

**The Constitution of the College of Medicine Student Body**  
**Medical University of South Carolina**  
**(Revised 2010-2011)**

**PREAMBLE**

We, the students of the College of Medicine, Medical University of South Carolina, with the authorization and approval of the Dean, do hereby ordain and establish this Constitution for the Student Body of the College of Medicine.

**ARTICLE I**

Student Council Responsibility of the Student Body for those affairs defined in this Constitution will be vested in a body to be known as the Student Council of the College of Medicine, Medical University of South Carolina.

Section 1. Goals of Student Council

The Student Council of the College of Medicine (COMSC) will serve as the official means of communication between the faculty, the administration, the MUSC community, and the medical students. The Student Council will promote the intellectual, social, and personal development of the students of the College of Medicine. The Student Council will provide equal, just, and active representation for students. Above all, the Student Council will promote the high esteem and ideals of the medical profession.

Section 2. Membership

The COMSC will consist of the following members:

- President, Vice President, and Secretary/Treasurer to serve as the Executive Officers of the Student Council
- President, Vice President, and Secretary/Treasurer of each of the four classes
- Honor Council

- Medical Scientist Training Program (MD/PhD)
- Organization of Student Representatives (OSR) of the Association of American Medical Colleges (AAMC)
- Organizations duly chartered by the College of Medicine
  - American Medical Association (AMA-SMA)
  - American Medical Student Association (AMSA)
  - American Medical Women's Association (AMWA)
  - Alpha Omega Alpha (AOA)
  - Medical Student Alumni Council (MSAC)
  - Phi Chi Medical Fraternity
  - Student National Medical Association (SNMA)
  - Anesthesiology (AIG)
  - Emergency Medicine Interest Group (EMIG)
  - Family Medicine Interest Group (FMIG)
  - Global and Tropical Medicine Interest Group (GTMIG)
  - Medical Students for Choice (MSFC)
  - Medical Student Ophthalmology Society (MSOS)
  - OBGYN Interest Group (OBIG)
  - Physical Medicine and Rehabilitation (PM&R)
  - Radiology Interest Group (RIG)
  - Sawbones
  - Student Interest Group in Neurology (SIGN)
  - Students Interested in Pediatrics (SIP)
  - Students Interested in Reconstructive and Plastic Surgery (SIRPS)
  - Student Psychiatry Interest Group (SPIG)
  - Surgical Training Awareness and Residency (STAR)
  - Women Interested in Surgery (WISE)
- Committees Recognized by Student Council
  - Admissions
  - Careers in Medicine
  - CARES Clinic
  - Charity Ball
  - Clinical Sciences Subcommittee
  - Crisis Ministries
  - Environment and Community Sustainability
  - Faculty Excellence
  - MEDCOM
  - MUSC Live
  - Organizational Recognition
  - Progress Committee
  - Scrapbook
  - The Crucible
  - Web Page

### Section 3. Membership Criteria

#### A. Organizations

- (1) Those organizations duly chartered by the College of Medicine and satisfying the following criterion will be entitled to representation on the COMSC.
  - A. The organization must be composed of students of the College of Medicine of the Medical University of South Carolina.
  - B. The organization must not be a part of a university wide organization existing at the Medical University of South Carolina.
  - C. The organization must have goals compatible with those of the Student Council.
  - D. The Student Council reserves the right to review any organization prior to granting a representative to Student Council. The procedure outlined below will be utilized when an organization requests representation on the Student Council.
- The following requirements will be met by the organization prior to requesting recognition by the COMSC.
  - a. Written constitution for the organization
  - b. Faculty advisor
  - c. Proposed budget for the remainder of the school year
  - d. Membership list consisting of at least twenty (20) College of Medicine students who have demonstrated interest by paying dues in the minimum amount of five (\$5.00) dollars to the organization
  - e. Organizations must have existed for at least one (1) year from the date of the organization's first (1st) meeting in order to receive recognition by COMSC.
  - f. The organization must have had at least three (3) student events which were attended by at least fifty percent (50%) of their members
  - g. Outside funding in the amount of at least twenty-five (25%) percent of the projected budget for the school year (this may come from private donations, fundraising, national sponsorship, etc.)
- Once the above requirements have been met, the organization may petition the COMSC for official recognition.
- The organization satisfying the above criterion will be entitled to one (1) voting representative, with the exception of OSR, which will have two (2).

#### Application for COMSC Recognition for Organizations

- An application consisting of documentation of the above requirements and a statement indicating how this organization will benefit the College of Medicine student body will be turned in to the Organizational Recognition Committee.

- After reviewing this information the Organizational Recognition Committee may return the application to the organization for additional information or clarification.
- Upon receiving a complete application, the Organizational Recognition Committee will distribute copies of this application to the voting members of the COMSC at the next meeting.
- After two weeks, at the next COMSC meeting, representatives from the organization may be asked to attend and answer questions from student council members. After all questions have been answered, the COMSC will discuss the proposal to officially recognize this organization. Once all discussion has been completed Student Council may vote on this proposal or choose to postpone voting until a later date.
- Upon organization recognition by the Council, the new organization will have full voting privileges and the opportunity to be funded by COMSC.

