UVa School of Medicine
Mulholland Society Constitution

Last Revised May 2012

THE CONSTITUTION OF THE MULHOLLAND SOCIETY

Article I. Name

Section 1.01 This organization shall be known as the Mulholland Society of the University of Virginia School of Medicine.

Article II. Purpose: As the officially recognized student body of the University of Virginia School of Medicine, its purpose shall be the following:

Section 2.01 To serve as the student voice in promoting the interests and representing the views of all medical students.

Section 2.02 To encourage stronger student-faculty interactions in all aspects of medical student life.

Section 2.03 To provide a means of informing and educating all medical students about local, regional, and national affairs pertaining to medicine and to encourage a greater participation in such affairs.

Section 2.04 To provide an open forum for communication in the exchange of ideas and information for all medical students.

Section 2.05 To provide an outlet for academic, social, and athletic interests of the medical students.

Section 2.06 To encourage an atmosphere of academic excellence and professional skill in all medical students.

Article III. Membership

Section 3.01 The membership of the Mulholland Society shall include all medical students in the University of Virginia School of Medicine.

Article IV. Government: The Mulholland Society shall be governed by the Mulholland Society Council.

Article V. The Council of the Mulholland Society

Section 5.01 The Council of the Mulholland Society shall be composed of the following individuals:

a. The President

b. The Vice-President (2)

c. The Treasurer

d. The Secretary

e. The Social Chair (2)

f. The Community Service Chair (2)

g. The Delegates to AAMC Organization of Student Representatives (OSR) (2)

h. The University Student Council Representative

i. The University Honor Council Representative (2)

j. The University Judiciary Committee Representative (2)

k. The Student Insurance Representative

l. The Web Designer (2)

m. The Lounge Manager

n. The Gym Manager

o. The Medical Alumni Association Representative

p. The Student Advocacy Committee Representatives (12)

q. The Human Investigation Committee Representative (2)

r. The Student Medical Education Committee (SMEC) Representative (5)

s. The President, Vice-President, Secretary/Treasurer, and Social Chairperson (2) of each respective medical school class.

Section 5.02 Purposes

a. To make decisions on proposals that promote general welfare of the medical school student body.

b. To make recommendations to the medical school administration and faculty about matters pertaining to the student body.

c. To oversee all elections in the medical school, both class and school-wide, and to be the final judge as to the validity of the outcome.

d. To establish its own rules of procedure.

e. To ensure the preparation and presentation of the annual budget and financial review to the fiscal administrator and the medical school administration.

f. To oversee the disbursement of all funds of the Society.

g. To oversee the orientation of the first-year medical students.

h. To oversee all standing committees.

i. To approve appointments to medical school and hospital committees.

Section 5.03 Meetings

a. The President shall call a meeting of the Mulholland Society once a month with the agenda posted one week in advance. New items may be added at the discretion of the President.

b. The President has the power to call additional meetings if necessary.

c. Motions brought before the floor shall be decided by a simple majority of the Council members that are present.

d. The initial portion of Council meetings termed "Community Concerns" shall be open to all students. The remainder of meetings shall be closed.

e. Each officer carries one vote, even those holding multiple offices.

Section 5.04 Mulholland Officer Descriptions and Duties

a. The President shall

i. Be a rising 4th year student. In addition, experience with Mulholland Society and a 4th year schedule predominantly in Charlottesville are strongly encouraged, but not required.

ii. Call and chair regular meetings of the Mulholland Society Council and coordinate the setting of the agenda.

iii. Serve as the spokesperson for the Society.

iv. Appoint the chairperson of any standing committee of the Mulholland Society unless otherwise specified by the Constitution.

v. Call and chair regular meetings of the Mulholland Society Executive Committee.

vi. Represent the medical student body on various faculty/administration committees as required by said committees.

vii. Assist in the coordination of student activities with the Medical Alumni Association.

viii. Serve on the Student Medical Education Committee.

ix. Co-chair the Orientation Committee for the incoming first years.

x. Serve as the senior student representative to the Clinical Medicine Committee.

xi. Serve as the senior student representative to the Curriculum Committee.

xii. Serve as medical student liaison in the Development Office of the School of Medicine.

xiii. Be responsible for review and revision of the Mulholland Constitution on an annual basis.

b. The Vice-President (2) shall

i. Be a rising 3rd year student.

ii. Perform the duties of the President in the event of his/her absence or incapacity as requested by the President.

iii. Succeed to the Presidency should the office become vacant, in which event elections for the Presidency will be called within two weeks of its vacancy. The Vice-President receiving the majority of the votes will succeed the President and the other will carry on the duties of the Vice-President.

iv. Coordinate the activities of all standing committees of the Society.

v. Serve on the Finance Committee chaired by the Mulholland Treasurer.

vi. Assist during the Orientation program for the incoming students.

vii. Coordinate the "Big Sibs" program of the Society.

viii. Coordinate the "Dinner with the Dean" program.

ix. Coordinate "Meet the Faculty" luncheons once per semester.

x. Coordinate the Student Activities Fair during the Orientation program.

xi. Coordinate the Pre-med Mentoring Program.

xii. Serve as the Society's student organization and club contact liaison.

c. The Treasurer shall

i. Be a rising 2nd year student.

ii. Manage the General UVA Student Activities Account.

iii. Manage the Mulholland Wachovia Account.

iv. Provide regular, detailed updates to the Society regarding the aforementioned accounts.

