

# Constitution of the Medical Dental Student Government

## Preamble

We the medical and dental students of the UConn Schools of Medicine and Dental Medicine (hereafter, “the student body”), in order to represent us to and enhance communication with the University administration, manage those organizations we may establish, safeguard our treasury, execute the planning of our events, and promote the general academic, cultural, and social well-being of ourselves and those who will follow us, do ordain and establish this constitution for the Medical/Dental Student Government (hereafter, “MDSG”).

## Article I – Legislative Body

The General Body shall be the legislative body of MDSG. It shall consist of three committees: the Central Committee, the Medical Student Committee, and the Dental Student Committee. It shall meet as needed at the sole discretion of the Chair of the Central Committee.

The Central Committee shall consist of a President, a Medical Vice President, a Dental Vice President, a Treasurer, a Secretary, one Second Year Medical Social Chair, one Second Year Dental Social Chair, two First Year Medical Social Chairs, one First Year Dental Social Chair and a Historian. It shall write and vote on the regulations of MDSG. Any member of the Central Committee may propose new regulations. A simple majority is sufficient to enact a regulation. The Central Committee shall appropriate the budget of MDSG and assign funds to different student organizations, planned events, or other expenditures. The Central Committee shall have the power to write rules regarding its procedures and conduct.

The Central Committee shall have jurisdiction over all events or projects planned by MDSG, but shall delegate responsibility for those events which concern specific classes to the Social Chairs of those classes or any other designated representatives the committee shall appoint. The Central Committee may designate representatives to plan any event sponsored by MDSG as it sees appropriate.

The Central Committee shall manage the election of, but exercise no control over, the positions of representatives to the Committee on Undergraduate Medical Education (hereafter, “CUME”) and its three subcommittees: Course and Curriculum Evaluation Subcommittee – Medicine, Curriculum Operating Subcommittee – Medicine, and Curriculum Policy Subcommittee – Medicine. MDSG shall exercise no role in determining when to hold elections, the term length of representatives, or any other factor not directly related to the conduct itself of the election of these representatives.

The Central Committee shall meet not less than once a month while classes are in session. The Central Committee shall omit a meeting at the sole discretion of the Chairperson. These meetings shall be closed to all persons who are not members of the Central Committee unless the committee unanimously consents to and requests the presence of an outside individual.

The Central Committee shall meet at least once per semester in a public forum where members of the student body may address the committee. These meetings shall be announced at least three weeks in advance and must be scheduled with good-faith effort made to accommodate the schedules of all classes.

A quorum of the Central Committee shall be 9 members (of the total 11) to conduct and enact official business of MDSG. That quorum must include at least one of the President or Treasurer and one of the Vice Presidents. The Chairperson of the committee shall have the authority to call a special meeting that requires the attendance of all members of the Central Committee with not less than three days notice.

Only members of the first year class at the time of election shall be eligible to sit in positions of the Central Committee or vote on the election of those positions. The exception shall be the Historian, who shall be elected by the members of the Central Committee from the current members of the Central Committee at the time of election. The outgoing Central Committee shall gather the opinion of the incoming Central Committee on the choice of Historian as appropriate.

The Medical Student Committee shall consist of Class Representatives of each of the four classes of the School of Medicine. The Medical Vice President shall be a member and the chair of the Medical Student Committee. The responsibilities of the Class Representatives shall be to represent their classes to MDSG. They shall meet with their class at least twice a year, and be given a budget for these meetings, to listen to their concerns and desires and convey these to the Medical Student Committee. The Medical Student Committee shall meet at least once per semester with the President so that these concerns may be aired. The location and time of these meetings shall be conveyed to such faculty and administration as the President and Medical Vice President jointly see appropriate so that these individuals may participate in the meeting. The inclusion of other members of the Central Committee shall be at the sole discretion of the President.

When the Class Representatives of the School of Medicine convey concerns from their constituents to the Medical Vice President, it shall be the responsibility of the Medical Vice President to carry those concerns to the Central Committee for consideration.

