



THE UNIVERSITY OF ARIZONA
COLLEGE OF MEDICINE PHOENIX

Medical Student Government

Constitution & Bylaws

May 6, 2022

ARTICLE I - NAME

- *The name of this organization shall be the Medical Student Government.
- *The organization is a student organization at The University of Arizona College of Medicine – Phoenix.
- * This is an organization for all medical students at The University of Arizona College of Medicine - Phoenix, regardless of the specific accreditation in which a student matriculated.

ARTICLE II - OBJECTIVES

The objectives of the organization shall be to:

- I. Enhance communication between all medical students of the University of Arizona, College of Medicine – Phoenix.
- II. Enhance communication between the students of the Phoenix and Tucson campuses of the University of Arizona, College of Medicine.
- III. Serve as a liaison between the medical students, faculty, and staff.
- IV. Identify and remedy areas of medical student concern.
- V. Disperse funds that are available for student use.
- VI. Inform medical students of current events, issues, and potential challenges at the College of Medicine - Phoenix.
- VII. Foster a supportive learning environment.

ARTICLE III - MEMBERSHIP

- I. The General Membership of the Medical Student Government includes all medical students at the University of Arizona, College of Medicine – Phoenix.
- II. All medical students of The University of Arizona, College of Medicine – Phoenix that are in good standing academically and professionalism-wise are eligible to be elected to hold office.
- III. The Dean of Student Affairs or the Dean's designee shall be the official College of Medicine - Phoenix advisor to the Medical Student Government and will serve as a non-voting member of the Executive Board.

IV. The Executive Board of the Medical Student Government shall consist of the following people.

I. Elected Executive Board Members

- a. President
- b. Vice-President
- c. Treasurer
- d. Treasurer Elect
- e. Communications Officer
- f. Communications Officer Elect
- g. Chief Operating Officer
- h. Simulation Center Liaison
- i. Two Class Representatives from each class
- j. Two Directors of Social Engagement from each class
- k. Interdisciplinary Council Liaison

II. Ex officio (appointed) Executive Board Members

- l. Community Health Initiative- Phoenix (CHIP) Student Leader
- m. Two AAMC Organization of Student Representatives (OSR) Representatives from each class
- n. Wellness Executive Committee Representative
- o. Diversity and Inclusion Representative
- p. Two Curriculum Committee Members from Each Class
- q. Two Honor Code Committee Members and two alternates
- r. Graduate and Professional Student Council Representative

V. The voting membership, known as the General Assembly, of Medical Student Government shall include

- a. Executive Board
- b. Committee and Organization Representatives
 - i. Exactly one representative from each student organization registered with the Medical Student Government who may only represent up to 3 interest groups, except in exceptional circumstances where permission has been granted by the Medical Student Government. Any organization

unrepresented at three consecutive General Assembly Meetings may be subject to dissolution.

- VI. Other Medical Student Government sub-committees may be formed at the discretion of the Executive Board
- VII. The executive board may create ad hoc positions for service on the Executive Board as needed.
 - a. These positions must have a clearly defined role targeted to serving the medical student body as a whole, or a specific class. A 2/3 vote of the Executive Board is required for creation of such a position.
 - b. Selection for service in these positions will be conducted by a general election of either the medical student body, or the respective class if the position is class specific.
 - c. Those serving in these ad hoc positions will participate as a voting member of the Executive Board and may serve, at a maximum, until the end of the current academic year. Positions created in this manner will not carry over to the next academic year unless formally added by constitutional or bylaw amendment.

ARTICLE IV – POSITIONS OF OFFICE

- I. Elections
 - a. Elections may be held electronically or by another convenient method. Names and written statements authored by the candidates must be distributed to those who are eligible to vote. A candidate may opt to offer no written statement. Election results must be announced as soon as possible and the President is responsible for maintaining a record of election results.
 - b. Elections are the responsibility of the current President of Medical Student Government, except when:
 - i. The President is a candidate in the election, in which case he or she must designate an appropriate Elections Facilitator to facilitate the election, or
 - ii. The President determines that an elections facilitator is in the best interests of MSG for any reason, in which case the President may designate an appropriate Elections Facilitator to facilitate the election, or
 - iii. When the President is vacant, in which case the Executive Board shall appoint an Elections Facilitator.
 - c. The person responsible for the elections, whether the President or an Elections Facilitator, is responsible for disseminating information regarding the position to be elected in sufficient time to allow potential candidates to decide whether to run for election.

