

**Constitution of the Peoria Medical Student Council
of the University of Illinois College of Medicine at Peoria**

Article I. Name

This organization shall be known as the Peoria Medical Student Council (PMSC) of the University of Illinois College of Medicine at Peoria (UICOMP) and shall consist of sixteen (16) elected representatives, consisting of four (4) elected representatives per class of the student body at UICOMP.

Article II. Purpose

The purpose of PMSC shall be to:

1. Initiate, coordinate, and facilitate student activities deemed desirable by PMSC or its constituents
2. Represent a visible student presence in the activities of UICOMP, its programs, faculty, and administration
3. Advocate ongoing communication between students, faculty, college and university administration, local healthcare facilities, and the local community

Article III. Powers

The powers of PMSC include but are not limited to:

1. Directing dispersal of PMSC funds
2. Passing and enacting bylaws necessary for putting into effect the foregoing powers and duties
3. Promoting the general welfare of the student body
4. Facilitating social, academic, and promotional functions deemed appropriate by PMSC
5. Coordinating nominations and elections of student representatives to all school Committees.

Article IV. Elections

A. Student Representatives of PMSC

Each class shall be represented by four students. Representatives shall serve a term in concordance with the PMSC session. The elections shall be overseen and conducted as outlined in the Elections Bylaw.

1. One appointed representative from each class will be responsible for relaying PMSC or school-related matters pertinent to their class to their class roster.

B. Officers of PMSC

Each executive office shall be held by one or two PMSC representative(s), as outlined in Article V. Representatives of any class shall be eligible to hold office with the exception of Co-Presidents, which shall require at least one year of PMSC experience. Officers shall serve a term in concordance with the PMSC session. The elections shall be conducted as outlined in the Elections Bylaw.

C. Student Representatives of Other School Committees

Elections of student representatives to all school committees shall be overseen and conducted, as outlined in the Elections Bylaw.

Article V. Officers

A. Term of Office

The PMSC officers shall be nominated, elected, and instated at the first meeting of the new academic year wherein all four classes are represented. At least three-quarters ($\frac{3}{4}$) of elected PMSC

members must be in attendance as outlined in the Elections Bylaw. Elected officers shall serve a term in concordance with the PMSC session.

B. Presidents

Two Presidents shall be elected. Any member who wishes to become President must be able to attend at least 2/3 of the annual meetings*. The PMSC Presidents shall be the official representatives of the student body and liaison to the faculty, administration and community. The Presidents shall be ultimately responsible for the completion of all PMSC- sanctioned activities and responsibilities as well as execution of the bylaws of PMSC. In addition, the Presidents shall have the following powers and duties:

1. To preside over all PMSC meetings
2. To provide a written agenda for all PMSC meetings
3. To call special meetings of PMSC or any of its subcommittees
4. To establish special and ad hoc committees of PMSC and appoint their respective chairs
5. To appoint officers to fill out terms when unexpected vacancies occur

*In the event a President is unable to maintain a commitment to attend 2/3 of annual meetings for any reason, the President shall promptly resign. An election shall be held of the eligible members of PMSC to fill the position of President and any subsequent elections necessary to have all executive board positions filled.

C. Vice-Presidents

Two Vice-Presidents shall be elected. Any member who wishes to become Vice-President must be able to attend at least 2/3 of the annual meetings. The Vice-Presidents shall act as Presidents in the event of both Presidents' incapacity or absence and shall become Presidents if that office becomes vacant. In addition, the Vice-Presidents shall have the following duties:

1. To help coordinate PMSC meetings, particularly with regards to issues of attendance
2. To coordinate all standing PMSC committees and sub-committees
3. To communicate with the other site and college-wide student governments on official matters

D. Treasurer

The Treasurer shall coordinate all financial activities of PMSC, including disbursement and reimbursement of PMSC funds, and keep accurate recording of all transactions. Digital records shall be made available to all PMSC members and updated in advance of each PMSC Meeting, even in the case of excused absence from meeting. In addition, the Treasurer shall sit as a full voting member on the Budget Advisory Committee (BAC) and act as a liaison between the BAC and PMSC.

