

University of Virginia School of Medicine Mulholland Society



**University of Virginia
School of Medicine
200 Jeanette Lancaster Way
Charlottesville, VA 22903**

Last Revised May 2025

Last Voted on in Full May 2025

THE CONSTITUTION OF THE MULHOLLAND SOCIETY	4
Article I. Name	4
Article II. Purpose	4
Article III. Membership	4
Article IV. Government	4
Article V. The Executive Committee	5
Article VI. The Council of the Mulholland Society	6
Article VII. Mulholland Officer Descriptions and Duties	7
Article VIII. Class Officer Descriptions and Duties	21
Article IX. Elections	27
Article X. Procedural Matters	32
Article XI. The Student Medical Education and Curriculum (SMEC) Representatives	33
Appendix I.	33
THE CONSTITUTION OF THE STUDENT MEDICAL EDUCATION AND CURRICULUM REPRESENTATIVES	33
Article I. Name	33
Article II. Purpose	34
Article III. Relationship between the SMEC Representatives & The Mulholland Society	34
Article IV. Relationship between SMEC Representatives & the School of Medicine Curriculum Committee	34
Article V. Relationship between SMEC Representatives & the School of Medicine EPA Leadership Committee	35
Article VI. Election of SMEC Representatives	35
Article VII. Responsibilities	35
Article VIII. Clerkship Delegates	36
Article IX. Representative Meetings	36
Article X. Representative Termination	36

Article XI. Vacancies	37
Article XII. Amendments	37
Article XIII. Ratification	37
BYLAWS	38
Article I. Student Club Funding Requests	38
Article II. Clerkship Collaborative Leadership Award	38
Article III. Clubs of the Mulholland Society	39

THE CONSTITUTION OF THE MULHOLLAND SOCIETY

Article I. Name

Section I.01 This organization shall be known as the University of Virginia School of Medicine Mulholland Society. The Mulholland Society will be referred to as “the Mulholland Society”, “Mulholland Society”, and “the Society” in the remainder of this document.

Article II. Purpose

Section II.01 As the officially recognized student body of the University of Virginia School of Medicine, its purpose shall be the following:

- A. To serve as the student voice in promoting the interests and representing the views of all medical students.
- B. To encourage stronger student-faculty interactions in all aspects of medical student life.
- C. To provide a means of informing and educating all medical students about local, regional, national, and global affairs pertaining to medicine and to encourage a greater participation in such affairs.
- D. To provide an open forum for communication in the exchange of ideas and information for all medical students.
- E. To provide an outlet for academic, social, athletic, and artistic interests of the medical students.
- F. To encourage an atmosphere of academic excellence and professional skill in all medical students.
- G. To maintain and encourage an atmosphere of camaraderie and diversity.

Article III. Membership

Section III.01 The membership of the Mulholland Society shall include all medical students in the University of Virginia School of Medicine.

Section III.02 Our Special Status Organization does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, gender identity, veteran status, and family and genetic information. Notwithstanding these requirements, a Special Status Organization may petition to restrict its membership based on gender (e.g. all-male or all-female a cappella groups) or an ability to perform the activities related to the organization’s purpose by filing a written request with the Office of the Dean of Students. In evaluating any such requests, the University will look not merely to the constitution of an organization but to its actual practices and operations.

Article IV. Government

Section IV.01 The Mulholland Society shall be governed by the Mulholland Society Council. The Council shall include voting and non-voting officers as detailed in this

document. All officers shall be elected by the medical student body.

Article V. The Executive Committee

Section V.01 Membership

- A. The President of the Mulholland Society
- B. The Vice-Presidents (2) of the Mulholland Society
- C. The Treasurer of the Mulholland Society
- D. The Secretary of the Mulholland Society
- E. The Social Chairs (2) of the Mulholland Society
- F. The Community Service Chair of the Mulholland Society
- G. The Inova Council Chair

Section V.02 Purposes

- A. To ensure the execution of policy decisions of the Mulholland Society Council.
- B. To bring items of concern to the attention of the Council.
- C. To review the financial aspects of the Society.
- D. To serve as a final voting body in any circumstances not detailed in this Constitution.

Section V.03 Meetings

- A. The Executive Committee shall meet at the start of each President's term.
- B. The President of the Mulholland Society shall call Executive Committee meetings as needed.
- C. Meetings with the Dean shall be determined in consultation with the Dean's office and shall occur as needed.

Section V.04 Committee Appointments

- A. Medical School and Hospital standing committee student representatives shall be appointed at the discretion of the Society President given the time constraints for the appointment. The Society President may choose the representative on their own or present the candidates for voting by the Executive Committee or present the candidates for voting by Council officers present at a monthly Society meeting.
- B. Information will be sent to the appropriate group of students regarding the unfilled position. Self-nominations will be submitted to the Society President. A statement of intent no greater than 150 words is permitted but not required.
- C. Nominations and statements to be voted on by the Council shall be posted in the meeting agenda at least one week prior to the monthly meeting time. The representative shall be elected by simple majority of the Council members present at the monthly Society meeting.

Article VI. The Council of the Mulholland Society

Section VI.01 Voting officers of the Council of the Mulholland Society shall be composed of the following individuals:

- A. The President
- B. The Vice-Presidents (2)
- C. The Treasurer
- D. The Secretary
- E. The Social Chairs (2)
- F. The Community Service Chair
- G. The Webmasters (2)
- H. The Social Media Representatives (4)
- I. The Student Medical Education and Curriculum (SMEC) Representatives (8)
- J. The Aid to Medical Students (ATMS) Representatives (12)
- K. The Medical Alumni Association (MAA) Representatives (2)
- L. The Pre-Medical Mentoring Chairs (2)
- M. The Identity and Inclusion Council Representatives (8)
- N. The University Student Council Representative
- O. The University Honor Council Representatives (2)
- P. The University Judiciary Committee Representatives (2)
- Q. The Lounge Manager
- R. The Gym Managers (2)
- S. The Student Insurance Representative
- T. The President, Vice-President, Secretary/Treasurer, and Social Chairs (2) as designated for each respective medical school class
- U. The INOVA Council and M1 INOVA/Pinn Delegates
- V. The Fundraising Chairs (3) of the first year class
- W. LCME Executive Committee (5)
- X. UVA SOM Organization of Student Representatives (OSR) (2)
- Y. Inova Lounge Manager
- Z. Learning Community Institute Reps (2)
- AA. Research Coordinator
- BB. Inova Gym Manager
- CC. All Class Officers

Section VI.02 Non-voting officers of the Council of the Mulholland Society shall be composed of the following individuals:

- A. The UVA Institutional Review Board for Health Sciences Research (IRB-HSR) Representatives (2)
- B. The Preclerkship Group for Research in Medical Education (GRIME) Representative

Section VI.03 The Purposes of the Mulholland Society are:

- A. To make decisions on proposals that promote general welfare of the medical school student body.
- B. To make recommendations to the medical school administration and faculty about matters pertaining to the student body.
- C. To oversee all elections in the medical school, both class and school-wide, and to be the final judge as to the validity of the outcome.

- D. To establish its own rules of procedure.
- E. To ensure the preparation and presentation of the annual budget and financial review to the fiscal administrator and the medical school administration.
- F. To oversee the disbursement of all funds of the Society.
- G. To oversee the orientation of the first year medical students.
- H. To approve appointments to medical school and hospital committees.

Section VI.04 Meetings

- A. The President shall call a meeting of the Mulholland Society at minimum once every month with the agenda posted at least one day in advance. New items may be suggested by any student and may be added at the discretion of the President.
- B. The President has the power to call additional meetings of the Council or with individual officers if necessary.
- C. Meetings are open to all medical students and invited guests, including, but not limited, to administrators, faculty, and students from other schools.
- D. Motions brought before the floor shall be decided by a simple majority of the voting Council officers that are present. Non-voting Council and non-council members are permitted to voice their opinions.
- E. Each officer carries one vote, even those holding multiple offices.

Section VI.05 Meeting Attendance

- A. Meeting attendance policies shall be outlined in the Society Bylaws with the exception of meeting requirements for the President and Vice Presidents.

Article VII. Mulholland Officer Descriptions and Duties

Section VII.01 Responsibilities of Voting Officers

- A. President
 - a. Number of Positions: 1
 - b. Class of Positions: Rising M4
 - c. Election Date: Spring
 - d. Term Start Date: April 1
 - e. Term Length: 1 year
 - f. Executive Board: Y
 - g. Voting Member: Y
 - h. Requirements or Recommended Background: The student will be solely enrolled in the SOM full-time during their term of President. Experience with the Society is strongly encouraged, but not required.
 - i. Primary Responsibilities:
 - i. Serve as the spokesperson for the Society.
 - ii. Call and chair monthly meetings of the Society and coordinate the setting of the agenda.
 - iii. Oversee the Executive Committee of the Society and call and chair meetings of the Executive Committee as needed.
 - iv. Ensure adequate communication with the Executive Committee, the Council, and the school administration.

- v. Support all officers in their responsibilities.
- vi. Approve election schedules as proposed by the Webmasters.
- vii. Oversee special elections for unfilled offices and appoint an individual to fill the vacancy if an election is not feasible.
- viii. Oversee committee appointments for unfilled positions.
- ix. Oversee the budget, expenditures, and other financial aspects of the Society and all student clubs.
- x. Oversee all events organized by the Society, including, but not limited to, social, community service, and first-year orientation.
- xi. Oversee the Society's website.
- xii. Assist in the coordination of student activities with the Medical Alumni Association and its student representatives.
- xiii. Serve as a voting member on the Curriculum Committee.
- xiv. Serve on the Graduate Professional Council.
- xv. Serve on any other faculty/administrative committees as required by said committees.
- xvi. Encourage submission of nominations from medical students for relevant student and faculty awards.
- xvii. Coordinate the "Breakfast/Lunch with the Dean" event as the Dean's schedule permits.
- xviii. Serve as student body liaison with the Graduate Biosciences Society.
- xix. Address and respond to significant student body events, including but not limited to, student tragedies.
- xx. Review and revise the Society Constitution and Bylaws on an annual basis.

