

**MEDICAL STUDENT SECTION
OF THE
IOWA MEDICAL SOCIETY BYLAWS**

ARTICLE I - NAME

The name of this organization shall be the Medical Student Section of the Iowa Medical Society (IMS-MSS).

ARTICLE II - OBJECTIVES

The objectives of this organization shall be:

1. To encourage and support the active participation of medical students in the Iowa Medical Society (IMS) and the American Medical Association (AMA); and,
2. To provide a forum for and a representation of student opinions and ideas in organized medicine; and,
3. To promote the development, leadership, and representation of student chapters at medical schools in the state of Iowa and in the medical community; and,
4. To support the purposes of the IMS and AMA; and,
5. To promote the further enhancement of medical education; and,
6. To honor the academic tradition of medicine and affirm the sound and ethical responsibilities of the medical profession.

ARTICLE III - MEMBERSHIP

The Medical Student Section shall be composed of student members of the IMS. Any medical student of an Iowa school of medicine (allopathic or osteopathic) is automatically a member of the IMS-MSS, may attend meetings of the IMS-MSS, and speak on issues before the IMS-MSS. Only members of the IMS-MSS shall have the right to vote, to hold office in the Medical Student Section, and sit on appropriate councils and committees of the IMS when appointed. Non-member attendees may participate in discussions but do not have voting rights.

ARTICLE IV - GOVERNING COUNCIL

The Governing Council shall address all matters that come before the IMS-MSS.

Section A. Composition. The Governing Council of the Medical Student Section of the Iowa Medical Society shall consist of:

1. The elected members of the Executive Committee; and,
2. The Student Representatives from the IMS-MSS to IMS Councils and Committees.

Section B. Meetings.

1. The Governing Council shall hold meetings to conduct business and to prepare resolutions throughout the year. AMA-MSS Chapter Delegates and Alternate Delegates, student members of the IMS committees, and the members of the IMS-MSS Executive Committee shall attend such meetings. If a member is unable to attend a meeting, they should notify the Governing Council in advance. While regular attendance is expected, the Council recognizes that occasional absences may occur due to academic or personal commitments.
2. At its meetings, the Governing Council shall address resolutions to be submitted to the AMA-MSS Assembly of Members in the name of the IMS-MSS; address resolutions to be submitted to the IMS Policy Forum; receive reports from its officers, school representatives, IMS committee members, and others as designated; and conduct any other business.

Section C. Quorum. To conduct official business and make decisions on behalf of the IMS-MSS, a quorum must be present at Governing Council meetings. A quorum shall consist of at least 40% of the members of the IMS-MSS Executive Committee. If the required quorum is not met, the meeting may proceed with discussions; however, no official decisions or votes may be made until the quorum is reached.

Section D. Executive Committee. The Executive Committee, as defined in **Article V**, shall have the power to act in the name of the Governing Council when it is not in session; to call meetings of the IMS-MSS and the Governing Council and to conduct day to day business of the IMS-MSS. The Executive Committee may hold closed meetings.

ARTICLE V - EXECUTIVE COMMITTEE

Section A. Composition. There shall be an Executive Committee consisting of nine (9) officers: (1) two co-chairs, with one representative from each medical school, (2) two chair-elects, with one representative from each medical school (when known), (3) two at-large officers, with one representative from each medical school, (4) the student directors of the IMS Board of Directors (ex-officio). The Executive Committee will be composed of members from both medical school campuses.

Section B. Election of Officers.

1. The Executive Committee shall seek nomination for all Executive Committee Positions from all members of the IMS-MSS.
2. All IMS-MSS members shall anonymously vote on the members of the incoming Executive Committee.
3. Any vacancies in the Executive Committee shall be filled, by election, at a Governing

Council meeting.

Section C. Duties of the Officers

1. Duties of the Co-Chairs

- (a) The Co-Chairs shall preside over all meetings of the IMS-MSS and the IMS-MSS Governing Council.
- (b) The Co-Chairs shall have the power to appoint ad hoc committees and to appoint the chair thereof.
- (c) The Co-Chairs shall have the power to recommend student member representatives for appointment to IMS Councils and Committees.
- (d) The Co-Chairs shall participate in the preparation of reports to the IMS Board of Directors when necessary.
- (e) The Co-Chairs may delegate their duties as appropriate.
- (f) The Co-Chairs shall oversee the annual Executive Committee elections.