E. Secretary

The Secretary shall be responsible for the accurate recording of all PMSC meeting minutes and the appropriate approval and distribution of these minutes, as outlined in the Minutes Bylaw. In addition, the Secretary shall have the following duties:

1. To maintain and revise all PMSC records, and ensure proper distribution and archive of materials
2. To conduct routine correspondence, as outlined in the Bylaws, between PMSC, the student body, and other College organizations

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Ratified: 12.6.2010; 1.18.2012; 2.15.2017; 3.30.2019

Article VI. Meetings

1. Regular meetings of PMSC shall be held once a month at regular intervals.
2. A quorum shall be required to convene a meeting and shall consist of one half of the total PMSC plus at least one President or Vice-President or presiding officer.
3. A simple majority of the PMSC members present shall be required to approve a motion or vote. Members may vote for themselves. In the case of a tie, the presiding Presidents shall be responsible for breaking the tie. In the event that a decision cannot be reached between the two Co-Presidents, then the presiding Vice-Presidents shall be responsible for breaking the tie. In the event that a tie still persists, then the presiding Treasurer's vote will be the tie breaker.
4. All meetings shall be held at UICOMP unless otherwise designated by the Presidents and shall be open to the entire student body, faculty and administration at UICOMP.
5. Ensure exact dates and times of meetings are available to view by the student body. Postings shall be made at least five days prior to the date of the meeting.
6. Special or emergency meetings of the PMSC may be called by the Presidents upon their own initiative or upon the petition of two or more members of PMSC to the Presidents.
7. The minutes of each meeting shall be made available to the student body following approval by PMSC, as outlined in the Minutes Bylaw.
8. All elected PMSC members are required to attend all official PMSC meetings. Members with two or more unexcused absences shall be subject to disciplinary action, as outlined in the Member Discipline Bylaw.

Article VII. Amendments

Any member of the student body may propose an amendment to this constitution through an PMSC representative. Amendments shall be approved by a 2/3 vote of PMSC as a whole. At least 7 days should be given to the student body for consideration of approved amendments. All amendments approved by PMSC shall be subject to dismissal by a 1/3 vote of the entire student body by the end of the time allotted. In the event that a student-proposed amendment is vetoed by PMSC, the student may submit the proposal to the student body for ratification by a 3/4 vote.

Article VIII. Bylaws

A bylaw shall provide detailed rules relating to the internal affairs of PMSC and must be in accordance with the provisions of the Constitution and subsidiary to it. Bylaws shall be adopted by a 3/4 vote of the total PMSC.

Article IX. Ratification

This constitution shall take effect upon a 2/3 vote of the total PMSC followed by a 2/3 ratifying vote of the entire student body.

Bylaws of the Peoria Medical Student Council of the University of Illinois College of Medicine at Peoria

I. Elections

A. Student Representatives of PMSC

Each class shall be represented by four students. The elections shall be conducted by at least one current member of PMSC. All election activities must be completed prior to the first PMSC meeting of the new academic year.

Elections of M1 representatives to PMSC as well as to all other school committees shall be held during the orientation week of each curricular year, in accordance with the following

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timetable:

M1 Class Representatives*

Committee descriptions and nominations	Within orientation of curricular year
Election ballots distributed and collected	Between orientation and 1st PMSC meeting
Representatives assume office	First PMSC meeting

***All election activities must be completed prior to the first meeting of the PMSC session**

PMSC shall compile the results in a manner as outlined below. M1 students elected to PMSC shall assume their offices at the first meeting of the new PMSC session.

Elections of M2, M3, and M4 representatives to PMSC as well as to all other school committees shall be conducted in accordance with the following timetable:

M2 Class Representatives

Elections will take place during the Synthesis Week of Block 4 of each curricular year.

M3 Class Representatives

Elections will take place during the week(s) of M3 orientation.

M4 Class Representatives

Elections will take place online and must be completed before the May PMSC meeting.

Nomination ballots shall detail the requirements and responsibilities of the position, the incumbent representative, and specify that a student must receive at least two nominations in order to be placed on the election ballot for a given committee. In addition, ballots shall include an exact date and time deadline after which no more votes will be accepted. Ballots are to be returned to PMSC for a tally of the nomination ballots. All students receiving at least two nominations for any given committee shall be placed on the election ballot for that committee. In the event that all nominees for a committee have each received only one nomination, all their names shall be placed on the election ballot. However, if one student receives at least two nominations and all other nominees only receive one, then the student with the two or more nominations shall run unopposed on the election ballot. If there are multiple spots to be filled on the election ballot, those who receive two or more nominations shall run unopposed, while those who receive only one nomination shall be voted on in order to fill the remaining positions.

The Elections Committee shall contact all nominees prior to distribution of election ballots to determine whether they will accept or decline their nominations. In the absence of any extenuating circumstances, once a nomination is accepted or declined, a student may not decline or reclaim this nomination at a later time during that academic year. If a nominated student fails to respond after three attempts to contact him/her, that student shall lose his/her nomination. This stipulation shall also be included on the nomination ballots at the time of distribution.

Election ballots shall be distributed and tallied by PMSC members according to the timeline shown above. Ballots are to be returned to the PMSC officers in charge of that election

process, and none shall be accepted after the date and time specified. The student(s) with the highest number of votes for each committee shall win the position(s) for that committee. In the event of a tie, all involved students shall be notified and whichever students choose to pursue the position shall be placed on a second election ballot for that committee. This second election ballot shall be distributed and collected once more. All other students not involved in the tie who have already been elected to that committee shall secure their positions. Once all results have been compiled for all classes, the official election results shall be released to the student body. The PMSC officers shall notify the class and all winners of their election to their respective committees.

