

PERELMAN SCHOOL OF MEDICINE AT THE UNIVERSITY OF PENNSYLVANIA

MEDICAL STUDENT GOVERNMENT

RULES OF PROCEDURE

PREAMBLE

We the students of the Perelman School of Medicine at the University of Pennsylvania, in order to effectively promote our united interests, do hereby establish these Rules of Procedure of the Medical Student Government (MSG).

I. FUNCTIONS

A. The Medical Student Government shall be the representative body for all students at the Perelman School of Medicine at the University of Pennsylvania. The MSG shall conduct, mediate, represent, and allocate all official business of the medical student body. The medical student body shall consist of all enrolled M.D. or M.D./other degree candidates of the University of Pennsylvania whose primary status is with the medical school.

B. The MSG may consider any matter in which the interests, rights, or responsibilities of medical students are involved. The MSG shall make recommendations to the appropriate administrative or advisory units at the School of Medicine, or when necessary at the University-wide level.

II. MEMBERSHIP

A. The membership of the MSG shall consist of the Executive Board, the Class Co-Chairs, and the Class Representatives.

1. The Executive Board shall consist of the President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, and Treasurer.
2. The Executive Board and the Class Co-Chairs shall be elected by the medical student body as outlined in this document and shall be collectively known as the Elected Officials.
3. The General Assembly shall consist of the Class Co-Chairs and the Class Representatives.
4. The Executive Board and the General Assembly shall be known collectively as the Legislative Body.

III. DUTIES OF MEMBERS

A. It is the responsibility of each MSG member to consider carefully and responsibly all matters that may come before the MSG, and to act in accordance with these Rules.

B. Each MSG member is expected to attend all duly called meetings of the MSG and all duly called meetings of any MSG committee of which that person is a member.

1. Members who are unable to attend a meeting of the MSG must contact a member of the Executive Board prior to the meeting.
2. Failing to consistently attend and participate in MSG meeting and/or uphold duties may subject an MSG member to expulsion from MSG at the discretion of the Executive Board.

IV. MEETINGS OF THE MSG

A. Stated Meetings. The MSG shall meet at least monthly during the academic year. The first meeting of the academic year shall serve as the annual organizational meeting. The MSG may also meet during the summer if a majority of the MSG membership for the following academic year can be assembled.

B. Special Meetings. At the call of the President, a special meeting shall be called on twenty-four hours notice. Each member of the MSG shall be advised of the purpose of the meeting.

C. Quorum. A majority of the MSG Elected Officials shall constitute a quorum.

D. Voting. Each member of the Legislative Body shall have one vote in all matters. The President shall only vote when the Legislative Body is equally divided.

1. A majority of the votes cast at a meeting at which quorum is present shall authorize action, except as otherwise noted in these Rules.
2. Whenever the President believes it is in the best interest of the students to defer action on a topic, the President may defer action on the topic for only one meeting. Such a deferral shall not close discussion on the topic at that meeting.

E. Order. An agenda will be provided for each meeting by a member of the Executive Board prior to the meeting. Any MSG member may add items to the agenda. The President or their designee will preside over the meeting. MSG meetings shall be run efficiently and in accordance with the agenda. The President shall allocate time for adequate discussion of each item on the agenda. A vote may be called for by any member of the MSG. Following a call for a vote, the President may limit further discussion on the issue to be voted on to two speakers for and two speakers opposed to the proposal being discussed. Meeting minutes will be kept by the Secretary or their designee.

F. Attendance of Observers and Guests.

1. All meetings of the MSG shall be open to the general Perelman School of Medicine community. An effort shall therefore be made to publicize the time and place of MSG meetings in advance of the actual meetings in order to allow any interested parties to attend as observers. A copy of the minutes of any stated meeting of the MSG shall be made available to any member of the Perelman School of Medicine community who requests one.
2. Individual guests may be invited to attend MSG meetings at the request of the President or a majority of the MSG.
3. All observers and guests, except those specifically invited to remain, must leave if and when a majority of the quorum present at a meeting decides to sit in executive session.

