**Eastern Virginia Medical School**

**M.S. in Biomedical Sciences
(Medical Master’s One-Year Program)**

**Class of 2019** **Constitution**

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**Article I: NAME & PURPOSE**

Section A: The name of this organization shall be the Eastern Virginia Medical School One-Year Medical Master’s Program hereafter referred to simply as the Class.

Section B: The purpose of this government shall be to formally represent the members of the Class to:

Subsection 1: The other Classes/Programs, Administration, Faculty, and Staff of Eastern Virginia Medical School

Subsection 2: Any other organization or person(s) whether they are under the auspices of the Eastern Virginia Medical School or not.

**Article II: MEMBERSHIP**

Any student enrolled at Eastern Virginia Medical School in pursuit of the One-Year M.S. in Biomedical Sciences Degree and graduating in 2018 shall be a member of the organization.

**Article III: OFFICERS AND ELECTIONS**

Section A: The executive officers of this organization shall be: the President, Executive Vice President, Vice President of Communications, and Vice President of Finances. In addition, the Class shall elect Class Representatives to various committees within Eastern Virginia Medical School, Course Representatives, and Honor Council Representatives. The Executive Council, Class Representatives and Course Representatives will be collectively referred to as the Class Officers. All Class Officers and Honor Council Representative shall be members of the Class as defined in Article II.

**Section B: Executive Council**

**Subsection 1: President**

1. The President shall set the agenda and determine the order of business for all Executive Council and Class Meetings except those called for by petition as described in Article IV, Section A.
2. The President shall be designated representative of the Class to the Administration, Faculty, and Staff of Eastern Virginia Medical School, and all other organizations or persons outside of the Class.
3. The President shall maintain communication with student representatives from other medical schools, nationally and globally, for purposes of academic and social collaboration.
4. The President shall maintain a regular liaison with the Dean and Associate Dean for Student Affairs.
5. The President shall convey complaints, questions, suggestions, and directions of the Class, as He or She sees fit, to the administration. He or She shall keep the Class informed of all actions taken by Executive Council and the administration, which are of concern to the Class.
6. President shall direct the actions of the other Executive Council members. He or She shall ensure that all Class Representatives properly fulfill their duties and that the Executive Council and Class is informed of the Class Representatives actions.
7. The President shall organize class-wide surveys to determine the priorities of the student body at the beginning of each term.
8. President shall oversee the progress of certain Class representatives as determined by the Executive Council.
9. The President shall be a cosigner on class accounts with the Vice President of Finances, unless the Vice President of Finances is unable to fulfill His or Her duties and then with the Vice President of Communications.
10. The President shall be a member of the Student Government Association.
11. The President shall serve a one-year term.

**Subsection 2: Vice President (Executive Vice President)**

1. The Executive Vice President shall monitor the actions of the Course Representatives. He or She shall keep the Executive Council and Class properly informed of the Course Representatives actions.
2. The Executive Vice President shall, at the discretion of the President, assist the President in executing the responsibilities of the office of the President.

1. In the event that the President is temporarily unable to fulfill the responsibilities of His or Her office, the Executive Vice President shall assume the duties of the President until such time as the President is again able to resume His or Her office. Should the President be permanently unable to fulfill His or Her duties, the position shall be considered vacant.  The Executive Vice President shall serve as President pro tempore until such time as an election for President can be held as directed in Article III, Section G.
2. The Executive Vice President shall oversee the progress of certain Class representatives as determined by the Executive Council.
3. The Executive Vice President shall be a member of the Student Government Association.
4. The Executive Vice President shall serve a one-year term.

