THE CONSTITUTION OF THE MULHOLLAND SOCIETY

Article I. Name

Article II. Purpose

Article III. Membership

Article IV. Government

Article V. The Executive Committee

Article VI. The Council of the Mulholland Society

Article VII. Mulholland Officer Descriptions and Duties

Article VIII. Class Officer Descriptions and Duties

Article IX. Elections

Article X. Procedural Matters

Article XI. The Student Medical Education (SMEC) Class Representatives

Appendix I.

THE CONSTITUTION OF THE STUDENT MEDICAL EDUCATION CLASS REPRESENTATIVES

Article I. Name

Article II. Purpose

Article III. Relationship between the SMEC Representatives & The Mulholland Society

Article IV. Relationship between SMEC Representatives & the School of Medicine Curriculum Committee

Article V. Election of SMEC Representatives

Article VI. Responsibilities

Article VII. Clerkship Delegates

Article VIII. Representative Meetings

Article IX. Representative Termination
Article X. Vacancies  
Article XI. Amendments  
Article XII. Ratification
THE CONSTITUTION OF THE MULHOLLAND SOCIETY

Article I. Name
Section I.01 This organization shall be known as The Mulholland Society of the University of Virginia School of Medicine. The Mulholland Society will be referred to as “The Society” in the remainder of this document.

Article II. Purpose
Section II.01 As the officially recognized student body of the University of Virginia School of Medicine, its purpose shall be the following:

A. To serve as the student voice in promoting the interests and representing the views of all medical students.

B. To encourage stronger student-faculty interactions in all aspects of medical student life.

C. To provide a means of informing and educating all medical students about local, regional, and national affairs pertaining to medicine and to encourage a greater participation in such affairs.

D. To provide an open forum for communication in the exchange of ideas and information for all medical students.

E. To provide an outlet for academic, social, and athletic interests of the medical students.

F. To encourage an atmosphere of academic excellence and professional skill in all medical students.

G. To maintain and encourage an atmosphere of camaraderie and diversity.

Article III. Membership
Section III.01 The membership of the Mulholland Society shall include all medical students in the University of Virginia School of Medicine.

Section III.02 Our Special Status Organization does not restrict its membership, programs, or activities on the basis of age, color, disability, gender identity, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, gender identity, veteran status, and family and genetic information. Notwithstanding these requirements, a Special Status may petition to restrict its membership based on gender (e.g. all-male or all-female a cappella groups) or an ability to perform the activities related to the organization’s purpose by filing a written request with the Office of the Dean of Students. In evaluating any such requests, the University will look not merely to the constitution of an organization but to its actual practices and operations.
Article IV. Government

Section IV.01 The Mulholland Society shall be governed by the Mulholland Society Council. The Council shall include voting and non-voting officers as detailed in this document. All officers, with the exception of the Graduate Biomedical Sciences representative, shall be elected by the medical student body.

Article V. The Executive Committee

Section V.01 Membership

A. The President of the Mulholland Society
B. The Vice-Presidents (2) of the Mulholland Society
C. The Treasurer of the Mulholland Society
D. The Secretary of the Mulholland Society
E. The Social Chairs (2) of the Mulholland Society
F. The Community Service Chairs (2) of the Mulholland Society

Section V.02 Purposes

A. To ensure the execution of policy decisions of the Mulholland Society Council.
B. To bring items of concern to the attention of the Council.
C. To review the financial aspects of the Society.
D. To serve as a final voting body in any circumstances not detailed in this Constitution.

Section V.03 Meetings

A. The Executive Committee shall meet at the start of each President’s term.
B. The President of the Mulholland Society shall call Executive Committee meetings as needed.
C. Meetings with the Dean shall be determined in consultation with the Dean’s office and shall occur as needed.

Section V.04 Committee Appointments

A. Medical School and Hospital standing committee student representatives shall be appointed at the discretion of the Society President given the time constraints for the appointment. The Society President may choose the representative on their own, or present the candidates for voting by the Executive Committee, or present the candidates for voting by Council officers present at a monthly Society meeting.
B. Information will be sent to the appropriate group of students regarding the unfilled position. Self-nominations will be submitted to the Society President. A statement of intent no greater than 150 words is permitted but not required.
C. Nominations and statements to be voted on by the Council shall be posted in the meeting agenda at least one week prior to the monthly meeting time. The
representative shall be elected by simple majority of the Council members present at the monthly Society meeting.

Article VI. The Council of the Mulholland Society

Section VI.01 Voting officers of the Council of the Mulholland Society shall be composed of the following individuals:

A. The President
B. The Vice-Presidents (2)
C. The Treasurer
D. The Secretary
E. The Social Chairs (2)
F. The Community Service Chairs (2)
G. The Webmasters (2)
H. The Student Medical Education Committee (SMEC) Representatives (8)
I. The Aid to Medical Students (ATMS) Representatives (12)
J. The Medical Alumni Association (MAA) Representatives (2)
K. The Pre-Medical Mentoring Chairs (2)
L. The Social Medicine Representatives (2)
M. The University Student Council Representative
N. The University Honor Council Representatives (2)
O. The University Judiciary Committee Representatives (2)
P. The Lounge Manager
Q. The Gym Manager
R. The Student Insurance Representative
S. The Student Guidance Chairs (2)
T. The President, Vice-President, Secretary/Treasurer, and Social Chairs (2) as designated for each respective medical school class.

Section VI.02 Non-voting officers of the Council of the Mulholland Society shall be composed of the following individuals:

A. The UVA Institutional Review Board for Health Sciences Research (IRB-HSR) Representatives (2)
B. The Preclerkship Group for Research in Medical Education (GRIME) Representative
C. The Medical Student Advocacy Committee (MSAC) Representatives
D. Graduate Biomedical Sciences (GBS) Representative

Section VI.03 The Purposes of the Mulholland Society are:

A. To make decisions on proposals that promote general welfare of the medical school student body.
B. To make recommendations to the medical school administration and faculty about matters pertaining to the student body.
C. To oversee all elections in the medical school, both class and school-wide, and to be the final judge as to the validity of the outcome.
D. To establish its own rules of procedure.
E. To ensure the preparation and presentation of the annual budget and financial review to the fiscal administrator and the medical school administration.
F. To oversee the disbursement of all funds of the Society.
G. To oversee the orientation of the first year medical students.
H. To approve appointments to medical school and hospital committees.

