



David Geffen School of Medicine

Medical Student Council

Associated Students of the School of Medicine

CONSTITUTION Bylaws, Policies, and Procedures

ASSOCIATED STUDENTS OF THE SCHOOL OF MEDICINE

CONSTITUTION

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ASSOCIATED STUDENTS OF THE SCHOOL OF MEDICINE CONSTITUTION

Article I. Name and Membership

1.1 All and only registered students of The David Geffen School of Medicine at UCLA shall be members of the Associated Students of the David Geffen School of Medicine at UCLA (Henceforth, AS-SOM).

Article II. Purposes and Powers

2.1. *Preamble*- AS-SOM is created to provide reasonable and effective student governance for the students of the David Geffen School of Medicine at UCLA. AS-SOM shall serve as the representative voice of the student body and as a mechanism for interaction with The David Geffen School of Medicine faculty and staff. It shall provide programs and services that assist in the completion of the educational mission of the School of Medicine.

2.2. *Statement of Non-Profit*- AS-SOM is organized for nonprofit purposes and individual members will not derive profit there from.

2.3. *Political Limitation*- No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation. AS-SOM shall not participate or intervene in any political campaign (including publishing or distribution of statements) on behalf of any candidate for public office.

2.4. *Dissolution Clause*- AS-SOM property is irrevocably dedicated to charitable purposes and no part of the net income or assets shall ever inure to the benefit of any director, officer, or member thereof, or to the benefit of any private persons.

2.4.1. Upon dissolution or winding up of AS-SOM, its assets remaining after payment, or provision for payment, of all AS-SOM debts and liabilities shall be distributed to the Financial Aid Office of The David Geffen School of Medicine for the general UCLA Scholarship Fund.

Article III. The Medical Student Council

Section 1: Organization and Responsibilities of Medical Student Council Members

3.1.1. As elected representatives of the student body, the Medical Student Council (MSC) is responsible for the following:

A) To represent the interests of students to administrators and faculty by serving on committees and submitting recommendations to the appropriate person on issues or policies. All MSC members serving on committees shall bring before the MSC the draft of any policy being considered on such committee at least ten (10) days before the draft is officially submitted. The MSC shall take this opportunity to ensure that students are

aware of the draft and that student views have been taken into consideration in the writing of the policy.

B) To communicate issues from the administration and faculty to the students.

C) To serve as a forum for students to voice their issues, and to respond to such student issues.

D) To encourage and facilitate student participation in the medical school community.

3.1.2. The MSC of the AS-SOM shall consist of twelve (12) voting members, composed of three (3) members from each class.

3.1.2.1. Such voting members shall include only the Class President, Class Vice President, and Class MSC Representative from each of the classes.

3.1.2.2. Each class shall only have a maximum of three (3) votes at MSC meetings

Section 2. Duties of the Medical Student Council officers

3.2.1. Each class shall have an elected set of officers including a Class President, Class Vice President, a Class MSC Representative, a Treasurer, a Secretary, two (2) Graduate Student Association (GSA) Representatives, at least one (1) Medical Alumni Association (MAA) Representatives, two (2) Professionalism Council Representatives, at least two (2) Medical Education Committee (MEC) Representatives, at least two (2) Well-Being Representatives, and at least one (1) Social Event Chairperson.

3.2.1.1. All elected officers must be in academic good standing.

3.2.1.1.1. Academic good standing is defined as successfully passing all coursework/clerkships during and the year prior to the election. If an elected official fails to pass a block/clerkship, they can be removed according to Progress and Promotions Committee.

3.2.1.1.2 For the 1st year class, officers must demonstrate a “pass” for their first two blocks. If 1st year officers fail to demonstrate a “pass”, they shall vacate his/her position and a replacement process shall commence as outlined in Article IV Section 2 Elections.

3.2.1.1.3. For 3rd and 4th year officers, they must also demonstrate a “pass” with all USMLE Boards.

3.2.2 Additional positions may be appointed by each class MSC as needed including, but not limited to a Webmaster, Community Service Chair, Intramural Sports Commissioner, etc.

3.2.3. Any person elected to any office will serve for the academic year in which they are elected.

3.2.4. The 4th year Class President shall chair and preside over the entire MSC.

3.2.4.1. The 4th year Class President shall represent Year 4 and the MSC at meetings with the Deans of the Medical School, the Faculty Executive Committee, and the MSC.

3.2.4.2. The 4th year Class President shall be an ex-officio member of all student committees unless otherwise stated in the Constitution or Bylaws and shall retain all rights thereof.

3.2.4.3. The MSC President shall appoint the 4th year Class Vice President or the 4th year Class Treasurer as the chairperson of the MSC Budget Committee.

3.2.4.4. Although not required, it is strongly encouraged that candidates running for the position of 4th year Class President have served on the core MSC previously (as prior Class President, Vice President, or MSC Representative).

3.2.5. The Class President of each year, including the 4th year Class President, shall serve as the chief officer of each class and shall chair and preside over the meetings and activities of their respective class.

3.2.5.1. The Class Presidents from each class shall compose the Executive Committee on the MSC.

3.2.5.2. The Class Presidents shall represent their respective class at meetings with the Dean of the Medical School, the Faculty Executive Committee, and the MSC.

3.2.5.3. The Class Presidents, along with the Medical Education Council representatives, shall act as liaisons between the faculty and their respective classes.

3.2.5.4. The Class Presidents shall distribute to their respective classes school-related information from the Student Affairs Office, the student body, or any other administrative offices.

3.2.5.5. The Class Presidents shall make a concerted effort to stay connected to their classmates through open communication, action and by making themselves available to their peers.

3.2.6. The Class Vice Presidents shall represent their respective class at the MSC meetings and shall chair and preside over meetings and activities of their respective class in the absence of the Class President.

3.2.6.1. The Class Vice President from each class shall serve on the MSC Budget Committee as a voting member along with each Class Treasurer and manage their respective class bank accounts.

3.2.6.2. The Class Vice Presidents shall organize class functions some of which are year dependent such as the medical school talent show (MS1), orientation for the first year

class (MS2), the second year banquet (MS2), the fourth-year banquet (MS4), and class social activities. The Class President and Vice President shall organize class MSC meetings and work together on behalf of the interests of the class.

3.2.6.3. The Class Vice President shall attend meetings/functions if the Class President is unable to attend.

3.2.6.4. In the event that the Class President is unable to fulfill his/her duties, the Class Vice President shall assume the role of Class President.

3.2.7. The Class MSC Representative is one of three (3) voting members from their class on the MSC.

3.2.7.1. The MSC Representative is expected to attend and vote at all MSC meetings.

3.2.7.2. The Class MSC Representative will also assist the Office of Diversity, Inclusion and Outreach with planning revisit weekend for newly accepted medical students as well as assist the Office of Admissions with planning interview days.

3.2.7.3. The Class MSC Representative shall serve as the primary liaison to SAO for matters concerning the Student Organization Space and Wilson Student Lounge.

3.2.7.4. The 4th year MSC Representative will be responsible for leading a subcommittee that reviews the “Geffy Guide” every academic year for updates, additions, or changes.

3.2.8. The Class Treasurer shall maintain an accurate record of the class bank account and coordinate fundraising events with the Vice President of each class.

3.2.8.1. The Class Treasurer from each class shall serve on the MSC Budget Committee as a voting member along with each Class Vice President and manage their respective class bank accounts.

3.2.8.2. The Class Treasurer shall communicate and clarify the rules and policies of the budgetary process to their respective class.

3.2.8.3. The Class Treasurer shall keep the class checkbook and sign all class checks.

3.2.9. The Class Secretary shall record the minutes from the respective meetings of each class and be responsible for advertising David Geffen School of Medicine events to their respective class listserv.

3.2.9.1. The 4th year Class Secretary shall record minutes at the entire MSC meeting and post them to the MSC website. The 4th year Class Secretary shall also be responsible for updating the MSC Constitution as is appropriate and for organizing 4th year attendees for applicant lunches on interview days.

