

THE BYLAWS OF
THE UNIVERSITY OF WISCONSIN
MEDICAL STUDENT ASSOCIATION



Table of Contents

Article I: Council
Members.....3
 Section A: Council President
 Section B: Council Vice President
 Section C: Council Treasurer
 Section D: First-year Council Representatives
 Section E: First-year Class Co-Presidents
 Section F: AAMC Organization of Student Representatives (OSR)
Representative
 Section G: Education Policy Committee (EPC) Representative
 Section H: Second-year Council Representatives
 Section I: Second-year Class Co-Presidents
 Section J: Third/fourth-year Class Representatives
 Section K: Third/fourth-year Class Co-Presidents
 Section L: Council Webmaster
 Section M: Council Secretary
 Section N: Student Organizations Liaison
Article II: Duties of Standing
Committees.....12
 Section A: Social Committee
 Section B: Deans' Cup/Fall Dance Committee
 Section C: Elections Committee
 Section D: Finance Committee
 Section E: Equipment and Clothing Sales Committee
 Section F: Orientation Committee
 Section G: Curriculum and Policies Committee
 Section H: Facilities Committee
 Section I: WMAA Student Committee
 Section J: Constitution and Bylaw Committee
 Section K: Special Committee
Article III: Finances.....16
 Section A: Prohibition on Deficit Spending
 Section B: WMAA Funding
 Section C: Funding Resources Meeting
 Section D: Approval of Funding to Organizations
 Section E: Disbursement
 Section F: Travel Funds Disbursement
Article IV: Annual
Reports.....17
 Section A: Purpose
 Section B: Required Annual Reports
 Section C: Specificity
 Section D: Notice

Section E: Collection and Filing of Annual Reports

Article V:
Elections.....21
 Section A: Council President, Vice President, Secretary
 Section B: Council Treasurer, Representatives, Class Co-Presidents, OSR, EPC,
 Class Webmasters, Ethics Committee, and Admissions Committee

Article VI: Council Member
Attendance.....24
 Section A: Recordkeeping
 Section B: Absences
 Section C: Excused Absences
 Section D: Unexcused Absences
 Section E: Third/fourth-year council members

Article VII: MSA Council Member
Impeachment.....28
 Section A: Council Member Impeachment
 Section B: Impeachment Protocols

Article VIII: Quorum.....28

Article IX: Parliamentary Authority.....29

Article X: Amendments to the Bylaws29

THE BYLAWS OF
THE UNIVERSITY OF WISCONSIN MEDICAL STUDENT ASSOCIATION

Article I: Council Members

Section A: Council President

1. Eligibility for office: All first-year students who will sit as second-year council members except for the treasurer shall be eligible for the position of council president.
2. Election procedures: Elections will be conducted as described in Article V of the Bylaws.
3. Terms of office: The president shall take office immediately after the meeting in which he or she is elected. Barring resignation or impeachment, the president shall serve for one year, until the assumption of duties of the next year's president. The outgoing president is expected to serve in an advisory role for the incoming president through the duration of the academic year. An election for a new council president will occur, at the very least, every March, within two weeks of election of the second-year class representatives.
4. Duties: Upon taking office, the council president shall assume, but not be limited to, the following duties:
 - a. Act as the official representative and spokesperson for the council.
 - b. Register the Medical Student Association (MSA) with the Center for Leadership & Involvement (CfLI) each year.
 - c. Meet with the council treasurer and a representative of the Wisconsin Medical Alumni Association (WMAA) at the start of the academic year as described in Article III, Section B of the Bylaws.
 - d. Prepare the agenda for each council meeting.
 - e. Notify all council members and post a public announcement on the student calendar of the date, time, place, and agenda of each regular council meeting. Notice must be given at least three days before the meeting. Work with webmasters to ensure that announcements are posted on the student websites.
 - f. Preside at council meetings.
 - g. Provide notice to council members who have three unexcused absences in one semester. Preside over council vote to impeach council members for failure to attend council meetings, as specified in Article VI of the Bylaws.
 - h. Oversee that each council member serves on the appropriate number of committees. Serve as an *ex officio*, non-voting member of all council committees and the WMAA Student Participation Committee.
 - i. After any election held by the MSA, provide the Office of the Dean, the Dean of Students, and a representative of the WMAA with the names and offices of those elected. After any election held by the council, publicly post a list of the names and offices of those elected.

- j. Provide any new council member with a copy of the MSA Constitution and Bylaws by the first council meeting of that member and ensure that all new members have read and understand these documents before executing the duties of their offices and committees.
- k. Provide notice, collect, file, and submit all annual reports as described in Article IV of the Bylaws. The president presiding the academic year in which the annual report is submitted will be in charge of collecting, filing, and submitting all annual reports. For example, an annual report for the year 2014-2015 will be submitted by the 2014-2015 MSA president. The newly elected president, such as the current M1 class, can aid with the annual report but is not solely responsible for the submission of the annual report.
- l. Ensure that the MSA does not engage in activities prohibited by an association exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3) (or the corresponding section of any future federal tax code).
- m. Ensure that proceeds from the equipment and clothing sales are allocated in the manner specified by Article II, Section F of the Bylaws.
- n. In the event that the council president cannot fulfill any of these duties, the council president must delegate them to another member of the council.

Section B: Council Vice President

1. Eligibility for office: All first-year students who will sit as second-year council members except for the treasurer shall be eligible for the position of council vice president.
2. Election procedure: Elections will be conducted as described in Article V of the Bylaws.
3. Term of Office: The vice president shall take office immediately after the meeting in which he or she is elected. Barring resignation or impeachment, the vice president shall serve for one year, until the assumption of duties of the next year's vice president. The outgoing vice president is expected to serve in an advisory role for the incoming vice president through the duration of the academic year. An election for a new vice president will occur, at the very least, every March, within three weeks of election of the second-year class representatives.
4. Duties: Upon taking office, the council vice president shall assume but not be limited to, the following duties:
 - a. Preside over meetings and assume functions of the council president in the council president's absence.
 - b. Act as chair of the Wisconsin Medical Alumni Association Student Committee as described in Article II of the Bylaws.
 - c. Submit an annual report as described in Article IV of the Bylaws.
 - d. Assist the council president in the fulfillment of his or her duties.

