MEDICAL SCHOLARS PROGRAM STUDENT BYLAWS

ARTICLE I. Purpose and General Descriptions

The purpose of this document is to serve as the bylaws for the Medical Scholars Program (MSP) student administrative organization, known as the Medical Scholars Program Advisory Committee (MSPAC). Explained herein is the overall structure for the MSPAC, rules for the MSPAC, and the procedure for approving and amending these bylaws.

ARTICLE II. Medical Scholars Program Advisory Committee

Section 1. Purpose

The purpose of the MSPAC is (1) to act as a liaison between the MSP students and the administrators of the MSP, Graduate College, and College of Medicine; (2) to develop policies to address student concerns associated with the MSP, and; (3) to participate in symposia committees and any other committees formed for MSP activities.

Section 2. Membership

The MSP student body elected MSPAC representatives consists of eight MSP class representatives (two from each class), one MSP entering class representative, one MSP student representative to the Student Progress and Promotions Committee (SPPC), one MSP student representative to the Educational Policy Committee (EPC), and one MSP student representative at large.

Sub-section 1. MSPAC Student Body Elected Position Descriptions

Class I-IV representatives. The Class I-IV representatives are elected only by MSP students in their class, e.g., only students in Class I can vote for the Class I representatives. MSP Class I includes students in years 1-2 in the program; Class II-years 3-4; Class III-years 5-6; and Class IV-years 7 and up. Each year at the Fall Retreat only one representative for each class will be elected to a two-year term. Therefore there will be one position for each class that is vacant and up for election and one that is filled with a representative from the previous year who still has one more year of representation. Should there be two vacant representative positions for a single class, the nominee that receives the most votes will be elected to a two year term and the nominee who receives the second most number of votes will be elected to serve a one year term. Class representatives are responsible for expressing the concerns of their constituents in the MSPAC. Each MSP student should know their MSPAC Class representatives and should feel free to inform them of concerns which can appropriately be addressed in MSPAC meetings. These representatives will each have one vote at the MSPAC.

Entering Class Representative. The entering class representative is elected only by students who are just beginning the MSP (year 1). The student who receives the most votes will be elected the entering class representative. This representative will not have a vote at the MSPAC and will serve a one-year term.
Educational Policy Committee and Student Progress and Promotions Committee Representatives. The EPC and SPPC representatives are elected by the entire MSP student body. The student who receives the most votes for the EPC representative position at the Fall Retreat will be elected EPC representative and the student who receives the most votes for the SPPC representative position will be elected SPPC representative. To be eligible, students must have completed at least one year of graduate school and either have started or completed at least one clerkship. Their names will be forwarded to the MSP and College of Medicine Administration. They will represent the MSP student body during the committee meetings and will report policy changes and other relevant information during MSPAC meetings. Student representatives to these committees should keep all other information confidential. These committee representatives will each have one vote at the MSPAC and will serve a one-year term.

Representative at Large. The representative at large is elected by the entire MSP student body. The student who receives the most votes for the representative at large position at the Fall Retreat will be elected to the position of representative at large. To be eligible, the student must be a current student in the MSP. This representative will have one vote at the MSPAC and will serve a one-year term.

Sub-section 2. Election to MSPAC

Voting for the student representatives above will occur during the Fall Retreat at the beginning of each academic year. Nominations must be submitted, in writing or via email, at least 3 days prior to the Fall Retreat. Nominations submitted within 3 days of the retreat will be honored, but it will be the candidate’s responsibility to check with the MSPAC representatives running the election that their name is on the ballot. Write-in candidates will be accepted as well. Individuals may nominate themselves or be nominated by another student, but only with the nominee's approval. Nominations should be sent to one of the MSPAC Co-Chairpersons. MSP students will nominate and vote for their respective class representatives, the SPPC representative, the EPC representative, and the representative at large. If there are no nominations for an elected position, then a volunteer for that position will be accepted with the approval of the voting MSPAC members following the election. Should no volunteers be available, the Co-chairpersons will do their best to find someone to fill the vacant position(s).

