



# MSC

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Medical Student Council

## BYLAWS OF THE MEDICAL STUDENT COUNCIL AT FLORIDA STATE UNIVERSITY

RATIFIED on the 18th of November 2024.  
RATIFIED on the 11th of February 2025.

## **ARTICLE I: DEFINITIONS**

**REGISTERED STUDENT ORGANIZATION (RSO):** Any student organization meeting the requirements set forth by Student Body Law and the Office of Student Organizations and Involvement (OSOI), and deemed eligible to receive Activity and Service Fee funds.

**MSC UMBRELLA ORGANIZATIONS:** Organizations which are registered student organizations whose membership is composed of members of the student body of the College of Medicine. New organizations that will fall under this description must be approved by the MSC on the basis of conformity to FSU policies and minimum membership requirements prior to becoming an official registered student organization or committee.

**RSO COMMITTEE:** The MSC defines a committee as a junior student organization that consists of one Chair Member and two Vice-Chair Members, which reports to its sponsoring RSO and adheres to all rules and regulations that pertain to RSOs as defined by the MSC Constitution and Bylaws. The purpose of the committee is to enhance organization diversity here at the College of Medicine in a structured manner that promotes success and sustainability.

**PARENT RSO:** A currently established RSO at the Florida State University College of Medicine that currently includes a Committee in its roster, or is applying to create a new Committee.

**MEMBERS-AT-LARGE:** Members-at-Large are FSU COM students who, after attending two consecutive MSC General Meetings, petition to and then are approved by a majority vote of the MSC Executive Board. These students gain membership to the General Body, with the same speaking and voting rights.

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**REGIONAL CAMPUS REPRESENTATIVES:** Regional campus representatives represent one FSU College of Medicine Clinical campus. The Regional campus representative has the same rights and responsibilities at GBMs as an organizational representative for each Clinical campus. The Regional campus representatives may participate in GBMs via teleconference whenever possible. Attendance policies will not apply to the Regional campus representatives.

**MSC EDUCATIONAL COMMITTEE:** The MSC may establish an MSC Educational Committee. This committee is to organize and implement developmental and educational programs to fulfill the MSC mandate to educate and develop students and the physician community on the issues of financial, practice, and life management. The MSC vice-president chairs the committee and appoints committee members.

**MSC APPEALS COMMITTEE:** Committee appointed by the MSC President as needed for all matters that require an appeals process as outlined by the MSC Bylaws. This committee consists of 3 executive board members and 4 general body members.

## **ARTICLE II: THE EXECUTIVE COMMITTEE**

All members of the Executive Committee shall be full time students at the Florida State University College of Medicine. The Executive Committee shall carry out administrative policies, and shall administer budgets, releases, resolutions, and special requests for final approval by the General Body. The Executive Committee is required to meet at least once per week throughout the Academic Year, excluding the Summer Term. Every member of the Executive Committee has one vote during Executive Committee meetings.

### **Section I. Term of Office**

All executives of the MSC shall serve a term of one year. The length of term that MSC executive committee members serve will be till the end of the Fall Semester, during which time it is the responsibility of the existing officers to transition the day to day business duties to the officers-elect. The Student Government Representatives will serve a term of one year from the date of appointment. The Student Government Representative positions will be vacated immediately if the representative is no longer a representative in the Congress of Graduate Students.

In the event of vacancies in any of the offices, the term of the newly elected/appointed replacement officer will be concurrent with the previous officer's term of office.

### **Section II. Duties**

#### **A. PRESIDENT**

- a. To preside over all meetings of the General Body.
- b. To act as spokesperson for the FSU COM student body in matters regarding the Student Government Association (SGA).
- c. Chair the Executive Committee on all administrative matters.
- d. Shall determine MSC General and Executive Meeting Schedule.
- e. Shall act in accordance with the Treasurer of MSC and the finance rules of Student Government on all financial matters, including the annual budget proposal.
- f. Shall have the power to appoint Ad-hoc committees and their chairmen as deemed necessary with approval from MSC Executive Committee.
- g. To divide duties among Executive Members when necessary.
- h. Shall oversee the completion of Officer Reports at the conclusion of the executives term of office.