#### Funding of Student Organizations

To request COMSC funding, student organizations will provide documentation of outside resources (including fundraisers, money provided by national organizations, etc.) and a budget containing how funds were spent throughout the year, including date, location, and event description, to be presented at the budget review meeting. The COMSC Budget Committee will decide the awarded budget amount based on the above requirements.

#### B. Specialty Interest Groups (SIG)

(1) Those SIG duly chartered by the College of Medicine and satisfying the following criterion will be entitled to representation on the COMSC.

- A. The SIG must be composed of students of the College of Medicine of the Medical University of South Carolina.
  - B. The SIG must not be a part of a university wide organization existing at the Medical University of South Carolina.
  - C. The SIG must have goals compatible with those of the Student Council.
  - D. The Student Council reserves the right to review any SIG prior to granting recognition by Student Council. The procedure outlined below will be utilized when a SIG requests recognition by the Student Council.
- The following requirements will be met by the SIG prior to requesting recognition by the COMSC.
    - a. SIG will include those specialties for which a residency program is directly available upon graduation from medical school.
    - b. Written constitution for the SIG
    - c. Faculty advisor
    - d. Proposed budget for the remainder of the school year
    - e. Membership list consisting of at least twelve (12) students who have demonstrated interest by paying dues, in the minimum amount of ten (\$10.00) dollars, to the SIG

- f. SIG must have existed for one (1) year from the date of the first meeting in order to receive recognition by the COMSC
- g. SIG must have had at least three (3) student events which were attended by at least fifty percent of their members
- h. Outside funding in the amount of at least forty (40%) percent of the projected budget for the school year (this may come from private donations, fundraising, national sponsorship, etc.)
- i. SIG must show proof of attempts to involve their respective departments in activities

### C. Subspecialty SIGs

(1) Subspecialty interest groups (SSIG) who cannot meet the requirements set forth for SIGs will be eligible for recognition and funding by the College of Medicine Student Council if the following criteria are met:

- a. To be considered as a subspecialty interest group, a fellowship in the subspecialty must be available
- b. Statement of the manner in which the subspecialty interest group will benefit the student body above and beyond the contributions of other specialty interest groups already in existence, particularly those whose residency is required to gain access to the subspecialty in question.
- c. Written constitution
- d. Faculty advisor
- e. Proposed budget for the remainder of the academic year
- f. Membership list consisting of at least twelve (12) students who have demonstrated interest by paying dues, in the minimum amount of ten (\$10.00) dollars, to the SSIG
- g. Subspecialty SIG must have existed for one (1) year from the date of the first meeting in order to receive recognition by the COMSC
- h. Subspecialty SIG must have had at least three (3) student events which were attended by at least fifty (50%) percent of their members.
- i. Membership list consisting of students who have demonstrated interest by paying dues, in the minimum amount of ten (\$10.00) dollars, to the subspecialty student interest group
- j. Outside funding in the amount of at least forty percent of the projected budget for the school year (this may come from dues, private donations, fundraising, national sponsorship, etc.)
- k. Student interest groups must show proof of attempts to involve their respective departments in activities.

## Funding of Subspecialty Interest Groups

To request COMSC funding, subspecialty SIG must meet the criteria stated above and must also provide evidence of participation in the annual budget meeting. Additionally, groups will be encouraged to utilize their respective clinical departments for financial as well as educational support. The funding of the subspecialty SIG will be directly from the College of Medicine Student Council in concordance with the budgetary process set out above.

## D. Other Interest Groups

(1) "Other Interest Groups" shall refer to groups of students who have an interest in a medically-related topic which does not have a residency or fellowship attached to it. The definition of "medically-related topic" shall be set by the current executive committee of the College of Medicine Student Council. The interest group shall be eligible for funding by the College of Medicine Student Council if the following criteria are met:

- a. Statement to include a purpose of the group, a description of the manner in which the interest group will benefit the student body and an explanation of the advancement of student body education which is not currently provided by other means.
- b. Written Constitution
- c. Faculty Advisor
- d. Proposed budget for the remainder of the year
- e. Membership list consisting of at least twelve (12) students who have demonstrated interest by paying dues, in the minimum amount of ten (\$10.00) dollars, to the interest group
- f. Interest Group must have existed for one (1) year from the date of the first meeting in order to receive recognition by the COMSC
- g. Interest Group must have had at least three (3) student events which were attended by at least fifty (50%) percent of their members
- h. Membership list consisting of students who have demonstrated interest by paying dues, in the minimum amount of ten (\$10.00) dollars, to the subspecialty student interest group
- i. Outside funding in the amount of at least forty percent of the projected budget for the school year (this may come from private donations, fundraising, national sponsorship, etc.)