V. EXECUTIVE BOARD

A. President. The President of the MSG shall:

1. Call and preside over all meetings of the MSG, Executive Board, and Academic Programs;
2. Direct the minutes to be taken and administer all meetings in accordance with these Rules;
3. Serve as official spokesperson and representative of the MSG to the student body at-large, Suite 100, UPHS Board of Trustees, Academic Affairs, Alumni Relations and any other outside interests;
4. Ensure that the responsibilities of the Executive Board and MSG as a whole are carried out in a timely, appropriate manner;
5. Be responsible for the prompt and orderly execution of all resolutions adopted by the MSG or any of its committees;
6. Set the agenda for all meetings of the MSG, be empowered to refer topics suggested as agenda items to the appropriate MSG committee, and refer administrative questions to the appropriate individuals, groups, or offices at the University;
7. Make, with the advice and consent of the MSG, all recommendations for student appointments to fill vacancies of elected positions in the MSG until a timely election for the position is held;
8. Make, with the advice and consent of the MSG, all recommendations for student appointments to MSG liaison positions;
9. Be a full voting member of the Legislative Body, however shall only vote to break any ties which may occur;
10. Delegate duties as necessary; and
11. Perform all other duties as may be specified in these Rules.

B. Vice President for Internal Affairs. The VP for Internal Affairs shall:

1. Ensure that the responsibilities of the Class Co-Chairs, Class Representatives and MSG committees are carried out in a timely, appropriate manner;
2. Serve as the main point of contact for the Houses, DISAC, and student groups;
3. Serve as the MSG liaison to the House Council, DISAC, and other Suite 100 committees;
4. Recruit applicants for all Dean's Committees;
5. Be a full voting member of the Legislative Body;
6. Attend all AP meetings; and
7. Perform all other duties as may be specified in these Rules.

C. Vice President for External Affairs. The VP for External Affairs shall:

1. Exercise the duties of the President during the temporary absence of the President;
2. Assume the office of the President should the President be permanently unable to fulfill the duties of that office until a new President can be selected from the Executive Board;
3. Be a full voting member of the Legislative Body;
4. Serve as the main point of contact for GAPSA and the other Graduate Schools;
5. Hold 1 of the Medical School's GAPSA General Assembly chairs;
6. Attend all AP meetings; and
7. Perform all other duties as may be specified in these Rules.

D. Secretary. The Secretary of the MSG shall:

1. Schedule, reserve rooms, and publicize for all MSG Legislative Body and Academic Programs meetings;
2. Record the minutes of all meetings of the Executive Board, MSG General Body, and Academic Programs and appropriately disseminate them;
3. Send announcements to members of the MSG and publicize and coordinate events sponsored by the MSG, or any of its committees;
4. Maintain the public record of the activities of the MSG and the permanent record of the MSG Rules of Procedure and its Amendments;
5. Record and monitor attendance at all Executive Board, MSG and AP meetings, and collect all committee attendance records from the chairperson of each MSG committee, notifying the President when an MSG member (or duly authorized alternate) fails to fulfill their requirements;
6. Notify all members of the medical student body of the contents of these Rules of Procedure and any changes to these Rules of Procedure;
7. Be a full voting member of the Legislative Body;
8. Attend all AP meetings; and
9. Perform all other duties as may be specified in these Rules.

E. Treasurer. The Treasurer of the MSG shall:

1. Serve as Budget Committee Chair and preside over its meetings;
2. Present a balanced budget of MSG funds for the current academic year, for voting approval at a MSG meeting, immediately following composition by the Budget Committee, but no later than the October meeting of the General Body during the same academic year;
3. Manage all MSG finances, including reviewing all requests for reimbursement and allocation of funds as appropriate;
4. Be responsible for selecting and orienting his or her successor, who shall be approved by a majority of the Elected Officials;
5. Be a full voting member of the Legislative Body;
6. Attend all AP meetings; and
7. Perform all other duties as may be specified in these Rules.