#### **B. VICE PRESIDENT**

- a. To assume the duties of President when necessary.
- b. To act as the primary liaison between MSC Umbrella Organizations and the Executive Committee.
- c. To coordinate a monthly calendar of events.
- d. To work with each student organization to review all constitutions to insure compliance with student body law.
- e. To chair the Executive Committee for Event Requests.

#### **C. SECRETARY**

- a. To keep accurate minutes of all meetings and post said minutes in a location accessible to all COM students, staff and faculty.
- b. To keep voting records of all meetings.
- c. To keep accurate records of General Body attendance and report violations of the attendance policy to the Executive Committee.
- d. To attend to all correspondence of the Board.
- e. To maintain a current list of all student organizations representatives and organizational constitutions on file.
- f. To maintain an accurate list of all student organizations falling under the jurisdiction of the MSC.

#### D. TREASURER

- a. To chair the Executive Committee on all financial matters.
- b. To coordinate all financial matters of the MSC.
- c. Alongside the MSC President, to develop and defend the annual MSC budget to the Congress of Graduate Students.

#### E. CONGRESS OF GRADUATE STUDENTS REPRESENTATIVES

- a. To represent the MSC in front of all student government entities when the MSC President is not present.
- b. To coordinate with the MSC President and formulate a long term political strategy for the MSC and its role within Student Government.
- c. To keep the Board updated on all events pertaining to student government.
- d. To present requests, information, bills, and other necessary items to the student government on behalf of the MSC.
- e. To fulfill any obligations as required by the Congress of Graduate Students.

#### F. PROGRAM LIAISONS

- a. To represent the interests of their respective academic degree programs on all MSC matters.
- b. To report any updates pertinent to the knowledge of their constituents back to their academic programs.

### **ARTICLE III: THE GENERAL BODY**

The General Body is required to meet at least once per month throughout the entire Academic Year, excluding the Summer Term. Each organizational representative, member-at-large, regional campus representative, Class President, and member of the Executive Committee has one vote in the general meeting. Members of the Executive Committee do not have a vote on matters placed in front of the General Body Meeting (GBM), except in cases of election, impeachment, recognition of speakers, modification of format or agenda, and removal of individuals from the meeting. The MSC President has a vote in the General Body Meeting in the event of a tie. Members of the FSU COM student body, other than the aforementioned student representatives, do not have a vote at the general meeting, except in cases of annual elections or impeachment. A minimum set time of ten minutes, if necessary, must be available for public comment by members of the FSU COM student body at each meeting of the General Body. The agenda for the GBM will be created by the executive committee.

## **Section I. Term of Office**

All General Body members except Members-At-Large will conform to the term lengths and limits as outlined by their organization and its Constitution/Bylaws. Members-At-Large will serve from their date of petition until the conclusion of the term of the current Executive Committee.

## **Section II. Duties**

### **A. ORGANIZATIONAL REPRESENTATIVES**

- a. To act as a liaison between the MSC and their respective organizations.
- b. To attend all general meetings.
- c. To report back to their respective organizations all events and proceedings of the MSC.
- d. To keep MSC files updated with respect to current officer information, events, etc.
- e. To keep a current constitution of their organization on file.
- f. To support MSC sponsored activities and events.

### **B. REGIONAL CAMPUS REPRESENTATIVES:**

- a. To act as a liaison between the MSC and their clinical campus.
- b. To attend all general meetings via teleconference.
- c. To report back to their clinical campus all events and proceedings of the MSC.

### **C. Class Presidents**

- a. To represent members of their class, regardless of RSO-affiliation.

### **D. MEMBERS-AT-LARGE**

- a. To represent members of the Student Body, regardless of RSO-affiliation.
- b. To take on additional responsibilities at the discretion of the MSC President.

## **ARTICLE IV: VACANCY REPLACEMENTS**

### **Section I. MSC Executive Officers**

Officers who no longer wish to serve must submit their resignation to the President at least two weeks in advance. Prior to the officer's final day, they must provide all documents relating to the organization and brief their replacement on current projects.

