

# **Dartmouth Medical School Student Government Bylaws**

**Version 9**

**(October 2005)**

## **Mission**

The Dartmouth Medical School Student Government was founded with the purpose of fostering the highest quality academic and social life for students at DMS. The Student Government seeks communication and cooperation among students, faculty, and administration in matters of mutual concern and is intent on responding to student concerns in the areas of medical education and curriculum reform. The Student Government encourages school involvement in extracurricular issues and supports and fosters discussion about matters of health, social and political issues affecting the DMS community. The Student Government is an independent body, created for the students of DMS.

## **1. Membership**

- A. Members of Student Government will be limited to Student Representatives.
- B. Student Representatives on the Student Government will consist of eight elected students from each of the 4 classes of M.D. students, eight students from CECS, and three students from the DMS PhD program; there will be a total of 32 MD Student Representatives and 11 Graduate Student Representatives from the other departments.
- C. The eight Student Representatives shall be elected from each MD class to fill, in pairs, each of the following positions:
  - i. Class Representatives: whose responsibilities include representing the class' interests in all matters of Student Government, managing the class budget, keeping classmates informed, planning class functions, and handling individual student concerns;
  - ii. Financial Aid Committee Representatives: whose responsibilities include soliciting class views about financial concerns, attending FAC meetings to

help determine the official student budget, and reporting information obtained to SG twice annually;

iii. Curriculum Committee Representatives: whose responsibilities include attending curriculum committee meetings, working with faculty on issues of medical education and curricular reform, and reporting information obtained to SG twice annually;

iv. Student Needs and Assistance Program Representatives (SNAP Representatives) whose responsibilities include serving as a resource for fellow students who may be experiencing setbacks to their physical or mental health or well-being. SNAP representatives also address concerns about the health and well-being of fellow students raised by interested third parties, who may be administrators, physicians, nurses, students, or any other members of the DMS community. The SNAP program, of which the representatives are a part, serves to help resolve personal problems as they arise, in a confidential manner that is removed from oversight by DMS administrators, unless absolutely necessary. Personal problems addressed by SNAP may include, but are not limited to, substance abuse, depression, academic difficulty, physical challenges, domestic violence, sexual harassment, or threats to patient care. SNAP representatives must be medical students intending to graduate from Dartmouth Medical School. The technical details of SNAP structure and operation are contained in an organizing document, written and revised by the SNAP representatives, and published on the DMS Student Government web site.

D. The process for identification of Graduate Student Representatives shall be overseen and conducted from those individual departments with the advice and guidance of the Honor Chair

E. All Student Representatives shall hold their position for a term of one year, except SNAP Representatives, who are elected for a four year term

F. Voting members are expected to attend all scheduled meetings.

G. Voting members unable to attend a meeting are allowed to secure a proxy who will vote on their behalf in a meeting.

H. If a voting member has missed three meetings without a proxy, or is found by Student Government to otherwise be unable to fulfill or uphold the duties as a Student Representative:

- i. the member may elect/be asked to resign;
- ii. the position will be filled by the runner-up in the original election, or if the runner-up is unavailable, via a new election.

## 2. Student Government Sponsored Organizations

A. Student Government Sponsored Groups are groups that fundamentally exist independently of Student Government, but that may want to affiliate with Student Government in order to facilitate the dissemination of information and events information.

Sponsored Organizations and their representatives are encouraged to participate in the activities and business of the Student Government and to annually inform their purpose, projects, goals and impacts on the DMS school community.

These organizations exist separately from Recognized Student Interest Groups as that they have their own independent sources of funding separate from DMS Student Government Student Activity Fund unless otherwise mentioned in the Bylaws (5.B.ii).

The Student Government may consider any new DMS organization or representatives to be a Sponsored Organization provided that the group meets the following eligibility criteria:

- i. Its existence fills a need otherwise unmet in the DMS community;
- ii. Its activities impact positively to enhance the DMS community and experience.

