

MEDICAL STUDENT SECTION

of the

MINNESOTA MEDICAL ASSOCIATION

Governing Principles

Revised November 2009

Accepted by MMA-MSS on January 15, 2005

Approved by MMA Board of Trustees September 2007

ARTICLE I. NAME

The name of this organization shall be the Medical Student Section of the Minnesota Medical Association (MMA-MSS).

ARTICLE II. OBJECTIVES

The objectives of this organization shall be to encourage and support the active participation of medical students in the Minnesota Medical Association (MMA), to provide a representation of student opinions and ideas in organized medicine, and to support the purposes of the Minnesota Medical Association, as stated in its constitution.

ARTICLE III. MEMBERSHIP

The MMA-MSS shall be composed of medical student members of the MMA. The student must be presently attending a medical school in Minnesota recognized by the Liaison Committee on Medical Education or American Osteopathic Association, and the student's field of study must lead to a degree of Doctor of Medicine or Doctor of Osteopathy. Only members of the MMA-MSS shall have the right to vote in the MMA-MSS, hold office in the MMA-MSS, and sit on committees of the MMA as representatives of the MMA-MSS.

Medical students shall be considered a member of the class consistent with the year in which they are expected to graduate.

ARTICLE IV. ELECTION OF SCHOOL DELEGATES TO THE MMA-MSS ASSEMBLY

Section A: Delegates

Any member of the MMA-MSS in good standing is eligible to hold the position of School Delegate. Each Minnesota medical school shall receive a set number of delegates, with Mayo Medical School receiving six (6) delegates, the University of Minnesota – Duluth receiving six (6) delegates, and the University of Minnesota – Twin Cities receiving ten (10) delegates.

Students who attended the University of Minnesota – Duluth who matriculate to the Twin Cities for clinical rotations and are MMA members in good standing shall be considered members of Duluth’s MMA-MSS chapter during the time they are in medical school.

Section B: Election of Delegates

Elections of MMA-MSS School Delegates shall be handled by each individual chapter. Each chapter shall be responsible for determining their own election criteria and processes, so long as one of the chapter’s delegate positions is occupied by their chapter president; chapters are encouraged to elect the remaining delegate positions from all four classes.

Section C: Delegate Terms

The term of office for each delegate shall be one (1) year, beginning on January 1st and ending on December 31st. Graduating students interested in holding the position of delegate may do so if their chapter is willing to elect a replacement for them at the time of their graduation.

Section D: Recall of Delegates

Recall of delegates shall be handled according to each individual chapter’s procedures.

Section E: Delegate Vacancies and Absences

In the event of vacancy or absence of School Delegate his/her respective chapter may appoint an Alternate Delegate to serve in his/her stead. This Alternate Delegate serves only in the absence of said Delegate until such time as he/she is able to reassume his/her duties or the chapter designates a permanent replacement.

ARTICLE V. EXECUTIVE COMMITTEE

Section A: Officers

There shall be an Executive Committee consisting of the following six (6) offices: Chairperson, Vice-Chairperson, Delegate to the MMA House of Delegates, Alternate Delegate to the MMA House of Delegates, Secretary and Member-At-Large. The Immediate Past Chairperson shall serve as an ex-officio, non-voting member of the Executive Committee. No member shall hold more than one of the above offices simultaneously except for the Immediate Past Chairperson.

1. Chairperson. The Chairperson shall be the head of the MMA-MSS and shall, as far as practical, visit the various areas of the state in the interest of the MMA-MSS. The

