Constitution of the Associated Students of the University of Nevada School of Medicine (ASUNSOM)

ARTICLE I
Name and Purpose

Section 1. The name of this organization shall be the Associated Students of the University of Nevada School of Medicine (ASUNSOM). This embodies the fundamental principles upon which the Association will be self-governed.

Section 2. Each student within ~~the Associated Students of the University of Nevada School of Medicine~~ ASUNSOM represents the Association membership and the School of Medicine, and is so duly charged to promote the welfare and interest of the students of the University of Nevada School of Medicine.

Section 3. Students are expected to adhere to the Instructional Objective of the School of Medicine, to maintain academic and clinical integrity, to uphold the ethical standards of the profession, and to behave professionally as a member of the Association. Failure to maintain these standards may result in sanction as determined by the Student Promotion and Conduct Committee~~, the Honor Council~~, and/or the Administration as dictated by the UNR Med Student Handbook of the University of Nevada School of Medicine.

ARTICLE II
Membership and Fees

Section 1. Every medical student of the University of Nevada School of Medicine, who ~~meets the criteria for promotion and~~ is in good academic standing as determined by the student handbook, shall be a member of the Associated Students of the University of Nevada School of Medicine (Association).

Section 2. The Associated Students of the University of Nevada School of Medicine will be funded through the consolidated fees paid by the medical students to the University of Nevada Board of Regents of the Nevada System of Higher Education.

Section 3. The portion of fees to be allocated to the ASUNSOM will be determined every two years by the UNSOM tuition committee, and voted into action by the Student Council.

Section 4. These fees will only be used for events and purchases determined by the Student ~~Executive~~ Council ~~(SEC)~~ as ones that will impact all four classes or the school as a whole. Individual classes will have the option of collecting class dues to be used for events and purchases that will impact their respective class. Individual class dues will be kept in a university account and managed by the accounting office of the UNR Med~~SOM~~.

ARTICLE III
Elections

Section 1. For the first ~~-~~year class, elections for students fulfilling the offices of student governance and representation will occur in two events.

1) During the first week in September, the Secretary and Vice President of the ~~SEC~~ MS2 class will preside over the first class voting for the following offices:
    a. President, Vice President, Secretary, and Treasurer
    b. Two Social Chairs
    c. Two Webmasters
    d. Two Historians
    e. Two Fund Raising Chairs
    f. Two AMSA ~~representatives~~Representatives
    g. One AAMC-OSR ~~r~~Representative~~s~~
    h. Two AMA ~~representatives~~Representatives
    i. One Student Health ~~representatives~~Representatives
    j. Two Student Curriculum Committee ~~representatives~~Representatives
    k. Four Medical Education Outreach Committee(MEOC) Representatives
    l. Wellness Committee
    ~~j.~~m. Lounge Manager

~~2) During the last week in September, the newly elected Secretary and Vice President of the first year class will preside over the first year class voting for the following offices:~~
    ~~a. Four members of the Student Assistance Committee (SAC)~~
~~i. Members of the Student Assistance Committee serve four year terms of office.~~
    ~~b. Two members of the Honor Council~~
~~i. Members of the Honor Council serve two year terms of office.~~
    ~~c. One Lounge Manager~~
~~i. Loung Manager will serve a two year term in office~~

2) Elected representatives will serve a 2-year term
    a. Two Fundraising Chairs
    b. Two Webmasters
    c. Two Lounge Managers

3) Elected representatives will serve a two 1-year term, and one 2-year term
    a. President
    b. Vice President
    c. Secretary
    d. Treasurer
    e. Social Chairs
    f. Historians
    g. AMSA Representatives
    h. AAMC-OSR Representative
    i. AMA Representatives
    j. Student Health Representatives
    k. Student Curriculum Committee Representatives

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l. MEOC Representatives
m. Wellness Committee

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Section 2. ~~For the upcoming second year class (first year students at the end of the academic year), elections for students fulfilling the following offices of student governance and representation will occur at the final class meeting of the spring semester, which is to be scheduled during the last month of the semester:~~
~~1. Offices of the Student Executive Committee (SEC), including President, Vice President, Secretary, and Treasurer~~
~~2. Two Social Chairs~~
~~3. Two Fund Raising Chairs~~
~~4. Two Webmasters~~
~~5. Two Historians~~