## Funding of Other Interest Groups

To request COMSC funding, interest groups must meet the criteria stated above and must also provide evidence of participation in the annual budget meeting. Additionally, groups will be encouraged to utilize clinical departments for financial as well as educational support. The funding of the interest groups will be directly from the College of Medicine Student Council in concordance with the budgetary process set out above.

## Section 4. Leadership Positions and Elections

### Voting Members

Each of the following members has one vote (with the exception of OSR, who will have two (2) votes):

COMSC Executive Officers (One (1) vote per officer)

1st, 2nd, 3rd and 4th Year Class Officers (One (1) vote per class)

Honor Council representative

MD/PhD representative

OSR

COMSC Organizations

COMSC SIG

COMSC Subspecialty SIGs

### Academic Standing for COMSC Membership

Each member of the Council, whether elected or appointed, must be in good academic standing (defined as passing all classes) according to an employee in the Dean's office.

### Election of Members

The election of members of the rising COMSC will be called, supervised, and validated by the incumbent Student Council. The election of members of each subsequent rising Student Council, with the exception of the representatives of the incoming 1st Year classes, will take place in due time such that the newly elected members can attend the final two Council meetings of the school year in which they were elected. The rising Student Council will take office at the official transitional meeting, which is to take place no later than July 15 of the year in which it was elected. The 1st Year class representatives will assume full membership on the Council upon validation of the election results.

There will be two sessions of elections during each College of Medicine academic year.

Fall elections – Officers elected during these elections will serve the current academic year and include:

- 1st Year class officers: President, Vice President, and Secretary/Treasurer (1 year position)
- (2) 1st Year SGA representatives (1 year position)

- (4) 1st Year Course Evaluation/ Curriculum Advisory Committee (CAC) representative (2 year position)
- (2) 1st Year Careers in Medicine Committee representatives (4 year position)
- (2) 1st Year Charity Ball representatives (4 year position)

Spring elections – Officers elected during these elections will serve the following academic year and include:

- (3) 1st Year Honor Council representatives (4 year position)
- Student Council Executive Officers: President, Vice President, Secretary/Treasurer (1 year position)
- Rising 2nd Year class officers: President, Vice President, and Secretary/Treasurer (1 year position)
- (2) Rising 2nd Year SGA representatives (1 year position)
- (1) Rising 2nd Year Faculty Excellence Awards representative– Basic Science Yrs. (2 year position, Transitions to the Clinical Science Years rep in 2nd year of term)
- Rising 3rd Year class officers: President, Vice President, and Secretary/Treasurer (1 year position)
- (2) Rising 3rd Year SGA representatives (1 year position)
- (1) Rising 3rd Year Standards of Conduct Committee representative (1 year position)
- (1) Rising 3rd Year Progress Committee representative (2 year position)
- (2) Rising 3rd Year Course Evaluation/Curriculum Advisory Committee representatives (2 year position)
- (2) Rising 3rd year Clinical Science Subcommittee representatives (2 year position)
- Rising 4th Year class officers: President, Vice President, and Secretary/Treasurer (1 year position)
- (2) Rising 4th Year SGA representatives (1 year position)
- (1) Rising 4th Year Standards of Conduct Committee representative (1 year position)
- (2) Rising Senior Electives Subcommittee representatives (1 year position)

Each member of the Student Council, except the OSR reps and Admissions Committee reps, will be elected by a plurality of votes cast by his/her respective voting constituency.

(a) The constituency of the President, Vice President, and Secretary/Treasurer of the Student Body will be the membership of the entire Student Body.

(b) The constituency of the President, Vice President, Secretary/Treasurer, SGA representatives, and other positions of each class will be the membership of the respective class.

(c) The constituency of the representatives of those organizations/SIGs recognized by the



COMSC will be the membership of their respective organization/SIG.

Candidates for the offices of President, Vice President, and Secretary/Treasurer of the Student Body must declare themselves and submit a statement of intent of no greater than 250 words to the COMSC Vice President and the COMSC Dean's Office Advisor. Statements of intent must be filed by the deadline set forth by the incumbent COMSC Vice President who will be in charge of the elections.

Candidates for the offices of President, Vice President, Secretary/Treasurer, SGA representatives, and other positions of each of the four medical classes must declare themselves and submit a statement of intent of no greater than 250 words to the COMSC Vice President and the COMSC Dean's Office Advisor. Statements of intent must be filed by the deadline set forth by the incumbent COMSC Vice President who will be in charge of the elections. The COMSC Executive Vice President will be responsible for making a minimum of two (2) announcements in the week preceding the election. Additionally, he or she will insure election information is posted prominently and promptly.

#### Position Descriptions:

Student Council Executive Officers: See Section 6. Organization and Responsibilities of members of the Student Council for a list of COMSC Executive officer duties.

#### Class Officers

**President :** The class president's duties are to represent their class at COM student council meetings, to oversee & organize class fundraising, social activities, and community service events, and to be a liaison between the class and Dean's office to resolve any problems or issues at hand, such as honor council, curriculum change, et al.