- d. The candidate with the most votes will be declared the victor. In the event of a tie, a runoff election shall be held. In the event of a second tie, the matter will be resolved at the discretion of the Executive Board, by a means selected by majority vote of the executive board.
- e. Vacancies that occur outside the regular schedule of elections can be filled by a special election or can remain vacant until the next regular election, at the discretion of the Executive Board. Any special election must follow these election regulations to the extent practicable.
- f. In the event that a student holding an Executive Board position has to go on leave from school or becomes off-cycle from their original graduation date during their term, that student will step down from their Executive Board role and should inform the Student Government President. The student is not required to provide any reason for departure to the President, however the student will no longer serve in their Executive Board role and a special election may be held to replace the student for the remainder of the term of their position.
- g. Fall Elections: First Year Positions
 - i. These positions will be elected from the First Year Class by the First Year Class
 - 1. Two (2) Class Representatives
 - 2. Two Directors of Social Engagement
 - 3. Treasurer Elect
 - 4. Communications Officer Elect
 - ii. Elections for positions from the First Year Class will be held as soon as practical during the fall semester after the first four (4) weeks have elapsed. Elections for all First Year positions need not be held simultaneously.
- h. Winter Elections: Soon-to-be Second or Third Year Positions
 - i. Positions elected by the entire student body
 - 1. These positions will be elected from the soon-to-be Second Year Class
 - a. President
 - b. Vice-President
 - c. Chief Operating Officer
 - d. Simulation Center Liaison

e. Interdisciplinary Council Liaison

- ii. Elections for positions elected by the entire student body shall be held no later than the December General Assembly of that year to allow sufficient time for the newly elected officials to shadow at least one student government meeting led by the outgoing officials and transition of administrations. The newly elected officers will complete transition into their new positions by the January General Assembly.
- iii. Students are limited to holding a maximum of (2) Executive Board/UACOM-P leadership positions from the following list. Further, students may not hold more than (1) position in “Tier A” however may hold (1) position from “Tier A” and (1) position from “Tier B”. Alternatively, students may hold (2) “Tier B” positions. Leadership positions not listed are not subject to MSG regulation, however may be discussed on an individual basis. In the event that a position listed is not filled and an individual is asked to perform the tasks of that role, fulfilling the tasks of that role will not count toward the individual’s “leadership position maximum”.

Tier A	Tier B
President	OSR Representative
Vice President	Honor Code Committee Representative
Communications Officer	Wellness Executive Committee Representative
Treasurer	Interdisciplinary Liaison
Chief Operating Officer	Diversity and Inclusion Representative
Class Representative	Graduate and Professional Student Council Representative
CHIP Leader	
Curriculum Committee Representative	
SIM Center Liaison	
Directors of Social Engagement	

II. Terms in Office

- a. President, Vice-President, Chief Operating Officer, CHIP Leader and Simulation Center Liaison are positions with 1-year terms
- b. Class Representative is a position with a 1.5 year term but can serve another 2.5 year term if reelected
- c. Director of Social Engagement is a position with a 4-year term
- d. Treasurer Elect is a position with a 1-semester term that is automatically promoted to Treasurer for a subsequent 1-year term
- e. Communications Officer Elect is a position with a 1-semester term that is automatically promoted to Communications Officer for a subsequent 1-year term
- f. Interdisciplinary Council Liaison is a position with a 1-year term
- g. OSR Representatives are positions with 4-year terms
- h. Specific Ad hoc committee terms may change based on committee preferences (i.e curriculum committee, honor code committee, diversity & inclusion, wellness)

III. Recall of Elected Office Holders

- a. A recall election may be called if a petition signed by $\frac{1}{4}$ of the body responsible for electing a replacement may be produced. The petition must cite at least one specific reason for explaining the recall.
- b. Any officer facing a recall election shall be notified within one (1) day of the impending recall vote by the President (or Vice-President if the President is the subject of the recall vote). He or she shall be given the opportunity to present a written argument against recall.
- c. A recall election shall be held within two (2) weeks of notification of the office holder facing recall, unless the term of the office holder to be recalled would end within that period.
- d. Prior to the recall election, the body who would be responsible for electing the replacement must be provided with the written reason(s) for the recall and the office holder facing the recall's written response.
- e. An office holder shall only be recalled by a $\frac{2}{3}$ vote of the body that would be responsible for electing a replacement.
- f. Vacancies created by recall must be handled as described in Article IV, Section I: Elections.

IV. Academic Standing

- a. All individuals serving on the executive board are subject to upholding a minimum academic standard defined as $>70\%$ cumulatively throughout the term

of their service to ensure that those individuals are first and foremost fulfilling their primary responsibility of being a successful medical student. In the event that an individual serving in one of the aforementioned capacities fails a block and is subsequently still unable to pass the block through the retake of an exam, that individual is required to meet with the Dean of Student Affairs in order to discuss a course of action as it applies to their role within Student Government/CHIP.

- V. Official College of Medicine - Phoenix Campus Committees
 - a. The President shall solicit representatives from each class for Campus Committees as appropriate, as defined in the individual policies for each committee.
 - b. The Executive Board shall nominate members of Campus Committees from those volunteering for consideration as outlined in the bylaws of the Medical Student Government.
 - c. The Chief Operating Officer shall maintain a record of students serving as members of Campus Committees.