The Dental Student Committee shall be identical in form, function, and responsibility to the Medical Student Committee save that its Class Representatives be for the School of Dental Medicine and its chairperson be the Dental Vice President.

The exception shall be the First Year Class Representatives, who shall serve from the time of their election in the fall. Only members of the class represented shall be eligible to stand for election as a Class Representative or vote in their election.

#### Article II – Executive Officers

It shall be the responsibility of the President to chair all meetings of the Central Committee. The President shall schedule all meetings of the Central Committee and shall announce these meetings with adequate notification. The President may call a special meeting with a minimum of three days notice. The President shall prepare an agenda for each meeting held.

The President shall be the representative of MDSG to the faculty, administration, and other staff of UConn. The President shall also be the representative of MDSG to any outside group. At any time, the President may designate another member of the Central Committee to act on his or her behalf in these representative roles.

The President shall be responsible for communicating the procedures and rules of MDSG as decided by the Central Committee to the student body except where these concern finance. The President shall be

responsible for enforcing these rules and regulations. At any time, the President may designate another member of MDSG to perform these functions.

It shall be the responsibility of the Treasurer to dispense MDSG funds to student organizations, students, and other parties acting in the service of the student body or MDSG as according to the regulations of the Central Committee. The Treasurer shall be responsible for enforcing the rules and regulations of the Central Committee as they concern finance and for communicating these rules to the student body. The Treasurer shall only dispense MDSG funds upon completion of such requirements as the Central Committee shall deem sufficient. The deposit of funds owed to MDSG in the account of MDSG shall be the responsibility of the Treasurer.

The monitoring of all disbursements, deposits, and other transactions involving MDSG funds shall be the responsibility of the Treasurer. In accordance with these responsibilities, it shall be the duty of the Treasurer to maintain the budget of MDSG and advise the Central Committee on all matters pertaining to finance, including a monthly report on the state of MDSG accounts to be delivered at the meeting of the Central Committee.

The Treasurer shall maintain a journal actions performed in the course of carrying out the office of the Treasurer. The Treasurer shall also maintain a log of all transactions that shall include, but not be limited to, copies in either physical, electronic, or both form. These records shall be available to any member of the Central Committee on request from that member.

In the absence of the Chairperson of the Central Committee, the Treasurer shall chair the Central Committee.

It shall be the responsibility of the Secretary to record the minutes of all Central Committee meetings and to maintain a record of these minutes. The Secretary shall also distribute these minutes to the members of the Central Committee following any meeting. If there remained issues to be brought up at the next meeting from a prior meeting, it shall be the responsibility of the Secretary to present such. In the absence of the Secretary at a meeting of the Central Committee, one of the Vice Presidents shall assume the responsibilities of the Secretary on recommendation of the Chairperson.

It shall be the responsibility of the Secretary to maintain the public space of MDSG. The Secretary shall coordinate operations of this space and may request the assistance of other members of the Central Committee to perform these functions. Significant changes to the public space of MDSG must have the approval of the President prior to enactment.

It shall be the responsibility of the Social Chairs to plan and execute those events or projects that MDSG sponsors. Social Chairs shall be responsible for those events or projects that concern their particular class. At any time, Social Chairs may request the input or assistance of other members of the Central Committee. The Central Committee shall be kept apprised of all matters related to the planning and execution of these events or projects. No event or project may exceed the amount decided in the budget without the unanimous consent of the President and Treasurer.

### Article III – Advisors

The advisors to MDSG shall be the Deans of Students of the Medical and Dental Schools. They shall give counsel and advice to the members of MDSG when consulted but shall not have a vote, power, or binding force in the affairs of MDSG or its Central Committee. The counsel of the advisors shall be

considered by the Central Committee of MDSG when given. The Central Committee of MDSG shall meet with their advisors not less than twice per year, with one of these meetings taking place within one month of the election of new officers in each semester. The advisors shall have the power to call the members of the Central Committee to a meeting with at least one week notice.

#### Article IV – Elections

The winners of this election shall be announced to the student body within two days of conclusion of the election. In the event of a tie vote, a runoff shall be held between those candidates. This shall continue until such time as a candidate receives a majority of the votes.

