

Constitution of the **Chicago Medical Student Council**

ARTICLE 0: UPDATES AND AMENDMENTS TO THE CONSTITUTION

It is the responsibility of the Chicago Medical Student Council executive board to annually review this constitution to ensure that it is up-to-date and accurately reflects the policies and procedures in place.

ARTICLE I: PLEDGE OF PURPOSE

The Chicago Medical Student Council is responsible for representing the general student body of the University of Illinois College of Medicine Chicago campus (herein designated as UICOM-Chicago), for selecting the student members to all College of Medicine committees based at the Chicago campus, for supervising the respective class officer elections, and for performing all other duties as might be conferred upon it by the Senior Associate Dean of Students, by the Dean of the College of Medicine, by the Health Professions Student Council (herein designated HPSC), by the UIC Senate, by the University Medical Student Council (herein designated UMSC), or by the general student body.

In order to promote and to represent the interests of the student body in an appropriate capacity, we do ordain and establish this constitution of the Chicago Medical Student Council of the UICOM-Chicago.

ARTICLE II: Chicago Medical Student Council MEMBERSHIP

Membership: It is the policy of the UICOM-Chicago to not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations.

Membership to Chicago Medical Student Council shall be designated as either voting or non-voting.

Section 1: Voting members of Chicago Medical Student Council shall number thirty (30), and include:

- (1) Chicago Medical Student Council Executive Board

- (a) President
- (b) Vice President of Curriculum
- (c) Vice President of Student Life
- (d) Vice President of Communications
- (f) Treasurer
- (g) Chicago Medical Student Council Head Alumni Representative
- (h) Secretary
- (i) Health Fair Coordinator
- (j) Student Leadership Coordinator
 - (k) Webmaster
 - (l) LMSA Chicago Medical Student Council Representative
 - (m) SNMA Chicago Medical Student Council Representative
- (2) Chicago Medical Student Council Ad Hoc Committees- Presidents
 - (a) Student Diversity and Inclusion Committee (one vote)
 - (b) Student Wellness and Resiliency Committee (one vote)
- (3) Elected Class Officials
 - (a) President (one vote per class)
 - (b) Vice President (two votes per class)
 - (c) Treasurer (one vote per class)

Section 2: Non-voting members of Chicago Medical Student Council shall include:

- (1) Voting and non-voting Student Representatives to College of Medicine Committees (refer to Section 3)
- (2) Ad hoc Chicago Medical Student Council Committees (excluding Presidents) (refer to Section 4)
- (3) Current class board members, including Social Chairs, Class UMSC representatives, Class Alumni Representatives, Historian, and Class Webmaster

(4) Leaders (or designated representatives) of student organizations actively affiliated with Chicago Medical Student Council

(5) Immediate past president of each class

(6) President of UMSC

(7) The two Chicago Medical Student Council representatives to the HPSC and any UIC-COM student on the HPSC executive board.

(8) Any student who has attended 50% or more of Chicago Medical Student Council General Body Meetings

(9) Members of the Student Curricular Board (SCB)

Section 3: Voting

(1) Quorum

A majority (51%, or 14) voting members during the regular academic year, must be present for any vote in order to have quorum.

(2) Proxy voting

Proxy voting shall be allowed only in the case of notification given to the Chicago Medical Student Council President prior to Order being called at the start of the meeting. An individual may only carry 1 proxy vote (for a maximum of two votes: their own and a proxy vote). Any voting or non-voting member of Chicago Medical Student Council is able to carry a proxy vote. Designated individuals for a proxy vote must retain the same class of the original voting member.

Section 4: Academic Year

(1) M1 Academic Year

The definition for the M1 academic year shall herein be from August after Orientation week until the following June.

(2) M2 – M4 Academic Years

The definition for the M2-M4 academic years shall herein be from April until the following April.

ARTICLE III: DUTIES AND RESPONSIBILITIES OF Chicago Medical Student Council MEMBERS

Section 1: Executive Board

The Chicago Medical Student Council executive board shall include the President, Vice President of Curriculum, Vice President of Student Life, Vice President of Communications, Treasurer, Head Alumni Representative, Secretary, Health Fair Coordinator, Leadership Series Coordinator, Webmaster, and faculty advisor.

(1) President

The president of Chicago Medical Student Council establishes a schedule of meetings;; directs the Chicago Medical Student Council meetings; acts as a liaison between the student body and the faculty and administration; reviews all correspondence from Chicago Medical Student Council; tracks progress of Chicago Medical Student Council projects; performs all other appropriate responsibilities that might be encountered; is ultimately responsible for ensuring that the duties of Chicago Medical Student Council and Chicago Medical Student Council officers are fulfilled; acts on behalf of the student body as a representative on the Alumni Council; and annually reviews and leads committee on updates to Chicago Medical Student Council constitution.

(2) Vice President of Curriculum

The vice president of curriculum (VPC) of Chicago Medical Student Council chairs the committee that selects student representatives for all UICOM-Chicago academic committees (Phase 1, Phase 2/3, M3/M4, Curriculum, Chicago Student Promotions, USMLE Preparedness) along with the Student Curricular Board (SCB). The VPC also assists in the appointment of student representatives from the Chicago campus to college-wide committees including instruction & appraisal (CCIA), research (CCR), student awards and scholarships (CCSAS), and student promotions (CCSP) as per the University Medical Student Council (UMSC) constitution. The VPC will also assist in appointing the health fair coordinator and leadership series coordinator (led by the vice president of student life) and webmaster (led by the vice president of communications) concurrently in the Fall of their term. The VPC submits a list of all voting and non-voting representatives to the appropriate deans and staff members in the Office of Student Affairs and Curricular Affairs and presents academic committee reports when a representative is absent from the Chicago Medical Student Council meeting. The VPC sets the agenda for the SCB executive board and organizes Curricular Town Halls, forms and dissolves curricular focus groups, and disseminates important curricular updates to the College of Medicine student body.

(3) Vice President of Student Life

The vice president of student life will oversee the operations of student organizations and oversee the ad hoc committees. The vice president of student life is responsible for overseeing the Specialty Outreach Chair (SOC) position for Speciality Interest Groups, including regular meetings with the Dean for Advising and Career Planning and the Director of Career Services. Guidance of student organizations, and ensuring effective collaboration and communication between relevant organizations and ad hoc

committees, is a core responsibility of the position. The position will oversee and utilize the help of Treasurer, Chicago Medical Student Council Head Alumni Rep, Health Fair Coordinator, Student Leadership Coordinator, and Webmaster to effectively accomplish its goals. The vice president of student life will assist in the planning of the M1 orientation student activities fair. The vice president of student life will oversee the student organization affiliation process with Chicago Medical Student Council and work with the Vice President of Communications and Webmaster to ensure an updated Chicago Medical Student Council event calendar.

(4) Vice President of Communications

The vice president of communications will oversee the flow of information between students, staff, faculty, and administration within and across campuses. To accomplish this, the position will entail serving as the editor-in-chief of the quarterly Chicago Medical Student Council newsletter, *The Medical Messenger*, in tandem with other members of the Chicago Medical Student Council executive board, moderating and optimizing the U of I College of Medicine Slack workspace, working with the Webmaster for strategic messaging on the Chicago Medical Student Council website and social media pages (Facebook and Instagram), collaborating with the Secretary to create engaging minutes for General Body Meetings, and leading other communications-related projects including but not limited to creating and administering surveys, planning college-wide announcements, creating marketing material for prospective students, onboarding M1s to Slack, and increasing visibility of campus resources. Furthermore, the position will oversee and utilize the help of the eight (8) total representatives chosen to represent each Class Board at UMSC and the two (2) HPSC representatives to compile monthly updates of HPSC, UMSC and Senate agendas one week before each scheduled Chicago Medical Student Council General Body Meeting. The position will be responsible for complying with the HPSC, UMSC and Senate constitutions in order to designate proper proxies and coordinate attendance to all of the meetings. The position will require attendance at the first meeting of the academic year for HPSC, UMSC and the Senate in order to establish a relationship with each body. Thereafter, it will be at the discretion of the vice president to create a reliable system of communication between all representatives. The position will also require attendance at the first meeting of the academic year for the UMSC Executive Board in addition to attendance at meetings held thereafter.