ARTICLE V – RATIFICATION, AMENDMENT AND BUDGET REQUIREMENT

- I. Medical Student Government constitutional ratification and amendment requires a 2/3 vote of the present and voting General Assembly of the Medical Student Government.
- II. Modification of the Bylaws of the Medical Student Government requires a simple majority vote of the present and voting General Assembly.
- III. The Executive Board is responsible for convening a Finance Subcommittee as described in Article XI, subsection II. Distribution of the available Annual Budget will be through the Finance subcommittee as described in Article XI, subsection VII. The Annual Budget is dictated by the funds available from the University of Arizona College of Medicine – Phoenix Student Government Fund, as determined by the Office of Student Affairs.
- IV. All votes not described above or elsewhere in the Constitution and Bylaws may be voted upon by only the Executive Board of the Student Government. If necessary, the Executive Board may bring any of these decisions to a vote by the general voting membership of the Medical Student Government.
- V. All budgetary line items must comply with the University of Arizona and the College of Medicine – Phoenix’s finance policies.
- VI. The Dean of Student Affairs or the designee has the final say over any proposed budgetary expense by the Medical Student Government or the medical student clubs/organizations to ensure all university, local, state, and federal policies/laws are being abided by.

ARTICLE VI – NOT-FOR-PROFIT STATEMENT

This is a not-for-profit organization.

ARTICLE VII – STATEMENT OF NONDISCRIMINATION

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, or veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office. Includes UA COMPs non-discrimination policy:

<https://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy>

ARTICLE VIII – FINANCIAL OBLIGATIONS

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit or allowed by University policy.

ARTICLE IX – STATEMENT OF NON-HAZING

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

ARTICLE X – STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws.

ARTICLE XI- BYLAWS OF MEDICAL STUDENT GOVERNMENT

I.Positions and Responsibilities

a. Executive Board

- i. To enhance communication between the administration and the students, the President and Vice-President will meet with the Office of Student Affairs on a per-needed basis, but at minimum, twice a year.
- ii. President oversees all aspects of Student Government and serves as the president of the General Assembly. This includes but is not limited to setting meeting agendas, presiding over both the monthly General Assembly and Executive Board Meetings, overseeing elections and overseeing all Student Government events. This officer shall also be responsible for coordinating events and maintaining relationships with the College of Medicine Administration, as well as the other professional student organizations on the Phoenix Biomedical Campus.
- iii. Vice-President is the second in command and, in the President's absence, will assume all responsibilities of the President and serves as the vice-president of the General Assembly. This officer has the responsibility of maintaining the Medical Student Government Constitution, including revisions. This officer will also maintain a current list of the active clubs. The officer will be responsible for communication between active clubs and Medical Student Government. The Vice-President will assist the President in the

oversight of all Student Government events. This officer serves as the chair of the student government Constitution & Bylaws Committee. In addition, the Vice-President shall serve on the Emergency Operations Committee (EOC). The Vice President shall be responsible for all communication and safety issues regarding the Phoenix Biomedical Campus. The Vice President will be responsible for attending the monthly building safety meeting or scheduling an individual meeting with the Executive Director of Campus Management and Operations, to discuss campus safety updates and news to report back to the Executive Board and student body on a monthly basis. The Vice President will voice student concerns to the Executive Director of Campus Management and Operations and will work to build relations with the people that protect our campus.

- iv. Treasurer will balance the Student Government budget, handle funding requests from the student body, and oversee distribution of funds to clubs and individuals once approved. The Treasurer Elect will assist the Treasurer in his/her responsibilities. The Treasurer shall serve as the chairperson of the Budget/Fundraising Committee.
- v. Treasurer Elect will assist the Treasurer in his/her responsibilities, and observe carefully the role of the Treasurer in preparation for assuming all responsibilities for the following calendar year.
- vi. Communications Officer is responsible for Student Government public relations, including communication with the student body, campus community, and outside organizations and individuals. This includes compiling and sending out weekly Interest Group event calendars to the student body. The communications officer also serves as the Medical Student Government website webmaster, manager of the Medical Student Government Google Drive, and liaison to the UA COM Phoenix public affairs office.
- vii. Communications Officer Elect will assist the Communications Officer in his/her responsibilities, and observe carefully the role of the Communications Officer in preparation for assuming all responsibilities for the following calendar year.
- viii. Chief Operating Officer is responsible for maintaining relevant documentation for Medical Student Government. This officer will take minutes and attendance at all Student Government meetings (both General Assembly and Executive Board). The officer will maintain student government records each year, including but not limited to: list of officers, contact information, advisors, mission statements, annual activity lists, and managing the student government calendar and student government property. The officer will also book meetings for Medical Student Government meetings. This officer will serve on the student government Constitution and Bylaws committee.
- ix. The Simulation Center Liaison is responsible for cultivating and maintaining a strong working relationship with Simulation Center Faculty and Staff, representing student interests to the Simulation Center and facilitating effective two-way communication between students and the Simulation Center about relevant policies and procedures. The Simulation Center Liaison is responsible for leading the Student Led Instruction in Procedural Simulation (SLIPS) program, in so doing shall recruit interested peers as

SLIPS members, facilitate annual training of SLIPS members by the Simulation Center Faculty and Staff, planning and executing all SLIPS events, advertising to all 1st and 2nd year medical students when SLIPS events will take place, and any other duties related to the continued successful operations of the SLIPS programs. This role will be accomplished in coordination with the Faculty Mentor in charge of SLIPS, and the Simulation Center Faculty and Staff.