B. Vice Presidents

- a. Number of Positions: 2
- b. Class of Positions: Rising M3
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: Y
- g. Voting Member: Y
- h. Requirements or Recommended Background: The student will be solely enrolled in the SOM full-time during their term of Vice President. Experience with the Society is strongly encouraged, but not required. The VPs should be willing to stand in at events in the event the President is unable to attend.
- i. Primary Responsibilities:
 - i. Succeed the Presidency should the office become vacant, in which event elections for the Presidency will be called within two weeks of its vacancy. The Vice President receiving the majority of the votes will succeed the President and the other will carry on with the duties of the Vice President.
 - ii. Be present at all monthly meetings of the Society and assist with the setting of the agenda. If the President is unable to attend a monthly

meeting, at least one Vice President must be present for the meeting to occur.

- iii. Support all other officers as needed in planning and executing events.
- iv. Serve as the contact persons for all student clubs and queries regarding student clubs.
- v. Manage all student clubs, including updating club contact information in the spring and helping to review funding requests with the Society Treasurer.
- vi. Maintain and update the student clubs listserv throughout the year and prior to soliciting funding requests
- vii. Coordinate and present the Mulholland Society presentation during fall Orientation for first year students.
- viii. Coordinate the Student Activities Fair during fall orientation for first year medical students and during the spring for Second Look Weekend for admitted medical students.
- ix. Coordinate the “Meet the Residents” or “Meet the Faculty” luncheons once per semester.
- x. Serve on the selection committee for the Dean’s Excellence in Teaching Award.
- xi. Collect nominations for and present Clerkship Collaboration Awards for the third-year class.

C. Treasurer

- a. Number of Positions: 1
- b. Class of Positions: Rising M2
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: Y
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Coordinate the use of funds in the Alumni Hall Mulholland Account.
 - ii. Coordinate with a Student Affairs staff member to access funds in the PTAO Account.
 - iii. Document all transactions and provide regular, detailed updates to the Society regarding the aforementioned accounts.
 - iv. Coordinate the receipt of funds from the fiscal administrator and oversee their distribution in accordance with the decisions of the Council.
 - v. Distribute reimbursements to students in a timely manner and maintain adequate communication with students awaiting reimbursements.
 - vi. Solicit and review funding requests from student clubs throughout the year with support from the Executive Committee.
 - vii. Compose and present the annual budget of the Society.
 - viii. Oversee the use of the Mulholland Society Debit Card, including

ordering food for club-sponsored events with assistance from the Mulholland Secretary.

D. Secretary

- a. Number of Positions: 1
- b. Class of Positions: M1
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 1 year
- f. Executive Board: Y
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Record the minutes of all proceedings of the Executive Committee and of the Society on the Google Drive and send them to the Webmaster for preservation on the Society website.
 - ii. Manage social media, including, but not limited to, the official Society calendar and Facebook page.
 - iii. Oversee the Student Hosting Program in conjunction with the Admissions Office and Mulholland Social Chairs.
 - iv. Manage the current student contact spreadsheet for admitted students in conjunction with the Admissions Office.
 - v. Create regular Mulholland Society Newsletters with assistance from the Social Media reps and Community Service Chair and send them to the Webmaster for preservation on the Society website.
 - vi. Assist the Mulholland Treasurer in ordering food for club-sponsored events with the Mulholland Society Debit Card.

E. Social Chairs

- a. Number of Positions: 2
- b. Class of Positions: Rising M2
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: Y
- g. Voting Member: Y
- h. Requirements or Recommended Background: None. This office is separate from the class social chairs, but the same students may serve in both offices.
- i. Primary Responsibilities:
 - i. Plan, promote, and administer an agenda of social events designed to reflect the diverse interests of all medical students with the support of the Executive Committee. These events may include, but are not limited to social orientation, interprofessional mixers, and medical school-wide events.
 - ii. Organize social events for Orientation of first year medical students in conjunction with the Executive Committee.

- iii. Organize social events for Second Look Weekend for admitted medical students.
- iv. Utilize social funds appropriately and with approval of the President.
- v. Maintain records of all events and financial expenditures on the Society Google Drive.

F. Community Service Chair

- a. Number of Positions: 1
- b. Class of Positions: Rising M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: Y
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Oversee planning and execution of all Mulholland Society and School of Medicine related community service events
 - ii. Oversee the Community Service Committee composed of the Vice Chair for Community Service and Community Service Class Representatives
 - iii. Oversee the community service website
 - 1. The goal of the website is twofold:
 - a. Increase awareness of and participation in community outreach by current UVA SOM students
 - b. Provide a forum for interested students who have not yet matriculated to learn more about the community outreach being done by UVA SOM students
 - 2. This website shall be linked directly from the official website of the Mulholland Society, as well as from the UVA SOM social media pages
 - 3. This website shall be kept up to date with all known volunteer opportunities and community outreach programs available to students at the UVA SOM
 - 4. Each opportunity listed on the website shall have a primary point of contact who may be contacted directly by interested students, as well as a short paragraph about that organization's activities
 - iv. Coordinate with student leaders of other service and outreach organizations at the UVA SOM to increase awareness of and participation in volunteer opportunities.
 - 1. This shall include, but is not limited to the following: Aid to Medical Students, Inclusion and Identity Council, Latino Medical Student Association, Student National Medical Association
 - v. Coordinate with community service and leadership representatives of

- other Graduate and Professional schools for interprofessional/interdisciplinary community service events.
- vi. Assist the Secretary in creating regular Mulholland Society Newsletters

G. Vice Chair for Community Service

- a. Number of Positions: 1
- b. Class of Positions: Rising M3 or M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N. Will be an alternate member of the Executive Committee in the absence of the Community Service Chair.
- g. Voting Member: N. Will be an alternate voting member of the Mulholland Society in the absence of the Community Service Chair.
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Assist the Community Service Chair in all of their duties, to include attending monthly meetings in absence of the Community Service Chair.
 - ii. With the assistance and input from all other members of the Community Service Committee, be responsible for ensuring that the community service website is maintained professionally and is kept up to date.

H. Community Service Class Representatives

- a. Number of Positions: 4 (2 M1s per election)
- b. Class of Positions: M1 (elected) and M2
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 1.5 years
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None. Each fall semester will have an overlap of Community Service Class Representatives between the first- and second-year students.
- i. Primary Responsibilities:
 - i. This will serve as a means of increasing community service visibility within the school of medicine as well as to aid first-year representatives in establishing better connections with upperclassmen and community service organizations within the school and the Charlottesville community.
 - ii. Coordinate an annual fall/winter event at the Boys & Girls Club in October
 - iii. Coordinate the School of Medicine table, along with relevant student clubs, at Trick or Treating on the Lawn in October

- iv. Coordinate the annual Camp Holiday Trails 5K in the spring.
- v. The second year Community Service Representatives shall coordinate at least one community service event during Orientation for first year medical students
- vi. Coordinate at least one community service event for all medical students in both the fall and spring semesters
- vii. Assist in advertising community service opportunities to students in their respective classes with a special emphasis on coordination with the Mulholland Society's Social Media Representatives
- viii. Ensure that all events and community service opportunities are communicated to the Chair and Vice Chair in order that the community service website is maintained professionally and kept up to date

I. Webmasters

- a. Number of Positions: 2 (1 M1 per election)
- b. Class of Positions: M1 (elected) and M2
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 2 years
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None. Knowledge of programming in HTML or other languages is not a necessity but will assist in Webmaster duties.
- i. Primary Responsibilities:
 - i. Maintain the Society website.
 - ii. Post the meeting minutes of the Society on the website in a timely manner.
 - iii. Post the Newsletters of the Society on the website in a timely manner.
 - iv. Schedule and execute the fall and spring Society elections with approval of the Society President. The first year webmaster will be the primary contact responsible for the spring elections during their first year with the second year webmaster's guidance and support.
 - v. Follow protocols for elections as outlined in this Constitution.
 - vi. Utilize a separate email account for elections and voting as needed.
 - vii. Maintain an updated list of all Mulholland and Class officers after each election and as needed on the Google Drive.
 - viii. Maintain and update the Society listserv (mulholland-officers@virginia.edu) after Spring and Fall elections.
 - ix. Once a year, solicit updated website blurbs, pictures, and contact information from student club leaders.

J. Social Media Representatives

- a. Number of Positions: 4 (1 M1, 1 M2, 1 M3, and 1 M4)
- b. Class of Positions: M1, M2, M3, and M4

- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Have one representative in attendance at monthly Mulholland Society meetings
 - ii. Attend Mulholland Society Executive Committee meetings as deemed necessary by the President or Vice Presidents
 - iii. Manage the Mulholland Society's social media accounts to include but not limited to Instagram (@uvaschoolofmedicine) and Facebook (Mulholland Society's official page and individual class accounts)
 - iv. Solicit input from individuals, classes, student organizations, and student clubs to create a robust, well-curated narrative of student life and major events happening at the UVA SOM
 - v. Assist the Secretary in creating regular Mulholland Society Newsletters
 - vi. Ensure equal representation of all student endeavors, values, and interests
 - vii. Ensure all social media posts are in accordance with the UVA SOM and UVA community policies and procedures regarding professionalism and ethics
 - viii. To the max extent practical, review all posts as a group prior to posting. If unable, then as soon as possible, there should be majority consensus amongst all representatives regarding the post. In the case of a tie, the Mulholland President will serve as the tiebreaker.
 - ix. In the case that any subscriber to Mulholland Society's accounts posts a comment that may be construed as derogatory, inappropriate, unbecoming of a medical professional, or would be deemed questionable by any reasonable person, that post or comment should be immediately removed and reviewed by the Social Media Representatives. Incidents of unprofessional behavior involving currently enrolled students at the UVA SOM will be brought to the attention of the Mulholland President and Vice Presidents for review.