**Vice President:** The vice president's main duty is to assist the class president and to take lead in the president's absence. Specifically, the vice president helps in brainstorming, planning, and organizing community service projects, fundraising opportunities, and social events for the entire class. The vice president also acts as a liaison between the student council and his/her class. The vice president must attend student council meetings as a class representative if the president cannot attend. During a student council meeting, the vice president must report his/her class' current projects.

**Secretary/Treasurer:** The role of secretary/treasurer is to manage class funds and be a liaison between the class and the officers/Dean's office. The treasurer collects class dues to be used for class related activities, social events, and fundraisers. The secretarial role involves attending student government meetings and relaying any pertinent information to the class if need be.

**Student Government Association (SGA) representatives:** See the MUSC website to read more about SGA and the roles and responsibilities representatives have as part of this association.

#### Course Evaluation/Curriculum Advisory Committee representatives

1st and 2nd year representatives: Attend meetings also known as feedback lunches at the end of each test block to evaluate the curriculum followed during that test block. These students will work as liaisons between fellow classmates, professors, and the Dean's Office ensuring that student concerns are expressed and improvements are made to the curriculum when necessary.

3rd and 4th year representatives: Attend meetings regularly with clerkship director(s) to share current feedback from the 3rd years, receive feedback from the clerkship director(s), help to disseminate information to the 3<sup>rd</sup> year class, and share clerkship updates at meetings of the Curriculum Advisory Committee.

Careers in Medicine representatives: The Careers in Medicine Committee provides career guidance for medical students throughout their medical education. Through seminars and workshops, students are provided information on careers in medicine, how to maximize their med school experience, and how to apply for the Match and improve their resume.

Charity Ball Co-Chairs: This is a 4 year position where representatives serve as part of the committee that helps in the planning, advertising, and selection of Charities for the Annual Charity Ball. The time commitment is attending meetings, reviewing charity applications, participating in planning & advertising, and working the event annually. This is the largest fundraiser done by MUSC students and is a fun, rewarding event that the entire COM looks forward to year after year.

Faculty Excellence Awards representatives: Two representatives, Basic Science Years rep and Clinical Science Years rep, work together to send out monthly emails to all of the classes asking them to nominate teachers for Teacher of the Month awards. They assimilate those emails and create certificates to send out to each faculty member selected each month. They also organize the Faculty Excellence Awards at the end of the year and get each class to vote on their top 3-5 teachers to be recognized individually at the ceremony held in the spring. The organization of this event includes getting the class skits together, arranging for lunch, programs, awards, certificates, etc. Generally, these representatives act as liaisons between students and faculty/residents to honor those teachers that go above and beyond each month and for the year overall.

Standards of Conduct representative: Standards of Conduct representatives are elected by the class to serve on the Conflict-Resolution Council for individuals who believe they have been the recipient of inappropriate behavior, such as harassment or discrimination at the university. Students in this situation are encouraged to discuss the situation with a trusted faculty member for a second-opinion, and then to approach the current faculty Conduct Mediator. If a student approaches the class representative about issue, the representative is expected to put them in contact with the appointed Mediator. If the Mediator's assistance is unable to resolve the

situation, the Council members are available to ascertain facts, review information, mediate between parties, and strive for reconciliation. Fortunately, this Council rarely meets and time commitments are minimal; however if the group is to be needed, the representatives must be students who are trustworthy, thoughtful, and whose ethical judgment is respected by his or her peers.

Honor Council representatives: There are three 1st year students elected during the Spring semester for this 4 year position. The time commitment is as needed based on the frequency of infractions. Their main duty is to investigate reported accusations, attend any trial that occurs, and attend any other meetings. These representatives may be the first people their classmates report to and therefore, may serve as a liaison between the accuser and the council. As representatives, these students will have the opportunity to run for offices at the end of 1st year.

Clinical Sciences Subcommittee representatives: The Clinical Sciences Subcommittee is part of the COM Curriculum committee that discusses and works to improve various issues and parts of the 3<sup>rd</sup> and 4<sup>th</sup> year curriculum. These representatives will work with two 4<sup>th</sup> year medical students as well as the clerkship directors and coordinators for each core rotation. Representatives must attend the meetings held the second Wednesday of every month from noon – 1:00 and a retreat. If you have any more questions about this subcommittee, feel free to email Anne Beddingfield at [bedding@musc.edu](mailto:bedding@musc.edu).

Progress Committee representative: Candidates applying for the Progress Committee need to submit a statement of intent of no greater than 250 words. The College of Medicine Progress Committee is responsible for reviewing the performance of students who encounter academic difficulty or who exhibit personal characteristics inappropriate for one seeking to become a physician. The Committee meets and reviews students' performance with Course Directors at the end of each semester. If students are recommended for dismissal, students have an opportunity to appear before the Committee to present any extenuating circumstances. The Committee can then decide whether to let the recommendation stand or recommend another course of action (repeating the whole year, repeating a semester, etc.) The Committee also meets in May to approve fourth year students for graduation. Students that are appointed to the Progress Committee must practice the same discretion and confidentiality as the faculty members and have the same voting privileges as the faculty members. The appointee will be subject to all rules and regulations set forth by the Progress Committee. The members will be responsible for informing the Progress Committee when they will be unable to attend meetings. Should the representative at any time resign from the Committee or be asked to resign from the Committee, elections will, within two (2) months of the date of resignation, be held to appoint a new member of that class to fill the unexpired term.