~~**Section 3.** For the upcoming third year class (second year students at the end of the academic year), elections for students fulfilling the following offices of student governance and representation will occur at the final meeting of the spring semester of the second year, which is to be scheduled during the last month of the semester. Terms will last for two years:~~
~~1. President~~
~~2. Two Vice Presidents; one based in Reno and one based in Las Vegas~~
~~3. Secretary~~
~~4. Treasurer~~
~~5. Four Social Chairs; two based in Reno and two based in Las Vegas~~
~~6. Two Fundraising Chairs~~
~~7. Two Webmasters~~
~~8. Two Historians~~
~~9. Two members of the Honor Council~~Elections for the rising ~~upcoming~~ second-year and third-year classes will be held by the end of the spring semester for student governance offices that serve terms longer than one year. Elections for the rising ~~the~~ second-year class will be conducted by the rising third-year class, and elections for the rising-third year class will be held by the rising second-year class.

1) Elected representatives exempt from re-election
   a. Student Curriculum Committee Representatives

Section 4. Elected officers may not hold more than one office in the ASUNSOM during an elected year.

Section 5. The Secretary and the Vice President of each class shall conduct all the elections by secret ballot in accordance with the election procedures in Robert's Rules of Order, Revised.

Section 6. Voting on class representation is strongly encouraged, but cannot be mandatory because of the secret ballot.

Section 7. The winning candidate is decided by obtaining the relative majority vote. In the event of a tie, a runoff will be held between the parties receiving equal votes.

Section 8. Terms of officers elected during the spring semester shall expire on June 1st of the year of termination.

Section 9. In the event that a vacancy opens in any office, that office shall be filled before the next regularly scheduled meeting of the Student Council in an election by the Association membership of the appropriate class.

Section 10. Any elected student position may be subject to recall by a three-fourths vote of the medical school class from which he or she was elected. A recall election can ~~must~~ be called on the basis of~~by~~ a simple majority vote by the class from which he or she was elected.

ARTICLE IV
Meetings

Section 1. The ASUNSOM shall comply with the Nevada Open Meeting Law in accordance with policies adopted by the Board of Regents. Special meetings of the ~~SEC,~~ Student Council~~,~~ and the Association shall be called by the ~~SEC~~ Student Council President.

Section 2. ***Robert's Rules of Order, Revised*** shall be the guide on Parliamentary procedure at all meetings of the Association membership~~,~~ Student Council~~, SEC,~~ and any committees created by Student Council ~~or SEC~~ president. **The Nevada Open Meeting Law** (NRS 241.020) is controlling in the event of a conflict between the ***Nevada Open Meeting Law and Robert's Rules of Order, Revised.***

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Section 3. All members of the ~~SEC and the~~ Student Council are expected to attend any and all Association meetings.

Section 4. Motions may be initiated by any member of Student Council ~~and/or SEC~~ at any general meeting or special meeting of the respective group. The Student Council ~~and/or SEC~~ must initiate action on approved motions within 30 days or refer the proposal again to the general membership. If referred and passed by two-thirds ~~[sic]~~ of the Association membership, the proposal becomes effective immediately.

Section 5. Any vote of the Association may be conducted electronically. Electronic votes will be cast under a student's identification number and verified through the ~~Office of Admission and~~ UNR Med Office of Student Affairs.

Section 6. Class meetings shall be executed as often as needed to attend to individual class issues. Individual classes may vote to call a meeting of the ~~SEC or~~ Student Council at any time by a simple majority vote.

ARTICLE V

Student Council

~~**Student Executive Committee (SEC)**~~

Section 1. The Student Council shall consist of the President, Vice President, Secretary, and Treasurer from the first- and second-year classes and the President of the third- and fourth-year classes. Either of the Vice Presidents of the third- and fourth-year classes may serve as proxy on the Student Council for their respective class President if that President cannot attend scheduled meetings.

Section 2. The Student Council shall be the governing board of the Association and shall administer all of the Association's business.

~~**Section 1.** The SEC of this Association shall be members of this Association and shall consist of the President, Vice President, Secretary, Treasurer, Historians, Social Chair(s) and Fundraising Chairs from the second year class.~~

Section ~~2~~3. Meetings of the ~~SEC~~ Student Council ~~shall be on a regular quarterly basi~~must meet at least once each semester.~~s and~~ Meetings shall be open to all members of the Association.

