**Medical Graduate Student Organization (MGSO)**

**Official Constitution**

University of Florida

**ARTICLE I. NAME OF ORGANIZATION**

This organization’s name shall be the Medical Graduate Student Organization (MGSO) and shall hereafter be referred to as the MGSO.

**ARTICLE II. ORGANIZATION AFFILIATION**

As outlined in the RSO Classification Policy, MGSO is considered a General Registered Student Organization. As a GRSO, our organization is a separate 3rd party entity, not considered a part of the University of Florida. Through registering with the University, our student group agrees to follow its policies and operate on campus with access and/or eligibility for specific campus benefits

# **ARTICLE III. PURPOSE STATEMENT**

1. The MGSO provides a forum for graduate students at the College of Medicine (COM) to address issues involving faculty, curriculum, facilities, and policies both at the College of Medicine, as well as the University of Florida.
2. The MGSO serves as an advisory board, sending representatives to the BMS Coordinators’ Meetings, the College of Medicine Student Advocacy Committee (SAC), and the Graduate Student Council (GSC).
3. The MGSO works to facilitate graduate student organizations and activities that involve education, recruiting, and philanthropic efforts.
4. The MGSO is a non-profit organization.

**ARTICLE IV. COMPLIANCE STATEMENT & UNIVERSITY REGULATIONS**

Upon approval by the Department of Student Engagement, MGSO shall be a registered student organization at the University of Florida. MGSO shall comply with all local, state and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University’s regulations related to Non-Discrimination, Sexual Harassment (including sexual misconduct, dating violence, domestic violence, and stalking), Hazing, Commercial Activity, and Student Leader Eligibility.

Section A. Non-Discrimination

MGSO agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited.

Section B. Sexual Harassment

MGSO agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment (which could include inappropriate sexual comments), sexual misconduct, dating violence, domestic violence, and stalking and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policy) is prohibited.

Section C. Hazing

MGSO agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in the University of Florida Regulation 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders, and/or members.

Section D. Responsibility to Report

The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and wellbeing of campus. If MGSO becomes aware of any such conduct described in this article, they are encouraged to report it immediately to staff in Student Engagement, the Director of Student Conduct and Conflict Resolution, the University’s Title IX Coordinator, or to their Student Organization Advisor, who are identified as mandated reporters.

Section E. Officer Eligibility

MGSOunderstands, acknowledges, and agrees to uphold and abide by the specific minimal requirements regarding officer eligibility as defined in the [Registered Student Organization Classification and Officer Eligibility Policy](https://hub.policy.ufl.edu/s/article/RSO-Classification-Officer-Eligibility).

**ARTICLE V. MEMBERSHIP**

Membership in this organization is open to all enrolled students at the University of Florida. Non-enrolled students, spouses, faculty, and staff are prohibited from holding membership, office or voting powers. All members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

**ARTICLE VI. BYLAWS FOR MGSO**

MGSO may elect to maintain separate bylaws documents to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements sent forth by local, state, and federal laws, the University of Florida’s regulations, policies, and procedures, and Student Engagement’s constitution requirements. Amendments and changes may be made to the bylaws and shall be consistent with the Student Engagement’s approved constitution on file and Student Engagement’s constitution requirements. Should the organization transition leadership, all bylaws and guiding documents will be transitioned to new student organization leaders and/or advisor(s). MGSO agrees to provide all unaltered by laws and guiding documents and/or clarify its procedures in writing to any university of Florida student, faculty, or staff upon request

# **ARTICLE VII. STUDENT ORGANIZATION ADVISOR**

Each registered student organization must have an eligible student organization advisor. The student organization advisor must be a full-time, salaried faculty or staff member not on extended leave for 4 consecutive weeks or longer during their advisor term. The student organization advisor shall serve as a resource person providing advisory support to officers and members and may not vote or hold office in the organization.

The duties of the faculty advisor shall include, but are not limited to, participating in those activities that the MGSO is undertaking in an advisory capacity. The faculty advisor must ensure that the MGSO activities are legitimate, assist in any officiating business whenever applicable, and may serve as a faculty liaison between the MGSO and other University of Florida and/or College of Medicine entities as needed. The faculty advisor shall be nominated by the officers and confirmed by a majority vote of the members in attendance at the May meeting of each year. The faculty advisor must keep this appointment for the duration of the academic year. In the event a change needs to be made for academic or professional reasons the MGSO officers shall appoint a new faculty advisor.