The PMSC officers conducting the elections must ensure ballot duplications are prevented during the election process in the way of their choosing. All ballots must be managed confidentially during the election process but made available to the Office of Student Affairs for one month following announcement of election results for student inspection.

1. In order to be eligible to run for a PMSC position or any other Student Elected position, students must be registered and in good academic standing at the time of elections.
2. In the event a student takes a leave of absence during his or her term as a PMSC representative or elected committee member, it will be up to the committee to which the student belongs to decide whether his or her term will be continued.
3. If a member's departure creates a permanent vacancy on a committee or PMSC, re-elections for that position will be held immediately.
4. If the year of graduation status of a committee member changes, it is up to the members of the committee of which the student is a member of to decide if the student can continue in the elected position.

B. Officers of PMSC

The election of officers shall be conducted at the first meeting of the new PMSC session and only elected PMSC members shall be eligible to run for office. At least three-quarters (¾) PMSC members must be in attendance for the nomination and election of PMSC officers. A PMSC member must receive at least two (2) nominations in order to be placed on the elections ballot. Voting shall be tallied by a designated administrative third party, preferably the staff or faculty advisor in attendance. The student(s) who receives the majority vote of PMSC for a particular office shall begin his/her term immediately. In the event of a tie, there shall be a re-election among PMSC within the timeframe of that same meeting.

C. Election of Student Representatives to Other School Committees

The nomination and elections of student representatives to all other school committees shall be conducted by designated PMSC officers in a manner as outlined in section A1. These committees include:

<u>Committee Name</u>	<u># of Students/Class</u>
Budget Advisory Committee	2
Curriculum Management Committee	2
Committee on the Library	1
Committee on Promotions	1
Student Events Planning Committee	4

University Medical Student Council	1
Peoria Medical Alumni Council	1
Public Relations Committee	1
Peoria Pons Committee	1

PMSC will also be responsible for filling various cross-campus and on-campus committee positions that arise throughout the academic year. The method of selection shall be at the discretion of PMSC.

II. Meeting Minutes

- A.** The minutes shall be a record of all events occurring at a PMSC meeting and shall include a detailed attendance record, including a tally of excused and unexcused absences for each member.
- B.** The Secretary shall distribute the minutes to PMSC via email within one week following an PMSC meeting. PMSC must approve or propose changes within one week of receipt of these minutes. The Secretary shall compile these changes and redistribute a new version to PMSC via email within one week. If the minutes remain unapproved within these three weeks, the item(s) in question shall be presented at the following meeting for discussion and vote by PMSC.
- C.** A unanimous vote of the PMSC members present is necessary for final approval of the minutes at the following meeting.
- D.** Within one week of approval of the minutes by PMSC, the Secretary shall send the approved minutes to the Peoria Pons for publication and Office Manager to link on the UICOM website.

III. Member Discipline

- A.** Failure to obtain an excused absence from an PMSC Vice-President before an PMSC meeting shall result in an unexcused absence. Reasons for excused absences include, but are not limited to, on-call clerkship responsibilities, illness, and away rotations.
- B.** Two or more unexcused absences within one academic year serve as valid grounds for removal from PMSC.
- C.** If a PMSC officer obtains two or more unexcused absences within one academic year, he/she will be contacted by a Vice-President to initiate a discussion about improving attendance. PMSC officers may be removed from office by consensus among remaining officers after notification and appropriate discussion.
- D.** If a Co-President obtains two or more absences (excused or unexcused) within one academic year, he/she will be contacted by a Vice-President to initiate a discussion about improving attendance. An PMSC Co-President may be removed from office by consensus among remaining officers after notification and appropriate discussion. In the event of removal, a Vice President will be elevated to Co-President at the officers' discretion and PMSC shall elect a new officer.
- E.** An officer who has been removed may still retain his/her position as a class representative for PMSC. However, further unexcused absences will be subject to dismissal from PMSC by a subsequent unanimous vote.

IV. Committees and Student Interest Groups

- A.** The PMSC shall have the authority to form and approve standing committees and student interest groups, which shall be considered part of the PMSC for the purposes of organization registration with the University.

- B.** To receive recognition as a student interest group, a group must:
- 1.** Describe a purpose that distinguishes it from other interest groups and does not overlap with existing programs or services.
 - 2.** Have, at minimum, three officers/leaders, all of whom will be enrolled both semesters of the academic year in which the group is registered. At least one must be designated as “President” and one as “Treasurer.”
 - 3.** Identify a faculty advisor.