



## **Preamble**

# **Medical Student Council Constitution**

We the students of Geisinger Commonwealth School of Medicine for the purpose of advancing the interests and well-being of the medical school and its students, both current and future, do propose and subscribe to the following constitution.

## **Article I. Name**

The name of this organization shall be Geisinger Commonwealth School of Medicine Medical Student Council and shall be referred to as the MSC.

## **Article II. Purpose**

The purpose of this organization is to represent and promote the interests of the medical and graduate student body. The MSC will work to manage and resolve any matters that arise within the medical student body of Geisinger Commonwealth.

## **Article III. Membership**

Any student enrolled full-time in the M.D. or M.B.S. Program at Geisinger Commonwealth that is in satisfactory disciplinary standing and satisfactory academic standing is a member of the Medical Student Council and is eligible for membership in Geisinger Commonwealth Clubs/Organizations. Satisfactory academic standing is defined by the Medical Student Council as completion of academic requirements necessary to progress to the following year and is subject to review at any time by the Committee on Academic and Professional Standards.

## **Article IV. Composition of the MSC**

The MSC will be composed of an Executive Board, a Senate, and a General Body.

## **Article V. Executive Board (EB)**

### *Section 1. Composition*

The Executive Board will comprise a group of elected officials to the following positions: Executive Board President and Leadership Chair, Executive Board Vice President and Medical Education Advocacy Chair, Executive Board Learning Community & Student Well-Being Chair, Executive Board Outreach & Student Group Chair.

### *Section 2. Qualifications*

1. MSC membership
2. Documented attendance at 3 Leadership Institutes
3. Submission of a completed application questionnaire
4. Standing as a Phase 3 student

### *Section 3. General Duties*

1. It will be the responsibility of all members of the Executive Board to uphold and enforce the MSC constitution.
2. The Executive Board will hold a minimum of one EB Meeting one week prior to each MSC General Body Meeting.
3. Phase 1, Phase 2, and MBS Presidents will be required to attend these meetings.
4. All other MSC Presidents (Phase 3) will be invited to attend these meetings as their schedules permit.

5. Each member of the Executive Board is required to attend every MSC General Body Meeting. In the case of their absence, they must select a proxy to attend the meeting in their place. The number of absences for each EB member shall be capped at 2. The EB shall not carry more than 2 proxies for any meeting. Extenuating circumstances shall be reviewed by the MSC.
6. Each member of the Executive Board will be a full voting member of the MSC.
7. Yearly review and relevant updates to the Medical Student Council Constitution are expected.

#### *Section 4. Officers & Duties*

##### **Executive Board President and Leadership Chair**

1. Provide oversight and leadership to strengthen existing bonds between students across phases and campuses to building a sense of community and create a positive learning environment
2. Collaborate with students, faculty, staff and administration to provide strategic direction to enrich the College's educational excellence and the division of student affairs programs
3. Attend Executive Board and monthly student meetings with the Dean
4. Call, preside and set the agenda for the Executive Board and meetings with the Dean
5. Maintain ongoing communication and meet monthly with the Assistant Director of Student Affairs
6. Maintain regular communication and support with all elected medical student council leaders
7. Create and implement all constitutional amendments and resolutions adopted by the Medical Student Council or other committees
8. Appoint Ad-Hoc Committees as needed
9. Delegate duties among members at large as necessary
10. Act as official representative of the student body to the college's administration, faculty, and advisor as needed
11. Attend all necessary conferences and engagements, including speaking at Geisinger Commonwealth Day, new student orientation and attend the AAMC Conferences if nomination is accepted
12. Chair the Editorial Board for the Student Experience Journal
13. Serve as the student consultant and assist in the development, planning, and implementation of the leadership institute, leadership retreats and other initiatives to assist students in gaining knowledge, skills, and abilities to support their professional development and roles as current and future leaders

##### **Executive Board Vice President and Medical Education Advocacy Chair**

1. Provide oversight and leadership as student body voice to directly influence their medical education through input into all aspects of the curriculum and educational experience
2. Attend Executive Board Meetings
3. Assume the duties of the President in times when the office is temporarily or permanently vacant
4. Collaborate with Phase One, Two, and Three Vice Presidents to achieve the goal of curricular and educational experience improvement
5. Serve on the Editorial Board for the Student Experience Journal and share curricular information and updates from the curriculum contribution forms
6. Serve as a student representative for all classes at the bimonthly Medical Curriculum Committee and clinical education subcommittee meetings
7. Assist in the creation and refinement of institutional policies that influence medical student education experience
8. Serve as the MSC Executive Board student representative and student advisor to the Student Education Group (SEG)
9. Monitor the MD curriculum contribution form and ensure actionable items are referred to the appropriate person
10. Hold regular meetings with phase 1, phase 2 and phase 3 vice presidents