F. Interim President. In the event that the medical student body is unable to elect a President and Vice Presidents for the following academic year, the current President shall appoint, before the end of the current academic year and with the advice and consent of the Legislative Body, an Interim President who shall exercise the duties and responsibilities of both the President and the Vice Presidents until such time that an election of officers can be called. The Interim President shall call an election in accordance with Section VII of these Rules no later than the first week in September of the academic year immediately following the current academic year. In selecting an Interim President, the current President shall give priority to an individual who will be entering as a member of the MSG the following academic year and has been involved with the MSG during the current year. If the current President will be returning as a member of the MSG the following academic year, the current President shall have the option of assuming the position of Interim President.

VI. REPRESENTATIVES

A. Class Co-Chairs.

There shall be a total of two Class Co-Chairs for each of the four classes of medical students, and a total of two Class Co-Chairs for the combined degree/year out (CDYO) students whose primary status is with the medical school. Class Co-Chairs shall:

1. Serve as official MSG spokespersons and representatives of their medical school class year and serve as liaisons of MSG to their respective class as a whole;
2. Call and preside over all meetings of their respective MSG Class Board (Co-Chairs, Class Representatives, and Class Treasurer);
3. Ensure that the responsibilities of the Class Representatives are carried out in a timely, appropriate manner;
4. Allocate class funds, with the advice and consent of their respective Class Representatives and Class Treasurer;
5. Ensure that class-specific responsibilities are fulfilled, as delineated in Section VI.B.2. and as may be further assigned to the class by these Rules, by the President, or by the MSG, and report progress on such duties to the Legislative Body;
6. Ensure that their class board plans additional social events for their class;
7. Participate in at least one MSG committee per term in office;
8. Attend all AP meetings;
9. Be a full voting member of the Legislative Body; and
10. Perform all other duties as may be specified in these Rules.

B. Class Representatives

There shall be four Class Representatives for each of the four classes of medical students and another four Class Representatives for CDYO students, for a total of twenty Class Representatives. Additional Class Representative may be added at the discretion of the Elected Officials. Class Representatives shall:

1. Represent the interests of the members of their respective classes;
2. Have responsibilities specific to their position within the medical school as follows:
 - a. MS1
 - i. Help coordinate the annual Penn Med Formal at a date and time to be determined by the MSG Formal Committee; and
 - ii. Plan and implement social events for the spring Penn Preview weekend for prospective and incoming students.
 - b. MS2
 - i. Plan and implement orientation social events for the incoming MS1 class;
 - ii. Coordinate and recruit peer advisors for the incoming MS1 class;
 - iii. Collect dues from incoming MS1s to establish a class board fund; and
 - iv. Host the annual Pre-Clinical Teaching Award Ceremony and Class Event.
 - c. MS3
 - i. Plan the annual End-of-Clerkships Class Event;
 - ii. Plan and implement social events for the MS3 Class.
 - d. MS4

- i. Plan and implement the Post-Spoof Party; and
 - ii. Plan events in celebration of Match Day and Graduation.
- e. CDYO
 - i. Coordinate and facilitate the continued interaction between CDYO students and the remainder of the medical student body.
- 3. Meet at Class Co-Chairs' discretion to plan and schedule class and school events;
- 4. Meet at Class Co-Chairs' discretion to decide on the appropriate distribution and allocation of class funds for class and school events;
- 5. Participate in at least one MSG committee per term in office;
- 6. Be a full voting member of the Legislative Body; and
- 7. Perform all other duties as may be specified in these Rules.

VII. ELECTIONS

A. Timing. Elections will take place in the spring for the Executive Board and MS2/MS3/MS4/CDYO Class Boards and in the fall for the incoming MS1 Class Board.

1. Executive Board Elections will occur before Class Board Elections.
2. Elections for the Executive Board and MS2/MS3/MS4/CDYO Class Boards will begin by the first week of March and end by May 1st of the current academic year.
3. Elections for the MS1 Class Board will begin by the first week of October and end by the November 1st.
4. Each election cycle will consist of a one to two week nomination period, when the Election Director will make the nomination forms publicly available to the medical student body. The Election Director then has up to four days to contact the nominees and prepare the ballots. The final one-week of the cycle will be set aside for voting.