The roles of First Year Social Chairs and First Year Class Representatives shall be filled by an election announced during the first week of classes. This election shall take place in the second or third week of classes. Only members of the first year classes shall be eligible to vote or run for office in this election and it shall occur in the manner of the election of the Second Year Social Chairs and Class Representatives of the Second, Third, and Fourth Year Classes.

The outgoing President and the President-elect must sign a form jointly, with one copy delivered to the Finance Department of UConn Health. The outgoing Treasurer and Treasurer-elect shall do the same.

In such time as an office of MDSG is vacated for any reason, the remaining members of the Central Committee shall announce a special election to fill that role. This special election shall not take place more than one month from the date of vacancy except for the offices of the President and Treasurer. Special elections for the offices of President and Treasurer shall occur no later than one and one half weeks from the date of vacancy. The election shall follow all procedures laid out in this constitution concerning the normal election for the vacant position save those concerning the class year which elects those positions. The class that originally elected the officer formerly occupying the vacant position shall vote in this special election even if that class has advanced in standing since the original election for the vacant position. Those elected to offices vacated shall serve out the remainder of the term of that office.

In the first week of January of every academic year, any group of ten or more members of the student body in any class may request a vote of no confidence for individual Central Committee members. This request shall be delivered to the Class Representative or Representatives of their classes who must then notify the Central Committee of his or her receipt of this request. The identities of those requesting the vote may be held in confidence at the discretion of the Class Representative(s). This vote of no confidence shall be held within one week of receipt of the request and shall be overseen by the Class Representatives. All members of the General Body save the member under vote for no-confidence participate in this election. Any position thus voted on that fails to receive a majority of votes cast shall be vacated. If the entire Central Committee is vacated, it shall be filled in an election run by the Class Representatives. Those members held in no confidence shall be ineligible for election to any position in MDSG in any subsequent election.

Any member of MDSG who is required to repeat a year shall vacate their office.

#### Article V – Budget

The funding of MDSG shall come from the activity fee levied on each member of the student body upon the arrival of a new academic year. These fees shall be kept in an account within the purview of the Finance Department of UConn Health (hereafter, "Finance").

The total amount of funds present in the account of MDSG shall be determined no later than September 1 of every academic year unless Finance is unable to provide such numbers. In this case, the best estimate of the balance from the prior year shall be used until such time as accurate numbers are obtained. These funds shall be allocated according to the rules and regulations determined by the Central Committee.

Requests for funds shall take place through forms or other means provided and deemed sufficient by the Central Committee. Requests for reimbursement shall take place through forms or other means provided and deemed sufficient by the Central Committee. Any such forms or other means shall be publically available and explained on the public space of MDSG or by request to any member of MDSG. The Treasurer shall announce the procedures for filing a fund request or reimbursement request within two weeks of the start of a new semester. These instructions shall also be posted on the public space of MDSG.

No individual or organization shall be reimbursed for funds it was not allocated in the budget meeting of MDSG. At the sole discretion of the Treasurer and President, with consultation of other members of the Central Committee as deemed appropriate, reimbursement may be made in excess of allocated funds or to purposes hitherto unplanned. Any such use of funds must be announced to the Central Committee within one week of the request being fulfilled.

The bylaws of the State of Connecticut demand that any purchases in excess of the amount prescribed by law must be presented to and processed by the Purchasing Department of UConn Health.

No transaction concerning MDSG funds shall occur without both the President and the Treasurer in full concurrence on the validity and appropriateness of the transaction. The signatures of the President and the Treasurer shall both be required for any disbursements made with the funds of MDSG. These signatures shall appear on such form or forms as the Central Committee deems sufficient for that purpose.

#### Article VI – Public Space

The Central Committee shall maintain a publically accessible space for posting of MDSG information and materials. This public space shall contain the names, titles, and emails of the members of the Central Committee, and these shall be available to all members the student body. The Central Committee may determine the content of this public space and shall direct the Secretary to prepare the space as they decide.

