Constitution of the Whitehead Medical Society

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Article I: The Whitehead Medical Society

Section 1: Membership
The Whitehead Medical Society (hereafter referred to as WMS) consists of all students in the M.D. degree program at the UNC School of Medicine (UNC SOM), including students on leave (e.g. for research, dual-degree programs) as well as all past Whitehead Lecturers.

Section 2: Functions
The WMS is the officially recognized student government of the UNC SOM and serves the social, educational, and personal interests of the UNC SOM medical students.

Section 3: The Whitehead Medical Society Constitution
This official document, approved by the UNC SOM medical student body, outlines the purpose, structure, procedures, and traditions of the WMS. The document is organized in two parts to insure both durability and flexibility:

A. The Main Body (Articles I-VI) outlines all matters pertaining to WMS that require approval of the student body prior to establishment or amendment. Article VI, Section 1.A delineates how the Main Body may be amended.
B. The Appendices outline all matters pertaining to WMS that may be established or amended by the leadership of WMS, and do not require the explicit approval of the student body. Article VIII, Sect. 1.B delineates how the Appendices may be amended. The Appendices may not conflict with the Main Body.

Section 4: Officers of the WMS

A. The official leaders of the WMS shall be called the WMS Officers.
B. WMS Officers are primarily responsible for the decision-making capacity within the organization in addition to each office's individual duties and responsibilities outlined elsewhere in the constitution.
C. No WMS Officer may hold more than one WMS position (e.g. cannot be Student Attorney General and Class President).
D. Officers are required to perform their duties in a manner that is consistent with the WMS Constitution, UNC-SOM policy, University policy, Local, State and Federal Law, and in the best interest of the entire UNC-SOM student body.
E. Individual officers can be removed if not performing their duties, not attending meetings, engaged in gross misconduct, violating the Honor Code, or if they are no longer enrolled in the MD curriculum (vs. no longer a member of the WMS, with the exception of students on leave for educational endeavors, e.g. research, other degree programs). Procedures for removal of officers and subsequent replacement are described in Article VI, Section 2.
F. The following are official WMS Offices. Duties of each office are outlined in Appendix A:
    a. WMS Co-Presidents: Two positions filled by students who serve as Co-Presidents and have completed the MS3 year of medical school. Term is one year, elected by a vote of the Student Body.

b. Class Co-Presidents: Eight positions filled by two students from each of the four classes in the UNC-SOM medical school. Term is one year, elected by a vote of students in the corresponding class.
c. Chief Advocates: Three positions filled by one student who has completed the MS1 year of medical school, one student who has completed the MS2 year of medical school, and one student who has completed the MS3 year of medical school. Term is one year, elected by a vote of the Student Body.
d. Vice Presidents (VP): Typically filled by students in the rising MS2 class, as specified by the position. Term is one year, elected by a vote of the Student Body. See Appendix A for current VP positions.
e. Assistant Vice Presidents (AVP): Typically filled by students in the MS1 class, as specified by the position. Term is one year, elected by a vote of the MS1 class. See Appendix A for current AVP positions.
f. Senior Vice Presidents (SVP): Filled by students who have completed the MS2 or MS3 year, as specified by the office. Term is one or two years as specified by office, elected by a vote of the Student Body. See Appendix A for current SVP positions.

Section 5: Leadership Structure

The WMS Officers are subdivided in to the following groups:

A. Executive Council: Composed of WMS Co-Presidents and Class Co-Presidents (ten members in total; eight prior to the election of the MS1 Class Presidents), this Council serves as the initial voting body for all WMS official business. The Council is chaired by the WMS Co- Presidents.
B. WMS Non-Executive Officers: Comprised of all officers who are not members of the Executive Council. In addition to responsibilities of individual offices, may propose items, such as policies, budgets, or amendments to the appendices, to be voted on by the Executive Council.

Section 6: WMS Officer Meetings and Procedures

A. The Whitehead Officers should meet at regular intervals throughout the academic year (e.g. once a month). WMS Co-Presidents are responsible for setting the times and locations of WMS meetings.
B. All members of the WMS Executive Council and at least one representative from each nonexecutive office are expected to attend all WMS meetings.
C. All WMS Officer Meetings are open to any member of the WMS society.
D. Unless otherwise specified, voting and meetings will be conducted according to Robert's Rules of Order (see “The Code of Permanent Laws of the Student Government at the University of North Carolina at Chapel Hill,” as prescribed by the UNC-CH Student Congress).
E. Quorum shall be defined by the WMS Co-Presidents at the beginning of each term considering the total number of filled positions that term. (see “The Code of Permanent Laws of the Student Government at the University of North Carolina at Chapel Hill,” as prescribed by the UNC-CH Student Congress).
F. Motions passed by the WMS Executive Council require a simple majority (50% + 1) vote of the members of the WMS Executive Council unless otherwise specified.
G. Information regarding motions passed by the WMS Executive Council shall be made available to all members of the WMS Society (e.g. posting meeting minutes).

H. Motions passed by the WMS Executive Council shall go into effect without further need for voting or approval. A passed motion may be overturned by one of the following procedures:
    a. Veto by both of the WMS Co-Presidents.
    b. A 2/3 majority vote of the Non-Executive Officers. Any policy decision (e.g. the WMS budget) that was overridden by the Non-Executive Officers must subsequently be approved by a simple majority of these officers if it is re-approved (in revised or original form) by the Executive Council.
    c. For policies regarding the distribution of student funds to student groups (e.g. budget or budget policy):
        i. The duly appointed leaders of these groups may reject the proposal with 2/3 majority vote.
        ii. Each officially recognized group is allowed one vote and no single individual may represent more than one group.
        iii. Subsequent resubmissions of this proposal will require approval by a simple majority of this group.
    d. Any policy decision may ultimately be decided by referendum of the entire student body by the procedure outlined in Article VI, Section 5. This is considered the ultimate word on a policy decision and can only be overturned by a subsequent referendum. A referendum is the only measure that may overturn a veto of both WMS Co-Presidents.