- e. Act as a liason between student organization and MSA.
- f. In the event that the council vice president cannot fulfill any of these duties, the council vice president must delegate them to another member of the council.

Section C: Council Treasurer

1. Eligibility for office: All enrolled first-year students shall be eligible for the position of council treasurer except the class co-presidents, the class representatives, the AAMC Organization of Student Representatives (OSR) representative, the webmaster, and the Educational Policy Council (EPC) representative.
2. Election procedures: Election of the Council Treasurer will be conducted as described by Article V of the Bylaws. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws.
3. Term of office: The first-year council treasurer shall take office at the council meeting following election. Barring resignation or impeachment, the treasurer shall serve through the two academic years following election. The second-year treasurer's term of office shall end upon transfer of duties to the first-year treasurer at the end of the second-year treasurer's second year. If duties, such as check-signing authority, are transferred before the end of the academic year, the second-year treasurer is expected to serve in an advisory role for the incoming treasurer through the duration of the academic year.
4. Purpose of a two-year term: This is to allow the first-year treasurer to spend the first year in training with the second-year treasurer. By the end of the first year, the first-year treasurer should be prepared to follow all necessary bookkeeping procedures and the finance requirements in Article IV of the Bylaws.
5. Duties of the second-year treasurer: The second-year treasurer shall:
 - a. Ensure that the MSA does not engage in activities prohibited by an association exempt from federal income tax under IRC Section 501(c)(3) (or the corresponding section of any future federal tax code).
 - b. Ensure that MSA follow UW Student Organization financial and fundraising guidelines.
 - c. Maintain all bank accounts of the MSA.
 - d. Meet with the council president and a representative of the WMAA at the start of the academic year as described in Article III, Section B of the Bylaws.
 - e. Give a financial presentation at the second council meeting following the first-year elections. The presentation shall include:
 - 1) A written preliminary annual budget; and
 - 2) A report of all MSA assets and debts.
 - f. Regularly report the current financial standing of the MSA throughout the academic year.

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- g. Disburse council-approved funding as described in Article III of the Bylaws.
 - h. Disburse all proceeds from equipment and clothing sales described in Article II, Section F of the Bylaws in the following manner:
 - 1) One-half to the first-year class;
 - 2) One-half to the second-year class.
 - i. By the end of the academic year and with the first-year treasurer, present to the council and a representative of the WMAA an account of funds disbursed.
 - j. Preside over meetings in the absence of both the president and vice president.
 - k. Within three weeks of the completed council presidential elections, grant check-signing power to the newly elected council president. By the end of the second-year, transfer check-signing power to the first-year treasurer. Train the first-year treasurer so that he or she is able to take over as the second year treasurer at the end of the year.
 - l. Create guidelines for future council treasurers that outline the record-keeping, budgetary, finance, and other procedures and duties of the office. Maintain a copy of updated funding guidelines in the MSA records.
 - m. Ensure that the finance website is maintained as a way for students to reduce paperwork associated with MSA funding applications.
 - n. Hold informational meetings regarding funding for student organizations, specifically addressing the application process, who and what is eligible, and the required paperwork.
 - o. Inform the medical student organization leaders of funding opportunities available through the CfLI and Associated Students of Madison (ASM).
 - p. Chair the Finance Committee
 - q. Submit an annual report as described in Article IV of the Bylaws.
6. Dues of the first-year treasurer: The first-year treasurer shall:
- a. Ensure that the MSA does not engage in activities prohibited by an association exempt from federal income tax under IRC section 501(c)(3) (or the corresponding section of any future federal tax code).
 - b. Ensure that MSA follow UW Student Organization financial and fundraising guidelines.
 - c. Serve as the Travel Funding Chair.
 - d. Assist the second-year treasurer in the fulfillment of his or her duties.
 - e. Serve on the Finance Committee.
 - f. Be prepared to assume the duties of second-year treasurer at the end of the first-year.

Section D: First-year Council Representatives

1. Eligibility for office: All enrolled first-year students shall be eligible for the position of council representative except the class co-presidents, the council treasurer, the OSR, the webmaster, and the EPC.
2. Election procedures: The Elections Committee shall conduct elections for first-year representatives every academic year. The Elections Committee shall provide written notice of the election to the first-year class within four weeks of the start of the first year. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws. The election shall occur within two weeks of the first-year class co-president elections. All first-year students are eligible to vote in the election. The six candidates receiving the most votes shall be elected to the MSA council as class representatives.
3. Terms of office: First-year representatives shall take office at the council meeting following their election. Barring resignation or impeachment, first-year class representatives shall serve until election of second-year representatives for their class.
4. Duties: The first-year representatives shall:
 - a. Serve on at least one MSA standing committee.
 - b. Inform their first-year classmates of MSA activities.
 - c. Act as liaisons between their class and MSA.
 - d. Serve, with the first-year co-presidents, as the voice of the first-year class to the council, University of Wisconsin School of Medicine and Public Health (UWSMPH) administration and faculty, and the WMAA.
 - e. Assist the second-year council representatives in submitting an annual report as described in Article IV of the Bylaws.

Section E: First-year Class Co-Presidents

1. Eligibility for office: All enrolled first-year students shall be eligible for the position of class co-president, except the council treasurer, EPC, OSR, and webmaster.
2. Election procedures: Election of the first-year class co-presidents will be conducted as described by Article V of the Bylaws. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws. Class co-president candidates must run as pairs. The pair of class co-president candidates receiving the most votes shall be declared the winners.
3. Terms of office: First-year co-presidents shall take office at the council meeting following their election. Barring resignation or impeachment, first-year class co-presidents shall serve until election of the second-year class co-presidents for their class.
 - a. In the event that one of the co-presidents is unable to fulfill his or her duties for any reason, both co-presidents are considered unable to fulfill their duties. In this case, a special election to replace both

co-presidents must take place within two weeks of notification being made to the council.