2. Duties of the Co-Chair-Elects

- (a) The Co-Chair-Elects are expected to attend all meetings of the Governing Council and the Executive Committee; and,
- (b) The Co-Chair-Elects shall study the relationship between the Co-Chairs and the Governing Council.
- (c) The Co-Chair-Elects shall study the responsibilities and duties of the Co-Chairs so that when their term as Chairs commences, they will have an understanding of the duties and responsibilities of that office; and,
- (d) The Co-Chair-Elects shall assume the office of the Co-Chairs upon conclusion of the next IMS-MSS Executive Committee elections.
- (e) The Co-Chair-Elects shall participate in the coordination of events, including educational activities, for the IMS-MSS.

3. Duties of the At-Large Officers

- (a) The At-Large Officers shall verify an official record of the minutes and upcoming agenda of all IMS-MSS Executive Committee and Governing Council meetings.
- (b) The At-Large Officers shall monitor the activities of the student members of IMS councils and committees, thereby maintaining communication between the IMS-MSS Governing Council and respective IMS councils and committees.
- (c) The At-Large Officers shall support the Chair with coordinating the annual Executive Committee elections.

4. Duties of Student Directors to the IMS Board of Directors

- (a) The medical student members of the IMS Board of Directors shall serve as liaison with the IMS Board of Directors and attend all IMS Board meetings.
- (b) The Student Director members of the IMS Board of Directors shall assist the Chair in preparation of reports to the IMS Board of Directors when necessary.

5. Joint Duties

- (a) The Executive Committee shall assist, if needed, with the recruitment of IMS-MSS members.
- (b) The Executive Committee shall recommend to the IMS Board of Directors the removal of a student council or committee member if the student is delinquent in their duties or fails to represent the policy determined by the IMS-MSS.

Section D. Recall of Officers.

Any member of the Executive Committee may be subject to recall, as deemed necessary, by a 2/3 vote of the Executive Committee members, including but not limited to the following conduct violations: violations of the IMS Code of Ethics, disclosure of materials deemed confidential by the Executive Committee or IMS Board of Directors, initiating litigation against IMS or one of its officers without having first attempted to resolve any dispute within the existing disciplinary or dispute resolution mechanism of IMS, or any conduct deemed to be contrary to the MSS or IMS bylaws and policies. The officer, subject to recall, shall be notified of the charges against him/her at least ten (10) days in advance of the recall vote and be given the chance to speak on their behalf at a meeting with the IMS-MSS Executive Committee prior to the recall vote.

ARTICLE VI - COUNCIL & COMMITTEE MEMBERS

Section A. IMS Council and Committee Members

- 1. Student members of IMS councils and committees shall serve to provide a representation of student opinion and IMS-MSS policy.
- 2. Student members of IMS councils and committees shall regularly report to the Governing Council on the activities of their council or committee.

Section B. Selections and Appointments

- 1. Student Member Representatives of IMS Committees
 - (a) Nomination of student member representatives of IMS Councils and Committees shall be conducted under the discretion of the Student Directors and Chapter Boards from both schools.

ARTICLE VII – FUNDING & EXPENDITURES

Activities of the IMS-MSS shall be financed by IMS to the extent budgeted. Authorization for expenditures shall be by existing policy of the IMS.

ARTICLE VIII – VOTING

Voting may take place in accordance with the methods described in the current edition of Standard Code of Parliamentary Procedure, including voting by mail or electronic voting.

ARTICLE IX - PARLIAMENTARY PROCEDURE

For those matters not covered by the Bylaws of the IMS-MSS, the current edition of Standard Code of Parliamentary Procedure shall be the guide for the conduct of business.

ARTICLE X - AMENDMENTS

These Bylaws may be amended by the IMS-MSS at any of its meetings provided that:

1. The amendment shall have been presented to the Governing Council at one of its regular meetings; and,
2. The proposed amendment together with the Governing Council's recommendation has been publicized to the entire IMS-MSS membership not less than thirty (30) days prior to the meeting; and,
3. 2/3 of the members in attendance of the meeting voting concur with the amendment; and,
4. All members of the Executive Committee are in attendance at the meeting.

Any such amendments are subject to approval by the IMS Board of Directors at its next meeting. These IMS-MSS Bylaws shall be consistent with the IMS Constitution and Bylaws.