(5) Treasurer

The treasurer of Chicago Medical Student Council manages the budget and expenditures of Chicago Medical Student Council, establishes an annual fiscally sound budget which is subject to approval by the Chicago Medical Student Council executive board and the Senior Associate Dean of Students, presents a treasurer's report at each Chicago Medical Student Council meeting, and ensures the appropriate and expedient management of moneys to respective parties. The treasurer also is responsible for

obtaining food and drinks for Chicago Medical Student Council meetings. The treasurer will also be responsible for helping organize the student organization orientations in regards to funding access, presenting the executive board's suggestion for allocating funds to the general student body, and approving funding requests for student organizations. The treasurer will serve as the main liaison between the Office of the Dean of Students, Center for Student Involvement, Chicago Medical Student Council, and COM student organizations regarding all issues relevant to funding and funding opportunities.

Handling of Funds: All monies collected on/off campus associated with this organization, MUST BE DEPOSITED into the organization's COF account.

(6) Chicago Medical Student Council Head Alumni Representative

The Head Alumni Representative to Chicago Medical Student Council is responsible for attending all the Alumni Council meetings; for overseeing class Alumni representatives; for voting on Alumni issues on behalf of Chicago Medical Student Council and the UIC-COM medical student body at Alumni Council meetings; for conveying pertinent Chicago Medical Student Council and Chicago campus issues to the Alumni Council; for presenting a report summarizing the events of Alumni meetings at Chicago Medical Student Council meetings; for organizing student participation at the annual Alumni Reunion; for extrapolating pertinent student issues in the biannual Alumni Magazine; and for facilitating communication between the class Alumni representatives and the Alumni Council members.

(7) Secretary

The secretary of Chicago Medical Student Council is responsible for maintaining a contact list for all voting and nonvoting members; for recording the minutes of each meeting; for distributing agendas, prior meeting minutes, and other documents to all members; ensuring distribution of Chicago Medical Student Council reports to each class; for maintaining a collection of all pertinent Chicago Medical Student Council reports. The secretary will also be responsible for reserving a room for each general body meeting. If the general body meeting is a social-distanced video-conferencing meeting, the secretary will be responsible for scheduling that meeting over Zoom and distributing the link with the agenda prior to the meeting. The secretary will be responsible for organizing a Dialogue with the Deans event at the discretion of the Chicago Medical Student Council board when there is a substantial matter that the student body needs to discuss.

*Note: The following three student positions will be preferentially reserved for first-year students via an appointment process conducted by Chicago Medical Student Council at the beginning of the academic year, although may be given to upperclassmen at the discretion of the Chicago Medical Student Council Executive Board.

(8) Health Fair Coordinator

The health fair coordinator is responsible for maintaining and organizing the stock of supplies, preparing supplies, and helping student organizations on campus to prepare for health fairs. Collaborate with the VP of Student Life to annually assess needs of the student organizations that conduct health fairs, especially around linguistic diversity and access. The health fair coordinator will report to the VP of Student Life.

(9) Student Leadership Coordinator

The student leadership series coordinator is responsible for working with the VP of Student Life to run the annual spring student organization orientation. The student leadership coordinator plans the Student Awards Night and encourages recognition of outstanding student leaders in the UICOM-Chicago community as well as outstanding student organizations throughout the year. The student leadership coordinator plans initiatives to honor student leaders and engage students, collaborating with the Webmaster, Vice President of Student Life, and the Vice President of Communications.

(10) Webmaster

The webmaster is responsible for developing and maintaining the Chicago Medical Student Council website and social media pages (Facebook and Instagram) to promote the vision and goals of Chicago Medical Student Council. The webmaster is responsible for obtaining meeting minutes from the Secretary and posting them within two weeks after each meeting. The webmaster will work with class board historians to maintain a repository of student photos and to update class board positions on the website at the beginning of each term. The webmaster will work with the Vice President of Student Life to update the list of Chicago Medical Student Council-affiliated student organizations on the website and will work with the Vice President of Curriculum to update the Student Curricular Board section of the website. The position is also responsible for posting all relevant news, events, and updates in a timely fashion on the website (ie, Dialogue with the Deans, Curricular Changes, Chicago Medical Student Council Newsletter, etc.). For the social media pages, the webmaster must keep a consistent schedule to post relevant news, events, and student highlights to engage with the Chicago student body.

(11) LMSA Chicago Medical Student Council Representative

Each academic year, Latino Medical Student Association (LMSA) will internally select a member to serve as the Chicago Medical Student Council Representative. This student will serve as a liaison between LMSA and Chicago Medical Student Council; communicate relevant updates to both groups; attend Chicago Medical Student Council executive board meetings, Deans Meetings, and GBMs; and vote on Chicago Medical Student Council issues.

(12) SNMA Chicago Medical Student Council Representative

Each academic year, Student National Medical Association (SNMA) will internally select a member to serve as the Chicago Medical Student Council Representative. This student will serve as a liaison between SNMA and Chicago Medical Student Council; communicate relevant updates to both groups; attend Chicago Medical Student Council executive board meetings, Deans Meetings, and GBMs; and vote on Chicago Medical Student Council issues.

(13) Faculty Advisor

The advisor to Chicago Medical Student Council is to be well-informed of faculty, student and administrative goals of medical education and of this College of Medicine. The advisor is expected to offer appropriate guidance and counsel in obtainment of Chicago Medical Student Council endeavors and to act as a liaison between Chicago Medical Student Council and the faculty and administration.

Section 2: Class Officers

In general, class officers are responsible for representing their class at Chicago Medical Student Council, Dialogue with the Deans, and other faculty/administration/student meetings; for informing their class members of the issues discussed at these meetings; for orienting the following class' officers to the next academic year; and for fulfilling all other appropriate responsibilities that might be encountered. While the final role of each class officer is to be defined by both the demands of the class and his or her position, common duties are described below. Class officers shall also perform any duties as set upon them from the class president, Chicago Medical Student Council executive board, or the general class body.

(1) President

The class president establishes a schedule of class board meetings; develops the meeting agenda; directs the class board meetings; acts as a liaison between the class and Chicago Medical Student Council, faculty and administration; attends all Chicago Medical Student Council meetings; sits on the selection committee for College of Medicine Committee Representatives; reviews all correspondence from the class board; performs all other appropriate responsibilities that might be encountered; and is ultimately responsible for ensuring that the duties of the class board and class board members are fulfilled.

(2) Vice Presidents (2)

The vice presidents mainly function in a supportive role and help the other class officers accomplish their duties, and attend all Chicago Medical Student Council meetings. The plurality winner will be awarded the UIC Senate position [Article III, Section 2, subsection 5] and the plurality runner-up will be the facilities representative for each class. The

President will have the power to switch the roles of the two VPs if they so wish or if the president deems as necessary. In the M1 year, the vice presidents have the additional responsibilities of developing mock laboratory practical exams. Additionally, one of the VPs will serve as the Advising House Liaison for their class (see below).