**ARTICLE VIII. OFFICERS**

Registered student organizations are required to have a minimum of a President, Treasurer, and Vice President as elected officers. These officers must abide by the Registered Student Organization Classification and Officer Eligibility Policy.

The elected officers of MGSO shall be President, Vice-President, and Treasurer. At no time should one person hold more than one of these positions.

The remaining officers will be elected: Secretary, Athletic Co-Chairs, Social Chair, Recruitment Co-Chairs, Career Development Co-Chairs, Community Service Chair, Student Advocates, External Board Representatives, and Graduate Student Council Representative.

At no point will any officer hold more than one position.

Section A. President

The President is responsible for overseeing any and all administrative tasks including, but not limited to, re-registering MGSO with Student Engagement, holding general body and officer meetings, requesting and allocating MGSO finances, and representing MGSO in an official capacity. They must preside over all officer and general body meetings as well as delegate duties to other officers where they see fit. They must serve as the secondary GSC representative and attend all GSC meetings.

Section B. Vice President

The Vice President is responsible for assisting the President in all official capacities and fulfilling the role of President in their absence. The Vice President will manage the official MGSO officer accountability calendar to ensure all tasks and deadlines are properly met for the organization. The Vice President will host one wellness event per semester with help from the COM Office of Graduate Education. They will also assist the Career Development Chairs on the day of the seminar and as needed.

Section C. Treasurer

The Treasurer is responsible for all MGSO dealings in financial affairs including, but not limited to, proposing a budget for the following Academic Year, overseeing budget allocations, attending budget meetings, and organizing fundraisers. The Treasurer must organize at least one MGSO fundraiser per fall/spring semester.

Section D. Secretary

The Secretary shall assist the President and Vice President with organizing officer and general body meetings as needed by scheduling meetings, reserving meeting locations, notifying members of upcoming meetings, etc. The Secretary is responsible for transcribing minutes at all official MGSO meetings and disseminating those notes to the general body after a meeting. They are responsible for procuring up to date transition notes from each officer before the end of their term. The Secretary is responsible for managing the MGSO website and Instagram account. They will work with the Social Chair to advertise all social events in a timely manner. The Secretary is also responsible for securing all important documents related to MGSO including, but not limited to, meeting minutes and slides, updated constitutions, and transitions notes. These documents must be kept on the shared MGSO Officer OneDrive which the Secretary will be responsible for creating and distributing to all Officers at the beginning of each term. These documents must also be kept on a backup account such as another form of Sharedrive or Cloud storage.

Section E. Athletics Co-Chairs

Two Athletics Co-Chairs shall oversee all sports-related activities of the MGSO including, but not limited to, intramural sports and football tailgates. They must poll MGSO members at the beginning of the fall and spring semesters to gauge interest in forming teams for intramural sports hosted by the UF Department of Recreational Sports and organize teams accordingly. The Athletics Co-Chairs must also organize football tailgates for each day of Gator home football games. MGSO members must be notified of the time, location, and of any other pertinent details for tailgates via email at least five days in advance. If only one person is elected Athletic Chair, the Social Chair must assist in organizing tailgates alongside the only Athletic Chair. The Athletics Co-Chairs may also call upon other officers, members, or College of Medicine departments to host tailgates. The Athletics Co-Chairs will work with the Treasurer to keep supplies/budgeting sheets for any tailgates that are funded through MGSO fundraising funds. The Athletics Co-Chairs must also reach out to the Basic Science departments to gauge any interest in potential tailgate sponsorships. If tailgates are not funded through sponsorship, the Athletics chairs (or any other MGSO officer) are in no way responsible for funding the tailgates out-of-pocket nor are they encouraged to do so.

Section F. Social Chair

The Social Chair is responsible for organizing and hosting social events open to all MGSO members. Specifically, they must organize at least one happy hour event per month and at least two large social events per fall/spring semester. Members must be notified of social events at least two weeks prior to their occurrence. The Social Chair is also responsible for assisting in organizing tailgates if only one Athletic Chair happens to be elected. During the semester prior to the planned/proposed event, they will be responsible for planning any large-scale events that may need to have specific funds requested from Student Government. The Social Chair will also be required to take the Student Government finance training that the President and Treasurer must take so all social event-related Student Government finance rules are understood.

