

WAYNE STATE UNIVERSITY SCHOOL OF MEDICINE

STUDENT SENATE CONSTITUTION

Article I: Name of Organization

This organization is named the Wayne State University School of Medicine Student Senate. In this document it will be referred to as "Senate".

Article II: Purposes and Restrictions

Section A: Purposes

1. To represent the medical school student body to the administration of Wayne State University School of Medicine (WSU SOM), the main campus of Wayne State University (WSU), to the Detroit Medical Center, and to the community.
2. To discuss and investigate any and all issues of interest to the student body of Wayne State University School of Medicine.
3. To implement specific courses of action resulting from discussion of ideas and concerns brought to the Senate as advocates of the student body. In particular, the Senate shall:
 - a. Provide regular and timely communication of ideas and information to the student body of the medical school.
 - b. Actively recruit channels of communication from the student body to the faculty and administration on student-related issues.
 - c. Organize and facilitate student participation in any school-related programs and school policies.
 - d. Actively explore and promote non-academic program activities for student projects supported by the Senate subcommittees.
4. To fairly and equitably apportion available funding for various student projects supported by the Senate subcommittees.
5. To oversee and regulate student organizations and structures of class councils and Senate subcommittees.

Section B: Restrictions

The activities of the Senate shall be exclusively restricted to the charitable and educational purposes set forth in Article II Section A. No part of the net earnings of the Senate shall incur to benefit or be distributable to its members, trustees, officers or other private persons, except that the Senate shall authorize and empower to pay reasonable compensation for services rendered and to make payments and disbursements of furtherance of the purposes set forth in Article II Section A.

Article III: Membership

Any person officially matriculated at the School of Medicine, as stated in the Wayne State Bulletin, is entitled to membership in the Senate as specified under the provisions in the by-laws.

Article IV: Officers

The officers of the Senate shall consist of the President, Vice-President, Secretary, Treasurer, Main Campus Representative, the American Association of Medical Colleges

Organization of Student Representatives Delegates (OSR), Board of Student Organizations Representatives (BSO), and Sergeant at Arms. Provisions for the election, terms of office, and duties and responsibilities thereof shall be specified in the by-laws.

Article V: Executive Board

The Executive Board of the Senate shall consist of seven members: the President, Vice-president, Secretary, Treasurer, Main Campus Representative, the OSR Senior Primary delegate, and the Board of Student Organizations President.

Article VI: The Senate

The Senate shall consist of the Executive Board, officers, and class governments.

Article VII: Meetings

Meetings shall be held on a regular basis as specified by the by-laws.

Article VIII: Amendments

Amendments to this constitution can be proposed by the Constitution Committee under the supervision of Senate as outlined in article V. Additionally, any Senate member wishing to amend the Constitution shall present the content of that amendment to the Senate. This presentation must be added onto the Agenda as a New Business item prior to the meeting so that it can be discussed by the Senate members. If there is a general consensus among Senate, as deemed by Executive Senate, the wording for the amendment should be brought forth at the following meeting. At this point, the amendment can be approved by a $\frac{3}{4}$ vote of a Senate meeting under quorum. If approved, amendments to this constitution shall take effect upon the start of the subsequent academic year, unless an emergency clause is a proponent of the legislation. In such a circumstance, the author of the legislation can propose an earlier effective date, and approval of the amendment with the earlier effective date will be voted on pending at least $\frac{2}{3}$ of voting members are in attendance. Emergency clause amendments shall be approved by a $\frac{4}{5}$ vote, however if the $\frac{4}{5}$ vote is not obtained but more than a $\frac{3}{4}$ vote is, the amendment will then take place at the beginning of the subsequent academic year as previously outlined.

Article IX: Dissolution Provision

If dissolution of the Senate occurs, the Executive Board shall, after paying or making provision for payment of all the liabilities of the Senate, donate assets to such organization(s) established and operated exclusively for charitable, education, religious or scientific purposes, that at the time qualify as exempt under the current Internal Revenue Code. Any such assets not disposed of shall be disposed of by the Wayne County Circuit Court, to such organization(s) as the Court shall determine, which are organized and operated exclusively for such purposes.

Article X: Bylaws

Bylaws as stated in the 97-98 constitutions will be currently suspended. All procedures will follow in accordance with Robert's Rules of Order current addition.

BY-LAWS

Article I: Structure

STRUCTURE OF THE WAYNE STATE UNIVERSITY STUDENT SENATE

SENATE

Executive Board

President

Vice-President

Secretary

Treasurer

Main Campus Rep

OSR Senior Primary
Delegate

BSO President

Class Governments

President

Vice-President

Treasurer

(3) Representatives

Standing Committees

Admissions

Curriculum

Promotions

Professionalism

Subcommittees

Budget and Fundraising

Career Advisory and Mentorship

Communications

Constitution

Student Curriculum

Financial Aid

Social Functions

Additional Officers

OSR Alternates

Sergeant at Arms

Article II: Rules of Procedure

The Senate shall operate by Robert's Rules of Order except where they conflict with the following Senate Rules of Procedure. Additionally, Robert's Rules of Order can be suspended when it is considered prudent by majority decision of the Senate.

The Senate Rules of Procedure

Section 1: Order of Business

- A. The presiding officer shall call the meeting to order as close as possible to the scheduled time with a maximum of ten minutes delay. The meeting shall not be considered official until it is established that a quorum (defined as the presence of 2/3 of the entire Senate) is present.
- B. The Secretary shall take the roll, officially noting in the record those members who are present. The Secretary shall then report to the presiding officer whether a quorum is present. If additional members arrive at a later time, it shall be their responsibility to inform the Secretary of their presence so that they may be marked as present in the official record.
- C. Should no quorum be present, no official business may be transacted. At the decision of the presiding officer, the Senate may wait for a quorum to be present or adjourn. The Senate shall wait no less than five minutes before adjourning.
- D. If a quorum is present, the Senate shall proceed to the standard order of business, as defined below. At any point after the roll call when no main motion is pending, a motion to depart from the standard order of business may be considered. Departure from the standard order of business requires a 2/3 vote. Should the pre-approved agenda call for a different order of business, that agenda shall be accepted by default, but if any member objects to the revised order of business, 2/3 of the Senate must vote to sustain the revised agenda and thus depart from the standard order. Following the completion of the roll call, incidental motions may be introduced when appropriate.
- E. The first item of business in order is the consideration for approval of any minutes from previous meetings not yet approved. Once the presiding officer asks whether any corrections to the minutes are in order, should no one offer any objections, the minutes shall be presumed to be approved.
- F. If present, the next item of business shall be a report from the faculty advisor. Additionally, guest speakers/students will then be allocated a limited time to address the Senate if present.
- G. The next item of business in order shall be reports from any Executive Board officers of the Senate. Reports shall be considered according to the rules below.
- H. The next item of business in order shall be the consideration of new business as outlined in the agenda. Precedence shall be given to business introduced in the form of a main motion. All motions shall be considered according to the rules for the consideration of motions below. Business may be introduced in the form of a report with the approval of the executive committee. Following the completion of main motions on the agenda, the floor will be open for any member of the Senate to introduce motions.
- I. The next item of business in order shall be the consideration of old business. Old business shall consist entirely of motions previously introduced to the Senate but not resolved. First in the precedence shall be any motions postponed to this meeting, followed by any motion pending as the last meeting adjourned, followed by any motions tabled previously in the

year, followed by any motions on the agenda for previous meetings but not discussed. All motions shall be considered according to the rules of the consideration of motions below.

- J. The next item of business in order if appropriate shall be reports from standing committees, followed by subcommittee reports, followed ad-hoc committee reports. Reports shall be considered according to the rules below.
- K. The next item of business in order shall be the consideration of update reports as outlined in the agenda. For an issue to be addressed in an update report, it must be the continuation of an issue discussed but not resolved earlier in the year. The Senate may resume the consideration of an issue by receiving a report of the current status relating to an issue previously under consideration. Reports shall be considered according to the rules below.
- L. Once the Senate votes to adjourn, before the meeting is officially over, the floor is open for announcements. Any person may address the Senate for such announcements. Announcements are not official business in of themselves.