3.2.9.2. The 2nd year Class Secretary shall recruit and train 1st year tour guides and update the Tour Guide Training Manual annually.

3.2.9.3. The 1st year Class secretary shall update the Medical Student Calendar in the main hallway, coordinate weekly Interview Day Dinners for DGSOM applicants, and organize recruitment phone calls to accepted applicants prior to the matriculation deadline.

3.2.9.4. Any duty delineated to a specific class secretary may be delegated to another class secretary to help share these responsibilities on a temporary basis should scheduling conflicts arise.

3.2.9.5. The Class Secretary may also take on any additional duties designated by the President or the MSC.

3.2.10. The Graduate Student Association (GSA) Representatives shall represent their class at the meetings of the GSA, which is responsible for discussing issues relevant to the Health Sciences and allocating funds to programs within each school.

3.2.10.1. Each class shall elect two (2) GSA Representatives.

3.2.10.2. The GSA Representative is responsible for reporting to meetings of the MSC to provide information and updates about issues discussed at their GSA meetings.

3.2.10.3. The 4th year GSA representatives will be responsible for leading a subcommittee that organizes the DGSOM Humanism Award.

3.2.10.4. The 1st year GSA Representatives shall be responsible for coordinating the campus wide Annual Graduate Student Games Event in the spring, which also functions as a main fundraiser for the first year class. 1st Year GSA Representatives shall also seek out advice from previous GSA Representatives for guidance on structuring the event.

3.2.10.4.1. The event is a school-wide graduate student sports competition open to all UCLA graduate students, co-sponsored by the GSA and UCLA Recreation.

3.2.10.4.2. \$750 of the Grad Games profit shall be set aside for the DGSOM Humanism Award with \$500 of the proceeds from Grad Games will be used to fund the annual DGSOM Humanism Award, and \$250 of the proceeds will be directly deposited into the fund.

3.2.10.5. The GSA Representatives from each class will be responsible for updating the MSC Budget Committee after winter break regarding the current GSA budget for DGSOM including, but not limited to, the balance from the year before, and any changes in allocation for the current year.

3.2.11. The Medical Education Committee (MEC) Representatives shall participate in the monthly meetings of the MEC and its subcommittees, which is responsible for overseeing the M.D. curriculum.

3.2.11.1. The MEC Student Representatives shall provide input and have voting rights according to the rules set by the MEC.

3.2.11.2. Student representatives both on the main MEC and its subcommittees shall provide feedback and represent student perspectives on the curriculum, and they are responsible for reporting back to their classmates, as well as to the MSC about issues discussed by the MEC.

3.2.11.2.1. MEC Representatives may also poll their classmates to better represent their views.

3.2.11.3. There shall be two (2) elected MEC Representatives from each of the 1st and 2nd year class.

3.2.11.3.1. The 1st and 2nd year MEC Representatives shall attend the monthly meetings of the Human Biology and Disease Committee, which includes the co-chairs of every block and the chairs of the curricular “threads” that are woven throughout all blocks.

3.2.11.4. There shall be three (3) elected MEC Representatives from each of the 3rd and 4th year class.

3.2.11.4.1. The 3rd and 4th year MEC Representatives shall attend the monthly meetings of (a) the Clerkship Chairs Committee, which includes the chairs of all required clerkships, and (b) the College Chairs Committee, which includes the chairs of the colleges.

3.2.11.4.1.1. The MEC Representative shall not participate in 3rd and 4th year Progress and Promotion Committee portion of the Clerkship Chairs Committee meetings.

3.2.11.5 Although more than one representative is usually in attendance, each class has only one (1) vote in the above stipulated medical education committees and subcommittees.

3.2.12. The Medical Alumni Association (MAA) Representative(s) to the Medical Alumni Association is/are to attend the quarterly alumni board meetings and provide student support for the activities the alumni sponsor, including but not limited to: the Conference in Career Choices in Medicine in conjunction with the SAO and MAA Senior Sendoff.

3.2.12.1. The 4th year Class MAA Representative(s) shall be responsible for organizing the class scholarship fundraiser with a goal principle of \$2500.

3.2.12.2. Each class shall elect at least one (1), but no more than two (2) class MAA Representatives.

3.2.13 The Social Events Chairperson(s) shall organize social events/activities for the class throughout the year.

3.2.13.1. Each class shall elect at least one (1) Social Events Chairperson, and at maximum four (4)

3.2.14. The Professionalism Council Representatives shall represent the class in hearings and meetings of the Professionalism Council, which is a judiciary committee that meets regularly and when called upon by the MSC or Dean of Student Affairs to assess and provide recommendations for the improvement of the overall practice and teaching within the medical school and serve as an advisory body to the Dean of Student Affairs and the MSC when called upon for input regarding disciplinary issues following misconduct of an individual or a group of students' professional behavior.

3.2.14.1. Each class shall elect at least two (2) Professionalism Council Representatives.

3.2.14.2. The 4th year Professional Council Representatives will be responsible for leading subcommittee for the "Excellence in Teaching with Humanism Residents Award" and will present the top finalists selected by the Professionalism Council to the MSC for final voting.

3.2.15. The Wellbeing Committee Representatives shall serve on the Well-Being Committee and attend quarterly meetings.

3.2.15.1. At least one (1) representative of the committee will be responsible for attending monthly MSC meetings to update the council on new initiatives and seek input regarding wellness issues.

3.2.15.2. Responsibilities on the Well-Being Committee include:

- A) Promote student well being by advertising and utilizing on-campus resources
- B) Develop specific well-being initiatives for nutrition, mental health and fitness
- C) Develop a peer-advocacy program.
- D) Create support groups for dealing with stress and anxiety, suicide and other topics as needed.
- E) Promote community well-being with student participation in activities (i.e. beach clean-up, organized trip to a Farmer's Market, 5K/10K benefit)
- F) Encourage responsible practices (reducing waste, recycling in lecture halls, etc.)

3.2.15.3. Each class shall elect at least two (2) Well-Being Representatives and at maximum (4).

Section 3. Delegation of Powers

3.3.1. All powers not delegated by the Constitution or Bylaws of the AS-SOM, shall be retained by the MSC.

Article IV. Procedures

Section 1. Meetings

4.1.1. Medical Student Council meetings shall follow Roberts' Rules of Order.

4.1.1.1. Deviations from Robert's Rules can be made at the discretion of the 4th year Class President.

4.1.2. A quorum must be met for voting to occur at the monthly MSC meetings.

4.1.2.1. A quorum consists of eight (8) voting MSC Members with a minimum of one (1) per class.

4.1.2.1.1. In any scheduled MSC meeting prior to the election of the 1st year class officers, quorum shall be defined as a minimum six (6) voting MSC Members with a minimum of one (1) per class among the 2nd, 3rd, and 4th year classes.

4.1.2.2. Only the President, Vice President, and MSC Representative are voting members of the MSC.

4.1.2.3. No proxies may be designated for voting at MSC meetings.

4.1.3. Meetings of the AS-SOM governing bodies and committees shall be open to all medical students except when, upon a two-thirds (2/3rd) vote, the MSC decides to close to discuss issues, such as, but not limited to personnel or litigation issues.

4.1.3.1. Any action taken in a closed session shall be reported at the next public opportunity.

4.1.4. The MSC shall meet monthly, subject to MSC consensus, during the academic year at a place and time set by the 4th year Class President.

4.1.4.1. The academic school year is defined as starting in August through the following May.

4.1.4.2. Meetings shall commence with an MSC Retreat in July involving the newly elected officers for the 2nd, 3rd, and 4th year classes.

4.1.4.3. Special meetings for the purpose of discussion of time-sensitive issues shall be called by either (a) the 4th year Class President, (b) by a majority vote of the MSC, (c) by

a petition signed by at least ten (10) percent of the AS-SOM, (d) by the Dean of Students, or (e) the Student Affairs Director.