Section G. Recruitment Co-Chairs

Two Recruitment Co-Chairs shall oversee BMS and/or other COM program recruitment events including, but not limited to, all BMS recruitment weekend activities. The Recruitment Co-Chairs must also serve as official representatives of the first-year cohort until they have elected First-Year Representatives. Recruitment Co-Chairs shall oversee the nomination and election of First-Year Representatives, as outlined in Article VIX Section B. Furthermore, the Recruitment Co-Chairs must arrange for incoming BMS first-years to be assigned student buddies no later than June 1st of the summer immediately preceding their first semester. They are also responsible, with the BMS office, for organizing the student buddy lunch.

Section G.1. BMS First-Year Representatives.

Two first-year BMS students shall be elected by their cohort to serve as representatives of the first-year cohort for the duration of the Academic Year. They shall serve as elected officials representing the first-year students at general body meetings. They are required to attend the BMS Town Hall each semester and all MGSO general body meetings. They are also responsible for meeting with GMS6001 course directors at the conclusion of the Academic Year to speak on behalf of their classmates and voice constructive feedback regarding GMS6001.

Section G.2. Other First-Year Representatives.

In addition to BMS first-year reps, Recruitment Co-Chairs are responsible for reaching out to all other COM programs to receive the First-Year Representative appointments. It is the responsibility of each graduate program, other than BMS, to devise a system of appointment, whether through election, volunteering, or another manner.

Section H. Career Development Co-Chairs

Two Career Development Co-Chairs must organize and oversee the operation of a series of weekly career development workshops and seminars, to be scheduled at the discretion of the Career Development Co-Chairs. They are also responsible for organizing happy hours and dinners following the workshops and seminars with invited speakers. The Career Development Co-Chairs may elect to form a Career Development Committee, composed of MGSO members, which they will oversee and delegate tasks to as they see fit.

Section I. Community Service Chair

The Community Service Organizer must coordinate at least three community service projects per fall/spring semester and communicate upcoming projects to MGSO members in general body meetings.

Section J. Student Advocates

One Masters, one PhD, and one MD-PhD Student Advocate shall represent COM Masters, PhD, and MD-PhD students, respectively, in COM-SAC meetings. They must attend all COM-SAC meetings and voice concerns on behalf of their respective parties. Advocates must also maintain a confidential reporting form that is available and easily accessible to all COM masters and PhD students. The form can be found here: https://gsovpres.wixsite.com/gsobms/anonymous-reporting.

Section K. External Board Representatives

A committee of External Board Representatives shall represent the MGSO in an official capacity at meetings of external organizations which directly concern MGSO. Each graduate program represented by MGSO, except for BMS, may appoint up to two current students to serve as External Board Representatives. No later than August 1st of the year they take office, all External Board Representatives shall appoint a chair among themselves. The chair shall delegate responsibilities among the External Board Representatives. The chair must send at least one External Board Representative to represent MGSO at Graduate Assistants United (GAU) bargaining sessions. All External Board Representatives shall attend MGSO general body meetings to voice concerns on behalf of their respective programs.

Section K.1. BMS External Board Representatives

The two BMS External Board Representatives must be elected. Only BMS students shall vote for the BMS External Board Representatives. Once elected, they are responsible for reaching out to all other COM programs to receive the External Board Representative. appointments. At least one BMS External Board Representative must attend every BMS Concentration Coordinators meeting.

Section K.2. All Other College of Medicine External Board Representatives

It is the responsibility of each graduate program, other than BMS, to devise a system of appointment, whether through election, volunteering, or another manner. Dual-enrollment students (e.g. MD-PhD students) may only represent one of their programs per term.

Section L. Graduate Student Council Representatives

The Graduate Student Council Representatives are responsible for attending every GSC meeting and reporting back the information to MGSO. The primary representative shall be elected and the secondary representative position shall fall upon the responsibilities of the President.

Section M. Officer Committees

Any officer may choose to form a committee, composed of MGSO members, which they shall oversee and delegate tasks to as they see fit.

Section N. General Officer Responsibilities and Conduct

Section N.1. Responsibilities

All MGSO officers are required to fulfill their respective duties in a timely and diligent manner. Officers are required to attend all officer and general body meetings. If an officer cannot attend an officer or general body meeting, a formal notification of absence must be sent to the president and/or vice president at least 2 days prior to the meeting time unless the absence is due to extenuating circumstances. This absence does not excuse the officer from providing updated information about their designated position to the president or vice president in addition to their notification of absence. In the event that an officer fails to attend more than 2 meetings without excused absences or fails to provide updated information in the event of an excused absence, that officer may be subjected to an impeachment vote due to dereliction of duties. In the event of an impeachment vote, all proceedings outlined in Article VIII Section P shall be followed.