- Chairperson shall preside over all meetings of the MMA-MSS Assembly and Executive Committee and shall have no vote unless there is a tie, at which point the Chairperson shall cast the deciding vote. In addition, the Chairperson shall serve as advisor to the Section's Delegate and Alternate Delegate to the MMA. The Chairperson is responsible for writing and delivering the Medical Student Section Report to the MMA at the Annual Meeting of the MMA House of Delegates (HOD) with the approval of the Executive Committee, and shall also serve as the liaison between the MMA-MSS and MMA staff. The Chairperson is required to attend all meetings of the MMA-MSS and the Annual Meeting of the MMA.
2. Vice-Chairperson. The Vice-Chairperson shall assist the Chairperson in the performance of any of the Chairperson's duties and shall perform such service at the Chairperson's request. In the event of a vacancy of Chairperson, the Vice-Chairperson shall assume the duties of Chairperson automatically. At the next regular meeting of the MMA-MSS, an election shall be held to fill the position of Vice-Chairperson as per Article V, Section D. The Vice-Chairperson shall serve as parliamentarian of the Section at all MMA-MSS Assembly and Executive Committee meetings, and shall act as the liaison between the medical student representatives on MMA committees and the MMA-MSS Executive Committee. The Vice-Chairperson shall deliver the written report from student representatives to MMA committees at MMA-MSS meetings if those students cannot attend the MMA-MSS meeting. The Vice-Chairperson is required to attend all meetings of the MMA-MSS.
 3. Delegate. The Delegate shall represent the MMA-MSS at the MMA House of Delegates, and shall serve as the primary spokesperson for the MMA-MSS on the floor of the MMA House of Delegates and all AMA-MSS meetings. The Delegate shall coordinate the activities of each school's delegates to the MMA Annual Meeting and all AMA-MSS meetings, and shall also chair student caucuses for the MMA Annual Meeting and AMA-MSS meetings. The Delegate is required to attend all meetings of the MMA-MSS, the Annual Meeting of the MMA, and all AMA-MSS meetings.
 4. Alternate Delegate. The Alternate Delegate shall represent the MMA-MSS at the MMA House of Delegates and all AMA-MSS meetings if the Delegate is unable to perform his/her duties, and shall assist the Delegate in the performance of all duties. In the event of vacancy of the position of Delegate, the Alternate Delegate shall assume the duties of the Delegate until such time as he/she is able to resume his/her duties; at the next regular meeting of the MMA-MSS a new Alternate Delegate shall be elected as per Article V, Section D. The Alternate Delegate is required to attend all meetings of the MMA-MMS, the Annual Meeting of the MMA, and all AMA-MSS meetings.
 5. Secretary. The Secretary shall record the minutes of all meetings of the MMA-MSS Assembly and Executive Committee, disseminate these minutes to the MMA-MSS membership, and shall serve as editor of all MMA-MSS publications. The Secretary shall assist the Chairperson and Vice-Chairperson in the performance of their duties, and is required to attend all meetings of the MMA-MMS.

6. Member-At-Large. The Member-At-Large shall act as liaison between the school chapters of the MMA-MSS and the Executive Committee. The Member-At-Large shall accompany the Chairperson to individual chapters whenever possible, and is responsible for coordinating community service, educational, and advocacy events for the MMA-MSS. The Member-At-Large is required to attend all meetings of the MMA-MSS.

Section B: Duties of Executive Committee

The Executive Committee shall meet at the MMA-MSS Annual Meeting and at such other times the committee deems necessary. The Executive Committee shall conduct the business of the MMA-MSS between meetings of the MMA-MSS and fill all appointee positions of the MMA-MSS, such as student representative on MMA committees and with the exception of the Student Trustee, when these appointments must occur between meetings of MMA-MSS. All actions by the Executive Committee must be made by majority vote. Policies adopted by the Executive Committee during Executive Committee meetings must be approved at the next scheduled MMA-MSS Assembly meeting. The Executive Committee shall work to carry out the MSS resolutions submitted and approved by the MMA House of Delegates and approve the MMA-MSS report to the Annual Meeting of the MMA drafted by the Chairperson.

Section C: Eligibility

Any member in good standing of the MMA-MSS is eligible to run for any position on the Executive Committee.