(i) UIC Senate position

The UIC Senate is a University-wide governing body composed of faculty and student representatives which address University-wide issues. During the Spring term of M1 year, the plurality winner of the VP position of the Class Board will be awarded the UIC Senator position. The term will begin the first day of the Fall Semester of the M2 year through the Spring Semester of the M2 year. The plurality winner of the M3/M4 VP will then be awarded from the first day of Fall Semester of M3 year through the Spring Semester of M4 year.

The names of all three active senators will be sent by the VP of Communications to the Secretary of HPSC annually before the end of Spring Semester. Submission of this list is a requirement for funding from the HPSC.

UIC Senators are responsible for fulfilling the position's responsibilities as outlined by the UIC Senate Constitution and Bylaws which include attending all meetings of the full Senate and representing the COM as a voting member. Meetings occur approximately three times a semester on the UIC East Campus. As part of the senate, senators will also be required to participate in some Senate Committee activities. The senate meeting times and location are posted at the beginning of each semester. The senator is responsible for reporting the activities of the UIC Senate in a summary to the VP of Communications, within a week following full senate meetings.

To be eligible for the Senate position, students must be candidates for a degree at the UICOM-Chicago and must be registered in a course or courses for credit at the University during the semester in which the election is held. To be elected to the Senate, students must be qualified electors. They must be in good academic standing as defined by the department and college in which they are enrolled. If the VP of the class is not eligible for the Senator position, it will be awarded to the second Class VP. If neither VPs are eligible, it will be at the discretion of each Class Board's President to appoint a new one.

(ii) Facilities Representative

The Vice President chosen to serve as the facilities representative will attend the biweekly COM Education Operations Meetings, which involves staff involved in building and information technology (IT)-related issues to discuss current and pending updates to operations at the College of Medicine. The purpose of this

student representation is to increase communication between the staff and student body and provide input on initiatives being made. The Vice President will then convey these updates to the student body through both class board and Chicago Medical Student Council.

Advising House Liaison

The Advising Houses Liaison (AHL) is responsible for serving as a bidirectional line of communication between the advising houses, Class Board, and Chicago Medical Student Council. Once elected, the AHL will work with Physician House Advisors to coordinate yearly House Representative elections for each of the 8 houses, thus forming the Advising Houses Board. The AHL will lead Advising Houses Board meetings 1-3 times a semester and report updates to the Class Board and Advising Houses Task Force. Importantly, to eliminate any potential conflicts of interest, the AHL is not eligible to hold a House Representative position while they are in office.

(3) Treasurer

The treasurer is responsible for maintaining class funds and accounts; attends all Chicago Medical Student Council meetings; providing monthly updates on account balances, preparing class budgets, and coordinating with social chairs collection of funds at any fundraising activities.

(4) Secretary

The secretary is responsible for attending all Chicago Medical Student Council meetings and providing the class with a summary of what occurred at the Chicago Medical Student Council meeting. The secretary also helps develop, distribute, collect and process any class surveys proposed by the class board and Chicago Medical Student Council. The secretary is responsible for attending, taking minutes at all class board meetings, and providing a summary to the class board in a timely fashion.

(6) Social Chairs (2)

The social chairs' responsibilities are to facilitate cohesion amongst the class by organizing and hosting class parties and social functions. The social chairs can collaborate with the philanthropy chair to host charity events and/or fundraisers. The social chairs and treasurer will coordinate to collect funds at social fundraisers. ~~The M1 class social chairs are responsible for organizing the M1 Charity Auction.~~ The M2 class social chairs are responsible for overseeing the College of Medicine Winter Ball. The M4 class social chairs are responsible for coordinating Match Week events.

(7) Class UMSC Representatives (2)

The class UMSC representatives are responsible for attending three out of the four UMSC meetings held at the different campuses, including the Chicago campus meeting, and representing the Chicago campus in discussions at UMSC meetings. The representatives are also responsible for reporting the activities of UMSC in a summary to their class and class board in a timely fashion. The class UMSC representatives report directly to the Chicago Medical Student Council VP of Communications and their respective class board.

(8) Class Alumni Representatives (2)

The class alumni representatives' main responsibility is to represent their class during the annual Alumni Reunion/ Homecoming and other alumni events, including Chicago Alumni Mixers. Other responsibilities include working with the Chicago Medical Student Council Alumni Representative to assist with Medical Alumni Council tasks, facilitate student- alumni interactions, and encourage student awareness of Alumni Council activities. They are responsible for making sure that at least one representative from each class is at each of the quarterly Alumni Council Meetings, as well as at each of the quarterly Representative planning meetings. They report directly to the Chicago Medical Student Council Head Alumni Representative and respective class board.

(10) Athletics Representative

The athletics representative is responsible for organizing teams and completing their registration for intramural sports. He/she must also designate a representative to attend Captain's meetings before each sport begins. Other responsibilities include notifying the class of upcoming intramural sports and reporting recent intramural results.

(11) Historian

The historian is responsible for capturing school events throughout the year by taking pictures and/or compiling media from other individuals and organizations. He/she is also responsible for sharing photos and other media with the class in a timely fashion. The historian is also responsible for completing a media project that captures class events from the year. The historian is strongly encouraged to attend class social events and is required to have access to a camera.

(12) Class Webmaster

The class webmaster is responsible for maintaining the aesthetics and usability of the class website. The webmaster should be contacted when a board member or faculty member would like to post anything on the class website and post the information in a timely fashion. The webmaster also works with professors and tries to obtain the latest

teaching learning exams (TLEs) and other helpful materials for classmates. The webmaster should regularly report website usage at class board meetings.

(13) Marketing Chair

The marketing chair is a highly collaborative position that works closely with other members of the class board to advertise class board-sponsored events, help build class and school-wide spirit, and solicit feedback from the class.

Section 3: Student Representatives to the College of Medicine Committees

(1) Voting representative

Student voting representatives to a College of Medicine faculty-student committee are responsible for attending all of the committee's meetings, for expressing student views on topics brought up in the meetings, and are required to attend at least one Chicago Medical Student Council general body meeting per semester and one Dialogue with the Deans per academic year.

(2) Non-voting representative

Student non-voting representatives to a College of Medicine faculty-student committee are responsible for attending all of the committee's meetings, for expressing student views on topics brought up in the meetings, and for presenting committee reports at the Chicago Medical Student Council meetings when the voting representative is absent. Non-voting representatives are required to attend all the committee meetings and at least one Chicago Medical Student Council meeting per semester and one Dialogue with the Deans per academic year.

(3) Committee Lead

A senior student member from each College of Medicine faculty-student committee may be appointed as the Committee Lead by the Chicago Medical Student Council president and vice-president of curriculum. This individual is responsible for ensuring committee reports are given to the vice-president of curriculum in a timely fashion and presented at the Chicago Medical Student Council general body meeting; meeting announcements are distributed to each committee member and updated on the calendar; and communicating with committee secretary all necessary member lists, meeting times, and other pertinent information.

Section 4: Ad Hoc Chicago Medical Student Council Committees

Chicago Medical Student Council reserves the right to create ad hoc committees to address current issues pertinent to the student body. Chicago Medical Student Council Executive Board will select a committee chair, which is then charged with determining eligibility and selection of

committee members. Chicago Medical Student Council Executive Board will review all ad hoc committees annually and recommend continuance or dissolution of these committees.