v. Chair the Finance Committee.

vi. Coordinate the receipt of funds from the fiscal administrator and to oversee their distribution in accordance with the decisions of the Council.

d. The Secretary shall

i. Be a 1st year student elected in the fall.

ii. Coordinate the handling of all official correspondence of the Society.

iii. Record and preserve the minutes of all proceedings of the Executive Committee and the Society.

e. The Social Chair (2) shall

i. Be a rising 2nd year.

ii. Work closely with the Society President, Treasurer, and Dean of Student Affairs during the planning of social events.

iii. Call and chair regular meetings of the Social Committee.

iv. Serve on the Finance Committee chaired by the Mulholland Treasurer.

v. Co-chair the Orientation Committee with the Mulholland President.

vi. Plan, promote, and administer an agenda of social events designed to reflect the diverse interests of all medical students. These events include, but are not limited to, Second Look Bar Night, Spring Foxfield, New Student Orientation, Bonfire, and Formal.

vii. Handle the allocation of the Social Fund.

viii. Submit a yearly budget to the Finance Committee and to file reports of social activities and finances with the Council.

f. The Community Service Chair (2) shall

i. Be an incoming 1st year elected in the fall who will serve through the spring elections of their 2nd year. This person will serve in conjunction with the next incoming 1st year elected the following fall.

ii. Be responsible for coordinating community service projects through the Mulholland Society. These will include, but are not limited to, a philanthropic Orientation event, annual Boo House, and the annual 5k race.

iii. Chair the Community Service Committee.

iv. Serve on the Orientation Committee.

v. Serve on the Hospital-wide Community Service Committee.

vi. Advertise community service opportunities to the School of Medicine.

g. The AAMC Organization of Student Representatives (OSR) Representative (2) shall

i. Be a position open to all students. There shall be one representative and one alternate, the highest vote recipient being the representative. The alternate AAMC OSR Representative will accompany the OSR Representative, in an unofficial capacity, to regional and national meetings.

ii. Represent the Society, along with the alternate, at the OSR regional and national meetings.

iii. Call and chair meetings of the OSR Committee.

iv. Serve on the Student Affairs Committee and consult with leaders of student groups.

v. Disseminate information obtained through AAMC newsletters and meetings to the Society in written form.

vi. Submit a written report to the Council and Dean of the School of Medicine concerning activities of the OSR representative and alternate at national and regional meetings in a timely fashion.

vii. Work with the Council in matters pertaining to the Liaison Committee on Medical Education (LCME) site visits.

viii. Act as a liaison between the Society and other medical schools for the sharing of information of mutual interest.

h. The University Student Council Representative shall

i. Be a position open to all students. Elections are coordinated through the University Board of Elections separate from the SOM.

ii. Attend regular University Student Council meetings.

iii. Attend regular Mulholland Society Council meetings and to keep the Society informed of University council issues and actions.

iv. Introduce the first-year class to Student Council during orientation.

i. The University Honor Committee Representative (2) shall

   i. Be a position open to all students. Elections are coordinated through the University Board of Elections separate from the SOM.

   ii. Carry out his/her duties as described by the Honor Committee.

   iii. Inform the Mulholland Society about honor issues and activities.

   iv. Attend at least one Mulholland Society meeting per semester to report on honor activities.

   v. Introduce the first-year class to the Honor system during orientation.

j. The University Judiciary Committee Representative (2) shall

   i. Be a position open to all students. Elections are coordinated through the University Board of Elections separate from the SOM.

   ii. Carry out his/her duties as described by the Judiciary Committee.

   iii. Inform the Mulholland Society about issues and activities surrounding the University's Standards of Conduct.

   iv. Introduce the first-year class to the Judiciary System during orientation.

k. Student Insurance Representative shall

   i. Be a position open to all students.

   ii. Advise the VP for Student Affairs of UVA about the insurance plan that is endorsed by the University.

   iii. Attend all Student Health Insurance Committee (SHIC) meetings and presentations.

   iv. Keep students informed about policy changes.

   v. Solicit opinions on issues to be voted on within the SHIC.

   vi. Represent the opinions of the medical student body within the committee.

l. The Web Designer (2) shall

   i. Be an incoming 1st year elected in the fall who will serve through the spring elections of their 2nd year. This person will serve in conjunction with the next incoming 1st year elected the following fall. Knowledge of programming in HTML or other languages is not a necessity but will assist in Web Designer duties.

ii. Maintain the Mulholland Society webpage.

iii. Post the minutes of the Society on the Mulholland webpage in a timely manner.

iv. Coordinate the fall and spring Society elections in conjunction with the Mulholland Society President. The first year web designer will be the primary contact responsible for the spring elections during his or her first year with the second year web designer's guidance and supervision. The fall elections will be the sole responsibility of the second year web designer.

m. The Lounge Manager shall

i. Be a position open to all students.

ii. Be responsible for making reservations for individuals and student groups via a web-based calendar.

iii. Maintain the lounge and coordinate calling maintenance for repairs when necessary.

iv. Coordinate the use of the Mulholland Lounge yearly budget.

v. Act as the liaison between housekeeping and the Society.

vi. Assist the Council in the revision of the lounge policies.

vii. Maintain a record of the lounge damages and expenditures.

n. The Gym Manager shall

i. Be a position open to all students.

ii. Ensure that the gym remains in good repair and is kept clean.

iii. Coordinate the use of the gym budget allocation.