- x. Class Representatives will report to their respective classes at least once per month. They will report on the activities of Student Government and determine the concerns of their classmates. They will then report the concerns of their classmates to the Medical Student Government. They will have monthly meetings with the Associate Dean of Student Affairs and other class representatives to present concerns of the class. They will be available to represent the school on an as needed basis.
- xi. Directors of Social Engagement will be responsible for coordinating class-wide gatherings on a regular basis throughout the academic year. They will also communicate with the Directors of Social Engagement of other classes to organize joint class events and activities.
- xii. The Interdisciplinary Council Liaison serves to coordinate social and extracurricular functions between interprofessional programs, with the purpose of integrating and fostering interaction and collaboration. The liaison will also communicate with other medical school student representatives to facilitate similar social and extracurricular functions. Finally, this student will serve to communicate concerns regarding shared building use between the different programs and to MSG and appropriate faculty. In the event that a student does not apply to fill the role of UACOM-P Graduate Professional Student Council (GPSC) Representative, the Interdisciplinary Council Liaison will fill that role. GPSC is the primary representative body of graduate and professional students at the University of Arizona and aims to facilitate communication within the University. This position requires attendance (via teleconference) at the GPSC meetings and may also include volunteering at GPSC events.
- xiii. OSR Representatives have a two-fold role in Student Government: 1) Communicate the opinions of the student body to the national officers at the AAMC so that the OSR can effectively represent medical students on a national level; and 2) Take OSR national priorities and objectives from colleagues and the national level and implement them at the represented school. Responsibilities include but are not limited to: 1) Attending national and regional AAMC conferences which will be decided upon by the OSR representatives, themselves; 2) Represent student opinion and school concerns to the OSR Administrative Board; 3) Monitor activities at the individual institutions by working with and maintaining contact with: student governments (attend meetings), student groups, Student Affairs offices/GSA rep(s); 4) Act as a resource for students at home institutions by informing them of AAMC opportunities, services, and programs; 5) Relay OSR national priorities to the students and staff at your institution; 6) Administer the

Arnold P. Gold Foundation Humanism in Medicine Award nomination process at the individual's school; and, 7) Run for regional and national OSR officer positions.

- xiv. The Wellness Executive Committee Representative serves as a liaison to the Medical Student Government. The Wellness Executive Committee serves to lead the General Wellness Committee in planning and executing Wellness events, supports Big Sibs/Little Sibs groups at the College of Medicine-Phoenix and promotes Wellness, both on campus and off campus, for all COM-P students, staff and faculty in a myriad of ways. As a member of the MSG Exec board, the Wellness Executive Committee Leader serves to relay information between the Medical Student Government and the Wellness Program, ensuring cooperation and collaboration between the two organizations. This individual is a member of the Medical Student Executive Board and, as such, is required to attend monthly MSG Executive board meetings and provide input on MSG policies and procedures that may affect the Wellness Program and student body. The Wellness Executive Committee selects the Wellness Executive Committee Representative to serve on the Executive Board.
- xv. The Community Health Initiative- Phoenix (CHIP) Leader creates volunteering opportunities for the UACOM-P student body. The CHIP Leader supports students, faculty and community partners in connecting with and tracking service activities. On the Executive Board, he/she acts as a liaison between the CHIP program and Medical Student Government. This individual is expected to attend monthly Executive Board meetings in order to share information regarding CHIP policies, programs, and updates with the MSG board and also provide input on student policies created by MSG that may impact the CHIP program. This position is selected during the CHIP leadership transition period during the winter semester, which happens simultaneously with interest group and club leadership transitions. MSG may assist this individual during the transition process by helping create the forms necessary to solicit applications, but CHIP will oversee the selection and training of all CHIP leaders.
- xvi. The Diversity and Inclusion Class Representative is an appointed member within the Office of Diversity and Inclusion whose responsibilities are to promote and advocate for class, campus, and curricular diversity improvements through committee meetings and other campus organizations. As an Executive Board member, he/she serves to relay information between the Medical Student Government and the Office of Diversity and Inclusion, ensuring cooperation and collaboration between the two organizations. This individual is a member of the Executive Board, and as such he/she is expected to attend monthly Executive Board meetings in order to share information regarding Office and Diversity and Inclusion policies, programs, and updates with the MSG board. This position is selected during the Winter semester following their appointment by the Diversity & Inclusion Office.
- xvii. The Graduate and Professional Student Council (GPSC) Representative is an elected member who represents the College of Medicine, Phoenix to the University of Arizona Graduate and Professional Student Council. As an Executive Board member, the

representative will relay information between the UACOMP MSG and the GPSC, ensuring cooperation and collaboration between the two organizations. The individual is a member of the Executive Board, and as such, is expected to attend monthly Executive Board meetings in order to share information regarding University of Arizona policies, programs, and updates. This position is elected through the GPSC elections board.