(1) Student Wellness & Resilience Committee (SWRC)

The mission of the SWRC is to provide social and emotional support for UIC medical students throughout their academic career and to foster a community that values student wellbeing. This committee will work to help improve student wellness and increase resilience for medical students at UIC. SWRC will provide student input on the required wellness sessions incorporated into the curriculum and help to organize additional programming aimed to provide students with viable tools to tackle prevalent issues that medical students face. SWRC will also serve as a point of contact for students to voice wellness concerns and to inform students of available resources.

The SWRC will consist of a minimum of two individuals in each class in order to ensure wellness initiatives are reaching all students; however, participation and membership in the committee is open to all those who are interested. SWRC will be led by a chair or two co-chairs appointed by the SWRC committee through either an application or election process before the start of each academic year. The SWRC chair will be asked to regularly report out every other month at Chicago Medical Student Council Dean's Meetings and General Body Meetings, and will work in collaboration with the Associate Dean of Wellness & Resilience, the Office of Student Affairs (OSA), and Office of Curricular Affairs (OCA).

(2) Student Diversity & Inclusion Committee (SDIC)

The mission of the SDIC is to advocate for minority students and for improved medical education concerning health equity at UICOM-Chicago by working with administration to make institutional changes that promote a supportive and inclusive environment. It will do so by serving as a point of contact for students to voice issues related to diversity and inclusion in the College of Medicine. In addition, SDIC will work with the administration to address student concerns, improve the UICOM curriculum on issues such as social justice, health equity, unconscious biases, cultural competency, and more.

The SDIC will consist of a minimum of two individuals in each class; however, participation and membership in the committee is open to all those who are interested. SDIC will be led by a chair appointed by the executive board of Chicago Medical Student Council before the start of each academic year. The SDIC chair will report directly to the Chicago Medical Student Council VP of Student Life and President. The SDIC chair will be asked to regularly report out every other month at Chicago Medical Student Council Dean's Meetings and General Body Meetings, and will work in collaboration with the Associate Dean of Diversity & Inclusion, the Office of Student Affairs (OSA), and Office of Curricular Affairs (OCA).

Section 5: Student Organization Representatives

Student organization representatives are responsible for presenting information about their group's activities at Chicago Medical Student Council meetings. They also present their organization's funding request proposals to Chicago Medical Student Council for approval. They are responsible for updating the Chicago Medical Student Council calendar with all Chicago Medical Student Council funded events of their organization (at minimum).

Section 6: Immediate Past President of Each Class

The immediate past president of each class acts as an advisor to Chicago Medical Student Council on issues pertaining to the student body and their class in particular.

Section 7: UMSC President

The UMSC president acts as an advisor to Chicago Medical Student Council on issues pertaining to all four campuses of the UIC College of Medicine. If the UMSC president is not available, then the Chicago Medical Student Council representative to UMSC or a proxy from the UMSC executive board as delegated from the UMSC president may act as the advisor.

Section 8: Chicago Medical Student Council Representatives to HPSC

The Chicago Medical Student Council representatives to HPSC must ensure that the UICOM-Chicago receives at least its fair share of funds from student fees through HPSC; must report HPSC's activities and funding opportunities to Chicago Medical Student Council and UMSC; and must report pertinent Chicago Medical Student Council and UMSC activities to HPSC. Two Chicago Medical Student Council representatives to HPSC will be selected during Committee Representative interviews, with one representative being designated as reporting to UMSC and one as reporting to Chicago Medical Student Council. Both representatives will be overseen by the VP of Communications.

ARTICLE IV: TERM OF OFFICE FOR Chicago Medical Student Council MEMBERS

Section 1: Chicago Medical Student Council Executive Board

Executive officers will be elected in February of the academic year. They will participate in a two-month transition with the outgoing executive members from February to April. The incoming executive board will be in full effect beginning at the April General Body Meeting. Outgoing members will hold their responsibilities until the April General Body Meeting. Officers except for the health fair coordinator, leadership series coordinator, and webmaster will be installed at the start of new business at the October meeting election. The three positions mentioned previously will be appointed at the beginning of the fall semester no later than the end of September in an

appointment process run by the Vice President of Student Life in conjunction with previous students in those positions. There are no limits on the number of terms an individual can hold office as long as he/she continues to be a member of the student body of UICOM-Chicago.

Section 2: Class Officers

(1) The term of office for M1 class officers is from August of M1 academic year to April of M1 academic year.

(2) M2 class officers is one academic year, from the time of election, April of M1 academic year, until April of the following academic year.

(3) The term of office for M3 and M4 class officers is two academic years, from the time of election until graduation.

Section 3: Student Representatives to College of Medicine Committees

Student representatives to the academic committees within the College of Medicine or to UIC campus committees to which Chicago Medical Student Council belongs will be appointed to a representative position for a length of one academic year. Representatives are expected to continue to maintain their position until new representatives have been selected in September.

Section 4: Student Organization Representatives

The term of office for student organization representatives is left to the discretion of the each organization belonging to Chicago Medical Student Council. There will be a mandatory student organization orientation for all student organizations in Spring semester of each academic year.

Failure to attend the Spring student organization orientation, unless prior notification is provided to and approved by the Student Leadership Coordinator, can result in inactive status of a student organization. Under extenuating circumstances, the Student Leadership Coordinator can waive attendance requirements or work with student organizations to find an alternative to attendance of the student organization orientation.

Attendance of the Spring student organization orientation is required, regardless of whether the meeting is held in-person or on video conferencing to comply with social distancing.

Section 5: Immediate Past President of Each Class

The immediate past president of each class will be a non-voting member of Chicago Medical Student Council as long as his or her title is held.

Section 6: UMSC President

The UMSC President will be a non-voting member of Chicago Medical Student Council as long as his or her position is held.

Section 7: Chicago Medical Student Council Representatives to HPSC

The term of the Chicago Medical Student Council Representative to HPSC will be one academic year.

ARTICLE V: APPOINTMENT OF Chicago Medical Student Council MEMBERS

Section 1: Chicago Medical Student Council Executive Board

(1) Eligibility

(a) Executive Board Members (excluding the advisor)

(i) Any student in good standing if they have attended at least half of the monthly Chicago Medical Student Council meetings that have taken place is eligible

(ii) Any student in good standing endorsed by a voting Chicago Medical Student Council member with a full vote and having attend one Chicago Medical Student Council meeting before the elections

(iii) Candidates for position must have fulfilled their outlined responsibilities and duties of their previous position and have submitted an officer report prior to Elections

(iv) Must be in good academic and financial standing

(b) Any full time member of the College of Medicine faculty or administration is eligible to be appointed as Chicago Medical Student Council advisor.

(2) Date of the Chicago Medical Student Council Election

(a) Executive Board (except for the advisor)

Notification of the upcoming Chicago Medical Student Council election and a list of each executive board position's responsibilities will be sent to all voting and non-voting Chicago Medical Student Council Members with the February meeting agenda. At the February meeting, the duties of each position, the eligibility criteria, the election process and all other pertinent issues will be discussed under NEW BUSINESS. Nominations for positions on the Chicago Medical Student Council executive board (except for the Advisor, Health Fair Coordinator, Leadership Series Coordinator, and Webmaster) will open at the February meeting. Elections shall take place at the February meeting.

(b) Advisor

The advisor will be selected by the Chicago Medical Student Council executive board by the first meeting following the election of the Chicago Medical Student Council officers.

(3) Election Procedures

(a) Chicago Medical Student Council Executive Board (except for the Advisor)

(i) The highest ranking Chicago Medical Student Council Executive Board member present who is not running for a position shall chair the election.

