

Constitution

Medical Student Service Group (MSSG)

Article I - Name of Registered Student Organization

The official name of this registered student organization shall be “Medical Student Service Group” or “MSSG”. The group is affiliated with the Indiana University School of Medicine (IUSM).

Article II - Purpose of Registered Student Organization

Section 1. IUSM defines Service Learning as a structured learning experience that actively engages students, faculty, and community members in a dynamic partnership that intentionally connects community-identified concerns with institutional learning objectives. The purpose of this registered organization is to foster medical student leadership through innovative service-learning experiences.

Article III - Membership

Section 1. Any student enrolled in the IUSM may participate in MSSG or individual projects that fall under MSSG pending approval of project chairs. Participation in MSSG and prerogatives of membership will be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, gender identity, gender expression, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 2. Students in good standing with the University (2.0 cumulative G.P.A.) are eligible for membership after attending or participating in an organization event/meeting. Project chairs are required to attend monthly organization meetings and actively support organization projects. Membership will be revoked by $\frac{1}{2}$ vote of officers plus $\frac{3}{4}$ vote from the general membership if actions are deemed inappropriate by the membership.

Section 2.01 Voting Members

(a) Medical Student Service Group (MSSG) Executive Board positions, consisting of President, Vice President of Administrative Affairs, Vice President of Project Affairs, Vice President of Finance, and VP of Communications are elected and serve a one-year term after spring elections.

(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, projects, and initiatives remain in good standing and for evaluating and approving new programs, projects, and initiatives

Voting member rights include electing new officers and approving new project formation. Voting members will be responsible for ensuring that at least one MSSG member from their 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 standing.

Section 2.02 Non-Voting Members

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

Section 3. Faculty or Staff members may participate in organizations as associate or guest members. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office.

Article IV – Officers

Section 1. Members interested in becoming an officer must be in good academic standing with the IU School of Medicine. One person can hold up to two positions with one exception: one person cannot serve as President and Treasurer in the same registered student organization.

Section 1.01 Appointment of Officer Roles

(a) Both voting and nonvoting members of the MSSG can express interest in open MSSG board roles via a platform and will be 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 MSSG faculty/staff prior to induction. The term length will be one year beginning after spring elections.

(b) Qualifications to serve as a MSSG officer:

- Current medical student in good academic standing
- Have served as an MSSG project co-chair, or have volunteered on multiple MSSG projects (project chairs will be given first consideration).
- Be strongly committed to continuing to serve MSSG in a leadership role.

- Be motivated to assist Medical Student Service Project (MSSG) project co-chairs as a mentor.
- Has met, in person or virtually, a current member of the Executive Board or the MSSG advisor

(c) Officer election by direct appointment of sitting MSSG Executive Board

- In the event of insufficient application for any Executive Board position, the current Executive Board may take appropriate measures to directly appoint a willing MSSG member/non-member to said position.

(d) In the event that a member of a project executive board is elected to the MSSG Executive Board, they have a grace period of 3 months to find a replacement executive for their project.

Section 2. The officers shall be elected by ballot to serve for one year until their successors are elected, and their term of office shall begin at the close of the annual meeting at which they are elected.

Section 3. All officers shall comprise the Executive Board of the organization. The Executive Board shall meet in addition to regular organization meetings. The Executive Board shall appoint such committees that are needed to carry out organization goals. The officers and individual duties shall be:

A. President

- Represent MSSG; promote community engagement and service/volunteer programs and opportunities.
- Call and preside over all meetings
- Prepare the agenda for each meeting
- Make the final decision in the case of a tie vote
- Ensure that the organization is operating in conformity with the standards set forth by IU, IUPUI, and Student Activities
- Maintain communication with organization advisor
- Complete all required trainings as dictated by Student Activities by the assigned deadline
- Submit semester and annual reports to Student Activities by the assigned deadline
- Coordinate monthly meetings and communicate agenda item to MSSG secretary
- Form appropriate sub committees as needed
- Ensure statewide MSSG partnership and access to meetings and initiatives

- Coordinate monthly MSSG Executive Board meetings
- Other duties as assigned

B. Vice President of Project Affairs

- Share responsibilities with the President, including representing the MSSG in its affairs when the President is unavailable.
- Attend monthly Medical Student Council meetings to provide updates for MSSG.
- Notify project members of any change in the status of their voting privileges
- Work with MSSG project executive boards to collect year-end project/initiative reflection information, including but not limited to: transitioning new project chairs, faculty/staff advisors, event details, and volunteer numbers.
- Maintain accurate records of meeting attendance and membership.
- Complete all required trainings as dictated by Student Activities by the assigned deadline
- Other duties as assigned

