THE CARVER COLLEGE OF MEDICINE STUDENT GOVERNMENT CONSTITUTION

Preamble
The name of this organization will be the Carver College of Medicine Student Government (herein referred to as CCOMSG).

Article I: Purpose
The aim of CCOMSG is to tend to all aspects of the organization and to execute medical and physician assistant student interests, representation, and needs within the Carver College of Medicine (CCOM).

Article II: Membership

A) "In no aspect of its programs will there be any difference in the treatment of persons because of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, associational preference, or any other classification which would deprive the person of consideration as an individual." The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits will be open to all students in the Carver College of Medicine as described herein.

B) Membership in the CCOMSG is limited to students enrolled in the University of Iowa’s Carver College of Medicine as specifically described below.

C) The Executive Council consists of the Student Body President (SBP) and the following voting members: Student Body President elect (SBPe), Physician Assistant Student Body President (PA-SBP), Executive Secretary (ES), Executive Treasurer (ET), Community Mayors, Activities Committee Chairperson, Advocacy Committee Chairperson, Education Committee Chairperson, and Technology Committee Chairperson, as well as the following non-voting members: Caduceus President, Executive Council of Graduate and Professional Students (ECGPS) representative, and a delegate from the Association of American Medical Colleges – Organization of Student Representatives (AAMC-OSR).

D) Each medical school class must have representation on the Executive Council, which will be a non-voting position, as outlined below within “Article III: Executive Council Officer Responsibilities,” “Class Representatives.”

E) While not considered official members, all CCOM students, faculty, and staff are invited to attend all CCOMSG Executive Council meetings.

Article III: Executive Council Officer Responsibilities

Student Body President (SBP)

The Student Body President will be a medical student in good academic standing as outlined by the CCOM that has completed his/her preclinical curriculum.

A student cannot serve concurrently as SBP and any other voting position on Executive Council.

The SBP will be elected to a one-year term.

The new SBP will assume the office the day following the commencement ceremony.

Election of the SBP is outlined below within “Article V: Election Procedures”.

The current SBP will be responsible for carrying out the election process for the next year.

The SBP will work closely with the ET to ensure timely completion of each of the CCOMSG budgets.
The SBP will meet at least monthly with the Executive Council and each semester with the CCOM student body.

The SBP will preside over all Executive Council meetings and all CCOM student body meetings.

The SBP will preside over the agenda for Executive Council meetings and CCOM student body meetings.

The SBP is a non-voting member of the Executive Council.

The SBP will vote in Executive Council meetings only in the case of a tie among the Executive Council voting members.

The SBP (along with the SBPe) will meet on a regular basis with the Associate and Assistant Deans of the CCOM and serve as a liaison between the student body and the Office of Student Affairs and Curriculum (OSAC).

The SBP will serve as a representative of the student body as called upon by OSAC.

The SBP will serve as a voting member on the Medical Education Committee (MEC) and attend all scheduled meetings.

The SBP will serve as a voting member on the Clinical Experiences Committee (CEC) and attend all scheduled meetings.

The SBP will serve as a non-voting member on the Medical Arts and Sciences Committee (MASC) and attend all scheduled meetings.

The SBP will assume one of the two ECGPS representative positions or designate a suitable surrogate.

The SBP will meet at least monthly with the greater ECGPS and report its progress at Executive Council meetings when the ECGPS representative is unavailable.

The SBP or SBPe will attend one meeting for each of the four student committees (Activities, Advocacy, Education, and Technology) monthly.

The SBP will oversee the effective distribution of relevant information to the student body.

The SBP, in conjunction with OSAC, will organize and conduct proceedings during Match Week/Day, or designate a suitable surrogate. Responsibilities include forming a Match Day committee, selecting a Match Day theme, facilitating the Match Day slide show, and any additional responsibilities associated with the week’s festivities.

The SBP, in conjunction with OSAC, will be responsible for overseeing the selection of the CCOM Commencement keynote speaker as well as introducing the keynote speaker at the CCOM commencement ceremony, or delegate another student to do so.

The SBP will have the ability to form ad-hoc committees to address matters that may arise within the CCOM that do not otherwise fall under the responsibilities of an existing Executive Council committee.

**Student Body President elect (SBPe)**

The Student Body President elect (SBPe) will be a medical student in good academic standing as outlined by the CCOM that has completed his/her preclinical curriculum, and be able to fulfill the requirements of the acting president as described in “Article III: Executive Council Officer Responsibilities,” “Student Body President.”