K. Student Medical Education and Curriculum (SMEC) Representatives

- a. Number of Positions: 8 (2 M1s, 2 Rising M2s, 2 Rising M3, and 2 Rising M4s)
- b. Class of Positions: M1, Rising M2, Rising M3, and Rising M4
- c. Election Date: Fall for M1, Spring for Rising M2, Rising M3, and Rising M4
- d. Term Start Date: October 1 for M1, April 1 for Rising M2, Rising M3, and Rising M4
- e. Term Length: 6 months for M1, 1 year for Rising M2, Rising M3, and Rising M4

- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Fulfill all responsibilities as detailed by class year as outlined in the SMEC Constitution in Appendix I.

L. Aid to Medical Students (ATMS)

- a. Number of Positions: 12 (3 M1s per election)
- b. Class of Positions: M1 (elected), M2, M3, and M4
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 3.5 years
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Be trained by UVA's Counseling and Psychological Services (CAPS) as set up by the fourth year ATMS representatives.
 - ii. Serve as a confidential resource to medical students who are seeking counseling services and direct them to the most appropriate resource for their specific needs. This aspect of ATMS is to be student run, non-disciplinary and functions independently of the administration.
 - iii. Develop and organize events and programs that foster a culture that encourages and promotes the wellbeing of individual students and the collective student body, taking advantage of UVA's learning community structure when possible.
 - iv. Coordinate all activities pertaining to the College Cup, including record-keeping.

M. Medical Alumni Association (MAA) Representatives

- a. Number of Positions: 3 (1 Rising M2 per election)
- b. Class of Positions: Rising M2 (elected), M3, and M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 3 years
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Be dedicated to leading their class through the transition between medical student and alumni.
 - ii. Attend all Medical Alumni Association Board of Directors meetings and speak and vote on issues facing the Board of Directors on behalf of the student body.
 - iii. Assist in organizing events in conjunction with the Medical

Alumni Association including, but not limited to, the White Coat Ceremony, MAA Annual Meetings, Match Day, and MedConnect events.

- iv. Spearhead and coordinate the committee in charge of implementing the 4th year class giving campaign to the MAA.
- v. Serve on the Alumni Relations Committee by participating in conference calls on as-needed basis.
- vi. Update the Society on all issues pertaining to the Medical Alumni Association.
- vii. Introduce the first year class to the Medical Alumni Association during Orientation.

N. Pre-Medical Mentoring Chairs

- a. Number of Positions: 2 (1 M1 per election)
- b. Class of Positions: M1 (elected), M2
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 2 years
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Serve as a liaison between the School of Medicine and the undergraduate Pre-Health Advising office for the sharing of information of mutual interest.
 - ii. Serve as a point of contact between the School of Medicine and any undergraduate pre-medical student groups.
 - iii. Organize events in conjunction with the Pre-Health Advising office including, but not limited to, organizing an annual mentoring panel.
 - iv. Match interested medical students with undergraduate mentees.
 - v. Select Pre-Medical Mentoring Council members, if needed, to assist in brainstorming, planning, and execution of events. Members may be selected by any means, including, but not limited to, appointment, application, and election. The number and title of additional Council positions are to be decided at the discretion of the current Pre-Medical Mentoring Chairs.

O. Inclusion and Identity Council Representatives

- a. Number of Positions: 6 (2 Rising M2s per election)
- b. Class of Positions: Rising M2 (elected), M3, and M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 3 years
- f. Executive Board: N
- g. Voting Member: Y.

- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Coordinate at least one open forum per semester for all students to be able to meet and discuss important topics related to diversity and/or social issues in medicine.
 - ii. Strive to actively advertise, participate, and represent the Society at events that promote the messages of social issues in medicine put on by the School of Medicine, the health system, and the community at large
 - iii. Work with student affinity group representatives, including but not limited to SNMA, LMSA, and qMD. Affinity groups will designate their own representatives to contribute in meetings. The affinity group representatives are not a designated position within the Mulholland Society, and instead will serve as consultants to the Inclusion and Identity Council.
 - iv. Determine topics deemed relevant to the learning community of the UVA School of Medicine.
 - v. Connect students with diversity, inclusion and equity training opportunities
 - vi. Offer recommendations to administration on bias and identity issues.
 - vii. Identify speakers to give foundational lectures on the nature of self and identity and other topics.
 - viii. Serve as an outlet for student group representatives to share and discuss concerns from their respective communities
 - ix. Coordinate with the Mulholland Society President to respond to local, national and international events that impact students
 - x. Coordinate curricular efforts and feedback with the SMEC representatives to augment curricula with identity and inclusion based training when appropriate
 - xi. Keep the student body, Mulholland Society, and faculty advisor updated regarding issues important to the student body.

P. University Student Council Representative

- a. Number of Positions: 1
- b. Class of Positions: Rising M2, G1-G4, M3, or M4
- c. Election Date: Elections are coordinated in the spring through the University Board of Elections (UBE) separate from the elections of the Society.
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Carry out all responsibilities as described by the University Student Council.
 - ii. Attend regular University Student Council meetings.

- iii. Update the Society on all issues discussed at University Student Council meetings pertaining to graduate students.
- iv. Introduce the first year class to Student Council during Orientation.
- v. Coordinate with the Society Vice Presidents to assist Mulholland student clubs with applications for becoming UVA Contracted Independent Organizations (CIOs) and to assist student clubs with requesting CIO funding from Student Council.

Q. University Honor Committee Representatives

- a. Number of Positions: 1
- b. Class of Positions: Rising M2, G1-G4, M3, or M4
- c. Election Date: Elections are coordinated in the spring through the University Board of Elections (UBE) separate from the elections of the Society.
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Carry out all responsibilities as described by the Honor Committee.
 - ii. Organize Honor education and support of all School of Medicine academic programs including the Medical Scientist Training Program (MSTP), Biomedical Sciences Graduate Program (BIMS), and Master of Public Health (MPH) programs.
 - iii. Update the Society on all issues pertaining to the Honor Committee.
 - iv. Introduce the first year class to the Honor System during Orientation.
 - v. Organize the signing of Honor Scrolls during the White Coat Ceremony.
 - vi. Organize Honor System education during Transitions to clerkships.

R. University Judiciary Committee Representatives

- a. Number of Positions: 1
- b. Class of Positions: Rising M2, G1-G4, M3, or M4
- c. Election Date: Elections are coordinated in the spring through the University Board of Elections (UBE) separate from the elections of the Society.
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Carry out all responsibilities as described by the University

- Judiciary Committee.
- ii. Update the Society on all issues pertaining to the University Judiciary Committee and Student Code of Conduct.
- iii. Introduce the first year class to the Student Code of Conduct and the University Judiciary Committee during Orientation.
- iv. Review the role of the University Judiciary Committee to the Society once per year.

S. Lounge Manager

- a. Number of Positions: 1
- b. Class of Positions: Rising M2, G1-G4, M3, or M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Maintain the overall cleanliness of the lounge and of the lounge piano by coordinating maintenance and repairs as necessary to the Mulholland Treasurer.
 - ii. Coordinate the use of the lounge budget within the Society's budget.
 - iii. Act as a liaison between Housekeeping and the Society as necessary.
 - iv. Assist the Society in revision of lounge policies.
 - v. Overseeing the upkeep of the 2M medical student workroom including but not limited to ensuring all equipment in the workroom is functioning, printer supplies are available and notifying Serena Watson when supplies run out

T. Gym Managers

- a. Number of Positions: 2
- b. Class of Positions: Rising M2, G1-G4, M3, or M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Ensure that the gym remains in good working use and is kept clean.
 - ii. Revise gym policies as needed, with help from the Society.
 - iii. Coordinate the use of the gym budget within the Society's budget.

U. Student Insurance Representative

- a. Number of Positions: 1
- b. Class of Positions: Rising M2, G1-G4, M3, or M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year, ends after the final Student Health Insurance Committee (SHIC) meeting for each academic year has concluded.
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Advise the UVA Vice President for Student Affairs about the insurance plan that is endorsed by the University.
 - ii. Attend all SHIC meetings and presentations.
 - iii. Solicit opinions on issues to be voted on within the SHIC.
 - iv. Represent the opinions of the medical student body within the committee.
 - v. Keep students informed about policy changes.
 - vi. Ensure students are aware of the enrollment process and how to obtain coverage outside of the enrollment period.
 - vii. Be a liaison to aid students in understanding the services their plans provide.

V. The Inova Council shall be composed of Chair (1), Vice Chair (1), Treasurer (1), Academic Liaison (2), and ATMS/Getting Progressively Stronger (GPS) representatives (2).