4. Duties:
 - a. Serve on at least one MSA standing committee.
 - b. Serve on the Finance Committee (applies to only one co-president).
 - c. Inform the first-year class of MSA activities.
 - d. Serve, with the first-year representatives, as the voice of the first-year class to the council, UWSMPH administration and faculty, and the WMAA.
 - e. Submit an annual report as described in Article IV of the Bylaws.

Section F: AAMC Organization of Student Representatives (OSR) Representative

1. Eligibility for office: All enrolled first-year students shall be eligible for the position of OSR except the class co-presidents, the class representatives, the council treasurer, the webmaster, and the EPC.
2. Election procedures: Only one OSR is elected per class. Election of the OSR will be conducted as described by Article V of the Bylaws. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws.
3. Terms of Office: Barring resignation or impeachment, the OSR shall serve for the length of his or her academic career at the UWSMPH.
4. The OSR shall act as a member of the MSA council and fulfill all responsibilities for the position in the OSR Handbook by the Association of American Medical Colleges (AAMC). Specifically, the OSR representative shall:
 - a. Act as a liaison between the UWSMPH and the OSR division of the AAMC and between the UWSMPH and the AAMC.
 - b. Solicit input from students on active OSR issues.
 - c. Provide the AAMC and the OSR regional chair with the representative's current address and phone number.
 - d. Communicate with the OSR regional chair at least once a month to receive information regarding Administrative Board initiatives and provide information regarding activities at UWSMPH.
 - e. Regularly discuss active issues with the Dean of Students, including topics that have been addressed at other schools.
 - f. Meet and become familiar with medical school organizations such as AMSA and AMA-MSS in order to introduce these groups to OSR/AAMC resources.
 - g. Publicize activities of the OSR/AAMC to the student body and report important student issues occurring on the regional and national level.
 - h. Send representative(s) to the regional and national OSR meetings. For the spring regional meeting, full funding will be provided for the current first- and second-year OSRs to attend. For the fall AAMC national meeting, full funding will be available for the current second-year OSR to attend. Third- and fourth-year OSRs are eligible

to attend these meetings; however, funding may not be available. The Office of the Dean of Students will make this determination.

- i. Submit an annual report as described in Article IV of the Bylaws.

Section G: Education Policy Committee (EPC) Representative

1. Eligibility for office: All enrolled first-year students shall be eligible for the position of EPC representative except the class co-presidents, the class representatives, the class treasurer, the webmaster, and the class OSR.
2. Election procedures: One EPC representative is elected per class. Election of the EPC will be conducted as described by Article V of the Bylaws. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws.
3. Terms of Office: Barring resignation or impeachment, the EPC representative shall serve for the length of his or her academic career at the UWSMPH.
4. The EPC representative shall act as a member of the MSA council and fulfill all responsibilities as the student voice on the EPC. Specifically, the EPC representative shall:
 - a. Act as a liaison between the student body, the MSA, and the EPC.
 - b. Solicit input from students on active EPC issues.
 - c. Publicize progress of the EPC to the student body and report important student issues.
 - d. Serve on the MSA Curriculum Committee.
 - e. In conjunction with the Curriculum Committee, meet regularly with course directors and others involved with curriculum design and implementation to represent student concerns and share student input.
 - f. Submit an annual report as described in Article IV of the Bylaws.

Section H: Second-year Council Representatives

1. Eligibility for office: All enrolled first-year students except the second-year co-presidents, the council treasurer, the OSR, the webmaster, and the EPC shall be eligible for the position of council representative.
2. Election procedures: Election of the six second-year council representatives will be conducted as described by Article V of the Bylaws. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws.
3. Terms of office: Second-year class representatives shall take office at the council meeting following their election. Barring resignation or impeachment, second-year representatives shall serve through the following academic year and their voting duties shall end upon election of third- and fourth-year representatives for their class. Second year council representatives are expected to remain on the council (which includes attending weekly meetings) through the end of the academic year to serve in an advisory role for incoming council members.
4. Duties: The second-year representatives shall:
 - a. Serve on at least one MSA standing committee.

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- b. Inform their second-year classmates of MSA activities.
- c. Serve as liaisons between their class and MSA.
- d. Serve, with the second-year co-presidents, as the voice of the second-year class to the council, UWSMPH administration and faculty, and the WMAA.
- e. Submit an annual report as described in Article IV of the Bylaws

Section I: Second-year Class Co-Presidents

1. Eligibility for office: All enrolled first-year students except the council treasurer, the OSR, the webmaster, and the EPC shall be eligible for the position of class co-president.
2. Election procedures: Election of the second-year class co-presidents will be conducted as described by Article V of the Bylaws. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws. Class co-president candidates must run as pairs. The pair of class co-president candidates receiving the most votes shall be declared the winners.
3. Terms of office: Second-year class co-presidents shall take office immediately following their election. Barring resignation or impeachment, second-year class co-presidents shall serve through the following academic year, and their voting duties shall end upon election of third- and fourth-year class co-presidents for that class. Second year co-presidents are expected to remain on the council (which includes attending weekly meetings) through the end of the academic year to serve in an advisory role for incoming council members.
 - a. In the event that one of the co-presidents is unable to fulfill his or her duties for any reason, both co-presidents are considered unable to fulfill their duties. In this case, a special election to replace both co-presidents must take place within two weeks of notification being made to the council.
4. Duties:
 - a. Serve on at least one MSA standing committee.
 - b. Serve on the Finance Committee (applies to only one co-president).
 - c. Inform the second-year class of MSA activities.
 - d. Serve, with the second-year representatives, as the voice of the second-year class to the council, UWSMPH administration and faculty, and the WMAA.
 - e. Submit an annual report as described in Article IV of the Bylaws.

Section J: Third/fourth-year Class Representatives

1. Eligibility for office: All enrolled second-year students, except the Third/Fourth-year class co-presidents, the OSR, and the EPC, shall be eligible for the position of third/fourth-year class representative.
2. Election procedures: Election of two Third/Fourth-year class representatives will be conducted as described by Article V of the Bylaws. The two candidates receiving the most votes shall be declared the winners.