(ii) The order of elections is president, vice president of curriculum, vice president of student life, vice president of communications, secretary, treasurer, and Chicago Medical Student Council Head Alumni representative

(iii) Using the order outlined in ARTICLE V, Section 1, subsection 3.a.ii, nominations for the highest, non-filled Chicago Medical Student Council Executive Board positions will be taken from the floor from both voting and non-voting members. An individual reserves the right to either accept or decline the nomination. An individual is allowed to nominate themselves or accept a nomination by proxy.

(iv) Each nominee will be given time during the election meeting to individually address Chicago Medical Student Council as to why they are qualified for the given position. The presidential candidates shall be given a maximum of 3 minutes and all other candidates shall be given a maximum of 2 minutes to present followed by a period of discussion among voting members and non-voting members of Chicago Medical Student Council who are not running for the given position .

(v) Every voting member of Chicago Medical Student Council present at elections who is not running for the given position will cast a ballot, with the exception of the chair of the elections. All non-voting members of Chicago Medical Student Council present at elections, who are not running for the given position, and have attended at least 50% of the Chicago Medical Student Council general body meetings, will cast a ballot. Each eligible person is allowed one vote with a simple majority of votes constituting a win.

(vi) In the event of a tie, only the tied candidates will be considered for the position. One revote shall be held in accordance with ARTICLE V, Section 1, subsection 3.a.iv-v. In the event of another tie, the chair of the elections will cast the deciding vote.

(vii) The process outlined in ARTICLE V, Section 1, subsection 3.iii-vi shall be followed until each Chicago Medical Student Council Executive Board position is filled.

(b) Webmaster, Health Fair Coordinator, Leadership Series Coordinator

The office of webmaster, health fair coordinator, leadership series coordinator will be selected through an interview process along with the Student Representatives to College of Medicine Committees as outlined in ARTICLE V, Section 3, subsection 3.a. i-v.

(c) Advisor

An advisor will be selected by the new executive board. Selection of an advisor may be subject to majority approval by the voting members of Chicago Medical Student Council.

Section 2: Class Officers

(1) Eligibility

(a) Any UICOM-Chicago student who is currently registered and scheduled to participate in the majority of the curriculum for the given class in the following year is eligible to run for a class officer position. It is required that the individual running for a position is in good academic and financial standing. Likewise, the Office of Student Affairs reserves the right to screen and decline any students who are in poor academic or financial standing. Returning candidates for each position must have fulfilled all duties of their office during their previous term; Chicago Medical Student Council Executive Board reserves the right to screen candidates based on these criteria.

(b) Positions can only be filled by a single candidate with the exception of vice presidents or social chairs, which may run as a team of two candidates for the two positions if desired.

(c) If a student elected to Class Board is placed on a leave of absence (LOA) that does not include delay for USMLE Step 1 AND is longer than two months, that student will be asked to notify and work with the class board president and two vice presidents to appoint a temporary replacement. When the student returns from their LOA, they are eligible to renew their elected position so long as they meet the criteria mentioned in Section 2.1.a above.

(2) Date of Elections

(a) M1 Election

Notification of the upcoming class officer election and a list of each position's responsibilities will be distributed at least one week prior to the election. Elections should be held at least one week prior to the Chicago Medical Student Council Committee Interviews and officers installed prior to the interviews in order for the M1 class president to participate in the interview process. Ideally, this takes place in the month of August.

(b) M2-M4 Elections

Notification of the upcoming class officer elections and a list of each position's responsibilities will be distributed at least one month prior to the election. The elections should be held at least 2 weeks before the May Chicago Medical Student Council meeting, preferably after USMLE Step 1 dedicated study time for M2s

(c) In the event of a transition between class board leadership following class-wide voting, it is mandatory that a formal transition period take place. For rising M2 class board, this transition should take place over the summer between M1 and M2. For rising M3/M4 class board, transition is expected to occur within one month of elections.

(3) Election Procedure

(a) Organization

(i) At the time of the incoming M1 class officer elections, the president of the M2 class, with the assistance of the remainder of the class board and Chicago Medical Student Council President, is responsible for organizing the event.

(ii) At the time of the rising M2 class officer elections, the current M2 president, with the assistance of the remainder of the class board and the Chicago Medical Student Council President, is responsible for organizing the event.

(iii) At the time of the rising M3/M4 class officer elections, the current M3 president with the assistance of the remainder of the class board and Chicago Medical Student Council President, is responsible for organizing the event.

(iv) The class board of the year above the class in question is responsible for publicizing the event; for outlining the class officer responsibilities; for overseeing nominations; for moderating and collecting the candidate speeches or statements; and for working with the Officer of Student Affairs on roles described in subsection 3.a.v below.

(v) At the time of elections, the Office of Student Affairs is responsible for distributing, collecting, and counting the election ballots.

(vi) At the time of the elections, the class board president of the class above the one in question, along with the Chicago Medical Student Council President and with assistance from the Assistant Dean of Student Affairs, will review candidate statements before release to the general student body. If a statement is found to be unprofessional or make unattainable promises, the candidate will be provided feedback and asked to revise their statement. It is within the authority of the senior Class Board President to reject a nomination that does not respond to this feedback.

(b) Nominations for the class officer positions will be taken from any member of the class. An individual is allowed to nominate themselves or to accept a nomination by proxy. An individual reserves the right to either accept or decline the nomination.

(c) Prior to the distribution and collection of ballots, each candidate running for a class officer position will be given the opportunity to at least address the class via an online candidate statement.

(d) Voting

(i) Each member of the class is entitled to one vote for each class officer position.

(ii) Methods must be in place to ensure voters do not submit multiple ballots.

(iii) After the end of the voting period, the Office of Student Affairs will tally the votes. A plurality will determine the winner of each class officer position.

(iv) In the case of a tie for any position, a repeat election will be held for the tied candidates. Each candidate will have an opportunity to address the class again. Another voting period will be determined by the appropriate election organizer listed in (a). The voting procedure will be the same as described in (ii) through (v).

(e) The results of the class officer elections will be posted and given to Chicago Medical Student Council as soon as possible by the appropriate election organizer listed in (a).

(4) Transition to New Class Board Leadership

In the event that a class board representative either resigns from their position or a different student is voted in for the following year, the Chicago Medical Student Council President, Class President from the year above, and Class President of that class are responsible for ensuring an effective transition between the two individuals. All online materials, records, and messages should be shared with the new member in a timely manner, no later than 2 weeks following the election.

Section 3: Student Representatives to College of Medicine Committees

(1) Eligibility

Any UIC-COM student who is actively enrolled is eligible to run for a position as a student representative to a College of Medicine committee. It is required that the individual running for a position is in good academic and financial standing.

(2) Date of Selection

The selection process for the entering M1 class will be held prior to the September Chicago Medical Student Council meeting. The selection process for the rising M2 through M4 class will be held prior to the May Chicago Medical Student Council meeting and, at the discretion of the appropriate Chicago Medical Student Council Vice-President, may be done via electronic application for members returning for their third year. Notifications of committee positions and a list of each position's responsibilities that need to be filled will be distributed by the appropriate vice-president of Chicago Medical Student Council at least two weeks prior to the date for candidate interviews.

(3) Selection Procedure

(a) Organization

(i) Individuals interested in being a committee representative will select a time slot to be interviewed by the appointment board.

(ii) An appointment board consisting of the class presidents and the Chicago Medical Student Council executive board (except for the advisor) will interview all candidates and select individuals for all representative positions. Anyone who serves as an interviewer will be interviewed for their positions as candidates before other candidates are interviewed.