If an office is declared vacant, the Executive Committee will accept applications to fill the position. The Executive Committee will screen the applicants and submit one name to the General Body for approval. Only the members of the General Body may vote for vacancy replacements. This election must take place as soon as feasibly possible, and no later than the next general body meeting.

If the office of the MSC President is declared vacant, the Vice-President will become President. The Vice-President's seat will then become vacant. If the Vice-President cannot replace the President, a special general election will be held.

## **Section II. MSC Representatives**

Once an organizational representative's seat has been declared vacant, that organization will select a replacement representative according to their Constitution/Bylaws.

## **ARTICLE V: FINANCIAL POLICIES**

FINANCE MANUAL: All MSC official financial business will be conducted in accordance with MSC rules, SGA rules, and standard accounting processes.

## **ARTICLE VI: ATTENDANCE POLICIES**

Attendance records will be tracked by sign-in sheet at all General Body and Executive meetings. Executives may not serve as organizational representatives of MSC Umbrella organizations.

### **Section I. MSC Executive Committee Officers**

All Executive Members are required to attend all MSC Executive and General Meetings. In the event of an absence, a written explanation must be submitted to the President to decide whether the absence is excused or unexcused. If the President is absent, the explanation must be submitted to the Vice-President. All excuses must be kept on file.

FIRST UNEXCUSED ABSENCE: Member will be placed on attendance probation.

SECOND UNEXCUSED ABSENCE: The Executive Committee will vote on declaring the position vacant. The vacancy will be approved or disapproved by the General Body.

### **Section II. Organizational Representatives**

Shall follow the same procedures as the executive committee in determining whether an absence is excused or unexcused. An organization may send an alternate representative to a MSC General Body Meeting in the event the appointed or elected representative may not attend, and said alternative representative notifies the MSC Executive no later than 24 hours prior to the GBM.

FIRST UNEXCUSED ABSENCE: The organization is placed on attendance probation.

SECOND UNEXCUSED ABSENCE: MSC will not authorize any release of funds to the organization and reclaim any currently disbursed funds previously released by MSC. To regain funding, the organization must submit a new representative to be approved by the Executive Committee.

### **Section III. Members-At-Large**

Shall follow the same procedures as the executive committee in determining whether an absence is excused or unexcused.

FIRST UNEXCUSED ABSENCE: The member is placed on attendance probation.

SECOND UNEXCUSED ABSENCE: The member-at-large will immediately vacate their position. They may thereafter, attend two consecutive MSC General Meetings and re-petition for Member-at-Large status.

## **Section IX. Regional Campus Representatives**

Shall not be subject to an attendance requirement.

## **ARTICLE VII: QUORUM**

MSC GENERAL MEETING: Quorum is a majority of the total number of organizational representatives. If quorum is not present, business can still be transacted, but will not become officially binding until approved at the next MSC General Body Meeting having quorum.

MSC EXECUTIVE MEETING: To conduct official business at an Executive Committee Meeting, a majority of the currently filled seats of the Executive Committee must be present.

## **ARTICLE VIII: REMOVAL FROM OFFICE**

### **Section I. The Executive Committee**

An executive board officer of the MSC can be impeached on the basis of misfeasance, malfeasance, or nonfeasance. The impeachment process:

May be by way of a written petition calling for impeachment and must be signed by at least 2/3 of the Organizational Representatives. This statement must be presented to the faculty advisor of the MSC, who will then proceed with the impeachment process.

Shall be invoked after the faculty advisor of the MSC calls the executive board (minus the officer in question) to schedule and announce a special hearing of the MSC within five days of the officer in question's request.

This special hearing of the MSC will be open to the public, and reasonable effort must be made to inform the general medical student body of the date and time of the hearing. All students within the medical student body may attend and vote at this special hearing.

Requires a vote of  $\frac{3}{4}$  of the medical student body present and voting (minus officer in question) to impeach an officer.

Provides no basis for appeal in the event of impeachment.

### **Section II. MSC Organizational Representative**

Due to the grounds of misfeasance, malfeasance, or nonfeasance, a representative may be impeached directly from a  $\frac{3}{4}$  vote of the Executive Committee. The impeached representative's organization will be responsible for submitting a replacement representative to be approved along with the status of the said organization by the Executive Committee.