Section VI.04 Meetings
A. The President shall call a meeting of the Mulholland Society at minimum once every month with the agenda posted at least one day in advance. New items may be suggested by any student and may be added at the discretion of the President.
B. The President has the power to call additional meetings of the Council or with individual officers if necessary.
C. Meetings are open to all medical students and invited guests, including, but not limited, to administrators, faculty, and students from other schools.
D. Motions brought before the floor shall be decided by a simple majority of the voting Council officers that are present. Non-voting Council and non-council members are permitted to voice their opinions.
E. Each officer carries one vote, even those holding multiple offices.

Section VI.05 Meeting Attendance
A. Meeting attendance policies shall be outlined in the Society Bylaws with the exception of meeting requirements for the President and Vice Presidents.

Article VII. Mulholland Officer Descriptions and Duties
Section VII.01 Responsibilities of Voting Officers
A. The President shall
   a. Be a rising fourth year student who will be elected in the spring for a one-year term. The student will be solely enrolled in the SOM full-time during their term of President. In addition, experience with Society and a 4th year schedule predominantly in Charlottesville are strongly encouraged, but not required.
   a. Serve as the spokesperson for the Society.
   b. Call and chair monthly meetings of the Society and coordinate the setting of the agenda.
   c. Oversee the Executive Committee of the Society and call and chair meetings of the Executive Committee as needed.
   d. Ensure adequate communication with the Executive Committee, the Council, and the school administration.
   e. Support all officers in their responsibilities.
   f. Approve election schedules as proposed by the Webmasters.
   g. Oversee special elections for unfilled offices and appoint an individual to fill
the vacancy if an election is not feasible.
h. Oversee committee appointments for unfilled positions.
i. Oversee the budget, expenditures, and other financial aspects of the Society and all student clubs.
j. Oversee all events organized by the Society, including, but not limited to, social, community service, and first-year Orientation.
k. Oversee the Society’s website.
l. Assist in the coordination of student activities with the Medical Alumni Association and its student representatives.
m. Serve as a voting member on the Curriculum Committee.
n. Serve as a voting member on the Academic Standards and Achievement Committee with the Fourth Year Class President.
o. Serve on the Graduate Professional Council.
p. Serve on any other faculty/administrative committees as required by said committees.
q. Encourage submission of nominations from medical students for relevant student and faculty awards.
r. Review and revise the Society Constitution and Bylaws on an annual basis.

B. The Vice Presidents (2) shall
a. Be rising third year students who will be elected in the spring for a one-year term.
b. Be members of the Executive Committee.
c. Succeed the Presidency should the office become vacant, in which event elections for the Presidency will be called within two weeks of its vacancy. The Vice President receiving the majority of the votes will succeed the President and the other will carry on with the duties of the Vice President.
d. Be present at all monthly meetings of the Society and assist with the setting of the agenda. If the President is unable to attend a monthly meeting, at least one Vice President must be present in order for the meeting to occur.
e. Support all other officers as needed in planning and executing events.
f. Serve as the contact persons for all student clubs and queries regarding student clubs.
g. Manage all student clubs, including updating club contact information in the spring and helping to review funding requests in the summer with the Society Treasurer.
h. Maintain and update the student clubs listserv (mulholland-clubs@virginia.edu) throughout the year and prior to soliciting funding requests in the summer.
i. Coordinate and present the Mulholland Society presentation during fall Orientation for first year students.
j. Coordinate the Student Activities Fair during fall orientation for first year medical students and during the spring for Second Look Weekend for admitted medical students.
k. Coordinate the “Dinner with the Dean” event as the Dean’s schedule permits.
l. Coordinate the “Meet the Residents” or “Meet the Faculty” luncheons once per semester.
m. Serve on the selection committee for the Dean’s Excellence in Teaching Award.

C. The Treasurer shall
   a. Be a rising second year student who will be elected in the spring for a one-year term.
b. Be a member of the Executive Committee.
c. Coordinate the General UVA Student Activities Account.
d. Coordinate the Society’s Bank of America Account.
e. Coordinate funding provided through the PTAO Account.
f. Document all transactions and provide regular, detailed updates to the Society regarding the aforementioned accounts.
g. Coordinate the receipt of funds from the fiscal administrator and oversee their distribution in accordance with the decisions of the Council.
h. Distribute reimbursements to students in a timely manner and maintain adequate communication with students awaiting reimbursements.
i. Solicit and review funding requests from student clubs in the summer with support from the Executive Committee.
j. Compose and present the annual budget of the Society.

D. The Secretary shall
   a. Be a first year student elected in the fall who will serve a one-year term.
b. Be a member of the Executive Committee.
c. Coordinate the handling of all official correspondence of the Society by periodically checking the Society email account.
d. Record the minutes of all proceedings of the Executive Committee and of the Society on the Google Drive and send them to the Webmaster for preservation on the Society website.
e. Manage the Society email account and corresponding Google Drive by adding and updating resources from previous years.
f. Manage social media, including, but not limited to, the official Society calendar and Facebook page.
g. Oversee the Student Hosting Program in conjunction with the Admissions Office.
h. Manage the current student contact spreadsheet for admitted students in conjunction with the Admissions Office.

E. The Social Chairs (2) shall
   a. Be rising second year students elected in the spring who will serve a one-year term. This office is separate from the class social chairs, but the same students may serve in both offices.
b. Be members of the Executive Committee.
c. Plan, promote, and administer an agenda of social events designed to reflect the diverse interests of all medical students with the support of the Executive Committee. These events include, but are not limited to, EBSP, MedProm, fall bonfire, and Foxfield.
d. Organize social events for Orientation for first year medical students in conjunction with the Executive Committee.
e. Organize social events for Second Look Weekend for admitted medical students.
f. Utilize social funds appropriately and with approval of the President.
g. Maintain records of all events and financial expenditures on the Society Google Drive.