4.1.4.4. Notice stating the place and time of meetings of the MSC shall be delivered to each member of MSC prior to the commencement of the school year. The 4th year Class President shall notify all officers individually of any changes in the schedule.

4.1.5. Class Presidents, Vice Presidents and MSC Representatives shall attend all MSC meetings as scheduled by the 4th year Class President of the MSC.

4.1.5.1. Each voting Officer is allowed to miss three (3) MSC meetings during any academic year. Exceptions can be made at the discretion of the 4th year Class President.

4.1.5.2. In order to be excused from a meeting, the officer must notify the MSC Advisor (the Director of Student Affairs) and/or the 4th year Class President prior to the meeting.

4.1.5.2.1. Acceptable communication of absence includes notification at least 24 hours in advance by email or by phone. If there is less than 24 hours notice, the officer must communicate with the MSC Advisor by email or phone.

4.1.5.3. The MSC officer incurring a third (3rd) absence, shall have the following sanctions placed on him/her:

A) Following the 4th absence, hereinafter “Delinquent Medical Student Council Officer”, the MSC shall vote on whether to inform the Delinquent Medical Student Council Officer’s class of his/her attendance record and future sanctions that may be imposed. This communication shall be a letter from the 4th year Class President to the Delinquent Medical Student Council Officer's class. In addition, the Delinquent Medical Student Council Officer shall meet with the Director of Student Affairs and the Dean of Students to discuss his/her absences.

B) Following the fifth (5th) absence, the MSC shall vote to order a “vote of confidence” by the Delinquent Medical Student Council Officer’s class. If the MSC orders the vote, then the appropriate election rules committee shall conduct the vote. In order to remain in office, Delinquent Medical Student Council Officer must receive a “yes” vote (a vote of confidence) by majority vote. If this level is not reached, Delinquent Medical Student Council Officer shall be removed from office and the replacement process shall commence. These procedures are only applicable to sanctions involving attendance.

4.1.6. The 4th year Class President shall chair all MSC meetings.

4.1.6.1. In the absence of the 4th year Class President, the 4th year Vice President shall act as Chair of the meeting.

4.1.6.2. In the absence of both President and Vice President, a MSC officer to be designated by either the 4th year Class President or the MSC Advisor shall act as Chair.

4.1.7. The Chair of a MSC meeting shall be a non-voting member during the meeting, unless their vote would change the outcome of the decision in question.

4.1.8. MSC shall report to the student body at large by posting its minutes publicly.

4.1.8.1. Method of public posting shall be at the discretion of the MSC and can include the website, electronic bulletin board, the bulletin board in the SAO, mail, memorandum, letter, or newsletter, or as appropriate and necessary.

4.1.9. The President, Vice President, and MSC Representative of each class of the MSC has one vote each.

4.1.10. The final meeting of the academic year will be held in May, and shall serve as a transition meeting with all newly elected officers and outgoing officers must attend.

Section 2. Elections

4.2.1. Elections of the AS-SOM shall be by secret electronic ballot as administered by the SAO.

4.2.2. Any person elected to any office will serve for the academic year in which they are elected.

4.2.2.1. No student shall be eligible for election if s/he is unwilling or unable to complete the term of office.

4.2.3. If the office of the 4th year Class President is vacated, the 4th year Class Vice President shall assume the role of Acting MSC President.

4.2.4. If the office of any other member of the MSC is vacated, the respective class council shall decide whether to hold an election or to appoint someone to fill the position.

4.2.4.1. In the event the council decides to make an appointment, that appointment shall be for the unexpired term.

4.2.4.2. In the event the council decides to have an election, a temporary officer may be appointed to the vacant position until an election has been held.

4.2.5. The MSC shall hold elections in accordance with an adopted Election Code containing election rules and procedures, which are not specified in this Constitution or the Bylaws.

Section 3. Recall of Officers

4.3.1. Recall proceedings may be initiated by a petition signed by at least twenty (20) percent of the students in the officer's constituency, or by a majority of the MSC.

4.3.2. Any officer of the MSC may be removed from office by a majority vote of the constituency, which they represent.

4.3.3. The Dean of Student Affairs can, at any point, during an officer's term remove or request the resignation of any officer if the officer is no longer in academic good standing. The class officer can also be removed if upon recommendation of faculty, the Progress and Promotions Committee, the Professionalism Council, the MEC, or FEC, it is determined that removal is necessary to ensure academic, professional, and personal success for the officer in question.

4.3.3.1. The removed officer can appeal the removal to the Progress and Promotions Committee.

4.3.3.2. At no point will the reasons for removal be made public as to ensure the confidentiality and privacy of that officer.

4.3.4. Elected officers can also be recalled by failure to comply with MSC attendance policies.

Section 4. Initiatives

4.4. Any matter over which a governing body or committee of AS-SOM has jurisdiction may be brought to a vote of the AS-SOM either by a petition signed by at least fifteen (15) percent of the AS-SOM or by a majority vote of the Medical Student Council. A decision on such a matter shall be determined by two-thirds ($2/3^{\text{rd}}$) vote of the total student body.

Section 5. Amendments and Bylaws

4.5.1. This Constitution may be amended by an affirmation vote of two-thirds ($2/3^{\text{rd}}$) majority with at least one (1) affirmative vote from each class by the MSC.

4.5.2. Bylaws shall be appended to this Constitution. These Bylaws may be amended by a vote of two-thirds ($2/3^{\text{rd}}$) majority with at least one (1) affirmative vote from each class by the MSC.

4.5.3. Suspension of all or part of this Constitution or Bylaws shall require a two-thirds ($2/3^{\text{rd}}$) majority with at least one (1) affirmative vote from each class.

4.5.3.1. A suspension vote must include a specified time period when normal adherence to the constitution shall resume. A suspension shall not last longer than the end of the academic year.

Section 6. Timetable for Recall, Initiatives, and Amendments

4.6 Upon proper initiation of proceedings of recall, referendum, or amendment to either the Constitution or Bylaws, the MSC shall set a date for balloting not more than four (4) school weeks from the date of presentation of the petition.

**ASSOCIATED STUDENTS OF THE SCHOOL OF MEDICINE
BYLAWS, POLICIES, AND PROCEDURES**

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Supplementary Documents

- MSC Budget Committee Funding Guidelines
- MSC Health Fair Policies and Procedures
- MSC Elections Code
- MSC On Campus Alcohol Use Policy

**Note: All supplementary documents are to be interpreted as equal with these bylaws, as indicated in the text of the bylaws.*

**ASSOCIATED STUDENTS OF THE SCHOOL OF MEDICINE
BYLAWS, POLICIES, AND PROCEDURES**

Article I. Judicial Procedures

1.1. The judicial procedure for the non-academic offenses at David Geffen School of Medicine at UCLA shall be reviewed by the MSC and referred to the Professionalism Council for their recommendations.

Article II. Committees

Section 1. General

2.1. The MSC, after receiving the recommendations of the President, Vice President, and relevant officers, shall appoint at-large members to student and faculty committees. MSC members are eligible for any committee positions selected at-large.

Section 2. Standing Student Committees

2.2.1. The Executive Committee consists of the Class Presidents from each of the classes.

2.2.1.1 This committee exists as “as-needed” advisors to the Dean of Student Affairs, the MSC Advisor, and faculty and staff. The executive committee has no scheduled meetings but can convene at any time.

2.2.2 The Budget Committee shall be composed of the Class Vice-Presidents and the Class Treasurers.

2.2.2.1. A quorum is met when there is a total of four (4) voting members present, with a minimum of one (1) per class.

2.2.2.2. The Budget Committee shall plan to meet on the first Tuesday of each calendar month; additional meetings can be called at the discretion of the Budget Committee Chair.