Section 3. Attendance

The elected representatives are required to attend every meeting. As representatives are elected by their peers, it is their responsibility to represent their group's interests in the MSPAC meetings. If a representative can not attend a meeting, he/she should contact the chair before the meeting and should send a proxy to the meeting. Either the representative or the chair can contact another student from the same class as the absent representative to act as a proxy. If a student does not contact the chair at least 24 hours before the meeting, this will be recorded as an unexcused absence. After two unexcused absences, the representative will be asked to step down, and an alternate will assume the role of representative. Further, if a representative misses more than 4 meetings in one year, regardless if they are excused or unexcused, this representative can be asked to step down with a simple majority vote of the voting members of
MSPAC. The alternate will be the student with the second highest number of votes for the pertinent position during the voting at the Fall Retreat. In the event that there is not an individual for the vacated position, then the MSPAC Co-chairpersons shall appoint an appropriate replacement. If a representative is removed from his position for cause, such as unexplained absences or more than 4 absences in a year, then he or she will not be credited with having served in that position.

Sub-section 1. Resignation

A representative can decide to resign at any time during his/her term if he/she finds it difficult to fulfill the duties. If a representative decides to resign, he/she must notify the chairperson, who will appoint another person to serve the remainder of the academic year. If a representative resigns in the first year of a two-year term, that position will then be filled by the results of the election during the Fall Retreat.

Section 4. Positions

During the first meeting of the MSPAC, after the elections at the Fall Retreat, the voting members of the MSPAC will elect students to fill the positions in Article II, Section 4. If any position in Article II, Section 4 is filled with a student who is not a member of the MSPAC as defined by Article II, Section 2, it is expected that these non-member students attend the MSPAC meetings and they will be held to the same attendance standards as members of the MSPAC as defined in Article II, Section 3 above. Each member of the MSPAC should be involved in at least one subcommittee or hold one additional position each year.

Co-chairpersons. The MSPAC members will vote for up to three Co-chairpersons among themselves. The Co-chairpersons will be responsible for running the MSPAC meetings, mediating debates, setting the agenda, and representing the MSPAC in meetings with the MSP, Medical School, and Graduate School administrators. The Co-chairpersons also attend the Entering Class Dinner at the end of the summer. Finally, at least one of the Co-chairpersons will represent MSPAC at the MSP Steering Committee meetings. The Co-chairpersons must have completed at least a one-year term on the MSPAC prior to serving as a Co-chairperson. This will allow the representative to understand how the MSPAC runs and what the MSPAC does before they set the agendas and run the meetings. Only voting members of the MSPAC can be elected to be a Co-chairperson. It is recommended, although not required, that at least one of the Co-chairpersons have started their clinical rotations and that at least one Co-chairperson has not completed their first year medical school when they are elected to the Co-chairperson position to give the Co-chairpersons a full breadth of representation for the MSP.

Secretary. The voting MSPAC members will elect a secretary among themselves. The secretary will be responsible for taking and posting the minutes, recording attendance and votes, and send out reminders for the MSPAC meetings to the student body. The secretary must be either a voting member of the MSPAC or the entering class representative.

Admissions Committee Representative. The voting members of the MSPAC will elect one representative to the Admissions Committee. It is not required to be a member of the MSPAC to
be elected to this position. This representative will attend the Admissions Committee meetings as a representative for MSPAC and will report relevant information from the Admissions Committee meetings to the MSPAC.

Retreat and Symposium Representatives. The voting MSPAC members will elect one student representative to participate on the Fall Retreat planning committee and one student representative to participate on the Spring Symposium planning committee. These representatives will attend meetings for their respective symposia and will report relevant issues to the MSPAC. The MSPAC representatives may be asked to help with or participate in the symposia programs. These representatives need not be an elected member of MSPAC and both Fall Retreat and Spring Symposium representative positions can be held by one individual.

UMSC Representatives. The voting MSPAC members will elect two students to serve as MSP representatives to the College Student Government Body, known as the University Medical School Council (UMSC). It is not required to be a member of the MSPAC to be elected to this position. UMSC meets four times per year, once at each of the sites (Chicago, Urbana, Peoria, and Rockford).

