

College of Medicine Student Council at The Ohio State University Constitution

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Article I: College of Medicine Student Council at The Ohio State University Intent

Our Organization

College of Medicine Student Council at The Ohio State University. Also referred to as COM Student Council.

Our Mission Statement

To enrich medical education and student life through advocacy, collaboration, open communication, policy, and leadership.

Our Vision Statement

To foster a diverse and inclusive learning community where students can thrive as future physicians and leaders.

Our Purpose

To represent, advocate, and amplify the voices of medical students of The Ohio State University's College of Medicine in the realms of:

- A. Academics
 - a. To create a curriculum that trains well-rounded physicians, future leaders, and healthcare advocates
 - b. To advocate for the ideas, desires, and positions of the student body
 - c. To represent the student experience in medical education at curricular committees
- B. Student Life
 - a. To establish a welcoming community through inclusive social events and student support
 - b. To maintain medical student spaces and provide college merchandise
- C. Diversity, Equity, and Inclusion

- a. To enhance and encourage an inclusive environment through promotion of diversity within our student body, organizations, and experiences.
- b. To create a medical education curriculum centered around cultural and structural competencies
- c. To create a supportive, equitable environment for all students
- D. Finance and Merchandise
 - a. To establish a budget and financially support our student organizations
 - b. To provide medical students with paraphernalia, including, but not limited to, Patagonias

Article II: Membership and Non-Discrimination Policy

- A. Council members shall be students of The Ohio State University College of Medicine (hereafter referred to as OSUCOM).
- B. Membership Composition
 - a. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment. 90% of the voting membership must be current enrolled Columbus campus Ohio State students. Faculty, staff, alumni, and the partners of students, faculty, staff, and alumni of Ohio State may participate in the activities and programs of student organizations as associate members but may not comprise more than 10% of the total membership.
- C. Membership shall be classified as follows:
 - a. Non-Voting Members: All students currently enrolled in the Ohio State University College of Medicine shall maintain the status of non-voting member.
 - b. Voting Members: Shall have the authority to vote on all matters of this organization that is brought to a formal vote at the General Body Meetings.
 - i. The eight elected Executive Committee members and the advisor shall be voting members of the organization
 - ii. The Med 1 class shall elect eleven members (as is outlined below) to serve a one-year term as voting members of the organization.
 - iii. The Med 2 - 4 classes shall elect eight members (as is outlined below) to serve a one-year term as voting members of the organization.
 - iv. Three non-Med 1 MD/PhD students will be elected (as outlined below) to serve a one-year term as voting members of the organization.
 - v. One non-Med 1 Primary Care Track student will be elected (as outlined below) to serve a one-year term as voting members of the organization.
 - vi. Three non-Med 1 Community Medicine Tracts students will be elected (as outlined below) to serve a one-year term as voting members of the organization.
 - vii. Three Non-MSTP leave of absence students will be elected (as outlined below) to serve a one-year term as voting members of the organization.
 - viii. The Advisor of Student Council will be the Associate Dean for Student Life at OSUCOM. He or she will serve to inform the council regarding organization activities and administrative policies.

- D. College of Medicine Student Council at The Ohio State University agrees that it will not engage in sexual misconduct nor any harassment or discrimination on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis in accordance with these guidelines.
- E. As a student organization at The Ohio State University, COM Student Council expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.
- F. COM Student Council expects its members to conduct themselves in a manner that is equal to, if not above, that outlined in Section 8 of the OSUCOM Medical Student Handbook. Failure to uphold adequate professionalism standards in any way will be referred to the Executive Committee for possible disciplinary action.
- G. COM Student Council agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.

Article III: Standing Committees of the Council

- A. The Student Council shall consist of an executive committee, representatives from each class, the MD/PhD program, the primary care track program, the community medicine track, and Non-MSTP leave of absence students, which shall be overseen by the President, in tandem with the Executive Committee
- B. Each class will have a President and Vice President.
- C. All Student Council members will participate in at least one committee.
 - a. Med 1 Student Council members, if needed, shall be called to assist in merchandise dispersal, at the discretion of the Director of Finance & Merchandise
- D. Executive Committee
 - a. The College of Medicine Student Council shall be overseen by an executive committee elected by voting council members each year.
 - b. The President shall chair and oversee the Executive Committee.
 - c. The Executive Committee shall consist of a President, Vice President, Secretary, Director of Academic Affairs, Director of Student Affairs, Director of Finance & Merchandise, Director of Outreach & Events, and Director of Diversity & Inclusion.