Currently recognized Sponsored Organizations include but shall not be limited to:

- i. AAMC-OSR: Association of American Medical Colleges-Organization of Student Representatives

- ii. Community Service Committee
- iii. DIHG: Dartmouth International Health Group
- iv. SNMA: Student National Medical Association

### **3. Recognized Student Interest Groups**

#### **A. Procedure to become a Recognized Student Interest Group**

- i. A petition for recognition, which will be available in the Office of Student & Multicultural Affairs, must be submitted by students to the DMS Student Government. This petition will include the following items:

- a. The names of a minimum of five students who indicate a desire to form the group.
- b. A Statement of Purpose, which describes how the group will serve the needs of Dartmouth Medical students.
- c. The names of one or more student leaders who have consented to serve.
- d. The name of a faculty advisor who has consented to serve.

- ii. Recognition is dependent upon approval by Student Government.

Organizations wishing to be approved are encouraged to attend the meeting during which recognition will be decided in order to support and explain their petition.

#### **B. Benefits of Recognized Student Interest Groups. If approved, the Interest Group will be eligible for the following:**

- i. A DND account on Blitzmail.
- ii. The right to use the facilities, property, and services of Dartmouth Medical School.
- iii. Technical and event planning support from the Office of Student Affairs.
- iv. \$100 annually from the DMS Student Activities budget. Interest Groups will be free to utilize the funds as they see fit. Where possible, Interest Groups are encouraged to seek primary funding from other departments and sources.

#### **C. Responsibilities of Recognized Student Interest Groups:**

- i. The Interest Groups will conduct activities in a manner consistent with Dartmouth Medical School's mission, principles of community, policies, and all local, state and federal laws.
- ii. Funding will be used responsibly.
- iii. Plans for events and programming should be made in consultation with the appropriate faculty advisor and the Student Affairs Coordinator.
- iv. Failure to use the allotted funds by the end of the fiscal year (historically at the end of June) will lead to forfeiture of the right to those funds and a return of the funds to the Student Activities account.

D. Annual renewal process

- i. At the first Student Government meeting of the academic year, Interest Groups that were recognized in the previous year will be required to submit a renewal petition. This petition will include the following items:
  - a. The names of a minimum of five students who indicate a desire to maintain the group.
  - b. A Statement of Purpose, which describes how the group will serve the needs of Dartmouth Medical students.
  - c. The name of student leader(s) who have consented to serve.
  - d. The name of a faculty advisor who has consented to serve.
- ii. Renewal petitions are **NOT** subject to vote by the Student Government
- iii. Failure to submit a renewal petition will lead to recognition being withdrawn. Recognition will be granted again after submission of a new petition for recognition and approval by the Student Government, as outlined in (3)(A).

**4. Committees, Officers and Chairs of Student Government**

- A. Student Government shall have the ability to create and delegate to committees, Chairs and Officers in order to effectively assist in matters before itself.
- B. Student Government Committees will be composed of members of the Student Government exclusively.

C. Unless otherwise stated, all positions shall be elected at the first meeting Student Government each new academic year.

D. Honor Committee Chair:

One week prior to the first spring session, newly elected Student Representatives will be notified of Honor Committee Chair election via email. Elected Student Representatives may nominate either themselves or another elected Student Representative for this position. This nomination period will begin one week prior to the first spring session and end just prior to the Honor Committee Chair votes.

At its first spring session, under the leadership of the new officers, Student Government shall elect an Honor Committee Chair from amongst the nominated elected Student Representatives, whose term shall last one year. Students able to attend the first spring session will have the opportunity to express a statement supporting their candidacy. Students nominated that are unable to attend may have their statements read by an elected Student Representative of their choice or the Honor Committee Chair. Voting will immediately follow any statements supporting Honor Committee Chair candidacies.

The principle duty of the Honor Committee Chair is to uphold the tenets of the Honor Code and coordinate investigations and proceedings of the Honor Committee. Additionally, it shall be the responsibility of the Chair to conduct, oversee and report results of all elections conducted in regards to Student Government. The Chair shall seek guidance and input from Student Government in undertaking this responsibility. A majority vote from amongst all the Student Representatives is required to overturn electoral choices made by the Chair.