### **Executive Board Learning Community & Student Well-Being Chair**

1. Provide leadership and oversight of student learning communities and annual student well-being events
2. Assist with planning and promoting shared experiences for students with their peers through the development of learning communities
3. Provide student leadership and guidance for the learning community chairs at each regional campus focusing on peer mentoring and social well-being initiatives
4. Attend Executive Board Meetings
5. Assist with planning and promoting institutional events including but not limited to new student orientation, Geisinger Commonwealth and family day
6. Serve as chair for the annual Spring Formal Committee
7. Disseminate student well-being and outreach information to the student body, faculty, staff, and external stakeholders
8. Serve on the Editorial Board for the Student Experience Journal and share learning community and well-being information and updates

### **Executive Board Outreach & Student Group Chair**

1. Provide oversight and leadership for all student groups to enhance the quality of student life and the college community
2. Support the development and management of all student groups to promote academic, cultural, social and athletic activities that are consistent with the development of knowledge, skills, values and attitudes expected from healthcare professionals
3. Provide advisor and student group training and lead communication efforts on recruitment and retention of members, the event approval process, funding requests and required reports and documentation
4. Develop and manage club resources and support for student groups
5. Act as the liaison for student group advisors and assist the Assistant Director of Student Affairs in providing resources and support to work collaboratively with student leaders
6. Attend Executive Board Meetings
7. Manage marketing and communication efforts on behalf of the Medical Student Council
8. Oversee and maintain the Medical Student Council canvas page
9. Ensure all communications and materials produced by the medical student council adhere to the established branding guidelines, including social media posts, event flyers, newsletters, and any other promotional materials
10. Serve on the Editorial Board for the Student Experience Journal and share student group information and updates

## **Article VI. Senate**

### *Section 1. Composition*

The Senate will comprise of all the Class positions.

### *Section 2. Qualifications*

1. MSC membership
2. Submission of a completed application questionnaire

### *Section 3. Senate Officers & Duties (Phase 1)*

1. Represent the interests of their respective classes
2. Communicate issues to their respective classes
3. Punctually attend full MSC general body meetings with a maximum of two absences

## **President**

1. Attend monthly Phase One Student Council meetings, class meetings, General Assembly Meetings, Executive Board Meetings, and Deans' Lunches
2. Serve as the liaison between the MSC, Administration, faculty advisor, and all students of their class
3. Set agenda and preside over monthly Phase One Student Council Meetings
4. Attend regular Course Directors' meetings with the Vice President to implement immediate solutions, moderate communications between class and course directors
5. Maintain regular communication with all Phase One Student Council class officers and committee representatives
6. Appoint Phase One Council Ad-Hoc Committees as needed
7. Meet monthly with Phase One Student Council Advisor
8. Assist in the planning and execution of any Phase One Student Council events as needed

## **Vice President**

1. Attend monthly Phase One Student Council meetings, class meetings, General Assembly Meetings, and Vice Presidents' meetings
2. Assume the duties of the President in times when the office is temporarily or permanently vacant
3. Attend regular Course Directors' meetings with President to implement immediate solutions, moderate communications between class and course directors
4. Oversee Phase One student submissions to the MD Curriculum Contribution Form and collaborate with Associate Dean for Educational Administration
5. Present curricular information and updates from the curriculum contribution forms at the Phase One Student Council meetings, class meetings, and MSC General Assembly Meetings
6. Serve as a Phase One Student representative at the Student Education Group (SEG) meetings
7. Serve as a Phase One Student representative at the monthly Foundational Education Subcommittee meetings
8. Assist in the planning and execution of any Phase One Student Council events as needed

## **Communication and Finance Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings
2. Preside over the Phase One Student Council Academic Resource Committee (Library Resources Representative and the Information Technology Representative)
3. Provide council-to-student email communication on behalf of all executive members of Phase One Student Council
4. Maintain relevant Phase One Student Council attendance records and meeting minutes
5. Create and maintain a Phase One Student Council Drive
6. Maintain the monthly calendar whiteboards outside the second-floor lecture halls with relevant institutional events
7. Serve on the Finance Committee and coordinate all financial matters for Phase One Student Council (study resource discounts for class)
8. Meet with Phase One Student Council Advisor faculty to coordinate budget for Student Engagement Committee events
9. Assist in the planning and execution of any Phase One Student Council events as needed.