E. Academics Committee

- a. The Director of Academics will oversee the Academic Committee.
- b. The Academic Committee will gather student feedback on academic issues and provide appropriate student representatives to the LSI Part I, LSI Part II, and LSI Part III Academic Planning Committees, as well as the Executive Curriculum Committee and MICRO (Management, Innovation, Compliance, Revision, and Optimization) Committee.
- c. The Academics Committee shall orchestrate Medical Student Ground Rounds as a conduit for students to formally present their interests and research.

F. Student Affairs Committee

- a. The Director of Student Affairs will oversee the Student Affairs Committee
- b. The Student Affairs Committee shall be charged with advocating for all aspects of the student experience and support services.
- c. The Student Affairs Committee shall create a yearbook for the graduating class.
- d. The Student Affairs Committee shall oversee the functioning of the Med Student Wellness Room, Meiling Fitness Room, and Prior 3 Kitchen. This Committee will also serve as a liaison for any construction projects, Health Science Library requests or needs, and any other appointed facilities-related issues for the COM.

G. Finance & Merchandise Committee

- a. The Director of Finance & Merchandise will oversee the Finance & Merchandise Committee.
- b. The Finance & Merchandise Committee shall be the main body which oversees, communicates with, and provides regulation for the Student Organizations which receive funding from the COM.
- c. The Finance & Merchandise Committee shall work to provide College of Medicine merchandise to students, staff, faculty, and alumni.

H. Outreach & Events Committee

- a. The Director of Outreach & Events will oversee the Outreach & Events Committee
- b. The Outreach & Events Committee shall plan and execute the yearly MedProm.
- c. The Outreach & Events Committee shall plan trips for the College of Medicine.
- d. The Outreach & Events Committee shall plan a yearly family weekend.
- e. The Outreach & Events Committee shall plan a yearly talent show.

I. Diversity & Inclusion Committee

- a. The Director of Diversity & Inclusion will oversee the Diversity and Inclusion Committee.
- b. The Diversity & Inclusion Committee shall be responsible for promoting diversity of race, gender, sexual orientation, and thought for the College of Medicine.
- c. The Diversity & Inclusion Committee will work with the Dean of Student Life, Associate Dean of Diversity and Inclusion, OSUCOM Office of Diversity and Inclusion, University Office of Diversity and Inclusion, and diversity-focused student organizations to plan events focused on promoting diversity and inclusion.

- d. When deemed appropriate, in concordance with an academic subcommittee, the Diversity & Inclusion Committee will work to create a more holistic educational experience, increase diversity of lecturers and patient panelists, add didactics and discussion sessions on caring for vulnerable populations, continue the diversity Part 1 selective, and integrate Implicit Bias training prior to entry into Part 2.
- J. The President may establish or dissolve Ad Hoc Committees, provided there is no dissent in excess of 2/3 of the General Body. Each committee will have one chairperson appointed by the President.

Article IV: Powers and Duties of Council

- A. The Council shall elect or appoint representatives to various organizations that are internal or external to The Ohio State University College of Medicine.
- B. The Council shall be the outlet of information regarding internal College issues from the administration to the student body.
- C. Administration of Funds to the Student Body
 - a. In August of each school year, the Council receives a sum of money from the College of Medicine Office of Student Life, the sum of which is determined by that office each year.
 - b. The purpose of this money is to fund student events. These include, but are not restricted to, social events, meetings and presentations as well as student group activities. The use of these funds is at the discretion of the Council.
 - c. In order to fairly and properly disburse these funds, the Council has empowered the Director of Finance & Merchandise to handle and propose budget requests. The procedure of these requests is as follows:
 - i. A budget request form shall be filled out by the student groups requesting funds. These are to be turned into the Student Council mailbox, or other method determined by the Director of Finance & Merchandise and made apparent to the rest of the student body.
 - ii. The Director of Finance & Merchandise will review the requests to ensure that the student group is eligible for funding.
 - iii. Approved funds will be disbursed by reimbursement only, except by special permission of the Director of Finance. Original paid receipts must be presented to the Office of Student Life for reimbursement. Groups may receive funding disbursements in an amount not to exceed that which has been established as a maximum amount per group per academic year.
- D. The Council shall have two voting positions on the Executive Curriculum Committee and MICRO Committees fulfilled by four student council members. The President or a representative selected at the President's discretion will hold one of these positions. The second, third and fourth representatives are to be appointed at the discretion of the Director of Academics at the beginning of each academic year for a one-year term as a member of this committee.

