

# Medical Student Council

## Yale University School of Medicine

### By-Laws

The Medical Student Council is responsible for developing, promoting, and funding student activities, improving medical student quality of life, and fostering greater interactions with other Yale graduate schools and departments. The Medical Student Council serves as a forum for students to discuss issues pertaining to their education and community. Representatives of the Medical Student Council are intimately involved in the education review process at the Yale University School of Medicine.

### Medical Student Council Officers

#### **President**

The President is responsible for all activities of the Medical Student Council. The President sets the agenda for and runs MSC meetings open to all students. This person also sets the agenda for and runs each monthly leadership meeting, including with the Dean of the Medical School, the Dean of Student Affairs, and with both the Deans of Student Affairs and Education. The President serves as a member of the Curriculum Committee. The President works with his or her fellow officers to plan the Second Look Weekend and Orientation, in conjunction with the Office of Admissions and Office of Student Affairs, respectively. The President serves as a liaison to faculty and administration with any questions, concerns, or suggestions and is a student representative at alumni events, such as reunions. The President also coordinates the MSC Perspectives on Medicine lecture series and introduces the speakers. This person's attendance is mandatory at various administrative and academic events throughout the year.

#### **Vice President**

The Vice President works with his or her fellow officers to help coordinate all activities of the Medical Student Council. The Vice President has the primary responsibilities of maintaining and updating the medStation student website and overseeing elections. If the President is unable to attend a meeting or function for any reason, the Vice President will take his or her place. The Vice President has oversight of the social committee, which coordinates school-wide activities with the ultimate goal of promoting a collegial atmosphere among the medical school community. The Vice President is a liaison to faculty and administration with any questions, concerns, or suggestions and is a student representative at alumni events, such as reunions. This person's attendance is mandatory at various administrative and academic events throughout the year.

#### **Treasurer**

The Treasurer works with his or her fellow officers to help coordinate all activities of the Medical Student Council. The Treasurer manages the Medical Student Council budget, solicits and accepts student organization funding requests, and makes prompt

reimbursements. At general meetings of the Medical Student Council, the treasurer oversees voting on funding requests. The Treasurer is a liaison to faculty and administration with any questions, concerns, or suggestions and is a student representative at alumni events, such as reunions. This person's attendance is mandatory at various administrative and academic events throughout the year.

#### Communications Officer

This position was created in the '11-'12 academic year and is in the process of being formally defined by the MSC.

## Medical Student Council Representatives

The number of representatives listed is per class, unless otherwise noted. Academic committee structure and membership is at the discretion of the Dean of Education.

### **Class Presidents (2 Co-Presidents)**

Class presidents are responsible for all administrative duties of the class. The presidents attend all MSC meetings, monthly leadership meetings with the Dean of the Medical School, and monthly meetings with both the Deans of Student Affairs and Education. They serve as liaisons to faculty and administration with any questions, concerns, or suggestions from their classmates. Class presidents are the class representatives for alumni events, such as reunions, and attendance is mandatory at various administrative and academic events throughout the year. This role also involves coordination of social activities of the class and medical school at large, including major events (formal dances, Harvard-Yale tailgate) and smaller activities (picnics, nights on the town), with the ultimate goal of promoting a collegial atmosphere among the medical school community. The two class presidents must run together.

### **Medical Student Council Representatives (2 representatives)**

Representatives to the Medical Student Council are involved intimately with all of the tasks and activities of the MSC either in a supportive or a supervisory role, and serve as a direct link between the student body and the Medical Student Council. Monthly involvement includes preparing for MSC meetings and taking minutes, but representatives also help to plan, coordinate, and execute Second Look Weekend and Orientation.

### **Committee on the Well Being of Students (CWBS) (2 representatives)**

The Committee on the Well Being of Students consists of faculty, staff, and students who report to the Medical School Council regarding the state of the student body and work to enhance the quality of life at Yale Medical School. Activities include Financial Workshops, a Marigold's Student Advisory Sub-Committee (MSAC), a 2nd / 4th Year Mentorship Program, meetings with the Security Committee (including representatives from the New Haven Police and Yale University Police), collaboration with other health professional programs at Yale, and outreach to students at neighboring medical schools in the Northeast region. CWBS also collects information on such topics as financial aid, issues of minorities and women in medicine, the greater spirit of the school and student reactions to curriculum changes, etc.