Section 2: Consideration of Reports

Following a report, the speaker may accept questions. If the report is delivered by a committee or officer (relating to the official duties of the committee or officer), the report may include a motion proposing action on the topic. Whether or not such a motion is present, the following motions are in order while questions are pending: a motion referring the issue to a committee; a motion to table the discussion; a motion to postpone definitely the discussion; a motion to postpone indefinitely the discussion. Each subsidiary motion is outlined below. If a motion is introduced along with the report, it shall be considered according to the rules for the consideration of motions below.

Section 3: Consideration of Motions

To introduce a motion to the Senate, a member of the Senate shall state "I move..." followed by the motion or "I move the adoption of the following resolution:" All motions calling for non-trivial action must be considered in Senate unless proposed by an officer or committee on an issue directly relating to the contents of the officer or committee's report. Motions to express agreement or disagreement with the contents of the report, motions to commend persons for reasons relating to the report, or motions to act on recommendations of the report may be considered without referral to committee, along with motions directly relating to the Senate internally (e.g. calling special sessions, confirming appointments, impeachment). If the Senate wishes to consider a course of action on an issue, the proper way to do so is to refer the issue to the Executive Board to propose a course of action. Subsidiary motions shall be in order as outlined below.

Section 4: Subsidiary Motions

- A. **Motion to refer:** The motion to refer can be applied to any substantive main motion and amendments thereof. The motion is amendable as to where the motion is referred and any instructions to the referred body. If the motion refers an issue to the Executive Board, upon passage of this motion the Executive Board must convene prior to the next Senate meeting to resolve the stated issue. This motion requires a second, is not debatable, and requires a simple majority to pass.
- B. **Motion to amend:** The motion to amend can be applied to any substantive main motion, and subsidiary and incidental motions as listed. This motion is amendable. This motion requires a second, is debatable, and requires a simple majority to pass.

- C. Motion to postpone definitely: The motion to postpone definitely can be applied to any substantive main motion. The motion must specify the time or day to which the motion is postponed. If a motion is postponed definitely, the Senate may take action on the motion sooner by a majority vote. This motion is amendable as to the time or day to which the motion is postponed. A motion may not be postponed past the point of being meaningful. This motion requires a second, is not debatable, and requires a simple majority to pass.
- D. Motion to table: The motion to table can be applied to any substantive main motion. A motion tabled may be taken from the table at any time. A tabled motion must be taken up before it becomes meaningless. The motion requires a second, is not debatable, and requires a simple majority to pass.
- E. Motion to postpone indefinitely: The motion to postpone indefinitely can be applied to any substantive main motion or amendment thereof. Should the motion to postpone indefinitely pass, the motion shall not be considered further during that academic year. This motion requires a second, is debatable, allows reference to the main motion, and requires a 2/3 vote to pass.
- F. Motion for previous question: The motion for previous question can be applied to any debatable motions pending. If the motion for previous question passes, the questions before the Senate shall immediately be put to a vote with no further debate. The motion requires a second, is not debatable and requires 2/3 vote to pass.

Section 5: Incidental Motions

- A. Motion to take from the table: The motion to take from the table shall be in order when no motion is pending. This motion requires a second, is not debatable, and requires a simple majority to pass.
- B. Motion to adjourn: The motion to adjourn is in order at any time after roll is called. This motion requires a second, is not debatable, and is decided by the presiding officer. The presiding officer may choose to put the question of adjournment up to a vote. Before the meeting ends, the presiding officer must give the assembly time to appeal the ruling, and then open the floor for announcements.
- C. Motion to recess: The motion to recess is in order at any time after roll is called. This motion must include the length of the recess, and is amendable as to that length. This motion requires a second, is not debatable, and requires a simple majority to pass.
- D. Motion to limit discussion: The motion to limit discussion in order at any time after roll is called, and must specify how discussion is to be limited and whether the limitations apply only to the topic at hand or to the remainder of the meeting. The motion is amendable. The agenda written by the Executive Board may include limitations on debate, which shall be observed unless challenged, in which case they must be affirmed by a 2/3 Senate vote. The motion itself, if proposed during meetings of the Senate, requires a second, is not debatable and requires a 2/3 vote to pass.
- E. Motion to amend the agenda: A motion to amend the agenda is in order at any time after roll is called. If the change to the agenda departs from the standard order of business as outlined above, the motion requires 2/3 vote to pass, while if the change to the agenda still falls within the standard order of business, the motion shall require a simple majority. The motion requires a second and is not debatable.
- F. Motion to object to consideration of a motion: A motion to object to the consideration of a motion is in order after a motion is introduced to the Senate but before debate begins on the motion or a vote is called. If the motion to object to consideration passes, the senate shall

not consider the objected motion during that ½ year. This motion requires a second, is not debatable, and requires 2/3 vote to pass.

- G. Motion to appeal the decision of the presiding officer: A motion to appeal the decision of the chair is in order when a member disagrees with a ruling of the presiding officer. The motion is debatable to the extent that member of the Senate appealing may explain the reasons for the appeal, and the presiding officer may explain the reasons for the ruling. The motion requires a second and requires a simple majority to pass.
- H. Motion to divide the question: A motion to divide the question can be applied to any logically divisible main motion pending before the assembly. The motion must specify how the question is to be divided, and is amendable in this regard. This motion requires a second, is not debatable, and requires a simple majority to pass. If a question is divided, it shall be discussed and voted upon part by part.
- I. Motion to rescind: A motion to rescind is in order when no motion is on the floor and a member of the senate wishes to cancel a previous action of the senate. Motions cannot be rescinded if they have already taken action that cannot be reversed by simply canceling the motion. The motion to rescind can be applied to appropriate main motions, amendments, motions to postpone definitely or indefinitely, motions to divide the question, and motions to object to consideration. This motion requires a second, is debatable, and requires a 2/3 majority vote to pass.
- J. Point of Order: When any member of the Senate believes that the rules of order are not being observed, the person may raise a point of order to request that the presiding officer restore order. The point of order does not require a second, is not debatable, and is decided by the presiding officer.

Section 6: Rules for Discussion and Debate

Discussion is only in order in the senate when a motion is on the floor and being considered. Persons wishing to speak shall be recognized to speak by the presiding officer. No person shall speak a second time while persons who wish to speak have not yet spoken. No person shall be given precedence in being recognized to speak provided other persons who have spoken less do not wish to speak. All speeches shall address the motion being considered. No attacks on individual personalities or motives are in order. No speech shall run longer than ten minutes without 2/3 senate vote.

Section 7: Voting Procedure

- A. When a vote is taken on a motion before the senate, the presiding officer shall state the question at hand, and then ask for all those voting affirmatively to say “aye” or give a show of hands, and those voting against the motion to say “nay” or give a show of hands. Only members of the senate shall be permitted to vote with the presiding officer withholding a vote unless there is a need (i.e. in a case where there is a tie and a simple majority is needed to pass the vote). The presiding officer and the Secretary shall both count and if their results match, the vote shall be valid and the presiding officer shall then announce the results of the vote.
- B. Motion for a counted vote (Division of Senate): Any member of the senate may call for a counted vote as described above, either before the vote is called or after. The motion does not require a second, and is not debatable or amendable. If any member of the assembly calls for a counted vote, the vote must be counted.

- C. Motion for a roll call vote: Prior to the calling of a vote on a motion, any member of the assembly may move to have the vote taken by roll call. The presiding officer shall then put the motion to have the vote taken by roll call to an immediate vote. If 2/3 or more of the members of the assembly want the vote taken by roll call, the roll shall be called, and each member's vote shall be recorded in the public record. This motion is not debatable, requires a second, and requires the support of 2/3 of the senate to pass.