2.2.2.3. Proposals may be voted on by way of email in circumstances deemed appropriate by the Budget Committee Chair.

2.2.2.4. All funding proposals shall be received by MSC Budget Committee Chair.

2.2.2.5. The Budget Committee Chair and MSC Advisor will agree upon which funding requests shall be brought to the Budget Committee. If a funding request is not straightforward or requires further discussion it will be brought before the MSC after the Budget Committee Meeting.

2.2.2.6. Budget allocations from the MSC annual budget shall be reported to the MSC on a monthly basis. Allocations that remain outstanding a month after the date of the event shall return to their funding source.

2.2.2.7. Reimbursement for claims will be paid within a month of filing.

Section 3. Standing Faculty Committees

2.3.1. The Faculty Executive Committee of the David Geffen School of Medicine at UCLA is directly responsible to the Division and subject to its Bylaws. Except as otherwise provided, the governance of the School of Medicine is vested in its Faculty, which is authorized to organize, to select its own officers and committees, and to adopt rules for the conduct of its business.

2.3.2. The Medical Education Committee is a standing committee of the Faculty of the School of Medicine, is subject to its Bylaws, and reports directly to its Faculty Executive Committee (FEC).

2.3.2.1. The Medical Education Committee is charged to formulate and periodically review the mission statement for undergraduate medical education; to review and recommend revisions of the Medical School curricula, including scheduling of courses; and to evaluate existing courses and clerkships.

2.3.3. The Admissions Committee (Ad-Com) is a standing committee of the Faculty of the School of Medicine, is subject to its Bylaws, and reports directly to its Faculty Executive Committee (FEC). The Ad-Com makes the final determinations of admissions to the David Geffen School of Medicine in accordance with its regular procedures.

2.3.3.1. The MSC shall recommend the appointment of one (1) Student Representative to the Ad-Com for approval by the FEC annually.

2.3.3.2. The Ad-Com Student Representative shall be a senior (4th year) medical student in good academic standing and graduating the same year for which they are serving.

2.3.3.3. The Ad-Com Student Representative must have previously served on an Admissions Subcommittee at DGSOM, usually during their 2nd year of medical school.

2.3.3.4. The MSC will solicit applications from the graduating medical school class for the Ad-Com Student Representative position. The MSC voting body will appoint the Ad-Com Student Representative from among these candidates.

2.3.3.5. The Ad-Com Student Representative shall provide student input into the final admission decisions made by the Admissions Committee to select the incoming class for the following year.

2.3.3.6. The Ad-Com Student Representative is expected provide leadership and support for the activities sponsored by the Admissions Office, including but not limited to:

Secrets of Success Networking Dinner, Second Look Weekend, Tour Guide Training, and Orientation.

2.3.3.7. The Ad-Com Student Representative must attend a majority of the committee's meetings, which take place October through February on a biweekly basis.

2.3.3.8. The Ad-Com Student Representative will provide input to the DGSOM Admissions Committee to ensure that admission decisions are made with the values of the AS-SOM in mind.

Section 4. The Professionalism Council

2.4.1. Objectives of the Professionalism Council

- A) To assess and provide recommendations for the improvement of the overall practice and teaching of professionalism within the medical school.
- B) To engage other students and faculty members in discussions regarding professionalism and enhance bidirectional communication about major issues.
- C) To serve as a consulting body to the Dean of Student Affairs for disciplinary issues regarding a student or group of student's professional behavior.

2.4.2. The Professionalism Council shall be composed of two parts, the General Professionalism Council and the Consulting Committee.

2.4.2.1. The General Professionalism Council shall be a larger group composed of faculty and students whose main objective is to review current professionalism issues at DGSOM, and to suggest to the Dean of Student Affairs new policies to improve or promote professionalism.

2.4.2.1.1. The General Professionalism Council will be made up of eight (8) faculty and eight (8) students.

2.4.2.1.2. The 4th year Class President, the Dean of Student Affairs, and the Director of Student Affairs shall be ex-officio members; however they shall not be granted voting privileges..

2.4.2.1.3. The student representatives shall be elected during regular class elections, with two (2) students elected from each class.

2.4.2.1.4. The faculty representatives shall serve on a voluntary basis. Eight (8) faculty will serve in total, composed of the past chair of the FEC and seven (7) other faculty that are recommended by the ex-officio members and approved by the elected students of the Professionalism Council.

2.4.2.1.4.1. Although not required, it is recommended that one faculty representative have a background in ethics or, in fact, is a recognized ethicist on campus.

2.4.2.1.5. The 4th year Professionalism Council Representatives shall serve as co-chairs of the General Professionalism Council and shall be responsible for preparing an agenda for each meeting, preparing minutes, and coordinating the time and location of meetings.

2.4.2.2. The Consulting Committee shall be a smaller sub-committee composed of members from the General Professionalism Council, who may be consulted by the Dean of Student Affairs regarding issues of disciplinary action.

2.4.2.2.1. The Consulting Committee will be made up of four (4) faculty and four (4) students, one (1) from each class, chosen from the General Professionalism Council based upon availability and absence of a conflict of interest.

2.4.2.2.2. If a case is to be heard by the Consulting Committee, the same four (4) faculty and the same four (4) students must be involved throughout the deliberation.

2.4.2.2.3. The 4th year Class President, Dean of Student Affairs, and Director of Student Affairs shall serve as ex-officio members of this group; however they shall not be granted voting privileges.

2.4.2.2.4. One (1) student appointed by the 4th year Class President, and one (1) faculty member appointed by the Dean of Student Affairs, from the committee shall serve as co-chairs of the Consulting Committee and shall be responsible for preparing an agenda for each meeting, preparing minutes, and coordinating the time and location of meetings.

2.4.3. Scheduled meetings of the General Professionalism Council will be decided by Professionalism Council consensus.

2.4.3.1. A quorum of at least four (4) faculty members and four (4) medical students will be necessary to conduct business as a council.

2.4.3.2. General Professionalism Council meetings will occur at least twice per semester and more often as needed.

2.4.3.3. Attendees will include both committee members and nonvoting, invited guests (faculty, staff, administrators, or students).

2.4.3.4. Topics will include major issues of professionalism at DGSOM, as well as any recent trends of infractions or physicianships, culminating in policy recommendations or further review.

2.4.4. In the event an infraction by a student or group of students relevant to the issue of professionalism is brought before the Dean of Student Affairs, the Dean of Student Affairs may

formally refer the case to the Consulting Committee through the appointed student and faculty chairs in a reasonable period of time.

2.4.4.1. The Consulting Committee will initially be assembled at the next scheduled General Professionalism Council meeting.

2.4.4.2. The Consulting Committee must offer its recommendations to the Dean of Student Affairs within a reasonable period of time after their first meeting.

2.4.4.3. Only voting members and non-voting ex-officio members will be allowed to attend disciplinary meetings, along with the parties closely involved in the case as deemed fit by the Consulting Committee itself.

2.4.4.4. Any student under review by the Consulting Committee will be allowed to formally call witnesses and/or utilize a student advocate during meetings pertaining to his/her case.

2.4.4.4.1. The Consulting Committee may designate at which meetings and for how long such witnesses may be present.

2.4.4.4.2. A student advocate will be available as per UCLA University Policy. This role is to primarily provide support, as needed, for the student, and may include a parent, friend, or someone available from the UCLA Ombudsman's office.

2.4.4.5. Recommendations made by the Consulting Committee may include the character and length of disciplinary sanctions. However, the Dean of Student Affairs is not obligated to follow the recommendations of the Consulting Committee.

2.4.4.6. All decisions of the Consulting Committee will be discussed at the next scheduled General Professionalism Council meeting, with identifying factors removed, as part of the General Council's periodic review of professionalism on campus.

2.4.4.7. An individual member of the Consulting Committee must excuse him- or herself from participating in a disciplinary review if a conflict of interest arises. Being a member of a class or the school does not constitute a conflict of interest.

2.4.5. The Professionalism Council may also submit policy recommendations to the Dean of Student Affairs regarding potential professionalism issues.