#### Article VII – Amendments

The General Body shall, whenever two-thirds of its body agrees, have the power to amend this constitution. Any member of the General Body may propose amendments. The full General Body must be in attendance for ratification of proposed amendments. All amendments considered and ratified must be presented to the advisors of MDSG and all four classes of the Medical and Dental schools upon ratification. The student body may request a reconsideration vote through their Class Representatives who shall manage this vote. Upon simple majority vote against the amendment with all classes voting, the amendment shall be nullified. No amendment that has been called for reconsideration shall take effect until such time as the reconsideration vote has concluded and has been in favor of the amendment.

## Article VIII – Ratification

The unanimous affirmative consent of the members of MDSG at the time this constitution's creation shall be sufficient for its ratification. This constitution shall be presented to the advisors to MDSG upon ratification.

Upon ratification, those officers of MDSG already extant shall serve out the remainder of their terms under the constitution. Upon ratification, elections shall be called for the positions of Class Representatives and First Year Social Chairs. The position of Historian shall also be filled from the ranks of the previous Central Committee members from the prior academic year. The conduct, save for date, of these elections shall occur in the manner prescribed in this constitution.

## Ratified Amendments

### Amendment I – Terms of Office

The terms of all officers of MDSG save class representatives shall end at the conclusion of the annual Gong Show or at noon on the 10th of May, whichever shall come first. The terms of the newly-elected officers of MDSG save class representatives shall begin simultaneously. The terms of office of Class Representatives shall end on the first day of the new academic year. The terms of the incoming Class Representatives shall begin on that day. The sole exception shall be the Class Representatives of the outgoing fourth year classes. They shall serve until the conclusion of the commencement ceremony for their class.

The President and Treasurer shall sign investiture forms upon the initiation of their terms of office and shall only exercise the powers of these offices on signing those forms. No other offices shall be required to complete investiture forms.

### Amendment II – Election Dates

There shall be two elections in each academic year for the offices of MDSG. The first shall be announced in the first week of April for the offices of President, Treasurer, Medical and Dental Vice Presidents, Secretary, and Second Year Social Chairs. Only members of the current first year classes shall be eligible to vote or run for these offices. This election shall also include election of the Class Representatives of the rising Second, Third, and Fourth Year Classes. Class Representatives shall only be drawn from and elected by members of the class they will represent. Persons interested in any of these positions shall deliver a personal statement to the President of MDSG or an alternative designated by the President who shall post these statements on the public space of MDSG and in any other generally accessible place as he or she deems sufficient. The student body shall have one week to review these statements before voting beginning in the second or third week of April.

The President shall be elected first over a period of three days. The Vice Presidents shall be elected after the President is elected over a period of three days. The Treasurer, Secretary, and Second Year Social Chairs shall be elected following the election of the Vice Presidents and shall occur over a period of two days. The Class Representatives shall be elected following the election of the Treasurer, Secretary, and Second Year Social Chairs and shall occur over a period of two days. If a candidate loses election for a position earlier in the voting schedule, that person shall be permitted to stand for election in the positions elected following. All voting shall conclude at the end of the fourth week of April. In the event of electoral malfeasance, the President may call for a new election for one or all positions concerned to occur not less than one week from the date of the original election.

No person shall hold more than one elected office of MDSG. Should a person come to hold more than one office, they must vacate one office of their choosing and a new election be held for that office according to the mechanism proscribed in the constitution. The sole exception shall be if a current Class Representative for the first year class shall run for a position on the MDSG Central Committee. Should they win, they may retain their Class Representative position until the first day of the next academic year while also holding their Central Committee position.

#### Amendment III – Minimum Balance

No less than one third of the total activity fees from all classes shall remain in the MDSG account at the conclusion of every academic year.

#### Amendment IV – Elections for Outside Offices

When requested by the UConn Health administrator or administrators responsible, MDSG shall hold elections for offices or roles outside of MDSG. In such cases, elections shall follow the rules and procedures proscribed in Article I for the election of representatives to CUME and its three subcommittees.