Article III: Membership

Section 1: Classification of Membership

Members shall consist of:

- A. Class Government: Each medical class shall, on an annual basis, elect six (6) members to the Senate. These shall consist of the following:
- One (1) Class President
 - One (1) Class Vice-President
 - One (1) Class Treasurer
 - Three (3) Class Representatives
- B. Executive Officers: Any person elected to an executive position in the Senate shall become a Senate member.
- C. Additional Officers: Any person elected or appointed to an additional office in the Senate shall become a Senate member.

Section 2: Rights and Privileges

The right to hold office shall be available to all officially matriculated students of the Wayne State University School of Medicine. For membership within the Senate, students must meet the criteria for promotion to the class that they represent (as defined by the medical school) by the last Senate meeting in October of the current year. Voting privileges shall be restricted to Senate members only, excluding the President. The President of the Senate shall exercise his/her voting privileges in the case of a tie vote. Rights and privileges of members of the Senate are restricted to members of the Senate that have been deemed to be in good standing with the Senate as described in Article III Section 3.

Section 3: Senate Standing

The Executive Board will be charged with the duty of evaluating every member's standing periodically throughout the academic year. To remain in good standing, Senate members must meet all attendance requirements, requirements for the office in which they hold, and are deemed by their fellow class officers and the Executive Board to have made valuable contributions to the Senate and the projects which it sponsors.

Section 4: Attendance

Attendance requirements shall be as follows:

- A. Criteria
1. Senate members must show good faith in attending the meetings determined by the Secretary using the following guidelines:
 - a. Participation in the meeting

- i. by presenting committee reports.
 - ii. by proposing, discussing, and/or voting on motions.
 2. An appeal process exists in the event that a Senate member challenges the Secretary's determination of attendance using the aforementioned guidelines requiring:
 - a. a formal letter to Senate detailing the member's good faith according to the guidelines.
 - b. a majority vote by Senate.
 3. There are no excused absences.
- B. Requirements
 1. First and Second year + OSR + Executive Board members may only miss 4 meetings per year not to exceed 2 meetings per semester.
 2. Third year members may only miss 6 meetings per year not to exceed 3 meetings per semester.
 3. Fourth year members may only miss 8 meetings per year, not to exceed 8 meetings per year.
 4. BSO may only miss the amount of their respective class years' worth.
- C. Should a Senate member miss the maximum absences for a given semester, the following will occur:
 1. Voting privileges will be immediately revoked.
 - a. The Secretary will inform that Senate member by formal letter within 48 hours of revoked voting privileges.
- D. In order to reinstate voting privileges, it is the responsibility of the Senate member to initiate/submit a formal appeal to the Executive Board stating his/her reasons for reinstatement.
 1. The Senate member must be present at the next meeting to discuss the appeal.
 2. If the Senate member is not present at the next meeting, the appeal is automatically rejected.
 3. Decisions regarding the appeal for voting privileges are at the discretion of Senate by 2/3 vote, with all decisions rendering final.
 4. If the decision is made in favor of reinstatement voting privileges will be reinstated effective immediately after the Senate decision.
 5. If a reinstated person misses an additional meeting during the same semester, the reinstatement process will be repeated.
- E. Persons removed from membership in the Senate as a result of failure to comply with the attendance requirements will forfeit the right to claim their position on Senate on their official Medical School record.
- F. Additional attendance requirements:
 1. Lack of attendance of the minimum requirements at Telefund will result in the loss of one absence for that semester.
 2. A 50% attendance requirement is mandatory at all sub-committee meetings, which are announced at Senate meetings (with failure to comply resulting in the loss of one absence for that semester per subcommittee).

Article IV: Meetings

Section 1: Regular meetings

The Senate shall meet on a regular basis, at least twice a month in the evening during the academic year. Exception is made for the summer months (June-August) during which time all Senate business shall be conducted by the Executive Board in lieu of regular meetings.

Section 2: Additional Meetings

Additional meetings may be called by the President as deemed necessary. In cases of dispute resulting from such meetings, the proceedings will be conducted as official and binding, provided that adequate notice is given at least forty-eight (48) hours in advance of any such meeting.

Section 3: Executive Board Meeting

The Executive Board shall meet on a regular basis at least once per month at the discretion of the President.

Section 4: Meetings for the Sole Purpose of Impeachment

The voting membership shall meet for the sole purpose of conducting a secret ballot no sooner than one (1) calendar month subsequent to the formal presentation of intent to impeach. Notice in writing of such a meeting must be given no sooner than the (10) days prior to the meeting. At this meeting the person or persons under the question shall be given the opportunity to produce positive evidence and witnesses and to refute adverse evidence and testimony.

Section 5: Agendas

The Senate shall discuss and approve the policies and the distribution of agendas at the beginning of each new academic year with the recommendation of the Executive Board.

Section 6: Student Notification of Meetings

Dates and times of the meetings shall be arranged by the Executive Board at the beginning of each semester and shall be distributed to every Senate member. Meetings shall be open to all students and dates and times shall be available to all students.

Section 7: Rules of Order

Robert's Rules of Order, in the latest edition, shall be used as guidelines for all business conducted by the Senate when not in conflict with the Constitution and by-laws or special rules of order of the Senate as stated in Article I. The President retains the privilege of suspending these rules of order for a given meeting by stating such suspension at the beginning of the meeting.

Section 8: Quorum

A quorum for any meeting of the Senate shall consist of 2/3 of the voting membership of the Senate. A quorum for Executive Board meetings shall consist of 1/2 of the Executive Board members.

Article V: Suspension of Membership

Section 1: Impeachment

Any member may be removed from their position on the Senate if formal charges of misconduct or failure to comply with the duties of their position are presented to the Senate and if three-fourths (3/4) of the voting membership of the Senate cast secret ballots to impeach. The formal presentation of such charges with the intent to impeach shall be made at a regular meeting of the Senate. The person(s) subject to impeachment must either be present at the aforementioned regular meeting or be notified by mail of the charges pending against them. Notification of these charges and date of the ballot for impeachment must be sent to those named in the impeachment charge no later than the day following the formal announcement of the intent to impeach. The ballot for impeachment must be held at a special meeting convened solely for the purpose, as described in Article IV, Section 4 of the Bylaws.

Section 2: Replacement of Impeached Senate Members

Replacement of suspended members shall be as follows:

- A. In the case of a Class Representative, automatic and permanent replacement of the member by the candidate who received the next highest vote total and accepts the position (as determined by the official vote tally retained by the Election Committee following class elections). If no candidate can be found in this manner, then a special election shall be held per the discretion of the Executive Board.
- B. In the case of the Class President or Vice-President, that particular class shall vote by official class ballot whether or not to reinstate the Class President or Vice-President. If reinstated, they shall continue in the class office, however, their membership in the Senate shall be subject to termination at the discretion of the class officers of his/her class. Should this occur, the order of ascension shall be as follows:
 1. Class President: In the case of Class President, the Vice-President will assume the position of president.
 2. Vice-President: In the case of Vice-President, an open class election shall be held for his/her replacement.

Article VI: Nominations and Elections of Executive Board Members

Section 1: Nomination for Office

Officially matriculated WSU SOM students may run for office provided they present the Secretary with a petition containing at least fifty (50) signatures of officially matriculated WSU SOM students endorsing this intent prior to the deadline for nominations.

Section 2: Petitions for Nominations

Petitions for nominations should consist of a statement written by the candidate indicating the position the candidate is running for, the intentions the person has if elected to that position, and the qualifications the person brings to the office. The original petition will be held on file by the Secretary.

Section 3: Deadline for Nominations

The Executive Board will determine the date that elections will be held and the deadline for nominations will be seven (7) days prior to the date of elections. After the deadline for

nominations, all candidates will be notified, via email, of the number of candidates running for all positions in that election.