A student cannot serve concurrently as SBPe and any other voting position on Executive Council.

The SBPe will be elected to a one-year term.
The new SBPe will assume the office the day following the commencement ceremony.

Election of the SBPe is outlined below within “Article V: Election Procedures.”

The SBPe will function primarily as the understudy of the acting SBP and will assume responsibilities delegated by the acting SBP and Executive Council.

In the case of the absence of the acting SBP, and with the expressed permission of the acting SBP, the SBPe will assume the role of the acting SBP in every capacity outlined in “Article III: Student Body President.”

The SBPe is a voting member of the Executive Council.

The SBPe (along with the SBP) will meet on a regular basis with the Associate and Assistant Deans of the CCOM and serve as a liaison between the student body and OSAC.

The SBPe will serve as a voting member on MEC and attend all scheduled meetings.

The SBPe will serve as a non-voting member on CEC and attend all scheduled meetings.

The SBPe will serve as a non-voting member on MASC and attend all scheduled meetings.

The SBP or SBPe will attend one meeting for each of the four student committees (Activities, Advocacy, Education, and Technology) monthly.

**Physician Assistant Student Body President (PA-SBP)**

The Physician Assistant Student Body President (PA-SBP) will be a physician assistant student in good academic standing as outlined by the CCOM.

A student cannot serve concurrently as PA-SBP and any other voting position on Executive Council.

The PA-SBP will be elected to a one-year term.

The new PA-SBP will assume the office during the week of Clinical Beginnings Week.

Election of the PA-SBP is outlined below within “Article V: Election Procedures.”

The PA-SBP will facilitate the integration of medical students and physician assistant students by discussing ideas and possible interactions between both bodies inside and outside of Executive Council meetings.

The PA-SBP is a voting member of the Executive Council.

The PA-SBP will be responsible for relaying pertinent information discussed at the Executive Council meetings to the physician assistant student body.

The PA-SBP will be responsible for serving as a spokesperson on behalf of the physician assistant student body while attending the Executive Council meetings.

The PA-SBP will oversee the remaining physician assistant student class officers (Vice-President, Treasurer, and Secretary) and involve them in CCOMSG matters as deemed necessary.

**Executive Secretary (ES)**

The Executive Secretary (ES) will be a medical student in good academic standing as outlined by the CCOM.

A student cannot serve concurrently as ES and any other voting position on Executive Council.
The ES will be elected to a one-year term.
The new ES will assume the office the day following the commencement ceremony.

Election of the ES is outlined below within “Article V: Election Procedures.”

The ES will attend all Executive Council meetings as a voting member.
The ES will record and distribute minutes from the Executive Council meetings and the CCOM student body meetings.
The ES will facilitate regular communication regarding upcoming meetings, programs/events, important dates, etc.
The ES will update the CCOM student body monthly regarding the CCOMSG general proceedings in a manner he/she sees fit (e.g. the MERF CCOMSG bulletin board, the CCOMSG website, or Vital Signs, the CCOM student newspaper).
The ES will update the CCOMSG bulletin board on a regular basis.

**Executive Treasurer (ET)**

The Executive Treasurer (ET) will be a medical student in good academic standing as outlined by the CCOM.

A student cannot serve concurrently as ET and any other voting position on Executive Council.

The ET will be elected to a one-year term.
The new ET will assume the office the day following the commencement ceremony.

Election of the ET is outlined below within “Article V: Election Procedures.”
The ET will attend all Executive Council meetings as a voting member.
The ET will attend the fall workshop for ECGPS Member Governments, hosted by the Graduate and Professional Allocating Committee.
The ET will be responsible for oversight of all CCOMSG budgets.
The ET will execute all financial transactions (e.g. deposits/withdrawals, paperwork, etc.) on behalf of the CCOMSG.
The ET will work closely with OSAC and The University of Iowa Office of Student Life to ensure that the budgets are accurate and current.

All financial expenditures for CCOMSG must be approved by a vote of the Executive Council and implemented by the ET.

**Community Mayors**

A student cannot serve concurrently as a Community Mayor and any other voting position on Executive Council.

A Community Mayor will serve a one-year term on the Executive Council.

Mayoral elections will occur as each individual learning community sees fit, yet must be held within one month following the SBPe election and before the annual CCOM Get Acquainted Day.
The new Community Mayors will assume the office no later than the day following the commencement ceremony.
Mayors will attend all Executive Council meetings as a voting member. Each learning community will have only one vote on the Executive Council regardless of the number of mayors elected.