Basic Science Subcommittee Representative. The voting members of the MSPAC will elect one representative to the Basic Science Subcommittee. It is not required to be a member of the MSPAC to be elected to this position. To be elected to this position, this student is required to have completed at least 3 first year medical school courses. This representative will attend the Basic Science Subcommittee meetings as a representative for MSPAC and will report relevant information from the Basic Science Subcommittee meetings to the MSPAC.

Clinical Affairs Subcommittee Representative. The voting members of the MSPAC will elect one representative to the Clinical Affairs Subcommittee. It is not required to be a member of the MSPAC to be elected to this position. To be elected to this position, this student is required to have at least started one clinical clerkship. This representative will attend the Clinical Affairs Subcommittee meetings as a representative for MSPAC and will report relevant information from the Clinical Affairs Subcommittee meetings to the MSPAC.

Urbana Medical School Government Representative. The voting members of the MSPAC will elect one representative to attend the Urbana Medical School Government (UMSG) meetings. It is not required to be a member of the MSPAC to be elected to this position. The only requirement to be elected to this position is that the representative be a current MSP student. This representative will attend the UMSG meetings as a representative for MSPAC and will report relevant information from the UMSG meetings to the MSPAC.

Subcommittees. Each year, MSPAC will form subcommittees to address various needs that arise among the MSP student body. Subcommittees should meet separately from the general MSPAC monthly meetings and report any progress during the general meeting. Standing committees include the Outstanding Advisor Award subcommittee, which receives nominations for the award each year and selects two recipients per year; and the social subcommittee, which organizes social events for MSP students approximately thirteen times per year.
Section 5. Meetings

The MSPAC will meet at least once a month. The monthly date will be set at the first meeting after the Fall Retreat. One week before the scheduled meeting, the Co-chairpersons will send a notice to all MSPAC members outlining the agenda for the meetings and highlighting issues requiring a vote. At this time, the secretary will send out a meeting reminder to the student body with the agenda for the meeting and the minutes from the previous meeting. Special meetings of MSPAC may be called at the discretion of the MSPAC Co-chairpersons. Minutes from the previous meeting will be approved at each meeting. The MSPAC meetings are open to all MSP students.

The MSPAC subcommittees will meet outside of the monthly MSPAC general meetings. No minutes need to be recorded, but one representative should report to MSPAC.

Section 6. Voting Procedures

Minutes from the previous meeting will be approved by a simple majority at each meeting.

Discussion requiring a vote will be at the discretion of the Co-chairpersons. The secretary will record the votes and a simple majority will determine the outcome.

Discussions concerning the following will require the MSPAC surveying the MSP student body, when possible, so that the representatives do not misrepresent the MSP students and a simple majority of the voting members of MSPAC will determine the outcome: statements made to the University, the public, or any entity outside of the MSP, policy changes to be proposed to the MSP Administration, and any other situations not defined here at the discretion of the MSPAC Co-chairpersons.

Any student may bring a concern to MSPAC by contacting their representative or by attending a MSPAC meeting. However, it is advised to contact your class representative so that he/she may aid you in getting your concern on the MSPAC agenda. Once a concern is addressed, the MSPAC will then decide how to proceed, and this may require a vote. Votes on how to proceed will be decided by a simple majority of MSPAC voting members (and proxies) present at the meeting.

ARTICLE IV. Approval of Bylaws by the MSP Student Body

A copy of these bylaws shall be distributed to all MSP students prior MSP Fall Retreat. Approval of these bylaws by the MSP student body will require a simple majority of all votes received by the end of the voting period at the Fall Retreat. Opinions by any MSP student regarding the approval of these bylaws will also be distributed to all MSP students if submitted, in writing, to the MSP office before the Retreat.

ARTICLE V. Amending the Bylaws
These bylaws can be amended. Sections or parts may be changed, but a copy of the old bylaws should remain in the MSPAC Co-chairperson’s binder. Proposed changes should be sent to the student body prior to the Fall Retreat. Amendment to these bylaws is achieved through a simple majority of votes by MSP students during the Fall Retreat. Alternatively, these bylaws can be amended at any time during the year by voting via the Internet with an approval of 50% or more of the current MSP students. These bylaws should be revised or updated as needed periodically to represent accurately the current conditions of the MSPAC.