- a. Inova Council Chair
 - i. Number of Positions: 1
 - ii. Class of Positions: M3
 - iii. Election Date: Fall
 - iv. Term Start Date: January 1
 - v. Term Length: 1 year
 - vi. Executive Board: Y
 - vii. Voting Member: Y
 - viii. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
 - ix. Primary Responsibilities:
 - 1. Represent the specific interests and wellbeing of the Inova Cohort students.
 - 2. Draw on the experiences of Class Officers for advice and guidance in order to further define the Inova Council Chair position, tailoring it to the needs of the Inova Cohort students and proposing changes to the Mulholland Executive Committee.
 - 3. Work with the Inova Delegates to build a sense of community within the Inova Cohort, prepare for transitions to Inova, ensure

a smooth transition to Inova, serve as a leader while at Inova, and guide future classes in the same.

4. Act as a liaison to maintain communication between the Inova Clerkship cohort, the Inova Council, the Class officers, the class as a whole, the Mulholland Society, and the administration of both Inova and Main Campus.
5. Keep the Inova Cohort updated on any relevant events and news.
6. Plan and run Inova Council meetings as needed.
7. Hold Inova cohort body meetings as needed.
8. Oversee and assist all other Inova council members in their duties.
9. Coordinate the orientation of the subsequent Inova Councils.
10. Coordinate use of INOVA funds with Treasurer.

b. Inova Council Vice Chair

- i. Number of Positions: 1
- ii. Class of Positions: M2
- iii. Election Date: Fall
- iv. Term Start Date: January 1
- v. Term Length: 1 year
- vi. Executive Board: N. Will be an alternate member of the Executive Committee in the absence of the Inova Council Chair.
- vii. Voting Member: Y
- viii. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
- ix. Primary Responsibilities:
 1. Draw on the experiences of Class Officers for advice and guidance in order to further define the Inova Council Vice-Chair position, tailoring it to the needs of the Inova Cohort students and proposing changes to the Mulholland Executive Committee.
 2. Starting the fall of the second year, work with the Inova Delegates to build a sense of community within the Inova Cohort, prepare for transitions to Inova, ensure a smooth transition to Inova, serve as a leader while at Inova, and guide future classes in the same.
 3. Support the Inova Council Chair in their duties.
 4. Organize and coordinate with the Class Secretary/Treasurer for access to class funds.
 5. Keep good records of any Council meetings or Inova Cohort spending, and report regularly to the Class Secretary/Treasurer and Mulholland Treasure.

c. Inova Treasurer

- i. Number of Positions: 1
- ii. Class of Positions: M2 or M3
- iii. Election Date: Fall

- iv. Term Start Date: January 1
- v. Term Length: 1 year
- vi. Executive Board: N
- vii. Voting Member: Y
- viii. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
- ix. Primary Responsibilities:
 - 1. Coordinate use of Inova funds with Inova Council Chair and Mulholland Treasurer.
 - 2. Oversee fundraising efforts for Inova funds.
 - 3. Serve as a resource to help Inova students navigate various funding sources.

W. LCME Executive Council - **Not Currently Active**

- a. Number of Positions: 5 (1 M2, 1 M3, 1 M4s)
- b. Class of Positions: M2, M3, and M4.
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: One M4 must be in Pinn College completing Clerkships at Inova.
- i. Primary Responsibilities:
 - i. Serve as the primary point of contact for the student body, LCME, and UVA School of Medicine administration on matters related to the Independent Student Assessment (ISA).
 - ii. Serve as the primary editors of the ISA and author the executive summary.
 - iii. Select a diverse group of other students throughout the School of Medicine to assist in the completion of the ISA. Work with the assigned faculty advisor to allocate credit to fourth year students who make a meaningful contribution to the project.
 - iv. Work as needed to ensure the ISA is completed per the timeline request of the LCME.
 - v. At least one representative shall attend each Mulholland monthly meeting and inform the Mulholland Society representatives about the status of the ISA and request any assistance regarding ISA completion.
 - vi. Communication with their respective classes at large about the status of ISA, as needed.
 - vii. Plan for elections to take place in the LCME accreditation cycle which occurs every eight years (most recent accreditation cycle for UVA was 2023)

X. UVA SOM Organization of Student Representatives (OSR)

- a. Number of Positions: 4 (1 M1 per election)
- b. Class of Positions: M1 (elected), M2, M3, M4. M4 will be designated as the primary OSR for UVA SOM. M3, M2, and M1 will be designated the alternate

OSRs for UVA SOM.

- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Serve as a liaison between the UVA SOM and the AAMC organization
 - ii. Compile and distribute information from AAMC and other medical schools about electives/programs available to UVA SOM students
 - iii. One representative (either the primary or alternate OSR) shall be able to attend the AAMC Annual Conference in the Fall; it is recommended that one representative be present at the local and regional OSR meeting

Y. Inova Lounge Manager

- a. Number of Positions: 1
- b. Class of Positions: Rising M3 or M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
- i. Primary Responsibilities:
 - i. Notify the student affairs team when coffee machine and supplies need to be refilled
 - ii. Oversee the upkeep of the lounge including but not limited to ensuring food in the refrigerator is not expired and there is an organized location in the lounge for flyers and papers
 - iii. Coordinate the use of the lounge budget with the Charlottesville Lounge Manager

Z. Learning Community Institute (LCI) Representatives

- a. *The LCI is a national organization dedicated to advancing learning communities (LCs = “colleges” at UVA SOM, i.e., Pinn/Hunter/Dunglison/Reed) to improve medical student education in the primary domains of personal/social well-being, career development, community, and mentorship. The Student Council comprises medical students from across North America who meet on a monthly basis to discuss the latest updates surrounding LCs at their institutions, develop projects for the Annual Conference in October, and keep Faculty leadership apprised of student needs.*
- b. Number of Positions: 2 (1 M1, 1 M2 or M3)
- c. Class of Positions: M1 (Alternate) and M2 or M3 (Primary)
- d. Election Date: Fall
- e. Term Start Date: October 1

- f. Term Length: 1 year
- g. Executive Board: N
- h. Voting Member: Y
- i. Requirements or Recommended Background: None.
- j. Primary Responsibilities:
 - i. Serve as a liaison between the UVA SOM and the National LCI Student Council, including attendance of monthly / bi-monthly meetings
 - ii. Act as LCI Student Council members, attending regular phone conference calls and helping plan student portions of the annual national LCI meeting. This applies only for representatives who apply for and are selected for the national LCI student council
 - iii. Compile and distribute information from LCI and other medical schools about LC activities and initiatives available to UVA SOM students
 - iv. At least one representative (either the primary or alternate LCI rep) shall be able to attend the LCI Annual Conference in the Fall (typically October) with support by the medical school administration, funding and scheduling permitting
 - v. Meet regularly with Dr. Meg Keeley to discuss national LCI matters as they apply to UVA
 - vi. Help facilitate and conduct LCI student research as necessary

AA. Research Coordinator

- a. Number of Positions: 1
- b. Class of Positions: Rising M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: Knowledge of programming in HTML or other languages is not a necessity but may assist in Research Coordinator duties.
- i. Primary Responsibilities:
 - i. Oversee the development of a centralized research database, listing available medical student research projects
 - 1. The goal of the database is to increase awareness of and participation in research by current UVA SOM students
 - 2. This database shall be linked directly on VMed
 - 3. Each opportunity listed on the website shall have a primary point of contact (either resident, clinical faculty, or research faculty)
 - ii. Oversee the maintenance of the research database, including but not limited to:
 - 1. Adding, archiving, or removing projects as appropriate

2. Updating projects as appropriate (e.g. project descriptions, current stage, faculty contact information)
 3. Marking which students are working on each projects
 - a. Upon beginning work on a project, students shall contact the Research Coordinator in order to update the project description
 - iii. Update the database format as needed
 - iv. Reach out to research faculty every two months to collect new projects to add to the research database
 - v. Reach out to the UVA SOM student body every two months as new projects are posted
 - vi. Coordinate with student leaders of other research organizations at the UVA SOM to increase awareness of and participation in research opportunities
 1. This shall include, but is not limited to the following: specialty interest groups, quality improvement clubs, and healthcare technology clubs
 - vii. Coordinate with research and leadership representatives of other Graduate and Professional schools for interprofessional/interdisciplinary research networking events
- BB. Inova Gym Manager
- a. Number of Positions: 1
 - b. Class of Positions: Rising M3 or M4
 - c. Election Date: Spring
 - d. Term Start Date: April 1
 - e. Term Length: 1 year
 - f. Executive Board: N
 - g. Voting Member: Y
 - h. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
 - i. Primary Responsibilities:
 - i. Collaborate with Dean Trimble in the establishment of a student gym on the Inova Campus.
 - ii. Ensure that the resulting gym remains in good working use and is kept clean.
 - iii. Revise gym policies as needed, with help from the Society.
 - iv. Coordinate the use of the gym budget within the Society's budget.

Section VII.02 Responsibilities of Non-Voting Officers

- A. UVA Institutional Review Board for Health Sciences Research (IRB-HSR) Representatives
 - a. Number of Positions: 2
 - b. Class of Positions: Rising M4
 - c. Election Date: Spring
 - d. Term Start Date: April 1

- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: N
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Attend biweekly UVA Institutional Review Board committee meetings and fulfill responsibilities as dictated by that committee chair, including the review and presentation of up to two full research protocols per meeting.
 - ii. Act as a student representative for the Human Research Protection Program, a collaboration between researchers, healthy system employees, and institutional leaders to protect human subjects in clinical research.
 - iii. Contribute to the protection of human subjects in clinical research at UVA.
 - iv. Attend biweekly Group for Research in Medical Education (GRIME) meetings to represent student interests in research involving medical students.