2.4.5.1. Any recommendations discussed at a formal meeting of the General Professionalism Council must be submitted to the MSC for information by the Professionalism Council Representatives.

2.4.5.2. The Dean of Student Affairs is not obligated to accept or adopt the policy recommendations of the Professionalism Council, but if not moved forward, should identify the reasoning behind the decision to not adopt such recommendations.

Article III. Policies and Procedures

Section 1. General

3.1. A recognized David Geffen School of Medicine at UCLA Student Group shall consist of Student Interest Groups and Student Clubs, which are organized collections of students with common purposes and goals to ultimately advance the professional development and/or well-being of students in the AS-SOM.

Section 2. Student Interest Group Recognition and Funding Eligibility

3.2.1. Student Interest Groups (SIGs) shall extend medical education beyond the classroom by providing all UCLA medical students with the opportunity to explore careers in medicine, participate in national medical organizations, stimulate interest in medical issues, and develop leadership and medical advocacy skills.

3.2.1.1. SIGs can be classified into the following divisions:

- A) National and Regional Organizations
- B) Career and Specialty Interest Groups that represent established core medical residency programs
- C) Community and Service Organizations that organize community-service based mission statements or serve the greater UCLA community.

3.2.1.2. SIGs must demonstrate continued dedication to furthering educational opportunities of the UCLA medical student body through compliance with the Student Affairs Office regulations and the guidelines outlined below.

3.2.2. A SIG's mission statement must be consistent with the definition of SIG outlined above and provide a unique contribution to the professional development of the students of the AS-SOM of the David Geffen School of Medicine at UCLA.

3.2.3. Career and Specialty interest groups will be under the supervision of one of the 4th year colleges.

3.2.3.1. The 4th year SIG college advisors will be responsible for working with the SIGs that belong to each of the specific colleges. They will work closely with the college chairs to guide ideas for SIG events, to promote collaboration with multiple SIGs, and to involve the underclassmen in clinical situations.

3.2.3.2. The 4th year SIG college advisors will be responsible for organizing two (2) mentorship sessions with underclassmen in order to promote research, community service, and clinical activities specific to their college.

3.2.3.3. Selection for the 4th year SIG college advisors will be done by the college chairs and SAO. Applicants must be a rising 4th year member in good academic standing of the college for which they are applying.

3.2.3.4. Each college will select a minimum of one (1) and a maximum of five (5) 4th year student advisors.

3.2.4. SIGs must have a leadership structure that includes a Head Coordinator/President, Faculty Advisor, and Upperclassman Advisor. Additional leadership positions shall be at the discretion of each individual SIG.

3.2.4.1 The SIG Head Coordinator/President shall be selected by the SIG's members or coordinators through a formal process. They shall be responsible for coordinating and advertising the SIG's events.

3.2.4.2. The SIG Faculty Advisor shall be a DGSOM faculty from a department relevant to the SIG's mission statement. The Faculty Advisor will serve as a faculty liaison to help encourage faculty and resident involvement in the SIG's activities.

3.2.4.3. The SIG Upperclassman Advisor shall be a 3rd or 4th year student selected from the SIG's outgoing leadership and shall advise the Head Coordinator/President in planning the SIG's events.

3.2.5. Each SIG must hold a minimum of three (3) events per academic year, with at least one (1) occurring in each semester.

3.2.5.1. One (1) of the events must be a collaborative event in conjunction with another SIG. One (1) event has to be a non-lunch talk such as a workshop, community service project, health fair, or skill session.

3.2.5.2. A SIG may host an event that fulfills both requirements of 3.2.5.1 at the same time, but such an event will only count as one (1) event towards the required three (3) for the academic year.

3.2.5.3.. SIG events must be open to all medical students.

3.2.5.4.. Exceptions to these rules may be appealed, which shall be voted on and approved by the MSC during the annual renewal application process.

3.2.6. SIGs will not be required to maintain financial independence, but may be required to show proof that they have investigated alternative funding sources from one or more of the following, at the discretion of the MSC Budget Committee:

- A) National or regional affiliate,
- B) Department or division which are required by career or residency based SIG
- C) Center or institute
- D) College

3.2.7. All SIGs must hold a meeting with a member of the SAO before the April 30th of the calendar year.

3.2.8. To form a SIG, any UCLA medical student can submit a formal proposal for SIG recognition to the MSC. A complete proposal contains the following elements:

- A) Completed SIG Recognition Form
- B) A faculty member from DGSOM must complete and sign the “Faculty Advisor Responsibility Form” and confirm that he/she will serve as the SIG’s Faculty Advisor.

3.2.8.1. Proposals submitted to the 4th year Class President will be eligible for review by the MSC. Members of the MSC will vote on a SIG’s application for recognition or renewal. Approval will be determined by majority vote based on the following:

- A) The proposal’s compliance with the Student Affairs Office regulations and the guidelines outlined above.
- B) Clear distinction of SIG’s proposal and mission statement from existing MSC-approved SIG. A SIG may not be approved if the MSC determines that its mission statement is more properly subsumed within that of an existing SIG, and may recommend that the group be formed as a sub-committee within the leadership of another SIG
- C) The SIG’s potential benefit to the DGSOM medical student body as a whole, including potential to attract a significant amount of interest from students, and the potential for group longevity

3.2.8.2. Upon MSC approval, a SIG is granted eligibility for the remainder of the academic year for SAO funding. MSC funding eligibility will be up to the discretion of the Budget Committee. Recognition also allows a SIG to advertise events using the medical student email lists, as well as post events on the Student Events Calendar.

3.2.9. In March of each academic year, each SIG will be evaluated by the MSC for renewal. Renewal by MSC majority vote will be based on the following:

- A) The SIG’s demonstration of continued student interest and leadership through compliance with the Student Affairs Office regulations and the guidelines outlined above and procedures for selecting new leadership.
- B) Appointment of incoming leadership as evidenced by election of new Head Coordinator/President and ongoing support from SIG Faculty Advisor.
- C) Evaluation of SIG’s events from the past academic year based on consistency with the SIG’s mission statement, event attendees’ interaction with UCLA Medical School faculty through SIG events and experiences, diversity of topics covered and experiences offered and level of student interest as evidenced by event attendance.

3.2.9.1. The outgoing SIG Head Coordinators/Presidents and Faculty Advisors will aid the evaluation procedure by submitting the SIG renewal application.

3.2.9.2. A SIG’s renewal application may be rejected based on a combination of the following:

- A) Failure to submit required SIG renewal application by Head Coordinator/President and Faculty Advisor.
- B) Inability to meet the event requirements outlined in 3.2.5.
- C) While there is no minimum number for event attendance, consistently low event attendance can result in either rejection of renewal or possible reclassification of SIG as sub-committee within another existing SIG.
- D) Lack of faculty advisor.
- E) Lack of concrete plan/schedule for the first or second half of the academic year

3.2.9.3. If a SIG is not offered renewal of MSC approval, the Head Coordinator/President and Faculty Advisor will be allowed one (1) appeal to be considered at the following MSC meeting and approved by a majority vote. Groups that are not offered renewal on appeal may reapply the following academic year as a new SIG.

Section 3. Student Club Recognition

3.3.1. Student Clubs (SCs) shall promote well-being in the UCLA medical student community through one or more of the “7 C’s” defined by the well-being committee including Cuisine, Culture, Cardiovascular, Community, Career, Collaboration, and Consciousness.

3.3.2. SCs must demonstrate continued dedication to promoting the wellbeing of the UCLA medical student body through compliance with the Student Affairs Office regulations and the guidelines outlined below.

3.3.3. A SC shall be open to all medical students and must contain a mission statement consistent with the definition of SC outlined above and provide a unique contribution to the David Geffen School of Medicine.

3.2.3.1. Student Clubs are *not* to be used as a default alternative for an unapproved SIG that did not meet SIG criteria for approval.