o. The Medical Alumni Association Representative shall

i. Be a rising 4th year student who accurately represents the varied interests of the student body.

ii. Be dedicated to leading his/her class through the transition between student and alumni.

iii. Attend all Medical Alumni Association Board of Directors meetings and speak/vote on issues facing the Board of Directors on behalf of the student body.

iv. Help organize events in conjunction with the Medical Alumni Association including, but not limited to, the White Coat Ceremony, MAA Annual Meetings, Match Day, and MedConnect events.

v. Spearhead and coordinate the committee in charge of implementing the 4th year class giving campaign to the MAA.

vi. Lead the MAA Ambassador Club along with a staff member of the MAA, including communicating tasks to club members, leading a yearly meeting, recruiting new members, and giving input for club projects.

p. The Student Advocacy Committee Representative (4) shall

i. Be a position comprised of four representatives per year serving for the duration of medical school. Two will be incoming 1st years elected in the fall during First Year class elections. Two will be rising 3rd years elected in the spring by their class. Elected students may also serve in other leadership positions in the University or Medical School.

ii. Represent their class on a Committee consisting of students from all four classes as well as key faculty/staff from the Medical School.

iii. Be responsible for hearing, evaluating, and acting on reports of abuse of medical students. Reports include sexism, racism, sexual and racial harassment, racial discrimination, verbal abuse, or other types of unprofessional or offensive behavior directed at students.

q. The Human Investigation Review Board (IRB) Representative (2) shall

i. Be a position open to all students.

ii. Attend all committee meetings and fulfill responsibilities dictated by the committee chair.

iii. Ensure the protection of human subjects in clinical research.

r. The Student Medical Education Committee (SMEC) Representative (5) shall

i. Be open to one rising 4th year student elected in the spring, two rising 3rd year students elected in the spring, two rising 2nd year student elected in the spring, and two 1st year representatives elected in the fall.

ii. Serve as expert opinions to the Mulholland Society regarding Curriculum matters.

iii. Ensure two representatives attend the Mulholland Council meeting (typically the 4th year Chair representing clinical sciences and the 2nd year representing basic sciences).

iv. Be Chaired by the 4th year student whose additional roles include serving on the Clinical Medicine Committee (Chaired by Dr. Wilson), and both attend and appoint one other representative (usually the 2nd year SMEC representative) to the Curriculum Committee (Chaired by Dr. Innes).

v. Be governed by the SMEC constitution found in Appendix I.

Section 5.05 First Year Class Officer Descriptions and Duties

a. The First Year President shall

i. Be responsible for general leadership and positive representation of the class as a whole.

ii. Act as liaison between the class and the administration and/or the public.

iii. Plan and run class officer meetings at least once per month.

iv. Hold class general body meetings as needed.

v. Oversee class fundraising effort of End of Basic Sciences Party

vi. Keep the class informed of all events and news, including classmates' personal announcements, via e-mail and/or meetings.

vii. Attend monthly Mulholland Society meetings.

viii. Serve on the following committees: Student Medical Education Committee.

ix. Provide a forum for effective implementation of new ideas and projects, and for expressing views or concerns on behalf of individual students.

x. Oversee organization of the Medical School ski trip via delegation.

b. The First Year Vice President shall

i. Support the President in his/her duties.

ii. Oversee the annual anatomy donor memorial service.

iii. Attend any committee meetings when the Class President is unavailable.

iv. Serve on the Mulholland Medical Student Lounge Committee chaired by the Mulholland Lounge Manager.

v. Organize the Anatomy Lab Practice Exams.

vi. Attend monthly Mulholland Society meetings.

c. The First Year Treasurer/Secretary shall

i. Organize and coordinate the class funds.

ii. Serve on the Finance Committee chaired by the Mulholland Treasurer.

iii. Serve on the Publication Committee chaired by the Mulholland Secretary.

iv. Be involved in all fundraising activities of the first year class.

v. Keep good records of funds and report regularly to the Class President.

vi. Attend monthly Mulholland Society meetings.

d. The First Year Social Chair (2) shall

i. Coordinate class social events.

ii. Serve on the Social Committee chaired by the Mulholland Social Chair (2).

iii. Coordinate Grand Rounds for the School of Medicine.

iv. Plan the school-wide Halloween Party and Faux New Year's Party.

v. Attend monthly Mulholland Society meetings.

Section 5.06 Second Year Class Officer Descriptions and Duties

a. The Second Year President shall

i. Be responsible for general leadership and positive representation of the class as a whole.

ii. Act as liaison between the class and the administration and/or the public.

iii. Oversee the class fundraising efforts for the End of Basic Sciences Party.

iv. Organize and oversee the Bedpan Bowl.

v. Serve on the following committees: Student Medical Education Committee.

vi. Attend monthly Mulholland Society meetings.

vii. Plan and run class officer meetings at least once per month.

viii. Coordinate the nomination and selection process for the Robert Bennett Bean Faculty Teaching Award.

ix. Hold class general body meetings as needed.

x. Oversee the application and selection process for the second year leaders of the Virginia Medical Outdoor Orientation (VMOO) trip in a logical and equitable fashion. Interested students should be solicited from the entire second year class.

b. The Second Year Vice-President shall

i. Support the President in his/her duties.

ii. Oversee the School of Medicine Talent Show and work with the President to coordinate individual fundraising events for the End of Basic Sciences Party.