B. Preclerkship Group for Research in Medical Education (GRIME) Representative

- a. Number of Positions: 2 (1 M1 per election)
- b. Class of Positions: M1 (elected), M2
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 1.5 years
- f. Executive Board: N
- g. Voting Member: N
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Attend monthly GRIME meetings on either the 1st or 3rd Tuesday of the month to discuss projects and occasionally meet with study teams to represent student interests in research involving medical students.
 - ii. Be responsible for periodically reading medical education research proposals; determining if proposals would cause undue burden or harm on medical students; and completing a survey to determine if the proposal will move forward.

C. Vice Chair for Community Service (same as listed above)

- a. Number of Positions: 1
- b. Class of Positions: Rising M3 or M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N. Will be an alternate member of the Executive Committee in the absence of the Community Service Chair.
- g. Voting Member: N. Will be an alternate voting member of the Mulholland Society in the absence of the Community Service Chair.

- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Assist the Community Service Chair in all of their duties, to include attending monthly meetings in absence of the Community Service Chair.
 - ii. With the assistance and input from all other members of the Community Service Committee, be responsible for ensuring that the community service website is maintained professionally and is kept up to date.

Article VIII. Class Officer Descriptions and Duties

Section VIII.01 First Year Class Officers

A. First Year President

- a. Number of Positions: 1
- b. Class of Positions: M1
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 6 months
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Be responsible for promoting the wellbeing of classmates and providing general leadership and positive representation of the class as a whole.
 - ii. Act as liaison between the class and the administration.
 - iii. Maintain communication with first year class officers and plan and run class officer meetings as needed.
 - iv. Hold class general body meetings as needed.
 - v. Keep the class updated on any relevant events and news.
 - vi. Oversee all class fundraising efforts.
 - vii. Organize the Bedpan Bowl in early to mid-November with the first year Vice President and guidance of the second year President and Vice President.

B. First Year Vice President

- a. Number of Positions: 1
- b. Class of Positions: M1
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 6 months
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.

- i. Primary Responsibilities:
 - i. Support the first year President in their duties.
 - ii. Organize the Bedpan Bowl in early to mid-November with the first year President and guidance of the second year President and Vice President.
 - iii. Support the first year ATMS Representatives in their duties.

C. First Year Treasurer/Secretary

- a. Number of Positions: 1
- b. Class of Positions: M1
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 6 months
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Organize and coordinate the class funds.
 - ii. Assist in class fundraising with the Fundraising Chairs.
 - iii. Keep good records of funds and report regularly to the Class President and to the Mulholland Treasurer.

D. First Year Social Chairs

- a. Number of Positions: 2
- b. Class of Positions: M1
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 6 months
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Coordinate class social events.
 - ii. Plan the school-wide Pirate Party and Halloween Party with the assistance of the Mulholland Social Chairs.
 - iii. Send out weekly emails of medical school and community events that may be of interest to the student body.

E. First Year Fundraising Chairs

- a. Number of Positions: 2
- b. Class of Positions: M1
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 12 months
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.

- i. Primary Responsibilities:
 - i. Coordinate class fundraising efforts in collaboration with the Medical Alumni Association, primarily through selling School of Medicine gear.
 - ii. Coordinate with first year Social Chairs to plan fundraisers.
 - iii. Coordinate with the class Secretary/Treasurer to keep records of all funds raised.
 - iv. Regularly report to the Class President and to the Mulholland Treasurer.

F. INOVA Delegates

- a. Number of Positions: 2
- b. Class of Positions: M1
- c. Election Date: Fall
- d. Term Start Date: October 1
- e. Term Length: 1.5 years
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
- i. Primary Responsibilities:
 - i. Represent the special interests of Pinn College students prior to their transition to INOVA.
 - ii. Address the questions and concerns of Pinn College students prior to their transition to Inova.
 - iii. Act as liaisons between Pinn College, the Class Officers, the Mulholland Society, and the administration.
 - iv. Hold Pinn College assemblies as necessary.
 - v. Gather feedback from and provide updates and guidance to Pinn College students.
 - vi. Maintain communication with Class Officers.

Section VIII.02 Second Year Class Officers

A. Second Year President

- a. Number of Positions: 1
- b. Class of Positions: Rising M2
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Be responsible for promoting the wellbeing of classmates and providing general leadership and positive representation of the class as a whole.

- ii. Act as liaison between the class and the administration.
- iii. Maintain communication with second year class officers and plan and run class officer meetings as needed.
- iv. Hold class general body meetings as needed.
- v. Keep the class updated on any relevant events and news.
- vi. Oversee all class fundraising efforts.
- vii. Oversee the application and selection process for the second year leaders of the Virginia Medical Outdoor Orientation (VMOO) trip in a logical and equitable fashion. Interested students should be solicited from the entire second year class.
- viii. Assist the first year President and Vice President with planning of the Bedpan Bowl.
- ix. Assist the second year Vice President in the planning of the School of Medicine Talent Show.
- x. Assist the second year Vice President in the planning of a study skill and advice panel for first year students in the fall
- xi. Oversee the planning and organization of an event that celebrates the completion of pre-clerkships with the other second year class officers.
- xii. Help coordinate the faculty teaching awards given out during transition weeks with the second year Vice President.

B. Second Year Vice-President

- a. Number of Positions: 1
- b. Class of Positions: Rising M2
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Support the second year President in their duties and succeed the second year President should the office become vacant.
 - ii. Coordinate class fundraising events.
 - iii. Organize and oversee the School of Medicine Talent Show with the assistance of the second year President.
 - iv. Organize a study skills and advice panel for first year students in the fall.
 - v. Assist in the planning and organization of an event that celebrates the completion of pre-clerkships with the other second year class officers.
 - vi. Coordinate the selection process and recognition ceremony for the Mulholland Society Awards for Teaching Excellence in Foundations of Medicine.
 - vii. Help coordinate the faculty teaching awards given out during

transition week with the second year President.

C. Second Year Treasurer/Secretary

- a. Number of Positions: 1
- b. Class of Positions: Rising M2
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Organize and coordinate the class funds.
 - ii. Be responsible for class fundraising.
 - iii. Keep good records of funds and report regularly to the Class President and to the Mulholland Treasurer.
 - iv. Plan and organize an event that celebrates the completion of pre-clerkships along with the other second year class officers.

D. Second Year Social Chairs

- a. Number of Positions: 2
- b. Class of Positions: Rising M2
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Coordinate class social events.
 - ii. Plan and organize an event that celebrates the completion of pre-clerkships along with the other second year class officers.
 - iii. Oversee the First Year Orientation film on student life to be shown during first year orientation.

Section VIII.03 Third Year Class Officers

A. Third Year President

- a. Number of Positions: 1
- b. Class of Positions: Rising M3
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:

- i. Be responsible for promoting the wellbeing of classmates and providing general leadership and positive representation of the class as a whole.
- ii. Act as liaison between the class and the administration.
- iii. Maintain communication with third year class officers and plan and run class officer meetings as needed.
- iv. Hold class general body meetings as needed.
- v. Keep the class updated on any relevant events and news.
- vi. Oversee all class fundraising efforts.
- vii. Assist the Third year Vice-President in organizing a review of Step 1 logistical information and overview of clerkships for second year students in the fall.

B. Third Year Vice-President

- a. Number of Positions: 1
- b. Class of Positions: Rising M3
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Support the President in their duties.
 - ii. Organize a review of Step 1 logistical information and overview of clerkships for second year students in the fall.

C. Third Year Secretary/Treasurer

- a. Number of Positions: 1
- b. Class of Positions: Rising M3
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Organize and coordinate the class funds.
 - ii. Be responsible for class fundraising.
 - iii. Keep good records of funds and report regularly to the Class President and to the Mulholland Treasurer.

D. Third Year Social Chairs

- a. Number of Positions: 2
- b. Class of Positions: Rising M3
- c. Election Date: Spring
- d. Term Start Date: April 1

- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Coordinate class social events.
 - ii. Support efforts to increase class interactions during the clinical clerkship year.

E. INOVA Academic Liaisons

- a. Number of Positions: 2 (1 M2 and 1 M3)
- b. Class of Positions: M2 and M3
- c. Election Date: Fall
- d. Term Start Date: January 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
- i. Primary Responsibilities:
 - i. Serve as liaisons between their respective cohort and the faculty and administration regarding curricular matters. In doing so, they shall facilitate communication between the INOVA Council, INOVA Cohort, SMEC Representatives, Mulholland Society Executive Council, and Class Officers.
 - ii. Help ensure students at INOVA have a comparable experience to those at UVA Main campus.
 - iii. Facilitate dialogue among students, and between students and faculty, on issues relating to medical education.
 - iv. Advocate for a collegial learning environment among students, house staff, and faculty.
 - v. Make transparent the discourse on medical education at INOVA.
 - vi. Encourage and help to evolve better methods of teaching and learning medicine at INOVA while ensuring the continued use of effective curricular components.
 - vii. Keep easily accessible records of previous curricular dialogue.
 - viii. Appoint INOVA Clerkship Delegates after the INOVA Cohort has been solicited.
 - ix. Work with the INOVA Clerkship Delegates to collect and maintain student feedback on all clerkships; convey feedback to the respective clerkship director; and conduct an annual review of clerkship with the Curriculum Committee.

F. Inova Getting Progressively Stronger (GPS) Representatives

- a. Number of Positions: 4 (2 M2s and 2 M3s)
- b. Class of Positions: M2 and M3
- c. Election Date: Fall
- d. Term Start Date: January 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
- i. Primary Responsibilities:
 - i. Draw on the experiences of the existing GPS program at INOVA Fairfax Hospital and further tailor it to the needs of the UVA INOVA cohort.
 - ii. Work with the ATMS liaison and GPS faculty advisor to coordinate wellness events for the INOVA cohort, including programming for physical, mental, and emotional health.