**Subsection 3: Vice President of Finances**

1. The Vice President of Finances shall be the holder of the Class monies and be responsible for its management.
2. The Vice President of Finances shall keep proper record of income and expenditure and make those records available for examination by any member of the Class within 48-72 hours of a written request. At the request of any member of the Executive Council, He or She shall present a report of current financial status and any recent income or expenditures at the next Executive Council or Class Meeting.
3. The Vice President of Finances may write checks and dispense money for the class as follows:
	1. If the expenditure is less than five hundred dollars ($500.00) then the President must approve the appropriation.
	2. If the expenditure is equal to five hundred dollars ($500.00) or less than five thousand dollars ($5,000.00), either individually or as a cumulative bill, a majority of the Executive Council must approve the appropriation.
	3. If the expenditure is greater than five thousand dollars ($5,000.00), either individually or as a cumulative bill, the disbursement of funds must be presented and approved at a Class Meeting in accordance with the general rules on voting.
4. The Vice President of Finances shall direct fundraising activities of the Class or designate a fundraising committee. The Vice President of Finances shall oversee principle aspects of any fundraising projects initiated by the Class, and will ensure that any fundraising activities are in accordance with EVMS fundraising policies.
5. In the event that the Vice President of Finances is unable to fulfill the responsibilities of His or Her office, the Vice President of Communications shall assume the duties and responsibilities of the Vice President of Finances until such time as the Vice President of Finances is again able to resume His or Her office. During such times, the Vice President of Communications will be a cosigner of the Class account with the President. Should the Vice President of Finances be permanently unable to fulfill His or Her duties, the position shall be considered vacant.  The Vice President of Communications shall assume all duties of the Vice President of Finances until such time as an election for Vice President of Finances can be held as directed in Article III, Section G.
6. The Vice President of Finances shall serve as a liaison between the Social Committee and the Executive Council, and shall be responsible in overseeing the planning and execution of class-wide events.
7. The Vice President of Finances shall be responsible for organizing all Class Meetings and completing the required documentation with the Office of Student Affairs for such meetings.
8. The Vice President of Finances shall support the other members of the Executive Council in the execution of their duties, especially the President and Executive Vice President whose offices include many duties.
9. The Vice President of Finances shall oversee the progress of certain Class representatives as determined by the Executive Council.
10. The Vice President of Finances shall be a member of the Student Government Association.
11. The Vice President of Finances shall serve a one-year term.

**Subsection 4: Vice President of Communications**

1. The Vice President of Communications shall keep a written record of the proceedings of each Executive Council and Class Meeting. He or she shall maintain a file of the minutes of all meetings and other pertinent papers and make this available upon request to all members of the Class.
2. The Vice President of Communications shall inform the Class of forthcoming Class events via email and the class Facebook page.
3. The Vice President of Communications shall moderate the class email list to minimize spam and to ensure that only worthwhile and timely emails are sent out on the list-serv.
4. The Vice President of Communications shall be responsible for updating the Class calendar throughout the semester on a weekly basis. This includes academic items on the calendar as well as updating the calendar with extracurricular events.
5. The Vice President of Communications shall support the other members of the Executive Board in the execution of their duties, especially the President and Executive Vice President, whose offices include many duties.
6. In the event that the Vice President of Communications is temporarily unable to fulfill the responsibilities of His or Her office, the Vice President of Finances shall keep the minutes of the Executive Council and Class Meetings and assume all other duties of the Vice President of Communications until such time as the Vice President of Communications is again able to resume His or Her office. Should the Vice President of Communications be permanently unable to fulfill His or Her duties, the position shall be considered vacant.  The Vice President of Finances shall assume all duties of the Vice President of Communications until such time as an election for the Vice President of Communications can be held as directed in Article III, Section G.
7. The Vice President of Communications shall oversee the progress of certain Class representatives as determined by the Executive Council.
8. The Vice President of Communications shall be a member of the Student Government Association.
9. The Vice President of Communications shall serve a one-year term.

**Section C: Honor Council Representatives**

There shall be one honor council representative per every thirty (30) members of the class.