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary, and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee will then render a decision within seven (7) calendar days.

## **ARTICLE IX: ELECTION GUIDELINES**

### **Section I. Election Of Executive Officers**

The MSC shall hold an election for the Executive Committee during the Fall Term of each year. The MSC Executive Committee shall determine the place and time of the election. The election must be held at a place and time accessible to the student body. The election cannot coincide with final exams, religious holidays, or state/federal holidays. The election for the Executive Committee must take place before the elections of the registered student organizations.

Nominations will be accepted by the MSC until Election Day via email to the official MSC email, unless MSC provides alternative instructions, which will supersede other guidelines. Campaign materials, including signs, flyers, buttons, t-shirts, sidewalk chalk, and emails are prohibited. If any such campaign materials are distributed or created, the nominee for which these materials are created will be immediately disqualified from holding any MSC or organizational position. The MSC Executive Board may organize a candidate debate at its discretion.

### **Section II. Organizational Representatives**

Each organization is responsible for conducting elections or appointing their own MSC representative from among their Executive Board. By default, the MSC will organize an election for all MSC Umbrella Organizations, but each organization reserves the right to conduct their own election separately. By default the position of MSC representative falls to the RSO President. If the MSC representative is not the RSO president, MSC must be informed before the first MSC General Board Meeting of the semester in which they take their position.

## **ARTICLE IX: ELECTION PROCEDURES**

The format for an MSC election (length of speech, discussion, speakers) shall be motioned and approved in an MSC General Meeting at least two weeks prior to the election. If no such format is approved, the default MSC election process will be followed;

On election day, candidates will deliver speeches to their peers.

All current students of the College of Medicine may vote in annual or special elections for the President.

Voting shall be by electronic secret ballot.

The winner of the election must receive a majority of the votes.

If there is a tie, a runoff election will occur.

Any appeals based on miscounting, fraud, or misconduct will be evaluated by the MSC executive committee, with the results of their adjudication to be announced no later than the next general body meeting.

The order of elections for each office shall be President to Congress of Graduate Students Representative.

Candidates not elected to their sought position may enter the race for the next office in sliding order, though only if they have self-nominated for that position prior to election day.

The elected officers will take office at the beginning of the next term (Spring). In the case of a special election to replace a vacant position, the winner will take office immediately at the end of the meeting.

## **ARTICLE X: MSC UMBRELLA ORGANIZATION RECOGNITION**

### **Section I. Organization Standing and Requirements**

- A. MSC RSOs are subject to the following requirements to remain in good standing:
1. Independently plan and conduct one event per semester that aligns with the organization's mission.
  2. The minimum event requirement may be satisfied through a collaborative event with another organization if the following requirements are fulfilled.
    - a) Collaborative events must be unique and designed to align with and support the missions of participating RSOs.
    - b) To ensure equitable partnership, organizations must provide evidence to the MSC Executive Board demonstrating their shared responsibility and mutual engagement in event planning and execution.
    - c) MSC reserves the right to revoke this bylaw if there is evidence of an imbalance in workload distribution between the involved organizations.
    - d) If there are more than two RSOs involved in an event, MSC Executive Board will determine whether the event meets the minimum event requirement.
    - e) Final approval of all collaborative events and whether they satisfy the minimum event requirement remains at the discretion of MSC Executive Board, based on fulfillment of the outlined criteria.
  3. Maintain a current RSO advisor.
  4. Maintain compliance with all MSC policies.
- B. RSO Committees are subject to the following requirements to remain in good standing:
1. Plan and conduct one event per semester that aligns with the organization's mission. This may be in partnership with another organization.
  2. The Parent-RSO of the Committee is in good standing.

### **Section II. New Organization Recognition Processes**

In order to officially become a New MSC Umbrella Organization, the founders must adhere to all processes and policies as outlined by both The Medical Student Council and The Office of Student Organizations & Involvement. New RSOs that fail to accomplish this forfeit all MSC representation and funding privileges.