II. Medical Student Government Subcommittees

- a. At the discretion of the Executive Board, Medical Student Government Subcommittees may be convened or dissolved, with the exception of the Permanent Subcommittees. Any student of the College of Medicine may serve as a member of these Subcommittees. The executive board may appoint any member of a Subcommittee to be chair. If the chair of a subcommittee is not already a member of the Executive Board, he or she will automatically become a non-voting member of the Executive Board during such time as he or she is serving as a Subcommittee Chair.
- b. Permanent Subcommittees can only be made permanent or dissolved by modification of these bylaws. The Permanent Subcommittees are:

i. Finance Subcommittee

1. This committee shall consist of the Treasurer, who shall serve as the chairperson of this committee, the Student Services Coordinator who will act as a non-voting consulting member, the Treasurer Elect, either the President or Vice-President of the student body, and at least one Class Representative from the same class as the Treasurer.
2. The duties of this committee shall include the evaluation and prioritization of all funding requests prior to presentation to the Student Government Voting Membership.
3. This committee shall be responsible for the evaluation and management of the current year's budget and the creation of the budget proposal for the upcoming year. This includes overseeing the compilation and approval of individual budgets at the beginning of the year, and conducting a mid-year budget review.

ii. Constitution and Bylaws Subcommittee

1. This committee shall consist of the Vice President, who shall serve as the chairperson, the Chief Operating Officer and one class representative each from the first and second year classes.
2. This committee shall be responsible for maintaining the Constitution and Bylaws, ensuring that these documents are both up-to-date and comprehensive.
3. This committee will meet at least annually to review the Constitution and Bylaws, propose necessary changes, and collect changes brought up by the general assembly.

4. This committee is responsible for drafting all proposed changes.
5. This committee will present any changes to a general assembly for approval as outlined in Article V of the constitution.

iii.Events Subcommittee

1. This committee shall consist of the second year Directors of Social Engagement, who shall serve as the chairperson, the Directors of Social Engagement from the remaining classes, and any interested persons from the student body.
2. This committee is responsible for planning and implementing various social activities on campus.
3. Events hosted by Student Government will be directed by a Directors of Social Engagement from one class as appointed by the event committee chair.
4. This committee will support other large scale student-run events on campus.
5. This committee will serve as a liaison between other groups on campus that plan events that benefit students.

III. College of Medicine Committees

- a. Student representatives for select College of Medicine committees (i.e Curriculum Committee & Honor Code Committee) shall be nominated by the Medical Student Government
 - i. The following procedure shall be followed in any and all instances where the Medical Student Government is asked to provide student representation on a College of Medicine Committee.
 1. The President shall announce to the appropriate classes that student membership on a College of Medicine Committee is requested. The President shall collect names and letters of intent from all students from the appropriate class who are interested in serving on the committee.
 2. Once letters of intent from all students are collected, a group of no less than three Executive Board members, if possible representing at least two classes, will meet with each interested student for an interview. If possible, at least one of the executive board members shall be from the same class as the prospective Student Representative.
 3. Upon interviewing all interested students, the Executive Board representatives will submit their recommendation along with the rationale for that decision and all original letters of intent to the Executive Board for review. If the Executive Board agrees with the recommendation, these students shall serve as Student Representatives on the respective College of Medicine Committees. In the event of a disagreement, the student affairs dean or designee will be consulted.

4. In the event of a vacancy or by request of the committee, a new representative will be selected using these procedures unless an urgent need to fill the vacancy exists which makes it impossible to implement these procedures.
- ii. The term and number of students for these positions is outlined in the Faculty bylaws of the College of Medicine-Phoenix.

IV. (AAMC) Organization of Student Representatives

- a. The Association of American Medical Colleges (AAMC) requires two students from the student body to serve as a member of the Organization of Student Representatives.
- b. The OSR provides a forum for students to actively participate in their own medical education and professional development. The OSR student representative shall be aware of student concerns and the programming, curriculum, and student life at UACOM-Phoenix. The OSR student representative should be able to share student concerns and provide information about the programming, curriculum and student life at UACOM-Phoenix during discussions on student concerns at the OSR conferences. The representative shall return to UACOM-Phx and effectively present his/her discussion findings with the student government and student body.
- c. Additional responsibilities include: attending relevant sessions at the OSR conferences, facilitating use of OSR/AAMC resources for students, submitting faculty or staff nominations for the AAMC Arnold P. Gold Foundation Humanism in Medicine Award.
- d. The OSR representative is a member of the Executive Board and is required to attend all Executive Board meetings.
- e. Selection
 - i. The President shall announce to the first year class that two students are needed for the Organization of Student Representatives at same time as Fall elections. Each interested student will submit to the executive board a letter of intent. An Executive Board member (non-OSR persons) and the current OSR representative(s) will review the letters of intent, interview and appoint two students to the Organization of Student Representatives. Two OSR Representatives will be chosen per class with one individual serving as the main OSR Representative with the primary responsibility of attending OSR conference meetings and one individual serving as the alternate OSR Representative with the responsibility of attending OSR conferences in the event the main representative is unable to go. Both individuals are responsible for attending monthly Executive Board meetings.
- f. Terms of Office
 - i. The terms of office for the Organization of Student Representatives shall be four years.