## Student Engagement Committee

### **Social Engagement Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings
2. Meet monthly with Phase One Student Council Advisor
3. Choose dates for, coordinate planning, and execute social events, with assistance from Phase One Student Council as needed
  - a. For example: Safe Trick or Treat for the Community, Holiday Kick-Off event, Talent Show, Cultural Bazaars and Heritages Months
4. Coordinate, plan, and implement ad hoc social activities for Phase One students
5. Collaborate with the Student Affairs Coordinator to organize and execute the annual club fair at the start of the school year
6. Assist in the planning and execution of any Phase One Student Council events as needed

### **Community Service Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings
2. Plan and advocate for school-wide and class-specific community service events
3. Promote/coordinate community service resources, initiatives, and projects to student body
4. Share student concerns, programs, and initiatives with Phase One Student Council Advisor and other relevant Community Service-related faculty and staff
5. Assist in the planning and execution of any Phase One Student Council events as needed

### **Health and Wellness Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings
2. Meet with Health and Wellness Committee under the leadership of the Director of Student Wellness to address student wellness concerns and strategize possible solutions
3. Help to promote wellness curriculum, programming, and activities as well as coordinate communication among students
4. Promote/coordinate wellness events and initiatives to Phase One Student Council, student clubs and organizations
5. Organize and facilitate health and wellness resources and projects for student body
6. Act as liaison between the Center for Student life and Wellness and the Phase One Student Council, and faculty
7. Meet with the Accessibility Coordinator of The Center for Learning Excellence as needed
8. Assist in the planning and execution of any Phase One Student Council events as needed

### **Community and Cultural Ambassadors**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings.
2. Represent School of Medicine on the Committee for Community and Cultural Ambassadors.
3. Engage student body, Phase One Student Council, and faculty on issues related to respect, trust, cultural awareness and community engagement.
4. Promote/coordinate cultural heritage events and initiatives to Phase One Student Council, student clubs and organizations.
5. Choose dates for, coordinate planning, and execute social events, with assistance from Phase Two and Three Community and Cultural Ambassadors.
6. Share student concerns, programs, and initiatives with the Phase One Student Council Advisor and other relevant faculty and administration.

7. Collaborate with other student groups to support a respectful and welcoming learning environment.
8. Assist in the planning and execution of any Phase One Student Council events as needed.
9. Serve as a member on the Committee on Equity, Inclusion, and Community Engagement (EICE).

### **First Generation Student Chair (3-Phase Position)**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings
2. Meet with the First-Generation Committee monthly to plan and implement programs and resources to support students
3. Promote first generation programming, and activities as well as coordinate communication among students
4. Promote/coordinate first generation events and initiatives to Phase Two Student Council and student clubs and organizations
5. Develop, organize and communicate first generation resources and projects for the student body including the First-Generation Guidebook
6. Act as liaison between the First-Generation Committee and the Phase Two Student Council, and faculty
7. Assist in the planning and execution of any Phase Two Student Council events as needed

### **Institutional Advancement Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings
2. Meet with the Department of Institutional Advancement and the Communications Department and Director of Alumni Relations, as needed
3. Serve as liaison between the alumni society and Phase One Student Council and student body
4. Assist with planning and promoting alumni and events including but not limited to, and with assistance from Phase One Student Council, as needed (Annual White Coat Ceremony, Alumni Reunion Weekend, Commencement Weekend, Find-Your-Specialty Series)
5. Assist in the planning and execution of any Phase One Student Council events as needed

### **Learning Community Class Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings, and Learning Community Team Leader Meetings
2. Collaborate with the Regional Learning Community Team Leader to coordinate and execute social and engagement activities for their learning community
3. Communicate upcoming events on or off campus relevant to their respective learning community
4. Engage and promote the virtual learning community communication platform to promote and encourage interactions in real time with peers, faculty, staff, and the learning community
5. Assist in the planning and execution of any Phase One Student Council events as needed

### **Abigail Scholars Chair (3-Phase Position)**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings
2. Liaison between the MSC, faculty advisor, and all Phase One Abigail Scholars
3. Assist in generating ideas for Abigail Scholars curriculum and co-curricular activities
4. Support admissions recruitment sessions for Abigail Scholars as needed

5. Collaborate with the Office of Student Affairs on areas of need, growth, and strengths regarding the Abigail Scholars Program
6. Assist in the planning and execution of incoming and graduating Abigail receptions, as well as any other Abigail social events
7. Assist in the planning and execution of any Phase One Student Council events as needed