G. INOVA Social Chairs

- a. Number of Positions: 4 (2 M2s and 2 M3s)
- b. Class of Positions: M2 and M3
- c. Election Date: Fall
- d. Term Start Date: January 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: Must be in Pinn College completing Clerkships at Inova.
- i. Primary Responsibilities:
 - i. Draw on the experiences of Class Officers, Gym Manager, and Lounge Manager for advice and guidance in order to further define the INOVA Council Social Chairs, tailoring it to the needs of the INOVA Cohort students and proposing changes to the Mulholland Executive Committee.
 - ii. Coordinate social events for those students doing their Clerkship at INOVA, starting before the transition to INOVA and continuing through the Clerkship year.
 - iii. Support efforts to increase interactions between INOVA Clerkship students and the entire UVA SOM Class during the clinical clerkship year.

Section VIII.04 Fourth Year Class Officers

A. Fourth Year Class President

- a. Number of Positions: 1
- b. Class of Positions: Rising M4
- c. Election Date: Spring

- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Be responsible for promoting the wellbeing of classmates and providing general leadership and positive representation of the class as a whole.
 - ii. Act as liaison between the class and the administration.
 - iii. Maintain communication with fourth year class officers and plan and run class officer meetings as needed.
 - iv. Hold class general body meetings as needed.
 - v. Keep the class updated on any relevant events and news.
 - vi. Oversee all class fundraising efforts.
 - vii. Assist the Fourth Year Vice President in coordinating a Fourth Year elective and residency advice for Third Year students as they finish their Clerkship year.
 - viii. Participate in graduation planning and coordinate plans with the Office of Student Affairs. This includes attending the graduation ceremony of the prior graduating class (i.e. the class graduating in the spring of the year in which the Class President is elected). If the President is unable to attend, another class officer must attend in their place.
 - ix. Perform the student life presentation and organize the student panel for Family Day in the fall for first year students.
 - x. Oversee the creation of the fourth year class yearbook or similar alternative such as Match Day slideshow.
 - xi. Coordinate Match Day ceremony planning with the Office of Student Affairs.
 - xii. Promote the Class Giving Campaign in conjunction with the Medical Alumni Association and its student representatives.
 - xiii. Serve as a voting member on the Academic Standards and Achievement Committee with the Fourth Year Vice President.
 - xiv. Serve on the selection committee for the Dean's Excellence in Teaching Award.

B. Fourth Year Vice President

- a. Number of Positions: 1
- b. Class of Positions: Rising M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.

- i. Primary Responsibilities:
 - i. Support the President in their duties.
 - ii. Coordinate a Fourth Year elective and residency advice for Third Year students as they finish their Clerkship year.
 - iii. Participate in graduation planning and coordinate plans with the Office of Student Affairs. This includes attending the graduation ceremony of the prior graduating class (i.e. the class graduating in the spring of the year in which the Class President is elected). If the Vice President is unable to attend, another class officer must attend.
 - iv. Participate in the creation of the fourth year class yearbook or similar alternative such as Match Day slideshow.
 - v. Assist the President in planning the Match Day ceremony.
 - vi. Assist the President in promoting the Class Giving Campaign in conjunction with the Medical Alumni Association and its representatives.
 - vii. Serve as a voting member on the Academic Standards and Achievement Committee with the Fourth Year President.
 - viii. Oversee the planning of the Graduation Weekend Reflections Ceremony and the selection process of the faculty speaker.

C. Fourth Year Secretary/Treasurer

- a. Number of Positions: 1
- b. Class of Positions: Rising M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y
- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Organize and coordinate the class funds.
 - ii. Be responsible for class fundraising.
 - iii. Keep good records of funds and report regularly to the Class President and the Mulholland treasurer.
 - iv. Participate in the creation of the fourth year class yearbook or similar alternative such as Match Day slideshow.

D. The Fourth Year Social Chairs (2) shall

- a. Number of Positions: 2
- b. Class of Positions: Rising M4
- c. Election Date: Spring
- d. Term Start Date: April 1
- e. Term Length: 1 year
- f. Executive Board: N
- g. Voting Member: Y

- h. Requirements or Recommended Background: None.
- i. Primary Responsibilities:
 - i. Coordinate class social events, including, but not limited to, Match Day celebrations and Beach Week.

Article IX. Elections

Section IX.01 The procedures for all elections shall be established by the Executive Committee should any circumstances arise that are not detailed below.

Section IX.02 Eligibility

- A. Any rising 2nd, 3rd, or 4th year medical student; MSTP student; or dual-degree student is eligible to run for the Mulholland Society Council positions unless otherwise stipulated in Articles VII and VIII.

Section IX.03 Running for Multiple Positions

- A. An individual may hold up to two positions, provided the responsibilities of the positions do not conflict.
 - a. An individual may not hold the role of Mulholland Society President and Fourth Year Class President. Should one individual win the elections for both positions, one position must be relinquished. The individual with the next greatest total number of votes for the open position will fill that position. Should no other individual have run for the position, the protocol for unfilled positions should be followed as outlined in Section IX.07.
 - b. An individual may not hold the role of Mulholland Society President and Fourth Year SMEC Representative. Should one individual win the elections for both positions, one position must be relinquished. The individual with the next greatest total number of votes for the open position will fill that position. Should no other individual have run for the position, the protocol for unfilled positions should be followed as outlined in Section IX.07.
- B. An individual may not hold more than one Executive Committee position as listed in Article VI, Section V.02.

Section IX.04 Mulholland Society Officer Elections and Transition Periods

- A. Elections shall include all positions except those officially run by the University Board of Elections, such as the representatives to the Honor Committee, Student Council, and University Judiciary Committee. Should these positions go unfilled during university-wide elections, these positions shall be added to the spring elections.
- B. Spring elections
 - a. Spring elections include all open Mulholland officer positions.
 - b. Elections shall be held in February concurrent with the first year class officer elections, or at another time deemed appropriate by the Executive Committee.
 - c. The transition period between outgoing and incoming officers begins

when the election results are announced. Newly elected individuals shall assume their offices once transitions are complete or by April 1st, whichever occurs first.

C. Fall elections

- a. Fall elections include those for Secretary, Community Service Chairs, the first year Webmaster, and the Preclerkship GRIME Representative. All of these positions are filled by first year students.
- b. Elections shall be held in late August or early September concurrent with the first year class officer elections, or at another time deemed appropriate by the Executive Committee.
- c. The transition period between outgoing and incoming officers begins when the election results are announced. Newly elected individuals shall assume their offices once transitions are complete or by October 1st, whichever occurs first.

D. OSR election

- a. The election of the two OSR representatives (one third year student and one first year student) shall take place after the AAMC national conference in the Fall.

Section IX.05 Class Officer Elections

A. Second, Third, and Fourth Year Class Elections

- a. Elections shall be held during the Transition period at the beginning of the spring semester of each year or at another time deemed appropriate by the Executive Committee.
- b. The transition period between outgoing and incoming officers begins when the election results are announced.

B. First Year Elections

- a. Elections shall be held in late August or early September concurrent with the Mulholland officer elections.
- b. Newly elected officers will resume their responsibilities immediately upon announcement of election results.

Section IX.06 Procedures

A. Officer Responsibilities

- a. Descriptions of officer responsibilities shall be found in this Constitution in Article VI. All students inquiring about position responsibilities shall be referred to this Constitution.
- b. At the time of first year class elections, the Executive Committee and Webmasters will explain the sequence of events for elections and the importance of their choices.

B. Election Schedule

- a. The Webmaster shall propose a three week period for nominations, submission of election statements, and voting.
- b. The schedule must be approved by the Society President.
- c. The Webmaster shall provide all election schedule details and timely

updates to the student body.

C. Nominations

- a. Nominations shall be accepted in the first week of the three-week election schedule. The deadline for nominations shall be at the discretion of the Executive Committee. If elections are rescheduled after the nominations period has closed, the nomination period may be re-opened at the discretion of the Executive Committee.
- b. No nominations will be accepted after the official close of the nomination period.
- c. A nomination will only be considered official if it is received via email or Google Form submission by the designated Mulholland Elections email address or a current Webmaster's personal email address before the close of the nomination period. No verbal nominations will be accepted.
- d. Candidates may either self-nominate or be nominated by a colleague, in which case they should be included on the nomination email.
- e. Candidates who are nominated by a colleague must officially accept the nomination via email to the designated Mulholland Elections email address or a current Webmaster's personal email address no more than 24 hours after the close of the nomination period. Failure to accept a nomination by the deadline will result in the candidate's name not being on the ballot.
- f. If, at the conclusion of the nomination period, position(s) is/are left unfilled, the Webmasters may allow for additional nominations and statements until four days prior to the voting period.
- g. Those individuals accepting their nomination shall be tentatively placed on the ballot at the conclusion of the nomination period.

D. Election Statements

- a. All candidates may submit a statement of intent to the designated Mulholland Elections email address. Statements for Society executive committee officers and Class Presidents are limited to 250 words. All other positions are limited to 150 words.
- b. The deadline for submission of statements shall be at the discretion of the Executive Committee.
- c. A candidate's name and statement will only officially be on the ballot if the statement is received by the designated Mulholland Elections email address or a current Webmaster's personal email address before the close of the submission period. Failure to submit a statement by the deadline will result in the candidate's name not being on the ballot.