V. Meetings

- a. The General Assembly will convene monthly during the academic year.
 - i. The President shall set the agenda and preside at all meetings. In the President's absence the Vice-President shall preside.
 - ii. The Chief Operating Officer will be in charge of taking minutes, and distributing the minutes to the Medical Student Government Membership, and keeping record of past minutes. The Chief Operating Officer will also maintain a record of Student Government attendance at every meeting. Attendance records will be posted with the minutes.
 - iii. A quorum for General Medical Student Government Meetings shall consist of 50% representation of registered interest group leaders.
 - iv. A simple majority of members present and voting is required to determine the outcome of all votes unless otherwise noted in the Constitution or Bylaws of the Medical Student Government.
 - v. All meetings shall be open.
 - vi. Each of the Elected Officers will provide a report at each meeting.
 - vii. At each meeting, a period of time shall be open for announcements.
- b. Executive Board Meetings
 - i. The Executive Board will meet monthly outside of the general meeting, during the academic year, to coordinate the activities of board members, discuss student issues, and develop policy as needed.
 - 1. The President shall set the agenda and preside at all meetings.
 - 2. In the President's absence the Vice-President shall preside.
 - 3. The Chief Operating Officer will take minutes.
 - 4. Executive Board meetings shall be open only to members of the Executive Board as described in Section I of the bylaws of the Medical Student Government Constitution. Non-elected members of the Student Body shall not be permitted to attend Executive Board meetings unless they have provided the Executive Board with ample reasoning for their attendance.

VI. Student Organizations

- a. Approval of Student Organizations requires:
 - i. Written statement of purpose and organization including:
 - 1. An explanation of which segment of the student population will be targeted by the organization.

2. A statement that the organization is open to membership for all students of the College of Medicine.
 3. The name of the student organization's faculty advisor, or a staff advisor if a staff member is a more appropriate advisor given the organization's purpose.
- ii. Executive Board majority vote of approval.
1. New organization proposals will be reviewed by the Executive Board to ensure they do not duplicate or overlap significantly with an existing organization.
- iii. New student organizations are not eligible for MSG student pre-approved funding until the semester following the group's establishment. Funding may be applied for after pre-approval funding registration periods are closed. Funding availability is subject to the discretion of the MSG Finance Subcommittee.
- b. Inactive clubs may apply for reactivation following the same process as new student organizations applying for approval as outlined in subsection I(a) above. Clubs applying for reactivation are subject to the same funding limitations as new student organizations in that they may not be eligible for pre-approval of MSG student funds until the semester following the group's establishment. Funding availability is subject to the discretion of the MSG Finance Subcommittee. Student(s) wishing to reactivate a club may contact the Vice President in order to ascertain the club's prior exit documentation.
- c. Any student group not fulfilling its obligations to the student body, as deemed by a majority vote of the present and voting General Membership of the Medical Student Government, may have its voting privileges revoked.
- d. Each club must send at least one representative to all Medical Student Government Meetings. A club/committee member representative may represent multiple clubs at a meeting in order to satisfy the attendance requirement of the General Assembly. Clubs with exclusively MS 3 & 4 leaders are not required to attend GA meetings but are required to have 1 event every semester. The Vice President will check in with these groups every 3 months to ensure compliance.
- e. If a club is not represented for two meetings, the Chief Operating Officer will notify the club of its lack of representation. Barring any extenuating circumstances as deemed valid by the Executive Board, if the club is not represented at a third meeting during that academic year, it will lose all voting and funding request privileges for the current semester.
- f. Any club not present for a combined 3 meetings throughout the course of an academic year will be removed from the list of active clubs, thereby losing all voting and funding request privileges. This club must then re-apply (as outlined above in subsection I (b)) for Approval by the Medical Student Government.
- g. All clubs (new and old) must be required to register with the Executive Board at the start of every semester, and must update their information if necessary.

h. All club leaders should present the new incoming leadership with exit documents containing at least the following elements:

1. Club name and abbreviation
2. Mission Statement
3. Updated Faculty Sponsor information
4. List of previous events with brief description
5. List of contacts used (if applicable)

i. For a current Student Government approved club/interest group to amend their club name or mission statement, the club leaders will need to collectively submit a written description of the intended changes to be made detailing why the changes are appropriate and will be an improvement from the currently approved name or mission statement. The changes will be presented to the Student Government at the monthly Executive Board meeting for simple majority vote. As with new clubs, the updated name/mission statement cannot overlap with other pre-existing clubs.

j. Student Organization Transition of Leadership

i. Timing

1. Transition of student leadership of Medical Student Government approved clubs/organizations will begin immediately after the Medical Student Government Winter elections are complete (mid-November).
2. The transition process will begin at the same time for all clubs.
3. Transition of leadership must be complete no later than the end of January of the subsequent calendar year.

ii. Role of Medical Student Government

1. It is the responsibility of student government to ensure that all eligible students are properly informed of and have equal opportunity to apply for each club leadership position.
 1. The Chair will address concerns regarding equal opportunity to apply for club leadership positions. Concerns of discrimination in the selection process will be handled through the University's Anti-Harassment & Nondiscrimination Policy.
 2. Student government may facilitate the club leadership transition process, but not select new club leadership.