### **Social Committee (1 representative; 4 first-year representatives)**

The Social Committee will receive funding from the Office of Student Affairs and the MSC to plan school-wide social events. Events may include but are not limited to "Club Med" parties in Marigolds, a gathering at a bar ("Pub Med"), Switch-Weekend parties, bowling nights, etc. Events should occur at least twice a month and can happen on any day of the week. This is a great opportunity to foster school-wide community building.

### **Educational Policy Committee (EPC) (1 representative)**

The EPC advises the Dean of Education on policy issues of school-wide importance,

including matters related to admissions, graduation requirements, progress of students, joint-degree programs, student research and thesis, and multicultural affairs. The deliberations and recommendations of the EPC are guided by the school's Educational Mission and School-Wide Objectives as well as the principles embodied in the Yale System of Education. For example, the EPC might examine and advise the Dean of Education about the impact of curriculum proposals and other medical school issues that:

- Affect, modify, or change school policy regarding education.
- Fundamentally change or potentially disrupt the current curriculum's structure, schedule, content or allocation of time.
- Potentially impact, challenge, or change the school's fundamental principles and core values as embodied in the Yale System of Education, the School-Wide Educational Objectives, or the Educational Mission Statement.

### **Curriculum Committee (CC) (1 representative)**

The CC provides careful and thorough oversight of the curriculum review process. The CC considers recommendations for the curriculum change made by its review committees as well as suggestions from students, faculty, and Departments. The CC might also form ad hoc working groups to study and promote integration within related areas of learning and across various disciplines and time periods in the curriculum. The CC improves the curriculum by considering new ideas, developing specific proposals and implementing changes that promote:

- Integration and coordination across and throughout the curriculum.
- A curriculum designed to achieve the school-wide educational objectives.
- Improvement in the quality of education based on new teaching approaches and modern methods of pedagogy.
- Adherence to existing and new accreditation standards.

### **Curriculum Review Committees (2 representatives for each)**

*Courses Review Committee*

*Modules Review Committee*

*Clerkships Review Committee*

*Electives Review Committee*

The Curriculum Review Committees work collaboratively with Department-based course, module, clerkship and elective directors to review and improve individual courses, modules, clerkships and electives. This includes gathering information, reviewing and analyzing data, and making recommendations that promote:

- Course, module, clerkship and elective content based on specific learning objectives.
- Congruence of course, module, clerkship and elective objectives with overall school-wide objectives.
- Use of the most effective teaching methods to achieve the learning objectives.
- Effective use of formative, summative and self-assessment methods.
- Use of student evaluations and performance outcome data to improve the curriculum.
- Use of reliable outcome measures to evaluate student achievement of the learning objectives.

The Review Committees, through their Chairs, will report on their activities to the CC on a regular basis. Recommendations of the Curriculum Review Committees for changes in the content or teaching methodology within a course, module, clerkship, or elective based on these reviews can be directly implemented by the course, module, clerkship, or elective director. However, changes that have broader impact across the curriculum must be brought to the CC for consideration and implementation.

**Human Investigation Committee (HIC) (1 representative)**

The two biomedical institutional review boards at Yale University, known as HIC I and HIC II, value student representation. The HIC reviews all human subject research conducted at the Medical School (and some affiliates) and the School of Epidemiology and Public Health for its ethical soundness and regulatory compliance. Membership requires attendance at 75% of meetings, review of research protocols with emphasis on human subject protections issues, and assisting investigators in preparing research protocols for submission to the HIC. HIC I meets the first and third Wednesday of each month; HIC II meets every second and fourth Wednesday. *Please note that this is a two (2) year commitment.*

**Graduate Professional Student Senate (GPSS) (1 representative)**

GPSS is a university-wide student body which addresses social, economic, and political issues on the Yale campus. It is made up of representatives from each of the graduate and professional schools. Duties of a Senator include attendance at all Senate meetings, timely reporting of Senate activities and events to one's constituency, and active participation on at least one Senate Committee. The purpose of the GPSS system is to build community between Yale's graduate programs.

**Alumni Liaison (1 representative)**

The alumni liaison will be responsible for promoting alumni relationships with students and the medical school as a whole. He or she will attend semi-annual alumni meetings and propose ways to strengthen ties to the alumni community.

**Library Committee (1 representative)**

The library committee discusses student and faculty needs at the Harvey Cushing / John Hay Whitney Medical Library. This person will be the student representative to the librarians regarding issues such as facilities improvements and general library operation.