### **Academic Resources Committee**

#### **Library Resources Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, General Assembly Meetings, and Learning Environment Open Forum Meetings
2. Serve as a member of the Phase One Student Council Academic Resources Committee
3. Attend Library Subcommittee meetings
4. Collaborate with the Library Sub-Committee to ensure the library resources support students and faculty in the MD program to facilitate curriculum delivery, faculty instruction, student learning, and research development
5. Collaborate with the Director of the Medical Library to recommend library resources and/or services to the Medical Curriculum Committee
6. Serve as a resource to Phase One Student Council and class on issues regarding academic resources
7. Assist in the planning and execution of any Phase One Student Council events as needed
8. Collaborate with the Phase Two and Three Communications and Finance Chairs to provide feedback on Library resources

#### **Information Technology Chair**

1. Attend monthly Phase One Student Council meetings, class meetings, General Assembly Meetings, and Learning Environment Open Forum Meetings
2. Serve as a member of the Phase One Student Council Academic Resources Committee
3. Meet with relevant Information Technology college staff and serve as an advocate for the class and communicate needs and suggestions to the Information Technology Department
4. Learn how use technology in the lecture halls and group rooms
5. Serve as a resource to Phase One Student Council, class, and student body on issues regarding IT and academic resources
6. Assist in the planning and execution of any Phase One Student Council events as needed
7. Collaborate with the Phase Two and Three Communications and Finance Chairs to provide feedback on Technology resources

#### **Organization of Students Representative**

**NOTE: OSR is a three-phase position and is not re-elected. A continued position from Phase 1 to Phase 3 where they will serve on the Executive Board)**

1. Attend monthly Phase One Student Council meetings, class meetings, and General Assembly Meetings and Learning Environment Open Forum Meetings
2. Nationally represent Geisinger Commonwealth School of Medicine to the AAMC by presenting at and attending the annual Learn Serve Lead Conference
3. Disseminate relevant information to the student body from the AAMC and other school OSRs
4. Collaborate with other OSRs to advance projects at the national level for school specific interests
5. Engage the MSC, students and faculty with the learning environment
6. Actively participate in the Learning environment Committee to identify areas of need, growth, and strengths regarding learning environment within the students, staff, and faculty

7. Communicate the outcome of Learning Environment reports at Phase One Student Council and MSC General Body Meetings
8. Assist in the planning and execution of any Phase One Student Council events as needed

#### *Section 4. Senate Officers & Duties (Phase 2 Class Officers)*

##### **President**

1. Attend monthly Phase Two Student Council meetings, class meetings, General Assembly Meetings, Executive Board Meetings, and Deans' Lunches
2. Liaison between the MSC, Administration, faculty advisor, and all students of their class
3. Maintain regular communication with all Phase Two Student Council class officers and committee representatives
4. Appoint Phase Two Council Ad-Hoc Committees as needed
5. Set agenda and preside over monthly Phase Two Student Council Meetings
6. Attend Education Lead Meetings as needed and voice course concerns of class to implement immediate solutions, moderate communications with class
7. Will work closely with Phase Two Student Council, Regional Deans, Student Affairs Regional Assistant Deans and Regional Educational Specialists in each region to oversee all activities and ensure communication between the Regional Class Representatives
8. Collaborate with class student council to plan and implement all Phase Two Student Engagement activities

##### **Vice President**

1. Attend monthly Phase Two Student Council meetings, class meetings, General Assembly Meetings and Vice Presidents' meetings
2. Assume the duties of the President in times when the office is temporarily or permanently vacant
3. Attend Education Lead Meetings as needed and voice course concerns of class to implement immediate solutions, moderate communications with class
4. Serve as a student representative at the monthly Clinical Education Sub-Committee meetings
5. Oversee Phase Two student submissions to the MD Curriculum Contribution Form and collaborate with Associate Dean for Educational Administration
6. Present curricular information and updates from the curriculum contribution forms at the Phase Two Student Council meetings, class meetings, and MSC General Assembly Meetings
7. Serve as a Phase Two Student representative at the Student Education Group (SEG) meetings
8. Assist in the planning and execution of any Phase Two Student Council events as needed

##### **Communication and Finance Chair**

1. Attend monthly Phase Two Student Council meetings, class meetings, and General Assembly Meetings
2. Provide council-to-student email communication on behalf of all executive members of Phase Two Student Council
3. Maintain relevant Phase Two Student Council attendance records and meeting minutes
4. Serve on the Finance Committee and coordinate all financial matters for Phase Two Student Council (study resource discounts for class)
5. Meet with Phase Two Student Council Advisor faculty to coordinate budget for Student Engagement Committee events
6. Assist in the planning and execution of any Phase Two Student Council events as needed
7. Collaborate with class to provide feedback for the Phase One Library Resource and Informational Technology Chairs