Section 7: Interpretation of Constitution

A. Questions of constitutional interpretation are to be decided by SoM students serving on the Honor Court. A majority vote (50% + 1) of the WMS Executive Council is required to send a question to the SoM students on the Honor Court.
B. SoM students on the Honor Court are expected to rule on the question of constitutional interpretation by the next scheduled WMS meeting or in 2 weeks following issuance of the constitutional debate, whichever is longer. A hearing on constitutional matters will consist of a 5-member hearing panel chaired by the SoM Honor Court Vice-Chair. One WMS member representing each side of the constitution interpretation will be allowed to present their case before the Court. A final binding verdict will be decided by a majority Court vote.

Article II: Whitehead Medical Society Elections

Section 1: Fall Elections

A. Elections for MS1 Positions, including MS1 Class Presidents and Assistant VP positions will occur in the fall.
B. Timing is at the discretion of WMS Presidents, but ideally will be held 6-8 weeks after the start of the MS1 academic year.
C. Positions representing the entire UNC SOM student body are to include voting by MS1-MS4 students.

Section 2: Spring Elections

A. Elections for all other WMS Elected Officers, including WMS Presidents, Chief Advocates, WMS Vice Presidents, MS2-4 Class Presidents, and Senior Vice Presidents will occur in the spring.
B. Timing is at the discretion of WMS Presidents, but must be completed with sufficient time to transition new officers (e.g. at least one month before graduation).
C. Positions representing the entire UNC SOM student body are to include MS1-MS3 students.

Section 3: Conduction of General Body Elections

A. WMS Presidents will conduct elections with the assistance of designated VPs.
B. The election is to be certified by the Student Attorney General before election results are official.
C. For positions filled by a single candidate or a single pair of candidates (e.g. class presidents), run-offs will be held until a candidate(s) wins majority (50% + 1 votes) of ballots submitted.
D. For positions filled by multiple candidates running separately (e.g. Chief Advocates), the candidates with the highest number of votes will fill the positions even if the candidates receive fewer than the majority (50% +1 votes). Ties for the last available position in that office will be decided by a run-off election.
E. The timeline for the election is to be designated by the WMS Co-Presidents.
F. Each candidate must create a one-page campaign advertisement. The format of this campaign page (e.g. HTML website on their personal UNC SOM web space) is to be designated by the WMS Co-Presidents.
G. No additional campaigning is permitted (e.g. no signs, emails, flyers, speeches or forum postings). Additional campaigning may be considered an honor code violation as determined by the Honor Court.
H. Campaign pages will be posted so that the entire WMS has access to them prior to the election.
I. Elections will be conducted by secure electronic ballot.
J. Automatic disqualification or later forfeiture of the WMS position will result for any candidate found to have fabricated information in the application statement or campaign page. Such an act may be considered an Honor Code Violation and may be pursued at the discretion of the Student Attorney General and the Honor Court.

Section 4: Conduction of WMS Co-President Elections

A. All student body members may nominate individual peers for the position of WMS Co-President. Students are allowed to nominate as many peers as they see fit. Interested individuals are permitted to ask, but not pressure a peer to nominate them.
B. All nominated individuals will be notified of their nomination. They will also be given the names and contact information of all other nominated individuals. They will be given a timeline per discretion of the WMS Co-Presidents regarding the date to accept the nomination to run via submitting a letter of intent with their running mate. Both individuals in the pair must have been nominated initially by their peers.
C. Pairs of candidates must submit a one page PDF with their platform. As part of their platform they will be required to answer the question (200 words or less), "What has been your greatest impact on WMS and/ or the student body?"
D. Candidates will be asked to attend a mandatory Town Hall Meeting where they will be given the opportunity to present their platforms to the student body, share their interest and reasons for running, and answer any questions from the audience.
E. Following the meeting, student body members can submit comments to their Chief Advocates and AHEC Campus Liaisons, who will share and advocate for student opinions during the meeting where candidates are discussed.
F. All members of WMS (with the exception of potential incumbents running for WMS Co-Presidents) will vote anonymously for the pair of candidates they most desire. Voting procedures will occur at the discretion of the current of WMS Co-Presidents, either at the meeting or via an online poll following the WMS monthly meeting.

Article III: UNC-SOM Honor Court

Section 1: Positions

A. Deputy Attorney General
    a. The Office of the SoM Deputy Attorney General will be directed by the SoM Deputy Attorney General, who will report directly to the Graduate and Professional School Attorney General.
    b. The Deputy Attorney General will act as de facto investigative counsel on Honor Code violation cases where SoM students may be charged.
    c. In the event that the current SoM Deputy Attorney General does not seek reappointment, a new SoM Deputy Attorney General may be chosen in the spring. Appointment of the new SoM Deputy Attorney General will be by the outgoing SoM Deputy Attorney General and the Graduate and Professional School Attorney General.
    d. In the event that the current SoM Deputy Attorney General seeks reappointment, s/he will submit an application for the position along with other qualified SoM students who have served a minimum of 1 year on the Attorney General's Staff. These applications will be reviewed by active Honor System members from the SoM. A minimum of 2/3 of all active Honor System members from the SoM must vote on candidates, and the candidate with the majority (>50%) vote will become SoM Deputy Attorney General. In case no candidate receives a majority of votes in the primary, voting will go to run-offs between the two candidates receiving the most votes, with the one candidate receiving the majority (>50%) vote becoming SoM Deputy Attorney General—a minimum of 2/3 of all active Honor System members from the SoM must also vote in run-offs. This appointment shall be subject to the approval of the Graduate and Professional School Attorney General.
    e. The length of term will be 1 year. Multiple terms may be served.
    f. The SoM Deputy Attorney General will certify WMS election results.

