

Constitution of the Medical/Dental Student Government

Preamble

We the medical and dental students of the University of Connecticut (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 will consist of the following members: a President, a Medical Vice President, a Dental Vice President, a Treasurer, a Secretary, one Medical school and Dental school Class Representative from each class, two Medical and one Dental school Social Chairs from both the first and second year classes, one Medical and one Dental Chair of Community Outreach, and at least one Historian from each of the third and fourth year classes. It shall meet as needed at the sole discretion of the Chair of the Central Committee.

The voting members (hereafter, “the Central Committee”) shall consist of a President, a Medical Vice President, a Dental Vice President, a Treasurer, a Secretary, the Medical and Dental Class Representatives from each class. 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: Curriculum Evaluation

Subcommittee – Medicine, Curriculum Advisory 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 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 open to all persons unless the Central Committee votes by simple majority to enter Executive Session.

A quorum of the Central Committee shall be three quarters of the current committee, to conduct and enact official business of MDSG. That quorum must include the President 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.

Members of the Central Committee shall serve terms of one year, the timeframe of which being delineated by Article IV, Elections. Only members of the first year class at the time of election shall be eligible to sit in positions of President, Vice President, Treasurer, or Secretary. Only members of the incoming second and third year classes at the time of election shall be eligible to sit in the position of Chair of Community Outreach.”

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 the University of Connecticut. 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. Significant changes to the public space of MDSG must have the approval of the President prior to enactment.

When the Class Representatives convey concerns from their constituents to the appropriate Vice President, it shall be the responsibility of that Vice President to carry those concerns to the Central Committee for consideration. Vice Presidents are expected to hold Class Representatives accountable for regularly surveying the concerns of their respective classes. Additionally, the Medical Vice President shall act as a liaison between MDSG and the UConn School of Medicine Alumni Board. In this capacity, they are expected to attend board meetings, advocate for student body interests, and communicate relevant updates back to MDSG.

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 and 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 are not be limited to, copies in either physical, electronic, or both forms. These records shall be available to any member of the Central Committee on request from that member.

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 remain 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.

It shall be the responsibility of the Chairs of Community Outreach to act as liaison between students, faculty, and community organizations on community service and community outreach activities. The Medical Chair of Community Outreach shall focus on service opportunities for medical students, and the Dental Chair of Community Outreach shall focus on service opportunities for dental students. The Medical and Dental Chairs of Community Outreach shall work together on issues related to students serving the surrounding community. The Medical and Dental Chairs of Community Outreach shall serve as the Student Organization Collaborative Committee representative on behalf of the Medical Dental Student Government and attend the monthly meetings to provide updates and initiatives for student organization collaboration.

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 as well as the greater student body. 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.

It shall be the responsibility of the Class Representatives to regularly interact with the class they represent, through a medium of their choice, in order to gather the opinions and concerns of their class. These communications must be readily available to all students equally, and communications from the Class Representative will be verbalized during MDSG meetings.

It shall be the role of the Historian to advise the current Central Committee on actions and regulations being considered, lending their experience as former Central Committee members.”

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 and Terms of Office

“There shall be two elections in each academic year for the offices of MDSG. The first shall be announced in the final weeks of Block A/D or opening weeks of Block B/E and will cover the offices of President, Treasurer, Medical and Dental Vice Presidents, Secretary, Class Representatives of the Second, Third, and Fourth Year Classes, and Chairs of Community Outreach. All of these positions have a one-year long term. 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 elections will be overseen by the current Secretary, who will run elections in accordance with current best practices. Candidates may run for multiple positions, but in the case that a candidate wins multiple elections, may only serve in a single office of their own choice.

In the event of electoral malfeasance, the President may disqualify offending candidates and 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. 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 few weeks of classes. These positions have a one-year term. This election shall take place shortly after the announcement of the election. 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 Class Representatives of the Second, Third, and Fourth Year Classes.

At the end of Block B/E, newly-elected officers shall take office following discussion with the former officer in their respective role. 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 a 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 vacated offices shall serve out the remainder of the term of that office.

At any point in the year, any member of the Central Committee can bring forward a request for a vote of no confidence for individual Central Committee members. A simple majority will forward the request to a formal vote of no confidence. This vote of no confidence shall be held within three weeks of receipt of the request and shall be overseen by the Class Representatives. All members of the Central Committee save the member under vote for no confidence participate in this election. Any position thus voted on will be vacated if three quarters of the voting members pass the vote of no confidence. 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 the University of Connecticut Health Center (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.

No less than 5% of the total activity fees received from all classes should remain in the MDSG checking account at the conclusion of every academic year.

- a. This 5% requirement shall immediately be raised to 15% in the event that the STIF balance falls below \$20,000.

Requests for funds shall take place through forms or other means provided and deemed sufficient by the Central Committee. Any such forms or other means shall be publicly 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 within two weeks of the start of a new semester. These instructions shall also be posted on the public space of MDSG. Instructions for filing funding appeals will also be posted on the public space of MDSG. At the

sole discretion of the Treasurer and President, with consultation of other members of the Central Committee as deemed appropriate, disbursements 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 the University of Connecticut Health Center. 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.

The funding cycle for each year concludes at the end of ILO week at 11:59 p.m. Eastern Time after Block C. Any funds requested after this date and time will be allocated from the budget for the following academic year.

The MDSG has access to two accounts: a checking account and a short-term investment fund (STIF) account that accrues 5% interest annually. Student activity fees paid annually by medical and dental students are deposited automatically into the checking account. Money can then be moved per the guidelines below to and from the checking account and STIF account.

- The STIF account should have a minimum balance of \$20,000 at the end of ILO week at 11:59 p.m. Eastern Time after Block C.
- Any transfer from the STIF account into the checking account shall go to a simple majority vote of the Central Committee, unless the following apply:
 - Any withdrawal expected to bring the STIF balance below the minimum balance of \$20,000 shall go to a simple majority vote by the student body.
 - Any withdrawal out of the STIF account greater than or equal to \$50,000 shall go to a simple majority vote by the student body.
 - Within an academic year (starting and ending at the end of ILO week at 11:59 p.m. Eastern Time after Block C), total transfers from the STIF account to the checking account shall be no greater than \$49,999.99. Any transfers exceeding this total amount shall go to a simple majority vote by the student body.

Article VI – Public space

The Central Committee shall maintain a publicly-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 of 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 the reconsideration vote has concluded and is in favor of the amendment.

Article VIII – Ratification

The unanimous affirmative consent of the members of MDSG at the time of this constitution's creation shall be sufficient for its ratification. This constitution shall be presented to the advisors of MDSG upon ratification. Upon ratification, those officers of MDSG already extant shall serve out the remainder of their terms under the constitution.