

# Medical Student Service-Learning Group (MSSG) Constitution

## Article I – Name, Purpose, and Non-Discriminatory Policy **Approved 4/13/09**

- Section 1 – Name: Medical Student Service-Learning Group (MSSG)
- Section 2 – Purpose: MSSG fosters student leadership through innovative service-learning experiences in affiliation with the IU School of Medicine Office of Medical Service-Learning (OMSL). Specifically, MSSG shall:
  - Shape the future direction of OMSL service-learning programs; consider and approve new OMSL projects.
  - Provide an opportunity for current OMSL program co-chairs to report periodically on current programs.
  - Include opportunities for reflection on student experiences in the OMSL programs.
  - Recruit and organize volunteers for OMSL activities and programs.
  - Promote OMSL programs on campus and within the community.
  - Offer a medium for peer mentoring by identifying the needs of and challenges to OMSL programs and by coordinating joint solutions.
  - Oversee the financial operations and assist in fundraising efforts of OMSL programs.
  - Evaluate OMSL program activities and ensure that all active programs are meeting expectations for service-learning.
- Section 3 – Non-Discriminatory Policy: This organization and its members shall not discriminate against anyone for reasons of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or status as a Vietnam-era or special disabled veterans.

## Article II – Membership

MSSG will consist of voting and non-voting members. The MSSG officers and current co-chairs of each OMSL project will serve as voting members of MSSG. ***Each project may have the number of student co-chairs and others in leadership roles as required to meet project needs, but each project will be limited to two voting members at MSSG meetings.*** Non-voting members will include non-chair volunteers of OMSL projects. All members must be enrolled in an academic department of IUPUI.

## Article III – Organizational Leadership (MSSG officers)

- Co-chair (2) – Medical students who served as junior co-chairs for the previous academic year. Term length 1 year beginning May 1. Duties include leading the agenda of the organization, coordinating monthly meetings, and organizing/recruiting volunteers for any OMSL related activities. Chairs are also responsible for creating appropriate committees as needed and appointing committee coordinators.
- Junior co-chair (2) – Past voting members of MSSG appointed by MSSG co-chairs at beginning of term. Term length 1 year beginning May 1. It is understood that by accepting the position, the junior co-chair will assume the responsibility of co-chair

the following year. In addition they will be responsible for coordinating monthly meetings in the absence of both chairs, and aiding in the efforts of the MSSG chairs.

- Committee chairs – MSSG voting members appointed by co-chairs as needed.

#### Article IV – Standing Committees

The MSSG shall have the power to form and to dissolve committees as needed to better serve OMSL project needs.

#### Article V – Advisory Team (AT)

Members of the AT must be University faculty or administrative & professional staff. Roles identified may include Faculty Director, Associate Faculty Director, OMSL Director, and Faculty Advisor.

#### Article VI – Meetings of MSSG

Meetings are held on a monthly basis. Each sponsored OMSL project must have at least one co-chair from their group attend the meeting.

#### Article VII – Method of Ratification and Amending Constitution

This constitution can be ratified or amended by a 2/3 vote of a quorum (ten or more MSSG voting members). Amendments should be in writing and distributed to MSSG members at least 7 days prior to a monthly MSSG meeting.