Section ~~3~~4. The ~~President~~ second-year president will be the executive officer of the Student ~~Executive Committee~~Council and shall preside over meetings of the Association. The president shall serve as chairperson of the Student Council, appoint all committees in consultation with the Council, and be ex-officio member of all committees. The President shall be the official representative of the Association. The President shall have the power to call special meetings of the Association membership~~, SEC,~~ and Student Council. The President shall see that all provisions of the Constitution are carried out.

Section ~~4~~5. The second-year Vice President shall assist the President in carrying out his or her duties. Upon the permanent or temporary vacancy of the office of the President, the Vice President shall succeed to the full powers and duties of that office. The Vice President shall carry out such duties as assigned to him or her by the President or the Student Council. The Vice President shall preside in the absence of the President from any meeting of the Association membership~~, SEC,~~ or the Student Council.

Section ~~5~~6. The second-year Secretary shall record and report accurate minutes of all meetings of the Association membership, SEC, and the Student Council. The Secretary will carry on all correspondence for the Association and maintain all records and files as directed by the President and/or Student Council. The Secretary shall notify the membership of regular and special meetings. The secretary shall notify the ~~SEC and~~ Student Council of all regular and special committee meetings. The Secretary shall disseminate minutes electronically to all members of the classes, the ~~SEC~~ student government advisor, and the Associate and the Director of ~~Admissions and~~ Student Affairs. The Secretary shall preside in the absence of the

President and the Vice President at any meeting of the Association membership~~, SEC,~~ or Student Council.

Section ~~6~~7. The second-year Treasurer shall maintain records of all income and expenditures of the Association. The Treasurer shall report the available balance when directed by the President ~~and/or the SEC~~, the ~~SEC~~ student government a~~A~~dvisor, the Assistant or Associate Deans for Student Affairs or the Director of ~~Admissions and Student Services~~ Student Affairs. The Treasurer shall prepare at least two complete financial report [sic] per academic year and submit copies to the ~~SEC~~Student Council, the regular Association membership and the Office of ~~Admissions and~~ Student Affairs at the conclusion of each semester. A financial report may be requested at any time by the ~~SEC~~ Student Council and/or the Office of ~~Admissions and~~ Student Affairs. The Treasurer shall be the designer of the fiscal budget of the ~~SEC~~Student Council, which describes how ~~monies~~ money acquired from the State Account (if applicable), Fall and Spring tuition allotment into the ~~SEC~~ student government a~~A~~ccount, Merchandise Sales, in the ~~SMS-SOS~~ ASUNSOM Accounts, and previous rollover balances from each semester will be disseminated to the Student Interest Groups and ~~SEC~~ Student Council at large. "ASUNSOM Accounts" all accounts under the control of ASUNSOM to receive, maintain, or expend funds for ASUNSOM operations and student government purposes. The Treasurer shall be responsible for informing members submitting requests for travel funding of the required documentation to be submitted to the Office ~~o~~0f Admissions and of Student Affairs at least two weeks prior to travel. The second-year Treasurer will present the budget to the Student Council at the first meeting of each semester. The second-year Treasurer shall preside in the absence of the President, Vice President, and Secretary from any meeting of the Association membership~~, SEC,~~ or Student Council.

~~**ARTICLE VI**~~
~~**Student Council**~~

~~**Section 1.** The Student Council shall consist of the President, Vice President, Secretary, and Treasurer from the first and second year classes and the President of the third and fourth year classes. Either of the Vice Presidents of the third and fourth year classes may serve as proxy on the Student Council for their respective class President if that President cannot attend scheduled meetings.~~

~~**Section 2.** The Student Council shall be the governing board of the Association and shall administer all of the Association's business.~~

Section ~~3~~8. The Student Council shall have the power to create and amend bylaws of the ASUNSOM Constitution. Such action may be taken at any regularly scheduled meeting of the Student Council. Such action must pass by a two-thirds majority vote of all members of the Council.

~~**Section 4.** The Student Council must meet at least once each semester in the first month of the semester.~~

Section ~~5~~9. The Student Council will approve the ~~SEC~~ ASUNSOM budget for each ensuing semester at the first meeting ~~on [sic]~~of each ~~semester~~school year.

Section ~~6~~10. Any action of the Student Council must be approved by two-thirds vote of its membership present at that meeting.

~~**Section 7.**~~ 1)Any action of the Student Council may be reversed or superseded by a two- thirds vote of the Association membership.

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Section ~~8~~11. The Student Council shall have the power to call special meetings of the Association membership.