The mayors will be primarily responsible for tending to the matters relevant to their individual learning communities.

Mayors are required to attend all Executive Council meetings. In the event a community has more than one mayor, at least one of these representatives must attend each Executive Council meeting.

Mayors will be responsible for relaying pertinent information discussed at the Executive Council meetings to their respective learning communities.

Mayors will be responsible for serving as a spokesperson on behalf of their respective learning communities while attending the Executive Council meetings.

Mayors will relay pertinent information discussed at Executive Council meetings during the monthly Communities Leadership meetings.

**Activities Committee Chairperson**

The Activities Committee Chairperson will be a medical student in good academic standing as outlined by the CCOM.

A student cannot serve concurrently as Activities Committee Chairperson and any other voting position on Executive Council.

The Activities Committee Chairperson will be elected to a one-year term.

The new Activities Committee Chairperson will assume the office the day following the commencement ceremony.

Election of the Activities Committee Chairperson is outlined below within “Article V: Election Procedures.”

The Activities Committee Chairperson will attend all Executive Council meetings as a voting member.

The Activities Committee Chairperson will meet at least monthly with the Activities Committee, and report their progress at Executive Council meetings.

    In the event that the Activities Committee Chairperson cannot attend an Executive Council meeting, a written report detailing the Committee’s progress must be submitted to the ES in advance of the scheduled meeting.

The Activities Committee Chairperson will oversee a committee consisting of volunteer members serving from the M1-M4 years and including the PA program.

    The PA student representative will be elected within the PA program and according to its schedule, generally occurring in July of each year.

    Activities Committee members will serve a one-year term beginning in the Fall.

The Activities Committee Chairperson will be responsible for overseeing the planning and the execution of CCOMSG activities and extra-curricular functions including, but not limited to, the following:

    A charitable event to benefit a worthy cause in the greater Iowa City community.

    The Fall Holiday Feast (in conjunction with Major Grooves)

    Crista Gala (Winter Formal)

    Aesculapian Frolics
The Activities Committee Chairperson will oversee the CCOM’s involvement in the University of Iowa’s Intramural Sports programs. A member of the Activities Committee may be delegated to fulfill this responsibility.

The Activities Committee Chairperson will strive to lead a committee that enhances the social component of the CCOM experience, in addition to promoting the awareness and discussion of matters both medical and non-medical. Vital to the Activities Committee Chairperson’s role is adequate communication between the CCOM student body and the Activities Committee.

**Advocacy Committee Chairperson**

The Advocacy Committee Chairperson will be a medical student in good academic standing as outlined by the CCOM that has completed his/her preclinical curriculum.

A student cannot serve concurrently as Advocacy Committee Chairperson and any other voting position on Executive Council.

The Advocacy Committee Chairperson will be elected to a one-year term.

The new Advocacy Committee Chairperson will assume the office the day following the commencement ceremony.

Election of the Advocacy Committee Chairperson is outlined below within “Article V: Election Procedures.”

The Advocacy Committee Chairperson will attend all Executive Council meetings as a voting member.

The Advocacy Committee Chairperson will meet at least monthly with the Advocacy Committee, and report their progress at Executive Council meetings.

In the event that the Advocacy Committee Chairperson cannot attend an Executive Council meeting, a written report detailing the Committee’s progress must be submitted to the ES in advance of the scheduled meeting.

The Advocacy Committee Chairperson will oversee a committee consisting of members from each community (whether it be medical student or PA), the ECGPS representative, and at least one PA student representative.

Individual communities will oversee the election of their representatives; however the Advocacy Committee members are not to be appointed.

The communities are to elect three representatives with no more than one per class.

The PA student representative will be elected within the PA program and according to its schedule, generally occurring in July of each year.

Advocacy Committee members will serve a one-year term beginning in the Fall.

The Advocacy Committee Chairperson will oversee responsibilities including, but not limited to, the following:

- The annual CCOM Student/Faculty Discussion Forum (Fall Semester)
- Human Rights Week
- The Faculty and Resident of the Year Awards presented at Aesculapian Frolics
- The Outstanding Faculty/Staff Contribution to the Student Body Award presented at Aesculapian Frolics
- The Bed Pardini Interdisciplinary Teaching Award presented at Aesculapian Frolics
The CCOMSG Leadership Excellence Awards, in conjunction with the All Communities Excellence in Leadership Awards

The Advocacy Committee Chairperson will strive to lead a committee that actively seeks opportunities to represent students in regards to student affairs, safety, facilities, access, and other concerns affecting the student body and their involvement with the CCOM and The University of Iowa Hospitals and Clinics (UIHC). Vital to the Advocacy Committee Chairperson’s role is adequate communication between the CCOM student body and the Advocacy Committee.