B. Terms. All MSG Officers, Co-Chairs and Class Representatives are elected by the medical student body to serve a one-year term.

1. The terms of office for all MSG members shall begin on the day after Spring Commencement for the current academic year and shall end on the day of Spring Commencement for the following academic year.
2. Outgoing MSG members are responsible for making a smooth transition and are required to inform their successors of the details of their responsibilities, as well as any active issues or projects. In addition, they should try to assist the newly elected MSG members in any way they can. Failure of any outgoing MSG member to cooperate fully with the newly elected MSG may be brought to the attention of the Administration of the Medical School.

C. Election Procedures

1. Election Director. The outgoing President shall appoint an Election Director, by the first of February for the spring elections, to supervise the administration of elections in accordance with these Rules. The Election Director must be a member of MSG.
 - a. An outgoing President not seeking reelection as a member of MSG shall have the option of assuming the position of Election Director. Otherwise, in selecting an Election Director, the outgoing President shall give priority to the Vice President for the position of Election Director, unless ineligible as per these

Rules. If both the President and Vice President are each ineligible to serve as the Election Director, a member of the current MSG will be appointed by the President to serve as the Election Director.

- b. In all instances, the appointment of an Election Director must be confirmed by a majority vote of the Legislative Body.
 - c. The Vice President shall be the Election Director for all elections taking place during the fall of the current academic year.
 - d. Anyone who is a candidate in an MSG election shall not participate in the organization of the election; including, but not limited to, the solicitation and confirmation of nominations, ballot distribution, collection and counting of ballots, notification of candidates, and posting of election results.
2. Eligibility. Only an individual whose primary status is that of a medical student and who is actively pursuing a degree at the University of Pennsylvania shall be eligible to nominate or be a candidate for an MSG position. Any individual currently in the last year of such a program shall be ineligible to make nominations or run for election for any MSG position for the following academic year. It is the intent of the MSG to exclude from eligibility individuals whose primary status within the University is other than medical student.
 3. Nominations. Nominations for all MSG positions shall be solicited publicly from members of the University of Pennsylvania medical student body. Self nomination for all MSG positions is not excluded. Descriptions of the positions, including responsibilities and qualifications, will be distributed with all nomination forms.
 - a. Eligible students may be nominated for multiple positions.
 - b. If no one has been nominated for a particular position at the time of the election, elections will proceed as planned, and resolicitation for nominations will occur during that election period. A special election will be held to fill the position(s) with the newly nominated candidates. This election will take place once all the regularly scheduled elections have been completed. If after a second call for nominations no one accepts the nomination for a given position, the MSG President may nominate a qualified person for the position after all elections have taken place. This appointment must be confirmed by a majority vote of the current Legislative Body.
 4. Statements. Candidates for all MSG positions will have the opportunity to write a statement of no more than 250 words regarding why he or she wants to run for a particular office. The nominations form will include a statement explaining that all candidates have this opportunity. Once a candidate's nomination has been confirmed, the candidate will be reminded of his or her opportunity to address the student body in writing. This written statement is optional. Only one statement per candidate per election is permitted. It is the responsibility of the Election Director to duplicate and distribute all candidates' statements to the medical student body.
 5. Voting. Voting shall be by anonymous ballot, except to the Election Director.
 - a. All students enrolled at the Perelman School of Medicine shall be eligible to vote.
 - b. Write-in candidates are permitted on all ballots, and all ballots will remind voters that they may write in candidates.

- c. The nominee receiving a majority of the votes cast for a particular MSG position shall become the elected person for that particular MSG position. If an MSG position can be filled by more than one person (e.g. Class Co-Chairs), the nominees receiving the majority of the votes, in respective descending rank order, shall become the elected people for that particular MSG position, not exceeding the total number of positions as allowed by these Rules.
 - d. In the event of a tie, run-offs will be held immediately to break the tie. As many rounds of votes as need be shall be cast to break a tie.
 6. Notification of Results. The Election Director must inform all candidates of election results in a timely manner when they become available. The MSG Secretary must then post the results on the MSG website and announce the new MSG Members to the medical student body.
 7. If any student does not receive a ballot, or becomes aware of some violation of a fair election process, he or she should contact the President, Election Director, Election Assistant, and at least one Class Co-Chair as soon as possible. The issue must be investigated immediately.