Section D: Election of the Executive Committee

Elections for the Executive Committee shall be held at the last MMA-MSS assembly meeting of the preceding calendar year, and School Delegates may express their interest in an executive committee position at the election meeting. Elections shall be held in the following order: Chairperson, Vice Chairperson, Delegate, Alternate Delegate, Secretary, Member at Large. All School Delegates (including those running in the election) or Alternate Delegates are allowed to vote either in person or via telephone.

Only two (2) delegates from each school may be elected to the Executive Committee so that the six (6) positions are evenly split between the three (3) schools. Therefore, once a school has two (2) of their delegates elected as officers, no other delegates from that school may run for positions on the Executive Committee. School Delegates are allowed to run in as many of the officer elections as they are interested in until either he/she is elected, or his/her school has filled their two (2) positions.

Following election to the position of Chairperson, that individual must resign his/her School Delegate position and the resulting vacancy filled as per Article IV, Section E.

Following election to the Executive Committee, an individual is encouraged to resign his/her School Delegate position with the resulting vacancy filled as per Article IV, Section E.

Section E: Terms

All positions on the Executive Committee shall have a one (1) year term starting on January 1st and ending on December 31st and the positions shall have a two (2) year term limit.

Section F: Recall of Officers

Any member of the MSS can bring forth a motion to recall of any member of the Executive Committee for any reason. This motion must be delivered in writing to said individual and the Executive Committee no less than 10 days prior to the next meeting of the MMA-MSS. The officer subject to recall shall be given the opportunity to speak before the MMA-MSS on his/her behalf at that meeting before the vote takes place. A 2/3 majority vote of the MMA-MSS School Delegates is required for carrying the motion and recall of the Officer.

Resulting vacancies shall be filled as provided in ARTICLE V, Sections A & D.

Section G: Resignation and Filling of Vacancies

Any member of the Executive Committee may resign from his/her office at any point during his/her term. If an individual wishes to resign from his/ her position, he/she must inform the Chairperson at least two (2) weeks before the next official meeting of the MMA-MSS. The Chairperson must then inform the members of the House of Delegates within 24 hours of the announcement of resignation. An election to fill the vacancy shall be carried out at the next official meeting of the MMA-MSS Assembly pursuant to Article V, Sections A & D, and elected officers shall take office immediately following election. In the event of resignation of Chairperson, the resignation process and election procedures shall be carried out by the Vice-Chairperson as Acting Chairperson.

ARTICLE VI. STUDENT TRUSTEE

Section A: Student Trustee

The student trustee must be a member in good standing of the MMA-MSS and must also remain a student member of the MMA throughout his/her tenure as a trustee. The student trustee may not hold concurrent positions on the MMA Board of Trustees or the MMA-MSS Executive Committee with the exception of the Immediate Past-Chairperson. The student trustee may concurrently hold a School Delegate position in the MMA-MSS Assembly.

Section B: Duties of the Student Trustee

The student trustee shall attend all MMA Board of Trustees meetings and represent MMA-MSS policy and student opinion to the Board. The student trustee shall attend all MMA-MSS Executive Committee and Assembly meetings to facilitate communication between the Board of Trustees and the MMA-MSS. The student trustee shall be a non-voting participant in the MMA-MSS (if not concurrently holding a School Delegate position) with full voting privileges on the MMA Board of Trustees.

Section C: Election of the Student Trustee

A statement of interest and curriculum vitae must be presented prior to or during the MMA-MSS Assembly Meeting at which the election shall take place. The Executive Committee and delegates present at the meeting may pose questions to the candidates.

Section D: Student Trustee Term

The medical student representative to the MMA Board of Trustees shall be elected for a one (1) year term to begin subsequent to the MMA Annual Meeting and end with the completion of the MMA Annual Meeting of the following year. No person may hold the position of student trustee for more than two (2) consecutive years. Individuals who have served two (2) consecutive years as the student trustee are eligible again for the position following a one (1) year absence from the position.