- E. The President of the Executive Committee and the Vice-Presidents and President of each class shall partake in a monthly (or at the discretion of the Associate Dean of Student Life and President) Associate Deans meeting. All other Executive Committee Members are invited but not obligated to attend these monthly meetings. General Body members may be invited, at the discretion of the President

Article V: Qualifications and Duties of Executive Committee Officers

A. Qualifications

- a. Nominees for all Executive Committee Officer positions shall be either a current or previous voting member and shall have attended at least six regular meetings in one year by the time of nomination.
- b. Nominees for all Executive Committee Officer positions shall be either a current student within the college of medicine in good standing or a college of medicine student on an approved LOA.

B. Executive Committee Officer Roles & Responsibilities

- a. All members of the Executive Committee cannot concurrently serve as a class officer of his/her respective class.
- b. All members of the Executive Committee may sign Council-authorized written contracts or obligations which pertain to their specific position .
- c. All Committee Directors, in coordination with the President, are responsible for the external communication of their respective committees

C. President

- a. Nominees for Student Council Executive Committee President shall be voting members and shall have attended at least six regular meetings in one year by the time of nomination.
- b. The President shall be the chief executive officer of the Student Council.
- c. The President shall oversee and chair the Executive Committee.
- d. The President shall serve as the Elections Official, provided they are not running for any executive position. If they are running, the Executive Committee shall appoint an alternate Elections Official.
- e. The President shall have power to make executive decisions at the advice of the Executive Council during the interim periods between meetings. Included is the power to approve the spending of up to \$500.00 of Council funds. If more than \$500.00 total needs to be spent, the President must obtain at least a 2/3 vote from the entire Student Council. These decisions are subject to the approval of the full Council at the next meeting.
- f. The President shall be an ex-officio member of all committees.
- g. The President shall appoint Ad Hoc Committees as required. This action is subject to Student Council approval.

D. Vice President

- a. The Vice President shall assist the President in all matters of the Council and perform the duties of the chief executive officer in the absence of the President.

- b. The Vice President, in coordination with the President, shall orchestrate the organizational framework and internal dynamics of Student Council, ensuring seamless operation and effective communication within the council.
 - c. The Vice President shall ensure that some external communications are attended to, including making sure that social media is tended to, the website is up to date, and, in coordination with the Secretary, is able to complete newsletters.
 - d. The Vice President shall be the point-person for management of internal affairs of the StuCo, including, but not limited to, communicating with the Directors of the committees, attending committee meetings, assisting in supporting initiatives within the various committees, in support of the President.
- E. Secretary
 - a. The Secretary shall record the minutes of Council and Executive Committee meetings and e-mail the previous meeting's minutes to the Council prior to the next meeting.
 - b. The Secretary shall post notices and agendas prior to each regular meeting.
 - c. The Secretary shall keep attendance at the meetings and shall record absences.
 - d. The Secretary shall be charged with the holding and filing of all written documents pertaining to Council and must report at regular meetings the correspondence addressed to Council.
- F. Director of Academic Affairs
 - a. The Director of Academic Affairs shall oversee the Academic Committee.
 - b. The Director of Academic Affairs shall oversee the student council's initiatives regarding all academic programs.
 - c. The Director of Academic Affairs shall work closely with academic program committees, MICRO, and ECC to ensure alignment with educational goals.
 - d. The Director of Academic Affairs shall develop and implement strategies to enhance academic success and engagement.
 - e. The Director of Academic Affairs shall appoint a Part 1 Academic Liaison to help facilitate Part 1 academic affairs for the Academic Committee as well as assist in Medical Student Ground Rounds
 - i. The Part 1 Academic Liaison shall have a seat on ECC and/or the MICRO Committee, at the discretion of the Director of Academic Affairs
- G. Director of Student Affairs
 - a. The Director of Student Affairs shall oversee the Student Affairs Committee
 - b. The Director of Student Affairs oversees student council's initiatives regarding non-academic programs, including working with Ohio State departments, including Student Life, Parking, Admissions, and Financial Aid.
 - c. The Director of Student Affairs shall oversee yearbook publication and conduct student surveys to improve campus life.
 - d. The Director of Student Affairs shall coordinate Second Look Weekend, with the assistance of the Student Life committee.
- H. Director of Finance & Merchandise
 - a. The Director of Finance & Merchandise shall record all Student Council debts and credits. Records shall be open for inspection by Council members at every regular Student Council meeting or on a shared online workspace.
 - b. The Director of Finance & Merchandise must report at regular Council meetings all assets and liabilities of Council.