The Advocacy Committee Chairperson will convene representatives from the CCOM Committees (Admissions, Continuing Medical Education (CME), Office of Consultation and Research in Medical Education (OCRME), Promotions, and Semester Committees) at the first and last Advocacy Committee meeting of each semester. These representatives will be required to submit a brief summary at the end of the semester regarding their respective committee’s activities.

**Education Committee Chairperson**

The Education Committee Chairperson will be a medical student in good academic standing as outlined by the CCOM that has completed his/her preclinical curriculum.

A student cannot serve concurrently as Education Committee Chairperson and any other voting position on Executive Council.

The Education Committee Chairperson will be elected to a one-year term.

The new Education Committee Chairperson will assume the office the day following the commencement ceremony.

Election of the Education Committee Chairperson is outlined below within “Article V: Election Procedures.”

The Education Committee Chairperson will attend all Executive Council meetings as a voting member.

The Education Committee Chairperson will meet at least monthly with the Education Committee, and report their progress at Executive Council meetings.

In the event that the Education Committee Chairperson cannot attend an Executive Council meeting, a written report detailing the Committee’s progress must be submitted to the ES in advance of the scheduled meeting.

The Education Committee Chairperson will oversee a committee consisting of the following members - the SBP, the SBPe, one PA student representative, four Caduceus Representatives (M1 through M4), three Clinical Experiences Committee (CEC) Representatives (M2, M3, and M4), three Medical Arts and Sciences Committee (MASC) Student Representatives (M1 through M3), and four Medical Education Committee (MEC) Representatives (M1 through M4).

Election of the Education Committee representatives is outlined below within “Article V: Election Procedures”.

The PA student representative will be elected within the PA program and according to its schedule, generally occurring in July of each year.

Education Committee members representing the M2-M4 classes will serve a one-year term beginning the day following the commencement ceremony. Education Committee members representing the M1 class and PA program will serve from Fall to Spring.

Voting members of the CEC include the SBP, Education Committee Chairperson, M3 CEC member, and the M4 CEC member.

Voting members of the MASC include: the Education Committee Chairperson, M2 MASC member, and the M3 MASC member.
Voting members of the MEC include: the SBP, SBPe, Education Committee Chairperson, M2 MEC member, M3 MEC member, and the M4 MEC member.

The Education Committee Chairperson will attend all CEC, MASC, and MEC meetings.

The Education Committee Chairperson will oversee responsibilities including, but not limited to, the following:

- The organization and publicity of Caduceus’s endeavors, including, but not limited to, the M1 Survival Guide, the M3 Survival Guide, the pre-clinical test packets, and the physical exam skill teaching sessions
- The compilation, distribution, and presentation of timely Liaison Committee reports (both pre-clinical and clinical curriculum), in conjunction with Caduceus
- The USMLE Step 1 Review Week

The Education Committee Chairperson will strive to lead a committee that represents the interests of students to the academic and curricular committees of the CCOM and UIHC. Vital to the Education Committee Chairperson’s role is adequate communication between the CCOM student body and the Education Committee.

**Technology Committee Chairperson**

The Technology Committee Chairperson will be a medical student in good academic standing as outlined by the CCOM that has completed his/her preclinical curriculum.

A student cannot serve concurrently as Technology Committee Chairperson and any other voting position on Executive Council.

The Technology Committee Chairperson will be elected to a one-year term.

The new Technology Committee Chairperson will assume the office the day following the commencement ceremony.

Election of the Technology Committee Chairperson is outlined below within “Article V: Election Procedures.”

The Technology Committee Chairperson will attend all Executive Council meetings as a voting member.

The Technology Committee Chairperson will meet at least monthly with the Technology Committee, and report their progress at Executive Council meetings.

In the event that the Technology Committee Chairperson cannot attend an Executive Council meeting, a written report detailing the Committee’s progress must be submitted to the ES in advance of the scheduled meeting.

The Technology Committee Chairperson will oversee a committee ideally consisting of two members from each community (whether it be medical student or PA), and may include at least one PA student representative.