(iii) Each member of the appointment board will have one vote. Candidates will be selected by a simple majority vote. In the case of a tie for a given position, the vice-president of Chicago Medical Student Council, as chair of the appointment board, will cast the deciding vote.

(iv) Any member of the appointment board who is not in attendance for all or a portion of the candidate interviews will participate in the decision making process at the discretion of the Chicago Medical Student Council vice-president.

(v) The vice-president will submit a finalized list of appointed student representatives to appropriate deans and staff members in the Office of Student Affairs and Undergraduate Medical Education and to the chairpersons of the various committees.

(4) Selection for other UIC-COM or College of Medicine committee positions may be held in conjunction with the Chicago Medical Student Council process for selecting student representatives to UIC-COM committees.

Section 4: Student Organization Representatives

(1) The eligibility criteria, date of elections and election procedure for a student organization representative is left to the discretion of each organization actively affiliated with Chicago Medical Student Council.

(2) Specialty Interest Groups (SIGs)

(a) Specialty interest groups are organizations that focus on a specific medical specialty or subspecialty. These student organizations provide career development, outreach, and engagement opportunities in a given specialty or subspecialty area while also developing general programming to engage the broader student body.

(b) Specialty Outreach Chairs (SOCs) are student leaders who have previously served in leadership positions within their SIG. The SOC will provide guidance to students interested in a career in a given specialty area, and will create and organize events focused on career development. They will communicate regularly with the VPSL to help coordinate and plan career-focused events, and serve as a liaison between their SIG and corresponding department, as well as communicate with OSA. Although this position is not required, it is a strongly recommended position to provide the highest degree of support and guidance to UICOM students on a specific specialty.

(3) Active Affiliation with Chicago Medical Student Council

(a) Active affiliation of all student organizations with Chicago Medical Student Council is strongly recommended for all student organizations. This will allow student organizations access to online websites (both Chicago Medical Student Council and COM) as well as Chicago Medical Student Council funding. It will

also allow for proper communication between student government and the student organization leadership.

(b) In order to obtain active affiliation with Chicago Medical Student Council, a student organization must submit a written request for affiliation, which highlights the purpose of the group and lists the group's officers/contact persons. An executive officer and monetary officer will be the minimum list of officers. A representative from the group will be allowed to present this information during the Student Organization Reports period of an upcoming Chicago Medical Student Council meeting. Active affiliation with Chicago Medical Student Council will be granted to a group by a simple majority of the Chicago Medical Student Council voting members. In the case of a split vote, the Chicago Medical Student Council Vice President of Student Life will cast the deciding vote.

(c) Meeting requirements

(i) In order to maintain active affiliation status, an organization must send a representative to three of four Chicago Medical Student Council general body meetings each semester. For the semester when an organization obtains affiliation, attendance requirements will be waived.

(ii) At least two members of the executive board must attend both the Student Organization Orientations in the Fall and Spring semester. The organization also must submit a list of the new officers and its representatives to the Chicago Medical Student Council secretary immediately following the group's election meeting, or by May 1st (whichever is sooner). An executive officer and monetary officer will be the minimum list of officers.

(d) If an organization does not meet the criteria listed in Article V, Section 4(2c[i]) for one semester, the organization will be in probationary status, and must make up missed attendance requirements as well as fulfilling attendance for the current semester to maintain affiliation status and lose probationary status. During probationary status, an organization is still considered active. If an organization with probationary status fails to meet requirements for a second consecutive semester and/or an organization does not meet the criteria listed in Article V, Section 4(2c[ii]), an inactive status will be assigned to the group, the current contact person will be informed and that organization will lose its eligibility for funding for the following semester. Audits of active status will be done by the Chicago Medical Student Council Secretary or their designee at the end of each spring and fall term with subsequent notification.

(e) If the organization again desires active affiliation, a representative must attend 100% of the meetings during the semester of funding ineligibility and follow the procedures listed in Article V, Section 4(2b) of the Chicago Medical Student

Council Constitution. If the inactive student organization follows the above guidelines, their full status will be restored the following semester. If the inactive student organization fails to meet the above guidelines, that organization will no longer be considered affiliated with Chicago Medical Student Council; the organization may request affiliation as outlined in Section 4(2b) during the next academic year.

(f) The inactive status of an organization may be appealed by the President of that organization. A simple majority vote by Chicago Medical Student Council voting members is needed to reverse that organization's inactive status.

(g) In order to obtain funding from Chicago Medical Student Council, an organization must be in active affiliation with Chicago Medical Student Council and must have met the requirements enumerated in Article V, Section 4(2c). Furthermore, in order to obtain funding from Chicago Medical Student Council, the monetary officer or, in substitution, the executive officer of the organization must attend the Fall Student Organization Orientation. Groups in probationary status are eligible for funding, however active groups that have met requirements for the previous and current semesters will be prioritized for funding.

Section 5: Chicago Medical Student Council Representatives to HPSC

Chicago Medical Student Council Representatives to HPSC will be selected using the same process for Student Representatives to College of Medicine Committees as outlined in ARTICLE V, Section 3. This process will be overseen by the VP of Communications. It is generally recommended that M1s who can serve two years on HPSC should be appointed.

ARTICLE VI: SUCCESSION AND REMOVAL

Section 1: Chicago Medical Student Council Executive Board

(1) Members except the Advisor

(a) Succession to office by newly elected Chicago Medical Student Council Executive Board members (except the advisor) will take place by the February Chicago Medical Student Council meeting. Outgoing Chicago Medical Student Council Executive Board members will hold full responsibilities until the spring student organization orientation which will take place in April of the same academic year.

(b) If for any reason the president cannot fulfill his/her duties, the vice-president of student life, communications and curriculum (in that order) will be offered the position of president. If any vice-president accepts the president's position, an election will be held to fill the vacancy of the open vice-presidency by the next general body meeting. If all three vice-presidents decline the president's position,

an election will be held to fill the vacancy of the presidency by the next general body meeting. If the office of any other executive board position becomes vacant for any reason, an election will be held to fill the vacancy by the next general body meeting. All elections will be conducted according to the guidelines set forth in ARTICLE V, Section 3. Elections will be open to current executive board members, as well as to eligible members of Chicago Medical Student Council.

(c) Removal of a Chicago Medical Student Council executive board member from his/her office requires written documentation citing the grounds for removal. This document and the supporting names and signatures of a minimum of one-half of the Chicago Medical Student Council voting members or 200 students of the UIC College of Medicine student body will be forwarded to the highest ranking Chicago Medical Student Council officer not under question for action. By the next general body meeting and giving this officer one week preparation time, this officer will organize and moderate a forum during which the Chicago Medical Student Council officer in question and representatives from the group asking for his/her removal will be given equal time to address the student body and the Chicago Medical Student Council voting members. At the end of forum, a Chicago Medical Student Council voting members will cast ballots on the motion. A two-thirds majority of Chicago Medical Student Council voting members is required for the motion to pass. If the proposal does not pass, the matter is considered closed with due process served.

(2) Advisor

(a) Succession to office by newly elected Chicago Medical Student Council Executive Board advisor will take place immediately after the selection has been made.

(b) If for any reason the advisor cannot fulfill his/her duties, a new advisor will be appointed by the Chicago Medical Student Council Executive Board to fill the position.