B. Honor Court Vice-Chair
    a. The SoM Honor Court will be directed by the SoM Honor Court Vice-Chair, who will be trained by the Graduate and Professional School Honor Court Chair.
    b. Honor Court cases involving SoM students consist of a hearing panel chaired by the SoM Vice-Chair.
    c. WMS constitutional hearings will be chaired by the Vice-Chair, who will also select the 5-member hearing panel.
    d. In the event that the current SoM Honor Court Vice-Chair does not seek reappointment, a new SoM Honor Court Vice-Chair may be chosen in the spring from current Honor Court members in the SoM who have served on the Court for at least 1 semester. Appointment of the new SoM Honor Court Vice-Chair will be by the outgoing SoM Vice-Chair and the Graduate and Professional School Honor Court Chair.
    e. In the event that the current SoM Honor Court Vice-Chair seeks reappointment, s/he will submit an application for the position along with other qualified SoM students who have served a minimum of 1 semester on the Honor Court. These

applications will be reviewed by active Honor System members from the SoM. A minimum of 2/3 of all active Honor System members from the SoM must vote on candidates, and the candidate with the majority (>50%) vote will become SoM Honor Court Vice-Chair. In case no candidate receives a majority of votes in the primary, voting will go to run-offs between the two candidates receiving the most votes, with the one candidate receiving the majority (>50%) vote becoming SoM Honor Court Vice-Chair—a minimum of 2/3 of all active Honor System members from the SoM must also vote in run-offs. This appointment shall be subject to the approval of the Graduate and Professional School Honor Court Chair.

f. The length of term will be 1 year. Multiple terms may be served.

C. Honor Court Members
   a. Honor Court members from the SoM will sit on hearings involving Honor Code violations and WMS constitutional matters.
   b. New Honor Court members are selected in the fall by the SoM Vice-Chair and the Graduate and Professional School Honor Court Chair.
   c. The length of term will be from the moment the Honor Court member assumes office until graduation, as long he/she continues to be a full time student at UNC and remains active in his/her duties, as deemed appropriate by the SoM Vice-Chair and the Graduate and Professional School Honor Court Chair.

D. Attorney General's Staff
   a. When possible, Attorney General's Staff members from the SoM will act as defense counsels for Honor Code violation cases involving SoM students.
   b. New Attorney General's Staff members are selected in the fall by the SoM Deputy Attorney General and the Graduate and Professional School Attorney General.
   c. The length of term will be from the moment the Attorney General's Staff member assumes office until graduation, as long he/she continues to be a full time student at UNC and remains active in his/her duties, as deemed appropriate by the SoM Deputy Attorney General and the Graduate and Professional School Attorney General.

Section 2: Responsibilities

A. The SoM Honor System, as a procedural entity, will act in accordance with the missions, principles, and regulations set forth in the UNC Instrument of Student Judicial Governance.
B. The SoM Honor System, as a procedural entity, will be in compliance with the Graduate and Professional School Honor System and the larger UNC Honor System.
C. Honor Court members from the SoM will rule on constitutional questions sent from the Whitehead Executive Officers.

Article IV: Whitehead Committees

Section 1: Student Members of the UNC SOM Admissions Committee

A. There will be at least two Student Members from each of the four classes on the UNC SOM Admissions Committee. Additional members may be added at the request of the Associate Dean for Admissions and will be appointed by the WMS Co-Presidents and the Student Chairs of the Admissions Committee.
B. During their fourth year of service, two Student Members will serve as the Student Chairs of the Admissions Committee
C. New members to the committee are selected as MS1s to serve four-year terms. The selection of the new members is at the discretion of the WMS Co-Presidents and the Student Chairs of the Admissions Committee. Guidelines for the selection process may be found in the Appendices.
D. Students who will be members of WMS for greater than four years may continue in this capacity with the approval of the WMS Co-Presidents and the rising Student Chairs of the Admissions Committee.
E. The Student Chairs of the Admissions Committee will meet as needed with the WMS Co-Presidents to keep them informed of relevant issues.
F. Each Student Representative to the UNC SOM Admissions Committee shall serve as a representative of the entire student body, and not solely represent the views of his or her class.

Section 2: Whitehead Curriculum Committee (WCC)

A. The WCC is responsible for addressing all curriculum concerns for the UNC SOM student body.
B. The WCC is a forum for students to discuss concerns, opinions, and initiatives relating to any and all aspects of the UNC SOM curriculum with curriculum leaders among the administration, faculty, and staff. Each student member of the WCC is to be committed to bringing about improvements to the curriculum that enhance the educational experience within the SOM.
C. All students are welcome to participate in the WCC. Any student may become a member of and participate in the WCC (at-large student members) through active participation in the committee's meetings and activities. Any student may also bring concerns or opinions about the curriculum to the WCC through their curriculum representatives (i.e. the VPs, Assistant VPs, or Senior VPs for Curriculum).
D. The WCC is chaired by the WMS VPs for Curriculum Affairs.
E. Specific WCC structural and procedural matters are listed in the Appendices.

Section 3: New Standing Committees

A. New WMS Standing Committees may be created with the approval of the WMS Executive Council or through a vote of the student body.
B. Additional WMS Committee descriptions may be found in the Appendices.

Section 4: Ad Hoc Committees & Task Forces

A. The WMS Co-Presidents may create and appoint ad hoc committees or task forces to handle, manage, or investigate special topics as they arise.

B. The term and selection of the members is at the discretion of the WMS Co-Presidents, but cannot exceed the term of the current WMS Co-Presidents. Existing ad hoc committees or task forces must be reappointed by newly elected WMS Co-Presidents in order to continue in their functions.
C. These committees or task forces will report their activities to the Whitehead Officers at each WMS Meeting.

Article V: Publications and WMS Website

A. The WMS will publish an online WMS Student Directory each academic year.
B. The WMS will maintain a web page with contact information for current officers and helpful links for students.
C. Responsibility for WMS publications and the relationship between the WMS and UNC SOM student publications is spelled out in the Appendices.

Article VI: Special Rules and Procedures Constitution Appendices

Section 1: Altering the Constitution

A. Any Whitehead Medical Society Officer shall have the power to propose an amendment to this Constitution
    a. Any amendment to the main body of the Constitution must be approved by two-thirds of all WMS officers
    b. Any amendment to the appendices of the Constitution must be approved by a simple majority of all WMS officers
    c. A proposal to amend the constitution by a WMS officer will not be accepted starting 6 weeks before UNC SOM graduation.