#### A. New Committee Application Process

- Proposals for new committees may be considered by MSC each semester until a deadline set by the Executive Committee.
- Proposals are submitted and defended by a current RSO President intending to sponsor the new Committee as the Parent RSO.
- MSC Application for the New Committees must include:
  - a) Proof of Concept: A minimum of one event per semester related to the new committee must have been conducted by the Parent RSO.
  - b) Proof of Student Interest: as determined by the Executive Committee (signatures, proof of concept over the past year, etc.).
  - c) Proof of Unique Opportunity: how the formation of this committee provides unique opportunities for current and future students, and serves a unique mission not yet fulfilled at the College of Medicine by another student organization. Additionally, the applicant may be asked for example(s) of events/opportunities the committee could provide.
  - d) Relation to Parent RSO's mission: how the mission of the proposed committee will relate to that of the parent RSO.
  - e) Budget Proposal: how does your RSO anticipate utilizing funding in the Spring semester to conduct event(s) required for the new committee to remain active (required: Committee budget proposal).

#### B. New RSO Application Process

- Proposals for new RSOs (committee promotion) to be included in the following election cycle will be considered by MSC each Spring until a deadline set by the Executive Committee.
- Proposals are submitted and defended by the current Committee Chair Member.
- MSC Application for the New RSO must include:
  - a) Proof of Student Interest & Unique Opportunity: provide evidence of significant student interest through the signatures of twenty (20) College of Medicine Students (first year medical, first year PA, Bridge to Clinical Medicine, or Doctoral) and of how the formation of this committee provided unique opportunities for current and future students.
  - b) Budget Proposal: provide a complete RSO budget report for the upcoming Spring and Fall semesters.
  - c) Proof of Fitness: (1) Declare faculty advisor. (2) Draft constitution (articles must include: mission and officer duties [minimum: president, vice president, treasurer]). (3) Create RSO title, logo, and poster template. (4) Present two or more events that have the potential to recur annually. (5) Determine if the organization will require recognition by a national chapter and the estimate of annual membership dues.

#### C. Executive Committee Approval

- Completion of the above application criteria does not guarantee the establishment of a new Committee or RSO.

- The MSC Executive Committee reserves the right to make all decisions on whether to establish a new committee or not.
- Executive Committee decisions may be appealed to the MSC President within (7) days, who must forward the appeal to the Appeals Committee.
- Organizations are expected to complete the SOI process by the last day of the semester. MSC may rescind approval if the organization fails to complete the process.

## **ARTICLE XI: VOTING PROCEDURES**

### **Section I. MSC General Body Meetings**

Voting members of the MSC general Body consist of the organizational representatives, members-at-large, regional campus representatives, Class Presidents, and the members of the Executive Committee. In the event of a tie during a general meeting, the MSC President shall cast the deciding vote. All voting records will be a matter of public record. Recognition of speakers, modification of format or agenda, and removal of individuals from the meeting may be done by a majority vote of the executive members present and voting.

### **Section II. MSC Executive Meetings**

Voting members of the MSC executive consist of the Program Liaisons, Congress of Graduate Students Representatives, Treasurer, Secretary, Vice-President, and President.

## **ARTICLE XII: AMENDMENTS**

This document may be amended by a 2/3 vote of the organizational representatives and members-at-large at a general meeting. Any amendments to these rules must first be reviewed by the Executive Board for clarity and conformation to legal principles. A majority vote of the Executive Committee is required to submit an amendment to the General Body for debate. The Executive Committee may only deny an amendment on the grounds of clarity or conformation to legal principles.

Amendments may also be voted upon by the student body during the annual election. The Executive Committee may place an amendment on the ballot by a 2/3 vote of its members present and voting. Any medical student may, upon collection of signatures from 30% of the student body, submit an amendment to the Executive Committee for placement on the ballot. All amendments placed on the ballot will be clear in language, encompass only one issue, be under 150 words in length, and can be answered in a yes or no fashion.

## **ARTICLE XIII: PUBLICATIONS**

All advertisements of the organization must comply with the University Posting Policy (<http://www.fsu.edu/~posting/fsupolicy.html>).

The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.