E. Travel Committee: Please refer to Travel Guidelines.

F. Information Technology Officer: Shall be elected from the Student Representatives and shall keep apprised Student Government of technology issues at DMS and DC pertaining to implementation and utilization of technologies. The ITO shall represent Student Government and all DMS students on issues of technology.

G. Social Chair: This chairperson shall be a member of Student Government and in charge of promoting and organizing social events to include the DMS student body

and CECS and controlling the allocated Social budget. The Social Chair shall create a Social Committee at his or her discretion. One member from this committee shall serve on the Joint Graduate Student Social Committee, which is composed of representatives from the Graduate Student Council, Tuck and Thayer. The Social Chair will encourage that Tavern Rounds occur twice annually.

- H. Biomedical Library representative: Shall serve on Dana Library Committee and communicate with Student Government regarding library matters and academic resources,
- I. Graduate Student Council Representatives: Shall be elected by the Student Representatives and be either a Student Representative or a DMS student. There may be more than one representative. Responsibilities include attending the monthly Graduate Student Council (GSC) meetings and reporting relevant information from these meetings to SG.
- J. Excellence in Medical Education Awards Committee: Shall be made up of all Class Representatives and be charged with overseeing and administering the Excellence in Medical Education Awards;
  - i. Student Government has established the Excellence in Medical Education Award to recognize faculty and residents who make efforts to educate and mentor above expectations and honor them for efforts which often go unrecognized. Recipients of the annual award excel at supporting, encouraging and promoting students' education, professional and personal development, and career plans. By recognizing prime exemplars of mentoring who can serve as role models for the entire faculty, Student Government hopes to encourage excellence in education by all faculty and residents.
  - ii. Procedure:
    - 1st Year Teaching Awards:** Students shall recognize a faculty member in three categories: Distinguished Lecturer, based on the ability to effectively convey information to students in a large group setting, model

strong moral character to students, and encourage enthusiasm in medical study; Distinguished Educator, who goes above and beyond his/her role as an educator in an effort to help support and guide students in areas often unrelated to course work; Distinguished Small Group Leader, based on the ability to effectively convey information to students in a small group setting, model strong moral character to students, and encourage enthusiasm in medical study. During the first year in May, each member of the first year class will be given a list of eligible faculty for the award. Each class member is asked to submit no more than three nominations for the award. Ballots are then sent to each member of the class with the names of the top three to five faculty members nominated for the award. To ensure that all faculty members have been given the opportunity to present their designated material, the voting will take place at the end of the school year in May. Awards will be presented to the recipients the following school year in August. Recipients of this award will become eligible again for the award in three years.

**2nd Year Teaching Awards:** Students shall recognize a faculty member in three categories: Distinguished Lecturer, based on the ability to effectively convey information to students in a large group setting, model strong moral character to students, and encourage enthusiasm in medical study; Distinguished Educator, who goes above and beyond his/her role as an educator in an effort to help support and guide students in areas often unrelated to course work; Distinguished Small Group Leader, based on the ability to effectively convey information to students in a small group setting, model strong moral character to students, and encourage enthusiasm in medical study. During the second year in May, each member of the second year class will be given a list of eligible faculty for the award. Each class member is asked to submit no more than three nominations for the award. Ballots are then sent to each member of the class with the names of the top three to five faculty members nominated for the award. To ensure that all faculty members have been given the

opportunity to present their designated material, the voting will take place at the end of the school year in May. Awards will be presented to the recipients the following school year in July. Recipients of this award will become eligible again for the award in three years.

**3rd Year Teaching Awards:** During 5th Block 3rd Year, an email requesting nominations will be sent to 3rd year clerks. In a 1.5 hour block during the following ICE week (April), the list of nominees will be distributed to all participants in a closed-door session. Students will share comments about their experiences with the different nominees in each of 11 categories - Attending and Resident in each of the following clerkships: OB/GYN, Medicine, Surgery, Pediatrics, Psychiatry, and Attending only in Family Medicine. The 1.5 hours will be divided up to allow equal discussion time to each award (7-8 minutes). At the end of the session, students will vote for one resident and attending in each of the 5 core clerkships, one attending in Family Medicine. Winners will be notified by email and letter cc'd to their supervisor. Their pictures and names will be displayed for the following year on Rubin Level 4. The cost for the original display cases will be born by Student Affairs. Yearly costs for printing and photos of winners will be born by Student Government. The 3rd year class will then decide on a yearly basis how they will celebrate the winners. Class Reps and Curriculum Committee Reps will organize and facilitate the award, nomination, and celebration process.