B. Any member of the student body can propose an amendment to the main body and appendices of the Constitution by referendum (Article VI, Section 5)
    a. Initiation of referenda by the student body will not be accepted starting 6 weeks before UNC SOM graduation.

C. Any Whitehead Medical Society Officer shall have the power to propose an alteration to this Constitution
    a. Any alterations to the main body and appendices of the Constitution must be approved by at least 25% of WMS officers and only a simple majority in the affirmative is needed.

Section 2: Removal of Officers, Committee Members, or other WMS appointees

A. Grounds for removal: unable to fulfill duties, not performing job as outlined in the WMS Constitution and as set forth by the WMS Co-Presidents, not attending meetings, engaging in gross misconduct, committing an Honor Code violation, or no longer a member of the WMS (e.g. dismissed from medical school).

B. Procedure for Removal
    a. For anyone except Executive Council Members: 2/3 vote of the Executive Council.
    b. For members of the Executive Council: 2/3 vote of the remaining members of the Executive Council.
    c. Anyone can be dismissed by an official student referendum.

Section 3: Filling Vacant Offices

A. Any office that goes unfilled following an election made be filled by appointment.

B. Appointments are nominated by the WMS Co-Presidents and approved by a simple majority (50%+1) vote of the WMS Executive Council.

C. WMS Co-Presidents are expected to make this nomination in consultation with the remaining
officers affiliated with the vacated offices (e.g. consult with the VP for IT to fill a vacant Assistant VP for IT position).

D. Offices that become vacant due to resignation or removal may be filled by this same procedure. Alternatively, if an election is eminent, the office may be filled via election. The method employed to fill the office is at the discretion of the WMS Co-President(s) or interim WMS Co-Presidents.

E. If one of the WMS Co-President positions is vacant, then the remaining WMS Co-President is to nominate a replacement.
F. If both the WMS Co-President positions are vacant, then the MS4 Co-Presidents will serve as interim WMS Co-Presidents until new WMS Co-Presidents are nominated and appointed or elected. (The interim WMS Co-Presidents may nominate themselves.)
G. Vacant or interim positions are to be filled in a timely manner.

Section 4: Transfer of WMS Officers

A. In order to assure a smooth transition of WMS officers, all outgoing officers are to meet with their newly elected counterparts following the spring election. At this meeting the outgoing officer is to explain the duties of the office, update the newly elected officer of all activities performed by that office during the outgoing officer's term, and alert the newly elected officer to any unresolved or pending issues. Written documentation of this information is encouraged.
B. The outgoing and incoming WMS Presidents will schedule a transition meeting to facilitate the transfer of information between WMS Officers. Any set of incoming and outgoing officers unable to attend this meeting are responsible for arranging their own separate meeting and communicating this to the outgoing and incoming WMS Presidents. For offices with two members, at least one outgoing member of the office and one newly elected member of that office must be able to attend the meeting.
C. The outgoing officer is officially relieved of his or her office and the newly elected officer officially assumes the office at the conclusion of the transition meeting for that office.
D. All transition meetings should be conducted shortly after the certification of the election results by the Student Attorney General and must be completed before the spring graduation date for the SOM medical students.

Section 5: Official Referenda of the Student Body

A. Purpose: Referenda provide a means for any member of the student body to have input on the organization and function of its governing body and this Constitution via an amendment to the Constitution or a ballot initiative
B. Procedure: The procedure requires steps that must be done in succession. A petition must be followed by a proposal on which the student body will vote. There can only be one proposal tied to one petition. The following outlines the procedures and regulations that must be followed:
    a. Petition: To initiate a referendum, any member of the student body must create a petition to be submitted to the neutral third party.
        i. The language of the petition should accurately and clearly reflect the issue and must state the specific portion of the WMS Constitution that it would like to amend.
        ii. Signing of the petition must be conducted on a UNC approved online platform that is PID and password protected.
        iii. A successful petition must contain signatures from at least 20% of the student body
        iv. A petition must garner the requisite number of signatures within 21 days after the petition is first available for signatures.
        v. If a signee graduates during the time that a petition for referendum is still active, that student's signature will be discounted.
        vi. If the petition does not garner enough signatures, the same or a similar

petition may not be proposed again for 6 months after the end of the signature period.

vii. No petitions will be accepted starting 6 weeks before UNC SOM graduation.

b. Proposal: After a successful petition, the student body member that organized the petition may write a proposal for integration into this Constitution that must be submitted to the neutral third party.

i. The language of the proposal can take on one of the following

1. It can state exactly what the student would like to be made law in this Constitution (i.e. initiative)
2. It can bring an existing law into a student body vote (i.e referendum)

ii. The proposal will be available to view online for 14 days prior to initiation of voting.

iii. Voting on the proposal must be conducted on a UNC approved online platform that is PID and password protected.

iv. 40% of the student body must participate in the voting with two-thirds of the the votes in favor of the proposal for it to pass.

v. A proposal must garner enough votes within 7 days after the proposal is first available for voting.

vi. If a voter graduates during the time that the proposal for referendum is still active, that student's vote will be discounted.

vii. If a proposal does not have enough votes, a student must submit another petition before a new proposal can be drafted. The same or a similar petition may not be proposed again for 6 months after the end of the voting period.

C. Conduction

a. Neutral third party: Board of Elections (BOE) or the Student Attorney General (SAG)

i. All referenda must be conducted exclusively by a neutral third party. Students who are proposing the referenda must work in concert with BOE or SAG to create the language of the official petition and proposal to be voted on.

b. Students may not campaign during the conduction of a referenda

i. All communications to the student body must be via BOE or SAG and will be standard for all referenda.

ii. Any campaigning will result in the immediate invalidation of the referendum.