Section 4: Election of Executive Officers

Election of the Executive Officers, with the exception of the OSR and Board of Student Organizations President, shall be governed by the following procedures, which will be explained to the Senate members present for the election meeting by the outgoing President of the Senate:

- A. The meeting for election of Executive Officers shall take place no later than the Friday prior to the first scheduled Senate meeting during the month of April, as determined by the Executive Board.
- B. Ballots will be printed prior to the election meeting. Voting shall only be permitted by secret ballot. Any member wishing an absentee ballot must petition the Senate prior to the elections meeting and the decision to grant such a ballot must be made by a majority vote of the Executive Board. Absentee ballots will be printed with each candidate's statement from their petition to insure reasonable knowledge about every candidate's intentions and qualifications. Absentee ballots must be turned in to the Secretary before the meeting to elect the new officers begins. Under no circumstances shall candidates be allowed to run on "tickets".
- C. Eligibility to vote in Senate Executive Officer elections: Voting members for the elections meeting include, and are limited to, current Senate members. Candidates running for office who are currently members of the Senate, shall only be restricted from voting in the election of the position for which they are candidates.
- D. The election shall be run by the outgoing President of the Senate, or if that person is a candidate for election, the next highest ranking Executive Board member. Election for each position shall consist of an allotted time, predetermined by the Executive Board, for each candidate to address the Senate, followed by a question and answer period lasting not longer than fifteen (15) minutes. After all candidates for a given position have spoken, they will be asked to leave the room and a discussion period lasting a maximum of thirty (30) minutes will take place regarding the candidates for the given position. Following discussion, the candidates for the next Executive Board position will follow the same process. The order by which the statements are given will be determined randomly by the Executive Board prior to the elections meeting. When statements and discussion for all positions are complete, ballots will be distributed and then collected and counted by the members of the Executive Board not running for election. Candidates must receive a simple majority of the votes to be elected.
- E. Terms of Office: The terms of each Executive Office shall be for one (1) year, from June following the election to the following June. Positions are renewable via re-election provided the person still meets the eligibility requirements.
- F. Replacement Officers: In the event of vacant Executive Board position, all positions except for the President will be filled by the candidate receiving the next highest vote in the most recent election. If this person declines the position, or is not eligible for position, then the candidate with the next highest vote will be offered the position. In the event that the position cannot be filled by these means, then a provisional election shall be run by the Executive Board to fill the position. In the case of the President's position becoming vacant, the Vice-President shall automatically become President and the Vice-President's position shall be filled by the terms outlined above.

Section 5: Election of the OSR Representative

- A. By November of each academic year, members of Year I will be asked for nominations, and nominees with letter of intent and 50 signatures from among their class to represent them as the junior alternate delegate for the OSR.
- B. The current OSR members shall collect the nominations, signatures and an essay explaining the applicants' qualifications and interests.
- C. Prospective applicants shall appear before Senate for election no earlier than the first Senate meeting in October and no later than the fall national AAMC meeting. Each candidate will be given 5 minutes to address Senate regarding his/her qualifications and interests.
- D. Senate will then vote by secret ballot and the elected candidate shall become a junior delegate for the OSR effective immediately.
- E. OSR Voting and Membership:
 - 1. The Senior Primary, defined as the fourth year OSR Representative, or otherwise the member having served the longest, will be a voting member of the Executive Board and the Senate.
 - 2. The Senior Alternate, defined as the third year OSR Representative, or second in regards to years served, will be a voting member of the Senate.
 - 3. The Junior Alternates, defined as the first and second year members, shall attend Senate meetings beginning in their elected years and will be voting members of Senate.

Section 6: Election of Board of Student Organizations (BSO) Representative

- A. Nominations for the position of BSO President shall be collected by the Executive Board from the first year class along with the nominations for Executive Board positions. Nominees will submit essays describing their qualifications, and at least three candidates will be selected based on these essays.
- B. The elections will be held the same day as the Executive Board elections and using the same protocols.
- C. The term of office will be from the end of the first academic year until the end of the second academic year.
- D. The Nominee receiving the most votes will serve as the BSO President. The Nominees with the second and third most votes will serve as the BSO Representatives. In the event of a tie, a run-off election shall be held at a time and date determined by the elections committee.

Article VII: Additional Officers

Section 1: Sergeant at Arms

- A. The President shall appoint the Sergeant at Arms from amongst the Senate members.
- B. A current Senate member appointed to Sergeant at Arms will be allowed to hold only one vote at Senate meetings.
- C. Term of office shall be from appointment date to the end of the current academic year.

Section 2: OSR Alternates

- A. As stated in Article VI section 5.

Additional officers and positions may be voted on as deemed necessary by the Senate membership. These additional officers may be appointed or elected as specified in the by-laws.

Article VIII: Duties and Responsibilities of Officers

Section 1: President

Duties and responsibilities of the Senate President shall include, but are not limited to:

- A. Direction of business and discussion by the Senate.
- B. Coordination of duties assigned to other officers.
- C. Timely preparation of an agenda for each meeting of the Senate.
- D. The representation of the student body as an official spokesperson in matters concerning the Medical School, Wayne State University, and the Detroit Medical Center.
- E. Initiation of programs as mandated by the Senate in a timely fashion.
- F. Working closely with the Board of Student Organizations to ensure good communication between the two organizations and a strong working relationship.
- G. Representing the student body and the Senate to the Board of Visitors.
- H. Maintaining a strong working relationship with Senate contacts among faculty and administrators both here at the School of Medicine and the greater University, including but not limited to the School of Medicine Deans and their respective staffs, and the University Provost, President, and Board of Governors.

Section 2: Vice-President

Duties and responsibilities of the Senate Vice-President shall include, but are not limited to:

- A. Assuming the duties and responsibilities of the President in his/her absence.
- B. Appropriate monitoring of tasks and programs assigned to committees to ensure these tasks and programs are dealt with in a timely fashion.
- C. Assisting the President in preparation of agendas.
- D. Acting as a liaison between the Senate and the Office of Student Affairs.
- E. Assuming an active role in overseeing the communication between all four class governments and between the Senate and the Board of Student Organizations.

Section 3: Secretary

Duties and responsibilities of the Senate Secretary shall include, but are not limited to:

- A. Recording the minutes of the Senate meetings and having the minutes prepared by the next Senate meeting.
- B. Posting the minutes and attendance of each meeting on the Senate website.
- C. Arrangement of the meeting place for each meeting of the Senate.
- D. Organization and upkeep of a yearly calendar with bulletins of student organizations, interest groups and Senate meetings/events which shall be kept on the Senate website.

- E. Taking attendance at the Senate meetings and recording in the minutes, both attendance and absence of each Senate member.
- F. Printing and counting of ballots, both regular and absentee ballots; the Secretary shall be responsible for mailing and receipt of the absentee ballots. Absentee ballots should be kept on file for a full school year as proof in case anyone contests the election results.
- G. **Act as chair of the Communications Committee ensuring appropriateness of emails, monitoring the Senate website and updating it as needed.**
- H. **In the absence of the Secretary, a member of the Communications Committee present at the meeting will record the minutes and send them to the Secretary before the next meeting.**

Section 4: Treasurer

Duties and responsibilities of the Senate Treasurer shall include, but are not limited to:

- A. Maintaining a set of books showing all debts, credits and the overall financial status of the Senate.
- B. Having these books available for inspection upon request of the members of the Student Senate.
- C. Initiating money-making programs.
- D. Serving as chairperson on the Senate Budget and Fundraising Committee.
- E. Submission of an annual report to the Executive Board within two weeks of the election of the new Treasurer. The report shall contain a summary of the past year's transactions and shall also include a summary of the overall financial status of the Senate.

Section 5: Sergeant at Arms

Duties and responsibilities of the Senate Sergeant at Arms shall include, but are not limited to:

- A. Assists in preserving order as the presiding officer may direct.
- B. Determining fines for any disruptions during Senate meetings as deemed necessary, after majority approval during meeting of the Senate. These policies must be posted and repeated during meetings as necessary.
- C. Serving as a member of the Constitution Committee.