iii. Selection of New Club Leadership

1. Each club must give equal opportunity for any eligible student from the current first year class to apply for a leadership position.
2. Selection process and ultimate appointment of new club leadership will be the responsibility of each individual clubs' outgoing leadership.
3. Individuals cannot be considered for club leadership outside of the designated election process. In certain circumstances, the addition of an individual to the leadership of an interest group after elections have occurred may be considered, however such a request must be approved by the President and the Student Wellness and Engagement Assistant Director.
4. Clubs who do not receive applications for leadership during the designated Winter Election will be considered inactive following the departure of the current club leadership. Current club leadership may choose to remain as leaders and keep the club active, only if no applications for the club are received. This option is only available if the club held at least one event under this leadership. If the current leaders of the club graduated, then the club will become inactive. The respective club is still required to fill out exit documentation as outlined in Article XI, Section III, Subsection I (g). Exit documentation for an inactive club will be kept on file for a minimum of (4) years. Re-activation of the club may occur at any time following the departure of the respective club leadership and is subject to the reactivation application policies and procedures outlined in Article XI, Section III, Subsection I (b).

VII. Medical Student Government Finances

- a. The Treasurer/Treasurer Elect and/or Finance Committee will manage all funding requests and will evaluate and prioritize them before presentation to the General Membership of the Medical Student Government.
- b. Student Government funds are preferentially granted for educational events which are open to all members of the Student Body

i. Medical Student Government funds shall not be used to fund Scholarly Projects.

ii. Medical Student Government shall not fund student club or organization's events that do not relate to the educational, research, or outreach mission of the University of Arizona College of Medicine – Phoenix

The following activities do not relate to the mission of the University;

1. Events not open to the University or COM-Phoenix community
2. Religious activities
3. Philanthropic donations or contributions;
4. Political activities

5. Commercial activities, unrelated to the stated mission of the club or the organization's tax exempt status

iii. Definitions for this section:

1. Religious Activities – (1) the organized worship of a deity, divine power, or supernatural entity whether or not such activity is consistent with the precepts of an organized religion or denomination; and (2) proselytizing, which means direct exhortations to religious observance or inducement to convert to one's faith. No student news, information, opinion, entertainment or academic communications media group shall be considered to be engaging in religious activity merely because it expresses ideas or viewpoints that are religious in nature.

2. Political Activities – activities related to: (1) lobbying, the principal purpose of which is to influence the passage or defeat of specific legislation, and/or (2) electioneering which encompasses participation or intervention in any political campaign on behalf or in opposition to any candidate for public office. These restrictions on funding political activities are not intended to preclude funding of any otherwise eligible student organization which: (1) advocates, as an incidental or insubstantial part of its activities, the adoption or rejection of legislation; (2) engage in nonpartisan analysis, study, or research, and makes the results available to the public, or (3) espouses particular positions or ideological viewpoints, including those that may be unpopular or are not generally accepted, or that may coincidentally be prominently held by particular political parties or political candidates.

c. Medical Student Government may host nonpartisan issue forums and public candidate debates for the purpose of educating voters about issues or candidates at which speakers and/or members of the public discuss the pros and cons of a ballot measure or particular candidates and their platforms. However, for contested candidate debates, there must be at least two candidates invited; the debate must not be structured to promote or advance one candidate over the other(s); and MSG must use pre-established viewpoint neutral objective criteria to determine which candidates may participate. MSG may use its own funds to help defray costs incurred in staging such candidate debates.

d. MSG will not fund:

- i. Contributions, gifts, or donations to any individual, association, or corporation.
- ii. Academic materials to be used for individual tutorial purposes (i.e. study books for one person).
- iii. Mailings for organizational minutes.
- iv. Any Interest Group event at which alcoholic beverages will be served or the purchase of alcoholic beverages.
- v. Entertainment and events not open to the entire student population.

- vi. Reimbursement for any charge that would be payable after the use of the good or service is incurred by an organization (e.g. monthly phone bill, cable TV charge, etc.) except for travel costs.
 - vii. MSG will NOT fund non-University of Arizona students' requests. UACOM-P students may request funds for events open to the public or open to students from other medical schools and/or other programs on the Phoenix Biomedical Campus, as long as it is still open to and attended by University of Arizona College of Medicine – Phoenix students.
- e. Club Bank Accounts
- i. Student clubs and organizations are able to raise their own funds and secure their own bank accounts for expenses beyond the budget available, or for purposes where school-provided funds are not permitted by the University.
 - ii. Clubs and organizations must adhere to the University of Arizona Guide to Club/Organization Finances Guidelines to secure and properly maintain bank accounts to prevent abuse and theft.
- f. Procedure for clubs obtaining additional funds from the Medical Student Government:
- i. At the beginning of the year, annual budget request forms for funding beyond the specified amount will be distributed to each club president
 - 1. The interest group leaders will be required to provide the Executive Board with a projected budget at least 2 months in advance of the special event or reason for request, within the first two weeks of the MS2 academic year.
 - ii. Upon receipt of all club budget requests, the Executive Board will vote to approve or deny each club's projected budget.
 - 1. Approval: requires a majority vote of the Executive Board
 - 2. Denial: the budget request form will be returned to the club president with a general explanation of rationale for denial.
 - 1. The interest group leaders will have one week to amend and resubmit the budget for approval.
 - 3. Upon approval of additional funding requests, funds will be allocated to the club by the Office of Financial Affairs
 - 4. Students should not expect for reimbursements to be made. Monies for approved funding requests shall be awarded only after the appropriate receipts are submitted to the Treasurer/Treasurer Elect.
 - 1. Requests that exceed the projected cost by more than 10% require a majority vote approval from the Finance Subcommittee