F. The Community Service Chairs (2) shall
a. Be two first year students elected in the fall who will serve a one-year term.
b. Be members of the executive committee.
c. Coordinate the annual Boo House event at the Boys & Girls Club in October.
d. Coordinate the School of Medicine table, along with relevant student clubs, at Trick or Treating on the Lawn in October.
e. Coordinate the annual Camp Holiday Trails 5K in the spring.
f. Coordinate at least one community service event during Orientation for first year medical students.
g. Advertise community service opportunities to students.

G. The Webmasters (2) shall
a. Be two students, one from the first year class and one from the second year class. The first year student will be elected in the fall and serve a two-year term through the fall elections of their third year. Knowledge of programming in HTML or other languages is not a necessity but will assist in Webmaster duties.
b. Maintain the Society website.
c. Post the meeting minutes of the Society on the website in a timely manner.
d. Schedule and execute the fall and spring Society elections with approval of the Society President. The first year webmaster will be the primary contact responsible for the spring elections during their first year with the second year webmaster’s guidance and support.
e. Follow protocols for elections as outlined in this Constitution.
f. Utilize a separate email account for elections and voting as needed.
g. Maintain an updated list of all Mulholland and Class officers after each election and as needed on the Google Drive.
h. Maintain and update the Society listserv (mulholland-officers@virginia.edu) after Spring and Fall elections.
i. Manage the Society Instagram account along with the First Year Class President.
j. Compile and submit, on a yearly basis, Mulholland records to the special collections library for historical cataloging.

H. The Student Medical Education Committee (SMEC) Representatives (8) shall
   a. Be open to two rising 4th year students, two rising 3rd year students, and two rising 2nd year students who will be elected in the spring for a one-year term. Two 1st year representatives will be elected in the fall and will serve until the following spring elections.
   b. Fulfill all responsibilities as detailed by class year as outlined in the SMEC Constitution in Appendix I.

I. The Aid To Medical Student (ATMS) and Learning Communities Institute Representatives (12) shall
   a. Be three first year students elected in the fall who will serve a four-year term through graduation from medical school. Three students will represent each class.
   b. Be trained by UVA’s Counseling and Psychological Services (CAPS) as set up by the fourth year ATMS representatives.
   c. Serve as a confidential resource to medical students who are seeking counseling services and direct them to the most appropriate resource for their specific needs. This aspect of ATMS is to be student run, non-disciplinary and functions independently of the administration.
   d. Develop and organize events and programs that foster a culture that encourages and promotes the wellbeing of individual students and the collective student body, taking advantage of UVA’s learning community structure when possible.
   e. Attend the annual Learning Communities Institute (LCI) meeting with supportive funding by the medical school administration, with a goal of one student from each class attending, funding and scheduling permitting.
   f. Act as LCI Student Council members, attending regular phone conference calls and helping plan student portions of the annual national LCI meeting. This applies only for representatives who apply for and are selected for the national LCI student council. nd are selected for the national LCI Student Council.
   g. Meet regularly with Dr. Meg Keeley to discuss national LCI matters as they apply to UVA.
   h. Help facilitate and conduct ATMS/LCI student research as necessary.

J. The Medical Alumni Association (MAA) Representatives (4) shall
   a. Be composed of one student from each class year. One first year student will be elected in the spring for a term that extends through graduation.
   b. Be dedicated to leading their class through the transition between medical student and alumni.
   c. Attend all Medical Alumni Association Board of Directors meetings and
speak and vote on issues facing the Board of Directors on behalf of the student body.

d. Assist in organizing events in conjunction with the Medical Alumni Association including, but not limited to, the White Coat Ceremony, MAA Annual Meetings, Match Day, and MedConnect events.

e. Spearhead and coordinate the committee in charge of implementing the 4th year class giving campaign to the MAA.

f. Lead the MAA Ambassador Club along with a staff member of the MAA, including communicating tasks to club members, leading a yearly meeting, recruiting new members, and giving input for club projects.

g. Serve on the Alumni Relations Committee by participating in conference calls on as-needed basis.

h. Update the Society on all issues pertaining to the Medical Alumni Association.

i. Introduce the first year class to the Medical Alumni Association during Orientation.

K. The Pre-Medical Mentoring Chairs (2) shall

a. Be two students, one from the first year class and one from the second year class. The first year student will be elected in the fall and serve a two-year term through the fall elections of their third year.

b. Serve as a liaison between the School of Medicine and the undergraduate Pre-Health Advising office for the sharing of information of mutual interest.

c. Serve as a point of contact between the School of Medicine and any undergraduate pre-medical student groups.

d. Organize events in conjunction with the Pre-Health Advising office including, but not limited to, organizing an annual mentoring panel.

e. Match interested medical students with undergraduate mentees.

L. The Social Medicine Representatives (2) shall

a. Be one rising fourth year student and one rising second year student elected in the spring who will serve a one-year term and who accurately represent the varied interests of the student body.

b. Coordinate at least one open forum per semester for all students to be able to meet and discuss important topics related to diversity and/or social issues in medicine.

c. Strive to actively advertise, participate, and represent the Society at events that promote the messages of social issues in medicine put on by the School of Medicine, the health system, and the community at large.

M. The University Student Council Representative shall

a. Be a student of any non-graduating class. Elections are coordinated in the spring through the University Board of Elections (UBE) separate from the
elections of the Society. The office is a one-year term.
b. Carry out all responsibilities as described by the University Student Council.
c. Attend regular University Student Council meetings.
d. Update the Society on all issues discussed at University Student Council meetings pertaining to graduate students.
e. Introduce the first year class to Student Council during Orientation.
f. Coordinate with the Society Vice Presidents to assist Mulholland student clubs with applications for becoming UVA Contracted Independent Organizations (CIOs) and to assist student clubs with requesting CIO funding from Student Council.