Section 6: Main Campus Representative

Duties and responsibilities of the Senate Main Campus Rep. shall include, but are not limited to:

- A. Acting as liaison between the Senate and the Student Council of Wayne State University (WSU).
- B. Regularly reporting of the activities of the Senate to the Student Council of WSU, and vice versa.
- C. Representing the interests of the Medical School at the Student Council meetings of WSU.
- D. Assisting in the duties and responsibilities of other officers as deemed necessary.

Section 7: Board of Student Organizations Representatives (BSO)

Duties and responsibilities of the BSO President and representatives shall include, but are not limited to:

- A. Coordinate the student organization parties during orientation week and organize the student organization fair at the end of orientation week.

- B. Coordinate with the student organizations to plan Ethnic Week and Ethnic Fair.
- C. Monitor the creation of new organizations, and enforce that current organizations are complying with the criteria for "active status". This will include collection and maintenance of a record of the current active organizations, their constitutions/mission statements, current and past budgets, and records allocations from the Alumni Association, main campus, and the Senate.
- D. Be a liaison for the student organizations, Senate, and main campus, ensuring the School of Medicine student organizations have access to funding opportunities from main campus.
- E. Assuming other duties as deemed necessary by the student organizations and Senate.

Section 8: OSR Representative

- A. The duties of the OSR representative will be divided between the "Senior representative," the "Senior alternate," and the "Junior alternate" representatives.
- B. Representatives will be charged with attending the national and regional meetings of the American Association of Medical Colleges (AAMC) annually. It is their goal to make the Senate aware of the issues to be discussed at such meetings and report on the discussions after they have attended. In this way, the OSR representatives will be responsible for making Senate knowledgeable about activities at other medical schools.
- C. Representatives shall assist in the functions which Senate is responsible for in any way, including the gathering of information from other medical schools and the collaboration with other medical schools.

Article IX: Sub-Committees and Standing Committees

Section 1: Sub-Committees

- A. The following shall be sub-committees of the Senate:
 1. Budget and Fundraising
 2. Career Advisory and Mentorship
 3. Communications
 4. Constitution
 5. Student Curriculum
 6. Financial Aid
 7. Social Functions
 8. Technology
- B. The above named committees shall meet on a regular basis, at least once every two months, and more often if deemed necessary by either the committee chair, the Senate President, or by a majority vote of the Senate.
- C. Each committee shall report all findings and discussions in a written report, to be added to the minutes, at the next regular Senate session following its meeting. Committees will also be required to present discussions to the Senate on a regular basis as deemed necessary.

Section 2: Sub-Committee Chair-people

- A. Committee Chair-people for all Sub-Committees will be chosen amongst active Senate members in a voluntary fashion at the first Senate meeting of the school year except for the Budget and Fundraising Sub-Committee, which will be chaired by the Executive Treasurer, the Communications Sub-Committee, which will be chaired by the Secretary, and the Curriculum Sub-Committee, which will be co-chaired by the 4th year Sub-Committee member and a Standing Committee member.
- B. Should more than one person desire the chair for a sub-committee, a closed ballot vote by the Senate will decide the chair position with each candidate receiving one minute to state their reasons and qualifications for the chair.
- C. If there is only one candidate, a closed vote of confidence will be held, and a majority of Senate votes will be necessary to gain the position.
- D. In the event that there are no candidates for a position, the Vice President shall nominate someone for the position who must be approved by the Senate in accordance with section 2C above. In the event all Senate members decline the chair position, this position shall be open to the general student body in accordance with section 2B-C.
- E. In the event a Chairperson should step down, or is deemed unfit to continue in the position, another election will be held to find a replacement in accordance with sections 2A-2D above.
- F. The term for the Chairperson shall be one calendar year (first Senate meeting to June).

Section 3: Sub-Committee Members

- A. Each committee shall have at least one member from each class, excluding the Chairperson unless authorized by the Executive Board.
- B. The Budget and Fundraising Sub-Committee shall consist of the treasurers of each class and will be chaired by the Executive Treasurer.
- C. Committee membership will first be open to volunteers. If there are too few volunteers, the Committee Chairperson and the Senate Vice President reserve the right to name an individual to the post.
- D. Committee positions must be filled by Senate members by the end of the first business meeting of the new academic year except for the first year Senate members who will join after they are elected later in the year. Committee positions may be filled by members of the general student body throughout the academic year beginning after the Senate's first business meeting.
- E. The Curriculum Sub-Committee will consist of only four members: one from each class. The 4th year member will be a co-chair as per Section 2A above.
- F. Executive Board officers will serve as committee members.
- G. The term for a committee member shall be one academic year (first Senate meeting to June).

Section 4: Sub-Committee Functions

The functions listed below are not to be considered all inclusive for their respective committees. Any subject which the senate members deem to be within the realm of a Committees function may be ascribed to that committee.

- A. The Budget and Fundraising Sub-Committee will be responsible for maintaining Senate dues into the appropriate divisions (General fund, class funds, and baccalaureate funds). This subcommittee will also be responsible for overseeing student/person/organization requests

- for Senate gifts and will work with the interested party(ies) in presenting budget proposals to be voted on by the Senate. The fundraising duties of this committee shall be to work to develop fundraising ideas and activities, and to keep a detailed record of contacts and previous events/ideas including a record of money spent and earned. Membership will include, but not be limited to, the four class treasurers, the BSO President and the Executive Treasurer. The Executive Treasurer will chair, but the sub-committee or Vice President may choose a co- chair.
- B. The Career Advisory and Mentorship Sub-Committee shall be responsible for maintaining and developing mentorship opportunities and resources for each upcoming class. This includes, but is not limited to: organizing an annual panel to discuss rotation sites for the second years prior to the due dates for their selection; ensuring the organization of an annual residency advising event for the third years; and working with Student Affairs in improving their mentorship program.
 - C. The Communications Sub-Committee shall be responsible for maintaining and advancing an interactive web-site.
 - D. The Constitution Sub-Committee shall, on a semi-annual basis, review the Constitution for discrepancies with the actual function and practice of the Senate. Any proposed Constitutional amendments must be sent to this committee for review, and for the development of wording consistent with this Constitution.
 - E. The Student Curriculum Sub-Committee shall be responsible for addressing changes in classes and clerkships throughout the four years (i.e. content, structure, evaluations,)
 - F. The Financial Aid Sub-Committee shall be responsible for educating and facilitating student concerns with the financial aid office/process, the Office of Accounts Receivable on main campus, and the Registrars office wherever applicable to financial aid issues. Issues will include, but are not limited to: a continuing effort to promote the medical student perspective concerning tuition issues to main campus; advocating student concerns over the mandatory health insurance policy by involvement with the appropriate administrative offices at the school.
 - G. The Social Sub-Committee shall oversee and plan social activities for the entire student body (i.e. Benefit Gala). The Social Committee cannot plan events which would limit participation by any class or classes. The Social Committee will encourage social interaction between classes, and also between Student Organizations. The committee will oversee a social calendar of events sponsored by Student Organizations. The committee will also create and maintain a record of venues with contact information, and any other information it deems may help future generations of Senate in organizing social events.
 - H. The Technology Sub-Committee shall be responsible for compiling the content put forth by the Communications Sub-Committee and making that content available on the internet through various forms such as a Student Senate Website. It is also the responsibility of this sub-committee to explore different technology options to utilize for Student Senate operations such as elections, communicating with students, and publicity.