Individual communities will oversee the election of these representatives. In addition to these elected representatives, the Technology Committee Chairperson may entertain applications from additional students who feel they have a particular interest or skill to contribute to the committee.

The PA student representative will be elected within the PA program and according to its schedule, generally occurring in July of each year.

Technology Committee members will serve a one-year term beginning in the Fall.

The Technology Committee Chairperson will attend all CCOM Education Technology Committee meetings.

The Technology Committee Chairperson will oversee responsibilities including, but not limited to, the following:
Annual to Bi-annual CCOMSG Technology Events (i.e., Technology Forum, Technology Fair)

The development and maintenance of the online CCOM Student Directory

The University of Iowa Student Healthcare Computing website (https://intercom.medicine.uiowa.edu/CCOM/), in collaboration with Health Care Information Systems (HCIS) at UIHC

The technical aspects of the electronic CCOM Used Book Sale, in conjunction with OSAC

The continued development of the CCOM Simulation Center

The collaboration with Noteservice in capturing and distributing pertinent education material

Student involvement in note-writing on clinical clerkships

The CCOM PDA/Smartphone initiative, along with the procurement of software for these devices

The Technology Committee Chairperson will strive to lead a committee that represents the technology interests of students to the Education Technology Committee, the greater CCOM, HCIS, The University of Iowa Information Technology Services (UI-ITS), and UIHC. Vital to the Technology Committee Chairperson’s role is adequate communication between the CCOM student body and the Technology Committee.

**Caduceus President**

Caduceus is a division of the Education Committee and will function as outlined by their by-laws.

The Caduceus President will be a medical student in good academic standing as outlined by the CCOM that has completed his/her preclinical curriculum.

The Caduceus President will be the most senior (i.e. M4 or MSTP student) elected to Caduceus as outlined below within “Article V: Election Procedures.”

In the event that the most senior student declines this responsibility, the position will then go to the next most senior Caduceus member.

A student cannot serve concurrently as Caduceus President and any other voting position on Executive Council.

The Caduceus President will be elected to a one-year term.

The new Caduceus President will assume the office the day following the commencement ceremony.

The Caduceus President will attend all Executive Council meetings as a non-voting member.

The Caduceus President will meet at least monthly with Caduceus, and report their progress at Executive Council meetings.

In the event that the Caduceus President cannot attend an Executive Council meeting, he or she must delegate a surrogate to attend the meeting or submit a written report detailing the Caduceus’s progress to the ES in advance of the scheduled meeting.

The Caduceus President will oversee a committee consisting of 3 additional members, one from each medical school class.

Election of the Caduceus members is outlined below within “Article V: Election Procedures.”

Caduceus members representing the M2-M4 classes will serve a one-year term beginning the day following the commencement ceremony. Caduceus members representing the M1 class will serve from Fall to Spring.
The Caduceus President will delegate a student representative to attend all MASC and CEC meetings as a non-voting member. Specifically, the M1 and M2 Caduceus representatives will attend all MASC meetings, and the M3 representative and Caduceus President (or M4 representative) will attend all CEC meetings. It is expected that a Caduceus representative will attend all SEC meetings to submit verbal reports from the aforementioned committees.

The Caduceus President will oversee responsibilities including, but not limited to, the following:

- The compilation, distribution, and presentation of timely Liaison Committee reports (both pre-clinical and clinical curriculum), in conjunction with the Education Committee
- The M1 Survival Guide
- The pre-clinical test packets
- The USMLE Step 1 Review Week
- The M3 Survival Guide
- The physical exam skill teaching sessions

The Caduceus President will strive to enhance the educational environment of the CCOM. Vital to the Caduceus President’s role is adequate communication amongst the CCOM student body, CCOMSG Executive Council, the Education Committee, and Caduceus as a whole.

**ECGPS Representative**

The ECGPS Representative will be a medical student in good academic standing as outlined by the CCOM. A student cannot serve concurrently as ECGPS Representative and any other voting position on Executive Council.

The ECGPS Representative will be elected to a one-year term.

The new ECGPS Representative will assume the office the day following the commencement ceremony.

Election of the ECGPS Representative is outlined below within “Article V: Election Procedures”.

The ECGPS Representative will attend all Executive Council meetings as a non-voting member.

The ECGPS Representative will meet at least monthly with the greater ECGPS and report its progress at Executive Council meetings.