E. Advertisements

- a. At no time may any candidate for an officer position advertise their candidacy via school or class listservs.
- b. Candidates may send out email reminders asking students to vote, but may not advertise or otherwise campaign for their position on these listservs.
- c. Candidates who utilize listservs in any attempt to gather votes will be removed from the ballot without warning.

F. Endorsements

- a. Individual students and student clubs are welcome to endorse a candidate for a position. Listservs may not be used.
 - b. Individual non-candidate students who utilize a listserv to endorse another candidate shall receive a warning. Further utilization of the listserv will be considered a breach of professionalism.
- G. Voting Period
 - a. The voting period shall occur over the course of at least three days and no more than seven days and shall take place online.
 - b. The Webmasters shall organize and coordinate the process of online voting in a fair and efficient manner that allows each student to cast their ballot once.
 - c. All individual positions on the ballot shall include the names of qualified individuals as options, as well as an option to abstain from voting.
 - d. All students, pursuing MD-only or dual degrees, are permitted to vote either with the class they began medical school with or the class they are projected to graduate with.
- H. Announcement of Winning Candidates
 - a. The winning candidate for a position shall be the candidate with the most votes. For those positions with more than one representative, such as the University Judiciary Committee and Honor Committee, the winning candidates shall be the candidates who received the first-most and second-most votes, and so on, until the positions are filled.
 - b. The Webmasters shall provide the student body with a list of the winning candidates and their positions along with number of total votes and percentage of voters from each class within five days of the end of the voting period.
- I. Ties
 - a. In the event of a tie, the voting for the tied position shall be repeated between the candidates involved in the tie through a runoff election.
 - b. The Webmaster will clearly communicate the need and timeline for further voting to the appropriate voting students, such as the full student body or a selected class. The new voting period shall be at least three days and no more than seven days in length. The voting shall take place online.

Section IX.07 Protocol for Unfilled Positions

- A. In the event of a position remaining unfilled after elections, the newly elected Mulholland President and Webmaster will solicit self-nominations from the appropriate student population for the position(s) in question. Interested students are encouraged, but not required, to submit a statement of intent, not to exceed 150 words.
- B. Voting officers of the Mulholland Society will read unblinded nominee statements and will vote on the candidates at the Mulholland meeting following the election.
- C. If a position is still not filled at this point, it will be included in the First Year elections in the Fall.

Section IX.08 Protocol for Vacant Offices

- A. Should an office become vacant for any reason, the decision whether to hold an election or appoint a new officer will be at the discretion of the President. Appointment should be done by a majority vote on the Mulholland Executive Board. Unless there are extenuating circumstances necessitating appointment, such as time limitations, the office should be filled via election.
- B. Should an election be held, the President and Webmaster will solicit self-nominations from the appropriate student population for the position in question. Interested students are encouraged, but not required, to submit a statement of intent, not to exceed 150 words.
- C. If only one individual self-nominates, no voting will occur and the individual shall hold the position for the remainder of the term.
- D. If two or more individuals self-nominate, members of the Mulholland Society will read unblinded nominee statements and will vote on the candidates at the Mulholland meeting following the election. The individual who receives the most votes shall hold the position for the remainder of the term.

Section IX.09 Protocol for Newly Created Offices

- A. The individual proposing the new position shall draft a list of responsibilities for the new position. The list shall be approved by the Society President.
- B. The new position is considered an amendment to this Constitution and will be voted upon following the procedures in Changes to the responsibilities may be made prior to voting.
- C. The individual who originally proposed the creation of the new position may be the first to serve in the position for the remainder at the term without need for an election. Should that individual not be interested in the position, the protocol for vacant office in Section IX.08 shall be followed.

Section IX.10 The terms of office for all officers shall be those designated in the officer responsibilities detailed in Articles VII and VIII.

Section IX.11 Newly elected officers will be required to read this Constitution.

Article X. Procedural Matters

Section X.01 The Constitution shall be reviewed and revised at the beginning of the term of each new President.

Section X.02 Amendments to the Constitution

- A. The Council shall be notified of any proposed amendments to the Constitution at least one week in advance of a meeting to vote on the proposed amendments.
- B. The President shall oversee all meetings involving voting on proposed amendments.
- C. The Constitution shall be amended by a three-quarters majority vote of the voting officers present. Voting officers unable to be present at a voting meeting may contact the President and may submit a vote in absentia by email that must be

received by the President at their personal email by the designated start time of the meeting.

Section X.03 Amendments to the Bylaws

- A. The Council shall be notified of any proposed amendments to the Bylaws at least one week in advance of a meeting to vote on the proposed amendments.
- B. The President shall oversee all meetings involving voting on proposed changes to the Bylaws.
- C. The Bylaws shall be amended by a two-thirds majority vote of the voting officers present. Voting officers unable to be present at a voting meeting may contact the President and may submit a vote in absentia by email that must be received by the President at their personal email by the designated start time of the meeting.

Section X.04 Officer Removal

- A. Hearing
 - a. The Executive Committee can request a hearing if an officer has been clearly remiss in performing their duties. This is defined as greater than three unexcused absences from Council meetings or failure to perform the duties of office as outlined in this Constitution.
 - b. The Council shall be notified of the need for a vote on officer removal at the hearing at least one week in advance.
 - c. Any accused officer shall have the opportunity to defend themselves against any allegation before the Council at the time of the hearing and shall be notified of this opportunity at least one week before the hearing.
- B. Vote for Officer Removal
 - a. Any Mulholland Society officer may be removed from office by a vote of three-fourths plurality of the voting officers present at the hearing. Voting in absentia is not permitted.
- C. Appeals for a Removed Officer
 - a. The accused officer, if voted out of the office by the Council, may call for a vote by the entire medical student body by submitting a petition for reinstatement, signed by thirty members of each class, requesting a confidence vote. The petition must be submitted within two weeks of the meeting at which the officer was voted out of office.
 - b. If such a petition is filed, a school-wide confidence vote will be held within two weeks of submission of the petition. A two-thirds majority vote of confidence is required for reinstatement. The Webmasters shall oversee the voting process.
- D. Filling a Vacant Office
 - a. The protocol for vacant offices shall be followed as denoted in Section IX.08.

Section X.05 Rules of order: Robert's Rules of Order shall govern all meetings except when in conflict with procedural matters previously outlined by the Constitution.

Section X.06 Student Clubs

- A. All policies regarding Student Clubs shall be detailed in the Society Bylaws.

Article XI. The Student Medical Education and Curriculum (SMEC) Representatives

Section VII.01 The purpose of the SMEC Representatives shall be to provide coordination for medical student input on medical education in the various faculty and administration committees and to the Dean's office.

Section VII.02 The specifics of SMEC's governance, membership, and meetings are detailed in the SMEC constitution found in Appendix I.

Appendix I.

THE CONSTITUTION OF THE STUDENT MEDICAL EDUCATION AND CURRICULUM REPRESENTATIVES

Article I. Name

Section I.01 The student representation on the School of Medicine Curriculum Committee shall be known as Student Medical Education and Curriculum (SMEC) Representatives.

Article II. Purpose

Section II.01 The purpose of SMEC Representatives shall be the following:

- A. To serve as liaisons between their respective class and the faculty and administration regarding curricular matters.
- B. To encourage & help evolve better methods of teaching and learning medicine at UVA.
- C. To ensure the continued use of effective components of the curriculum.
- D. To facilitate dialogue among students, and between students and faculty, on issues relating to medical education.
- E. To advocate for a collegial learning environment among students, house staff, and faculty.
- F. To make transparent the discourse on medical education at UVA.
- G. To keep easily accessible records of previous curricular dialogue.

Article III. Relationship between the SMEC Representatives & The Mulholland Society

Section III.01 SMEC Representatives are officers of the Mulholland Society.

Section III.02 The elections and responsibilities of SMEC representatives are detailed in Article V and Article VI.

Section III.02 Alternating members of each class' SMEC representation will attend monthly Mulholland Society meetings and report appropriate Curriculum Committee information and curricular updates.

Section III.03 While the SMEC Representatives are officers of the Mulholland Society, the conclusions and recommendations of Representatives do not require the approval of the Mulholland Society, and as such the Mulholland Society has the authority to publish its own recommendations as it so chooses.

Section III.04 The Mulholland Society President shall be a voting member of the Curriculum Committee.

Article IV. Relationship between SMEC Representatives & the School of Medicine Curriculum Committee

Section IV.01 A minimum of two Representatives is to attend each Curriculum Committee meeting.

- A. One Preclerkship Representative shall represent the pre-clerkship curriculum, which includes the first 18 months of medical school education.
- B. One Clinical Representative shall represent the clinical years, which includes the clerkship year and fourth year electives.

Section IV.02 Each Representative at the meeting shall serve as a voting member on the Curriculum Committee for a total of two Representative voting members per meeting.

Section IV.03 Representatives shall maintain adequate communication with the Curriculum Committee Chair and administrative assistants as required.

Article V. Relationship between SMEC Representatives & the School of Medicine EPA Leadership Committee

Section V.01 A minimum of two Clinical Representatives are to attend each EPA Leadership Committee meeting.

Section V.02 Representatives shall maintain adequate communication with the EPA Leadership Group leader and administrative assistants as required.

Article VI. Election of SMEC Representatives

Section VI.01 The position shall be open to two rising 4th year students, two rising 3rd year students, and two rising 2nd year students who will be elected in the spring for a one-year term. Two 1st year representatives will be elected in the fall and will serve until the following spring elections.

Section VI.02 The election process shall follow those detailed in the Society Constitution for Society officers.