Section 5: Standing Committees

- A. The elections of Admissions, Curriculum, Promotions, and Professionalism Committees will proceed at their designated times in the academic year as follows:

The process will begin with a written and oral announcement containing information on the available positions, delivered yearly by the second year class senate with the help of the Executive Board, with the dates for the elections and nomination deadlines. The persons running will obtain 50 signatures from their classmates and submit this petition and an essay explaining their qualifications and intent to the first year class president. The selection of candidates by essay will proceed as follows: the essays will be depersonalized by the first year senate president, given a number, and will be read and voted upon by the whole first

- year senate. The first year senate will select no less than double the number to be elected, including alternates. The selected candidates will then be given the opportunity to give a speech at a special session of Senate held for the purpose of these elections, and will be elected by secret ballot. The Senate members at this special session will include the Executive Board and at least half the Senate members.
- B. The Admissions Committee member(s) will be elected at the end of the first year and serves as a two year term. The number of members serving alternates from 1 to 2 students each year, and includes an alternate. Duties include sitting on the review committee and interviewing prospective medical school applicants.
- C. The Curriculum Committee members will be elected before December in their first year. Applicants will submit one page essays describing their qualifications and desire for the position, along with a petition to be considered for the position signed by 50 members of their class. Top applicants will be selected by that year's class senate as per Section 5A above. These applicants will be elected during a General Senate meeting after giving a three minute speech. Elected members will remain active members throughout medical school, as long as they are enrolled as full time students, and they fulfill their duties as subsequently described. One member of the Curriculum Standing Committee will serve as co-chair along with the 4th year Standing Committee member. If refused, the offer will be issued to the 3rd, 2nd, and 1st year members – in that order – until the offer is accepted and a second co-chair is appointed. Duties include sitting on the Faculty/Administration Curriculum Committee deciding on content and structure of the medical school curriculum, and adhering to that committee's attendance policy. Members are also required to regularly meet with the Senate's Curriculum Subcommittee and to ensure the delivery of regular reports to the Senate. The subcommittee meetings will be scheduled per the discretion of Senate's Curriculum Chair, and members may miss no more than: one (1) subcommittee meeting per semester the first and second year; two (2) per semester the third and fourth year. Failure to meet the duties of this position will trigger automatic suspension, with the option of the member to ask for Senate's reinstatement within the next two (2) meetings after notification of suspension. Pending denied or absent appeal, the member will not be allowed credit for the position within that academic year, and will be replaced as soon as possible. At least three (3) potential replacement candidates will be collected by the respective class senate using essays (as described in Section 5A above), and a special election will be held at the next possible general Senate meeting.
- D. Promotions Committee member will be elected at the end of the first year. Elected members will remain active members throughout medical school, as long as they are enrolled as full time students matriculating in the class they were elected to represent, and they fulfill their duties as subsequently described. Duties include sitting on both the committee to promote students to successive years during medical school and the promotion appeals process. Failure to adhere to these requirements will lead to removal from the position, loss of credit for that academic year, and replacement as described in section 5C above.
- E. The Professionalism Committee members will be elected at the beginning of the first year, and will be comprised of one member and one alternate from each of the four classes. Elected members will remain active members throughout medical school, as long as they are enrolled as full time students, and they fulfill their duties as subsequently described. The members will sit on the administration's Professionalism Committee to represent students on issues relating to infractions of the Student Oath of Academic Integrity and other professionalism issues. The members of this committee will be responsible for maintaining compliance with the Student Oath of Academic Integrity, laid out by the Senate, sworn by all medical school students during orientation week. They shall encourage honesty, and discourage cheating within the school. It shall be their goal to create an atmosphere in which academic dishonesty is not only frowned upon, but also unacceptable and unconscionable. Although members are not to reveal most aspects of their duties on this committee, members will be expected to present their activities in general terms, and the basic trends revealed in

the Professionalism Committee meetings at a regular Senate meeting twice each academic semester to be decided by the Executive Vice-President. Members will be expected to adhere to the policies of the Professionalism Committee and the expected general Senate meeting attendance policy as described above: failure to do so will lead to removal from the position, loss of credit for that academic year, and replacement as described in section 5C above.

Article X: Organization of Class Governments

Section 1: Name

- A. The individual class governing bodies shall be known as the Year I, II, III, and IV Class Senates, respectively.

Section 2: Purpose

- A. To represent the class at Senate meetings. Such representation can only come from attaining regular feedback from the class. Such feedback can only come from a number of sources, but, most importantly, should come from regular class meetings at which an open forum for the expression of student concerns is encouraged.
- B. To stimulate unity within the class. This should be accomplished by encouraging intra-class interactions. Regular social events should be planned for the benefit of the entire class.
- C. To facilitate inter-class exchange of ideas and social interaction.

Section 3: Organization

- A. Each Class Board shall consist of a President, Vice-President, Treasurer, and three Representatives.
- B. Nomination and election of Class Officers is discussed under Article X.

Section 4: Class Board Meetings

- A. The Class Senates shall meet at least as often as the Student Senate, preferably prior to the Senate meetings. They may meet more often as deemed necessary by the Class President or the Senate President.

Section 5: General Duties and Responsibilities of the Class Officers

- A. President—The duties of the Class President shall include, but are not limited to the following:
 - 1. Organizing and administering all class senate and general class meetings.
 - 2. Overseeing and being responsible for all mandated class activities.
 - 3. Delegating appropriate duties to all other class board members.
- B. Vice-President—The duties of the Class Vice-President shall include, but are not limited to the following:
 - 1. Administering the duties of the Class President in the case of his/her absence.
 - 2. Acting as a liaison between the administration and the class.
 - 3. Acting as liaison between the Student Organizations and the class.

- C. Treasurer- The duties of the Class Treasurer shall include, but are not limited to the following:
 - 1. Accounting of class funds
 - 2. Keeping track of all receipts and transactions
 - 3. Overseeing fundraising for the class
 - 4. Serving on the Budget/Fundraising committee
 - 5. Assisting the Class Board and Senate in their endeavors.

- D. Class Representatives- The duties of a class representative shall include, but are not limited to the following:
 - 1. Assisting the Class Senate and Senate in their endeavors.
 - 2. Actively seeking input and feedback from members of the class, and reporting such information to the Class and Senate.

Section 6: Individual Class Senate Responsibilities

- A. The Year I Class Senate shall be responsible for playing a primary role in selecting year I students to serve on the Standing Senate Committees (see Article VIII Sec. 5), organizing an effective means of communication between the board and the class, assisting the Year II Class Senate in activities in Scott Hall, assisting the year II class in making sure that concerns with respect to Scott hall are brought up to the Senate.
- B. The Year II Class Senate shall be responsible to a large extent for the promotion of Student Senate activities within Scott Hall. The Year II officers shall establish a strong working relationship with the administration in order to facilitate communication and cooperation between the Senate and the administration. The Year II officers shall also be responsible for the administration of the Oath of Academic Integrity during the first year orientation week.
- C. The Year III Class Senate shall be responsible for ensuring good communication between the medical school and the individual members of the class. The Third Year Board shall be primarily responsible for transmitting any problem involving clinical clerkships and hospitals in which medical students rotate at to the Senate. The Third Year Class Senate shall also be responsible for working with the Second Year Senate in disseminating helpful information from their experience with respect to third year clerkships and the USMLE part I.
- D. The Year IV Class Senate shall be responsible for the planning of baccalaureate. In addition, the class officers should serve as a repository of information regarding interview travel and lodging. The Fourth Year Senate shall also be responsible for advising the other three class boards in any way that is deemed necessary.

Article XI: Election of Class Governments

Section 1: The Elections Committee

- A. Current class governments shall conduct the annual class elections for their respective underclassmen: Year IV class government shall conduct elections for Year III students, Year III class government shall conduct elections for Year II students, Year II class government shall conduct elections for Year I students.

Section 2: Term of Appointment

- A. Members of the Elections Committee shall volunteer during the fall and shall serve a one year-term.