N. The University Honor Committee Representatives (2) shall
a. Be a student of any non-graduating class. Elections are coordinated in the spring through the University Board of Elections (UBE) separate from the elections of the Mulholland Society. The position is a one-year term.
b. Carry out all responsibilities as described by the Honor Committee.
c. Organize Honor education and support of all School of Medicine academic programs including the Medical Scientist Training Program (MSTP), Biomedical Sciences Graduate Program (BIMS), and Master of Public Health (MPH) programs.
d. Update the Society on all issues pertaining to the Honor Committee.
e. Introduce the first year class to the Honor System during Orientation.
f. Organize the signing of Honor Scrolls during the White Coat Ceremony.
g. Organize Honor System education during Transitions to clerkships.

O. The University Judiciary Committee Representatives (2) shall
a. Be a student of any non-graduating class. Elections are coordinated in the spring through the University Board of Elections (UBE) separate from the elections of the Mulholland Society. The position is a one-year term.
b. Carry out all responsibilities as described by the University Judiciary Committee.
c. Update the Society on all issues pertaining to the University Judiciary Committee and Student Code of Conduct.
d. Introduce the first year class to the Student Code of Conduct and the University Judiciary Committee during Orientation.
e. Review the role of the University Judiciary Committee to the Society once per year.

P. The Lounge Manager shall
a. Be a student of any non-graduating class elected in the spring who will serve a one-year term.
b. Maintain the overall cleanliness of the lounge and of the lounge piano by coordinating maintenance and repairs as necessary to the Mulholland Treasurer.
c. Coordinate the use of the lounge budget within the Society’s budget.
d. Act as a liaison between Housekeeping and the Society as necessary.
e. Assist the Society in revision of lounge policies.

Q. The Gym Manager shall
   a. Be a student of any non-graduating class elected in the spring who will serve a one-year term.
   b. Ensure that the gym remains in good working use and is kept clean.
   c. Revise gym policies as needed, with help from the Society.
   d. Coordinate the use of the gym budget within the Society’s budget.

R. The Student Insurance Representative shall
   a. Be a student of any non-graduating class elected in the spring who will serve a one-year term.
   b. Advise the UVA Vice President for Student Affairs about the insurance plan that is endorsed by the University.
   c. Attend all Student Health Insurance Committee (SHIC) meetings and presentations.
   d. Solicit opinions on issues to be voted on within the SHIC.
   e. Represent the opinions of the medical student body within the committee.
   f. Keep students informed about policy changes.
   g. Ensure students are aware of the enrollment process and how to obtain coverage outside of the enrollment period.
   h. Be a liaison to aid students in understanding the services their plans provide.

S. The Student Guidance Chairs (2) shall
   a. Be two rising fourth students elected in the spring who will serve a one-year term.
   b. Support students as they transition from preclerkship to clerkships and from clerkships to fourth year.
   c. Coordinate study skills advice and a panel for first year students in the fall with the Society Vice Presidents and Second Year Class Officers.
   d. Coordinate a review of Step 1 logistical information and overview of clerkships for second year students in the fall with the Society Vice Presidents.
   e. Coordinate fourth year elective and residency advice for third year students as they finish their clerkship year.

Section VII.02 Responsibilities of Non-Voting Officers

A. The UVA Institutional Review Board for Health Sciences Research (IRB-HSR) Representatives (2) shall
   a. Be a position open to two rising 4th year students elected in the spring for a one-year term.
   b. Attend biweekly UVA Institutional Review Board committee meetings and fulfill responsibilities as dictated by that committee chair, including the review
and presentation of up to two full research protocols per meeting.

c. Act as a student representative for the Human Research Protection Program, a collaboration between researchers, healthy system employees, and institutional leaders to protect human subjects in clinical research.
d. Contribute to the protection of human subjects in clinical research at UVA.
e. Attend biweekly Group for Research in Medical Education (GRIME) meetings to represent student interests in research involving medical students.

B. The Preclerkship Group for Research in Medical Education (GRIME) Representative shall
   a. Be one first year student elected in the fall whose term will last for the duration of their preclerkship time (approximately 18 months).
   b. Attend monthly GRIME meetings on either the 1st or 3rd Tuesday of the month to discuss projects and occasionally meet with study teams to represent student interests in research involving medical students.
   c. Be responsible for periodically reading medical education research proposals; determining if proposals would cause undue burden or harm on medical students; and completing a survey to determine if the proposal will move forward.

C. The Medical Student Advocacy Committee (MSAC) Representatives (4 per classes prior to and including SMD 21) shall
   a. Be a position comprised of four representatives per class year serving for the duration of medical school. Each Spring, four representatives from the first year class, one from each college, will be elected.
   b. Serve as a point of contact and a resource for students experiencing mistreatment, discrimination, sexism (etc). Relay anonymous, informal complaints of mistreatment or discrimination to the committee from students who do not wish to make formal or written reports.
   c. Collaborate with committee faculty members on initiatives to combat discrimination, student mistreatment, and unprofessionalism in the learning environment, as well as on initiatives to promote humanism, diversity, and inclusion.

D. The Graduate Biomedical Sciences (GBS) Representative shall
   a. Be a rising graduate student of any non-graduating class year who will serve a one-year term through elections run by GBS.
   b. Act as liaison between GBS and the School of Medicine and the Mulholland Society.
   c. Update the Society about events, issues, and concerns of GBS that may impact the School of Medicine.
   d. Update the GBS council regarding events, issues, and concerns of the Mulholland Society that may impact GBS.
Article VIII. Class Officer Descriptions and Duties

Section V1.08 First Year Class Officers

A. The First Year President shall
   a. Be a first year student elected in the fall who will serve until elections the following spring.
   b. Be responsible for promoting the wellbeing of classmates and providing general leadership and positive representation of the class as a whole.
   c. Act as liaison between the class and the administration.
   d. Maintain communication with first year class officers and plan and run class officer meetings as needed.
   e. Hold class general body meetings as needed.
   f. Keep the class updated on any relevant events and news.
   g. Oversee all class fundraising efforts.
   h. Organize the Bedpan Bowl in early to mid-November with the first year Vice President and guidance of the second year President and Vice President.
   i. Manage the Society Instagram account along with the Webmasters.