- c. The Director of Finance & Merchandise will oversee a treasurer, who will serve to disperse funds and process reimbursements
- d. The treasurer shall only disperse funds upon the following:
 - i. An approved motion of Student Council or the Executive Committee
 - ii. An emergency decision by the President, in purchases over \$500.00, pending Council approval
- e. The Director of Finance & Merchandise shall oversee the Finance & Merchandise Committee.
 - i. The Director of Finance & Merchandise shall oversee the design, production, marketing, and distribution of all OSUCOM merchandise.
- I. Director of Outreach & Events
 - a. The Director of Outreach & Events shall serve as a liaison between the Council and the College of Medicine students and administration.
 - b. The Director of Outreach & Events will work to advertise Council efforts as well as the accomplishments of medical students as a whole.
 - c. The Director of Outreach & Events shall oversee projects including MedProm, Trips, and CoM Outreach
- J. Director of Diversity & Inclusion
 - a. The Director of Diversity & Inclusion shall serve as a liaison between the Council, the Office of Diversity and Inclusion, and diversity-focused student organizations.
 - b. The Director of Diversity & Inclusion will work to plan events and initiatives focused on improving diversity and inclusion at OSUCOM.
 - c. The Director of Diversity & Inclusion shall oversee the Diversity and Inclusion Committee and Academics Diversity and Inclusion subcommittee.

Article VI: Meetings of the Organization

- A. All meetings of the Council shall be held at The Ohio State University College of Medicine whenever possible.
- B. All meetings shall be open to all students, staff, faculty, and administrators, except when the Council votes for a closed meeting by supermajority.
- C. There shall be at least one regular meeting each month unless the Executive Committee decides to adjust the meeting schedule.
- D. The Executive Committee may elect to meet more often, and this is at the discretion of the President.
- E. An agenda will be set for each meeting by the Executive Committee. Items must be submitted to the Secretary of the Executive Committee no less than 48 hours before the meeting in order to be placed on the agenda.
- F. A quorum must be present before Council action can occur and shall consist of a number of voting members equal to fifty-one percent (51%) of the total Council membership. In the event of an important resolution or vote, the Council shall be notified via e-mail of the importance of attendance. However, if at least 25% of voting members are present and there are no objections by voting members, then quorum rules may be suspended when voting is required. The proposal will then be passed by the Student Council by majority vote.

- G. All internal Student Council General Body votes (Executive Committee Elections, Constitutional changes, etc.) shall be tallied and published in the Minutes of the meeting it partook.
- H. Attendance Requirements:
- a. Attendance shall be done on a point-based system
 - b. For every Student Council Meeting missed, including, but not limited to, general body and committee meetings, a member will accrue one (1) point.
 - c. A member shall be assigned a maximum of one (1) point for any given 24 hours period.
 - d. Points may be given for any missed Student Council responsibilities, at the discretion of the Executive Committee.
 - i. The Executive Committee may also assign 1 point to anyone who has attended multiple meetings via virtual means, via majority vote.
 - e. After accruing four (4) points, the secretary will reach out to the member with absences to let them know they have one absence remaining before referral for this review process.
 - f. Any member who accrues a total of five (5) or more points shall be subject to an automatic expulsion from Student Council by an Executive Committee vote.
 - g. If a student council member is excused from their duties, they will be ineligible for re-election for the following term.
 - i. Reinstatement to the previously held office may be granted upon a 2/3 approval vote by the Council after a personal appeal.
 - ii. A second vote will then be held to determine eligibility to run for re-election for the following year; 2/3 approval is required for this as well.
 - h. The Executive Committee shall review each individual situation thoroughly before any decision is made.
 - i. If the aforementioned individual is a member of the Executive Committee, the remaining members of the Executive Committee shall vote on the matter with the member if question not being able to vote on their own