In the event that the ECGPS Representative cannot attend an Executive Council meeting, he or she must ensure that the other ECGPS representative (i.e. the SBP or designated surrogate) is able to provide a verbal report. If such a report cannot be provided, a written report detailing ECGPS’s progress must be submitted to the ES in advance of the scheduled meeting.

The ECGPS Representative will serve on the Advocacy Committee and will attend all Advocacy Committee meetings.

The ECGPS Representative will be responsible for publicizing leadership openings within the ECGPS (e.g. ECGPS President, etc.) such that all students in the CCOM have an equal opportunity to apply for said positions if desired.

The ECGPS Representative will strive to represent the CCOM student body in all matters educational, social, and philanthropic to the leadership of The University of Iowa, and specifically, graduate and professional colleges. Vital to the ECGPS Representative’s role is adequate communication amongst the CCOM student body, the CCOMSG Executive Council and the greater ECGPS.
**AAMC-OSR Representative**

The CCOMSG will have no direct influence and/or input into the selection of the AAMC-OSR Representative. OSAC will approve the OSR-directed selection of this representative.

A student cannot serve concurrently as AAMC-OSR Representative (to the CCOMSG) and any other voting position on Executive Council.

The AAMC-OSR Representative will attend all Executive Council meetings as a non-voting member.

The AAMC-OSR Representative will strive to represent the CCOM student body prominently on national medical education initiatives. Vital to the AAMC-OSR Representative’s role is adequate communication amongst the CCOM student body, the CCOMSG Executive Council, OSAC, and the AAMC.

**Class Representatives**

Should a medical school class not have a representative through one of the positions noted in “Article II: Membership” Subpoint C, each vacancy will be filled as outlined below within “Article V: Election Procedures.”

The AAMC-OSR Representative will not constitute fulfillment of this requirement due to the position’s primary focus on national medical school initiatives.

The ECGPS Representative will not constitute fulfillment of this requirement due to the position’s primary focus on matters germane to The University of Iowa and the greater ECGPS.

Each Class Representative will be a medical student in good academic standing as outlined by the CCOM.

Class Representatives from the M2-M4 classes will serve a one-year term beginning the day following the commencement ceremony. The M1 Class Representative will serve from Fall to Spring.

Each Class Representative will attend all Executive Council meetings as a non-voting member.

Class Representatives will serve on CCOMSG committees when appointed by the SBP.

The primary responsibility of each Class Representative will be to represent the interests and opinions of his or her fellow classmates to the CCOMSG Executive Council. Vital to each Class Representative’s role is adequate communication between his or her respective class constituency and the CCOMSG Executive Council.

**Article IV: CCOM Student Judicial Branch**

The CCOM Student Judicial Branch will consist of the Honor Council and will proceed as per the Honor Council Constitution.

The Honor Council will conduct its own CCOM-wide elections per the regulations established in their bylaws.

The individual elected or appointed as the Honor Council President will have a standing invitation to all CCOMSG Executive Council meetings.

The Honor Council President must submit a report detailing the activities of the Honor Council each academic semester to the CCOMSG Executive Council.

The reports are intended to only inform the CCOMSG of Honor Council activity and plans for future progress.

The reports to the CCOMSG Executive Council shall take place at the end of October and May, in accordance with the Honor Council’s judicial calendar which runs from November 1-October 31 each year.
The Honor Council President will work in conjunction with the CCOMSG to distribute a summary report to the CCOM student body at the end of each academic semester.

The reports’ contents in no way will threaten the confidentiality of the Honor Council’s proceedings.

The integrity of the Honor Council will not be compromised through its relationship with CCOMSG; these two entities will work independently and collaborate primarily to relay pertinent information to the CCOM student body. Vital to the success of this partnership is adequate communication amongst the Honor Council, the CCOMSG Executive Council, and ultimately the CCOM student body.

**Article V: Election Procedures**

The CCOMSG Executive Council is responsible for conducting elections in a timely manner.

The SBP will serve as the Election Official.

The SBP will utilize the resources of the CCOMSG Executive Council in executing all CCOMSG elections.

No potential candidates for CCOMSG positions (Executive Council or otherwise) will be allowed to have involvement in the planning or execution of the election proceedings (e.g., a current Community Mayor running for the Advocacy Committee Chairperson position may not participate in the planning and/or execution of any aspect of the CCOMSG elections).