B. The First Year Vice President shall
   a. Be a first year student elected in the fall who will serve until the following spring elections.
   b. Support the first year President in their duties.
   c. Organize the Bedpan Bowl in early to mid-November with the first year President and guidance of the second year President and Vice President.
   d. Support the first year ATMS Representatives in their duties.

C. The First Year Treasurer/Secretary shall
   a. Be a first year student elected in the fall who will serve until the following spring elections.
   b. Organize and coordinate the class funds.
   c. Assist in class fundraising with the Fundraising Chairs.
   d. Keep good records of funds and report regularly to the Class President and to the Mulholland Treasurer.

D. The First Year Social Chairs (2) shall
   a. Be a first year student elected in the fall who will serve until the following spring elections.
   b. Coordinate class social events.
   c. Coordinate social Grand Rounds for all medical students.
   d. Plan the school-wide Halloween Party and Faux New Year’s Party with the assistance of the Mulholland Social Chairs.
   e. Send out weekly emails of medical school and community events that may be of interest to the student body.
E. The First year Fundraising Chairs (3) shall  
   a. Be three first year students elected in the fall who will serve a one-year term.  
   b. Coordinate class fundraising efforts, primarily through selling School of  
      Medicine gear.  
   c. Coordinate with first year Social Chairs to plan fundraisers.  
   d. Coordinate with the class Secretary/Treasurer to keep records of all funds  
      raised.  
   e. Regularly report to the Class President and to the Mulholland Treasurer.  

Section VI.09 Second Year Class Officers  

A. The Second Year President shall  
   a. Be a rising second year student elected in the spring who will serve a one-year  
      term.  
   b. Be responsible for promoting the wellbeing of classmates and providing  
      general leadership and positive representation of the class as a whole.  
   c. Act as liaison between the class and the administration.  
   d. Maintain communication with second year class officers and plan and run  
      class officer meetings as needed.  
   e. Hold class general body meetings as needed.  
   f. Keep the class updated on any relevant events and news.  
   g. Oversee all class fundraising efforts.  
   h. Oversee the application and selection process for the second year leaders  
      of the Virginia Medical Outdoor Orientation (VMOO) trip in a logical and  
      equitable fashion. Interested students should be solicited from the entire  
      second year class.  
   i. Assist the first year President and Vice President with planning of the  
      Bedpan Bowl.  
   j. Assist the second year Vice President in the planning of the School of  
      Medicine Talent Show.  
   k. Oversee the planning and organization of EBSP with the other second year  
      class officers.  
   l. Help coordinate the faculty teaching awards given out during transition  
      weeks with the second year Vice President.  

B. The Second Year Vice-President shall  
   a. Be a rising second year student elected in the spring who will serve a one-year  
      term.  
   b. Support the second year President in their duties and succeed the second  
      year President should the office become vacant.  
   c. Coordinate class fundraising events.  
   d. Organize and oversee the School of Medicine Talent Show with the  
      assistance of the second year President.  
   e. Assist in the planning and organization of EBSP with the other second
year class officers.
f. Coordinate the selection process and recognition ceremony for the
Mulholland Society Awards for Teaching Excellence in Foundations of
Medicine.
g. Help coordinate the faculty teaching awards given out during transition
week with the second year President.

C. The Second Year Treasurer/Secretary shall
   a. Be a rising second year student elected in the spring who will serve a one-year
term.
   b. Organize and coordinate the class funds.
   c. Be responsible for class fundraising.
   d. Keep good records of funds and report regularly to the Class President and
to the Mulholland Treasurer.
   e. Plan and organize EBSP along with the other second year class officers.

D. The Second Year Social Chairs (2) shall
   a. Be two rising second year students elected in the spring who will serve a
one-year term.
   b. Coordinate class social events.
   c. Plan and organize EBSP along with the other second year class officers.
   d. Oversee the First Year Orientation film on student life to be shown during
first year orientation.

Section VI.10 Third Year Class Officers

A. The Third Year President shall
   a. Be a rising third year student elected in the spring who will serve a one-year
term.
   b. Be responsible for promoting the wellbeing of classmates and providing
general leadership and positive representation of the class as a whole.
   c. Act as liaison between the class and the administration.
   d. Maintain communication with third year class officers and plan and run class
officer meetings as needed.
   e. Hold class general body meetings as needed.
   f. Keep the class updated on any relevant events and news.
   g. Oversee all class fundraising efforts.
   h. Recruit class members to serve on the committee for the Mulholland Society
Resident and Fellow Teaching Awards in conjunction with the Office of
Graduate Medical Education.

B. The Third Year Vice-President shall
   a. Be a rising third year student elected in the spring who will serve a one-year
term.
   b. Support the President in their duties.
c. Recruit class members to serve on the committee for the Mulholland Resident Teaching Award in conjunction with the Office of Graduate Medical Education.

C. The Third Year Secretary/Treasurer shall
   a. Be a rising third year student elected in the spring who will serve a one-year term.
   b. Organize and coordinate the class funds.
   c. Be responsible for class fundraising.
   d. Keep good records of funds and report regularly to the Class President and to the Mulholland Treasurer.

D. The Third Year Social Chairs (2) shall
   a. Be two rising third year students elected in the spring who will serve a one-year term.
   b. Coordinate class social events.
   c. Support efforts to increase class interactions during the clinical clerkship year.

Section V.08 Fourth Year Class Officers

A. The Fourth Year Class President shall
   a. Be a rising fourth year student elected in the spring who will serve through graduation from medical school.
   b. Be responsible for promoting the wellbeing of classmates and providing general leadership and positive representation of the class as a whole.
   c. Act as liaison between the class and the administration.
   d. Maintain communication with fourth year class officers and plan and run class officer meetings as needed.
   e. Hold class general body meetings as needed.
   f. Keep the class updated on any relevant events and news.
   g. Oversee all class fundraising efforts.
   h. Participate in graduation planning and coordinate plans with the Office of Student Affairs. This includes attending the graduation ceremony of the prior graduating class (i.e. the class graduating in the spring of the year in which the Class President is elected). If the President is unable to attend, another class officer must attend in their place.
   i. Perform the student life presentation and organize the student panel for Family Day in the fall for first year students.
   j. Oversee the creation of the fourth year class yearbook.
   k. Coordinate Match Day ceremony planning with the Office of Student Affairs.
   l. Promote the Class Giving Campaign in conjunction with the Medical Alumni Association and its student representatives.
   m. Serve as a voting member on the Academic Standards and Achievement Committee with the Mulholland President.
n. Serve on the selection committee for the Dean’s Excellence in Teaching Award.