Section 3: Nomination and Election of Class Officers

- A. Letters of intent shall be submitted in writing to the members of class governments conducting the annual elections.
- B. Nominations shall be closed to at least three (3) days prior to the election date posted. After the deadline for nominations, all candidates will be notified, via email, of the number of candidates running for all positions in that election.
- C. Candidates for office are ineligible to act as proctors for the election.
- D. An officially matriculated class member is eligible to run for office.
- E. Elections for Class Officers other than first years shall be held no later than the Friday prior to the first Senate meeting in April.
- F. Election of first year Class Officers shall occur no later than two weeks after the first set of exams. Upon election, Year I class officers shall attend the next Senate meeting and shall officially vote through that entire academic year.

Section 4: Responsibilities of the Elections Committee

- A. Collect names of nominees.
- B. Provide a correct listing of names for printing of the ballot in alphabetical order.
- C. Arrange for counting of the ballots in a timely manner.
- D. Certify (officially announce) the elections between 24 hours and 5 days of the last day of balloting.
- E. Set up and close polling place on the day of the election.
- F. Store and maintain ballot boxes.
- G. Purchase election supplies (all expenses to be paid for by the Senate).
- H. Publicize election and relevant deadlines in a timely manner.
- I. Provide consistent coverage as trouble-shooters on Election Day.
- J. Provide all candidates with a copy of the Senate Constitution and Bylaws and make sure that the candidates understand the commitment that the position they are seeking requires.
- K. Decide on date, times and polling places to be used for the election.
- L. Publicize and promote the election to the constituents involved.

Section 5: Responsibilities of the Senate to the Election Committee

- A. Election of Candidates
 - 1. Decide on date, times and polling places to be used for the election.
 - 2. Publicize and promote the election to the constituents involved.
- B. Referenda
 - 1. Approve referenda items to be placed on the ballot.
 - 2. Referenda items must be submitted prior to the printing of the ballots. All referenda items must be clearly stated, so that a YES indicated favor of the question, and a NO means disfavor. Items must be 50 words or less.

Section 6: Election Rules and Procedures

- A. Each candidate shall be responsible for knowing and complying with the rules and procedures of the election.
- B. There shall be no campaigning within ten (10) feet of the polling place.
- C. Each candidate is responsible for knowing all the regulations which apply to the distribution and posting of materials on campus, and for complying with regulations.
- D. Such illegal, as well as immoral acts of ballot stuffing, deception of poll workers, etc., are forbidden. Any infraction of this order, as confirmed and verified by the Class Government shall result in disqualification of the candidate involved.
- E. Complaint forms shall be available at the polling place. They must be submitted to the Class Government by 12:00 p.m. (noon) on the day following the elections. No certification shall take place until all complaints are considered and decided upon by the Class Government. All decisions made by the Class Government are final.
- F. No ballots shall be collected after a time designated by the Class Government. This time shall be announced to the voting body before the election begins.
- G. For Class elections, students who run for President, Vice-President, and Treasurer and are not elected to that position may additionally be entered into the election for Class Representative. The election for the three Representative positions will occur following the election for the three officer positions. Candidates participating in the Representative election following a loss in an Officer election would not need to give a second speech. Candidates receiving a majority or plurality of the votes shall be declared victorious. In the case of a tie, those candidates involved in the tie shall take part in a run-off election, the date to be determined by the class governments. If circumstances do not allow for a run-off election, such as inability of the class to re-convene or limited time constraints, then Senate will vote between the tied candidates at a provisional election.
- H. The election shall be run using a two ballot system. The first ballot should contain the names of candidates running for President, Vice President, and Treasurer, and on the second ballot the names of all candidates running for all positions, President, Vice President, Treasurer, and all Representative candidates.

Candidates for President, Vice President and Treasurer should give their speeches first, after which voters will fill out the first ballot. Ballots will then be collected by Election Committee officials and counted, while in the meantime, any candidates for the Representative position give their speeches.

Upon completion of the counting of the first ballots, the names of those candidates who won the positions of President, Vice President, and Treasurer will be crossed off the second ballot, as well as any other candidates who ran for President, Vice President, or Treasurer and lost, but do not wish to run for Representative.

The second ballot will then be distributed, and voters allowed to cast their votes.
- I. All voting shall be conducted by secret ballot.
- J. Only the Class Government shall reserve the right to change the date of the election or the deadline for nominations. Notification must be made at least 24 hours before the new election date or nomination deadline.
- K. A scarcity of candidates shall not be a criterion for postponing the nomination deadline or the date of the election. If not enough candidates run to fill each position, those positions will

remain vacant. If in the future there are candidates who express interest in vacant positions, then Senate shall hold a provisional election.

- L. At least five members of the Class Government must be present to staff an election.
- M. All candidates shall give oral speeches during the election; the time limit shall be determined by the class governments. If oral speeches are not possible (for years IV), speeches shall be posted, at the election. At the time in which the speeches begin, the doors to the room which the elections are being held in must be closed and no student may vote in the election without being present to hear the speeches from all of the candidates for a particular position. Doors will be opened at the end of each set of speeches and anyone entering will be given a ballot with the appropriate positions, coinciding with speeches completed, removed from the ballot.
- N. If necessary, for election of year IV officers, multiple polling sites may be established.
- O. As an added precautionary measure, all ballots shall be numbered.
- P. Terms of Office: The terms of each Senate office shall be for one (1) year, from June following the election to the following June. Positions are renewable via re-election provided the person still meets the eligibility requirements.
- Q. Replacement Officers: In the event of vacant Non-Executive Board position, all positions except for the President will be filled by the candidate receiving the next highest vote in the most recent election. If this person declines the position, or is not eligible for position, then the candidate with the next highest vote will be offered the position. In the event that the position cannot be filled by these means, then a provisional election shall be run by the Election Committee to fill the position. In the case of the President's position becoming vacant, the Vice-President shall automatically become President and the Vice-President's position shall be filled by the terms outlined above.

Section 8: Suggested Time Line for Elections

1 Month Prior to Election	* Announcement of Campaign and Elections * Elections Committee notified of dates, times and referenda items by Senate
7-11 Days Prior to Election	* Have nominated candidates accept their nomination in writing
3 Days Prior to Election	* Deadline for submission of nominations
2 Days Prior to Election	* Deadline for acceptance of nominations
1-5 Days Following Election	* Election Committee final report

*This timetable will need to be condensed for the first year officer elections so that elections occur no later than 2 weeks after their first exams.

* Please note that this election time line serves as a guideline for the Elections Committee—any necessary changes for special unforeseen circumstances shall be left to the discretion of the Elections Committee.

Article XII Duties and Responsibilities of Student Organizations:

Purpose: The purpose of this article is to ensure a minimum level of responsibility that student organizations have to maintain to be eligible for the support of the Senate (including financial support for organization events). The following criteria and directions may also influence the support of student organizations by the Alumni Association, through the Student Affairs Office.

Section 1: Recognition by the Senate

To be officially recognized by the Senate, and be eligible for funding, an organization must:

- A. Submit a written proposal identifying the purpose of their organization to the Board of Student Organizations President, the Office of Student Organizations, and the Dean of Student Affairs.
- B. Present to the Senate a Constitution detailing the purpose, goals, activities and prospective funding needs of the organization at any regularly scheduled Senate meeting.
- C. Receive a 2/3 approval by secret ballot from the Senate following the presentation and discussion.

Section 2: Active Status

To maintain the designation of active status, and maintain eligibility for funding, each organization must fulfill the following requirements:

- A. The organization must be deemed to have made valuable contributions to the medical school.
- B. The organization must be deemed to have fulfilled its role as described in its purpose and goals statement submitted to the Student Senate.
- C. The organization must continue to allow every medical student an opportunity to be part of the group.
- D. The organization must submit their annual budgets to the Board of Student Organizations.
- E. The organization must have held at least 2 events during the academic school year. Events include general body meetings, seminars, volunteer activities and socials, but exclude fundraising efforts.
- F. The organization must be registered on Main Campus.

The Senate Executive Board shall meet in April of each academic year to review each Student Organization's compliance with the above requirements. Those organizations that meet these requirements will be granted active status for the following academic year.