3. Terms of office: Third/Fourth-year class representatives shall take office immediately following their election. Barring resignation or impeachment, Third/Fourth-year class representatives shall serve through the following two academic years and continue to represent their class after graduation.
4. Duties:
 - a. Serve as the voice of their class to the council, UWSMPH administration and faculty, and the WMAA.
 - b. Attend at least one MSA meeting per academic semester.

Section K: Third/fourth-year Class Co-Presidents

1. Eligibility for office: All enrolled second-year students, except the OSR and the EPC, shall be eligible for the position of third/fourth-year class co-president.
2. Election procedures: Election of the Third/Fourth-year class co-presidents will be conducted as described by Article V of the Bylaws. Class co-president candidates must run as pairs. The pair of class co-president candidates receiving the most votes shall be declared the winners.
3. Terms of office: Third/Fourth-year class co-presidents shall take office immediately following their election. Barring resignation or impeachment, Third/Fourth-year class co-presidents shall serve through the following two academic years and continue to represent their class after graduation.
 - a. In the event that one of the co-presidents is unable to fulfill his or her duties for any reason, both co-presidents are considered unable to fulfill their duties. In this case, a special election to replace both co-presidents must take place within two weeks of notification being made to the council.
4. Duties:
 - a. Serve as the voice of their class to the council, UWSMPH administration and faculty, and the WMAA.
 - b. Attend at least one MSA meeting per academic semester.

Section L: Council Webmaster

1. Eligibility for office: All enrolled first-year students, except the council treasurer, the OSR, the EPC and class co-presidents shall be eligible for the position of Council webmaster.
2. Election procedures: Election of the webmaster will be conducted as described by Article V of the Bylaws. All candidates must file a candidate statement with the Elections Committee as specified by Article V of the Bylaws.
3. Term of office: The first-year council webmaster shall take office at the council meeting following election. Barring resignation or impeachment, the webmaster shall serve through the two academic years following election. The second-year webmaster's term of office shall end upon transfer of duties to the first-year webmaster at the end of the second-year webmaster's second academic year. If duties are transferred before the end of the academic year,

the second-year webmaster is expected to serve in an advisory role for the incoming webmaster through the duration of the academic year.

4. Duties of the webmaster:

The second-year webmaster shall:

- a. Arrange for a presentation of the state of the website once a semester.
- b. Ensure that the weekly UWSMPH events e-mail is sent to the class listserv.
- c. Upload minutes from each council meeting to the website.
- d. Once a semester, present the state of the MSA website.
- e. Submit an annual report as described in Article IV of the Bylaws.
- f. Educate UWSMPH students and student organization leaders on best practices for use of the website.

The first-year webmaster shall:

- a. Aid the second-year webmaster in a presentation of the state of the website once a semester.
- b. Ensure that the weekly UWSMPH events e-mail is sent to the class listserv.
- c. Upload minutes from each council meeting to the website.
- d. Once a semester, present the state of the MSA website.
- e. Aid the second-year webmaster in the submission of an annual report as described in Article IV of the Bylaws.
- f. Educate UWSMPH students and student organization leaders on best practices for use of the website.

Section M: Council Secretary

1. Eligibility for office: All first-year council representatives except for the treasurer shall be eligible for the position of council secretary.
2. Election procedure: Election of the council secretary will be conducted as described by Article V of the Bylaws.
3. Term of office: The secretary shall take office immediately after the meeting in which he or she is elected. Barring resignation or impeachment, the secretary shall serve for one year, until the assumption of duties of the next year's secretary. An election for a new council secretary will occur, at the very least, every fall, within two weeks of election of the first-year Class Representatives.
4. Duties: Upon taking office, the council secretary shall assume, but not be limited to, the following duties:
 - a. Take attendance at each council meeting. Alert the council president when a council member has missed three meetings in one semester, as specified in Article VI of the Bylaws.
 - b. Take minutes of each council meeting. File minutes from each meeting in the council records and ensure they are distributed to all council members.
 - c. Submit an annual report as described in Article IV of the Bylaws.

- d. Assist the council president and vice president in the fulfillment of their duties.
- e. Work with the student organizations liaison to create, update, and disseminate rules and guidelines for best practices of student organization management.
- f. Record registration and training of UWSMPH's student organization leaders with MSA and CfLI in cooperation with the treasurer.
- g. Maintain a record of student organizations, their abbreviations, and the contact information of at least two current leaders and the advisor and provide this record to the treasurers and UWSMPH administration.
- h. Maintain an updated listserv for MSA
- i. In the event that the council secretary cannot fulfill any of these duties, the council secretary must delegate them to another member of the council.

Section N: Student Organizations Liaison

1. Eligibility for office: All first-year students who will sit as second-year council members will be eligible for the position of student organizations liaison except for the president, treasurer, secretary, and EPC representative.
2. Appointment procedure: The student organizations liaison shall be appointed by the newly-elected council president.
 - a. The president may defer appointment privileges to the secretary.
3. Term of office: The student organizations liaison will begin duties as soon as appointed and may serve until the end of the term of the president who appointed him or her.
4. Duties: Upon taking office, the student organizations liaison shall assume, but not be limited to, the following duties:
 - a. Cooperate with the secretary to disseminate student organization registration instructions and materials for the next academic year at least 45 days before the resumption of classes or as soon as taking office.
 - b. Support student organizations during the process of their registration with MSA and with CfLI.
 - c. Plan and supervise a Student Organizations Leaders Meeting within the first two weeks of the academic year that incorporates all necessary training for both MSA and CfLI.
 - d. Work with the secretary to create, update, and disseminate rules and guidelines for best practices of student organization management, including use of listservs and the medical student website.
 - a. Approve, deny, or modify applications for programming and other financial requests in an impartial manner.
 - i. Organizations requesting funds must be Registered Student Organizations (RSO) with the Center for Leadership and Involvement (CfLI).