Senior Electives Subcommittee representatives: These representatives work with the faculty in the Dean's office to offer senior students a variety of electives as well as aid in defining objectives for these electives. They also assist the senior class through the process of choosing their electives. This subcommittee does not meet regularly and calls upon these representatives as needed when meetings are scheduled.

Flexibility will be exercised for all of the above as future needs may warrant changes.

#### Positions Selected by Interview

Candidates for the OSR and Admissions committee must be members in good standing of the 1st Year class and declare themselves by following the protocol for each position. After all materials are received, candidates will be notified of an interview time/date/place to be conducted within two (2) weeks. These interviews and subsequent selections will be conducted by interested parties from the committee in question. COMSC Executive Council will maintain a right of refusal for selections. A call for candidates must be distributed to all eligible students at least two weeks prior to interviews.

Organization of Student Representatives (OSR): Candidates applying for the OSR need to submit a statement of intent of no greater than 250 words and a curriculum vitae (CV) or resume.

(1) Appointment to OSR will be done by yearly interviews of all interested persons in the 1st Year Class for the purpose of appointing one person to a four year term on the OSR. Appointment to the OSR will carry the rights of full committee membership. The appointees will be subject to all Rules and Regulations set forth by the OSR. Should the appointee at any time resign from the OSR or be asked to resign from membership, OSR will, within two months of the date of resignation, solicit letters from the appropriate class, conduct interviews, and appoint a new member of that class to fill the unexpired term. The exception to replacement will be if a 4th Year resigns after completion of the fall semester, in which case time would not permit effective replacement before termination of the OSR's fiscal duties. COMSC executive council will maintain a right of refusal for selections.

(2) The four (4) OSR's will serve on the Curriculum Advisory Committee of the COMSC. This committee will meet outside of Student Council at least once per semester. The 3rd year OSR will chair this committee. Of this committee, only one OSR is required to attend all COMSC events and meetings. The members of this committee may serve as substitutes for each other as needed for the different curriculum subcommittees. All students serving on the above committees will have a cumulative vote of one particular to the committee they are serving on when voting issues arise. Flexibility will be exercised for the above as future needs may warrant changes.

Admissions Committee: The student members of the Admissions Committee will conduct interviews of all interested persons in the 1st Year Class for the purpose of appointing two persons to a four year term on the Admissions Committee. The Director of Admissions may, if he/she desires, attend these interviews, question candidates, and participate in discussion. Appointment to the Admissions Committee will carry the rights of full committee membership, including interviewing candidates and presenting candidates to the Committee. The appointees will be subject to all Rules and Regulations set forth by the Admissions Committee. The members of the committee will be responsible for informing the Admissions Office when they will be out of town, such that interviewing schedules may be adjusted accordingly. Should the appointee at any time resign from the committee or be asked to resign from membership, the Committee will, within two (2) months of the date of resignation, solicit letters from the appropriate class, conduct interviews, and appoint a new member of that class to fill the unexpired term. The exception to replacement will be if a 4th Year resigns after completion of the fall semester, in which case time would not permit effective replacement before termination of the Committee's fiscal duties. COMSC executive council will maintain a right of refusal for selections.

#### Voting Policies

When two or more candidates present for a position, the candidate receiving the majority of votes cast for that position shall be chosen. In the event that no candidate receives greater than 50% of votes cast for a particular office in the initial election, the Council shall call a special election within one week of the initial election. The candidates receiving the two highest totals of votes in the initial election shall be the candidates in the special election. When there are two positions open for the same office, the two candidates receiving the two highest numbers of votes shall be chosen.

By accepting a position on the Student Council through such procedures as are herein described, the representative implies his intention to act in the best interests of his constituency and the College of Medicine; such acts deemed not in the best interest of the previously mentioned groups shall constitute grounds for recall by procedures herein described.

In the event that a vacancy occurs among the membership of the Council, the Council can call, supervise, and validate a special election, according to procedures herein described, to fill such vacancy within thirty days.

For class officer positions, the remaining class officers will be allowed to determine if there should be a special election to fill the vacant position or if the remaining officers will assume responsibilities of the vacated position.

#### Qualification of Candidates

Candidates for the office of Student Body President will be members in good standing of the rising 3rd Year class.

Candidates for the office of Student Body Vice President will be members in good standing of the rising 3rd Year class. In the event that no qualified rising 3rd Years file as candidates for this office, members in good standing of the rising 2nd Year class will then become eligible candidates for Student Body Vice President.

Candidates for the office of Student Body Secretary/Treasurer will be students in good standing of the rising 2nd or 3rd Year classes.