C. Vice President of Administrative Affairs

- Share responsibilities with the President, including representing the MSSG in its affairs when the President is unavailable.
- Work with MSSG project executive boards to collect year-end project/initiative reflection information, including but not limited to: transitioning new project chairs, faculty/staff advisors, event details, and volunteer numbers.
- Attend monthly Deans' meetings to provide updates for MSSG and communicate updates back to MSSG.
- Correspond when necessary with University administration and other registered student organizations.
- Complete all required trainings as dictated by Student Activities by the assigned deadline
- Ensuring risk management, including:
 - Assess and identify the potential risks that may hinder the reputation, safety, and security of the organization, its officers, and its membership
 - Implement processes and procedures to ensure the organization is fully prepared to deal with any risks
 - Correspond with Student Activities regarding risk management policies and procedures
- Other duties as assigned

D. Vice President of Finance

- Work with Medical Student Affairs to serve as the financial liaison between MSSG and project chairs and manage the budget request process
- Present individual budget detail and funding guidelines annually to each project chair to ensure university and departmental policy and protocols are available
- Maintain accurate record of organization transactions
- Support fundraising opportunities for projects
- Solicit additional funding if needed from the Student Development Funding Committee in conjunction with the President
- Complete all required trainings as dictated by Student Activities by the assigned deadline
- Other duties as assigned

E. VP of Communications

- Communicate MSSG service projects and events statewide.
- Work with President to create monthly meeting agenda
- Record and present MSSG meeting minutes
- Publicize each upcoming meetings.
- Work with MSSG and Vice President(s) to maintain and update MSSG electronic materials and rosters. This shall include, but is not limited to, uploading monthly meeting minutes and updating annual membership and contact information
- Submit event activity registration forms for MSSG on and off campus events via The Den
- Maintain accurate records of alumni directories
- Assist in project promotion and publicity of events
- Complete all required trainings as dictated by Student Activities by the assigned deadline
- Other duties as assigned

Section 5. Project and initiative chairs constitute voting members of MSSG.

Responsibilities to MSSG include:

- Plan and organize MSSG approved project/initiative according to original project proposal.
- Meet with MSSG Executive Board prior to planning of MSSG project.
- Attend monthly meetings and annual trainings under MSSG.
- Open communication with advisor and MSSG on events.
- Provide historical electronic materials and reporting as requested by MSSG

board or other platform.

- Follow MSSG active project/initiative criteria.
- Incoming chair(s) are appointed per the executive board of MSSG projects. Appointments are designated in the spring of each academic year, or as early as possible for programs with summer project dates.

Section 6. MSSG Executive Board officers may be removed from office by unanimous decision of the other Executive Board members and at least one advisor if actions are deemed inappropriate by the membership, including but not limited to not fulfilling required officer duties. The officer is permitted to speak before the Executive Committee about the charges made concerning their performance. The officer is not permitted to participate in the deliberation of the Executive Committee regarding the charges. In the event of an officer vacancy, a special election will be held at the next meeting to fill the open position.

Article V - Advisor

The Advisor shall be a faculty or staff member who is employed full-time at IUPUI. The Advisor will assume those responsibilities as outlined in this constitution.

Responsibilities of the Advisor are as follows:

- Attend at least one meeting each semester
- Attend other campus events sponsored by the registered student organization
- Serve as the organization's Campus Security Authority (required)
- The Advisor is not to sign into any contractual agreement on behalf of the organization; however, they should be made aware of all agreements taking place
- Actively engage with co-chairs and Medical Student Affairs to help address specific issues related to risk and university policy as need
- Mentor students regarding: Community leadership, Reflection practices, Fundraising skills and responsible stewardship of donated funds, Principles of budgeting, Grant writing if applicable, Professional and ethical practices, Meaningful project evaluation/reflection

Article VI – Meetings and Projects/Initiatives

Section 1. The registered student organization shall hold regular meetings during the academic term except when holidays, examination periods or other events make meeting impractical. Organization meeting day/time will be determined in the beginning

of each semester by the executive board.

Section 2. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the VP of Communications is expected. A quorum shall consist of fifty percent of the membership plus one, which must include at least one officer (*a quorum is the number of people that must be present in order to conduct business for the organization*). Robert's Rules of Order (newly revised) shall govern all meetings.