MGSO officers are required to attend one volunteer event per year, with at least two officers per event.

Section N.2. Officer Conduct All officers are official representatives of the MGSO and shall represent the organization in an utmost professional manner. Officers are required to follow all University Regulations as outlined in Article IV. Additionally, no officer shall abandon their responsibilities or disrespect any other MGSO officer(s) or member(s) based on personal bias, politics, opinions, or grievances. If an officer disrupts the foundation and/or integrity of this organization due to dereliction of duties, defamation, and/or harassment, the officer in question may be subjected to impeachment proceedings outlined in Article VIII, Section P. If any such negatively impactful issue/event arises, the President may call forth a personal meeting with the individuals involved to mediate the issue at hand or involve the organization’s faculty advisor. In the event that said issue involves the President, any officer may call forth a meeting and/or contact the faculty advisor in attempt to resolve the issue. In any case where an issue is not resolved, or the organization continues to be negatively impacted, the officer(s) instigating the issues may be subjected to an impeachment vote due to dereliction of duties. In the event of an impeachment vote, all proceedings outlined in Article VIII Section P shall be followed.

Section P. Impeachment

The removal of an officer may be initiated by a written request from at least three MGSO members submitted to the President or Vice President. The officer in question will be notified via UFL email and asked to respond to the request at the following general body meeting, at which time a vote will be taken. A two-thirds majority vote of members present is necessary to remove the officer. In the event of the removal of an officer, a new officer must be elected according to the proceedings outlined in Section B with due haste.

Section Q. Vacancies

In the event that an officer becomes impeached, ineligible, unavailable, or otherwise unable or unwilling to fulfill the duties and responsibilities set forth in this document after their term has begun, a special election must be held with due haste to identify a replacement. The special election must proceed as outlined in Article IX Section B. Until a new officer is elected, the responsibilities of the vacant role shall fall upon the President. In the case that the role of President is vacant, the duties of that role shall fall upon the Vice President.

Section R. Terms

All incoming officers must assume their official duties at the close of the last general body meeting of the Academic Year. Incoming officers must shadow their respective outgoing officers at the final general body meeting of the year to ensure they understand their roles and responsibilities before taking office. They shall serve for a term of one Academic Year. Outgoing officers are expected to assist incoming officers during the transition period of May 1st - May 31st. Officers must keep up to date transition notes that detail responsibilities and procedures of the officer that fall outside the scope of this constitution. There are no term limits for any officer position.

**ARTICLE IX. ELECTIONS**

Section A. Eligibility

Students who are registered at the University of Florida and are actively pursuing graduate degrees in departments in the College of Medicine are eligible for any officer position except President, Vice President, Treasurer, First-Year Representatives, and Student Advocates. In addition to the aforementioned requirements, the President, Vice President, and Treasurer must also have held a MGSO officer position for at least one full Academic Year before taking office. Only first-year students are eligible for First-Year Representative positions. Masters, PhD, and MD-PhD Student Advocates must be students of their respective programs to be eligible for their respective positions. Impeachment shall not affect eligibility of any student to run for any position for any following Academic Year.

Section B. Election Proceedings

The election proceedings must be conducted by the President and Secretary in conjunction. No later than April 1st, the President and Secretary shall call for nominations from MGSO members for all officer positions except First-Year Representatives. Members must have two weeks to submit nominations. Self-nominations are allowed, and there is no limit to the number of positions for which one member may be nominated. Nominees must submit a one to three sentence statement that shall appear next to their name on the ballot. No later than April 15th, the President and Vice President must distribute a secret ballot to all COM students and end the election two weeks after the ballot is distributed. The ballot containing the BMS External Board Representative must only be sent to current BMS students and not to the whole of COM. Nominees shall be elected by a simple majority vote.

