

The Robert Larner, M.D. College of Medicine
At the University of Vermont



Student Council Constitution

Last Revised May 11, 2020

ARTICLE I: NAME

- A. This organization shall be called the Robert Larner, M.D. College of Medicine at the University of Vermont Student Council.
- B. We are student leaders who strive to unite our classes as well as bridge the gap between the student body, the College of Medicine administration and our local community. We hope to be a voice for the students, advocate for others, and create impactful change, while setting a positive example, in alignment with the [Larner College of Medicine Statement on Diversity and Inclusion](#).

ARTICLE II: PURPOSE

- A. The Council shall represent all students enrolled in the Robert Larner, M.D. College of Medicine at the University of Vermont (LCOM). LCOM Student Council duties include, but are not limited to:
 - a. Serving as a liaison between the student body and administration
 - b. Addressing student-driven issues and enacting changing whenever possible to address such issues
 - c. Overseeing the budget and function of the LCOM Student Interest Groups
 - d. Promoting school spirit and camaraderie with annual social functions

ARTICLE III: MEMBERSHIP

- A. The governing body shall be composed of five elected representatives from each class. Each class shall designate a Chair of Student Life, Chair of Communication, Chair of Finance, Chair of Student Leadership, and Chair of Community Service. All members commit to being engaged and

dedicated members of student governance throughout their entire medical education.

- B. Chair positions shall be determined internally by the representatives themselves after their election, save for the Chair of Community Service, for which candidates shall run in a separate election held concurrently with the election of the general members.
- C. The President-Elect for each class shall be elected from these five chairs prior to the beginning of the Clerkship year. The President-Elect will transition to the role of President on Match Day.
- D. The College of Medicine's Associate/Assistant Dean for Students shall be University Advisor to the Council.
- E. The Office of Medical Student Education (OMSE) Student Services Coordinator shall provide administrative and leadership support to Student Council and serve as a liaison between OMSE and Student Council.

ARTICLE IV: ELECTIONS

- A. There shall be one initial set of elections for class representatives from within the first year class. The election shall be held in September in the first year of each class for a term lasting through graduation. Class representatives will be elected by members of their own class. In the election for Administrative Chair positions, one seat shall be reserved for a member of the Vermont campus, and another seat shall be reserved for a member of the Connecticut campus.
- B. There will be another set of elections at the beginning of Clerkship year for President-Elect. The President-Elect will be elected by members of their own class. The President-Elect must be elected from one of the five original chairs of the rising third year Student Council members.
- C. All members are expected to uphold the duties of their elected positions both within the Student Council and as a representative of the student body. Should a member's conduct come into question, it is the responsibility of the Student Council President, President-Elect, and the Dean for Students to discuss this member's continued involvement with input from Student

Council members. If there is a unanimous decision that this member is not upholding their responsibility, this member will be removed from their elected position, and a re-election will be held. If there is a decision by three-fourths of the Student Council that this member is not upholding their responsibility, this member will be removed from their elected position, and a re-election will be held. The definition of questionable conduct will be at the discretion of Student Council.

- D. For an election to be valid, greater than half of the class must vote. The polls will remain open until the designated deadline or until half the student group being polled has voted, whichever occurs at a later date.
- E. When a member of the Student Council takes a leave of absence requiring that they join a new class, a class specific election shall be held to replace said member of the council. The member taking a leave of absence shall be allowed to retain their membership on the Council and join the class below them once they return as a full-time student. If the member is participating in an on-campus activity during their leave of absence, they may attend meetings and will maintain voting privileges. Once they return as a full-time student, they retain all the responsibilities of a general member of the council and will share the Chair responsibilities with the Chairperson holding their position in the new class they join.
- F. If the member who takes a leave of absence is the President-Elect, this person must abdicate their role as future President, and another election to select a new President shall be held. They may not re-run for President of their new class if they have already elected a President-Elect. If, however, the returning member joins a class which has not already elected a President-Elect, they may participate in this election and run for President-Elect. An election to replace the President Elect must occur before an election to replace a Student Council Chair, and the necessity of the latter shall be determined by a three-fourths vote of the Council.

ARTICLE V: MEETINGS

- A. Chair of Communications shall encourage students from all classes to attend Student Council Monthly meetings to voice their opinions/concerns about issues that are affecting them.

B. There will be an Open Student Council meeting once a month which is mandatory attendance for all members. If a representative is off-site, they are expected to call into the meeting via teleconference.

C. Budget review meetings shall be held in September and in January.

ARTICLE VI: ROLES & RESPONSIBILITIES

A. All members are expected to attend monthly meetings anytime they are an enrolled student. Members who miss a meeting without contacting the President or President-Elect prior to the meeting with a reason for their absence will receive one unexcused absence. Reasons for an excusable absence include, but are not limited to: unavoidable academic or clerkship conflicts, doctor's appointments, medical emergencies, weddings, funerals, rotations abroad, travel to an away site for a clinical rotation, or vacation as scheduled in the curriculum.

B. After two unexcused absences, the individual will be approached by the President and the President-Elect and given a verbal warning. If they receive a third unexcused absence, the individual will meet with the President, President-Elect, and Associate Dean of Student to decide what action should be taken.