Section 3: Inactive Status

Any organization not meeting the requirements for active status shall be given inactive status. Organizations with this status will not be allowed to access Senate funds except for those events which are seen as an attempt for the organization to regain active status. Any organization which is inactive and wishes any of the above privileges of active organizations must petition the Executive Senate in person for these rights. Privileges will be granted by the Senate on a limited basis provided that the organization shows a strong effort to regain active status.

Section 4: Reinstatement of Active Status

Organizations can become reinstated to active status by petitioning the Executive Senate in person for a review of their status as soon as they meet all the requirements of Section 2. If the Senate deems that all requirements have been fulfilled, then active status will be restored to that organization.

Article XIII Financial Policy:

The financial matters of the Senate shall be overseen by the Budget committee during the academic year.

Section 1: The Budget and Fundraising Sub-Committee shall:

- A. Properly collect and secure class dues in accordance with section 3 below.
- B. Consider other financial issues of the Senate including the allocation of gifts.
- C. Interact with student organizations.

Section 2: The Budget and Fundraising Sub-Committee shall consist of

- A. The Treasurer of the Executive Board who will serve as the chair.
- B. The treasurers of each class government in order to assure financial knowledge in each class.
- C. The BSO President in order to assure financial knowledge to other student organizations.

Section 3: Division of Funds

- A. The Treasurer of the Executive Board shall collect the incoming first year class dues from Records and Registration at the start of each school year.
- B. All financial matters regarding division of funds shall be proposed to Senate by the Budget Committee in the preceding year and approved by 2/3 majority vote by the last meeting in the preceding year.
 - 1. The Class Senate dues are to be one hundred dollars (\$100) and are to be paid at the time of first year orientation.
 - 2. The amount for class dues will not change in any given year unless a motion is pass by $\frac{3}{4}$ majority of Senate.
 - 3. The class dues will be divided in the following manner: $\frac{1}{4}$ will go to the Senate General Fund and $\frac{3}{4}$ will go to the Class General Fund
- C. The individual class treasurers will keep a running total of their respective class money and will be responsible for their own money collection (where any debts come out of their respective class funds).
 - 1. Receipts from each class's transactions shall be collected by the Executive Treasurer at the second to last meeting of each semester.
- D. The Treasurer of the Executive Board will have the Senate financial books and receipts updated and available upon request.

Section 4: Budget

- A. The Executive Board Treasurer shall submit a Senate Budget at the second meeting, and is to be voted on at the third meeting of the school year.
- B. The Senate Budget is to be reviewed by the Budget and Fundraising Sub-Committee prior to being presented to the General Senate.
- C. The yearly Senate Budget shall consist of the entirety of the roll-over money from the previous academic year, in addition to the 25% of the incoming first year class dues.
- D. The Executive Board Treasurer shall submit the Senate Budget which follows the guidelines as described below:
 - 1. 20% will be reserved for use in case of a financial crisis
 - 2. 40% will be reserved to offset the costs of Gala

3. 20% will be reserved for Student Organization allocations
 4. 20% will be reserved at the discretion of the current Executive Board, including but not limited to events such as Dean's Cup, Adopt a Family, Senate Retreats and food for meeting
- E. All proceeds from the fundraising events is to be directly added to the Student Organizations budget unless otherwise voted on by 2/3 majority at a General Senate meeting.
- F. Any funding originally included in the Senate Budget which does not get utilized will automatically be added to the Student Organizations budget

Section 5: Student Organizations Allocations

- A. A WSU-SOM recognized student organization may request funding from the Student Senate only if registered with and having reasonably attempted to receive the funding first through Main Campus.
- B. Student Organizations shall be allowed to request funding if the proceeds directly influence the betterment of WSU-SOM student life and/or the surrounding community of Detroit.
- C. Student Organizations shall follow the appropriate funding request guidelines as dictated by the Executive Board Treasurer, including filling out a Funding Request Form and a brief 5 minute presentation and Q&A session at a General Senate Meeting.
- D. The Budget and Fundraising Sub-Committee shall review and discuss the proposed allocations and request any additional information from the Student Organization prior to the General Senate meeting.
- E. A funding request may be revisited at any time throughout the school year, pending the Budget and Fundraising Committees approval

Section 6: Centralization of Funds

- A. The Treasurer of the Executive Board shall oversee the Senate General Fund and each class's general funds which are to be kept at a single financial institution as follows: A Senate General Fund checking and/or savings account, along with each respective class's checking and/or savings sub-accounts.
- B. The Senate General Fund shall have the names of the Executive President, Executive Vice-President and Executive Treasurer on the account.
- C. Each respective Class General Account shall have the names of the Executive Treasurer, Class President and the Class Treasurer on the account.
- D. Withdrawal of funds from any Senate account in excess of \$750 must include at least two (2) of the three (3) account holder's signatures.
- E. The tax ID number obtained from the federal government is the sole property of WSU-SOM Student Senate. Written documentation of use of this number must be provided to the Executive Treasurer for accounting purposes.

Section 7: Certificate of Deposit (CD) at a Separate Financial Institution

- A. Shall an individual Class Senate wish to transfer money from its Class General Account into a CD at another financial institution because it is in their best financial interest, they may do so pending they follow the following set of regulations:
1. No more than seventy five percent (75%), of the Class General Account's initial balance can be put into a single CD.
 - a. Opening of the CD is to be approved by a 2/3 majority vote within the Class Senate.
 - b. The CD is to be kept at the school in a safe and secure location with administrative oversight.
 2. The duration of the CD is at the discretion of the Class Senate, however the term of the CD opened can not exceed 12 months.
 3. The names of the Executive Treasurer and the Class Treasurer shall be on the CD account. Both parties must be in attendance when opening the account.
 4. The CD should be set up under the account name of "WSU-SOM Class of 20__ "
 - a. If a Senate member on the account leaves Senate, no matter the circumstance, he/she must switch the names so that the current Executive Treasurer and/or Class Treasurer is on the account.
 5. No loans and/or collateral may be used against the CD that has been opened.
 6. A written report stating the intent of interest earned must be submitted to the Executive Treasurer upon opening of a CD for tax purposes. This must include the anticipated interest earned, what the interest will be spent on, and signatures from the Executive Treasurer and Class Treasurer.
- B. Organizations will be required to submit all receipts/expenditures/unused funds of allocated funds for the files of the Budget Committee.
- C. If sections 5a or 5b are not met within reasonable limits, then the organization/person will be considered under section 5d.

Section 8: Misuse of Funds

- A. Organizations/persons may be accused of misuse of funds if both
1. A written statement of accusation is presented to the Budget Committee.
 2. The Budget Committee determines the accusation is legitimate grounds for further investigation.
- B. Should an organization/person be formally accused of misuse of funds
1. Funding for the organization/person shall immediately cease.
 2. The Senate shall be notified.
 3. The Budget and Fundraising Sub-Committee shall act in all due haste to hold a joint hearing on Organizational Misappropriations.
- C. Organizational Misappropriations Hearing

1. This hearing shall be closed except for the members of the Budget and Fundraising Sub-Committee, members of the Executive Board, and a number of representatives of the accused organization/persons.
2. The Executive Treasurer shall chair the hearing and write the opinion of the joint committee.
3. The opinion shall be presented at the next Senate meeting.
4. Should the opinion fall against the student organization, the opinion shall conclude with a main motion to revoke organizational status from the accused organization by a two-thirds vote of the Senate.
5. Should the opinion fall against a student/group of students, it will be noted in the minutes with copy forwarded to Student Affairs.

Section 9: Interim Business (defined as from the last official meeting of Senate to the subsequent first meeting next fall)

- A. During an interim period, allocations of \$100 or less may be made with the consent of the newly elected Treasurer and the President of the Senate.
- B. Allocations exceeding \$100 will be made with a unanimous vote of the Executive Board.