- ii. An organization that is not a RSO may request funding from the MSA if:

The organization provides an explanation to Article II: Duties of Standing Committees

Section A: Social Committee

The Social Committee shall:

1. Make arrangements for official UWSMPH social events.
2. Make arrangements for the annual spring formal dance.
3. Assist in planning additional events.
4. Secure social funds from the WMAA.
5. Submit an after action report for each event detailing dates, times, locations, funding, and contacts, including suggestions for the following year.
6. Submit an annual committee report as described in Article IV of the Bylaws. The annual committee report shall include an estimated budget that provides expected costs and expenses for the following academic year.

Section B: Deans' Cup/Fall Dance Committee

The Deans' Cup Committee shall:

1. Work with representatives of the University of Wisconsin Law School to organize the annual Deans' Cup events and picnic.
2. Work with representatives of the University of Wisconsin Law School and the Social Committee to organize the annual dance that accompanies the Dean's Cup.
3. Submit an after action report for each event detailing dates, times, locations, funding, and contacts, including suggestions for the following year.
4. Submit an annual committee report as described in Article IV of the Bylaws. The annual committee report shall include an estimated budget that provides expected costs and expenses for the following academic year.

Section C: Elections Committee

The Election Committee shall:

1. Be composed of, but not limited to, the OSR and EPC. Council members running for a position may not be a part of the Elections Committee.
2. Organize and hold elections as specified in the Constitution and Article I, Sections C-M and Article V of the Bylaws.
3. Report results of all elections to the council president.
4. Run elections for Ethics Committee representatives. Six first-year Ethics Committee members will serve until the election of second-year Ethics Committee members. Six second-year Ethics Committee members will serve until graduation.
5. Run elections for the two at-large Admissions Committee representatives. These elected representatives will serve as the two at-large positions on the Admissions Committee for the subsequent academic year.
6. Publicly post the results of all elections.
7. Submit an annual committee report as described in Article IV of the Bylaws.

Section D: Finance Committee

1. Membership: The Finance Committee shall consist of at least the council second-year treasurer, the council first-year treasurer, the council vice president, one first-year class co-president, one second-year class co-president, and any other interested council members. Membership shall not exceed eight members.
2. Leadership: The second-year council treasurer shall serve as the Finance Committee chairperson. In the treasurer's absence, the first-year treasurer shall serve as temporary chairperson.
3. Duties: The Finance Committee shall:
 1. the MSA president and the second-year council treasurer.
 2. Both the MSA president and second-year council treasurer must be in agreement that this organization need not be a RSO to receive funding from the MSA
- b. Assist the treasurer as needed.
2. Submit an annual committee report as describe in Article IV of the Bylaws.

Section E: Equipment and Clothing Sales Committee

The Equipment and Clothing Sales Committee shall:

1. Organize a sale of medical equipment.
 - a. After due notification of the first- and second-year classes, ensure that profit earned from the MSA medical equipment sale be allocated in the following manner:
 - i. One-half to the first-year class;
 - ii. One-half to the second-year class.
2. Organize a sale of UWSMPH clothing
 - a. Ensure that all sales prices include a portion to be allocated to MSA.
3. Submit an annual committee report as described in Article IV of the Bylaws.

Section F: Orientation Committee

The Orientation Committee shall:

1. Work with the Office of the Dean of Students to provide student input for the improvement of the following year's orientation
2. Select a group of interested and diverse student representatives to receive input about topics and discussions that the committee feels should be included to provide a thorough and satisfactory orientation.
3. Provide a means for informing incoming students of housing opportunities in Madison. This information should include a description of neighborhoods, cost of living, and a message board that allows students to communicate with each other if they desire a classmate as a roommate.
4. Advise the administration on social and teambuilding activities involving first- and second-year students during the first month of school.
5. Submit an annual committee report as described in Article IV of the Bylaws.

Section G: Curriculum and Policies Committee

The Curriculum and Policies Committee shall:

1. Consist of the first- and second-year EPC representatives, one first-year and one second-year MSA member, and interested and committed students from the student body at large.
2. Be led by the second-year EPC representative and second-year MSA member, who shall schedule meetings and establish an agenda.
3. Create and modify tools by which the student body can express concerns and suggestions to course directors, school administration, and the EPC. These tools should supplement those created by departments and give students a vehicle for more continuous feedback over the course of the semester.
4. As representatives of the MSA council and of the student body, committee members shall meet with course directors at least once each semester to discuss student concerns and possible course adjustments to promote ongoing improvement of education and assessment of medical students.
5. Assess the views and collect the suggestions of the students regarding educational policies, courses, course modules, and testing procedures through surveys, open meetings, and other means.
6. Submit an annual committee report as described in Article IV of the Bylaws.

Section I: Facilities Committee

The Facilities Committee shall:

1. Send at least one student representative to quarterly Facilities Committee meetings.
2. Inform students of building developments.
3. Work with staff and faculty to resolve building issues as they arise.
4. Submit an annual committee report as described in Article IV of the Bylaws.

Section J: WMAA Student Committee

The WMAA Student Committee shall:

1. Be composed of, but not limited to the: council president, council vice president, council secretary, one first-year class co-president, one second year class co-president, a standing council member of the third-year class, and a standing council member of the fourth-year class.
2. Meet once per month with the Executive Director and board members of the WMAA.
3. Act as the liaison between the Wisconsin Medical Alumni Association and the council.
4. Keep the council and the student body at large informed as to the events and programs developed and sponsored by the WMAA.
5. Submit an annual report as described in Article IV of the Bylaws.

Section K: Constitution and Bylaw Committee

The Constitution and Bylaw Committee shall:

1. Review the MSA Constitution and Bylaws at the beginning of each academic year. After review, if deemed necessary the committee shall draft a set of proposed changes to the Constitution and/or Bylaws.
2. Present the MSA Constitution and Bylaws along with the list of proposed changes to the full Council for ratification before the end of September of each academic year.
3. Draft proposals for changes to the Constitution and Bylaws as necessary.
4. Be a resource for other council members to rely on when questions arise regarding the interpretation of procedure and protocols as outlined in the Constitution and Bylaws.
5. Uphold the Constitution and Bylaws and ensure that Council proceedings adhere to them. The committee chair shall serve as MSA parliamentarian. In his or her absence, he or she shall designate any other member of the Constitution and Bylaw Committee, preferably, or another member of MSA to serve as temporary parliamentarian.