iii. Coordinate the selection process and recognition ceremony for the Mulholland Awards for Teaching Excellence in Foundations of Medicine.

iv. Attend monthly Mulholland Society meetings.

v. Attend any committee meetings when the Class President is unavailable.

c. The Second Year Treasurer/Secretary shall

i. Organize and coordinate the class funds.

ii. Serve on the Finance Committee chaired by the Mulholland Treasurer.

iii. Serve on the Publication Committee chaired by the Mulholland Secretary.

iv. Be involved in all fundraising activities of the second year class.

v. Keep good records of funds and report regularly to the Class President.

vi. Attend monthly Mulholland Society meetings.

d. The Second Year Social Chair (2) shall

i. Coordinate class social events.

ii. Serve on the Social Committee chaired by the Mulholland Social Chair (2).

iii. Organize the End of Basic Sciences Party and First Year Orientation film on student life.

iv. Organize Grand Rounds for the School of Medicine until the first year social chairs are elected.

v. Attend monthly Mulholland Society meetings.

Section 5.07 Third Year Class Officer Descriptions and Duties

a. The Third Year President shall

i. Coordinate the nomination and selection process for the following teaching awards: James Ernest Kindred Award, Robley Dunglison Award, and Mulholland Society/Class of 1988 Departmental Teaching Award.

ii. Be responsible for general leadership and positive representation of the class as a whole.

iii. Act as liaison between the class and the administration and/or the public.

iv. Serve on the following committees: Student Medical Education Committee.

v. Attend monthly Mulholland Society meetings.

vi. Plan and run class officer meetings at least once per month.

vii. Hold class general body meetings as needed.

b. The Third Year Vice-President shall

i. Support the President in his/her duties.

ii. Serve on the Mulholland Medical Student Lounge Committee chaired by the Mulholland Lounge Manager.

iii. Attend monthly Mulholland Society meetings.

iv. Attend any committee meetings when the Class President is unavailable.

v. Oversee the selection process of the Graduation Weekend Reflections Ceremony faculty speaker.

c. The Third Year Secretary/Treasurer shall

i. Organize and coordinate the class funds.

ii. Serve on the Finance Committee chaired by the Mulholland Treasurer.

iii. Serve on the Publication Committee chaired by the Mulholland Secretary.

iv. Be involved in all fundraising activities of the third year class.

v. Keep good records of funds and report regularly to the Class President.

vi. Attend monthly Mulholland Society meetings.

d. The Third Year Social Chair (2) shall

i. Coordinate class social events, including the End of Third Year Party

ii. Serve on the Social Committee chaired by the Mulholland Social Chair (2).

iii. Support efforts to increase class interactions during the clinical clerkship year.

iv. Attend monthly Mulholland Society meetings.

Section 5.08 Fourth Year Class Officer Descriptions and Duties

a. The Fourth Year Class President shall

   i. Be responsible for general leadership and positive representation of the class as a whole.

   ii. Act as liaison between the class and the administration and/or the public.

   iii. Serve on the following committees: Student Medical Education Committee.

   iv. Serve on the Orientation Committee for the incoming first years.

   v. Attend monthly Mulholland Society meetings.

   vi. Participate in graduation planning and coordinate plans with Student Affairs.

   vii. Coordinate Match Day ceremony planning with Student Affairs.

   viii. Promote the Class Giving Campaign in conjunction with the Medical Alumni Association

   ix. Plan and run class officer meetings at least once per month.

   x. Hold class general body meetings as needed.

   xi. Perform the student life presentation and organize the student panel for Family Day.

b. The Fourth Year Vice President shall

   i. Support the President in his/her duties.

   ii. Serve on the Mulholland Medical Student Lounge Committee chaired by the Mulholland Lounge Manager.

   iii. Oversee the planning of the Reflections Ceremony.

   iv. Attend monthly Mulholland Society meetings.

   v. Attend any committee meetings when the Class President is unavailable.

c. The Fourth Year Secretary/Treasurer shall

   i. Organize and coordinate the class funds.

   ii. Serve on the Finance Committee chaired by the Mulholland Treasurer.

   iii. Serve on the Publication Committee chaired by the Mulholland Secretary.

   iv. Be involved in all fundraising activities of the fourth year class.

   v. Keep good records of funds and report regularly to the Class President.

   vi. Attend monthly Mulholland Society meetings.

d. The Fourth Year Social Chair (2)

   i. Coordinate class social events, including the Match Day Party and Beach Week.

   ii. Serve on the Social Committee chaired by the Mulholland Social Chair (2).

   iii. Oversee coordination of the Class Skit/Movie.

   iv. Attend monthly Mulholland Society meetings.

Article VI. The Executive Committee

Section 6.01 The Executive Committee shall be composed of the following individuals:

a. The President of the Mulholland Society.

b. The Vice-Presidents (2) of the Mulholland Society.

c. The Treasurer of the Mulholland Society.

d. The Secretary of the Mulholland Society.

e. The Social Chairs (2) of the Mulholland Society.

f. The Secretary of the Mulholland Society.

Section 6.02 Purposes

a. To ensure the execution of the policy decisions of the Mulholland Society Council.

b. To bring items of concern to the attention of the Council.

c. To meet with the Dean on a regular basis to keep him/her informed about medical student opinion.

Section 6.03 Meetings

a. The President of the Mulholland Society shall call meetings as needed.

b. Meetings with the Dean shall be determined in consultation with the Dean's office and shall occur a minimum of one time per year.

