

## Article I. Membership

### Section 1.01 Voting Members

- (a) Medical Student Service Group (MSSG) Executive Board positions, consisting of Senior Chair, Junior Co-Chair, Treasurer, Secretary, are elected and serve a one-year term beginning April 1.
- (b) MSSG project/initiative Chair, each project may have the number of student co-chairs required to meet project needs, but each project will be limited to two voting members at MSSG meetings.
- (c) MSSG is responsible for ensuring current programs remain in good standing and for evaluating and approving new programs

Voting member rights include voting on MSSG agenda items, raising concerns regarding their student projects or MSSG affairs, and applying for MSSG funds. Voting members will be responsible for ensuring that at least one MSSG member from their individual student project will be present at scheduled MSSG monthly meetings and provide updates to MSSG regarding project activities. All members must be enrolled in an academic department of IUSM and remain in good academic and competency standing.

### Section 1.02 Nonvoting Members

- (a) MSSG project/initiative volunteers, regional campus MSSG partners, and additional committee members as described above.

## Article II. Duties of the Members

### Section 2.01 Voting Members

- (a) MSSG Executive Board
  - (i) Senior Chair
    - a. Represent MSSG/MSL; promote community engagement and service/volunteer programs and opportunities.
    - b. Call, and lead MSSG meetings.
    - c. Coordinate monthly meetings and communicate agenda item to MSSG secretary
    - d. Form appropriate sub committees as need.
    - e. Ensure statewide MSL partnership and access to meetings and initiatives
    - f. Oversee selection process of new MSSG board members.
    - g. Coordinate monthly MSSG Leadership /Medical Service Learning director meetings.
  - (ii) Junior Co-Chair
    - a. Share responsibilities with the Senior Chair, including representing the MSSG in its affairs when the President is unavailable.
    - b. The junior co-chair will assume the responsibility of co-chair the following year.
    - c. Work with the office for MLS and other MSSG board members to create:
      - Collect year-end project/initiative reflection information, including but not limited to: new chairs, faculty/staff advisors, event details, and volunteer numbers.
  - (iii) Secretary
    - a. Communicate MSSG/MSL service/volunteer programs and opportunities statewide.
    - b. Work with Senior Chair to create monthly meeting agenda.
    - c. Record and present MSSG meeting minutes.
    - d. Publicize each upcoming meetings.
    - e. Work with the office for MSL and Junior Co-Chair to:
      - Maintain and update of MSSG electronic materials and rosters.

This shall include but is not limited to uploading monthly meeting minutes, updating annual membership and contact information.

- f. Notify council members of any change in the status of their voting privileges.
- (iv) Treasurer
  - a. Coordinate statewide initiatives of financial interest to medical students when necessary.
  - b. Work with office for MSL to serve as liaison between MSSG and project/initiative chairs.
  - c. Present individual budget detail and funding guidelines annually to each project chair to ensure university and departmental policy and protocols are available.
  - d. Annual project correspondence/acknowledgement of the above.
- (b) Voting Members - Project/initiative Chairs
  - a. Plan; organize MSSG approved project/initiative according to original project proposal.
  - b. Meet with MSL office at the prior to planning stages of MSSG project/initiative.
  - c. Attend monthly meetings and annual trainings under MSSG.
  - d. Open communication with advisor and MSL office on events, and other initiatives.
  - e. Provide historical electronic materials and reporting as requested by MSSG board or other platform.
  - f. Follow MSSG active project/initiative criteria.
  - g. Chair (s) appointed by the previous year's co-chairs head MSSG projects. Appointments are designated in the spring of each academic year, or as early as possible for programs with summer project dates.

## Article III. Programming

### Section 3.01 Appointment of Voting Members

- (a) Both voting and nonvoting members of the MSSG can express interest in open MSSG board roles via a platform selected by current MSSG leadership in early spring. Candidates should include MSSG experience/qualifications and specific goals for upcoming year. The current MSSG board will select and communicate the recommendation for the impending board with the MSL faculty/staff prior to induction. The term length will be one year beginning April 1.
  - (i) Qualifications to serve as a MSSG officer:
    - a. Current medical student in good academic standing.
    - b. Have served as an MSL project co-chair, or have volunteered on multiple MSL projects (project co-chairs will be given first consideration).
    - c. Be strongly committed to continuing to serve MSSG in a leadership role.
    - d. Be motivated to assist MSL project co-chairs as a mentor.
    - e. Maintain good academic and competency standing.