Section 3. Active Project/Initiatives Expectations

(a) MSSG Active Project Criteria

- Initiated and led by medical students
- Fits well with the MSSG mission
- Identifies community collaborator or organizational partnership that addresses community identified need
- Provides service experiences that are preceded by a pre-experience orientation and followed by a post-experience reflection
- Identifies Faculty/Staff Advisor
- Project is not in conflict with scheduled academic responsibilities
- Complete all required trainings

(b) To maintain annual active status and access to MSSG funding, each project chair should adhere to the following expectations:

- Changes to original project proposal must be presented to and approved by MSSG executive board.
- MSSG projects are not student interest groups (SIGs) and cannot carry a dual status.
- The group shall maintain open communication with faculty/staff advisor(s), Medical Student Affairs, and MSSG on events and activities.
- At least one project chair is required to attend MSSG meetings to report on their projects.
 - If a co-chair is unable to attend, other board members or a general member may attend in their place.
 - Projects have a limit of one email update per year with a qualifiable reason as to why nobody was able to attend.
- Participate in all year-end and project reporting as applicable.
- MSSG project/initiative members and advisors must adhere to MSSG, Medical

Student Affairs, and university policies.

- Project sustainability.

(c) Remediation/Removal

- Failure to meet any of the above requirements may result in temporary suspension of the project budget and will require remediation to be decided by the VP of Project Affairs and other Executive Board members.
- Continual failure to meet requirements or remediation will result in the discussion of removal of the project as part of MSSG by the Executive Board.

Section 4. Proposing New Projects/Initiatives

(a) Medical students can propose new MSSG projects. Presentation of project to MSSG voting members will be approved by majority vote. Presentations should address:

- Student chair(s)
- Advisor(s)
- Budget
- Community partner/collaboration and target population/community need
- Curriculum component, if any (under direction of faculty)
- Timeline of event(s)
- Reflection component
- Risk management consideration
- Other key points considered applicable by the student/advisor

Article VII - Finances

Section 1. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee. No dues are expected for participation in MSSG.

Section 2. The Vice President of Finance will be required to update members of the status of the budget at the beginning of each semester only if there is a change in ongoing project budgeting or a new project is established. This should include a summary of expenditures and credits during the past semester.

Article VIII - Committees

Special committees shall be appointed by the President at a given time as the Executive Committee sees necessary. The Vice President(s) shall oversee and support committee heads.

There are currently no standing committees.

Article IX - Hazing

MSSG, in keeping with Indiana University's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing.

MSSG opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individuals' freedom of thought and choice.

MSSG understands that it is unlawful for any student to engage in hazing or to aid or abet any other student in the commission of this offense. Hazing will interfere with the status of the students involved and may result in their expulsion from the University. In addition, hazing could hinder a group from remaining a registered student organization through the temporary or permanent removal of the group. This could prevent the registered student organization from ever returning to IUPUI's campus. In extreme cases, lawsuits against students can occur in to the millions of dollars. For the purposes of this section hazing is defined as follows: "forcing or requiring another person, with or without the consent of the other person; and as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury. Class B misdemeanor; Class A misdemeanor if includes the use of a vehicle; Class D felony if it is committed while armed." Hazing activities are defined as "any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule."

It is hereby incorporated as part of this constitution and will serve as a guide for action by the university and MSSG if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of MSSG to educate the membership of this policy.

Article X – Event Activity Registration Process

For risk management and liability purposes, all registered student organizations at IUPUI are required to submit and register their **ON AND OFF campus** organizational events through The Den. In order for student organizations to hold these events, they

must approved by the appropriate campus partners and ultimately, be successfully registered through The Den. The registered student organization's secretary/reservationist is the designated officer responsible in ensuring the completion of this requirement. Failure to register a student organization event will lead to conduct procedures being taken against a registered student organization.

Article XI – Amendments

Amendments to this constitution must be submitted in writing at a regular meeting of the organization. Said amendment(s) will be voted on at a subsequent meeting. In order to adopt the amendment, a motion must be made by the Executive board and seconded by an additional board member. All voting members of MSSG are permitted to speak about, for, or against a proposed amendment. If there are objections to the adoption of an amendment by a voting member, the adoption of the amendment will be put to a vote among the present voting members. An amendment must pass by 2/3 votes. Registered student organizations are required to update their constitution annually in anticipation of the annual registered student organization re-registration process.

Article XII - Method of Dissolution of Registered Student Organization

Requirements and procedures for dissolution of the registered student organization should be stated. Should any organization assets and debt exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally.

Section 1. In the event that this registered student organization dissolves, it is the responsibility of the Executive Committee to notify Student Activities via email (StuAct@iupui.edu) within 10 business days of the organization's dissolution.

Article XIII – Ratification

This constitution shall become effective upon review by the Executive board. It will be distributed to all voting members of MSSG for review and suggestions after which amendments may be made.

Ratified constitutions must be submitted to Student Activities via email (StuAct@iupui.edu) within 10 business days for final approval.