THE CONSTITUTION OF THE
MEDICAL STUDENT BODY
PREAMBLE

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PREAMBLE
We the students of the Tulane University School of Medicine desire to regulate our lives and undertakings so that unity will guide the attainment of our aims and ideals, and do hereby proclaim a self-governing organization and do adopt this constitution.

ARTICLES OF THE MEDICAL STUDENT BODY OF TULANE UNIVERSITY

ARTICLE I. NAME AND MEMBERSHIP
Section 1. The name of this organization shall be the Medical Student Body.
Section 2. All matriculated full-time students of the Tulane University School of Medicine shall be members of the Medical Student Body.

ARTICLE II. MEDICAL STUDENT GOVERNMENT
Section 1. The governing body of the Medical Student Body shall be the Medical Student Government (MSG).
Section 2. The executive officers of MSG shall have the power to formulate policies, to manage the affairs of the Medical Student Body, to create lesser committees, and have all other powers prescribed by and necessary for the proper execution of this Constitution. It shall rule on any question of change in the voting status of an MSG-recognized organization and shall have the final decision regarding the validity of any election.
Section 3. The voting members of MSG shall include the executive officers of MSG, the President and Vice President of each class, Chief Administrator of the Honor Board, and the President of each MSG-recognized organization. No student shall be a voting member of MSG in more than one capacity. If unable to attend, a voting member may designate a proxy from within their organization.
Section 4. MSG shall hold General Body Meetings open to all members of the medical student body as prescribed in the Bylaws.
Section 5. Any member of the medical student body may request a vote on any issue, matter, or policy at a General Body Meeting. A quorum of 1/2 of all voting members or proxy representation must be present in order for a decision to be made on any voting matter.
Section 6. The executive officers of MSG shall meet with the Presidents and Treasurers of each class at the beginning of each school year to review the budgets appropriated to each class.

ARTICLE III. EXECUTIVE OFFICERS OF THE STUDENT GOVERNMENT
Section 1. The executive officers of MSG shall be a President, a Vice President, a Treasurer, a Secretary, and a Technology Officer. The executive officers of MSG may be referred to as the MSG Executive Board.
Section 2. Only members of the Medical Student Body are eligible to seek office.
Section 3. The President of MSG shall be the official representative of the student body in all affairs relating to it. The President shall be an ex officio member, with the right to vote, of all committees within this organization. The President shall preside over all meetings of MSG. The President shall investigate all protests or questions regarding elections. The President shall be a 4th year medical student who spends the majority of the academic year in New Orleans, Louisiana.
Section 4. The Vice President shall assist the President in duties. The Vice President shall assume the executive capacity in the absence of the President. The Vice President shall be the principal on matters pertaining to MSG recognized organizations. The Vice President shall be a 3rd year medical student who spends the majority of the academic year in New Orleans, Louisiana.
Section 5. The Treasurer shall be responsible, with the President, for preparing the annual budget, presenting budget reports (Executive, Club, and Travel), and keeping suitable records of all the funds of MSG. These treasury records shall be made available upon written request. The MSG Treasurer shall serve on the GAPSA finance committee in accordance with the rules of GAPSA. In the temporary absence of the President and Vice President, the Treasurer shall assume the executive capacity. In the event of the permanent absence or disqualification of both President and Vice President, the Treasurer shall call for a new election, with the procedures for the election as outlined in this Constitution or the Bylaws. The Treasurer shall be a 3rd or 4th year medical student.

Section 6. The Secretary shall keep the minutes of all meetings of MSG. The Secretary shall handle all correspondence of MSG, as requested by the President. The Secretary shall establish and maintain a calendar for notices of meetings and events. The Secretary shall be a 2nd year medical student.

Section 7. The Technology Officer shall serve as the primary technology resource and advocate of MSG. The Technology Officer will work with the Curriculum Committee, Office of Medical Education, and the various Deans’ offices to ensure technology needs are efficiently and effectively communicated between administration and the student body. The administration should use the Technology Officer as the primary contact for all technology related issues. The Technology Officer shall be a 2nd year medical student.