Honor Council Representative’s duties shall be:

1. The Honor Council Representative will uphold the EVMS Honor Code.
2. The Honor Council's Representative will manage and maintain the integrity of Class Elections as specified in the Constitution.
3. The Honor Council Representative will act as contacts for their peers to report honor code violations.
4. The Honor Council Representative will attend Honor Council meetings as directed by the chair of the Honor Council.
5. The Honor Council Representative, when needed, shall report on relevant and appropriate issues to the Executive Council so that they may disseminate the information to the Class.
6. The Honor Council Representative will explain, shortly after being elected, the Honor Code Violation Process to the Class to make sure that the process is understood.
7. Ensure that all actions of the Class Officers adhere to the Constitution. If a Class Officer violates the Constitution, it will be the responsibility of Honor Council to provide the Officer in question with timely written notice of their failure to comply with the Constitution. The Officer shall have reasonable time to bring his actions into compliance with the Constitution. If the Officer does not bring his actions into compliance with the Constitution in a reasonable timeframe, it will be considered a willful, intentional breach of the Constitution. After two intentional breaches of the Constitution, the Honor Council can bring a motion to impeach (governed by Article III, Section I) against the Officer.
8. An Honor Council Representative will attend Class Meetings and report on relevant and appropriate issues.
9. One-Year Term

**Section D: Class Representatives**

Class Representatives shall serve for the length of the term of their position as noted below until the end of the academic year. The Class shall elect Representatives (in accordance with Article III, Section F) to the following organizations, unless otherwise noted:

**Subsection 1:  Social Committee – 3 Representatives**

1. The Social Chair represents the entire Class and will make every effort to seek out feedback about prospective social events from the entire Class so that they may plan social events throughout the school year that are representative of the entire Class.
2. Social Committee must get approval from the Executive Council prior to spending any class monies or before advertising any events.
3. The Social Chair, with oversight from the Executive Council, will plan and organize social events in order to promote class cohesion.
4. The Social Chair shall report on relevant and appropriate issues to the Executive Council to minimize duplication of effort between the Council and the Chair, to ensure coordination of efforts between the Council and the Chair, and to ensure that the Council can disseminate information to the Class in a timely fashion.
5. The Social Chair will attend Class Meetings and report on relevant and appropriate issues.
6. The Social Chair will shall serve a one-year term.

**Subsection 2:  Volunteering Coordinators - 2 Representatives**

1. The Volunteer Coordinators represents the entire Class and will make every effort to seek out feedback about prospective volunteering events from the entire Class so that they may plan volunteering events throughout the school year that are of interest to the Class.
2. The Volunteer Coordinators will work closely with administrative staff to plan events in the community without conflict of the curriculum.
3. The Volunteer Coordinators shall report on relevant and appropriate issues to the Executive Council to minimize duplication of effort between the Council and the Committee, to ensure coordination of efforts between the Council and the Committee, and to ensure that the Council can disseminate information to the Class in a timely fashion.
4. A member of the Volunteer Committee will work closely with the Vice President of Finance to ensure appropriate funding for the volunteer event.
5. A member of the Volunteer Committee will attend Class Meetings and report on relevant and appropriate issues.
6. Each Volunteer Coordinator Representative shall serve a one-year term.

**Subsection 3:  NEST Committee - 1 Representative**

1. The NEST Committee Representative will work closely with other HP programs to plan the event day, as well as working with the Vice President of Finance to ensure appropriate funding allocation between the two programs.
2. The NEST Committee Representative shall report on relevant and appropriate issues to the Executive Council to minimize duplication of effort between the Council and the Committee, to ensure coordination of efforts between the Council and the Committee, and to ensure that the Council can disseminate information to the Class in a timely fashion.
3. A member of the NEST Committee will attend Class Meetings and report on relevant and appropriate issues.
4. Each Social Committee Representative shall serve a one-year term.