B. The Fourth Year Vice President shall
   a. Be a rising fourth year student elected in the spring who will serve through graduation from medical school.
   b. Support the President in their duties.
   c. Participate in graduation planning and coordinate plans with the Office of Student Affairs. This includes attending the graduation ceremony of the prior graduating class (i.e. the class graduating in the spring of the year in which the Class President is elected). If the Vice President is unable to attend, another class officer must attend.
   d. Participate in the creation of the fourth year class yearbook.
   e. Assist the President in planning the Match Day ceremony.
   f. Assist the President in promoting the Class Giving Campaign in conjunction with the Medical Alumni Association and its representatives.
   g. Oversee the planning of the Graduation Weekend Reflections Ceremony and the selection process of the faculty speaker.

C. The Fourth Year Secretary/Treasurer shall
   a. Be a rising fourth year student elected in the spring who will serve through graduation from medical school.
   b. Organize and coordinate the class funds.
   c. Be responsible for class fundraising.
   d. Keep good records of funds and report regularly to the Class President and the Mulholland treasurer.
   e. Participate in the creation of the fourth year class yearbook.

D. The Fourth Year Social Chairs (2) shall
   a. Be two rising fourth students elected in the spring who will serve through graduation from medical school.
   b. Coordinate class social events, including, but not limited to, Match Day celebrations and Beach Week.

Article IX. Elections

Section IX.01 The procedures for all elections shall be established by the Executive Committee should any circumstances arise that not detailed below.

Section IX.02 Eligibility
   A. Any rising 2nd, 3rd, or 4th year medical student; MSTP student; or dual-degree student is eligible to run for the Mulholland Society Council positions unless otherwise stipulated in Articles VII and VIII.

Section IX.03 Running for Multiple Positions
A. An individual may hold up to two positions, provided the responsibilities of the positions do not conflict.
a. An individual may not hold the role of Mulholland Society President and Fourth Year Class President. Should one individual win the elections for both positions, one position must be relinquished. The individual with the next greatest total number of votes for the open position will fill that position. Should no other individual have run for the position, the protocol for unfilled positions should be followed as outlined in Section IX.07.
b. An individual may not hold the role of Mulholland Society President and Fourth Year SMEC Representative. Should one individual win the elections for both positions, one position must be relinquished. The individual with the next greatest total number of votes for the open position will fill that position. Should no other individual have run for the position, the protocol for unfilled positions should be followed as outlined in Section IX.07.

B. An individual may not hold more than one Executive Committee position as listed in Article VI, Section V.02.

Section IX.04 Mulholland Society Officer Elections and Transition Periods

A. Elections shall include all positions except those officially run the the University Board of Elections, such as the representatives to the Honor Committee, Student Council, and University Judiciary Committee. Should these positions go unfilled during university-wide elections, these positions shall be added to the spring elections.

B. Spring elections
   a. Spring elections include all open Mulholland officer positions except for the Secretary, Community Service Chairs, and the first year Webmaster.
   b. Elections shall be held during the first week of March of each year or at another time deemed appropriate by the Executive Committee.
   c. The transition period between outgoing and incoming officers begins when the election results are announced.
   d. Newly elected individuals shall assume their offices on April 1 of each year, and outgoing officers complete their terms on March 30.

C. Fall elections
   a. Fall elections include those for Secretary, Community Service Chairs, the first year Webmaster, and the Preclerkship GRIME Representative. All of these positions are filled by first year students.
   b. Elections shall be held in late August or early September concurrent with the first year class officer elections.
   c. The transition period begins when the election results are announced and should last no longer than three weeks.
   d. Newly elected individual shall assume their offices once transitions are complete or by September 15th, whichever occurs first.
Section IX.05 Class Officer Elections

A. Second, Third, and Fourth Year Class Elections
   a. Elections shall be held during the first week of March of each year or at another time deemed appropriate by the Executive Committee.
   b. The transition period between outgoing and incoming officers begins when the election results are announced.
   c. Newly elected individuals shall assume their offices on April 1 of each year, and outgoing officers complete their terms on March 30.

B. First Year Elections
   a. Elections shall be held in late August or early September concurrent with the Mulholland officer elections.
   b. Newly elected officers will resume their responsibilities immediately upon announcement of election results.

Section IX.06 Procedures

A. Officer Responsibilities
   a. Descriptions of officer responsibilities shall be found in this Constitution in Article VI. All students inquiring about position responsibilities shall be referred to this Constitution.
   b. At the time of first year class elections, the Executive Committee and Webmasters will explain the sequence of events for elections and the importance of their choices.

B. Election Schedule
   a. The Webmaster shall propose a three week period for nominations, submission of election statements, and voting.
   b. The schedule must be approved by the Society President.
   c. The Webmaster shall provide all election schedule details and timely updates to the student body.

C. Nominations
   a. Nominations shall be accepted in the first week of the three-week election schedule. The deadline for nominations shall be at the discretion of the Executive Committee. If elections are rescheduled after the nominations period has closed, the nomination period may be re-opened at the discretion of the Executive Committee.
   b. No nominations will be accepted after the official close of the nomination period.
   c. A nomination will only be considered official if it is received by the designated Mulholland Elections email address or a current Webmaster’s personal email address before the close of the nomination period. No verbal nominations will be accepted.
   d. Candidates may either self-nominate or be nominated by a colleague, in which case they should be included on the nomination email.
e. Candidates who are nominated by a colleague must officially accept the nomination via email to the designated Mulholland Elections email address or a current Webmaster’s personal email address no more than 24 hours after the close of the nomination period. Failure to accept a nomination by the deadline will result in the candidate’s name not being on the ballot.

f. If, at the conclusion of the nomination period, position(s) is/are left unfilled, the Webmasters may allow for additional nominations and statements until four days prior to the voting period.

g. Those individuals accepting their nomination shall be tentatively placed on the ballot at the conclusion of the nomination period.