D. Resolution

a. If the proposal passes, WMS must integrate the proposal into the Constitution and put the new policy into effect within one month of its passing.

i. If the new policy has the potential to hinder functioning, WMS has one academic year to implement changes.

ii. WMS may not change the new policy for one academic year after it has been implemented.

b. If the proposal does not pass, WMS must keep the current policy.

Constitution Appendices

Appendix A: Roles of WMS Officers

A. WMS Co-Presidents (2)
    a. Selection:
        i. Two student representatives who have completed their MS3 year
        ii. Candidates are nominated by the current MS3 or LOA student body in the spring election and elected by the current WMS officers
        iii. Run in pairs
    a. Responsibilities:
        i. Chair the Whitehead Medical Society
        ii. Lead monthly WMS meetings and annual retreat in the fall.
        iii. Organize Dean's Luncheons to update the Dean of the UNC SOM and other administrators on a regular basis.
        iv. Meet monthly with the Assistant Dean of Medical Education and the Assistant Dean of Student Affairs
        v. Set general expectations of WMS Officers, including attendance policy for Whitehead Council meetings, at start of tenure.
        vi. Serve as ex officio members of the Dean's Advisory Committee and the Education Committee
        vii. Organize the Whitehead Lecture and Awards Ceremony as well as awards voting.
        viii. Appoint ad hoc committees to study specific matters and report to the Whitehead Council.
        ix. Coordinate leadership turnover at the end of the term of office.

B. Senior Vice President for Financial Affairs (1) & Vice President for Financial Affairs (1)
    a. Selection:
        i. One student representatives who has completed their MS3 year will serve as the Senior VP for financial affairs
            1. Elected by the rising MS4/LOA student body in the spring election
        ii. One MS2 representative will serve as the VP for financial affairs
            1. Elected by the rising MS2 student body in the fall election
    b. Responsibilities:
        i. Manage any funds that are deposited in the WMS SAFO account.
            1. SAFO funds are to be used by all WMS officers
            2. Including all social fund money, money for graduation activities, and most funds NOT earmarked for use by officially recognized UNC SOM student organizations (see VP for Student Affairs).
        ii. Create and present a projected budget for WMS by the first WMS meeting of the academic year. This must be approved by the WMS Presidents.
        iii. Create and manage The Financial Aid Review Board (FARB)

1. The FARB will consist of 1-4 student representatives from all 4 classes and will hold monthly or bimonthly meetings.
2. The Purpose/Goals of FARB Include:
    a. Improve Communication between students and the Financial Aid Office
    b. Represent Student Issues with regard to Financial Affairs
    c. Increase Utilization of available resources
    d. Identify and Develop New Student Resources
    e. Improve Perception of Financial Aid at UNC

iv. Serve as a link between students and the administration
1. Work to gain understanding of Financial Aid system and proposed changes
2. Act as liaison to UNC SOM Administration to address issues that were brought up by FARB members and the student body
3. Respond to Student concerns that are received in any form
4. Work on special projects with the Administration that address concerns of the UNC SOM student body
5. Conduct student financial aid satisfaction survey

v. Publicize changes, updates, and special project statuses to the student body with regard to Financial Affairs

vi. Hold Annual Events with The Financial Aid Office that help address concerns of the UNCSOM Student Body. Events include Money Matter Series and Financial Aid Kick Off and Wrap Up

C. Vice President of Student Affairs (2) & Assistant Vice Presidents of Student Affairs (2)
a. Selection
i. Two MS2 representatives will serve as the VP of Student Affairs
1. Elected by the rising MS2 student body in the spring election
2. Run in pairs

ii. Two MS1 representatives will serve as the Assistant VP of Student Affairs
1. Elected by the MS1 student body in the fall election
2. Run in pairs

b. Responsibilities:
i. Coordinate calendar and funding for UNC recognized UNC SOM student organizations.

ii. Manage funds for recognized UNC SOM student organizations. These monies are allocated from the UNC SOM Dean's Fund to WMS for use by Student Organizations.

iii. Present a projected budget at the first WMS meeting of the academic year. This must be approved by WMS Presidents AND a simple majority of the WMS Officers.

iv. Coordinate Student Groups Transition and Funding Workshop in April for the rising student organization leaders in order to discuss funding priorities and to orient them to fund application process and UNC student group recognition process.

v. Organize Career Opportunities Series (COS) lecture series

vi. Serve on HSL advisory committee as representatives for the SOM
vii. Oversee maintenance and upkeep of student lounge and gym in Berryhill
viii. Manage and coordinate book exchange for 3rd year clinical rotations

D. Vice President for Campus and National Affairs (1)
   a. Selection:
      i. One MS2 representative
      ii. Elected by the rising MS2 student body in the spring election
   b. Responsibilities:
      i. Serve as an official representative of the UNC SOM and WMS both to the UNC Chapel Hill Campus and on a national level.
      ii. Organize quarterly events with other health professional schools at UNC
      iii. Serve as the GPSF senator and attend GPSF monthly meetings to represent the interest of medical school students.
      iv. Serve as a liaison between the Medical Alumni Association and the student body

E. Vice Presidents for Prospective Student Recruitment (2)
   a. Selection:
      i. Two MS2 representatives
      ii. Elected by the rising MS2 student body in the spring election
      iii. Run in pairs
   b. Responsibilities:
      i. Coordination and Management of the MS1/MS2 Tour Guide Team
         1. Selection and training of MS1/MS2 tour guides
         2. Scheduling of paired MS1/MS2 tour guides for prospective students during the regular interview season
         3. Management of tour guide resources
      ii. Management of the Overnight Hosting Program
         1. Selection of UNCSOM overnight hosts from all years
         2. Coordinate scheduling between interviewing students and overnight hosts
      iii. Coordination of Second Look for prospective students
      iv. Primary contact for prospective student questions and tours
         1. Provide resources and contacts for prospective student inquires
         2. Coordinate individual and/or group tours for prospective students outside of the regular interview season