Section L: Special Committee

When needed, a temporary committee may be formed in order to complete a one time task if passed by a majority vote by the MSA council.

Article III: Finances

Section A: Prohibition on Deficit Spending

The council's spending shall not exceed existing funds.

Section B: WMAA Funding

At the start of each academic year, the second-year treasurer and president shall meet with a representative of the WMAA to determine what amount of funds, if any, the WMAA will allocate to MSA that year.

Section C: Funding Resources Meeting

A funding resources meeting must be held at least one week before ASM Operation Grants are due. A representative from the CfLI should be allowed to present university opportunities for funding.

Section D: Approval of Funding to Organizations

At the first council meeting of the year, the second-year treasurer shall outline the process for obtaining funding from MSA. The council shall approve or amend this process. The process will be followed until the MSA council amends it, the second-year treasurer asks for an amendment to the procedure, or a new school year begins. At the beginning of a new school year, the procedure may be adopted again without changes if the second-year treasurer and the council approve it.

To receive funding from the MSA, the student organizations must adhere to the following guidelines and must register with the MSA and CfLI. The guidelines shall be posted on the MSA website.

1. To receive funds from the MSA, a student organization must:
 - a. Fill out a student organization registration form to provide information about student organization leaders, advisors, and previous advisors.
 - b. Fill out an activity record to document activity in the previous year to assist in passing on student organization leadership. New organizations may omit completing an activity record at the discretion of the MSA treasurer.
 - c. Update the student organization's webpage including bylaws and contact information. Organization webpages will be created by the MSA webmaster(s) following submission of the registration form.
 - d. Post meeting details on the uwmedstudents.com calendar prior to requesting funding.
 - e. Adhere to guidelines regarding communication over the school listservs.
2. MSA Treasurers will:
 - a. Keep track of which organizations have fulfilled the above requirements.
 - b. Keep track of current leaders and contact information for each organization.
 - c. Assist student organization leaders with CFLI registration in the fall semester.
 - d. Hold an information session in the fall semester to assist student organization leaders with CfLI registration.
3. MSA Webmaster(s) will:
 - a. Update the medical student website by removing or adding student organizations as they register or dissolve.
 - b. Assist student organization leaders in updating the medical student organization webpages per Article III, Section D, Subparagraph 1, Bullet c.

Section E: Disbursement

The second-year treasurer shall disburse all funding approved by the Finance Committee or the MSA council. In the event of opposing views on funding issues, the council will make the final decision.

Section F: Travel Funds Disbursement

The first-year treasurer shall disburse funds allocated by the Medical School Office of Academic Affairs each academic year, beginning on July 1st. Medical students will be awarded travel awards on a per-conference-attended basis. Students may be awarded up to \$200 per person per conference, with a maximum of \$500 awarded per group for a single conference. The school administration

annual

may decide to set lower maximum awards based on availability of funding. No student shall receive MSA reimbursement for travel to more than one conference per academic year.

Travel reimbursement is provided on a first-come-first-served basis and is subject to all applicable University of Wisconsin guidelines. MSA reserves the right to deny a reimbursement request if MSA guidelines are not met. If MSA requirements are unfulfilled, there is no limit to the number of times a revised application may be submitted.

Specific guidelines for applying for reimbursement:

- a. At least two weeks prior to traveling, students shall submit to the first-year treasurer a Travel Funding Request Form, conference description, and reason for attending. Within one week of return, students shall submit a Travel Reimbursement Form and provide receipts and proof of conference attendance. Each student shall also submit a Travel Expense Report to the first-year treasurer for forwarding to the Medical School Administration.
- b. All conferences must be sponsored or endorsed by a reputable organization. Reimbursement may only be given for travel to professional, medically related conferences. Service learning and alternative break trips are not reimbursable through MSA travel funds.

Article IV: Annual Reports

Section A: Purpose

Annual reports are required so as to provide future medical students, council members, and medical student organizations with information regarding past academic years' events and recommendations for the following year.

Section B: Required Annual Reports

1. Council officer reports: Each officer shall prepare a written summary of his or her activities at the end of the officer's elected term.
2. Committee chairperson reports: Each committee chair shall prepare and submit a written summary of the committee's activities to the council president within two weeks after the event/activity has ended.
3. If the report cannot be completed within two weeks, an explanation shall be presented to the council and a plausible completion date set.
4. A failure to submit the Annual Report by any M2 council member shall result in the omission of leadership annotation in the Dean's Letter.

Section C: Specificity

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Annual reports shall include a description of all activities and projects throughout the academic year. Descriptions shall be as specific as possible and include such information as names, dates, prices, telephone numbers, and similar particulars.

Section D: Notice

The council president shall notify:

1. All council officers of the annual report requirement at the first meeting after their election.
2. All council chairpersons of the annual report requirement at the meeting in which they are appointed.

Section E: Collection and Filing of Annual Reports

The council president shall collect all remaining annual reports by June 1st. The council president shall file all reports in the MSA records and post reports publicly.