All CCOMSG PA representatives (PA-SBP, PA Activities Committee Representative, PA Advocacy Committee Representative, PA Education Committee Representative, and PA Technology Committee Representative) will be elected independently by the PA program according to its schedule.

PA elections will generally occur in July of each year with the elected representatives immediately assuming office.

The current PA-SBP will oversee the elections of the new PA representatives.

In all elections regardless of the position, the same general process will be observed.

Self nominations will always be accepted.

If a student nominates another individual within the CCOM, acceptance of the nomination by direct contact with the nominated individual is required.

Individuals desiring to run for a position will be required to submit a short information statement to be utilized during the election proceedings.

Potential candidates will be allotted at least three days prior to the start of a given election to submit said statement.

All candidate statements will be made available to the entire CCOM student body.

Open student forums to meet the respective candidates and directly address the questions and/or concerns of the CCOM student body may be held at the discretion of the CCOMSG Executive Council, but are not required.

If instituted, the open student forums should be such that each candidate will be provided an equal amount of time to address the CCOM student body.

Candidates will not be permitted to ask questions of other candidates for the position for which they are running or behave in any other manner such to establish a debate environment.
Following the required three day minimum nomination process (or one day following the open student forum if applicable), all CCOM student body members will be afforded equal opportunity to vote for the CCOMSG positions through whatever process deemed appropriate by the CCOMSG Executive Council (e.g. web-based election, all-student assembly, etc.).

If the CCOMSG elections are conducted via an online mechanism, voting shall remain open for no less than three days.

The CCOMSG representatives will be elected by the CCOM student body or appropriate representative class (e.g. CEC, MASC, MEC, Caduceus Representatives, Class Representatives, etc.).

All CCOMSG representatives will be elected by receiving the largest number of votes from the voting population.

Winners of the CCOMSG elections will be announced by the SBP (or a designated surrogate) within three days of the conclusion of the aforementioned elections.

All CCOMSG and CCOM elected representatives will serve one-year terms except those M1 positions, which will commence in the Fall of the M1 year and conclude with the Spring elections.

All CCOMSG and CCOM elections will be held in the Spring, except for the Activities Committee members, Technology Committee members, and M1 positions, which will transpire in the first three weeks during the Fall academic term, and the PA representative positions, as detailed above.

CCOMSG Elections will transpire in a stepwise fashion according to the following timeline:

In mid-March of each year and prior to the election of the Community Mayors, the voting members of the current CCOMSG Executive Council will consider the term of the SBPe and whether or not this individual should ascend to the position of SBP. Approval of this appointment will be reached by a simple majority vote of the CCOMSG Executive Council.

In the event that the CCOMSG Executive Council does not approve the ascension of the SBPe to SBP, an election to determine the next SBP will be held as soon as possible.

In the aforementioned scenario, the SBP and SBPe elections will be held concurrently.

In the event that the SBP and/or SBPe cannot fulfill his or her responsibilities as outline in “Article III: Executive Council Officer Responsibilities”, “Student Body President” and/or “Student Body President elect”, the election of replacement SBP and/or SBPe will be performed as soon as possible as described above.

In late-March or early April the learning community elections will transpire in accordance with the respective procedures of each individual learning community.

These elections must occur within one month of the SBPe election and conclude in advance of the CCOM Get Acquainted Day.

In mid-April (following the conclusion of the learning community elections), the next series of CCOMSG Executive Council elections will transpire.

These elections include the following positions: ES, ET, Activities Committee Chairperson, Advocacy Committee Chairperson, Education Committee Chairperson, and Technology Committee Chairperson.

In late-April the remaining CCOMSG Executive Council and CCOM-wide committee elections will be held.

These elections include the CCOMSG Executive Council position of ECGPS Representative.
If the current ECGPS Representative secures an executive position within ECGPS (e.g. ECGPS President) during that organization's elections in late March/early April, the at-large position for the CCOM will be considered “open” and in such a scenario, a CCOM-wide election for an ECGPS Representative would be conducted.

The CCOM-wide committee positions being elected at this time include: ECGPS, Admissions (four total from any class), Caduceus (one from each class – M2, M3, and M4), CEC (one from each class – M2, M3, and M4), CME (two total from any class), MASC (one M2 and one M3), MEC (one M2, one M3, and one M4), OCRME (one M2, one M3, and one M4), and Promotions (one M2 and one M3 or M4).

Following the conclusion of each of these election phases, should a medical school class not have a representative through one of the aforementioned positions (also noted in “Article II: Membership” Subpoint C), each vacancy will be filled in early May.

