**Graduate Medical Sciences Student Organization Constitution**

***ARTICLE I – Name and Purpose***

**Name**:

The name of this organization will now be known as the Graduate Medical Sciences Student Organization hereby referred to as GMSSO.

**Aim/Purpose:**

To bring students together from all departments and programs of the Division of Graduate Medical Sciences, to share ideas, address concerns, and pursue common student issues with a combined voice.

***ARTICLE II – General Council***

**Eligibility:**

Membership in the GMSSO will be equally available to all Ph.D. and Master’s students of the Division of Graduate Medical Sciences within Boston University School of Medicine.  There may not be any discrimination because of race, religion, political views, nationality, handicap, sex, etc., according to the Boston University Discrimination policies.

**Organizational Structure:**

General Council

1. Any current student fitting the eligibility requirements described within Article II may join as a General Council Representative
2. Each department and/or program as listed by the Division of Graduate Medical Sciences will have a number of votes equal to the number of representatives with a maximum of two votes
	1. If department and/or program has more than two members, the representatives of that department and/or program will inform the general council of the two voting members

***ARTICLE III – Executive Board***

From the constituents of representatives a President, Vice President, Secretary, Treasurer and Public Relations Officer make up the Executive Board and will be elected as described herein

**Elections:**

1. Elections for officers should be held at the end of the academic year.
2. Special elections may occur at anytime should an officer be forced to recuse himself or herself.
3. Nominees should be an active member of GMSSO for at least 6 months, unless a first year student within a masters program.
	1. Active Members are defined as a member of the general counsel that participates in a minimum of 3 meetings and two committees and/or volunteer events per school year.
4. A position may be filled by a member with fewer than 2 months if no other members are willing to undertake the position
5. Nominees must be able to fulfill term of 1 year.
6. Officers may not fulfill more than two consecutive terms in any position.
7. Nominees can only appear on the ballot once.
8. To ensure both a Master’s and a PhD student are always on the Executive Board, members will vote for President, Vice President, Master’s Chair, PhD Chair, and a third Chair who can be either Master’s or PhD. Once the executive Board is established, they will internally decide who will have which officer roles.

**Voting**:

1. Ballots will be presented, balloted upon, and collected at the last or second to last meeting of the academic year (April or May).
2. Each program may have 2 voting representatives, *see General Counsel*
3. Voting representatives must be active members of the GMSSO, attending meetings for at least 3 months and participating in GMSSO activities.
4. The President or Vice-President will count the ballots, unless they are running, in which case a staff member of the GMS office will count.

**Officer’s Responsibilities:**

President:

1. It is the responsibility of the President to call, preside over, and adjourn all meetings of this organization.
2. The President will act as GMSSO representative on University committees as deemed necessary this includes but is not limited to the PhD. Steering Committee, the Master’s Steering Committee, and the Medical School Executive Committee.
3. The President will act as primary contact for outside organizations.
4. The President will act as a direct liaison to the Associate Provost of the Division of Graduate Medical Sciences.

Vice President:

1. It is the responsibility of the Vice President to assume the duties and responsibilities of the President on a temporary or permanent basis if he/she is unable to fulfill the duties described above.
2. The Vice President will serve as primary contact for all internal GMSSO committees.
3. The Vice President will create agendas for all organizational meetings and distribute to the representatives.

Secretary:

1. It is the responsibility of the Secretary to keep updated minutes of all organizational meetings and distribute to appropriate parties in a timely fashion.
2. The Secretary will maintain the representative attendance sheet.
3. The Secretary will be responsible for maintaining general correspondence between appropriate parties.
4. The Secretary will keep all records not previously discussed herein.

Treasurer:

1. It is the responsibility of the Treasurer to deal with all fiscal matters.
2. The Treasurer will be responsible for signing all necessary paperwork with the Student Activities Office and is the sole signatory for the funds of the organization.
3. The Treasurer will create and maintain financial records and provide them to the Secretary for archiving at end of year.

Media & Public Relations Chair:

* + - 1. The Media and Public Relations Officer is responsible for connecting to GMS/BUMC for the purpose of promoting events or work done by the GMSSO.
1. Responsible for creating and distributing event flyers/e-screen panels/BU shuttle banners to the GMS student population.

***ARTICLE IV - Meetings***

**Meetings**:

1. The General Council will meet at least once per month.
2. The President, Vice President and representative can order a special meeting whenever they deem necessary.

***ARTICLE IX - Amendments***

**Amendments**:

1. Any change to the constitution requires approval by two-thirds of the active, eligible members of the General Assembly. Should quorum not be reached at the monthly meeting, voting should be carried out via email.  Eligible members must have been a member of the GMSSO for three months and have attended a minimum of three monthly meetings prior to voting. Exemptions may be granted by unanimous Executive Board decision.
2. All amendments after being successfully voted on by GMSSO must then be forwarded for approval to the director of the Student Activities Office.