3.3.4. A SC must have a Head Coordinator/President that is elected or selected by the SC’s members and shall be responsible for coordinating and advertising the SC’s events. Additional leadership positions shall be at the discretion of each individual SC.

3.3.5. A SC must hold at least two (2) separate events during each half of the academic year open to the entire student body.

3.3.5.1. Exceptions to this rule may be made with an appeal by the SCs coordinator(s), which shall be voted on and approved by the MSC during the annual renewal application process.

3.3.6. To form a SC, any UCLA medical student can submit a formal proposal for SC recognition by the MSC. The student must complete the required SC Recognition Form.

3.3.6.1. Proposals submitted to the 4th year Class President will be eligible for review by the MSC. Members of the MSC will vote on a SC's application for recognition or renewal. Approval will be determined by majority vote based on the following:

- A) The proposal's compliance with the Student Affairs Office regulations and the guidelines outlined above.
- B) Clear distinction of SC's proposal and mission statement from existing MSC-approved SC.
- C) The SC potential benefit to the UCLA Medical Student body as a whole, including potential to attract a significant amount of interest from students, and the potential for group longevity.

3.3.6.2. Upon MSC approval, a SC is granted eligibility for the remainder of the academic year for SAO and MSC in support of SC events. Recognition also allows a SC to advertise events using the medical student email lists, as well as post events on the Student Events Calendar.

3.3.7. In March of each academic year, each SC will be evaluated by the MSC for renewal. Renewal by MSC majority vote will be based on the following:

- A) The SC demonstration of continued student interest and leadership through compliance with the Student Affairs Office regulations and the guidelines outlined above and procedures for selecting new leadership
- B) Appointment of incoming leadership as evidenced by election of Head Coordinator/President.
- C) Evaluation of SC's events from the past academic year based on consistency with the SIG's mission statement, benefit of event attendees' wellbeing through one or more of the "7 C's", and level of student interest as evidenced by event attendance.

3.3.7.1. The outgoing SC Head Coordinators/Presidents will aid the evaluation procedure by submitting the SC renewal application, which includes a summary of all SC events for the past year with a description of event and, number of students in attendance, and a list of incoming leadership.

3.3.7.2. A SC renewal application may be rejected based on a combination of the following:

- A) Failure to submit required End-of-Year Evaluations by Head Coordinator/President.
- B) Inability to hold minimum two (2) SC events during each half of the academic year that are consistent with the SC mission statement.
- C) While there is no minimum number for event attendance--consistently low event attendance can result in rejection of renewal.

3.3.7.3. If a SC is not offered renewal of MSC approval, the Head Coordinator/President will be allowed one (1) appeal to be considered at the following MSC meeting and approved by a majority vote. SCs that are not offered renewal on appeal may reapply the following academic year as a SC.

Section 3. Funding Policies and Applications for Funding Proposals

3.3. All funding guidelines are summarized in the supplementary document, MSC Budget Committee Funding Guidelines. That supplementary document is to be considered an equal portion of these Bylaws.

Section 4. Health Fair Policies and Procedures

3.4. All health fair policies and procedures are summarized in the supplementary document, MSC Health Fair Policies. That supplementary document is to be considered an equal portion of these Bylaws.

Section 5. On Campus Alcohol Use Policy

3.5.1. All policies in regards to the on campus consumption/serving/use of alcohol are summarized in the supplementary document, MSC On-Campus Alcohol Use Policy. That supplementary document is to be considered an equal portion of these Bylaws.

3.5.2. The On Campus Alcohol Use Policy is to be followed in conjunction with all UCLA, Local, State, and Federal Law.

Section 6. Electronic Communications

3.6.1. DGSOM maintains medical student moderated listserves/email lists (which contain only the names of medical students) for each medical student class to support official curricular, administrative and student business communications. Only course chairs, instructors, administrative staff and members of the lists, including UCLA medical students, can use the lists.

3.6.2. Only the Class Presidents, Class Vice Presidents, and the MSC Budget Chair are allowed to utilize the listserves to address the student body. It shall be at the discretion of these officers to decide what content is appropriate for the listserves.

3.6.2.1. Medical students are unable to email a class listserv directly; however, students may send an email to their class president to forward to an individual or multiple class listserv.

3.6.2.2. Emails to be sent to the classes must pertain to either student group events and notices, student social events, research opportunities, volunteer opportunities, and/or clinical opportunities that are not stipulated in the Weekly Event Digest sent by the SAO. Class Presidents and Vice Presidents shall retain the right to email their class or other classes if deemed the information would support students.

3.6.2.3. Prior to sending the class president an email for forwarding, students must have checked the Medical Student Events Calendar for potential conflicts, and, if a conflict exists, must have spoken to the SAO to resolve said conflicts.

3.6.3. GRYPHON is the Course Delivery System used at the DGSOM. Emails sent through GRYPHON should relate to academic course material only.

3.6.4. The Medical Student Calendar website is the place for faculty, staff, and students to post events for the Medical Student community. The Student Affairs Office will post events and deadlines, and students will post student organization meetings, social events, etc. Events are posted in order to avoid conflicts. Only those groups recognized as official student groups are allowed to post events on the calendar. All other requests must go through the SAO and the MSC for posting approval.

Section 7. Fundraising by Class Officers and the MSC

3.7.1. The officers of each class council are charged with the development of fundraisers to obtain funds for various class activities, including but not limited to class social events, and as a donation to the DGSOM Scholarship fund upon graduation.

3.7.2. Fundraisers will be designated as either “Class Fundraisers”, in which all proceeds are under the discretion of an individual class (Year 1, 2, 3, or 4), or “MSC Fundraisers,” in which all proceeds are under the discretion of the MSC.

3.7.2.1. To initiate a Class Fundraiser in which items or services are to be offered to the DGSOM student body, faculty, staff, or administration, the officers of the interested class must present a formal proposal, including a detailed description of services/items offered, for a majority vote approval by the MSC during a general MSC meeting. This is meant to prevent competition and potential confusion between various fundraisers.

3.7.2.2. Once a Class Fundraiser has successfully gained approval from the MSC, the fundraising item or service is to be considered exclusively offered by the class that proposed it until this class ultimately graduates, for a maximum duration of four (4) years.

3.7.2.3. An individual class may hold the rights to only two (2) exclusive fundraising activities at any given time. A class may relinquish its ability to exclusively offer a previously approved Class Fundraiser at any time, via communication to the 4th year Class President.

3.7.2.4. Identical or duplicate fundraisers will not be permitted at any given time or in close succession, as to be determined by the MSC during the fundraising proposal approval process.

3.7.3. An exception to these guidelines will be in regards to the selling of baked goods, short term holiday related items, T-shirts, or sweatshirts, which may be used as fundraising items by any class, student organization, or the MSC at any point, given the items are not identical.

3.7.4. Student Organizations may similarly seek approval for fundraising efforts via formal proposal to the MSC, and will be approved by a two-thirds (2/3rd) vote of the MSC.

Section 8. Guidelines for Advertising of Student Events

3.8.1. Medical students and student groups must post their events on the Medical Student Events Calendar concurrently to submitting their application for MSC/SAO funding, if funding is to be requested.

3.8.2. When an group posts an event on the student events calendar, they MUST indicate on the TITLE section of the event what the funding source for the event is, such as MSC, SAO, Department, Private, fundraising, or none. If funding is pending from either the SAO or MSC, this must be indicated as well and updated once these bodies have made a decision.

3.8.3. Events must be posted to the Medical Student Events Calendar at least two (2) weeks prior to the planned event date.

3.8.4. Annual, large student-run events (Healthcare Symposium, Project Santa Claus, health fairs, etc.) must be posted at least two (2) months prior to the planned event date.

3.8.5. Should a medical student or organization desire to withdraw an event from the Medical Student Events Calendar, they must do so at least two (2) days prior to the planned event date.

3.8.6. Students must not post an event that overlaps with a mandatory or required event, as posted by the SAO or MSC. Such overlapping posts will be blocked.