F. Vice President for Research and Publications (1) & Assistant Vice President for Research and Publications (1)
   a. Selection:
      i. One MS2 representative will serve as the VP for Research and Publications
         1. Elected by the rising MS2 student body in the spring election
      ii. One MS1 representative will serve as the assistant VP for Research and Publications
         1. Elected by the MS1 student body in the fall election

b. Responsibilities:
    i. Publish a quarterly WMS newsletter
    ii. Organize the WMS Research & Publications Speaker Series
    iii. Serve as a liaison with John B. Graham Student Research Society, assisting with Student Research Day

G. Vice President for Information Technology (1) and Assistant Vice President for Informational Technology (1)
    a. Selection
        i. One MS2 representative will serve as the VP for IT
            1. Elected by the rising MS2 student body in the spring election
        ii. One MS1 representative will serve as the assistant VP for IT
            1. Elected by the MS1 student body in the fall election
    b. Responsibilities:
        i. Maintain WMS website, current officer contact info, and WMS officer listserve
        ii. Attend technology liaison and METC meetings
        iii. Coordinate the technical aspects of on-line elections, voting, and polling
        iv. Serve as consultants and/or assist with initiatives to make better use of technology by the WMS.

H. Vice Presidents for Curriculum Affairs (2) & Assistant Vice Presidents for Curriculum Affairs (2)
    a. Selection:
        i. Two MS2 representatives will serve as VPs for Curriculum Affairs
            1. Elected by the rising MS2 student body in the spring election
            2. Run in pairs
        ii. Two MS1 representatives will serve as assistant VPs for Curriculum Affairs
            1. Elected by the MS1 student body in the fall election
            2. Run in pairs
    b. Responsibilities:
        i. Serve as ex-officio members of the Curriculum Committee for the MS2 year (CC2) and MS1 year (CC1)
        ii. Work with Executive Associate Dean for Medical Education to help coordinate student feedback to the administration and other projects related to the curriculum.
        iii. Work with other members of the administration, faculty, and staff concerning issues and projects related to the curriculum.
        iv. Oversee formation and manage the affairs of the Course Focus Groups:
            1. Focus Groups consist of small groups (typically 2-5 people) of student volunteers to serve as student liaisons for a particular course director. These students provide feedback to the course directors and help to communicate messages from the course director to their class.
            2. While serving on a focus group, volunteers are considered as non-officer WCC members. The volunteers are, to the best of

their abilities, to represent the opinions of their class and the interests of the WMS.

3. Focus Groups should be formed for each course in the pre-clinical curriculum.
4. Representatives are charged with collecting and organizing minutes from focus group meetings and submitting these to the VPs of Curriculum Affairs or their delegates (e.g. Assistant VPs for Curriculum).
5. Depending on the receptiveness of course directors and motivation of the student body, may also form clerkship focus groups for third and fourth year clerkships.

I. Vice President for Educational Development (1) & Assistant Vice President for Educational Development (1)
   a. Selection
      i. One MS2 representative will serve as the VP for Educational Development
         1. Elected by the rising MS2 student body in the spring election
      ii. One MS1 representative will serve as the Assistant VP for Educational Development
         1. Elected by the MS1 student body in the fall election
   b. Responsibilities
      i. Analyze and report survey findings to the student body, the Executive Associate Dean for Medical Education, and the Associate Dean for Student Affairs.
      ii. Recommend a plan of action for WMS and for the SOM administration based on findings.
      iii. Serve as a liaison to the student body by conducting surveys/opinion polls/focus groups during the year as needed.
      iv. Represent the student body on task forces/committee meetings that pertain to educational development and long-term conceptualization of a revised curriculum.
      v. Serve on the Survey Task Force with OME to regulate the quantity/quality of surveys going to med students.
      vi. Be involved with the LCME (Liason Committee for Medical Education) routine reaccreditation process. (Every 8 years or as applicable)

J. Vice President for Community Service (1) & Assistant Vice President for Community Service (1)
   a. Selection
      i. One MS2 representative will serve as the VP for community service
         1. Elected by the rising MS2 student body in the spring election
      ii. One MS1 representative will serve as the assistant VP for community service
         1. Elected by the MS1 student body in the fall election
   b. Responsibilities

i. Organize information/resources and monthly activities for UNC SOM students so that they may more easily involve themselves in community service.
ii. Serve as a mentor, when requested, to medical students seeking guidance in engaging in service opportunities.
iii. Help to coordinate campus relief efforts during community, state, and national disasters.
iv. Publicizing relevant service opportunities from main campus and the Chapel Hill/Carrboro communities to medical students.
v. Assist small student endeavors with long-term stability and continuity by finding MS1 or student organizations willing to take on outstanding service projects that graduation and/or rising MS3s may be leaving behind.
vi. Coordinate and ensure the success of annual medical school blood drives in conjunction with the American Red Cross.

K. Senior Vice Presidents for Curriculum Affairs (2)
   a. Selection
      i. Two student representatives who have completed their MS3 year
      ii. Elected by the rising MS4/LOA student body in the spring election
      iii. Run in pairs
   b. Responsibilities
      i. Assist the VPs for Curriculum Affairs as needed.
      ii. Serve as a liaison to the MS3 and MS4 class on curriculum matters.
      iii. Attend monthly meetings of the 3rd and 4th Year Curriculum Committee (CC3/4).
      iv. Participate in CC3/4 task groups.
      v. Attend other curriculum meetings as needed.

L. Senior Vice President for Educational Development (1)
   a. Selection
      i. One student representatives who has completed their MS3 year
      ii. Elected by the rising MS4/LOA student body in the spring election
   b. Responsibilities
      i. Assist the VP for Educational Development as needed with particular attention to AAMC certification renewal when applicable.
      ii. Serve as a liaison to the MS3 and MS4 classes obtaining student feedback and highlighting issues important to those classes, as well as keeping students informed of educational changes taking place, especially those as a result of student feedback.
      iii. Work closely with the senior vice presidents of curriculum affairs, focusing on longitudinal aspects of the curriculum.
      iv. Attend monthly 3rd and 4th Year Curriculum Committee (CC3/4) meetings, participating in CC3/4 task groups.
      v. Attend Whitehead Curriculum Committee meetings, usually once per semester.

vi. Be ready to assist with other educational development projects that come up during the school year, which may be delegated by WMS co-presidents or MS3 or MS4 co-presidents.