### **Community and Cultural Ambassador**

1. Attend monthly Phase Two Student Council meetings, class meetings, and General Assembly Meetings.
2. Represent School of Medicine on the Committee for Community and Cultural Ambassadors.
3. Engage student body, Phase Two Student Council, and faculty on issues related to respect, trust, cultural awareness and community engagement.
4. Promote/coordinate cultural heritage events and initiatives to Phase Two Student Council, student clubs and organizations.
5. Choose dates for, coordinate planning, and execute social events, with assistance from Phase One and Three Community and Cultural Ambassadors.
6. Share student concerns, programs, and initiatives with the Phase Two Student Council Advisor and other relevant faculty and administration.
7. Collaborate with other student groups to support a respectful and welcoming learning environment.
8. Assist in the planning and execution of any Phase Two Student Council events as needed.
9. Serve as a member on the Committee on Equity, Inclusion, and Community Engagement (EICE).

### **First Generation Student Chair (3-Phase Position)**

1. Attend monthly Phase Two Student Council meetings, class meetings, and General Assembly Meetings
2. Meet with the First-Generation Committee monthly to plan and implement programs and resources to support students
3. Promote first generation programming, and activities as well as coordinate communication among students
4. Promote/coordinate first generation events and initiatives to Phase Two Student Council and student clubs and organizations
5. Develop, organize and communicate first generation resources and projects for the student body including the First-Generation Guidebook
6. Act as liaison between the First-Generation Committee and the Phase Two Student Council, and faculty
7. Assist in the planning and execution of any Phase Two Student Council events as needed

### **Abigail Scholars Chair (3-Phase Position)**

1. Attend monthly Phase Two Student Council meetings, class meetings, and General Assembly Meetings
2. Liaison between the MSC, faculty advisor, and all Phase Two Abigail Scholars
3. Assist in generating ideas for Abigail Scholars curriculum and co-curricular activities
4. Support admissions recruitment sessions for Abigail Scholars as needed
5. Collaborate with the Office of Student Affairs on areas of need, growth, and strengths regarding the Abigail Scholars Program
6. Assist in the planning and execution of incoming and graduating Abigail receptions, as well as any other Abigail social events
7. Assist in the planning and execution of any Phase Two Student Council events as needed

### **Organization of Students Representative**

**NOTE: OSR is a three-phase position and is not re-elected. A continued position from Phase 1 to Phase 3 where they will serve on the Executive Board)**

1. Attend monthly Phase Two Student Council meetings, class meetings, General Assembly Meetings, and Learning Environment Open Forum Meetings

2. Nationally represent Geisinger Commonwealth School of Medicine to the AAMC by presenting at and attending the annual Learn Serve Lead Conference
3. Disseminate relevant information to the student body from the AAMC and other school OSRs
4. Collaborate with other OSRs to advance projects at the national level for school specific interests
5. Engage the MSC, students and faculty with the learning environment
6. Actively participate in the Learning environment Committee to identify areas of need, growth, and strengths regarding learning environment within the students, staff, and faculty
7. Communicate the outcome of Learning Environment reports at Phase Two Student Council and MSC General Body Meetings
8. Assist in the planning and execution of any Phase Two Student Council events, as needed

### **Regional Class Chairs**

**Learning Community Chair** (One student per regional campus to represent clinical campus students in phase 2 and 3 of the total health curriculum) (Two-phase position)

1. Attend monthly Phase Two Student Council meetings, class meetings, and General Assembly Meetings
2. Collaborate with Learning Community Team Leaders to coordinate and execute social and engagement activities for their learning community
3. Communicate upcoming events on or off campus relevant to the class to their respective learning community
4. Engage and promote the virtual learning community communication platform to promote and encourage interactions in real time with peers, faculty, staff, and the learning community
1. Collaborate with other regional campus representatives and the class president to ensure that the issues of their region are being expressed and addressed
2. Collaborate with other regional representatives to organize a regional event in which all students of their regional class are invited
3. Assist in the planning and execution of any Phase Two Student Council events as needed
4. Meet with Phase Two Council Advisor as needed

**Health and Wellness Chair** (One student per regional campus to represent clinical campus students in phase 2 and 3 of the total health curriculum)