Section 6.04 Appointments Subcommittee

a. Medical School and Hospital standing committee student representatives shall be appointed by the Mulholland Council at monthly Society meetings.

b. In the event that any of the elected positions listed in Article V are not filled by general School of Medicine or University Elections Board elections, the Appointments Subcommittee will oversee the process of filling those positions.

c. A nominations committee shall consist of the Mulholland Executive Council and nominations for each student opening shall be forwarded to the Council.

d. Nominations shall be posted in the Council agenda one week prior to the monthly meeting time.

Article VII. The Student Medical Education Committee

Section 7.01 Purpose: Its purpose shall be to provide coordination for medical student input on medical education in the various faculty-administration committees and to the Dean's office.

Section 7.02 The specifics of SMEC's governance, membership, and meetings are detailed in the SMEC constitution found in Appendix I.

Article VIII. Mulholland Society Standing Committees

Section 8.01 The Finance Committee

a. Purpose

   i. To compose and present yearly budgets of the Society to the Council.

   ii. To present a record of each semester's expenditures to the Council and to the fiscal administrator.

   iii. To oversee expenditures.

   iv. To ensure the receipt of all income due to the society.

   v. To review written requests from medical student organizations for funding of events before their occurrence and to forward funding recommendations to the Council.

b. The Chair of the Finance Committee shall be the Treasurer of the Mulholland Society.

c. Members of the Finance Committee shall be the Mulholland Society Vice-President (2), the Mulholland Social Chairperson (2), and the Treasurer of each medical school class.

Section 8.02 The Social Committee

a. Purposes

   i. To plan a yearly social budget and prepare a record of social expenditures.

   ii. To plan, publicize, and execute a yearly social agenda designed to reflect the diverse interests of all medical students.

b. The Chairs shall be the Mulholland Society Social Chair (2).

c. The Members shall include the Social Chair (2) of each class and any interested students.

Section 8.03 The Orientation Committee

a. Purposes

i. To spearhead the effort to welcome incoming first years to the School of Medicine.

ii. To plan and execute a social, philanthropic, and educational agenda during orientation designed to reflect the diverse interests of all medical students.

b. The co-Chairs of the Orientation Committee shall be the Mulholland President and the Mulholland Social Chairs (2).

c. Members shall include second-year class officers, the Mulholland Society Vice-Presidents (2), the Mulholland Society Treasurer, the fourth-year class President, the Mulholland Community Service Chair and any interested students.

d. Funding for activities shall be obtained by the Mulholland Society.

Section 8.04 The Publication Committee

a. Purposes

i. To oversee Mulholland Society publication efforts.

b. The Chair of the Publications Committee shall be the Secretary of the Mulholland Society.

c. Members shall include the class secretary-treasurers and any interested students.

Section 8.05 Mulholland Medical Student Lounge Committee

a. Purposes

i. To coordinate the management and maintenance of the Lounge.

ii. To effect improvements in the Lounge.

iii. To enforce, and recommend changes in, the Medical Student Lounge policies.

b. The chairpersons shall be the Lounge Manager of the Mulholland Society.

c. Members shall include the class Vice-Presidents and any interested students.

d. Council shall approve the funding of all major lounge projects.

Section 8.06 The Student Affairs Committee

a. Purpose

i. To create a dialogue between the Mulholland Society and the Office of Student Affairs to discuss the various activities of student organizations.

ii. To facilitate communication among student organizations as well as between these organizations and the Dean of Student Affairs.

b. The Chair shall be the Dean of Student Affairs, and the Vice-Chair is the Mulholland Society President.

c. The Mulholland Society Vice-President (2) serves to coordinate student participation in the committee.

d. Members should reflect the current pool of student organizations.

Section 8.07 The Community Service Committee

a. Purpose

i. To increase medical student involvement in philanthropic events.

ii. To assist the Mulholland Community Service Chair in implementation of medical school-wide service events.

b. The Chairperson shall be the senior Mulholland Community Service Chair.

c. Members shall include interested students.

Section 8.08 The Mulholland Report Committee

a. Purpose

i. To work with the administration to create the Mulholland Clerkship Report.

ii. To augment SMEC and serve as the longitudinal, cumulative voice of the students on clerkship issues.

b. The Chairperson shall be appointed by the Mulholland Council based upon a statement of intent solicited from interested members of the School of Medicine.

c. Members shall include a designated student for each clerkship. First option will go to the SMEC representative for that clerkship and vacant positions will be filled by the Mulholland Clerkship Report Editor and 4th year SMEC Representative.

Article IX. Elections

Section 9.01 The procedures for all elections shall be established by the Executive Committee.

Section 9.02 Mulholland Society Officer Elections

a. Shall be held during the first week of March of each year or at another time deemed appropriate by the Executive Committee.

b. Newly elected individuals shall assume their offices on April 1 of each year.

Section 9.03 Class Officer Elections

a. Second, Third, and Fourth year class elections shall be held the first week of March or at another time deemed appropriate by the Executive Committee.

b. Newly elected individuals shall assume their offices on April 1 of each year.

c. First Year elections will be held near the end of four weeks of classes and officers will assume their roles effective immediately.