**Harkness Dorm Liaison (1 representative)**

This person will be responsible for communications between dorm residents and the building manager. The representative will meet with students from other degree programs to ensure a warm and friendly environment persists. Many fun social events, such as a Super Bowl party, road races and BBQs are organized with the help of this liaison.

## MSC Officer Election Procedures

- I. Election Dates
  - a. Elections shall occur in February so that March will be a transition month for the new leadership.
- II. Nominations
  - a. The three elected positions of the Medical Student Council are President, Vice President, and Treasurer.
  - b. Any student may nominate him/herself or any other student.
  - c. Only first years can run for MSC officer positions.
  - d. The current president determines the nomination due date.
- III. Campaigning
  - a. Candidates for president can deliver a single speech of no more than 5 minutes. A question period of 3 minutes will immediately follow each candidate's speech.
  - b. Candidates for vice president and treasurer can deliver a single speech of no more than 3 minutes immediately followed by 3 minutes of question time.
  - c. No other campaigning is allowed.
- IV. Voting
  - a. All medical students are allowed one vote.
  - b. Current MSC officers are not permitted to vote. The exception is during a tie.

## Class Representatives Elections Procedures

- I. Election Dates
  - a. Class elections for the current year (first years and any unfilled positions for later years) shall be held no later than the last week in September.
  - b. Class elections for the following year shall be held after the new Medical Student Council President takes office in April.
  
- II. Nominations
  - a. Class Representative positions are as described above.
  - b. Any student may nominate him/herself or any other student.
  - c. Nominations are for the class year in which the student matriculated (e.g. people on a research year run for their original class).
  - d. Students in a fifth chronological year or more of study shall run in 5<sup>th</sup> year elections.
  - e. Nominations will be accepted by the Vice President the week prior to the elections until the end of the day (midnight) before elections.
  - f. Nominations will be publicized online as they are accepted with daily updates.
  - g. Class presidents must be nominated in pairs.
  
- III. Campaigning
  - a. Students are encouraged to submit a position statement of up to 200 words. Class Presidential co-candidates may submit a joint statement of up to 300 words.
    - i. Position statements are accepted by the Vice President following the acceptance by the candidate of a nomination, and must be submitted by the end of the day (midnight) before elections.
  - b. No other campaigning is allowed.
  
- IV. Voting
  - a. Voting will occur on Blackboard or another on-line accessible survey modality. Students may vote for only their original class.
  - b. In order to win an election, candidates running for positions that have only one representative on the Council must receive greater than 50% of the votes. In the absence of a majority, a runoff between the top two candidates will be held. In the case of a tie between runoff candidates, a revote will be held.
  - c. Candidates running for positions that have more than one representative on the Council must receive a plurality of votes to win an election.

# Medical Student Council Budget

- I. The Treasurer of the MSC has the responsibility to establish and manage the budget.
- II. There are three budget categories:
  - a. General MSC funds
    - i. This money may be spent at the discretion of the MSC officers.
  - b. Class funds
    - i. An equivalent amount of money is allocated to each chronological year of students, and spent at the discretion of the class presidents.
  - c. Student Organization funds
    - i. This funding is intended to serve as extra financing for approved student organizations that have exceeded their budget from the Office of Student Affairs but have unexpected opportunities for new activities. Any expected programming should be covered by the organization's annual Student Affairs budget, and student groups must first seek to amend their budget prior to requesting funding from the MSC.
    - ii. Student organizations may apply for funding to cover travel and registration for up to 2 members/year to attend relevant conferences.
- III. Procedure for Student Organization Funding Requests
  - a. A representative from the student organization must submit a funding request to the Treasurer before the publicized deadline; no late requests will be considered.
  - b. Structure of the Vote
    - i. The Treasurer is responsible for the voting process for funding requests; the President will preside over any other student votes.
    - ii. A representative from the student organization requesting funding will make a presentation of no longer than 60 seconds at the MSC meeting. A period of no longer than four minutes will be used for debate following this presentation. Any medical student in attendance can participate in the discussion surrounding an issue on the table.
    - iii. Only individuals elected to positions on the MSC are allowed to vote. A list of those individuals will be checked during voting by the Treasurer to ensure that votes cast are by those on the list.
    - iv. Voting is accomplished through a show of hands in favor and a show of hands against the measure, counted by the Officer running the vote. The 2<sup>nd</sup> year class MSC representative(s) records the results.
    - v. Conflicts of Interest: It behooves an elected representative of the MSC to reveal membership in a group if he or she brings a budget proposal for that group to the table, or if supporting that group's cause during a debate.