

By-Laws for the Medical Student Section of the West Virginia State Medical Association

ARTICLE I. General

Section 1: Name

The name of the section shall be the Medical Student Section of the West Virginia State Medical Association (WVSMA-MSS).

ARTICLE II. Membership

Section 1: Eligibility

The MSS shall be composed of medical student members of the WVSMA.

Any medical student enrolled in an accredited school of medicine in the state of West Virginia may seek membership in the MSS in accordance with the West Virginia State Medical Association Bylaws.

Section 2: Voting Rights

Only members of the MSS shall have the right to vote on matters before the MSS.

ARTICLE III. Governing Council

Section 1: Composition

The Governing Council shall be composed of three (3) representatives from each accredited medical school within the state of West Virginia, and an additional representative who is serving as the chair. All Governing Council members must be members of the MSS.

Section 2: Selection

The Governing Council shall contact all medical schools at least four (4) months prior to the WVSMA Annual Meeting to elicit applications for Governing Council Representatives. Applications will be accepted for at least thirty (30) days after the call for applications. Selection of the new Governing Council shall take place at least two (2) months prior to the WVSMA Annual Meeting.

All applications will be reviewed by the presiding Governing Council. Existing Governing Council Representatives are eligible to apply for the following year.

Section 3: Duties

The Governing Council shall be responsible for the following:

1. Coordinate the activities of the MSS.
2. Oversee the dissemination of information to MSS members.
3. Select new Governing Council members annually via the application process outlined in Article III, Section 2.
4. Assigning all other positions and duties as necessary.

Section 4: Termination

If any Governing Council member is deemed unsatisfactory in their duties, a dismissal vote shall be called at the next business meeting upon the petition of one-fifth of the membership. The member shall be removed upon the vote of two-thirds majority of the Governing Council.

Section 5: Vacancies

Any vacancy left by a Governing Council Officer shall be designated from the remaining Governing Council members in accordance with Article III, Section 3.1. The Governing Council may, at any time, fill any vacancies on the Governing Council.

ARTICLE IV. Officers

Section 1. Determination

The Governing Council shall designate among themselves a Chair, Chair-Elect, Secretary, and Treasurer. The Governing Council shall also designate a student Councilor from any member of the section.

The Governing Council shall contact all medical schools at least one (1) month prior to the MSS Interim Meeting to elicit nominations for the positions of Delegate and Alternate Delegate. Any member of the MSS is eligible for nomination. A general election for the positions of Delegate and Alternate Delegate shall occur at the MSS Interim Meeting. The nominee who receives the most votes shall be named Delegate, and the nominee who receives the second-highest number of votes shall be named Alternate Delegate.

Section 2. Roles and Duties

Chair

1. Coordinate the activities of the MSS.
2. Preside over all MSS Governing Council duties.
3. Conduct all MSS meetings as described in Article V.
4. Create and make appointments to MSS committee(s).
5. Serve as a non-voting member of the MSS Governing Council except in the event of a tied vote.
6. Perform or delegate any other reasonable duties necessary for the carrying out of the mission of the MSS.

Chair-Elect

1. Preside over all meetings in the absence of the Chair.
2. Assist the Chair in the performance of their duties.
3. Prepare to continue MSS efforts as Chair in the following year.

Secretary

1. Oversee the dissemination of information to MSS members.
2. Keep all membership records.
3. Record meeting minutes.

Treasurer

1. Keep all financial records.
2. Develop an annual budget.
3. Disburse MSS funds.

Delegate

1. Represents the MSS to the WVSMA House of Delegates at the Annual Meeting and introduce resolutions authored/sponsored by the MSS.
2. Engage in any state or national legislative initiatives that may be important to medical students.

3. Coordinate opinions of the MSS membership and Governing Council on the proposed MSS reports and resolutions.
4. Report on the proceedings of the WVSMA House of Delegates.

Alternate Delegate

1. Perform the duties of the Delegate in their absence.
2. Assist the Delegate as necessary in carrying out their responsibilities.

Councilor

1. Represent the Medical Student Section on the West Virginia State Medical Association Council.
2. If not a member of the Medical Student Section Governing Council, serve as an ex-officio member of that council.
3. Report the happenings of the West Virginia State Medical Association Council to the Medical Student Section Governing Council.

Section 3. Committees

The Chair shall create committees that address the goals of the MSS. Committees shall be composed of members of the MSS.

ARTICLE V. Meetings

Section 1: Regular Meetings

The MSS Annual Meeting shall occur at the WVSMA Annual Meeting. At this meeting the incoming governing council will be sworn in and presented to the SMA leadership, a policy priority list will be generated, and any business presented to the governing council before the meeting will be addressed.

An interim meeting will occur at least five (5) months before the SMA Healthcare Summit. The meeting will serve to elect a Delegate and Alternate Delegate to the SMA House of Delegates in accordance with Article IV, Section 3, and any business presented to the governing council before the meeting will be addressed.

Section 2: Additional Meetings

Additional meetings for the purpose of engaging the membership may be called at the pleasure of the governing council.

Section 3: Notices, Agendas, and Minutes

Regular Meetings outlined in Article V; Section 2 shall occur annually. The Governing Council shall organize these regular meetings and invite the entire membership of the MSS.

Notice of Business Meetings: All members of the MSS shall be notified of business meetings called by the Governing Council at a minimum of two (2) weeks prior to the meeting.

Agenda: The Governing Council shall publish the agenda for business meetings at least one (1) week prior to the meeting.

Minutes: The Governing Council shall approve and publish meeting minutes within one (1) week of business meetings.

Quorum: Five (5) MSS members with representation from at least two (2) of the medical schools shall constitute quorum and allow for the progression of business. Should quorum not be met at a business meeting, any member in attendance may call an emergency meeting to conduct urgent business. All members shall be notified at least one week prior to the emergency meeting. There is no requirement for quorum at emergency meetings.

ARTICLE VI. Funding

Activities of the MSS shall be financed by budget requests to the WVSMA. Authorization for expenditures shall be by existing policy of the WVSMA.

ARTICLE VII. Amendments

This Constitution and By-Laws may be amended by the MSS at any of its business meetings provided the amendment shall have been proposed to the Governing Council and publicized to the entire membership not less than thirty (30) days prior to the meeting. In order to pass, the amendment requires a two-thirds majority of those casting ballots.