**4th Year Teaching Awards:** Students shall recognize a single faculty member and a single resident for each of the required fourth-year clerkships (Women's Health, Neurology, and HSP) also chosen at the end of the year. Nominations shall be solicited from each MD class and kept in confidence. The Awards Committee shall publicize the awards throughout the student body and solicit nominations therefrom. Recipients of the Excellence in Medical Education Award will be honored and have their name inscribed on a plaque to be prominently displayed. The Dean's Office shall provide financial assistance for the plaques as needed. The

Committee will also publicize the names of the winners for appropriate recognition among the faculty and across the College. A faculty member or resident may receive the award in multiple years. There is no limit upon the number of years in which a student may nominate the same mentors. Nor is there a limit as to how many times that professor may be given the award.

## **5. Expenditures**

- A.** Student Government shall maintain a budget of its expenditures.
- B.** There are two main budgets from which Student Government draw its funds: The Student Activities Fund and The Student Enrichment Fund:
  - i.** The Student Activities Fund is derived from the total number of medical students, graduate students, MD/PhD students, and CECS students x their respective activity fee, as described in the Student activities Fee Policy.
  - ii.** The Student Enrichment Fund is an annual fund established by the Offices of the Dean and Student Affairs. Account oversight/management is with the Office of Student Affairs. The general purpose of this account is to enhance student life for all DMS students (medical, graduate, and CECS) through one-time expenditures. It is expected that a portion of the funds be dedicated for medical student travel to conferences. Individuals and/or Student Government should submit their funding proposals to the Coordinator of Student Affairs with final approval given by the Associate/Assistant Deans for Student Affairs. In recent years, the funding amount has been \$18,000 (\$10,000 – medical students, \$2,000 – graduate students, \$4,000 – travel funds for AAMC reps, \$2,000 – SNMA travel).

## **6. Procedures**

- A.** The Student Government shall welcome and encourage the attendance and participation of individual students, DMS administration, and representatives of student organizations at its proceedings.
- B.** The Student Government retains the right to go into executive session by majority vote of Student Representatives. Only Student Representatives shall be authorized to

- attend executive sessions and any minutes taken within an Executive Session shall be deemed confidential and not distributed to the others besides Student Representatives except by a majority vote of all Student Representatives.
- C. The Student Government shall meet no less often than once per month. Notice of meeting shall be disseminated to all students at the beginning of each term.
  - D. Meetings should be limited to an hour and a half from time of start unless extended by vote or prior notification.
  - E. All members are expected to participate actively in the activities and business of the Student Government, in addition to fulfilling the requirements of their respective offices.
  - F. All Student Representatives shall work to keep the Student Government informed of the activities of their respective offices, committees and organizations including at least two presentations to the entire Student Government per year.
  - G. Voting:
    - i. A quorum for voting purposes shall be achieved when 50% of the voting membership present on campus is in attendance.
    - ii. Discussion and voting shall follow common parliamentary procedure.
    - iii. Only Student Representatives shall bring motions before Student Government.
    - iv. Privilege to vote on matters before the Student Government will be granted only to Student Representatives. Graduate Student Representatives are free to vote on all matters except those that pertain only to MD students. In the event of a conflict the President, or whoever is in charge of the meeting in his/her absence, will issue a ruling on the matter. The President's ruling can be overruled by a majority vote of the Student Representatives (including MD and Graduate Student Representatives).
    - v. Student Representatives not on campus may exercise their voting privileges by proxy to another Student Representative.
    - vi. The President may, on emergency basis, conduct a vote via e-mail on any matter, without prior motion. If the matter concerns the appropriation of

funds, the total amount requested cannot exceed \$400. A quorum shall be reached, for the matter of e-mail voting, when there has been a return of receipt of e-mail ballots of 50% of all Student Representatives.