Article VII. Responsibilities

Section VII.01 All Representatives shall:

- A. Arrange for one Representative per class to attend monthly Society meetings to provide curricular updates.
- B. Maintain confidentiality regarding curricular matters as needed.
- C. Communicate with the student body as needed.

Section VII.02 The Preclerkship Representatives shall:

- A. Be two first and two second year medical students.
- B. Collect weekly feedback from classmates about curricular matters.
- C. Attend system-based feedback sessions to facilitate discussion and to ensure feedback is delivered in a coherent manner.
- D. Communicate directly with system leaders and administrators to address urgent matters.
- E. Arrange for one Preclerkship Representative to attend each Curriculum Committee meeting to serve as the Preclerkship Representative voting member.

Section VII.03 The Clerkship Representatives shall

- A. Be two third year medical students on clerkship rotations.
- B. Oversee and coordinate Clerkship Delegates.
- C. Arrange for one Clinical Representative to attend each Curriculum Committee meeting to serve as the Clinical Representative voting member.
- D. Arrange for two representatives from either the Clinical Representatives or Elective Representatives to attend each EPA Leadership group meeting to serve as the student representative, document meeting minutes, and communicate updates to the other SMEC Reps, Mulholland Society, and SOM community members.

Section VII.04 The Electives Representatives shall

- A. Be two fourth year medical students who are currently applying for residency.
- B. Coordinate the orientation and transition of newly elected representatives.
- C. Introduce the first year class to the role of SMEC Representatives during fall Orientation.
- D. Support Clerkship Representatives, particularly for clerkships those Representatives have not completed yet, but for which they are receiving feedback.
- E. Support Preclerkship Representatives as needed.
- F. Arrange for one Clinical Representative to attend each Curriculum Committee meeting to serve as the Clinical Representative voting member.
- G. Arrange for two representatives from either the Clinical Representatives or Elective Representatives to attend each EPA Leadership group meeting to serve as the student representative, document meeting minutes, and communicate updates to the other SMEC Reps, Mulholland Society, and SOM community members.

Article VIII. Clerkship Delegates

Section VII.01 Appointment

- A. **Delegates** shall be appointed at the discretion of the Clerkship Representatives after the entire class has been solicited. **At most, there should be two third-year students per clerkship for a maximum of eighteen Clerkship Delegates.**
- B. There will be one appointed Delegate for each Clerkship at Inova moderated by the

Inova Council

Section VII.02 Term

C. **Delegates** shall serve for the duration of the clerkship year.

Section VII.03 Responsibilities

- A. Delegates shall evaluate the same clerkship rotation throughout the clerkship year.
- B. Delegates shall collect and maintain student feedback for their assigned clerkship; convey feedback to the respective clerkship director; and conduct an annual review of clerkship with the Curriculum Committee.

Article IX. Representative Meetings

Section VIII.01 Representatives shall meet on an as-needed basis.

Article X. Representative Termination

Section IX.01 The termination process shall follow those detailed in the Society Constitution for Society officers.

Article XI. Vacancies

Section X.01 If a Representative position becomes vacant for any reason, election of a new Representative shall follow the officer vacancy protocol in the Society Constitution.

Article XII. Amendments

Section XI.01 Amendments to this Constitution can be drafted by any Representative and presented to the Society President for ratification.

Article XIII. Ratification

Section XII.01 This Constitution requires ratification. Ratification will be through voting as previously outlined in the Mulholland Society Constitution.

BYLAWS

Article I. Student Club Funding Requests

The Mulholland Society will allocate funding for the use by Student Clubs in the “Activities Fund” of the Society budget. To qualify for use of Mulholland funding, student organizations must be registered with the Mulholland Society and must renew their registration annually. In order to receive funding, student club representatives must submit a funding request form, a copy of which will be sent to all student clubs and posted on the Mulholland Society website at the beginning of each school year. This form will require basic contact information, a description of what the funding will be used for along with a breakdown of individualized items to be funded. There is no limit to the amount or the frequency clubs may request funding; however, all funding requests must be approved by majority vote of the Mulholland Society Executive Board. Requests will be evaluated on a rolling basis, first come, first serve.

As stated above, there are no limitations on club funding requests, but certain financial thresholds will require further information explaining the nature of the request as detailed below.

- Requests of total value < \$100 and < \$10 per projected attendee may be submitted by one individual without any co-signatures needed
- If a request totals < \$150 or < \$10 per projected attendee, two individuals must complete and co-sign the funding request form
- If a request totals > \$150 or > \$10 per projected attendee, five individuals must complete and co-sign the form, and they must bring their request to the greater Mulholland Society monthly meeting for discussion and subsequent voting by the executive board
- If a request totals > \$500 or > \$15 per projected attendee, five individuals must complete and co-sign the form, and the request must be presented to the Mulholland Society monthly meeting for discussion and voting by $\frac{2}{3}$'s majority of all voting officers present
- If a request totals > \$1000 or > \$20 per projected attendee, five individuals must complete and co-sign the form, the request must be presented to the Mulholland Society monthly meeting for discussion and voting by $\frac{2}{3}$ majority of all voting officers present, and a signature of approval must be obtained from Dr. Densmore or another Student Affairs Dean

Requests are to be submitted at least one month prior to the use of the approved funds, and if they require Mulholland discussion or approval, must be added to the agenda and brought forth to the Mulholland Society Executive Board at least one week prior to the monthly meeting. In evaluating the requests, the sum of total funding is what the Board will approve. For example, multiple requests of \$100 being used for the same event or by the same club will be evaluated based on the total request.

Article II. Clerkship Collaborative Leadership Award

The Clerkship Collaborative Leadership Award is provided to one student within each college (Dunglison, Hunter, Pinn, Reed) to recognize their efforts to work collaboratively with their colleagues, to create learning environments that promote teamwork, and to support their fellow students throughout the Clerkship Year. Nominations for the award are solicited anonymously by third-year students using this prompt:

Of all the classmates you worked with during your Clerkship year, reflect on which student went above and beyond expectations to support you and your learning experience, fostered curiosity and growth, and acted as an advocate with your wellbeing and professional development in mind. If possible, please provide specific experiences in which you noticed these traits over the Clerkship year. You may nominate up to three students from your college.

Once nominations are tallied, they will be blinded by the Mulholland Secretary and individually read by all other members of the Mulholland Society Executive Committee. These voting members will rank the nominees and convene as a group to vote on the winners for each college. If there is no clear majority, then the committee will reopen discussions and revote until a majority winner is achieved for each college. The winners will receive a lapel pin, certificate, and a \$50 gift card sponsored by the Mulholland Society and Medical Alumni Association. Winners are to be informed via email by the Executive Committee and announced at the following Class Meeting.

Article III. Clubs of the Mulholland Society

Student clubs of the Mulholland Society provide a wealth of resources for students to engage in specialty interests, community service, advocacy, wellness, hobbies, and many other student interests. Club activities and events are funded by the Mulholland Society through Funding Requests as described in Article I of the Bylaws above. In order to be approved as an official Mulholland Society club, student members of the club must:

- Submit a club proposal that describes the purpose of the organization, a description of planned activities, details of how such a club will be of benefit to medical students, and details of how students at INOVA will be incorporated
- Provide signature of a faculty or departmental sponsor, if applicable
- Name any associations with regional or national organizations
- Outline any sources of funding outside of the Mulholland Society (Departments at UVA, National Organizations, etc.)

Upon completion of a proposal and a preliminary review by the Mulholland Society Vice Presidents, the proposed club will be brought to the floor of the Mulholland Society Monthly Meeting once per semester. During this stage, the student(s) proposing the club will describe the mission and answer questions posed by Society members. Discussion will center on the relevance of the club, possibilities for collaboration with other organizations, and general questions concerning functioning. After review and discussion on each club by the Society, an anonymous survey will be sent to members. To gain approval, clubs must receive at least a $\frac{2}{3}$ majority in favor of the club proposal. The survey can be completed within one week of the club proposals and approved clubs will be notified by the Mulholland Vice Presidents. Any club that does not receive a $\frac{2}{3}$ majority can appeal this decision and their proposal will be revisited at the next Society meeting. A $\frac{3}{4}$ majority vote will be required to overturn the original vote. A list of active clubs and their descriptions is maintained here: <https://students.med.virginia.edu/mulholland/student-clubs/>.

In addition to general new club applications once per semester, clubs may be approved on an as-needed basis in time-sensitive situations (e.g. natural disaster relief) with a unanimous decision from the two Vice Presidents.

At the end of the Academic calendar, there will be a systematic review by which Society clubs are reviewed for renewal in the upcoming Academic year. In order to qualify for renewal, which ensures eligibility for Mulholland Society Funds as well as official recognition on the Mulholland Society website and at the Student Activities Fair, all active clubs will be required to complete Club Review. Club Review must include:

- Updated contact information for incoming club leadership, which will be added the Society club spreadsheet, maintained by the Vice Presidents
- A report describing the activity of the club over the previous year, including:
 - How many events and/or initiatives were hosted by the organization?
 - What was the average number of students participating in the club?
 - An approximation of how much funding was used by the club
 - Comments on the success of events over the year
 - Any proposed changes to established events or ideas for future initiatives

All Club Review will be assessed by the Society executive team, primarily led by the Vice Presidents. Clubs that either fail to complete their Club Review or have insufficient and/or concerning findings on their report will be required to re-apply for official club status by the process as outlined above. If a club is deemed to have failed their review due to insufficient findings on the Club Review, they may also elect to appeal this decision at the Monthly Mulholland Meeting. A $\frac{3}{4}$ majority vote will be required to overturn the decision made by the executive team.