Article VII: Elections

- A. Election of Student Council Representatives
- a. Elections are run by an Elections Official. The President of the Executive Committee shall serve as the Elections Official unless they are running for office, in which case another person will be appointed by the current Executive Committee at least two weeks prior to the beginning of an election.
 - b. Each April, the Elections Official will make a general open call for nominees from each class for the Class Representative positions for the following year.
 - c. During this nomination period, nominees will be asked to submit a brief essay detailing why they wish to be elected and their qualifications. They will also be asked to indicate if they would like to run for Class President & Vice President.

- d. The nomination period will last for at least one week.
 - e. The Elections Official will post the nominees' names and essays online to a source to which the entire class has access (i.e. Qualtrics or VITALS), and a general election in that class will be held.
 - f. The election should be open for voting for a one-week period.
 - g. In the event that a newly elected representative changes their standing in the college (i.e. to pursue a dual degree (MBA/MPH), take an LOA, etc.), then that person shall have the opportunity to remain in their elected position for that year. If that person happens to be the Class President or Vice President, then they must step down from the position, and the vacant position is offered to the Vice President of the class or the next representative who received the next highest number of votes for Class President, respectively.
 - i. If over 25% of a given Representative Class changes their class status after elections, the General Body shall vote on deciding if a re-election for the vacant positions shall occur.
- B. Election of non-Med 1 Class Representatives, Presidents, and Vice Presidents
- a. Class Representatives, Presidents, and Vice Presidents are voted on by all active College of Medicine students in that given class at the time of elections as determined by the College of Medicine Administration.
 - b. Med 2, Med 3, and Med 4 Representatives are elected each April and are expected to attend the May General Body Meeting.
 - c. Selection of Class Representatives
 - i. During voting for Class Representatives, each student will first vote for their top 4 nominees for their class.
 - ii. Regardless of class size, the eight nominees with the most votes will be elected Class Representatives to the Council.
 - d. Selection of Class Presidents and Vice Presidents
 - i. The ballot for each class's representatives will ask each student to vote for a single nominee for Class President.
 - ii. Any nominee for Class President or Vice President must be participating in the MD-track curriculum of that given class for at least 9 months of the 12-month term. This provision allows for students taking an alternative curricular pathway to maintain eligibility to represent their class while ensuring they are able to accurately represent the experience of that class.
 - iii. The office of Class President shall be offered to the student with the most votes for Class President per the second question on the ballot. If they decline the position, then it shall be offered to the nominee with the second most votes for Class President. This will be followed by a similar process to determine the Vice President, with the nominee with the next most votes for President being offered the position, and so-on.
 - iv. In the event of a tie for the last spot, a runoff will take place, in which the candidates who tied for the last spot will be voted upon by the class.

- v. If there is a tie for the President, then the two students who tied will be Co-Presidents and there will be no Vice President position for that academic year.
- vi. If there is a tie for Vice Presidents, a runoff will take place, in which the candidates who tied for Vice President will be voted upon by the class.
- vii. These newly elected members will assume their duties at the May council meeting.

C. Election of Med 1 Class Representatives

- a. Med 1 Representatives are elected each September and are expected to attend the October General Body Meeting.
- b. There are 11 total positions for the Med 1 Representatives. Of which, 1 position is reserved for MSTP, 1 for PCT, and 1 for CMT track students.
 - i. When tallying the votes, the top vote getter from each of these programs will be elected into Student Council, no matter where they land in the overall vote total.
 - ii. Multiple MSTP, PCT, and CMT representatives could be elected to serve the Med 1 class if they receive sufficient votes.
 - iii. A Special Program Representative could serve as the Med 1 Class President or Vice President.
- c. All other election proceedings must occur in accordance with Article VII, Sections A and B.