2. Requests for events/activities not present on the original budget request form will require a majority vote approval from the Finance Subcommittee
5. Students are required to seek funding from an established club if one matching their interests exists.
 1. If no club exists to provide a student with funding, they must submit a funding request to the Treasurer via the online budget request site
 1. These funding requests will be approved or denied by a majority vote of the Finance Subcommittee voters who are present and voting.
 2. All funded student events shall be communicated with the UA COMP student body.
 3. Monies for approved funding requests shall be awarded after the appropriate receipts are submitted to the Treasurer/Treasurer Elect.
- g. Limits for funding requests.
 - i. The Executive Board shall set a maximum amount of money to be granted per club per year for club activities.
- h. Special Approvals for Funding
 - i. In the case of immediate need, funding may be made available by a 2/3 vote of the entire Executive Board through an emergency vote. Total funds subject to this discretion shall not exceed 10% of the operational Medical Student Government Budget.
 - ii. Funding for events which are considered cross-campus and/or multi-club events are able to request additional funding from MSG. An event budget with the intended audience, clubs involved in planning, and anticipated costs must be submitted to MSG for approval 1-month in advance, provided that additional funds are available.

VIII. Medical Student Government Website

- a. The Communications Officer will be responsible for maintaining and monitoring the Medical Student Government website to ensure that information is updated to reflect current officer and student organization information.

IX. Risk Management & Compliance

- a. Medical Student Government, and all clubs and organizations, are required to adhere to all University policies regarding Risk Management, which can be obtained from the College of Medicine – Phoenix Student Affairs Office. Policies include, but are not limited to:
 - i. Risk & Liability
 - ii. Non-discrimination and anti-harassment

iii. Hazing

iv. Alcohol

v. Sponsorship of Events by Alcoholic Beverage Corporations/Distributors

vi. Commercial Activity/Sponsorship Policy

vii. Date Auctions

X. Policy for Use of the Medical Student Government Office Space HSEB B501

a. Scope: This policy is related to the use of the Medical Student Government Office Space, HSEB B501 as well as the adjoining small offices, HSEB B501A and HSEB B501B and the adjoining storage space, HSEB B501C.

b. Central Space, HSEB B501

i. The primary purpose of this area is for use by Medical Student Government for official internal meetings or for interactions with the student body.

1. Officially Scheduled Medical Student Government meetings take priority over all other uses of this space.

2. Officers of Medical Student Government and Class Representatives are entitled to use this space for officially scheduled meetings whenever this does not conflict with an Officially Scheduled Medical Student Government meeting.

ii. The secondary purpose of this area is for use by Medical Student Government Organizations for officially scheduled meetings. Officially Scheduled Medical Student Government Organization meetings take priority over all other uses of this space except those aligned with the primary purpose.

iii. The tertiary purpose of this area is for use by all students on the Phoenix Biomedical Campus for meeting Medical Student Government Officers, meeting one another and for studying under the following conditions.

1. Students must leave the room if necessary to allow Officially Scheduled Meetings to take place.

2. Unofficial or unscheduled meetings may take place at any time. While students will not be asked to leave in these circumstances, students studying in this space must accept that it is not a silent study area.

iv. Desks, Tables and Storage Space

1. Desktops and tabletops shall be kept clear whenever not in use. Storage of personal items on desks and tables is prohibited.

2. Over-desk cabinet storage space and file cabinet space is available to any Medical Student Government Organization or Executive Board Member upon request to the Executive Board.
- c. Office A, HSEB B501A
 - i. This office space shall be assigned for use by the President and Vice-President of Medical Student Government, who are authorized to access it at any time.
 - ii. Any time that this office is occupied by the President or Vice-President, they are expected to be available for walk-in meetings, unless they are already using the space for a meeting.
 - iii. This space is available for other students only by arrangement with the President or Vice-President and will be locked at other times to provide secure storage space.
 - d. Office B, HSEB B501B
 - i. This office space shall be assigned for use by class representatives for the purposes of meeting with the students they represent.
 - ii. Any time that this office is occupied by Class Representatives they are expected to be available for walk-in meetings, unless they are already using the space for a meeting.
 - iii. This space is available for other students whenever it is unused by a Class Representative.
 - e. Storage Room, HSEB B501C
 - i. This storage space is available for the use of Medical Student Government Organizations and is assigned by demonstrated need on a first come-first-served basis. It shall be kept neat and orderly at all times.
 - ii. Any user of this space who fails to keep their assigned storage area orderly may have the privilege of using the storage space revoked.