fulfill the roles of the VP of Finance in the next academic year
- g. Administrative Chair
- i. The Administrative Chair will be a medical student who was a member at large during the previous academic year.
 - ii. Duties of the Administrative Chair:
 1. Work with the co-presidents to schedule meetings
 2. Reserve a room in Ross Hall for each meeting
 3. Contact members regarding meeting date and time and solicit any specific items to be addressed
 4. Maintain member contact information and record of meeting attendance
 5. Record meeting minutes and distribute to all members at the meeting's end
 6. Manage the MCSC email account and forward all incoming messages to the appropriate officer. Any emails of questionable significance should be forwarded to the Co-Presidents.
- h. Conference Funding Chair
- i. The Conference Funding Chair will be a medical student who was a member at large during the previous academic year.
 - ii. Duties of the Conference Funding Chair:
 1. Address all medical student requests for partial funding of academic conference attendance
 2. Collect information needed to process the funding request
 3. Propose allocation of funding for each request to MCSC members and gain request approval from at least eight members representing a majority vote
- i. Members at large
- i. Members at large will be selected from the incoming MD, PT, and PA classes. An additional member at large will be the second year PT representative.
 - ii. Three first year medical students, one first year PT student, and one first year PA student will be selected as outlined in Article VI Section 1.
 - iii. Duties of the Members at Large:
 1. Gain understanding of the responsibilities and operations of MCSC
 2. Support the roles of the Executive Officers
 3. Represent their programs' interests to MCSC
 4. Plan and host Medical Center Appreciation Day each Spring
 5. Participate in MCSC and other SMHS events as required
3. The Executive Board will be composed of the Co-Presidents, the Vice Presidents and the Chairs.
 4. Executive officers will be responsible for ensuring that their roles are fulfilled in a complete and timely manner regardless of outside commitments.

- a. Officers may either complete their duties personally or arrange for another member to cover their responsibilities should they become personally unavailable.
- b. If an officer arranges for another member to temporarily take on their responsibilities, they must inform the co-presidents in advance of their absence.
- c. At the last general meeting of the fall semester, the co-presidents will ask all second-year medical students to either agree to continue fulfilling their roles or to identify a proxy to fulfill their roles for the duration of their Step 1 study period.
- d. Members on away rotations or on interviews who become temporarily unable to fulfill their roles will identify another member as proxy to act in their stead.

Article VI: Operations

Section 1: MCSC Elections

1. At the last regularly scheduled meeting of the academic year, all current members shall be called to order for the purpose of electing the upcoming year's Executive Board. Current members shall elect the Executive Board.
2. New members will be selected from the incoming MD, PT, and PA classes in the fall semester as follows:
 - a. New students will be oriented to the roles and responsibilities of MCSC and will be invited to apply for membership.
 - b. Those who apply will be interviewed by current members and selected based on current member discretion.
3. Should a vacancy occur, the Co-Presidents will seek to fill the role as appropriate. Their decision will be confirmed by a current member majority vote.

Section 2: MCSC Meetings

1. Regular MCSC meetings shall be held on a monthly basis at a time and place to be determined by the Executive Board.
2. All decisions shall be made by majority vote of current members present at the meeting. Proxy votes shall be counted as if that member had been present.
3. The first portion of regular meetings shall be open to all members of the student body, faculty, and administration. These people are invited to observe proceedings and address MCSC.
4. The order of business shall be:
 - a. Call to order
 - b. Roll call
 - c. Executive Board reports
 - d. General member reports
 - e. Funding requests
 - f. New business
 - g. Announcements
 - h. Adjournment

Section 3: Attendance

1. A member of MCSC may miss no more than two consecutive meetings or four total meetings per academic year. Absences beyond this shall be reviewed by the Executive Board on a case by case basis.
2. When at all possible, members must provide notice of their absence in advance of the meeting.

Article VII: Finances

Section 1: MCSC Funding

1. MCSC receives a yearly allocation from the GWU Student Association based on the number of enrolled SMHS students. This allocation shall be used to fund Formal, Follies, student organizations, and other approved MCSC expenditures.