M. Chief Advocates (3)
   a. Selection
      i. Filled by three students who have completed their MS1, MS2, or MS3 year of medical school
      ii. Elected by their respective class in the spring election (i.e. the MS2 advocate will be elected by the rising MS2 class)
      iii. Term is one year
   b. Responsibilities
      i. Represent the interests and activities of the advocates and college advisers or advisory system for his/her year (MS2, MS3, or MS4)
      ii. Attend all Whitehead meetings
      iii. Serve as a liaison between Whitehead and the advocates and advisory system
      iv. Organize and run college elections for the advocates in his/her year (this includes collecting applications, designing ballots for each college, collecting and announcing the results)
      v. Coordinate and lead the efforts of the advocates from all the colleges
      vi. Work with the advocates and VP of Research and Publications to publish year-specific guides (including the "Sherpa: Guide to the Wards," AHEC and third year scheduling resource, etc).
      vii. Coordinate Skit Night and College Cup

N. MS1 Class Presidents (2)
   a. Selection
      i. Two MS1 representatives
      ii. Elected by the MS1 student body in the fall election
      iii. Run in pairs
   b. Responsibilities
      i. Attend Whitehead monthly meetings, Dean's Luncheons, and Town Hall Meetings to advocate on behalf of students (specifically, at least one MS1 Co-President should be present at all administrative meetings regarding MS1 students)
      ii. Serve as liaisons between the MS1 class and the faculty, staff and administration
      iii. Organize the annual UNC Cadaver Memorial Service
      iv. Organize the MS1 class contribution to Skit Night
      v. Act as a source of information about Whitehead and the School of Medicine for MS1 students
      vi. Work with the VPs of Curriculum Affairs, Student Affairs, and Community Service to ensure the successful development of the MS1 UNC SOM experience

O. MS2 Class Presidents (2)
   a. Selection

i. Two MS2 representatives
ii. Elected by the rising MS2 student body in the spring election
iii. Run in pairs

b. Responsibilities
i. Help coordinate the MS1 Orientation by serving as a member of the Orientation Planning Committee (including helping to organize an orientation trip)
ii. Participate in the MS2 Orientation by providing an overview of the upcoming tasks, social events, and class plans
iii. Serve as temporary MS1 Co-Presidents (from the beginning of the academic year until the MS1 Co-Presidents are elected)
iv. Serve as ushers for the MS1 White Coat Ceremony
v. Coordinate the MS2 lecture review series for the USMLE Step 1
vi. Organize a UNC SOM apparel sale in the fall and spring
vii. Organize a school-wide Winter Gala to honor the faculty
viii. Organize the MS2 class skit night contribution
ix. Attend monthly Town Hall meetings, Deans' Luncheons and Whitehead meetings

P. MS3 Class Presidents (2)
a. Selection
i. Two MS3 representatives
ii. Elected by the rising MS3 student body in the spring election
iii. Run in pairs

b. Responsibilities
i. Maintain third year class cohesion during the clinical rotations through regular email communication and planning class-wide events
ii. Work with the Senior Vice Presidents of Curriculum Affairs to adequately represent Regional Campus student concerns (specifically, meet with these students twice a year and communicate with them via email at least once a semester to discuss concerns and provide updates)
iii. Maintain the UNC student call room as a clean and comfortable environment, address any concerns that may arise with its use, and work with the Office of Medical Education and the Office of Student Affairs to solve any problems (broken equipment, etc) and improve the call room space
iv. Assist in the planning and implementation of the fourth year graduation activities, specifically, serving as Chief Marshals and recruiting additional marshals for graduation day
v. Organize the MS3 class contribution to Skit Night
vi. Attend monthly Whitehead meetings, Deans' Luncheons, and Town Hall Meetings

Q. MS4 Class Presidents (2)
a. Selection
i. Two student representatives who have completed their MS3 year
ii. Elected by the rising MS4/LOA student body in the spring election
iii. Run in pairs

b. Responsibilities
    i. Coordinate ERAS photos for students in the early fall
    ii. Collect graduation fees throughout the year to fund graduation events and the class gift
    iii. Assist in planning the Capstone course and attend Capstone Committee meetings when possible; select Pearls speakers
    iv. Attend Deans' Luncheons and Town Hall Meetings
    v. Survey class regarding the class gift and organize a vote on the class gift
    vi. Survey the class regarding the graduation speaker and select the graduation speaker
    vii. Assist in planning Graduation and attend Commencement Committee meetings (biweekly, beginning in January)
    viii. Assist in Match Day activities in March
    ix. Organize MS4 book sale in late April
    x. Plan Graduation Gala and Senior Picnic during the week of graduation
    xi. Organize the voting for Class and Faculty Awards
    xii. Present Class Awards at graduation rehearsal
    xiii. Speak at graduation and present/announce class gift

R. AHEC Officers (2)
    a. Selection
        i. One MS3 Representative each in the Charlotte and Asheville Program
        ii. Elected by the UNC SOM students participating in the respective sites (Charlotte Program and Asheville Program) during the spring elections prior to their MS3 year.
    b. Responsibilities
        i. Serve as advocates for students participating in the Charlotte and Asheville Program, as well as those rotating through the respective AHEC sites, and respond to student concerns
        ii. Meet with the Charlotte and Asheville Program directors on a regular basis
        iii. Organize social events for students in the Charlotte and Asheville program in addition to students who are rotating in these AHEC sites
        iv. Attend both local and UNC-based curriculum planning meetings
        v. Serve as mentors for MS2s who will be joining the Asheville and Charlotte program
        vi. Attend monthly WMS meetings