(c) Removal of the Chicago Medical Student Council advisor will follow the guidelines listed under ARTICLE VI, Section 1, subsection 1.c

Section 2: Class Officers

(1) Succession to office by newly elected officers will take place by the August Chicago Medical Student Council general body meeting for M1 officers and by the May Chicago Medical Student Council meeting for the elected M2 and M3/M4 class officers. M2-M4 class officers will be installed at the start of new business at the May Chicago Medical Student Council meeting.

(2) If the office of president becomes vacant for any reason, the position must be filled within six weeks.

(3) The vice presidents will first be offered the position of president, first the vice president who also serves as the UIC Senate representative who received the plurality vote in prior elections. The class board will then elect the president through an anonymous vote. The class board secretary will organize and run the election procedure. Two-thirds of the class board must participate in the vote. A simple majority of the votes cast will determine the winner of the position.

(3) If the vice presidents decline the president's position, the election will be opened to any other class board members. The vice presidents will run the election procedure, which will be followed as stated above in (2).

(4) If no one from the class board runs for the president's position, the position will be opened for a general election following the procedure in Article V, Section 2.

(5) To fill a vacant position on the class board, other than president, the class board will appoint an individual. Nominations will be solicited from the class and the class board. Current class board members will be excluded from nominations.

(6) If a class board President or other class board member believes a fellow class board member is not fulfilling his/her duties, the Class Board may consider removing the officer after concerted efforts to resolve the issues. Prior to beginning the removal process, the parties involved must notify the Chicago Medical Student Council president of the grievances and allow adequate time for efforts of remediation. Removal of a class officer from his/her office requires written documentation citing the grounds for removal. This document and the supporting names and signatures of a minimum of 50% of the respective class board members must be forwarded to the class officer under question and the Chicago Medical Student Council executive board. On receipt of the document, the President of the Chicago Medical Student Council shall formulate a referendum and oversee a joint class board and Chicago Medical Student Council executive board meeting to discuss the issue of the officer's removal in a timely fashion. The referendum to remove a class officer will pass only with 3/4 majority of the respective class board and Chicago Medical Student Council executive board. If the referendum does not pass, the matter is considered closed with due process served.

Section 3: Student Representatives to the College of Medicine Committees

(1) Succession to office by newly selected student representatives to the College of Medicine Committees will take place immediately after they accept their appointment.

(2) If for any reason the voting representative cannot fulfill his/her duties, the non-voting representative will be offered the position of representative. If the non-voting representative accepts the representative's position, the vice-president of Chicago

Medical Student Council will appoint an individual recommended by the class president to fill the vacancy of the non-voting representative position. If the non-voting representative declines the representative's position, the vice-president of Chicago Medical Student Council will appoint an individual recommended by the class president to fill the vacancy of the voting representative position.

(3) A motion for the removal of a student representative from a College of Medicine committee requires a verbal and written explanation. If dismissal is under dispute, two-thirds majority vote from the Chicago Medical Student Council voting members is required to pass the motion. If the referendum does not pass, the matter is considered closed with due process served.

(4) Temporary Replacement

If the representative is not able to attend meetings over a significant amount of time (such as summer sessions), the appropriate Chicago Medical Student Council vice-president can appoint another person to fill the vacancy and will inform the committee chair of this temporary appointment.

Section 4: Other Chicago Medical Student Council Members

(1) Succession to office by newly selected student organization representatives, immediate past class presidents, and UMSC president will take place immediately after they accept their appointment.

(2) If for any reason the immediate past class presidents cannot fulfill his/her duties, no new person will be appointed to fill the position. If for any reason the student organization representatives or the UMSC president cannot fulfill their duties, a replacement will be selected by their respective organizations.

(3) A motion for the removal of a student organization representative, an immediate past class president, or a UMSC president from Chicago Medical Student Council requires a written explanation only. A two-thirds majority vote from the Chicago Medical Student Council voting members is required to pass the motion. If the referendum does not pass, the matter is considered closed with due process served.

ARTICLE VII: MEETINGS

Section 1: Frequency

General body meetings are to be held at least once each month during the academic year except for the months of December and July. The meetings will be scheduled for the last Monday of the given month. If a College of Medicine holiday happens to fall on that Monday, the meeting will be held on another Monday of the month. A normally scheduled general meeting may be cancelled or moved from the last Monday of the month by simple majority vote of the

Chicago Medical Student Council. A meeting during the exempt months may be proposed and carried by simple majority vote of the Chicago Medical Student Council. The Chicago Medical Student Council Executive Board may schedule additional special meetings as needed.

Section 2: Agenda

The Chicago Medical Student Council president and secretary will develop the agenda of the upcoming Chicago Medical Student Council meeting. Time will be allotted for Chicago Medical Student Council executive board reports, class officer reports, student representatives to College of Medicine committees' reports, old business and new business, and student organization representative reports. Any individual or group desiring to present at the meeting or to have an item included in the agenda must inform the Chicago Medical Student Council president five days prior to the meeting. The agenda and other pertinent documents will be sent by the secretary to the voting and nonvoting members prior to the meeting for review.

Section 3: Funding Requests

(1) Funding requests must be submitted to the Chicago Medical Student Council treasurer at least 10 days prior to the date of the proposed event. The treasurer has the ability to consider a request on shorter notice under extenuating circumstances.

(2) Funds will be distributed to student organizations on a first-come / first-serve basis. The treasurer reserves the right to deny a funding request if the student organization has used a disproportionate amount of funds that term (i.e. > 2 fully funded events per semester).

(3) Student organization orientation will be held in September and January each academic year. The budget allotted to student organizations for funding requests will be presented at this orientation.

Section 4: Parliamentary Authority

Parliamentary Authority by the Chicago Medical Student Council is in accordance with Roberts Rules of Order. In the event of a question or inquiry, this source will be the standard reference of order.

Section 5: Attendance

(1) Voting Chicago Medical Student Council Members

(a) Chicago Medical Student Council Executive Board Members

(i) Chicago Medical Student Council Meetings

Attendance at the Chicago Medical Student Council general body meeting is required for all voting members. Absences by voting members are to be reported prior to the meeting date to the Chicago Medical Student Council president. The Chicago Medical Student Council president reserves the privilege within reason of designating an absence as excused or unexcused. Two or more unexcused absences within one academic year serve as a valid ground for removal.

Attendance is required for physical in-person meetings as well as on social-distanced video-conferencing meetings. Attendance requirements may only be waived or amended under extenuating circumstances with prior approval from the current executive board, or with sufficient communication and approval by the executive board if prior notification is not possible.

(ii) Executive Board Meetings

Attendance at executive board meetings by executive board members is mandatory. Absences by executive board members are to be reported prior to the meeting date to the Chicago Medical Student Council president. The Chicago Medical Student Council president reserves the privilege within reason of designating an absence as excused or unexcused. Two or more unexcused absences from executive board meetings within one academic year serve as valid grounds for removal from Chicago Medical Student Council. If a member misses a meeting, that member is still responsible for providing any updates to the board and taking on any tasks that were assigned to that member.

Attendance is required for physical in-person meetings as well as on social-distanced video-conferencing meetings. Attendance requirements may only be waived or amended under extenuating circumstances with prior approval from the current executive board, or with sufficient communication and approval by the executive board if prior notification is not possible.

(iii) Dialogue with the Deans

Attendance at least one Dialogue with the Deans per academic year is mandatory for each executive board member.

(b) Class Board

(i) Chicago Medical Student Council Meetings

Attendance at the Chicago Medical Student Council general body meeting is required for all voting members. Absences by voting members are to be reported 24 hours before the meeting date to the Chicago Medical Student Council president. The Chicago Medical Student Council president reserves the privilege within reason of designating an absence as excused or unexcused. Two or more unexcused absences within one academic year serve as a valid ground for removal from class board.