D. Election Statements

a. All candidates must submit a statement of intent to the designated Mulholland Elections email address. Statements for Society executive committee officers and Class Presidents are limited to 250 words. All other positions are limited to 150 words.

b. The deadline for submission of statements shall be at the discretion of the Executive Committee.

c. A candidate’s name and statement will only officially be on the ballot if the statement is received by the designated Mulholland Elections email address or a current Webmaster’s personal email address before the close of the submission period. Failure to submit a statement by the deadline will result in the candidate’s name not being on the ballot.

E. Advertisements

a. At no time may any candidate for an officer position advertise their candidacy via school or class listservs.

b. Candidates may send out email reminders asking students to vote, but may not advertise or otherwise campaign for their position on these listservs.

c. Candidates who utilize listservs in any attempt to gather votes will be removed from the ballot without warning.

F. Endorsements

a. Individual students and student clubs are welcome to endorse a candidate for a position. Listservs may not be used.

b. Individual non-candidate students who utilize a listserv to endorse another candidate shall receive a warning. Further utilization of the listserv will be considered a breach of professionalism.

G. Voting Period

a. The voting period shall occur over the course of at least three days and no more than seven days and shall take place online.

b. The Webmasters shall organize and coordinate the process of online voting in a fair and efficient manner that allows each student to cast their ballot once.

c. All individual positions on the ballot shall include the names of qualified individuals as options, as well as an option to abstain from voting.
H. Announcement of Winning Candidates
   a. The winning candidate for a position shall be the candidate with the most votes. For those positions with more than one representative, such as the University Judiciary Committee and Honor Committee, the winning candidates shall be the candidates who received the first-most and second-most votes, and so on, until the positions are filled.
   b. The Webmasters shall provide the student body with a list of the winning candidates and their positions within five days of the end of the voting period.

I. Ties
   a. In the event of a tie, the voting for the tied position shall be repeated.
   b. The Webmaster will clearly communicate the need and timeline for further voting to the appropriate voting students, such as the full student body or a selected class. The new voting period shall be at least three days and no more than seven days in length. The voting shall take place online.

Section IX.07 Protocol for Unfilled Positions

A. In the event of a position remaining unfilled after elections, the newly elected Mulholland President will solicit self-nominations from the appropriate student population for the position(s) in question. Interested students are encouraged, but not required, to submit a statement of intent, not to exceed 350 words.
B. Voting officers of the Mulholland Society will read unblinded nominee statements and will vote on the candidates at the Mulholland meeting following the election.
C. If a position is still not filled at this point, it will be included in the First Year elections in the Fall.

Section IX.08 Protocol for Vacant Offices

A. Should an office become vacant for any reason, the decision to hold an election will be at the discretion of the President.
B. Should an election be held, the President will solicit self-nominations from the appropriate student population for the position in question. Interested students are encouraged, but not required, to submit a statement of intent, not to exceed 350 words.
C. If only one individual self-nominates, no voting will occur and the individual shall hold the position for the remainder of the term.
D. If two or more individuals self-nominate, members of the Mulholland Society will read unblinded nominee statements and will vote on the candidates at the Mulholland meeting following the election. The individual who receives the most votes shall hold the position for the remainder of the term.

Section IX.09 Protocol for Newly Created Offices

A. The individual proposing the new position shall draft a list of responsibilities for the new position. The list shall be approved by the Society President.
B. The new position is considered an amendment to this Constitution and will be voted upon following the procedures in Changes to the responsibilities may be made prior to voting.

C. The individual who originally proposed the creation of the new position may be the first to serve in the position for the remainder at the term without need for an election. Should that individual not be interested in the position, the protocol for vacant office in Section IX.08 shall be followed.

Section IX.10 The terms of office for all officers shall be those designated in the officer responsibilities detailed in Articles VII and VIII.

Section IX.11 Newly elected officers will be required to read this Constitution.

**Article X. Procedural Matters**

Section X.01 The Constitution shall be reviewed and revised at the beginning of the term of each new President.

Section X.02 Amendments to the Constitution

A. The Council shall be notified of any proposed amendments to the Constitution at least one week in advance of a meeting to vote on the proposed amendments.

B. The President shall oversee all meetings involving voting on proposed amendments.

C. The Constitution shall be amended by a three-quarters majority vote of the voting officers present. Voting officers unable to be present at a voting meeting may contact the President and may submit a vote in absentia by email that must be received by the President at their personal email by the designated start time of the meeting.

Section X.03 Amendments to the Bylaws

A. The Council shall be notified of any proposed amendments to the Bylaws at least one week in advance of a meeting to vote on the proposed amendments.

B. The President shall oversee all meetings involving voting on proposed changes to the Bylaws.

C. The Bylaws shall be amended by a two-thirds majority vote of the voting officers present. Voting officers unable to be present at a voting meeting may contact the President and may submit a vote in absentia by email that must be received by the President at their personal email by the designated start time of the meeting.

Section X.04 Officer Removal

A. Hearing

a. The Executive Committee can request a hearing if an officer has been clearly remiss in performing their duties. This is defined as greater than three unexcused absences from Council meetings or failure to perform the duties of office as outlined in this Constitution.
b. The Council shall be notified of the need for a vote on officer removal at the hearing at least one week in advance.

c. Any accused officer shall have the opportunity to defend themselves against any allegation before the Council at the time of the hearing and shall be notified of this opportunity at least one week before the hearing.

B. Vote for Officer Removal

a. Any Mulholland Society officer may be removed from office by a vote of three-fourths plurality of the voting officers present at the hearing. Voting in absentia is not permitted.

C. Appeals for a Removed Officer

a. The accused officer, if voted out of the office by the Council, may call for a vote by the entire medical student body by submitting a petition for reinstatement, signed by thirty members of each class, requesting a confidence vote. The petition must be submitted within two weeks of the meeting at which the officer was voted out of office.

b. If such a petition is filed, a school-wide confidence vote will be held within two weeks of submission of the petition. A two-thirds majority vote of confidence is required for reinstatement. The Webmasters shall oversee the voting process.