3.8.7. Only one MSC/SAO funded event may occur per lunchtime session. If a student group lunchtime talk is not funded by the MSC or SAO, they may overlap, unless a mandatory event is occurring concurrently.

3.8.7.1 With the exception of lunch time talks, no other type of event (symposium, conferences, health fairs, etc.) may overlap without prior approval from the Dean and Director of Student Affairs.

3.8.7.2. When scheduling conflicts arise, the event that is posted first (as dated by timestamp on the Student Events Calendar) will be given preference.

3.8.8. Failure to comply with these guidelines may result in the temporary suspension of a student/organization's right to hold medical student events as deemed appropriate by the Director of Student Affairs and/or the MSC.

3.8.9. Anything posted on the Student Events Calendar will also be posted on the Student Bulletin Board in the 1st floor of CHS.

3.8.9.1. It is the responsibility of the first year's class secretary to update this bulletin board at the start of every week with that week's events.

3.8.10. Student groups may also advertise by flyers. The content of all flyers must be approved by the SAO prior to posting.

3.8.10.1. Acceptable locations for posting flyers include bulletin boards, by elevators and in approved classrooms. Flyers posted at any other locations may be removed.

Article IV. Elections

4.1. MSC elections shall proceed in accordance with the supplementary document, MSC Elections Code. That supplementary document is to be considered a part of these Bylaws.

4.2. Deadlines for nomination and dates of elections shall be set by Elections Commissioner not less than two (2) weeks before the elections.

Article V. Advisor

5.1. The Director of Student Affairs will act as the official Advisor to the MSC. The incoming Executive Committee shall invite the Dean of Students to advise the MSC, and member(s) of the Administration to serve as General Advisor and Financial Advisor to the MSC.

MSC Budget Committee Funding Guidelines

1. STUDENT INTEREST GROUP RECOGNITION

1.1. In order to apply for funding, student interest groups must be recognized as an official David Geffen School of Medicine at UCLA student organization as described in Article III Section 2 of the Associate Students of the School of Medicine Bylaws, Policies, and Procedures. The application to receive recognition can be found on the student affairs website.

1.2. Each class of the David Geffen School of Medicine may constitute a student interest group (for example, the Class of 2017 may be considered a student interest group), and will follow and abide by the rules and guidelines applicable to student interest groups, unless otherwise noted. For our purposes, they will be known as class groups. This does not require an application for recognition as a student interest group.

2. FUNDING ELIGIBILITY

2.1. In order to be eligible for MSC funding, the individual submitting the application must be currently enrolled as a UCLA medical student, and must have attended the mandatory Budget Committee Introductory Meeting.

2.2. For student organization eligibility of MSC funding, the group must be a recognized UCLA student interest group.

2.2.1. Student interest groups recognized prior to January 1st of the academic year are eligible for funding during that academic year; however groups recognized after January 1st of the academic year shall not be guaranteed MSC funding until the following academic year.

2.2.2. Each student interest group must designate one student officer to attend the annual MSC Budget Committee Introductory Meeting at the beginning of the academic year to be eligible for funding. The student who attends this meeting will be designated the MSC contact and will be the ONLY student for that organization for the academic year who is eligible to submit a MSC funding proposal for that student interest group. Any elected official that has attended the MSC Budget Committee Introductory Meeting may submit a proposal on behalf of themselves or any member of their class.

3. APPLICATION DEADLINES

3.1. An example of a proposal will be made available for student interest groups to use as a template. Please see *proposal instructions* for all items that must be included in a proposal. Proposals will not be reviewed unless they are complete with sections I-X.

3.2. The Budget Committee shall meet monthly on preferably the first Tuesday of each calendar month.

3.3. Proposals for funding for the next calendar month's meeting shall be submitted by 11:59 PM on the last Tuesday of each month.

3.4. For requests requiring SAO assistance in purchasing, the first eligible day for a funded event discussed at a calendar month's Budget Committee meeting shall be the Tuesday following the Budget Committee meeting.

3.5. Proposals for conference funding must be submitted at least thirty (30) days prior to the start of the conference.

3.6. It is recommended that all funding applications be submitted 2 months prior to the proposed event and required that the final version of the application is submitted no later than 1 week before the upcoming Budget Committee meeting (scheduled for the 1st Tuesday every month).

3.7. Student interest groups can expect official notification of the funding decision from the Budget Committee chair or designated correspondent within 72 hours of the meeting at which it was reviewed.

3.7.1. All requests that do not require SAO assistance can be purchased after receipt of an "approved" funding decision from the Budget Committee chair or designated correspondent.

3.8. The MSC will not retroactively fund any application items.

4. REIMBURSEMENTS

4.1. Students must submit all reimbursement receipts and forms **within 21 days of the event or travel**. The student must submit receipts and/or bank/credit card statements along with the MSC Funding Approval Form and Student Reimbursement Form to Student Affairs Accounting, Rafael Gonzalez's mailbox in the CHS 12-159.

4.2. Students must submit by email the MSC Budget Committee Follow-up Form and Program Evaluation Form to the Budget Committee Chair, Rafael Gonzalez, and Shamar Jones within 21 days of the event or travel. It is recommended that you submit all these forms at the same time.

4.3. All funding not claimed by June 30th of the academic year will be forfeited. Funding does not carry over to the next academic year.

4.4. *Conferences-*, students must submit a copy of the conference registration form and receipt, receipt and bank/credit card statement to the Student Affairs Accounting **within 21 days of conference date**.

4.4.1. Students shall have 2 options for registration fee reimbursement:

1) Payment may be made directly to the vendor by UCLA.

2) Students may pay with personal funds and submit an expense voucher and receipt after the trip has been completed.

4.5. *Travel*- **All reimbursement claims must be submitted within 21 days** upon return from trip in accordance with the university policy.

4.5.1. Students must submit claims for reimbursement for approved expenses on a travel expense voucher. This form should list an itemization of the expenses approved by MSC and a copy of the email approval by Budget Committee Chair.

4.6. *Food and Other Events*-**All reimbursement claims must be submitted within 21 days** of the event.

4.6.1. Students must submit claims for reimbursement for approved expenses on meals and/or other approved event costs. This form should list an itemization of the expenses approved by MSC and a copy of the email approval by the Budget Committee Chair.

5. FUNDING POLICIES

Section 1: General

5.1. The MSC bases funding approval on the over-arching principles of direct Medical Student benefits and limitations of a finite budget.

5.2. The MSC operates within a finite budget; funding of all applications may not be possible. Our goals are to create a fair and objective system for the distribution of funding for student activities.

Section II. Exclusion items

5.2.1. MSC funds should not be used for the exclusive benefit of any one individual. As such, items such as food, personal copies, certain forms of transportation, and gift items are ineligible for funding (as outlined below)

5.2.2. **The following items are NOT eligible for funding by the MSC:**

- Alcohol
- Gifts to students, faculty or non-students
- Meals while traveling
- Transportation to the airport
- Postage
- Speaker Honorariums
- Office Supplies
- Parking
- Individual research travel (SAO-funded only)
- Anything else not eligible for funding according to UCLA school-wide funding guidelines

Section III. Food Policy

5.3.1. A student interest group is **granted one (1) SAO sponsored meal** per academic year that **must be used prior to January 1st of the academic of the year.**

5.3.2. The MSC will fund one (1) event per student interest group per academic year, in addition to the one (1) SAO-funded lunch. Each event will be funded for up to \$325 (estimated as \$6.50 per person for 50 people).

5.3.2.1. The MSC would like to encourage student interest groups to hold additional meetings; therefore, all organizations may apply for MSC sponsored lunches.

5.3.2.2. Food will only be sponsored for events that directly benefit medical students through career advising, specialty interest exploration, medical education and community experience.