No member of the Council may hold more than two elected or selected positions on the Council at any given time. If they hold two positions, then a representative should be sent to COMSC for one of the two positions.

#### Section 5. Selection of Committee Chairs

Candidates for all Committee Chairs will be students in good standing.

(1) Charity Ball. Committee chairs will be appointed by COMSC executive committee in the spring of each year. Two Charity Ball Committee representatives are elected during first-year elections. These will be four year positions. Each year, the two current 3rd year representatives will automatically be appointed as the two Charity Ball committee chairs.

(2) COM Team. Committee chairs will be selected by the prior COM Team co-chairs from the 1st year class during the spring semester. Three rising 2nd year students will be selected by submitting an application and Statement of Intent. The position will last for 3 years.

(3) Crucible. Committee co-chairs will be appointed by COMSC Executive Committee in the spring of each year. The chairs will retain the position for one year. Candidates applying for the Crucible will need to submit a statement of intent of no greater than 250 words.

(4) Web Page. A chair will be appointed by COMSC executive committee in the spring of each year, and candidates may be from any COM class. Candidates applying for the Web Page Committee Chair need to submit a statement of intent of no greater than 250 words.

(6) All other committee chairs. All other committee chairs will be one-year positions that will last from the time that the committee chairs are elected until the time that a new President is elected. Committee chairs will be appointed by the COMSC executive committee in the spring semester. Candidates applying for the Committee Chairs need to submit a statement of intent of no greater than 250 words.

## Section 6. Organization and Responsibilities of members of the Student Council

The Executive Council will have three (3) officers: the President, Vice President, and Secretary/Treasurer.

- The COMSC President will perform the following duties:
  - (1) Call and preside over regular meetings of the Council
  - (2) Call and preside over special meetings of the Council
  - (3) Call and preside over special assemblies of the general COM Student Body when necessary
  - (4) Represent the COM Student Body in its official affairs
  - (5) Serve as the President of the Executive Committee
  - (6) Act as tiebreaker in all voting matters
  - (7) Responsible for ensuring appropriate communication with the COM Student Body
  
- The COMSC Vice President will have all of the duties and responsibilities of the President in the event that the President is unable to perform these functions. In addition, he/she will perform the following duties:
  - (1) Serve as an elected representative of the COM to the Student Government Association, Medical University of South Carolina
  - (2) Announce and execute all COMSC elections and notify the COM Deans Office of election results
  - (3) Act as liaison with COM Deans Office to ensure the COM website is up-to-date
  - (4) Represent the COM Student Body in its official affairs at the request of the President
  - (5) Perform those appropriate duties assigned him by the President
  
- The COMSC Secretary/Treasurer will perform the following duties:
  - (1) Keep accurate records of all official proceedings of the Council, and submit these records to the webpage chair to be posted on the COMSC webpage.
  - (2) Notify the Council of the time and place of each pending regular session of the Council.
  - (3) Perform those appropriate duties assigned to him/her by the President.
  - (4) Keep records of attendance and notify council members when they have missed a COMSC event.
  - (5) Supervise the development of a budget at the beginning of each Council fiscal year with members of the Executive Committee.
  - (6) Supervise the spending of those organizations who receive funding from COMSC throughout the year.

The OSR members of the Council will have the following duties:

- (1) Each OSR member will serve on the College of Medicine Curriculum Committee and any subcommittee to which the member may be assigned by the Committee's chair. Appointment to the Curriculum Committee will carry rights of full committee membership. Members will represent their class and the COM student body to the Curriculum Committee in regards to curricular issues. The OSR members will have two votes, one half a vote each, on the committee (absent members transfer their votes to present representatives). Membership will be subject to all rules and regulations set forth by the Curriculum Committee.
- (2) Each member should attempt to attend all Curriculum Committee meetings and at least two OSR members should be at each Curriculum Committee meeting. OSR members may organize appropriate attendance amongst themselves.
- (3) The OSR members will represent their class and the COM student body to the Association of American Medical Colleges (AAMC).
- (4) At least two members should attempt to attend the AAMC National meeting in the fall of each year. At least two members should attempt to attend OSR Southern Regional Meeting in the spring of each year.
- (5) OSR members will be responsible for overseeing the nomination and selection process for the COMSC's nominee for the AAMC Humanism in Medicine Award. The OSR members should organize a call for nominations and a selection committee, composed of OSR members and members of the COM student council. After selection, the OSR members will submit the nomination to the AAMC and recognize the COM's nominee at the annual Golden Apples Awards ceremony.
- (6) Two OSR members will be entitled to vote at Student Council meetings and a minimum of one (1) representatives should be in attendance at all Student Council meetings. If an OSR cannot attend a Student Council meeting, a written or verbal excuse must be submitted to an Executive Council member before the meeting and a substitute should fill in for the representative. It is the representative's responsibility to meet with their substitute to obtain information discussed during the meeting before any subsequent meetings.
- (7) OSR members should meet periodically in order to update one another on any changes or advances within their committees. They should report such occurrences to the COMSC.
- (8) Keep Council and the Student Body of the COM informed of AAMC, OSR, and Curriculum Committee happenings.
- (9) Be an active member of the OSR and abide by the rules and regulations published by the OSR.
- (10) Perform the appropriate duties assigned to him/her by the Student Council President.