D. Executive Board Elections

1. Elections for the President, Vice Presidents and Secretary shall be by popular vote, as described above.
 - a. Once a candidate has been selected by popular vote, they must be confirmed by a majority of the outgoing Elected Officials. If the candidate is not confirmed, the Elected Officials may leave the spot unfilled or nominate a candidate to be voted on by the majority of the Legislative Body.
2. The selection of a new MSG Treasurer will be made by the current MSG Treasurer, in consultation with the outgoing Executive Board. The nominee must be confirmed by a majority of the Elected Officials.

E. Class Board Elections

1. The same procedure used to nominate and elect MSG officers shall be used to nominate and elect MSG Class Co-Chairs. Any CDYO students who would be entering their third or fourth year of medical school shall be eligible to represent CDYO students or their matriculating class year, but must declare which position they are seeking prior to elections. Any student graduating in the following academic year may run for any MS4 position in the current academic year elections.
2. Any student of the Perelman School of Medicine who wishes to be an active member of MSG may do so as a Class Representative with the approval of their Class Co-Chairs and the Executive Board.

F. Other Elections

1. **Course Representatives.** Course Representatives will be selected via the election process described above in Section VII,C. Following nomination, candidates will be selected via popular vote of their respective class. Candidates will be confirmed by a majority of the Elected Officials.
2. **Curriculum Representatives**

- a. Curriculum Representative selection will begin with a week long nomination period.
 - b. Each nominee will be given the opportunity to address the Legislative Body during a MSG meeting, announced in advance. Each nominee will be given 3 minutes to address the Legislative Body.
 - c. Following each address, members of the Legislative Body will have an opportunity to ask questions of the nominees.
 - d. After all nominees have been given the opportunity to address the Legislative Body and be answer questions, the Legislative Body will vote by majority to select a candidate.
3. **DISAC.** Selection of DISAC members will begin with a week long nomination period. Nominees will prepare a 250 word statement that will be distributed to the Elected Official. The Elected Officials will individually rank the nominees based on their written statements. The nominees with the best collective rankings will be selected for the position.
 4. **Admissions Committee.** Recommendations to Suite 100 for Admissions Committee members will begin with a week long nomination period. Nominees will prepare a 250 word statement that will be distributed to the Elected Official. The Elected Officials will individually rank the nominees based on their written statements. The nominees with the best collective rankings will be recommended to Suite 100 for selection.
 5. **GAPSA Representative.** GAPSA Representatives will be selected via the election process described above in Section VII,C. The Vice President for External Affairs will be the Election Director for the GAPSA Representative election. Following nomination, candidates will be selected via popular vote. Candidates will be confirmed by a majority of the Elected Officials.

VIII. COMMITTEES

A. Responsibilities of MSG Committees.

1. The function of MSG committees and subcommittees are to investigate and study matters referred to them by the MSG, in order to help the MSG arrive at decisions in the areas of its responsibilities. The purview of each committee of the MSG shall be limited to those functions expressly granted by the MSG Rules of Procedures and those functions expressly granted to such committee by the MSG or MSG Executive Board. In all instances, the MSG Executive Board, in consultation with the Rules and Procedures Committee, shall make the final determination as to the purview of each committee.
2. There shall be two classes of MSG committees: standing and ad hoc. A standing committee shall be incorporated into these Rules by an amendment. An ad hoc committee may be formed either at the direction of the President or by a majority vote of the Legislative Body, and shall continue to exist until such time that its mandate has been fulfilled or a majority vote of the Legislative Body dissolves it.
3. Persons not members of the MSG may be appointed to serve on any MSG committee whose membership is not otherwise restricted, but all MSG committees must be entirely

composed of students from the medical student body; at least one member of the MSG shall be appointed to each such committee.