Section 9.04 Procedures

a. Job descriptions shall be posted at least one month prior to the election. At first year election time, the Executive Committee will post and explain to the first year class the sequence of events for their elections and the importance of their choices.

b. Nominations shall be accepted until two weeks prior to the beginning of the scheduled election. If elections are re-scheduled after the nominations period has closed, the nomination period may be re-opened at the discretion of the Executive Committee. **No nominations will be accepted after the official close of the nomination period. A nomination will only be considered official if it is received by the designated Mulholland Elections email address or a current web designer's personal e-mail address before the close of the nomination period. No verbal nominations will be accepted.** Candidates may either self-nominate or be nominated by a colleague, in which case they should be included on the nomination e-mail. The candidate must then officially accept the nomination via e-mail to the designated Mulholland Elections email address or a current web designer's personal e-mail address no more than 24 hours after the close of the nominations period. If, at the conclusion of the nomination period, position(s) is/are left unfilled, the web designers may allow for additional nominations and statements until four days prior to the scheduled election.

c. Those individuals accepting their nomination shall be placed on the ballot at the conclusion of the nominations period. All candidates will submit a paragraph of intent of no more than 350 words up until one week before the election. When all candidate statements for a particular office have been received, these paragraphs will be posted.

d. The election, which shall occur over the course of one week, shall be run through the University Board of Elections (UBE) using their system of Instant Run-off Voting (IRV). This system is an iterative computing process

that determines a winner based on the ranking of one or more candidates in a multiple candidate race.

e. The winner shall be that person with the most votes. For those positions with more than one representative (i.e. Judiciary and Honor Councils), each student may vote for 2 candidates. The positions will be filled in order of descending votes received by candidates until all positions are filled.

f. In the event of a tie, the election for the tied office shall be declared via the IRV system. The nominee with the fewest votes will be dropped and total votes will be recalculated based on voter preferences.

g. At no time may any candidate for an elected office campaign or otherwise advertise their candidacy via school or class listservs. Candidates may send out e-mail reminders asking students to vote, but may not advertise or otherwise campaign for their office on these listservs.

Section 9.05 Protocol for Unfilled Positions

a. In the event of a position remaining unfilled after elections, the newly elected Mulholland President will solicit self-nominations from the entire school for the office(s) in question. Interested students may submit a statement of intent, not to exceed 350 words.

b. Members of the Mulholland Society will read unblinded nominee statements and will vote on the candidates at the next Mulholland meeting.

c. If a position is still not filled at this point, it will be included in the First Year elections in the Fall.

Section 9.06 Terms of Office: The terms of office for all officers shall be one year, with the exception of the following: Student Advocacy Committee who serve for the duration of their time in the School of Medicine; the 1st year elected to the position of Mulholland Community Service Chair who will serve a one and a half year term; and the 1st year elected to the Web Designer position who will serve a one and half year term.

Section 9.07 Eligibility: Any rising 2nd, 3rd, or 4th year medical student, MSTP student, or dual-degree student is eligible to run for the Mulholland Society Council positions unless otherwise stipulated in Article V, Section 5.04.

Section 9.08 Running for Multiple Positions: Individuals may run for up to two positions, provided the responsibilities of the positions do not conflict (e.g., Class Treasurer and SAC Representative).

Section 9.09 Newly elected officers will be required to read this Constitution.

Article X. Procedural Matters

Section 10.01 The Constitution shall be amended by a two-thirds majority vote of the Mulholland Society Council present.

Section 10.02 Officer recall: A Mulholland Society officer may be removed from office by a recall vote of three-fourths plurality of the Council members in town.

a. The Mulholland Executive Council can request a hearing if an officer has been clearly remiss in performing his/her duties. This is defined as greater than three unexcused absences from Council meetings or failure to perform the duties of office as outlined in the Constitution.

b. Any accused officer shall have the opportunity to defend him/herself against any allegation before the Council at the time of hearing, and shall be notified at least one week before the hearing.

c. With the recall of an officer, the protocol for an unfilled position (Section 9.05) will be followed to determine a new officer.

d. The accused officer, if voted out of the office by the Council, may call for a vote by the entire medical student body by submitting a petition, signed by thirty members of each class, requesting a confidence vote. The petition must be submitted within two weeks of that officer's recall.

e. If such a petition is filed, a school-wide confidence vote will be held within two weeks. A two-thirds majority vote of confidence is required for reinstatement.

Section 10.03 Rules of order: Roberts Rules of Order shall govern all meetings except when in conflict with procedural matters previously outlined by the Constitution.

Section 10.04 Forming a new Mulholland student club: A new student club may be established if the club will be made available to anyone in the student body and will fulfill a niche not otherwise covered by another existing organization. The student leader(s) are required to submit to the Vice Presidents the following information: (1) club name, (2) club leader(s), (3) brief description of club and its purpose, (4) faculty sponsor (if needed), and (5) an application for club funding. A representative from the club shall be present at a Mulholland Society meeting to speak about the club and the Mulholland Society may approve its formation by a simple majority of the Council members that are present.

Appendix I

CONSTITUTION OF THE STUDENT MEDICAL EDUCATION COMMITTEE

Article I. Name

Section 1.01 The Student Medical Education Committee

Article II. Purposes

Section 2.01 To encourage & help evolve better methods of teaching and learning medicine at UVA.

Section 2.02 To ensure the continued use of effective components of the curriculum.

Section 2.03 Facilitate dialogue among students, and between students and faculty, on issues relating to medical education.

Section 2.04 Advocate for a collegial learning environment among students, house staff, and faculty.

Section 2.05 Make transparent the discourse on medical education at UVA.

Section 2.06 To keep easily accessible records of previous curricular dialogue.