1. Attend monthly Phase Two Student Council meetings, class meetings, and General Assembly Meetings
2. Work collaboratively with other campus Health and Wellness Representatives to identify and communicate health and wellness needs impacting students in the clinical learning environment
3. Promote the wellness curriculum, programming, and activities as well as coordinate communication among students
4. Promote/coordinate wellness events and initiatives to Phase Two Student Council
5. Organize and facilitate health and wellness resources and projects for student body
6. Act as liaison between the Center for Student life and Wellness and the Phase Two Student Council and faculty
7. Assist in the planning and execution of any Phase Two Student Council events as needed

## *Section 5. Senate Officers & Duties (Phase 3 Class Officers)*

### **President**

1. Attend monthly Phase Three Student Council meetings, class meetings, General Assembly Meetings, Executive Board Meetings, and Deans' Lunches
2. Liaison between the MSC, Administration, faculty advisor, and all students of their class
3. Maintain regular communication with all Phase Three Student Council class officers and committee representatives
4. Appoint Phase Three Council Ad-Hoc Committees as needed
5. Set agenda and preside over monthly Phase Three Student Council Meetings
6. Attend Education Lead Meetings as needed and voice course concerns of class to implement immediate solutions, moderate communications with class
7. Will work closely with Phase Three Student Council, Regional Deans, Student Affairs Regional Assistant Deans and Regional Educational Specialists in each region to oversee all activities and ensure communication between the Regional Class Representatives
8. Collaborate with class student council to plan and implement all Phase Three Student Engagement activities including Math Week, Commencement and Student Engagement Activities

### **Vice President**

1. Attend monthly Phase Three Student Council meetings, class meetings, and General Assembly Meetings, and Vice Presidents' meetings
2. Assume the duties of the President in times when the office is temporarily or permanently vacant
3. Serve as a student representative at the monthly Clinical Education Sub-Committee meetings
4. Attend Education Lead Meetings as needed and voice course concerns of class to implement immediate solutions, moderate communications with class
5. Oversee Phase Three student submissions to the MD Curriculum Contribution Form and collaborate with Associate Dean for Educational Administration
6. Present curricular information and updates from the curriculum contribution forms at the Phase Three Student Council meetings, class meetings, and MSC General Assembly Meetings
7. Serve as a Phase Three Student representative at the Student Education Group (SEG) meetings
8. Assist in the planning and execution of any Phase Three Student Council events as needed
9. Collaborate with class student council to plan and implement all Phase Three Student Engagement activities including Match Week, Commencement and Student Engagement Activities

### **Communication and Finance Chair**

1. Attend monthly Phase Three Student Council meetings, class meetings, and General Assembly Meetings
2. Provide council-to-student email communication on behalf of all executive members of Phase Three Student Council
3. Maintain relevant Phase Three Student Council attendance records and meeting minutes
4. Serve on the Finance Committee and coordinate all financial matters for Phase Three Student Council (study resource discounts for class)
5. Meet with Phase Three Student Council Advisor faculty to coordinate budget for Student Engagement Committee events
6. Assist in the planning and execution of any Phase Three Student Council events as needed
7. Collaborate with class to provide feedback for the Phase One Library Resource and Informational Technology Chairs

### **Community and Cultural Ambassadors**

1. Attend monthly Phase Three Student Council meetings, class meetings, and General Assembly Meetings.
2. Represent School of Medicine on the Committee for Community and Cultural Ambassadors.
3. Engage student body, Phase Three Student Council, and faculty on issues related to respect, trust, cultural awareness and community engagement.
4. Promote/coordinate cultural heritage events and initiatives to Phase Three Student Council, student clubs and organizations.
5. Choose dates for, coordinate planning, and execute social events, with assistance from Phase One and Two Community and Cultural Ambassadors.
6. Share student concerns, programs, and initiatives with the Phase Three Student Council Advisor and other relevant faculty and administration.
7. Collaborate with other student groups to support a respectful and welcoming learning environment.
8. Assist in the planning and execution of any Phase Three Student Council events as needed.
9. Serve as a member on the Committee on Equity, Inclusion, and Community Engagement (EICE).