H. Record:

- i. Minutes of each meeting shall be recorded in the form of Minutes on a rotating basis by the Student Representatives.
- ii. Once completed and within 5 days, the Student Representative taking Minutes shall forward, only to the President, this Draft Minutes. The President may then edit the Draft Minutes and must thereafter, distribute the edited draft minutes to all Student Representatives. It shall be the first order of business at the next Meeting of Student Government to vote, upon motion, to amend and approve these Draft Minutes.

I. Appropriations and Spending:

- i. All budgetary appropriations greater than \$200 going to a primary project must be approved by a majority of the voting members of the Student Government.
- ii. Budgetary appropriations less than \$200 going to single projects may be made at the discretion of the Student Government President.
- iii. Every attempt will be made to coordinate special requests for funding to the Deans Office with Student Affairs at infrequent intervals.

J. Bylaws: the Bylaws shall be reviewed at the first Student Government meeting in the fall of each year.

## **7. Elections**

- A. All SG elections shall have a prescribed time course for nominations and voting. Two Mondays before any election a nomination period will begin and last exactly one week. On the Wednesday following the close of the nomination period voting will begin and last until the following Monday at 12:01 AM. A reminder will be

given between 24 – 48 hours prior to the end of both nomination and voting periods. Nomination and voting periods should not conflict with first and second year exams or vacations.

- B. Student Representatives shall be those individuals who have announced their candidacy for specific Representative positions enumerated in C.i. through C.iv., and being voted for by their class, gained the most votes therefrom. In order to announce a candidacy, individuals must prepare and submit to the Honor Chair a written statement supporting their candidacy.
- C. If spots are not filled (i.e. no one running for a position) then the nomination period will be extended by 48 hours. An e-mail will be sent out to all eligible students informing them of the empty spots at the beginning of the 48 hour period. If at that time someone would like to switch the position for which they are running, they may request to be switched. At the end of the 48 hour period, the ballot is locked in and only write-in votes may be added at the time of voting.
- D. Regarding nominations: You may only nominate yourself. No one else is allowed to nominate you for any reason under any circumstances.
- E. If someone decides that they no longer wish to remain on the ballot after voting has begun, no official change will occur. However, the candidate may communicate with the class to make them aware of his/her desire to not be considered for the position. All votes for that individual will be counted, and there will be no revote.
- F. In the case of a tie, a revote will be run with only the candidates involved in the tie. All candidates with fewer votes shall be removed from the ballot. This runoff should extend for another 72 hours following tabulation of the votes.
- G. After the first meeting, which follows spring elections, the Student Government shall elect, from the Student Representatives, a President and a Vice-President whose terms shall last one year.
  - i. Any Student Representatives interested in running for the position of President or Vice-President shall prepare a brief statement announcing his/her candidacy. This statement shall be emailed for informational purposes to the DMS student body one week prior to the election for the position.

- ii. Only SG members that are holding positions as DMS Students, CECS, or MPH Students at the time of election are allowed to vote in Presidential and Vice-Presidential elections.
- H. Two Student Government Representatives and one Student Affairs Representative will be involved in running the election. The Student Government Representatives will be determined by the following hierarchy: Honor Chair, President, Vice-President, Social Chair. The two highest positions that qualify (i.e. have no conflicts of interest) will run the election. For example, if the current Vice-President is running for President, then that individual will not be involved in running the election. If no one on the list qualifies, then two members of the SG body will be chosen to run the election by a SG vote. If only one person on the list qualifies, then one member of the SG body will be chosen by vote to fill the remaining spot.
- I. The incoming class of first year M.D. candidates shall elect their Student Representatives no sooner than four and no later than eight weeks into the first term of their first year.
- J. SNAP representatives shall be selected in the spring of the first year.