**Subsection 4:  Phoenix Committee – 2 Representatives**

1. One male and one female Phoenix Representative will be elected during first year.

1. The Phoenix Representatives shall act at the contacts for their peers for concerns related to alcohol/drug/emotional problems.
2. The Phoenix Representatives will attend Phoenix Committee meetings as required by the chair of that committee.
3. The Phoenix Representatives shall report on relevant and appropriate issues to the Executive Council to minimize duplication of effort between the Council and the Representative, to ensure coordination of efforts between the Council and the Representative, and to ensure that the Council can disseminate information to the Class in a timely fashion.
4. The Phoenix Representatives will attend Class Meetings and report on relevant and appropriate issues.
5. The Phoenix Committee Representatives shall serve a one-year term.

**Subsection 5:  Historian – 1 Representative**

1. The Historian will be able to attend most Class events and will be responsible for documenting these events through photographs.
2. The Historian will make these pictures available to the Class, after destroying those that are noncompliant with the EVMS social media policy or are otherwise in poor taste.
3. The Historian may recruit a substitute in his or her absence.
4. If a Historian is not elected, it is the responsibility of the executive board to delegate the duties of the Historian to the appropriate party.
5. The Historian shall serve a one-year term.

**Subsection 6**:  **IT representative- 1 representative**

1. The IT representative will make every effort to seek out feedback from the entire Class throughout the school year and focus on issues including, but not limited to: computer and mobile devices, internet connectivity, video portal and web-browsing.
2. The representative will attend meetings with the IT staff and disseminate information to the Class in a timely fashion.
3. Each IT Representative shall serve a one-year term.

**Subsection 7**:  **Human Values in Medicine representative- 1 representative**

1. The Human Values in Medicine representative will address students’ issues concerning humanism and values in medicine and work to integrate them into the course.

2. The Human Values in Medicine Committee will incorporate humanism and values in medicine into planning and hosting one community service event each academic year for the Class that further bridges the gap between the humanities and medicine.

3. The Human Values in Medicine Committee will also represent the Class at meetings

to plan the EVMS Professional Values in Health Care event.

4. The Human Values in Medicine Committee represents the entire Class to the

administration and will make every effort to seek out feedback about humanism and values in medicine from the entire Class so that may He or She may present feedback to the administration that is representative of the entire Class.

5. The Human Values in Medicine Committee shall report on relevant and appropriate

issues to the Executive Council to minimize duplication of effort between the Council and the Representative, to ensure coordination of efforts between the Council and the Representative, and to ensure that the Council can disseminate information to the Class in a timely fashion.

6. A member of the Human Values in Medicine Committee will attend Class Meetings

 and report on appropriate and relevant issues.

7. Each Human Values in Medicine Representative shall serve a one-year term.

**Subsection 8**:  Any other positions as deemed necessary by the Executive Council.

**Section E: Course Representatives**

Course Representatives will be elected by the Class at the beginning of each semester during the I and II years, in accordance with Article III, Section F.  Elections will be run by the Honor Council member, who will ascertain the desired number of course reps from each course director.

1. Individuals running for Course Representative may only hold one Course Representative position at a time but shall not be excluded from holding any other position.
2. All concerns about a course submitted by students to the Course Representatives should be vetted for validity and appropriateness and then presented in an unbiased manner and advocated equally to the course director and/or professors.
3. A summary of the Course Representatives meeting with the Course Director(s) should be sent to the Vice President of Communications within 24 hours of the Course Representatives meeting with the course director(s) (and/or professors) or as soon as possible after the last student has taken the exam.  This summary should include averages, standard deviations, and an explanation as to why each contested question was dropped or retained. The Vice President of Communications will then forward the message to the class via the list-serv.
4. A student may only run for one course representative position. The maximum number of nominees for any course representative position will be capped at ten.

**Section F: Elections**

**Subsection 1: Election Oversight**

Elections will be run by at least two of the Class’s Honor Council Representatives. If two Honor Council Representatives are not available, Honor Council Representatives from a different class should be approached to oversee the election. The Honor Council Representatives of any medical student class will run the initial elections for the incoming Class Executive Council, Class Representatives, and First Semester Course Representatives.