Section 8. The term of office for the executive officers of MSG shall begin one week after the Spring elections in which they were elected are finalized and shall continue through the end of the next election period. Officers elected in a special election shall begin their term of office one week after election day.

Section 9. The MSG executive officers shall be elected by secret ballot, with each member of the Medical Student Body having one vote. Elections shall be conducted according to Article V.
Section 2. The term of office for the class officers shall begin one week after the Spring elections in which they were elected and shall continue through the end of the next election period. The term of office for the first year class officers shall begin one day after the Fall elections in which they were elected are finalized and shall continue through the end of the next election period.

Section 3. Only members of the Medical Student Body are eligible to run for office.

Section 4. The MSG President with the assistance of the Technology Officer shall post the list of candidates prior to the election.

Section 5. Refer to Bylaws for additional details.

ARTICLE VI. MEDICAL STUDENT BODY REPRESENTATIVES

Section 1. The MSG President and MSG should attempt to ensure that the Medical Student Body is well represented on all committees, that sub-divisions of the Medical Student Body have adequate representation, and that representation is distributed among the members of the Student Body and its MSG.

Section 2. Student Membership on School of Medicine Committees

A. Student Affairs Committee: The MSG President, the Honor Board Administrator, and the President of the 4th year class shall serve on this committee.

Section 3. Elected Class Representatives

A. Curriculum Committee

1. The Curriculum Committee will include five voting student members, and one non-voting student member.
2. The President of the Owl Club and an OSR representative are voting members of this committee.
3. One student shall be elected from each rising 2nd, 3rd, and 4th year class as a full voting member of the committee. One student shall be elected from the 1st year class to serve as a non-voting member of the committee.

B. GAPSA

1. GAPSA representatives are apportioned to the school of medicine per the GAPSA constitution.
2. One representative shall be an MSG Executive Officer.
3. The remaining positions shall be divided amongst the first and second year classes. These positions shall be elected.

C. Honor Board

1. Members of the Honor Board shall include the MSG President and Vice President, Presidents of each class, and elected representatives from each class.
2. Membership is in accordance with the Honor Board Bylaws.

D. MSG

1. MSG representatives will represent the interests and concerns of their respective classes to the MSG Executive Board.
2. Two MSG representatives shall be elected from each first and second year class.

ARTICLE VII. PETITION FOR RECOGNITION BY MSG

Section 1. Requirements for Recognition

A. All organizations must be open to all students and may not discriminate on the basis of race, color, religion, gender, sexual orientation, national origin, or disability.
B. Commitment from a minimum of fifteen (15) members of the student body interested in the goals of the organization.
C. All organizations must have an unfunded meeting of its interested participants prior to petition for recognition.
D. The organization’s goals may not substantially overlap with those of an already existing organization.
E. Purpose and goals of the organization must be in the interest of the members of the student body.

Section 2. Process
A. Any organization wishing to be recognized by MSG should submit copies of its constitution and a list of officers and interested members to msg@tulane.edu. The executive officers will then vote to accept or reject the organization’s proposed constitution.
B. Constitution or bylaws should contain articles with the following titles:
   1. Name
   2. Purpose or objective
   3. Membership or qualifications of membership
C. If the constitution is not approved, the executive officers shall inform the proposed organization of the reasons for rejection. If the constitution is approved, the petition for recognition will be brought before the voting members of MSG at a general body meeting.
D. Organizations shall be approved by a simple majority vote.
E. The organization is recognized for a one-year provisional status as delineated in Article VII, Section 4 during which its representative may attend MSG meetings in a non-voting capacity.
F. Appeals
   1. The organization may appeal a rejection by addressing and correcting the concerns in the rejection.
   2. The revised application shall be submitted to msg@tulane.edu for reevaluation. In the event that approval is denied on two successive occasions, the organization must wait until the following academic year to reapply.