D. Filling a Vacant Office

a. The protocol for vacant offices shall be followed as denoted in Section IX.08.

Section X.05 Rules of order: Robert’s Rules of Order shall govern all meetings except when in conflict with procedural matters previously outlined by the Constitution.

Section X.06 Student Clubs

A. All policies regarding Student Clubs shall be detailed in the Society Bylaws.

**Article XI. The Student Medical Education (SMEC) Class Representatives**

Section VII.01 The purpose of the SMEC Representatives shall be to provide coordination for medical student input on medical education in the various faculty and administration committees and to the Dean’s office.

Section VII.02 The specifics of SMEC’s governance, membership, and meetings are detailed in the SMEC constitution found in Appendix I.

**Appendix I.**

**THE CONSTITUTION OF THE STUDENT MEDICAL EDUCATION CLASS**
Article I. Name

Section I.01 The student representation on the School of Medicine Curriculum Committee shall be known as Student Medical Education Class (SMEC) Representatives.

Article II. Purpose

Section II.01 The purpose of SMEC Representatives shall be the following:

A. To serve as liaisons between their respective class and the faculty and administration regarding curricular matters.
B. To encourage & help evolve better methods of teaching and learning medicine at UVA.
C. To ensure the continued use of effective components of the curriculum.
D. To facilitate dialogue among students, and between students and faculty, on issues relating to medical education.
E. To advocate for a collegial learning environment among students, house staff, and faculty.
F. To make transparent the discourse on medical education at UVA.
G. To keep easily accessible records of previous curricular dialogue.

Article III. Relationship between the SMEC Representatives & The Mulholland Society

Section III.01 SMEC Representatives are officers of the Mulholland Society.

Section III.02 The elections and responsibilities of SMEC representatives are detailed in Article V and Article VI.

Section III.02 Alternating members of each class’ SMEC representation will attend monthly Mulholland Society meetings and report appropriate Curriculum Committee information and curricular updates.

Section III.03 While the SMEC Representatives are officers of the Mulholland Society, the conclusions and recommendations of Representatives do not require the approval of the Mulholland Society, and as such the Mulholland Society has the authority to publish its own recommendations as it so chooses.

Section III.04 The Mulholland Society President shall be a voting member of the Curriculum Committee.

Article IV. Relationship between SMEC Representatives & the School of Medicine Curriculum Committee

Section IV.01 A minimum of two Representatives is to attend each Curriculum Committee meeting.
A. One Preclerkship Representative shall represent the pre-clerkship curriculum, which includes the first 18 months of medical school education.
B. One Clinical Representative shall represent the clinical years, which includes the clerkship year and fourth year electives.

Section IV.02 Each Representative at the meeting shall serve as a voting member on the Curriculum Committee for a total of two Representative voting members per meeting.

Section IV.03 Representatives shall maintain adequate communication with the Curriculum Committee Chair and administrative assistants as required.

Article V. Election of SMEC Representatives

Section V.01 The position shall be open to two rising 4th year students, two rising 3rd year students, and two rising 2nd year students who will be elected in the spring for a one-year term. Two 1st year representatives will be elected in the fall and will serve until the following spring elections.

Section V.02 The election process shall follow those detailed in the Society Constitution for Society officers.

Article VI. Responsibilities

Section VI.01 All Representatives shall:

A. Arrange for one Representative per class to attend monthly Society meetings to provide curricular updates.
B. Maintain confidentiality regarding curricular matters as needed.
C. Communicate with the student body as needed.

Section VI.01 The Preclerkship Representatives shall:

A. Be two first and and two second year medical students.
B. Collect weekly feedback from classmates about curricular matters.
C. Attend system-based feedback sessions to facilitate discussion and to ensure feedback is delivered in a coherent manner.
D. Communicate directly with system leaders and administrators to address urgent matters.
E. Arrange for one Preclerkship Representative to attend each Curriculum Committee meeting to serve as the Preclerkship Representative voting member.

Section VI.02 The Clerkship Representatives shall:

A. Be two third year medical students on clerkship rotations.
B. Oversee and coordinate Clerkship Delegates.
C. Arrange for one Clinical Representative to attend each Curriculum Committee meeting to serve as the Clinical Representative voting member.
Section VI.03 The Electives Representatives shall
A. Be two fourth year medical students who are currently applying for residency.
B. Coordinate the orientation and transition of newly elected representatives.
C. Introduce the first year class to the role of SMEC Representatives during fall Orientation.
D. Support Clerkship Representatives, particularly for clerkships those Representatives have not completed yet, but for which they are receiving feedback.
E. Support Preclerkship Representatives as needed.
F. Arrange for one Clinical Representative to attend each Curriculum Committee meeting to serve as the Clinical Representative voting member.

Article VII. Clerkship Delegates

Section VII.01 Appointment
A. Delegates shall be appointed at the discretion of the Clerkship Representatives after the entire class has been solicited. At most, there should be two third-year students per clerkship for a maximum of eighteen Clerkship Delegates.

Section VII.02 Term
B. Delegates shall serve for the duration of the clerkship year.

Section VII.03 Responsibilities
A. Delegates shall evaluate the same clerkship rotation throughout the clerkship year.
B. Delegates shall collect and maintain student feedback for their assigned clerkship; convey feedback to the respective clerkship director; and conduct an annual review of clerkship with the Curriculum Committee.

Article VIII. Representative Meetings

Section VIII.01 Representatives shall meet on an as-needed basis.

Article IX. Representative Termination

Section IX.01 The termination process shall follow those detailed in the Society Constitution for Society officers.

Article X. Vacancies

Section X.01 If a Representative position becomes vacant for any reason, election of a new Representative shall follow the officer vacancy protocol in the Society Constitution.

Article XI. Amendments

Section XI.01 Amendments to this Constitution can be drafted by any Representative and presented to the Society President for ratification.
Article XII. Ratification

Section XII.01 This Constitution requires ratification. Ratification will be through voting as previously outlined in the Mulholland Society Constitution.