### **First Generation Student Chair (3-Phase Position)**

1. Attend monthly Executive Board Meetings, Phase Three Student Council meetings, class meetings, and General Assembly Meetings, Student meetings with the Dean
2. Meet with the First-Generation Committee monthly to plan and implement programs and resources to support students
3. Promote first generation programming, and activities as well as coordinate communication among students
4. Promote/coordinate first generation events and initiatives to Phase Two Student Council and student clubs and organizations
5. Develop, organize and communicate first generation resources and projects for the student body including the First-Generation Guidebook
6. Act as liaison between the First-Generation Committee and the Phase Two Student Council, and faculty
7. Assist in the planning and execution of any Phase Two Student Council events as needed

### **Health and Wellness Chair**

1. Attend monthly Phase Three Student Council meetings, class meetings, and General Assembly Meetings
2. Work collaboratively with the Health and Wellness Representatives to identify and communicate health and wellness needs impacting students in the clinical learning environment
3. Promote the wellness curriculum, programming, and activities as well as coordinate communication among students
4. Promote/coordinate wellness events and initiatives to Phase Three Student Council
5. Organize and facilitate health and wellness resources and projects for student body
6. Act as liaison between the Center for Student life and Wellness and the Phase Three Student Council and faculty
7. Assist in the planning and execution of any Phase Three Student Council events as needed

### **Abigail Scholars Chair (3-Phase Position)**

1. Attend monthly Executive Board Meetings, Phase Three Student Council meetings, class meetings, and General Assembly Meetings, Student meetings with the Dean
2. Liaison between the MSC, Program Administration/ Abigail Steering Committee, faculty advisor, and all Phase Three Abigail Scholars, and all Abigail Scholars

3. Assist in generating ideas for Abigail Scholars curriculum and co-curricular activities
4. Support admissions recruitment sessions for Abigail Scholars as needed
5. Collaborate with the Office of Student Affairs on areas of need, growth, and strengths regarding the Abigail Scholars Program
6. Assist in the planning and execution of incoming and graduating Abigail receptions, as well as any other Abigail social events
7. Assist in the planning and execution of any Phase Three Student Council events as needed
8. Oversee and support the Phase One and Two Abigail Scholar Chairs

**Organization of Students Representative (executive board position)**

**NOTE: OSR is a three-phase position and is not re-elected. A continued position from Phase 1 to Phase 3 where they will serve on the Executive Board)**

1. Attend monthly Executive Board Meetings, Phase Three Student Council meetings, class meetings, General Assembly Meetings, Student meetings with the Dean, and Learning Environment Open Forum Meetings
2. Nationally represent Geisinger Commonwealth School of Medicine to the AAMC by presenting at and attending the annual Learn Serve Lead Conference
3. Disseminate relevant information to the student body from the AAMC and other school OSRs
4. Collaborate with other OSRs to advance projects at the national level for school specific interests
5. Engage the MSC, students and faculty with the learning environment
6. Actively participate in the Learning environment Committee to identify areas of need, growth, and strengths regarding learning environment within the students, staff, and faculty
7. Communicate the outcome of Learning Environment reports at Phase Three Student Council and MSC General Body Meetings
8. Assist in the planning and execution of any Phase Three Student Council events, as needed

**Learning Community Chairs** (One student per regional campus to represent clinical campus students in phase 3 of the total health curriculum)

1. Attend monthly Executive Board Meetings, Phase Three Student Council meetings, class meetings, and General Assembly Meetings, Student meetings with the Dean
2. Collaborate with Learning Community Team Leaders to coordinate and execute social and engagement activities for their learning community
3. Communicate upcoming events on or off campus relevant to the class to their respective learning community
4. Engage and promote the virtual learning community communication platform to promote and encourage interactions in real time with peers, faculty, staff, and the learning community
1. Collaborate with other regional campus representatives and the class president to ensure that the issues of their region are being expressed and addressed
2. Collaborate with other regional representatives to organize a regional event in which all students of their regional class are invited
3. Assist in the planning and execution of any Phase Three Student Council events as needed
4. Meet with Phase Three Council Advisor as needed

**Article VII. Disciplinary Actions**

A member of the senate can be impeached for egregious dereliction of duties or offense to the trust of the MSC.

To bring a motion of impeachment: A grievance statement signed by 2/3 of the senate must be submitted to the Executive Board in advance of the next Executive Board Meeting. The grievance will be placed on the agenda for the following MSC meeting.

A motion of impeachment must be passed by consensus or 3/4 of the MSC meeting quorum.

### **Article VIII. Vacancy Replacements**

If a member of the Senate needs to resign, a letter of resignation must be submitted to the Executive Board a minimum of 2 weeks in advance.

Students will vote for vacancy replacements with the exception of the office of the President which will be assumed by the Vice President. However, students will vote for the Vice President's subsequent vacancy.

Committees may elect or select their own vacancy replacements. Committees are responsible for reporting vacancy replacements to the Secretary.

### **Article IX. Committees**

#### *Section 1. Standing Committees*

Each Committee will be selecting a chairperson from one of their participating members.