### Section 3.02 Active Project/Initiatives Expectations

- (a) Each active MSSG, MSL project/initiative must have the following components:
  - a. Identified community partner and/or need
  - b. Pre-experience orientation
  - c. Service experience
  - d. Post-experience reflection
- (i) MSSG Active Project Criteria
  - a. Initiated by a medical student
  - b. Fits well with the educational objectives
  - c. Community collaboration or organizational partnership that address community identified need
  - d. Student leadership as co-chairs
  - e. Identified Faculty/Staff Advisor

- f. Leadership time requirements for planning and pre-event activities are not greater than 40 hours per academic year
  - g. Participant time requirement (except Spring Break) is not greater than 20 hours per academic year
  - h. Project/initiative is not in conflict with scheduled academic responsibilities
  - i. Acceptance of annual fiscal/budget training if required
- (b) To maintain annual active status and access to MSL funding, each project chair should adhere to the following expectations.
- a. Changes to original project proposal must be presented to and approved by MSSG board.
  - b. MSSG project/initiatives are not student interest groups (SIGs) and cannot carry a dual status.
  - c. Additional funding or fund raising for non-service related initiatives is done by maintaining non-university personal checking account for the group (not affiliated with university governance) unless noted on original approval or through a foundation account.
  - d. The group shall maintain open communication with faculty/staff advisor(s), MSL office, and MSSG on events and activities.
  - e. At least one project co-chair or project/initiative is required to attend MSSG meetings to report on their projects.
  - f. Participate in all year-end and project reporting as applicable.
  - g. MSSG project/initiative members and advisors must adhere to MSSG/MSL and university policies.
  - h. Project sustainability.

### **Section 3.03 Proposing New Project/Initiatives**

- (a) Medical students can propose new, non-course related MSSG projects through electronic submission to the MSL office. Presentation of project/initiative to MSSG voting members will take place twice per academic year; September and January and approved by majority vote.
- (i) Presentations should address
    - a. Student chair (s)
    - b. Advisor (s)
    - c. Budget
    - d. Community partner/collaboration
    - e. Curriculum component if any (under direction of faculty)
    - f. Target population/identified community need
    - g. Timeline of event(s)
    - h. Reflection component
    - i. Risk management consideration
    - j. Other key points considered applicable by the student/advisor

### **Section 3.04 Faculty Responsibilities**

- (a) Advisors are committed mentors/advocates and serve as a sounding board for new student projects and ideas.
- (i) Requirement of the faculty/staff advisor:
    - a. Attend at least one designated Medical Student Service-Learning Group meeting per semester.
    - b. Actively engage with co-chairs and MSL office to help address specific issues related to risk and university policy as need.
  - (ii) Mentor students on:
    - a. Community leadership

- b. Reflection practices
- c. Fund-raising skills and responsible stewardship of donated funds
- d. Principles of budgeting
- e. Grant writing if applicable
- f. Professional and ethical practices
- g. Meaningful project evaluation/reflection
- (iii) To champion the MSL cause and raise campus awareness
- (iv) To support MSL fund-raising initiatives

## Article IV. MSSG Meetings

### Section 4.01 General Monthly Meetings

- (a) Agenda items can be presented to the MSSG Chair(s) two days prior to the regularly scheduled meetings at the time that such items are requested. Submissions made after this period are not guaranteed to be included.

### Section 4.02 Attendance Requirements

- (a) Voting members:
  - (i) Presence at the MSSG meeting may be physical or electronic and record of such will be included in the meeting minutes.
  - (ii) Voting members may have another project/initiative chair attend in their place due to an unforeseen situation.
  - (iii) Group Probation in event of absence will be enforced according to the following
    - a. When a service project does not have a representative at the monthly meeting and is absent without notice, the service project becomes ineligible for funding until an e-mail of updates and reasoning for absence has been sent to the OMSL director, their faculty advisor, and the MSSG executive board.
    - b. If the same service project is not represented a second time within the academic year, the group becomes ineligible for funding until the chairs meet with the OMSL director, their Faculty Advisor, and an MSSG Executive Board member.
    - c. If there is a third occurrence, the chairs may be removed from their position unless they solidify a plan with the OMSL director, their faculty advisor, and an MSSG Executive Board member about how they will rectify the problem.
- (b) Nonvoting members:
  - (i) A representative from MSC committees, campus partners and other students are encouraged to attend meetings when possible.

### Section 4.03 Voting Policy

- (a) A quorum of ten or more MSSG voting members in attendance at any MSSG meeting will be required to take action on any motion. All motions require a majority vote of a quorum for approval with the exception of ratification of or amendments to the constitution or bylaws, which require a review, notice of thirty days for voting members to raise concerns prior to approval by the MSL and MSSG.

\*Robert's Rules of Order used as best practice resource for meetings.