Article III. Relationship between SMEC & The Mulholland Society

Section 3.01 SMEC is the branch of the Mulholland Society that deals with curriculum issues. Mulholland officers will serve on the SMEC Executive Committee as explained in sections IV & V below. Two SMEC officers are to attend each Mulholland Society Meeting (one SMEC member from the basic science years and one from the clinical years). While SMEC is a branch of the Mulholland Society, the conclusions and recommendations of SMEC do not require the approval of the Mulholland Society and as such the Mulholland Society has the authority to publish its own recommendations as it so chooses.

Article IV. Structure & Membership

Section 4.01 Positions are open to all students of the school of medicine.

Section 4.02 SMEC consists of representatives from each year of the medical school class. Throughout the first two years, representation takes the form of Student Advisory Committees (SACs), formed at the beginning of each course. The SACs will relay their discussions to the First & Second Year SMEC representatives. For the third year, there will be a 3rd year representative assigned to each clerkship. The SMEC chair and the Selectives/Electives chair will serve as the 4th year representatives. SMEC's infrastructure is designed to facilitate the flow of information

from individual courses/clerkships to the SMEC executive committee. The executive committee is responsible for conveying relevant issues to the curriculum committee, course directors and other necessary parties.

Section 4.03 See Appendix A for an organizational diagram.

Section 4.04 Executive Committee (# of votes)

a. Fourth Year Representative and Chair (1)

b. Third Year Representatives (2)

c. Second Year Representative (1)

d. First Year Representative (1)

e. Class Presidents (4)

f. Mulholland President and/or Vice Presidents (1)

g. Mulholland Electives Committee Representative (1)

Section 4.05 Clerkship Representatives

a. Appointed at the discretion of the third-year SMEC representatives after the entire class has been solicited. At most, one third-year student per clerkship.

Section 4.06 Student Advisory Committees

a. Appointed by the Directors of first and second-year courses, after the entire class has been solicited. At most, ten students per basic-science course.

Section 4.07 Project Managers

a. Any medical student may be in charge of a specific project related to medical education with the approval/endorsement of the SMEC Executive Committee. These project managers are to report the progress of their project to their respective SMEC class representative.

Article V. Roles

Section 5.01 Student Advisory Committee Members (SACs): within a given course will regularly meet with course directors in an effort to encourage bidirectional student to faculty discourse regarding any curricular issue they deem pertinent. The structure and function of each course's SAC can vary greatly depending on the course director's goals for his or her SAC. While structure and function can differ greatly, agendas for each meeting will be generated at the discretion of the course director and individual SAC members. At minimum, SMEC recommends that each SAC should meet once between each exam. Minutes from each meeting should be recorded and submitted to either the first or second year

SMEC representative. Each SAC will be responsible for generating a report at the end of the course, summarizing their conclusions and recommendations for improving the course.

Section 5.02 Clerkship Representatives: each clerkship representative will be responsible for one clerkship. The representative will correspond with the clerkship director throughout the year (recommended 3 face to face meetings during the year). The clerkship representatives should actively solicit the opinions of fellow students regarding their respective clerkship. All clerkship representatives should meet monthly as a group with the 3rd year SMEC representatives to discuss pertinent clerkship issues. At the end of the year, each clerkship representative should meet with the clerkship director to discuss conclusions and recommendations for the course. Clerkship representatives will be given the opportunity to the author his/her respective section of the Mulholland Clerkship Report during their 4th year.

Section 5.03 First year SMEC Representative: responsible for forming the SACs for the second semester of the first year. The first year SMEC representative will communicate with each SAC and relay major issues to the Executive Committee. The first year SMEC representative is a member of the Executive Committee and will also serve as the Executive Committee Secretary.

Section 5.04 Second year SMEC Representative: responsible for forming the SACs for all second year courses. The second year SMEC representative will communicate with each SAC and relay major issues to the Executive Committee. The second year SMEC representative is a member of the Executive Committee. The second year SMEC representative is also a member of the Curriculum Committee and Principles of Medicine Committee. (Note: The Curriculum committee meets roughly three times per month and tackles issues pertinent to any or all four years of undergraduate medical education, while the Principles of Medicine committee meets one every month to discuss issues revolving around the first two years of medical school.)

Section 5.05 Third Year SMEC representatives: responsible for recruiting the clerkship representatives and running monthly meetings with all the clerkship representatives. Each third year representative can himself/herself assume responsibility for one clerkship and function as a clerkship representative as well. The third year representatives are a members of the Executive Committee.

Section 5.06 Fourth year SMEC Representative/Chair: will serve as a fourth year representative and the Chair of the Executive Committee. The fourth year representative will set the agenda and direct the executive committee meetings. The fourth year SMEC representative is also a member of the Curriculum Committee and the Clerkship Committee.

Section 5.07 Other Executive Committee Members: the following officers are members of the executive committee and carry full voting privileges:

a. Class Presidents (4)

b. Mulholland President and/or Vice Presidents (1)

c. Mulholland Electives Committee Representative (1)

Section 5.08 Executive Committee: will discuss issues from the first & second year SACs via the First & Second year SMEC representatives; will discuss issues from the clerkships via the Third year representatives. The Executive Committee will also discuss broad cross-curricular issues spanning all aspects of medical education. The executive committee will present their conclusions and recommendations to relevant committees and faculty members, such as the curriculum committee or course directors.