* In the event that there are three or more candidates running for a single position and no candidate receives a majority vote, there must be a run-off election between the two recipients of the most votes. Run-off elections shall last one week.
* In the event that one candidate is elected to two or more positions, they may choose which position they will accept. The remaining positions will be offered to their respective runners-up. Similarly, if any candidate refuses an officer position for which they are elected, the position will then be offered to the runner-up.
* In the event of a tie, a vote will be held among the current MGSO officers to elect an officer for the position in question.
* In the event that someone is to run for an officer position unopposed, their name must still appear on the ballot.
* In the event that no or an insufficient number of members are nominated for an officer position, the formal election shall continue as usual. That officer position shall be considered vacant. Once a COM member is nominated for the vacant officer position, the President and Secretary shall call for and accept any additional nominations for a special election from MGSO members for one week. The special election shall start immediately after all nominations have been accepted and last one week.
* If a vacancy is due to a current officer becoming impeached, ineligible, unavailable, or otherwise unable to fulfill their duties, the President and Secretary shall call for nominations for a special election with due haste. If the vacancy is either the President or the Secretary, the Vice President or the Treasurer must conduct the election in conjunction with the remaining officer.

Elections for First-Year Representative shall occur during October of their first year. No later than October 1st, Recruitment Co-Chairs must call for nominations for First-Year Representatives from students in the first-year BMS cohort. BMS first-year students must have at least one week to submit nominations. No later than October 8th, the Recruitment Co-Chairs must distribute a secret ballot to only BMS first-year students and end the election one week after the ballot is distributed. The two nominees with the most votes shall take office effective immediately. Recruitment Co-Chairs are also responsible for ensuring the First-Year Representatives understand the roles and responsibilities assigned to them. If two nominees are tied for the second-highest number of votes, a run-off election shall occur between just those two nominees, concluded by a simple majority vote.

In the absence of clear direction on election, amendment, and /or voting procedures, MGSO agrees to follow the guidance and instruction of Robert's Rules of Order for the election or amendment process.

**ARTICLE X. FINANCE**

As a General Registered Student Organization, MGSO does not receive any funding or resources from other UF Departments or Colleges, rather, this organization is funded by Student Government.

The MGSO will not charge dues to its members. MGSO shall apply for Student Government funding as the Treasurer sees fit. MGSO will also host fundraisers, to be organized by the Treasurer. Money raised will be deposited to the University of Florida Student Government Association to be allocated at a time and in a manner that is at the discretion of the Treasurer. MGSO revenue shall be used to fund social events, travel, meeting provisions, and other expenditures that the officers see fit to benefit MGSO and its members. All expenses must have prior approval by the President and Treasurer before properly executed.

**ARTICLE XI. DISSOLUTION OF ORGANIZATION**

Upon dissolution, student organizations are prohibited from leaving their organizational assets to any individual or any other student organization. Rather, student organizations may designate a specific charity that will receive such organizational assets. At the time of dissolution, after all outstanding debts are paid, MGSO will leave any assets and outstanding funds to Student Government.

To dissolve MGSO, a written request by at least three members must be submitted to the President or Vice President. The request will be addressed at the following general body meeting, at which a vote will be held to determine whether the organization shall be dissolved. A two-thirds majority vote of members present is necessary to dissolve MGSO.In the event that this organization dissolves, all monies left in the treasury after outstanding debts and claims have been paid shall be donated to The Cade Museum found at cademuseum.org. Funds and/or assets purchased with funds from Student Government shall be returned to Student Government in compliance with University of Florida policies and procedures.

# **ARTICLE XII. AMENDMENTS TO CONSTITUTION**

Student Engagement has established a process through which constitutions may be amended, reviewed, and approved. Student organizations wishing to amend their constitutions must utilize their constitution on file listed on GatorConnect to make amendments and submit those changes to Student Engagement.

Any student in the MGSO may amend this constitution at any time. Constitutional amendments must proceed in the following manner:

1. A written copy of the proposed amendment(s) must be available to each member of the MGSO at least two weeks prior to voting on said amendment.
2. The President must call a vote at the following general body meeting as long as it falls after the 2-week review period as mentioned above. A simple majority vote of members present shall determine whether the amendment passes.
3. All amended constitutions must be submitted directly to the Department of Student Engagement for review and approval.

**ARTICLE XIII. MEETINGS**

The MGSO must hold general body meetings no less than once per month. Additional meetings may be called at the discretion of the President. The MGSO must hold officer meetings no less than once per fall/spring semester to organize and discuss ongoing and upcoming events, issues, updates, etc. Officer meetings will be scheduled at the discretion of the President and may be attended by any interested MGSO members. All GSO officers are required to attend any and all officer and general body meetings as outlined in Article VIII, Section N, subsection N.1.