4. Committee Meetings

- a. The Vice President of External Affairs shall issue the first call to meeting and preside as chairperson for each committee without a designated chairperson. The committee chairperson shall issue subsequent calls to meetings. When a recommendation of substance is likely to be voted on, the chairperson shall so note in the call to meeting. The Vice President shall call a meeting of any committee which has not met at least twice each semester.
- b. A majority of a committee's total membership shall constitute a quorum.
- c. Only those persons duly assigned to a committee shall be eligible to vote at meetings of that committee. No substitution for a regular committee member shall be permitted without timely notice to the committee chairperson.
- d. The chairperson of each committee, or his or her designee, shall take minutes of the committee's meetings, which shall be distributed to all committee members and the MSG secretary
- e. The chairperson of each committee shall record attendance at all of the committee's meetings and shall forward these records to the MSG secretary in a timely manner. It is the responsibility of committee members to make every effort to attend each meeting of his or her committee. It is the duty of the committee chairperson to call meetings at such times and places and with sufficient advance notice that committee members will not ordinarily be prevented from attending.

5. Reporting

- a. Every committee shall make a report at each MSG General Assembly meeting, even if there is "no report."
- b. Every report of an MSG committee shall be made by a member of the MSG.
- c. The chairperson of each committee shall present to the President, before May first of each year, a Final Committee Report outlining the committee's work during the year and its recommendations for action that should be taken in the future.

6. Any decision of an MSG committee may be overturned or modified by a majority vote of the MSG.

7. Standing Committees may have their own Rules and Procedures specific to their own responsibilities, changes to which may be made by the committee and approved by a majority vote of the Legislative Body.

B. Standing Committees.

1. Executive Committee.

- a. The Executive Committee shall consist of the President, the Vice President of Internal Affairs, the Vice President of External Affairs, the Secretary, and the Treasurer. The President shall be the chairperson of the Committee.
- b. The Committee shall act in the name of the MSG on urgent matters that arise at times when the full body of the MSG cannot be convened, and shall report its actions at the first ensuing meeting of the MSG, as appropriate. The Executive

Committee shall have the option, if a meeting of the MSG cannot be convened, of authorizing a proposed action by polling members of the MSG individually, provided that: the entire membership of the MSG is notified of the poll and given an opportunity to participate; a majority of the members of the MSG respond to the poll; and the action is approved by a majority of the members of the MSG who respond. The Executive Committee may establish reasonable deadlines for submitting responses. The results of the poll and the particulars of the action taken pursuant thereto shall be entered into the minutes of the next ensuing meeting of the MSG.

- c. The Board shall, with the advice and consent of the MSG, make all appointments to all MSG committees except those committees whose membership is otherwise prescribed, and where appropriate, all recommendations for student appointments to intraschool and interschool committees or commissions.

Wherever possible, the Committee shall make every effort to:

- i. ensure that all appointments to any one committee include representatives in equal numbers from all medical school class years, and
 - ii. give preference to qualified individuals wishing to serve on a particular committee.
- d. The Committee shall appoint the chairpersons of all MSG committees except those committees whose chairpersons are otherwise designated. All committee chairperson appointments must be approved by a majority vote of the MSG.
- e. The Committee shall coordinate the activities of the MSG and its various committees and subcommittees.
- f. The Committee shall meet monthly with the Academic Programs staff and Class Co-Chairs.
- g. In the event that the full MSG or Executive Committee are unable to be convened (as during the summer), the President shall be empowered to convene any number of MSG members, and together they shall act in the name of the MSG in order to effectuate the orderly and efficient transaction of MSG business. The President shall report the actions of this group at the first ensuing meeting of the MSG, as appropriate. The authority to mandate the affairs, duties, and responsibilities of the MSG is vested in the MSG as a body, not in its members as individuals. However, in any of those instances specifically delineated in these Rules, either the President or the Executive Committee, as appropriate, may bind the MSG to a particular course of action without the need of prior MSG approval. In all instances, no member of the MSG shall act individually, or by any means involving less than majority action, to bind the MSG unless authorized to do so by at least a majority vote of the quorum present at a previous meeting of the MSG, provided that such authorization shall not preempt any of the powers, duties, responsibilities of either the President or the Executive Committee under these Rules, nor is any way a contravention of these Rules. Any decisions made under these provisions may be revisited at the next ensuing meeting of the MSG, as appropriate. Any unauthorized action by a member of the MSG may be

subsequently approved by the MSG only if so approved by a majority vote at the first ensuing meeting of the MSG.