C. All members shall share equally in the work of the general council as well as fulfill the duties specific to their chair & class, as detailed in the Student Council Handbook.

D. All Chair members shall have the right to vote on issues discussed and put up for a vote at Student Council meetings. The process for voting is detailed in the Student Council Handbook.

ARTICLE VII: ALLOCATION OF FUNDS

A. Student Council has the responsibility of allocating funds to various student organizations/events. The student activities fee is the source of this income.

B. Student Interest Groups will receive a minimum of \$100 for the Fiscal School Year (July-June).

- a. In order to use the funds, Student Interest Groups must submit an event form prior to the event as detailed below and receive approval from the finance Chair of Finance.
 - i. Event forms must be submitted at least 6 weeks in advance for events involving off-campus speakers, Sodexo food orders, movie screenings, minors, alcohol, tables or chairs from EMS, and/or new/increased budget requests.
 - ii. Event forms must be submitted at least 2 weeks in advance for events that are open to the entire UVM COM community, invite a UVM-based speaker other than the SIG advisor, or which utilize SIG funds that have already been allotted.
 - iii. No event form is necessary for events that utilize no budget and in which attendance is limited to SIG members and/or the SIG advisor.
 - b. Forms must be detailed, including name/brand of items, quantity, price per unit, tip calculation (no more than 10%), and vendor name.
 - c. SIGs will not be reimbursed for purchases made prior to approval of the event form i.e. SIGs cannot receive reimbursement for supplies on event forms submitted ex post facto.
 - d. OMSE can order supplies/food for the SIG, but the request must be made in advance of 1 week for supplies and 3 business days for food, dependent on approval from the Chair of Finance and from an approved vendor.
 - e. Exceptions to this rule, include usage for SIG fair expenses and supplies for operational usage. However, expenses must be reported to the Chair of Finance for proper record keeping upon submission of the reimbursement form.
- C. Any additional funding for an event must be requested at least 6 weeks in advance and be voted on by the council.
- a. SIGs requesting extra funds need to submit a request for extra funding, which is found on the UVM LCOM Commons.
 - b. Documentation that needs to be outlined when requesting additional funding include previous history of expenses (name of the event,

amount used for the event, what was the money spent on, how many attended) for the same fiscal year, a detailed account of what the money will go towards (food, supplies, etc.), how many people you expect at the event for which monies are being requested, and any education gain/purpose of the event.

- c. The council will call the proposal for extra funding to a vote via the standard voting process as outlined in the Student Council Handbook.

D. Student Council sponsors four intramural sports leagues each semester.

- a. Students must assemble a group of students, pay for the registration and submit a reimbursement form with the receipt to OMSE for reimbursement.
- b. Student Council will not be liable for any extra fines incurred by the IM league as a result of damages, foul play, forfeits, etc.

E. Student Council sponsors and is open to extra initiatives that need funding by students not associated with a particular SIG.

- a. Process for approval and request for funding for unique projects must submit a request similar to SIGs extra budget requests, and appear before the council's next meeting to present the proposal.

F. Student Council, as per UVM policy, cannot allocate funds to award travel expenses for SIGs or students.

G. The Student Council shall meet once a year to conduct budget hearings. The designated Chair of Finance will present the new budget with adjusted budget lines for the new fiscal year.

- a. Funds will be allocated to each active SIG, based on how much each group spent the previous year.
- b. Determinants to the funds depends on how many events did the SIG do, how was the money spent (food vs supplies), how many students participate in the SIG, and consistency of SIG meetings/events.

- c. After presentation, the Chair of Finance will take a vote on approving the budget. Approval requires 2/3 approval by the council.
- H. The Chair of Finance is responsible for reconciling the Student Council budget with the OMSE Business Manager every quarter to ensure that expenses and deductions from Student Council's budget are properly noted.
- I. Student Council Members are not permitted to present requests on behalf of Student Interest Groups, projects, events, or other initiatives not associated with Student Council. This amendment will not apply to a member who is the sole advocate for their initiative. Members of Student Council will abstain from voting on funds for groups, events, and initiatives for which they are directly involved.

ARTICLE VIII: AMENDMENTS

- A. Amendments to the Constitution or the Bylaws must be first approved by three-fourths majority of the Student Council, and then presented to the entire student body. Adoption of the amendment requires approval from two-thirds of the student body.
- B. At the beginning of each academic year (hereby defined as the start of orientation for the incoming first year class), a Bylaws Review Committee shall be created by Student Council. The Committee shall propose modifications to the Constitution and Bylaws and review amendments proposed by members of Student Council. Following a minimum of two general meetings for review, the Committee shall present potential modifications to Student Council for approval in January, subject to Article VIII, Section A.
- C. Any amendment to the Constitution or the Bylaws shall take effect for all four classes at the beginning of the following academic year.
- D. In all matters pertaining to Student Council that are not otherwise outlined in these Bylaws, Student Council shall determine appropriate protocols which are supported by a two-thirds majority of its voting members and not in conflict with the Constitution or Bylaws.