Section ~~9~~12. At least seven of the members of the Student Council shall constitute a quorum ~~of the Student Council~~. A quorum ~~of the Student Council~~ must be present for voting to be conducted on any agenda items.

Section 1~~0~~3~~0.~~ The Student Council shall plan and coordinate the activities of the Association.

Section ~~11~~14. Upon any case requiring vote and resulting in a tie, the ~~SEC~~ Student Council~~President~~ chairperson or Student Council equivalent shall abstain.

~~**ARTICLE VII**~~
~~**Advisory Committee**~~

~~**Section 1.** The Advisory Committee of the Associated Students of the University of Nevada School of Medicine shall consist of the Class President from each of the four medical school classes.~~

~~**Section 2.** The Advisory Committee shall meet with the Dean of the University of Nevada School of Medicine whenever the Dean or the Association deems appropriate.~~

ARTICLE VI~~I~~
Faculty Advisor

Section 1. The faculty advisor shall be 1) a member of the faculty of ~~the University of Nevada School of Medicine.~~UNR Med and 2) a non-voting member of the Student Council.

~~**Section 2.** The faculty advisor shall be a non-voting member of the SEC and the Student Council.~~

Section ~~3~~2. Nominations for the faculty advisor shall be submitted to the Student Council. The faculty advisor shall be appointed at the last meeting of the school year by a simple majority of the Student Council.

Section ~~4~~3. The Student Council must seek a vote to change the current faculty advisor.

Section ~~5~~4. The term of the faculty advisor shall be from June 1 to May 31. A faculty advisor may serve as many terms as the Association membership desires.

Section ~~6~~5. The faculty advisor must be advised of all meetings and decision of the ~~SEC and~~ Student Council before any vote is taken.

ARTICLE ~~IX~~VII
Financial Control

Section 1. A general budget and priority list shall be developed on a fiscal year basis by ~~SEC~~ Student Council Treasurer and reviewed by the ~~SEC~~Student Council. Final approval for expenditures will be given by the Associate Dean ~~for Admissions and~~ of Student Affairs and will be in accordance with all policies and fiscal management procedures established by the University of Nevada, Reno Administrative Manual, the Business Center North Purchasing Manual, and the Nevada System of Higher Education Board of Regent's Handbook.

Section 2. Once defined and approved, disbursement of Association funds shall require the signatures and/or written authorization of the President or the Treasurer of the ~~SEC~~Student Council.

Section 3. No student shall coordinate and/or enter into any contractual agreement, including contracts with a vendor for a non-sanctioned, non-UNSOM event or material. All said contracts and/or agreements must be routed through the Office ~~of Admissions and~~ Student Affairs for determination of action.

Section 4. New student organizations and student interest groups must be recognized by the ~~SEC~~ Student Council before they can obtain funding from the Association. New student organizations and student interest groups are required to have a faculty or community clinician as an advisor, mission statement, and by-laws in order to gain recognition. Recognition can be obtained at any scheduled or special meeting of the ~~SEC~~Student Council. If the group has no advisor, the coordinators of the group must seek approval from the ~~SEC~~ Student Council and its advisor before recognition or funding can be approved.

Section 5. Travel expenses for individual students or groups may be allocated from the ~~SEC~~ Student Council budget according to approved funding formulas and policies. Funding requests for travel may be approved at any time by the President and Treasurer, if in accordance with the funding formula and policies. Any requests above and beyond the funding formula or beyond the scope of any policy must be approved by the ~~SEC~~Student Council.

Section 6. Any non-sanctioned, non-UNSOM event and or material purchased by students through private funds shall be the sole responsibility of said student(s) and liability will rest thereon.

ARTICLE ~~X~~VIII
Amendments

Section 1. The Student Council, whenever two-thirds shall deem it necessary, shall propose amendments to this Constitution; or, on the petition of 10 percent of the ASUNSOM membership, shall place an amendment on the ballot.

Section 2. The Constitution may be amended by a two-thirds vote of the Student Council at any regularly scheduled meeting, provided that a reasonable effort has been made to inform all association members at least ~~two~~ one week~~s~~ in advance of the meeting that a vote on a proposed amendment will be taken.

Section 3. All amendments of the Constitution must be approved by the Chancellor of the Nevada System of Higher Education (NSHE), pursuant to the NSHE handbook.

Section 4. Amendments may be repealed by a two-thirds vote of the Association. Repeals of amendments must be called by a simple majority of the Association.