Article VI. Meetings

Section 6.01 Schedule

a. SACs. Meet as defined by course directors and report to their SMEC representative. At least once between each exam.

b. Clerkship Reps. Meet monthly with the third-year SMEC representatives.

c. Executive Committee. Meet every 2 weeks.

Section 6.02 Quorum

a. Five members of the Executive Committee define a quorum for Executive Committee Meetings.

Article VII. Faculty Sponsor

Section 7.01 While executive committee meetings are generally closed to faculty members, the faculty sponsor will be invited to every 4th meeting to offer guidance and a faculty perspective to the discussion. Minutes from all meetings should be sent to the faculty sponsor.

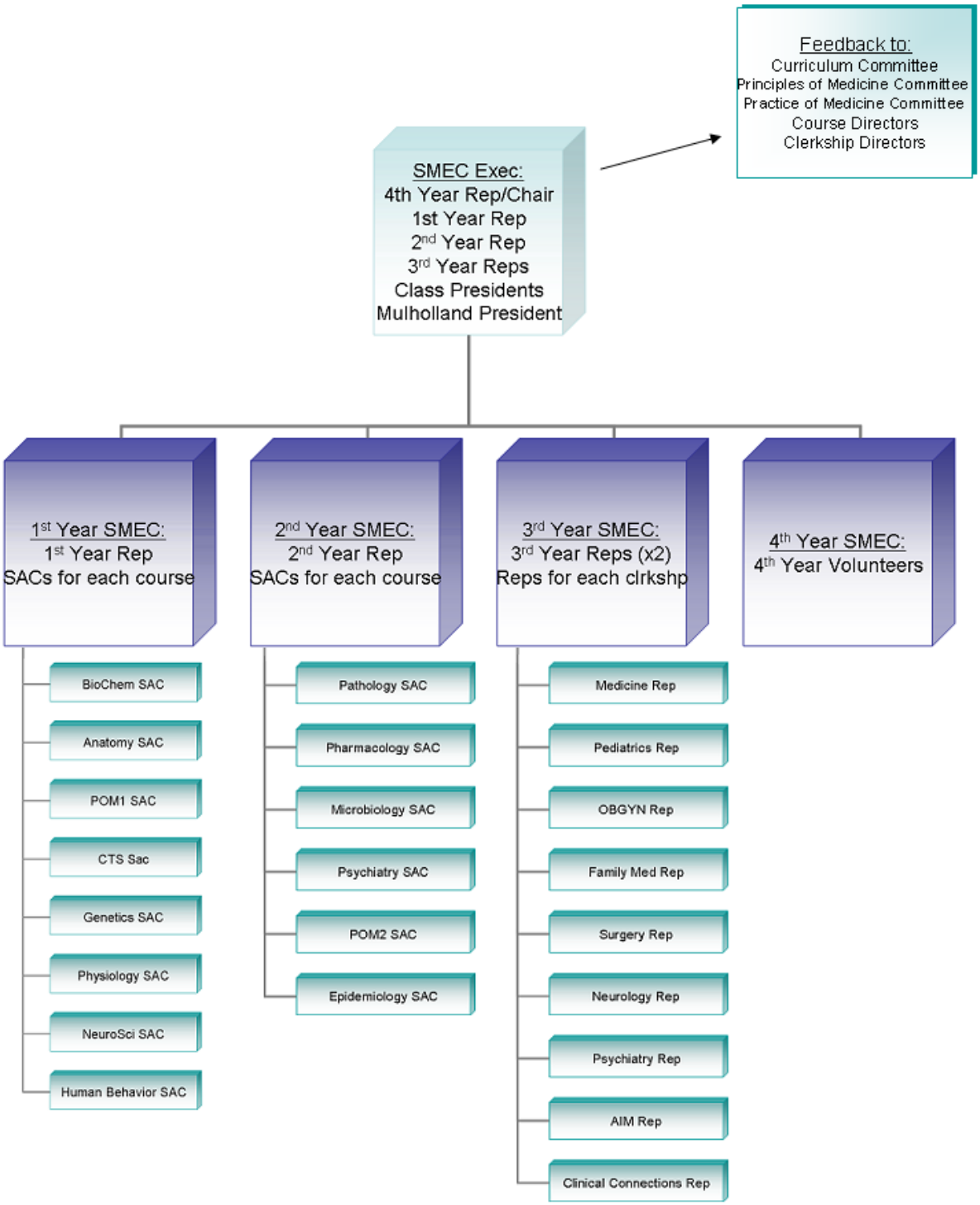
Article VIII. Terminating Membership

Section 8.01 After four unexcused absences without any communication to and/or the approval of the executive committee, one's membership will be reviewed before the SMEC executive committee, which can then vote to unanimously remove the member. Additionally, the SMEC executive committee can vote to remove any member for issues relating to one's conduct. The format of the hearing is at the discretion of the SMEC executive committee.

Article IX. Amendments

Section 9.01 Amendments to this Constitution can be drafted by any SMEC member. The Amendment must have the signed approval of two other Executive Committee members before it is eligible for proposal. Amendments can only be ratified at Executive Committee meetings with a quorum of members. The approval of eighty percent of members present is required to ratify the amendment.

Article X. Ratification

Section 10.01 This Constitution requires ratification. This constitution can only be ratified at Executive Committee meetings with a quorum of members. The approval of eighty percent of members present is required to ratify the constitution.

APPENDIX A: Organizational Diagram of SMEC