D. Special Program Representatives

- a. Special Program Representatives include MD/PhD (MSTP), Primary Care Track (PCT), Community Medicine Track (CMT) and Non-MSTP Leave of Absence (LOA) Class Representatives
- b. All special program representatives will be elected via the same guidelines discussed in Article VII Section A.
- c. While submitting a nomination statement to run for a special program representative position, which will be included as an option while they submit their nomination statement.
- d. Election of non-Med 1 MSTP Representatives
 - i. Elections for three MD/PhD Representatives will be in April during the same time period as the other Class Representatives.
 - ii. There will be at least a total of four MD/PhD Representatives, with at least one from the incoming Med 1 class and 3 from any other year of the program (Med II/III/IV, LOA).
- e. Election of non-Med 1 Primary Care Tract (PCT) Representatives
 - i. Elections for one PCT Representative will be in April during the same time period as the other Class Representatives.
 - ii. There will be at least a total of two PCT Representatives, with at least one from the incoming Med 1 class and 1 from any other year of the program (PCT 2/3).
- f. Election of non-Med 1 Community Medicine Tract (CMT) Representatives

- i. Elections for one CMT Representative per class (Med 2, 3, and 4) will be in April during the same time period as the other Class Representatives.
 - ii. There will be a total of at least 4 CMT Track Representatives in Student Council, one from each year of the program.
- g. Election of Non-MSTP Leave of Absence Representatives
 - i. Election of three Leave of Absence Representatives not involved in the MD/PhD program will be completed in time for them to attend the May General Body Meeting. They are expected to attend the May general body meeting.
 - ii. Leave of Absence Representatives are voted upon by those who are currently on Leave of Absence.
 - iii. Their term will be one year in length.
- E. Special Election Considerations
 - a. In the event a class has open seats in the General Body, the following procedures should be followed:
 - i. Any candidate from the previous general election who ran for and was not elected to that seat should be identified and notified of the opening by their Class President within 1 week of the vacant seat.
 - ii. That class will receive one (1) email within one week of meeting with any previous candidates from their Class President or, in the case of PCT or MSTP, a volunteer serving in that capacity to notify the class at large of the opening. All eligible candidates will have the opportunity to declare themselves as candidates for the new election.
 - iii. The appropriate procedure then is followed:
 - 1. One candidate is identified
 - a. In this case, the candidates are invited to the next possible General Body Meeting to deliver brief remarks to the body concerning their candidacy and answer any questions. The General Body will then vote to elect the candidate.
 - 2. More than one candidate is identified
 - a. In this case, the candidates should prepare written statements concerning their candidacy according to the regular election procedure. Candidates will have 1 week to respond to the email and provide statements. These statements will be distributed and candidates will be voted on by the class they wish to represent according to the regular election procedure. The class will have 1 week to cast votes for their candidates.
 - 3. No applications are received. In this case, the Class President should meet with the Executive Board concerning the appropriateness of inviting a constituent to apply. If this is deemed appropriate, two individuals will be identified in the spirit of fairness. Any candidates identified in this way will be voted upon by the General Body as above.

F. Election of Executive Committee Officers

- a. The Student Council shall elect by majority an Executive Committee consisting of a President, Vice President, Secretary, Director of Academics, Director of Student Affairs, Director of Finance & Merchandise, Director of Outreach & Events, and Director of Diversity & Inclusion.
- b. Election of Executive Committee officers shall occur at the regular March meeting. An open call for nominations shall be made one month prior to the March meeting and up until one week before the March meeting.
- c. The election of Council officers shall occur at the regular March meeting and will be presided over by the Elections Official unless they are running for office, in which case another person will be appointed by the current Executive Committee.
- d. Voting members, including the outgoing Executive Committee officers, but excluding those running for the office being selected, are qualified to cast ballots in the election. No absentee or proxy ballots will be accepted for election of the Executive Committee.
- e. The Executive Committee officers will be elected in the following order: President, Vice President, Secretary, Director of Academics, Director of Finance & Merchandise, Director of Student Affairs, Director of Outreach & Events, and Director of Diversity & Inclusion, unless otherwise determined by the Elections Official. Changes to this order of elections will be communicated in advance if applicable.
- f. Floor nominations will be accepted only if there is no candidate for an office, or if a candidate loses an election for one office and wishes to be considered for another office. Floor nominations must be made by Council members who have voting status by the March meeting.
- g. During the March meeting, the nominees for each position will have a certain amount of time (to be determined by the Elections Official) to discuss their plans for the coming year in that position and their qualifications. The current Student Council will then be given the floor to ask any questions of each nominee. The vote will be made by silent ballot and the results are to be tabulated by the Elections Official immediately following the vote, and the results will be read aloud to the council.
- h. Newly elected officers shall share their offices with the out-going officers for the time between the March and April meetings. The new executive committee will assume all responsibilities of their offices by the April meeting.
- i. The newly elected officers are exempt from the Class Representative voting to take place the following month. The newly elected Executive Committee automatically has a spot on the next academic year's Council and does not need to place their names in the class election process.
- j. Officers shall serve for one academic year, from the time of election until elections for their positions are held for the following year.