1. New Student Group Charter Committee
  - a. Evaluates applications for MSC "Student Group" status approval
  - b. Meets once per semester
  - c. Chaired by MSC Communications and Finance Chair
  - d. Members: MSC President, MSC Communications and Finance Chair
2. Student Group Renewal Committee
  - a. Evaluates renewal paperwork for MSC "Student Groups" at the end of each academic year (May)
  - b. Meets once per academic year
  - c. Chaired by MSC Communications and Finance Chair
  - d. Members: MSC President, MSC Communications and Finance Chair
3. Finance & Appropriations Committee
  - a. Evaluates funding requests and allocates funding as the budget allows to MSC Student Organizations
  - b. Meets once per semester
  - c. Chaired by the MSC Communications and Finance Chair
  - d. Members: Phase 1, Phase 2, and Phase 3 Communications and Finance Chair, MSC president, MSC Communications and Finance Chair

#### *Section 2. Ad-Hoc Committees*

Ad-Hoc Committees can be formed at the President's direction or a vote by the General Body Meetings. The purpose of Ad-Hoc Committees will be to further investigate matters addressed by the MSC and report their findings back to the MSC to assist in the decision-making process.

### **Article X. Meetings**

The General Body Meetings shall meet as needed.

Leadership Institutes shall meet twice per semester.

#### *Quorum*

Quorum is met when 50% plus 1 of the Senate is in attendance. All proceedings will be voted on using a simple majority of the active students present.

### **Article XI. Elections**

Phase 1 officer elections will be held in the Fall of the first year. All other elections will be held in the Spring of each academic year.

There shall be a closed ballot; elections of a candidate to a position shall be constituted by a simple majority of the active students present and voting.

1. If no one candidate holds a majority of the votes after the election, a run-off election will be held between those candidates who have tied for the majority.
  - a. The election committee will hold a run-off election between these candidates within 7 days of the announcement of the initial results.
  - b. In the event of the run-off election also ending in a tie, subsequent elections will continue until there is a clear majority winner or there are 2 candidates tied with the highest number of votes.
    - i. For a representative position, both individuals will serve as co-chairs or co-representatives of said position.
  - e. For an executive position (President, Vice President, Communications and Finance Chair), the board containing those candidates (MSC Executive Board or Class Officers, whichever applies) will vote between the two to select a winner.
  - c. Candidates will have the opportunity to resubmit candidate statements before run-off elections.
2. If no candidate is running for an MSC or class officer position, the election shall go on as scheduled and omit the option to vote for said position.
  - a. A second election for any vacant positions will be held within 7 days of conclusion of the initial election and announcement of the initial results.
  - b. Members who ran unsuccessfully in the initial election are eligible to run for a vacant position in the second election.
  - c. In the event that no candidate runs for the second election, it will be the responsibility of the newly elected President to appoint a student to each vacant position.
    - i. If the position of President is the vacant position, the newly elected Vice President will collaborate with the MSC faculty advisor to decide the best course of action for selecting the new President.
3. If only one candidate runs for the two campus representative positions, then the deadline will be extended to run for the second position only.
  - a. Should only one candidate apply in the initial period, that candidate will be the only name on the ballot during the main election. Another election will be held for candidates who apply during the extended deadline to fill only the second seat.
4. If a candidate is running unopposed for any position, that candidate must receive at least twenty percent of votes (20%) in order to win that position.
  - a. If the minimum is not achieved, a subsequent election will be held and applications for the position will reopen.
  - b. The first candidate will be allowed to join the candidacy for the second election.

## **Article XII. Dues**

There will be no dues for this organization.

## **Article XIII. Amendments**

*Section 1.* Amendments may be proposed by any MSC member (as defined by Article III) to the Executive Board prior to the Executive Board meeting (see Article V). Amendments received in the appropriate time frame will be added to the agenda. The constitution may then be amended by a 3/4 vote of the MSC General Body Meetings.

*Section 2.* Any amendments being voted on must be given a week's advance notice on the MSC portal page or via email.

**Article XIV. Extenuating Circumstances**

*Section 1.* During Pennsylvania States of Emergency, extended school closures, and otherwise “emergent” unprecedented situations will enact this clause.

*Section 2.* Phase 2 and Phase 3 Presidents along with class boards have the power to appoint additional positions as needed to fulfill the needs of the class and administration with approval from faculty advisor.

*Section 3.* Phase 2 and Phase 3 Presidents must report these “appointments” to Student Affairs Assistant Director of Student Affairs and the MSC President within 1 business day.