2. Budget Committee.

- a. The Budget Committee shall be appointed by the Treasurer on a yearly basis from the members of the Legislative Body. All Committee members shall be approved by a majority vote of the Legislative Body. The Treasurer shall be the chairperson of the Committee.
- b. The Committee shall:
 - i. Serve as the mechanism through which MSG funds are allocated to eligible medical student organizations and medical student activities meeting established funding criteria;
 - ii. Make recommendations to the MSG concerning the allocation of funds to medical student groups and medical student activities;
 - iii. Hear and decide appeals arising out of funding allocations for the current academic year;
 - iv. Inform medical student organizations about policies and procedures which govern their requests;
 - v. Review on a periodic basis the use of funds by medical student organizations and activities receiving medical school funds;
 - vi. Review on a periodic basis the policies and procedures which govern the request, allocation, and use of MSG funds and make appropriate recommendations to the MSG as to any necessary revisions; and
 - vii. Be responsible for developing the forms and other means necessary for implementing these rules and the policies and procedures which govern the request, allocation, and use of MSG funds.
- c. The Committee shall provide a recommendation regarding MSG contingency funding to student groups and activities to be voted on by the Legislative Body. Student group leaders will be given the opportunity to address the Legislative Body for 3 minutes. The proposal should focus on how the funds would benefit the medical student body. Following the address, there will be an opportunity for members of the Legislative Body to ask questions to the student group leaders applying for funding. The Legislative Body will then vote by majority to approve or deny the funding request.
- d. The Committee shall prepare a balanced budget of MSG funds for the current academic year for voting approval at a Legislative Body meeting, no later than the October meeting of the Legislative Body during the same academic year. This report shall also include and incorporate any remaining funds from the previous year's budget.
- e. All of the Committee's funding recommendations must be approved by a majority vote of the MSG.

3. Student Organizations Committee

- a. The Committee shall:

- i. Consider matters involving student organizations at the School of Medicine;
 - ii. Establish policies regarding the formation and regulation of student organizations registered with the MSG;
 1. Proposals for new student organizations should be sent to the Student Organizations Committee, who will review the proposal and prepare a recommendation for the Legislative Body.
 2. The student leaders for the new organization will give a 4 minute presentation to the Legislative Body. The presentation should include the mission statement, goals, objectives and action plan for the new organization. The presentation should focus on how the new group will enrich the medical student experience at Perelman.
 3. Following the presentation, members of the Legislative Body will have the opportunity to ask questions of the new group leaders. After a question period the Legislative Body will vote by majority to approve or reject the formation of the new group.
 - iii. Inform medical student organizations about policies and procedures which govern their event planning and event publicity at the medical school;
 - iv. Maintain the MSG Student Leaders Handbook and On-Line Guide;
 - v. Communicate the concerns of student group leaders to the MSG;
 - vi. Maintain communication and consistently coordinate with the Office of Student Affairs, Office of Diversity Affairs, and the Registrar;
 - vii. Coordinate biannual training sessions for new student group leaders;
 - viii. Coordinate biannual Student Leadership Summits for student organization leaders, with the primary goal of creating a forum to discuss how to make student organizations successful, create collaborative events, and maintain continuity between generations of leaders; and
 - ix. Coordinate, in conjunction with members of the Academic Programs office, two annual student activities fairs, one to be held in conjunction with MS1 orientation and one to be held in conjunction with Penn Preview.
4. Formal Committee. The Formal Committee will be responsible for planning and implementing the annual Medical School Formal.
 5. Community Service Committee. The committee shall:
 - a. Send a bi-weekly Community Service Newsletter to the Penn Med student body, consisting of events from Penn Medicine CARES, students at Penn Med and other schools at the university;
 - b. Have a liaison in the university-wide Alliance for Community Engagement, DISAC Communications committee, and the CLINICOM group (the council that consists of leadership from all student-led community clinics and outreach groups); and

- c. Conduct any other activities that promote service, outreach, advocacy, and community engagement in the school. This includes collaborating closely with the PDI.