- a. Approved expenditures may include improvements to the SMHS student spaces, celebrations for the MD, PA, and PT graduating classes, and supporting large scale student organization events.
 - b. Preference for expenditure approval will be given to proposals designed to achieve a durable outcome and give maximal benefit to the largest portion of the Student Body.
2. Conference funding is available to medical students through the medical school Dean's Office. MCSC will allocate these funds to medical students as detailed below.
 - a. PA and PT students are able to receive funding through their respective deans' offices, the Health Science Chairs will facilitate this process.
3. The MCSC Revenue Fund is an account into which all income including profits from ticket sales is deposited.
 - a. The Revenue Fund shall be used for approved MCSC expenditures that are either not eligible for funding using the SA allocation or are approved after the annual allocation has been spent.

Section 2: MD Student Conference Funding

1. Eligibility for conference funding
 - a. Conference funding is available to all medical students currently enrolled at the GWU School of Medicine.
 - b. Conference funding may be allocated to reimburse expenses for travel, lodging and conference registration fees only.
2. Conference Funding Application and Approval Process
 - a. Requests for conference funding will be submitted by medical students to the Conference Funding Chair.
 - b. The Conference Funding Chair will collect the required information from the applicant and send a proposed award to all MCSC members.
 - c. MCSC members will vote to approve the award. An award will be approved with eight votes in favor.
 - d. All conference funding requests must be submitted no later than four weeks in advance of the conference date.
 - e. All original receipts must be submitted no later than four weeks after returning from the conference to be eligible for reimbursement
 - f. Funding for conference will be distributed on a reimbursement basis only.

Section 3: Student Organization Registration

1. A student organization registration period will occur at the beginning of each semester.
2. To register, a representative from each student organization must attend an informational session hosted by the VP of Finance and Finance Chair detailing the application requirements.
3. Applications will be reviewed and approved by the VP of Finance and Finance Chair.
 - a. All newly created student organizations that are approved by MCSC must obtain a one-time approval by the MD Dean's Office. Organizations that have registered in previous years need not pursue additional Dean's Office approval.
4. No student organizations may be created outside of the designated registration periods.

Section 4: Allocation Funds to Student Organizations

1. All approved student organizations will be awarded an equal allocation to spend as they see fit per GWU policy.
 - a. Student organization leadership will submit reimbursement requests to the Finance Chair for approval. The Finance Chair will submit this information to the Student Association on behalf of the student organization.
2. Additional funding may be requested through MCSC's co-sponsorship process.

- a. Co-sponsorship is designed to encourage student organizations to be active in the SMHS community and provide them with additional resources to host events with academic, service, or career development goals.
- b. Requests for co-sponsorship will be submitted by student organization leadership to MCSC no later than one month prior to their event.
- c. The VP of Finance will present co-sponsorship requests at MCSC meetings where members will vote to approve allocation of additional funds.
 - i. A majority vote is required for approval.
 - ii. A representative from the requesting student organization will be invited to present their ideas and intentions to members at an MCSC meeting prior to the MCSC vote.

Article VIII: Expulsion

1. Any member found in violation of any University or MCSC policies will be subject to expulsion from the organization based on a 2/3 majority vote and is subject to any additional outcome that may result from their violation.

Article IX: Amendments

1. Amendments to or suspension of this Constitution or any part thereof, shall be made by two-thirds vote of the entire membership present or by proxy.

Article X: Non-Discrimination Clause

1. MCSC does not unlawfully discriminate against any person on any basis prohibited by federal law, the District of Columbia Human Rights Act, or other applicable law, including without limitation, race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity or expression.

Article XI: University Policies

1. MCSC will abide by all University policies.
2. The George Washington University values respect, communication, community, and diversity, and our organization and its members are expected to uphold and espouse these values. Members whose actions do not reflect these values are subject to removal from the organization. Grounds for removal may include, but are not limited to, the following actions: Discrimination, Harassment, Illegal activity, Sexual assault, Violence and other abuse. Members who have allegedly acted in a way that does not live up to the values of the University and/or the Constitution and Bylaws of the Medical Center Student Council organization are subject to removal.