Nominations will be solicited from each respective class that does not possess representation.

Only the class(es) lacking representation will participate in the respective voting process.

The voting process will be conducted as described above, consistent with the procedures implemented for the election of all other CCOMSG positions.

The M1 Class Representative will be elected within the first three weeks of the Fall academic term.

The CCOMSG committee members (Activities Committee, Advocacy Committee, and Technology Committee) and M1 representatives (Caduceus, Class Representatives, MASC, and MEC) will be elected during the following Fall.

The aforementioned positions will be elected within the first three weeks of the Fall academic term.

The Activities, Advocacy, and Technology Committee positions will be elected within each individual learning community per their own procedures with no more than one representative selected per class for a given committee.

The voting process for the M1 representative positions will be conducted as described above, consistent with the procedures implemented for the election of all other CCOMSG positions.

The CCOMSG will have no direct influence and/or input into the selection of the AAMC-OSR Representative.

The Honor Council will conduct its own CCOM-wide elections per the regulations established in their bylaws.

**Article VI: Finances**

Administrative financial affairs (i.e. recordkeeping, disbursement of funds) are the responsibility of the ET.

Authoritative financial affairs (i.e. authorization of expenditures) are the collective responsibility of the CCOMSG Executive Council.

The annual creation of any and all CCOMSG budgets will be the primary responsibility of the ET, in conjunction with the SBP and SBPe.

Any and all revenue generated from any CCOMSG events will be deposited in the CCOMSG “00” account held with The University of Iowa (as opposed to the CCOM).

**Article VII: Meetings**
All CCOMSG Executive Council meetings are open to students, faculty, and staff of the CCOM.

The CCOMSG Executive Council will meet at least monthly, as scheduled by the SBP and ES.

The CCOMSG Committees (Activities, Advocacy, Education, and Technology) will meet at least monthly, as scheduled by their respective committee chairperson.

Community Mayors will attend all monthly Communities Leadership meetings, as scheduled by the individual learning communities.

The SBP and SBPe will meet monthly with the OSAC Deans to discuss CCOM-related matters.

Individuals in CCOMSG elected positions that entail responsibilities involving CCOM-wide committees (e.g. CEC, Education Technology, MASC, MEC, etc.) will attend their respective regularly scheduled meetings.

The CCOMSG Executive Council will convene the CCOM student body at least once per academic semester, as scheduled by the SBP.

**Article VIII: Amending and Ratifying the CCOMSG Constitution**

Amendments to the CCOMSG Constitution must be proposed by a member of the CCOMSG Executive Council (voting or non-voting).

A CCOM student outside of the CCOMSG Executive Council must secure the support of a CCOMSG Executive Council member to propose an amendment to the CCOMSG Constitution.

Constitutional amendments may be initially approved by a simple majority of the CCOMSG Executive Council.

Following CCOMSG Executive Council approval, any and all proposed amendments to the CCOMSG Constitution must be put to a vote of the CCOM student body.

The CCOM student body will be informed of any and all proposed amendments by e-mail with no fewer than three business days notification prior to conclusion of the voting process.

All CCOM student body members will be afforded equal opportunity to vote on any and all proposed amendments through whatever process deemed appropriate by the CCOMSG Executive Council (e.g. web-based election, all-student assembly, etc.).

A simple majority vote of those participating in the voting process for any and all proposed amendments to the CCOMSG Constitution will be sufficient for adopting said amendments.

Amendments will be immediately implemented following an affirmative simple majority vote of the CCOM student body members participating in the voting process.

If the CCOMSG Constitution is successfully amended, the new constitution will replace any previously adopted documents.
This version of the CCOMSG Constitution is hereby approved by the 2009-2010 CCOMSG Executive Council on this the _____ day of _____________, 2010.

_Voting Members of the 2009-2010 CCOMSG Executive Council_

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<thead>
<tr>
<th>Student Body President</th>
<th>Student Body President-Elect</th>
<th>Physician Assistant Student Body President</th>
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<td>Executive Secretary</td>
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<td>Activities Committee Chairperson</td>
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<td>M1 Class Representative</td>
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This version of the CCOMSG Constitution is officially ratified by the 2009-2010 CCOM student body on this the _____ day of ______________________ 2010.

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<tr>
<th>Student Body President</th>
<th>CCOMSG Faculty Sponsor</th>
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