- k. All representatives who wish to be eligible to vote in executive elections must be reinstated at a meeting prior to the March elections meeting. No reinstatements are to take place at the March meeting.

Article VIII: Procedures

A. Probation

- a. A Council member shall be placed on probation for any reason decided by the Executive Committee, including, but not limited to, unprofessionalism, inappropriate behavior, and serious interprofessional conflict.
- b. A Council member may be placed on probation by a 6/8 majority vote of the Executive Committee
- c. The Executive Committee shall work in concordance with the Dean of Student Life to establish the severity and length of probation.

B. Impeachment

- a. A Council member may be removed for cause by 2/3 vote of the quorum after nomination and seconding of the motion by general council members.
- b. Following such removal, a new Representative shall be elected from that class within one week.
- c. If the position was an Executive Committee position, the Council shall vote to fill that spot. The Elections Official shall supervise such elections.
- d. No absentee ballots or proxy votes will be accepted for impeachment of a Student Council member.
- e. Possible reasons for impeachment may include, but are not limited to:
 - i. Five missed Student Council requirements
 - 1. This vote shall be by the Executive Committee, as outlined above.
 - ii. Honor code violations (as outlined in the student handbook).
 - iii. Non-academic violations of the student handbook.
 - iv. Any action deemed to be unbecoming to the council, the College, or the University not otherwise specified.
- f. If a member is impeached, he or she is not eligible for re-election.

C. Resignation

- a. In order to resign from one's elected position, the Executive Committee or Class Representative must submit a written resignation to the Student Council.
- b. Following resignation, a new member shall be elected for the position either at the next meeting for replacement of an Executive Committee officer or within one week for replacement of a Class Representative. The Elections Official shall supervise such elections. No absentee ballots or proxies will be accepted.
- c. If the Elections Official resigns from his/her position, the Executive Committee shall appoint a Council member to supervise the election.

D. Contracts

- a. Any contracts that are to be signed by a member of the Council must be reviewed by at least two members of the Council prior to signing this contract. One reviewer must be a member of the Executive Committee.

E. Amendments

- a. Amendments shall be presented to Council members in written form stipulating the article and paragraph to be amended and containing the substance of the amendment.
- b. For a vote to be called then the amendment must be made available to the council at a minimum of 48 hours before the meeting.
- c. Each amendment shall and must be voted upon within the next two regular meetings either to accept or defeat the amendment.
 - i. An amendment may be brought to a vote at time of presentation if at least 2/3's of the council is in attendance and agree for a vote. No absentee ballots shall be accepted for the passing of an amendment.
- d. A 2/3 vote of the Council quorum as defined is necessary to pass an amendment. No absentee ballots shall be accepted for the passing of an amendment.
- e. Any amendment must receive $\frac{2}{3}$ majority vote to be adopted

F. Revision of the Constitution

- a. Revision of the constitution should take place at the beginning of each even-numbered academic year.
- b. A Constitutional Committee may be called, at the discretion of the Executive Committee President.
- c. Revisions shall be made public to all Student Council members at least 48 hours prior to being voted on by the general body
- d. A 2/3 vote of the Council quorum as defined is necessary to pass the revised constitution. No absentee ballots shall be accepted.

G. In the event of any disputes arising from within or matters not addressed by this Constitution, all proceedings shall be conducted in accordance with Robert's Rules of Order.