Attendance is required for physical in-person meetings as well as on social-distanced video-conferencing meetings. Attendance requirements may only be waived or amended under extenuating circumstances with prior approval from the current executive board, or with sufficient communication and approval by the executive board if prior notification is not possible.

(ii) Class Board Meetings

Attendance at class board meetings by class board members is mandatory. Absences by class board members are to be reported prior to the meeting date to the class board president. The class board president reserves the privilege within reason of designating an absence as excused or unexcused. Two or more unexcused absences from class board meetings within one academic year serve as valid grounds for removal from class board. If a member misses a meeting, that member is still responsible for providing any updates to the board and taking on any tasks that were assigned to that member.

(iii) Dialogue with the Deans

Minimal representation requires the attendance of at least one class board member from each class.

(2) Non-voting Chicago Medical Student Council Members

(a) Student Representatives to College of Medicine Committees

(i) Chicago Medical Student Council Meetings

Attendance at the Chicago Medical Student Council meeting is desirable and encouraged of all student committee members and is required at least once per semester for each student committee members. Minimal representation requires the attendance of at least one student representative of each committee.

(ii) Academic Committee Meetings

Attendance at academic committee meetings by appointed student representatives is mandatory. Absences by committee members are to be reported immediately to the appropriate Chicago Medical Student Council Vice-President to allow reasonable time to procure a replacement. Two or more unexcused absences from academic committee meetings within one academic year serve as valid grounds for removal from that Chicago Medical Student Council academic committee. Those students who represent Chicago Medical Student Council and wish to attend committee meetings must be approved in advance by the chairman of that committee and the appropriate Chicago Medical Student Council Vice-President. If they wish to attend the meeting as regular students, permission must be obtained from the committee chairman only.

(iii) Dialogue with the Deans

Attendance at least one Dialogue with the Deans per academic year is mandatory for each student committee representative. Minimal representation requires the attendance of at least one student representative of each committee.

(b) Student Organization Representatives

In order to maintain active affiliation status, an organization must send a representative to three of four Chicago Medical Student Council general body meetings each semester. In addition, organizations must send a representative to the fall and spring student organization orientations.

Attendance is required for physical in-person meetings, as well as social-distanced video-conferencing meetings. Attendance requirements may only be waived or amended under extenuating circumstances with prior approval from the current executive board, or with sufficient communication and approval by the executive board if prior notification is not possible.

Any issues with recording attendance must be communicated within 24 hours of the meeting in question in order to have attendance counted. Notification must be sent to the Secretary of College of Medicine Student Council and confirmation must be received to ensure attendance is counted. If there are any concerns with attendance or unexcused absences, it is the responsibility of the Student Organization to contact the Vice President of Student Life to resolve the issue. It is the discretion of the Vice President of Student Life to approve or deny any waivers. If disputes arise, a simple majority of the Chicago Medical Student Council executive board can approve or deny alterations to attendance requirements under extenuating circumstances.

(c) Immediate Past Class Presidents

Immediate Past Class Presidents are encouraged to attend all Chicago Medical Student Council meetings; however, attendance is not mandatory.

(d) President of UMSC

The President of the UMSC is encouraged to attend all Chicago Medical Student Council meetings; however, attendance is not mandatory as long as at least one class UMSC representative or the VP of Communication is present.

ARTICLE VIII: Chicago Medical Student Council OFFICE USAGE

The Chicago Medical Student Council office will serve as a central organizational center for any council activities and responsibilities. Key access to the Chicago Medical Student Council office will be given to the Chicago Medical Student Council president, Chicago Medical Student Council vice-presidents, Chicago Medical Student Council treasurer, Chicago Medical Student Council head alumni representative, Chicago Medical Student Council secretary, and to each class President. Additional access may be granted with approval of the Chicago Medical Student Council President. Maintenance of the Chicago Medical Student Council office will be done in good faith by the above noted users. The Chicago Medical Student Council Executive Board, in particular the Chicago Medical Student Council President, Vice President of Student Life, and Secretary reserve the right to revoke Chicago Medical Student Council office privileges to any individual found not in compliance with the annually posted rules and regulations of the Chicago Medical Student Council office.

ARTICLE IX: Chicago Medical Student Council AWARDS

Section 1: The Frank T. Sparks Memorial Award for Excellence in Medical Education Support Staff

This award promotes and recognizes the outstanding contributions of the late Frank T. Sparks to the area of medical education by a support staff member. Nominations will be solicited from members of the Chicago campus student body by March. A recipient will be chosen each year by the April Chicago Medical Student Council general body meeting via electronic ballot open to all enrolled students in the College of Medicine; a plurality will determine the recipient. The Chicago Medical Student Council will present a suitable token of appreciation to the recipient of the award.

Section 2: The C. Thomas Bombeck Award for Excellence in Medical Education

This award promotes and recognizes the outstanding contributions of the late C. Thomas Bombeck to the area of medical education by a faculty member by March. A faculty recipient will be chosen each year by the April Chicago Medical Student Council general body meeting via electronic ballot open to all enrolled students in the College of Medicine; a plurality will

determine recipient. The winner of the current year's Bombeck award will be ineligible to be nominated for two years. The Chicago Medical Student Council will present a suitable token of appreciation to the recipient of the award at the College of Medicine commencement, or at another appropriate venue as decided by the Chicago Medical Student Council Executive Board.

Section 3: The Abbas Hyderi Leadership Award

This award recognizes two members in each class who have displayed outstanding student leadership and advocacy during their careers at the UICOM-Chicago. Nominations will be solicited from members of the Chicago campus student body in March via electronic ballot open to all enrolled students in the College of Medicine; a plurality will determine the recipients. The Chicago Medical Student Council will present a suitable token of appreciation to the recipients of the award.

Section 4: The Dr. Maria Devens Memorial Award

The Dr. Maria Devens Memorial Award seeks to honor those individuals who promote interpersonal cooperation and aim to alleviate the psychosocial stressors associated with medical training through their actions. Students are invited to nominate any peers, faculty, or staff members who they have witnessed engage in such an action, no matter whether the action affects two people or two hundred. The award seeks to honor the memory of Dr. Devens, who devoted much of her research to educating students and residents about sources of stress within the medical profession and promoting attention to personal well-being during medical training. Nominations will be solicited in the spring each academic year and a recipient will be chosen through a selection committee composed of individuals from the Chicago Medical Student Council Executive Board, each Class Board, and one representative from the Department of Family Medicine. The Devens Memorial Award will be awarded at most once per academic year, but if a deserving recipient is not found by the selection committee, it may not be awarded each year.

Section 5: Outstanding Student Organization Award

The Outstanding Student Organization Award seeks to honor one student organization through the College of Medicine that has gone above and beyond in terms of service to the student body and community by holding events on campus. Nominations will be solicited from members of the Chicago campus student body in March via electronic ballot open to all enrolled students in the College of Medicine; a plurality will determine the recipients. The Chicago Medical Student Council will present a certificate to all executive board members and the faculty advisor of the student organization.

ARTICLE X: REVIEW OF Chicago Medical Student Council CONSTITUTION

At any time, changes to this constitution can be introduced by any Chicago Medical Student Council member. The changes must be approved by a 2/3 (18 votes) majority of all Chicago

Medical Student Council voting members. At the very least, this constitution shall be reviewed annually under the guidance of the Chicago Medical Student Council President. Any additions, deletions or other changes will be subject to a 2/3 (18 votes) majority approval by the voting body.