**Subsection 2: Nomination of Candidates**

The persons running the election shall post nomination forms in a public location and electronically at the opening of the nomination period. When a candidate is nominated, he or she must be notified verbally or electronically by the persons running the election. He or she must accept the nomination verbally or electronically prior to the election.

**Subsection 3: Nomination Limits**

Any eligible student may accept a nomination for only two executive council positions at a time.

**Subsection 4: Speeches and Candidate Statements**

Speeches for the positions of President and Vice President shall be no longer than five minutes in duration. All other positions shall have three minutes afforded for a speech. In addition, all nominated candidates must submit a written candidate statement, not to exceed one page in length, to be distributed to the Class 24 hours prior to an election.

Question and answer sessions after speeches may be allowed at the discretion of those Honor Council Representatives running the election.  Speeches and elections will be conducted at Class Meetings when possible.

Each candidate except Course Representatives shall submit up to a one-page document describing their goals for their respective positions. The document shall be distributed to the class electronically.

**Subsection 5: Votes required for election**

Unless running unopposed, all officers and representatives will be elected by a plurality of votes cast. A quorum as described in Article III, Section F, Subsection 6 must be reached. Only Class members as defined in Article II are allowed to vote. If a candidate is unopposed at the close of the nomination period, that candidate shall be considered elected – no formal vote is required. Elections shall be made by secret ballot. Write in candidates are not valid and will be considered abstentions.

**Subsection 6: Definition of a Quorum**

During the election, a quorum shall consist of a simple majority (>50%) of the Class members.  Establishing a quorum in an online election is tabulated by the total number of students voting by the close of the election.

**Subsection 7: Runoff Election**

If a direct tie among leading vote getters occurs, a runoff election between the tied candidates will be held. Each candidate will be allotted three minutes for an additional speech. The vote would then be repeated between the tied candidates.

**Subsection 8: Election Results**

As soon as possible after the election, results shall be tabulated and verified by the Honor Council representatives running the election. The Honor Council representatives will then announce the names of the candidates who have won the election. The numerical tallies for each election shall remain confidential. All ballots and data shall be kept by the officers in charge of the election for a period of one year after the election date. Any challenges to the validity of the election may only be made by class members allowed to vote in the specified election and shall be made to the officers in charge of the election within one week of the election. The officers in charge along with the Dean of Student Affairs will resolve any challenges.

**Subsection 9: Dates for Elections**

Class Officers will be elected in three different elections during the year – the first for Executive Council, Fall Course Representatives, and Class Representatives, the second for Honor Council Representative, and the third for Spring Course Representatives. Election dates will be at the discretion of the officers in charge of the election, taking into account course schedule. The Executive Council shall be elected by the end of week 6 of first semester.Elections shall occur no sooner than three days, but no more than ten days after the closing of nominations.

**Section G: Office Vacancies**

Should an office remain vacant after elections due to lack of valid nominations, the office shall remain vacant until such time as a valid nomination is offered. If less than 1 month remains in the term of office, no nominations shall be accepted. When a valid nomination is offered, the class shall be notified of intent to fill the vacant position. A period of 1 week shall be allowed for any further nominations to be offered. If the position remains uncontested the nominee shall be considered elected in the vacant position and the class notified. If contested by another nomination, a special election will be run by the Honor Council Representatives. The newly elected official shall serve only for the remaining duration of the position's term of office.

**Section H: Resignation of Office**

An officer may resign their position at any time. The position will be considered vacant and may be filled as outlined in Article III, Section G. A permanent replacement will be elected during the next regularly scheduled election.

**Section I: Impeachment and Removal**

If a Class Officer fails to execute the duties of their position, as enumerated in the Constitution, that officer is subject to impeachment.