Article V: Elections

Section A: Council President, Vice President, and Secretary

1. Normal Election Procedure:
 - a. Normal Timeline:
 - i. Council president elections shall occur within two weeks of election of second-year class representatives in late March of each academic year.
 - ii. Council vice president elections shall occur within four weeks of election of second-year class representatives and at most two weeks following council president elections.
 - iii. Council secretary elections shall occur within two weeks of election of first-year class representatives.
 - b. Announcement of elections must be made both by writing and orally within council meetings at least one week prior to the date of the election.
 - c. Nominations may be written or oral. Nominations may be anonymous. Nominations must be made to the presiding officer of each election. Nominations will start upon announcement of the election and will continue until the presentation of candidates prior to the election. Eligible council members may nominate themselves.
 - d. Candidates must present themselves and give a speech of five minutes or less prior to balloting.
 - e. Presiding Officer:
 - i. The president officer will be the highest ranking elected official available within the council in this order:
 1. Council president
 2. Council vice president
 3. Council treasurer

4. Council secretary
 5. Council treasurer-elect
 6. At-large member as chosen by the council
 - ii. A council member cannot preside over an election in which they are a candidate.
 - f. Voting:
 - i. All council members eligible under Article I of the Bylaws may cast a ballot except for the presiding officer. Eligible members include those most recently voted into office not including former council members attending meetings solely to counsel/advise the newly elected members.
 - ii. Quorum must be established for a valid election.
 - iii. Balloting will be by secret, written ballot.
 - iv. The candidate receiving a plurality of those present shall be declared the winner of the election.
 - v. In the event of a tie:
 1. Between multiple candidates in an election with more candidates than just those tied: a runoff election between the tied candidates will occur and balloting will occur again.
 2. Between multiple candidates in an election comprising just those candidates: the presiding officer will cast the deciding vote.
 - g. Assumption of duties will occur immediately.
2. Special Election Procedures:
- a. Elections must occur within three weeks of resignation, impeachment, vacancy, or any other special circumstances.
 - b. All other normal elections procedures will be followed, as outlined in Article V, Section A, Subparagraph 1.
 - c. The end of the term of office of the replacement individual will be the same as the individual that he or she is replacing.

Section B: Council Treasurer, Representatives, Class Co-Presidents, OSR, EPC, Class Webmasters, Ethics Committee, and Admissions Committee

1. Elections for the council treasurer, all class representatives, class co-presidents, OSR, EPC, class webmasters, Ethics Committee representatives, and at-large Admissions Committee representatives shall be conducted by the Elections Committee.
2. The Elections Committee will administer the following elections in the manners directed:
 - a. First-year elections
 - i. Notification of First-year elections will be provided within the first four weeks of their first year.

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- ii. First-year class co-president, EPC, OSR, webmaster, and treasurer elections will occur between the fifth and eighth weeks of the first semester.
 - iii. First-year class representatives and Ethics Committee Representatives will have elections at most two weeks following first-year class co- president, EPC, OSR, treasurer, and webmaster elections.
 - iv. All First-year students in good standing may vote in these elections.
 - b. Second-year elections
 - i. Notification of second-year elections will be provided at least three weeks before the first election.
 - ii. Second-year class co-president elections will occur during the first two weeks of March.
 - iii. Second-year class representatives and second-year Ethics Committee representatives will have elections at most two weeks following second-year class co-president elections.
 - iv. At-large Admissions Committee representative elections will occur at most two weeks following second-year class representative elections.
 - v. All first-year students in good standing may vote in these elections.
 - c. Third/fourth-year elections
 - i. Notification of third/fourth-year elections will be provided at least three weeks before the first election.
 - ii. Third/Fourth-year class co-president elections will occur during the first two weeks of April of the second year.
 - iii. Third/fourth-year class representative elections will occur at most two weeks following Third/Fourth-year class co-president elections.
 - iv. All Second-year students in good standing may vote in these elections.
- 3. Procedure
 - a. Notice: The Elections Committee shall provide all eligible students with written notice of an upcoming election. The notice shall describe the position to be filled, eligibility requirements, the candidate statement requirement and deadline, and the date of the election.
 - b. Candidate statements:
 - i. Who must file: All eligible candidates for council treasurer, class representative, class co- president, OSR, EPC, class webmaster, Ethics Committee representative, and Admissions Committee member shall submit a written candidate statement to the Elections Committee by the deadline provided on the election notice.

1. Limitation: A candidate statement shall not exceed one page (8 1/2 by 11 inches). No other posters, email, or campaign literature may be distributed. Discretion should be taken by candidates to ensure that any e-mails sent to the class listservs or announcements made to the class during the elections process are not in excess of what one would normally do, are not politically motivated, and are pertaining to issues or events that are to occur during (or shortly after) the elections process. Speeches may be allowed at the discretion of the Elections Committee.
 2. Posting requirement: The Elections Committee shall publicly post all candidate statements it deems acceptable. A candidate statement will be considered unacceptable if the Elections Committee unanimously decides that the statement is indecent, obscene, inflammatory, or frivolous. If a candidate's statement is rejected, the candidate shall be allowed to submit one alternate statement that shall be subject to the same review by the Elections Committee. If the alternate statement is rejected, the candidate is prohibited from submitting further statements and running for that office.
- ii. Campaign violations: If a candidate is demonstrated as having committed a campaign violation, the following actions will occur:
1. The violator will be notified on a first offense and an explanation will be given as to what offense they committed.
 2. Upon a second offense and following, the offense will be brought in front of the full council and due punishment and/or sanctions will be decided upon. Candidates have the right to defend themselves during this council session. If necessary, offenses may be forwarded to the Office of the Dean of Students for further disciplinary action.
4. Elections Procedures
- a. The Elections Committee must work with the medical school administration to prepare an appropriate ballot, preferably electronic.
 - b. Upon conclusion of balloting, the Elections Committee members must work independently and verify the counts of the ballots.
 - c. The winners of class elections will be those with the largest pluralities of all eligible candidates.
 - d. In the event of a tie:

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- i. Between multiple candidates in an election with more candidates than just those tied: a runoff election between the tied candidates will occur and balloting will occur again.
 - ii. Between multiple candidates in an election comprising just those candidates:
 1. The council will review the applications of the candidates.
 2. The council will treat this election as a special election and follow protocols from Article V, Section A, Subparagraph 2, with these modifications:
 - a. No nomination is necessary.
 - b. Council members who are candidates may not vote.
 - e. A member of the Elections Committee who is a candidate in an election over which the Elections Committee presides must recuse themselves of any duties in said election. In the event that there are no members of the Elections Committee uninvolved in an election, the MSA must appoint an at-large council member to preside over this election.
5. Results Notification: Upon the conclusion of an election for council treasurer, class representative, co-president, OSR, EPC, class webmaster, Ethics Committee representative, and Admissions Committee member, the Elections Committee must notify the winning candidate. The Elections Committee shall also publicly post a list of all winning candidates and provide such a list to the council president.
 6. Unfilled positions: If a position goes unfilled, the Elections Committee must work with any elected class representatives and co-presidents to generate interest in the position. If this results in more candidates than there are positions, the Elections Committee shall then run another election under the procedures described in these Bylaws. If the number of candidates equals the number of open positions, the Elections Committee shall run an “Accept or Reject” election for all eligible voters. Unless a majority of voters reject the candidate, the candidate is elected to the office. A candidate must attain a majority via this “Accept or Reject” election to be elected to office.
 7. In the event of resignation, impeachment, or vacancy of any of these positions:
 - a. The Elections Committee will conduct a special election within three weeks.
 - b. All normal procedures will be followed.
 - c. The end of the term of office for any replacement official is the same as the individual that he or she is replacing.