Curriculum Advisory Committee (CAC):

The following representatives shall serve on the COM Curriculum Advisory Committee: the 12 Course Evaluation/CAC reps, the 4 Clinical Science/CAC reps, the 8 Careers in Medicine reps, and the 4 OSRs. This committee will meet outside of student council at least twice each semester. The 3rd year OSR will chair this committee.



During the 1st and 2nd years, the OSRs and the 8 committee members serving dual roles as CAC representatives for each class body shall divide the courses of each semester amongst themselves and serve as student liaisons to the course directors.

Student liaisons to the 1st and 2nd year courses should meet regularly with their course director(s) to share current feedback from the class, receive feedback from the course director(s), help to disseminate information to the class, and share course updates at meetings of the Curriculum Advisory Committee.

During 3rd year, the OSRs and the 4 committee members serving dual roles as CAC representatives for each class body shall divide the 6 core clerkships amongst themselves and serve as student liaisons to the clerkship directors.

Student liaisons to the 3rd year clerkships should meet regularly with their director(s) to share current feedback from the 3rd years, receive feedback from the clerkship director(s), help to disseminate information to the class, and share clerkship updates at meetings of the Curriculum Advisory Committee.

#### COMSC Groups and Organizations

- 1) Must maintain a status that is within the guidelines, as applicable, outlined in the Constitution including but not limited to advisors, number of dues paying members, departmental contributions, fundraising, attendance and participation in COMSC meetings and activities, and sponsorship of educational activities that are of benefit to the group's constituents.
- 2) Will maintain their respective Virtual Manuals content. Responsibilities include adding and maintaining current and pertinent information, documents, schedules, and contacts. Information is to remain current.
- 3) Give announcements to the COMSC Executive Secretary/Treasurer prior to the upcoming COMSC meeting.
- 4) Assure that all upcoming events are posted on the COMSC calendar and make all attempts to avoid scheduling conflicting events.

#### Section 7. Procedures of the Council

1. A quorum for conducting business in regular session of the Council will consist of one-half of the voting COMSC members plus one. A quorum for conducting business in special sessions, Council committee meetings, and student assemblies will also consist of one-half of the voting members plus one.
2. The Council may organize committees from among its membership for any useful purpose. Such committees will remain under the direct control of the entire Council and may not act without the direct approval of a majority of the entire voting Council.
3. The Council will convene in regular session no less than once in each month of the academic year for which it was elected.

4. All recognized groups and committees of the Council will be required to have one representative in attendance at all regularly scheduled meetings as well as the interviews for the selection of special committee members. In the event that circumstances prevent the attendance of a member at a regularly scheduled session, that member will submit an excuse, written or oral, in advance, to the Secretary/Treasurer of the Executive Council. (This requirement may be waived by the Executive Council President in cases of absences due to extraordinary events). The Executive Council Secretary/Treasurer or President will then have the power to excuse, or not excuse, the absence. After one unexcused absence, an email will be sent to the President of the organization, committee, or group that was not in attendance. **After three (3) unexcused absences**, the Executive Council reserves the right to alter funding and/or privileges of any group or committee.

#### Section 8. Duties of the Council

1. The Council will serve as the official voice of the COM Student Body and as such will be authorized to express student opinion by resolution.
2. General- Upon the request of the Dean, the Council will select for his/her approval, through appropriate and fair procedures, those students who will serve on the various committees of the University. In a similar fashion, the Council will select through appropriate and fair procedures, those students who will represent the COM Student Body at official sessions in which such representation is requested. Notification of pending appointments will be publicized by the Council, allowing a reasonable amount of time for members of the COM Student Body to apply for the position.
3. The President of the Council can require the President or any member of any group or committee recognized by COMSC to appear before the Council at any time.
4. The Council will control, appropriate, and utilize, in the interest of the COM Student Body, those general funds which the Dean will designate.
5. The Council may solicit voluntary contributions from the COM Student Body for support of specific activities or projects judged to be in the interest of the general Student Body.

#### Section 9. Guidelines for dismissal from COMSC

- Failure of a COMSC member to act in the best interest of his/her class, group or committee, failure to support the majority opinion of the class, group or committee or unexplained absences for three or more COMSC meetings during one year will be grounds for dismissal from the Council.
- Upon receiving a petition signed by at least thirty-three (33%) percent of the members of the class and/or 33% of Council desiring dismissal, the Council will within two weeks notify all members concerned to solicit written statements both for and against recall of the appointee in question.