5.3.2.3. Students can refer to student organization section on med student home page for SAO food policies at <http://www.medstudent.ucla.edu/current/>

5.3.3. In the circumstance that a student interest group has exhausted both its SAO and MSC sponsored events, and a truly outstanding event has been planned, a group may apply to the MSC for a maximum of 1 student interest group event. The typical funding application should be used in this instance. The requirements for approval of this additional event will be stringent, and at the discretion of the MSC Budget Committee.

5.3.4. Student interest groups must first apply to and exhaust all funding from both their respective departments and career-based colleges for lunch or dinner events. If the colleges and/or departments are unable to fund the meal, the group can then apply for MSC funding.

5.3.5. Two or more student interest groups may program a collaborative week-long project and receive funding for up to \$325 (estimated as \$6.50 per person for 50 people) for the extra event in addition to the MSC/SAO-funded lunches. To apply for this extra funding, the week-long project must be in collaboration between 2 or more groups planning 3 or more cohesive events, with a sharing of responsibility between the groups.

5.3.5.1. Each individual student interest group may only participate in one collaborative week per year.

Section IV. Conference and Travel Policies

5.4.1. Eligible travel reimbursable entities include registration fees, transportation and lodging for attendance at conferences, professional meetings, societies and community organizations may be eligible for MSC sponsored funding.

5.4.2. Students will be expected to pay a deductible for the attendance of the conference: **\$100 for events out of state, \$50 for in state events.**

5.4.3. Students must receive approval for travel, lodging, registration expenses prior to the event. **No retroactive funding will be permitted.**

5.4.4. Reimbursements for student travel will be approved only for the individual designated as on the authorized account charge. Individuals must be named on the group proposal and specifically approved in writing by the MSC. Funds granted to one individual may not be split between group members unless approved in advance.

5.4.5. *Air travel-* UCLA student traveler shall use air coach or equivalent fair at the lowest available price at time of submission of the funding proposal. Students are encouraged to take advantage of discounts on air tickets.

5.4.5.1. Ticketless/electronic airfare will be reimbursed with an original copy of itinerary/confirmation with the form of payment indicated. If a credit card is used, a copy of the statement highlighting billed airfare must also be submitted

5.4.5.2. Airfare will not be reimbursed until air travel is completed

5.4.6. *Privately owned automobile-* A student may choose to use a privately owned automobile for travel to conferences greater than 50 miles from UCLA campus. Student driver must provide evidence of valid license, insurance and registration to satisfy state law. Expenses for car registration and insurance are not eligible for funding.

5.4.6.1. Students will be reimbursed for the use of a privately owned automobile in accordance with university rates (56.5 cents/mile effective Jan. 2013).

5.4.6.2. No additional reimbursement will be allowed for automobile related expenses such as tolls, parking, ferries, etc.

5.4.7. *Lodging-* shall not be reimbursed if the lodging site is within 50-mile radius of the traveler's home residence or UCLA Westwood campus

5.4.7.1. Traveling students are encouraged to share accommodations with classmates.

5.4.7.2. If a non-medical student will share the room, the individual will need to cover the appropriate portion of the cost for lodging.

5.4.8. *Conference Funding-* Each Student Interest Group may receive funding for one (1) conference per fiscal year. The conference designated must be in line with the mission statement of the student interest group as determined by the Budget Committee.

5.4.8.1. Attendance at conferences will be limited to Student Interest Group Head Coordinators listed in the Annual Renewal Application, national officers, or voting members.

5.4.8.1.1. Each Student Interest Group may request funding for a maximum of two (2) Head Coordinators to a conference.

5.4.8.1.2. Head Coordinators elected to office for the subsequent academic year and approved by the MSC shall be eligible for conference funding if the current Presidents or Head Coordinators choose not to attend or if the Student Interest Group has not used its two (2) allocated spots for the requested conference.

5.4.8.2. The MSC will fund conference registrations fees up to \$200 per individual, for a maximum of \$1000 for registration fees per conference for a given student interest group.

5.4.8.3. Each student interest group will be limited to the following transportation and lodging funding maximums (above the required deductible): \$500 per individual per fiscal year for in state and \$700 per individual per fiscal year for out of state conferences.

5.4.8.4. Each student interest group funding will not exceed \$2500 per group annually for the purpose of conferences and travel related expenses.

5.4.8.5. Each student must show written correspondence with National Student Organization regarding his or her contribution to individual funding for the conference.

5.4.8.6. The MSC Budget Committee will keep their own records on the amount funded for conferences for each student interest group during the school year, but it is the responsibility of each student interest group to consider the maximums allowed for student conference funding, to keep track of the amount of MSC funds approved for conferences, and to plan for the total amount of funding needed for conferences during the school year

Section V. Events Organized by UCLA Medical Students for National Organizations:

5.5.1. The MSC will not provide MSC funding for UCLA student interest groups to organize regional or national events on behalf of a national organization. For example, no MSC funding would be provided to UCLA-AMA to organize and plan the Regional AMA conference. The MSC recognizes the value of hosting these conferences and would like to encourage student interest groups to take on such tasks therefore the MSC may recommend funding by the SAO (please see section VI).

5.5.1. Registration fees for UCLA students to attend conferences hosted at UCLA are still eligible for funding by the MSC.

Section VI. Health Fairs

5.6.1. Coordinators of health fairs must work in conjunction to share supplies and resources. Student interest groups are encouraged to work together early in the year to formalize a budget.

5.6.2 An updated inventory of all supplies must be provided with health fair funding applications

Section VII. SAO Funding Recommendations

5.7. The MSC budget is a finite budget separate from the SAO. If the MSC does not feel the proposed budget meets council funding eligibility or exceeds council funds, they may recommend review by the Student Affairs Office. Decisions regarding the use of SAO funds are at the discretion of the SAO alone.

Section VIII. Funding For Class Programming

5.8.1 The MSC may fund class events through elected class officials. The class officials must abide by the same rules that apply to student interest groups in regards to timelines for submitting a funding proposal, and the same restrictions and exclusion items will apply.

5.8.1.1. These proposals may include but are not limited to events that promote wellness, learning or a sense of community at the medical school.

5.8.2. Each class shall receive a budget of \$1000 that they can use for eligible MSC funded expenses for the fiscal year.

5.8.3 Each class shall receive an additional \$250 for the fiscal year toward meals or snacks for each individual class MSC meeting.

Section IX. Appeal Process

5.9. If the student or student interest group feels that funding was not appropriately allocated, the MSC recommends the student first contact via email the Budget Committee Chair. If the MSC Budget Committee Chair can easily remedy the discrepancy, he/she will do so.

5.9.1. If the MSC Budget Committee Chair believes that the discrepancy needs to be addressed by the entire committee the chair will email the student an appeal form, which needs to be filled out by the last Tuesday of the Calendar month. The appeals will then be reviewed by the entire committee at the next MSC Budget Committee Meeting.

5.9.2. Because the MSC Budget Committee only meets on a monthly basis, it is recommended that student interest groups submit their proposals with adequate time (at least 2 months before the event) to allow for an appeal if necessary. Under extenuating circumstances, exceptions for the appeal process timeline can be made by the Dean of Student Affairs.

6. NON-ALLOCATED FUNDS AT THE END OF THE YEAR

6.1. Starting at the April meeting, the Budget Committee may begin discussing the prospects of having non-allocated funds at the end of the year. The committee may take actions including, but not limited to, relaxing the funding maximums, holding proposal contests, or hosting school wide events at the discretion of the committee.

6.2. Any non- allocated funds remaining at the end of the May Budget Committee Meeting shall be allocated at the discretion of the Budget Committee for the benefit of the DGSOM Medical Student Population.

7. AMENDMENTS

7.1. These guidelines may be amended at a Budget Committee meeting by a two-thirds (2/3rd) vote of the Budget Committee votes cast.

7.2. Any amendments to these guidelines approved by the Budget Committee must receive final approved at a school-wide MSC meeting by a two-thirds (2/3rd) vote of the votes cast prior to going into effect.

7.3. Amendments approved at the MSC meeting will go into effect at the next regularly scheduled Budget Committee meeting.