## **8. Public Health Policy Advocacy Committee**

- A. The Public Health Policy Advocacy Committee (PHPAC) is a standing committee of the student government empowered to examine legislation that could affect the public health, formulating an opinion on the merits of said legislation, and sending letters, with the explicit backing and consent of the Dartmouth Medical School Student Government, detailing that opinion to relevant legislators. Permission to send these letters would be contingent upon DMS SG approving the communication. The approval process is defined below under “Procedures of the PHPAC”.
- B. Membership in the PHPAC is open to any member of the DMS student body, including DMS, the CECS, and any member of the DMS PhD programs.
- C. Procedures of the PHPAC
  - i. PHPAC will examine the public record for legislation that affects the public health.

- ii. Where appropriate, PHPAC will give monthly updates on key legislation to Student Government during its monthly meetings. At no point will any PHPAC monthly update take longer than 5 minutes. If discussion on the merits of a particular piece of legislation is necessary, such discussion will occur via email.
- iii. When PHPAC has a defined opinion regarding the merits of a particular piece of legislation, it will compose a letter detailing why the legislation should be passed or why the legislation should not be passed. This letter will be composed with the intention of sending it to relevant state or local representatives. PHPAC will submit that letter to a vote by the SG to have it endorsed. As with monthly updates, the vote and any necessary preceding discussion will not take longer than 5 minutes.
- iv. Approval to send the aforementioned letter to relevant legislators will require a supermajority of SG representatives. This supermajority will consist of all SG representatives that choose to vote, with the exception of one dissension. By way of example, should there be 20 members present at an SG meeting, and 18 choose to vote on a letter composed by PHPAC, then 17 yea votes would be necessary for approval. The 1 nay vote would not be sufficient to block approval. The 2 abstentions would not affect approval in any way. However, should 16 of the 18 members of SG vote yea, 2 vote nay, and 2 abstain, the nay votes would block approval of the letter.
- v. Once approved by DMS SG, the letter will be sent to relevant lawmakers with the explicit approval and backing of DMS SG.
- vi. Should approval not be gained, the PHPAC may submit a different letter to the lawmakers that explicitly does not have DMS SG endorsement.

## **9. Responsibilities of Officers:**

### **A. PRESIDENT:**

- i. The President shall preside over any meeting of the Student Government, determine its agenda, tabulate all votes, give prior notice of each meeting to all members, call each meeting to order and adjourn each meeting.
- ii. The President shall be responsible for the issuance of an annual report of the activities of the Student Government. The report shall include an account of the financial transactions of the Student Government in addition to the activities, accomplishments and challenges of before Student Government over the prior year.
- iii. The President shall attend the monthly meetings of the Dean's Advisory Board and the Alumni Counsel as needed.
- iv. The President shall edit the SG minutes and review prior to dissemination the executive summary for distribution to the Dean, Assistant and Associate Deans, Clerkship Directors, Student Affairs, all DMS students, the Graduate Student Council, and for posting on the DMS website.
- v. The President shall determine, should a question arise, if the matter on the table pertains to Graduate Student Representatives that are not MD candidates, and is therefore a voting matter for such students.

## B. VICE-PRESIDENT

- i. The principle duty of the Vice President shall be to assume the responsibilities of the President in their absence.
- ii. The Vice President shall prepare an executive summary of the minutes each month which will be distributed to the Administration, including the Dean, all Assistant and Associate Deans and all Clerkship Directors.
- iii. The Vice President shall also coordinate all communication from Student Government including but not limited to: e-mails, web space, and posters.
- iv. If the President is unable or chooses not to complete their term, the Vice President shall subsume the role of President, at which point a new Vice President shall be elected from among the Student Representatives.
- v. The Vice President shall serve as chairperson of the Travel Committee
- vi. The Vice President shall manage the SG blitz account.

## **10. Summary of Annual SG Responsibilities**

- A. Encourage Class Representatives to write letters of thanks to the offices of Student Affairs, Financial Aid, SBM, and Clinical Ed.
- B. Invite the Dean to attend two meetings annually
- C. Review Bylaws in September of each year
- D. Review Travel Guidelines in April of each year
- E. Encourage that Tavern Rounds occur twice annually
- F. Annual report to be written by President at end of year

Revised 10/6/05