- Upon verification of the petition by Council, the member in question will be placed on temporary suspension, and the COMSC President will appoint a temporary replacement with full benefits of membership to serve until such time as the suspended member either is exonerated and returns to duty or is dismissed and a permanent replacement is duly selected by Council.
- If the member in question is the COMSC President, then the COMSC Vice-President will assume the role of President until the issue is resolved.
- Notification of suspension will be by email. The member in question will have two weeks to reply to the notification of suspension. The COMSC Executive Committee will schedule and meet with the member in question to provide him/her with a written statement pertaining to the suspension.
- The Council will then schedule a Special Session to hear the defense by the Council member, during which time the member may be questioned by Council. At the end of this Special Session, the Council will vote on whether the person will remain on the Council or will be removed. This will be voted on by the normal voting procedure. The member in question will be notified of the Council's decision.
- If the member is removed from COMSC, the Council must take applications for the vacancy, conduct appropriate interviews, and appoint another person to the position to fulfill the remaining term.

#### Standing Committees

The COMSC will have a Budget Committee which will include both the incumbent and elected upcoming COMSC Executive Council members. The committee will meet annually with each recognized group or organization to review their budget proposals for the upcoming year and the past year's expenditures and activities. After reviewing all of the proposals, the committee will distribute funds to the recognized groups of the Council in a fair manner as determined by compliance with the guidelines outlined for a COMSC recognized group or organization, proposed need, past expenditures, number of members, and the organization or groups adherence to the attendance and participation regulations outlined in the COMSC constitution. This committee has the ability to reduce funding for those groups or organizations which have failed to meet regulations from the previous year or the requirements set forth for recognition by the Council.

## **ARTICLE II**

### Retained Powers of the Student Body

#### Section 1. Popular Initiation

Upon the initiation and recommendation of twenty-five (25%) percent of the student group affected by an issue to the Student Council, the Student Council will decide, by simple majority if such an issue

should be brought before the student group affected. The President of the Student Council will call for an assembly of the student group affected by the issue for the purpose of considering those proposals described in such petition. Upon approval of such a petition, by a simple majority of the student group affected by the issue, the issue will be put into effect.

## Section 2. Popular Reversal of Council Decisions

Upon the initiation and recommendation of twenty-five (25%) percent of the student group affected by an issue to the Student Council, the Student Council will decide, by simple majority, if such an issue should be brought before the student group affected. The President of the Student Council will call for an assembly of the student group affected by an issue for the purpose of considering popular reversal of a decision or action of the Council. Upon the approval by simple majority of votes cast by the group affected, the decision or action in question will be overruled or annulled.

## **ARTICLE III**

1. Amendments to the Constitution may be introduced by a majority vote of the Student Council or by petition to the Council from at least twenty-five (25%) percent of the Student Body. After introduction by a majority vote of the Student Council or by petition to the Council from at least twenty-five (25%) percent of the student body, amendments may be formally proposed by a two-thirds vote of the Student Council within eight weeks of introduction. (It is not necessary to wait four weeks before formal proposal).
2. A formally proposed amendment will become effective upon ratification by two-thirds vote of the Student Council.
3. Balloting for the ratification of amendments will be under the supervision of the Vice President of the Student Council.

## **ARTICLE IV**

Student Email Policy (CHECK MUSC WEBSITE FOR UPDATED POLICY, the updated policy will take precedence over the understated policy).

Electronic mail is a vital instrument utilized by many groups at MUSC for the distribution of important information. In order to maintain the value and integrity of this system, the President's Council, in conjunction with the MUSC Student Government Association has created the following guidelines.

### I. University Address

The use of the university-wide e-mail address (i.e. sends a message to every student in the university) will be limited to the University administration, university wide organizations, and recognized college organizations holding university-wide events. No exceptions.

In order to post messages using the university-wide address, organizations must submit their messages to the designated Student Programs Coordinator (Student Programs Office in the Harper Student Center) for approval and transmission.

## II. College Addresses

The use of college-wide e-mail addresses (i.e. addresses that send messages to every student in a particular college) will be limited to the University administration, student government officers within each college, and recognized college organizations. No exceptions.

In order to post messages using the college-wide addresses, organizations must submit their message to the designated college officer for approval and transmission.

## III. Individual Class Addresses

The use of class-specific (i.e. COM class of 2011) e-mail addresses will be limited to the University administration, student government officers of that class's college, and class officers.

## COMSC E-mail Policy Addendum

The College of Medicine allows individuals to use class-specific e-mail addresses. Only members of a specific class may e-mail their class (i.e. you must be in the first year class to e-mail all first year students). Any other restrictions are to be left to the discretion of class officers.

Individuals may not use the overall college addresses (i.e. e-mail all members of the COM) without COMSC approval. Messages that would meet the criteria for approval are those that serve the welfare of the COM at-large (i.e. scholarship opportunities, volunteer opportunities, etc.). COM student organizations will retain the ability to use these addresses for official announcements such as meetings, etc. A simple majority of the Executive Committee retains the ability to approve or reject e-mail messages directed to the overall college e-mail addresses. Messages selected for rejection by failing majority vote by the Executive Committee may then be considered at the next convening of the COMSC.