**Subsection 1: Requirement of Written Notice**

When a Class Officer fails to perform the duties of their position, the President will provide the officer in question with timely written notice of their failure to properly fulfill their duties and offer an opportunity for improvement. In the event that the officer in question is the President, written notice will be provided by the Executive Vice President. Following two written notices, the President or Executive Vice President can bring a motion to impeach.

**Subsection 2.**

Alternatively, 20% of the class may submit a petition of complaint about a Class Officer to the President or Executive Vice President, who must act on the complaint. Any complaint must be related only to failures to perform duties as listed in this Constitution.

**Subsection 3.**

A motion to impeach shall include a description of how the officer in question failed to execute their duties and documentation of the two required notices. The officer in question will be allotted reasonable time to reply to the motion.

**Subsection 4.**

If a motion to impeach concerns a Class Representative, a three-fourths majority vote by the Executive Council is required for impeachment.

If a motion to impeach concerns an Executive Council member, a two-thirds majority vote by the Class is required for impeachment.

**Subsection 5.**

For the purposes of impeachment, a quorum, is defined as 50% of the class.

**Subsection 6.**

The impeached officer is ineligible for reelection.

**Subsection 7.**

If a Class Officer is convicted of an Honor Code violation, the officer must immediately resign from their position. The Honor Council Representatives are responsible for enforcing the resignation in a confidential manner.

**Subsection 8.**

In the event of an impeachment or removal from office, the affected position will be considered vacant and may be filled as described in Article III, Section G.

**Subsection 9.**

The Honor Council Representatives can only be removed by a vote of the Honor Council as described in the Student Handbook. Any complaints regarding Honor Council Representatives should go to the Chair of the Honor Council.

**Subsection 10:**

The Honor Council Representatives will be responsible for overseeing this process and ensuring that it is not used in a malicious or capricious manner. To this end, the President shall provide written notice to the Honor Council Representatives when these proceedings are initiated.

**Article IV: CLASS MEETINGS**

**Section A: Class meetings may be called by:**

**Subsection 1: The President**

**Subsection 2:** If considerable concerns arise from the class/student body and are presented to the any member of the Executive Council, a class meeting can be called. The President shall give reasonable and adequate notice of this class meeting and shall choose a reasonable date to have this class meeting.

**Section B: Quorum requirements**

A quorum defined as a majority of the Executive Council, must be present in order to conduct business of the Class. The Vice President of Communications will be charged with tallying the number of students present if a quorum is needed for a vote. If the Vice President of Communications is not present, the Executive Vice President and Vice President of Finances shall fill in for this duty.

**Section C: Rules for running a meeting**

**Subsection 1**: The Vice President of Communications shall notify the class of the time and location of the meeting at least 48 hours in advance. This formality may be suspended and a meeting may be called at any time without sufficient notice if deemed necessary by the President.

**Subsection 2**: Attendance at Class Meetings is mandatory for all Executive Council members and Class Representatives unless excused by the President or Vice President.  Request to be excused should be submitted no later than 24 hours prior to a scheduled meeting.

**Article V: AMENDMENTS**

**Section A**: This constitution may be amended. Any member of the class as defined in Article II may propose an amendment. The amendment must be submitted in writing to the class Honor Council Representatives. Should the Executive Council and Honor Council Representatives approve the amendment with a simple majority vote, the amendment shall be submitted to the entire class in writing. This submission should occur within two weeks of the amendment’s approval by the said committee. The class will vote upon the proposed amendment no sooner than three days and no later than fourteen days after its submission to the Class. The vote shall be by secret ballot, and supervised by the Honor Council Representatives. A two-thirds majority will be required for passage of the proposed amendment.

**Section B**: The Executive Council will resolve any issues not specifically addressed in this constitution.

**Article VI: RATIFICATION OF THE CONSTITUTION**

The executive council and honor council representatives shall draft a class constitution and submit it to the entire class. The class will vote upon the proposed constitution no sooner than three business days and no later than ten business days after its submission. A two-thirds majority is required for ratification.