Section 3. Requirements of MSG-Recognized Student Organizations
A. All organizations must submit a budget per Treasury rules.
B. All organizations must hold an event each semester.
C. All organizations are required to perform a service project that is of benefit to the community as approved by the executive officers unless granted a waiver.
D. All organizations must have at least one officer present at each MSG General Body Meeting. Absence without proxy from two consecutive General Body Meetings shall be grounds for loss of MSG recognition.
E. All organizations must uphold this Constitution.
F. All organizations must acquaint themselves with and obey all university regulations and procedures applicable to students and organizations.
G. All organizations must provide msg@tulane.edu with any changes in the organization.

Section 4. Provisional Status
A. Organizations shall be non-voting for one year.
B. Organizations shall receive provisional funding at the discretion of the Treasurer.
C. If the officers of an organization are unable to find new officers at the end of their term, they must remain in office or the organization will lose MSG recognition.
**Loss of MSG-Recognition**

- **A.** If any organization fails to abide by Article VII, Section 3, said organization shall forfeit MSG recognition and funding.
- **B.** If the organization desires to re-apply for recognition and funding, it must do so in accordance with the provisions of Article VII, Sections 1 and 2.

**ARTICLE VIII. STUDENT CONDUCT AND THE HONOR BOARD**

**Section 1.** Student conduct shall be governed by the TUSOM Handbook for Medical Students published by the Office of Student Affairs and the Honor Board.

**Section 2.** Infractions of the Honor Code shall be investigated by the Honor Board in accordance with the Honor Board Bylaws.

**Section 3.** The Honor Board shall have the power to amend the Honor Board Bylaws subject to ratification by a simple majority vote of MSG.

**ARTICLE IX. CONSTITUTIONAL AMENDMENTS AND INTERPRETATION**

**Section 1.** Amendment of this Constitution can only be accomplished by a 2/3 majority vote at an MSG General Body Meeting held for that purpose.

**Section 2.** Amendments must be published two (2) weeks in advance of voting and notices must be posted throughout the School of Medicine.

**Section 3.** If disputes arise regarding the interpretation of this Constitution, the Honor Board shall be responsible for clarification.

**ARTICLE X. REGARDING BYLAWS**

**Section 1.** Adoption, amendment, or repeal of a Bylaw may be brought about through a simple majority of MSG voting members.

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**Effective:** March 1935  
**Most Recent Revision By:** Insun Chong (co 2016), Felicity Fisk (co 2017), Kevin Kirschman (co 2015), Erin Kobashigawa (co 2017), and Sarah Wolochatiuk (co 2017)  
**Honor Code Revised:** April 1999
BYLAWS TO THE CONSTITUTION

BYLAW 1. MSG GENERAL BODY MEETINGS
Section 1. The MSG Secretary shall call to order at least two General Body Meetings per semester.

BYLAW 2. ELECTIONS
Section 1. Determining the victor for elections in which there is only a single winner.
   A. The winner of the election shall be determined by a simple majority.
   B. If no person manages to garner a simple majority, an additional election (runoff elections) shall be held with participants determined as follows.
      1. The candidates with the greatest number of votes in decreasing order shall be eligible for participation in the runoff elections.
      2. Fifty-one percent of the initial votes cast must be represented by the candidates participating in the runoff elections.
      3. No more candidates than is required to surpass fifty-one percent of the initial votes cast shall be eligible for participation in the runoff elections.

Section 2. Determining the victor for elections in which there is more than a single winner.
   A. The winners of the election shall be chosen from the candidates with the greatest number of votes in decreasing order.

Section 3. Procedures for Candidates.
   A. Interested candidates should submit a one page document as a Portable Document Format (.PDF) to msg@tulane.edu. The subject line of the email should be formatted as “POSITION; LASTNAME, FIRSTNAME (Class of YEAR)”. The executive officers shall post the document in a publicly accessible manner within a timely fashion.
   B. No candidate shall undertake any actions that could be construed by the executive officers as additional campaigning. Examples of campaigning include but are not limited to word of mouth, putting up signs, posters, handing out candy, or electronic communications. Violating these principles shall result in immediate disqualification from the current election and any future election.
   C. Any disqualified candidate may appeal the decision. Upon review, if the candidate is still found to be in violation of election procedures, the candidate shall not be allowed to appeal the decision again.

Section 4. The results of the election shall be submitted for verification to an independent third party as determined by the MSG President.