IX. LIAISONS

A. MSG liaisons are currently enrolled full-time students, being either members of MSG or members of the School of Medicine community at large, who take on the responsibility of sitting on a board, group, organization, or committee outside MSG, and represent the interests of MSG and the Penn Med student body to that board, group, organization, or committee. Each MSG liaison shall be nominated at the beginning of the academic year, at the inception of a relevant external board, group, organization, or committee, or at the request of the Executive Committee or an outside board, group, organization, or committee. All nominations for MSG liaisons shall be made by a member of the MSG and be approved by a majority vote of the Legislative Body. Liaisons are not voting members of the MSG.

B. Responsibilities of MSG Liaisons.

1. The purview of each MSG liaison shall be limited to those functions expressly granted by the MSG Rules of Procedures and those functions expressly granted to such liaison by the MSG or MSG Executive Committee. In all instances the MSG Executive Committee, in consultation with the Rules and Procedures Committee, shall make the final determination as to the purview of each MSG liaison.
2. There shall be two classes of MSG liaisons: standing and ad hoc. A standing liaison shall be incorporated into these Rules by an amendment. An ad hoc liaison may be formed either at the direction of the President or by a majority vote of the Legislative Body, and shall continue to exist until such time that the liaison's mandate has been fulfilled or a majority vote of the Legislative Body dissolves that particular liaison position.
3. It is the responsibility of each MSG liaison to make every effort to attend each meeting of the board, group, organization, or committee upon which he or she sits.
4. An MSG liaison shall take minutes of all matters concerning the School of Medicine or the medical student body at the board, group, organization, or committee meetings which he or she attends in the capacity of MSG liaison, and a copy of these minutes shall be given to the MSG secretary. An MSG liaison shall present to the President, before May first of each year, a Final Liaison Report outlining the liaison's work and any relevant and significant information gathered during the academic year.
5. Every MSG liaison shall make a report at each MSG General Assembly meeting on the current activities of the board, group, organization, or committee upon which he or she sits, even if there is "no report."
6. An MSG liaison cannot call for a vote on any report or recommendation. If the MSG decides to take a particular action based on the information presented by an MSG liaison it may do so according to the requirements in these Rules.
7. Liaisons are responsible for communication to the student body at large regarding announcements, opportunities, or events of the outside board, group, organization, or committee that are relevant to the student body at-large.

C. Standing Liaisons.

1. GAPSA Liaison
2. House Liaison
3. DISAC Liaison

X. AMENDMENTS

A. An amendment to these Rules of Procedure must be presented in writing for discussion at a stated meeting of the MSG and voted on at a subsequent meeting of the MSG during the same academic year.

B. Acceptance of a proposal to amend these Rules requires a three-quarters vote of the quorum present at a stated meeting of the MSG and a majority vote of the medical student body. A proposal to amend these Rules which has been rejected by a vote of the MSG may not be reintroduced during the same academic year.

XI. EFFECT AND INTERPRETATION

A. All Rules of Procedure or Guidelines of MSG and any of its committees and subcommittees, which are in conflict with the Rules of Procedure herein delineated shall be suspended upon the adoption of these Rules.

B. All references to President in these Rules shall, whenever necessary, apply equally to Interim President.

C. The delineation in these Rules of certain rights and responsibilities of the MSG shall not be read to exclude other rights and responsibilities not so delineated.

D. The adoption of the Rules of Procedure herein delineated shall require a three-quarters vote of the total MSG membership and a majority vote of the medical student body.