Appendix B: Whitehead Committees

A. Student Membership in the UNC SOM Admissions Committee
    a. Format for Selection of Student Chairs of the Admissions Committee
        i. Applications will be taken from entering MS1 students in the fall. The specifics of the application are at the discretion of the WMS Co-Presidents and the Student Chairs of the Admissions Committee, although it is encouraged that the application not be simply a onepage statement of intent.
        ii. Applicants shall be interviewed by the WMS Co-Presidents, and the Student Chairs of the Admissions Committee. These interviewers may

choose to interview only a portion of the applicants, based on the quality of the applications. They must, however, interview at least half of the applicants if there are 20 or fewer applicants, or at least 10 applicants if there are more than 20 applicants.

iii. From these applicants, the WMS Co-Presidents and Student Chairs of the Admissions Committee will select the two MS1 Admissions Committee Representatives.

b. Removal of Student Chairs of the Admissions Committee will be undertaken by the policy outlined in Appendix C.

c. Each Student Representative to the UNC SOM Admissions Committee shall serve as a representative of the entire student body, and not solely represent the views of his or her class.

B. Membership of the Whitehead Curriculum Committee (WCC)

a. VPs for curriculum affairs (committee chairs)

b. Class curriculum representatives

c. Other appointees to UNC-SOM curriculum committees

d. At-large student members,

e. Invited curriculum leaders among the UNC-SOM administration, faculty, and staff.

C. Appointments

a. Unless otherwise specified in this document, the WMS Co-Presidents and the VPs for Curriculum Affairs will appoint student representatives to various UNC SOM Curriculum Committees and ad hoc committees.

b. The number of representatives will be determined in coordination with the Executive Associate Dean for Medical Education and committee chairpersons.

Appendix C: Removal of Officers and WMS Committee Members

A. Any WMS Officer or WMS Committee member may be removed. The rationale for initiating removal includes

a. Any WMS officer or WMS committee member who consistently does not meet expectations outlined in this document or does not perform duties as outlined in this document

b. Any WMS officer or WMS committee member who consistently does not attend WMS meetings, if it is stated in this document that his or her office is required to attend WMS meetings

c. Any WMS officer or WMS committee member who withdraws from the medical school or is removed from the medical school.

B. Procedure for removal of WMS officer

a. A 2/3 majority of voting Whitehead Executive Council members is required to remove any officer.

b. The officer in question may attend the meeting to discuss his or her removal, but cannot participate in the voting.

c. Any WMS member may participate in the discussion of removal, but may only participate in the voting procedure if he or she is a voting member of the Whitehead Executive Council.

C. Procedure for removal of non-officer committee member

    a. The Student Chairs of a WMS Committee or the WMS Co-Presidents may remove non-officer members of the WMS Committee if they do not perform their duties.
    b. This may be over-ridden by a 2/3 vote of a group consisting of the Whitehead Executive Council, the Student Chairs of the WMS Committee at issue, and the non-affected student members of the WMS committee at issue.
D. Replacement of Officers (except a WMS Co-President)
    a. Replacement of removed officers will be at the discretion of the WMS Co-Presidents
    b. The determination of replacement officers (e.g. by election, appointment, etc.) is at the discretion of the WMS Co-Presidents
    c. If election is used, the procedure will be identical to any other election as outlined elsewhere in this document.
E. Replacement of WMS Committee Members
    a. Specifics about the procedure for replacement on standing WMS committees may be described in further detail in corresponding appendix for that committee
    b. Replacements are to be taken from members of the original class of the representative who has quit or been removed;
    c. Unless otherwise specified elsewhere in this document, replacement of removed non-officer WMS committee members will be at the discretion of the WMS Co-Presidents and the committee chair(s)
    d. Unless otherwise specified elsewhere in this document, the determination of replacement (e.g. by election, appointment, etc.) is at the discretion of the WMS Presidents and the committee chair(s).
F. Replacement of WMS Co-Presidents
    a. If only one WMS Co-President is removed, replacement will proceed in a manner identical to the replacement of any other officer
    b. In the event that both WMS Co-Presidents are removed, the MS4 Class Presidents will act as de facto WMS Co-Presidents until replacements are established
    c. Replacement of both WMS Co-Presidents will proceed at the discretion of the Whitehead Executive Council.

Appendix D: Student Publications

A. SHERPA: Guide to the Wards
B. WMS Student Directory
C. IRIS
D. Insight Out

Appendix E: Class Advocates

A. The Class Advocates program has the full support of WMS.
B. The MS2, MS3, and MS4 chief advocates serve as liasons between the Advisory Colleges and WMS, and their attendance is expected at WMS meetings.
C. Many of the functions served by the Class Advocates overlap with functions performed by WMS. The organizations also share similar goals. As such, open communication and a strong working relationship should be ensured between the organizations to the fullest extent possible.

Appendix F: Definition of Terms

A. Majority or simple majority = 50% +1 complete vote
B. Super majority = 2/3 majority vote rounded up to the nearest complete vote.
C. UNC School of Medicine (UNC SOM) student body or entire student body refers only to students who have matriculated into the medical school and who have not graduated, withdrawn, or been dismissed. It does include students on leave (e.g. to pursue MPH, PhD, or other dual degree, distinguish clinical scholars, or students pursuing research interests) who still intend to complete the MD degree at UNC. These students are considered members of the year they most recently successfully completed (for example – MD/PhD students would typically be considered MS2s).
D. Amendment
    a. A substantive addition, deletion, or modification to the Constitution that significantly changes its contents or meaning.
E. Alteration
    a. A minor grammatical, syntactical, or structural revision to the Constitution that does not significantly change its contents or meaning.
F. Referendum
    a. A call originating from any UNC SoM student for putting a WMS-proposed Constitutional amendment or alteration to vote by the UNC SoM student body.
G. Petition
    a. A statement of wanting to reform/revise/change a specific portion of the WMS Constitution.
H. Proposal
    a. A draft of the new policy that will be voted on to be implemented into the WMS Constitution.
I. Campaigning
    a. The act of promoting one's platform/position via social media, signs, flyers, speeches, emails, or any other public forum