Article VI: Council Member Attendance

Section A: Record keeping

Last Modified 4/9/2015

The council secretary will record the presence and absence of all council members at all council meetings. If the council secretary is not present, recordkeeping will be done by one council member present, in the following order:

1. Council vice president
2. Council president
3. At-large member as chosen by the council

The council president will verify all recordkeeping following meetings.

Section B: Absences

Absences may either be excused or unexcused. Council members are permitted two unexcused absences per semester.

Section C: Excused Absences

Council members are allowed at-most one week following an absence to provide the council president and secretary with an excusing reason.

Valid excusing reasons include:

1. Academic meetings
2. Academic conferences
3. Hospitalizations
4. Serious illnesses
5. Personal emergencies
6. Family emergencies
7. Others as per the discretion of the council president (excluding student organization meetings of which the council member may be a leader).

If the council president deems an absence unexcused, the council member has the right to present his or her case before the full council.

Section D: Unexcused Absences

If a council member has three or more unexcused absences in a semester:

1. The council president will notify the council of this occurrence.
2. The council member will be permitted to make a statement to the council in defense of their actions.
3. A vote will be held whether or not to bring articles of impeachment against the council member with the charge of “failing to attend sufficient council meetings to adequately perform the duties of office.”
 - a. All council members eligible under Article I of the Bylaws may cast a vote except for the presiding officer and the council member being charged. Eligible members include those most recently voted into office not including former council members attending meetings solely to counsel/advise the newly elected members. The presiding officer will be the highest ranking elected official available within the council in this order:

- i. Council president
 - ii. Council vice president
 - iii. Council treasurer
 - iv. Council secretary
 - v. Chair of the Elections Committee
 - vi. Council treasurer-elect
 - vii. At-large member as chosen by the council
 - b. A council member cannot preside over an impeachment hearing in which they are under review.
 - c. Quorum must be established.
 - d. Voting will be secret and written.
 - e. A majority of voting members present is necessary for impeachment.
 - f. The presiding officer may vote only in the event of a tie.
 - g. If the impeachment vote passes, a second vote will be held to decide if the member will be removed from office. If the member is not removed from office, the council may decide whether to give a lesser punishment.
4. If the council votes to remove the council member via impeachment, the vacant position will be filled according to Article V, Section A, Subparagraph 2 and/or Article V, Section B, Subparagraph 7.
 5. If the council does not vote to impeach the council member, absence of another meeting in the same semester shall result in repetition of the impeachment proceedings.

Section E: Third/fourth-year council members

Third/fourth-year members are required to attend at least one MSA meeting per academic semester.

Article VII: MSA Council Member Impeachment

Section A: Council Member Impeachment

Impeachment proceedings against any council member may be initiated by either of the following procedures or as specifically directed by other sections of the bylaws and constitution

1. A petition, signed by at least ten class members, shall be presented to the council detailing the breach of conduct or misrepresentation committed by the council member.
2. A petition, signed by at least three council members, shall be presented to the council detailing the breach of conduct or misrepresentation committed by the council member.
3. The presiding officer will be the highest ranking elected official available within the council in this order:
 - a. Council president
 - b. Council vice president
 - c. Council treasurer

- d. Council secretary
 - e. Chair of the Elections Committee
 - f. Council treasurer-elect
 - g. At-large council member as chosen by the council
4. The presiding officer may not also be the impeached council member or one of the petitioners for impeachment.

Section B: Impeachment Protocols

1. The presiding officer shall call for a council meeting as soon as possible.
2. This meeting shall have minutes taken and published upon approval by the council.
3. Only the council, faculty advisors, and the petitioners will be allowed at this meeting.
4. Quorum must be established.
5. The petitioners are allowed a total of 10 minutes to present their case to the council.
6. The impeached council member is allowed 10 minutes to present their case in defense of their actions.
7. The presiding officer allows sufficient time for the council to ask questions to either the accused council members or to the petition signers.
8. The presiding officer shall direct the petitioners and the impeached council member to leave the chambers for council deliberations.
9. Balloting will be silent and written. The impeached council member will not be permitted to place a ballot. The presiding officer will conduct the balloting and will only vote in the case of a tie. The presiding officer, in conjunction with the faculty advisors, will count and verify the balloting.
10. A greater than two-thirds majority of voting members present is necessary for removal of the council member.
11. If removed, the Elections Committee will conduct a special election as outlined in Article V.

Article VIII: Quorum

The minimum Quorum as necessary to conduct business shall be the presence of two-thirds of standing, voting eligible first- and second-year council members.

Article IX: Parliamentary Authority

1. In all parliamentary rulings not provided for in the Constitution and Bylaws, the Chapter shall be governed by Robert's Rules of Order.
2. Robert's Rules of Order may be suspended during a meeting for a defined period of time if passed by a majority vote of present council members.

Article X: Amendments to the Bylaws

These bylaws may be amended at any MSA meeting by a vote of two-thirds of the council present. Proposed amendments shall be submitted to the council president at least two weeks prior to voting and made available to the entire council at least one week prior

annual

to voting. Before calling the council vote, the president shall present both the current wording of the bylaws and the proposed amendment to the council and allow for adequate discussion. Changes for the purpose of clarity, grammar, or formatting may be made at the discretion of the council secretary with preservation of content.