Section E: Recall of the Student Trustee

Any member of the MSS can bring forth a motion to recall the student trustee for any reason. This motion must be delivered in writing to said individual and the Executive Committee no less than 10 days prior to the next meeting of the MMA-MSS. The officer subject to recall shall be given the opportunity to speak before the MMA-MSS on his/her behalf at that meeting before the vote takes place. A 2/3 majority vote of the MMA-MSS School Delegates is required for carrying the motion and recall of the Officer.

The resulting vacancy shall be filled by open election with nominations taken from the floor at the next MMA-MSS meeting, which must be held within thirty (30) days of said vacancy. The newly elected trustee shall finish the remainder of the previous trustee's term, which will also be considered the newly elected trustee's first full term – limiting them to only one more consecutive year in the position.

ARTICLE VII. COMMITTEE MEMBERS

Section A: Student Committee Members

Any member of the MMA-MSS in good standing is eligible for appointment to MMA committees.

Section B: Duties of Student Committee Members

Student committee members are expected to provide representation of MMA-MSS policy and student opinion to the MMA committees. Student committee members must also submit a written report of committee activities to the Vice-Chairperson as soon as practicable after each committee meeting. Student Committee members are also required to attend all MMA-MSS Assembly meetings to facilitate communication between the MMA Committees and the MMA-MSS.

Section C: Appointment of Student Committee Members

Students shall apply for positions by filing a "Student Committee" form, which can be obtained by contacting the MMA-MSS. Applications must be received by the Executive Committee prior to the MMA-MSS Assembly meeting at which the appointments shall be made. All student representatives to MMA committees shall be by Executive Committee appointment as made by the current Executive Committee.

Section D: Student Committee Members Terms

Student representatives to MMA committees shall serve a term starting on January 1st and ending on December 31st. The positions have a one (1) year term limit after which the committee member may reapply for the position.

Section E: Recall of Student Committee Members

Any member of the MSS can bring forth a motion to recall a student committee member for any reason. This motion must be delivered in writing to said individual and the Executive Committee no less than 10 days prior to the next meeting of the MMA-MSS. The officer subject to recall shall be given the opportunity to speak before the MMA-MSS on his/her behalf at that meeting before the vote takes place. A 2/3 majority vote of the MMA-MSS School Delegates is required for carrying the motion and recall of the Officer.

Resulting vacancies shall be filled by Executive Committee appointment.

ARTICLE VIII. VOTING

Each School Delegate or his/her Alternate Delegate as designated by his/her school shall have one vote which may be cast either in person or via telephone. This shall hold true for elections of the Executive Committee, any resolutions introduced for the support of the MMA-MSS, amendments to these bylaws, and any other business regarding the MMA-MSS. A quorum must be achieved before any voting action can be taken by the MMA-MSS (Article IX, Section B).

A majority of legal votes cast shall decide a vote unless otherwise specified in these bylaws or by parliamentary authority, and shall be performed by secret ballot unless otherwise specified at the discretion of the Chairperson with the approval of the majority of those School Delegates or Alternate Delegates present. Secret ballots shall be tallied by the Chairperson with the assistance of the Vice-Chairperson.

During caucuses for the MMA Annual Meeting and AMA-MSS meetings each school shall have one vote, and a unanimous decision is required in order to be able to speak on behalf of the MMA-MSS.

In the event of a tie during a meeting of the Assembly, the Chairperson shall cast the deciding vote. In the event the Chairperson should be absent or required to recuse him/herself due to a conflict of interest, the Executive Committee excluding the Chairperson shall then cast votes with the decision being made by the majority.

ARTICLE IX. MEETINGS

Section A: Meetings

Meetings of the MMA-MSS Assembly shall be held no earlier than 2 weeks before the Annual Meeting of the MMA and any meeting of the AMA-MSS. The Executive Committee shall be empowered to call additional meetings of the MMA-MSS Assembly and Executive Committee as they deem necessary.

Section B: Quorum

A quorum shall constitute at least 50% of elected delegates present, with representation from all three schools.

Section C: Attendees

Assembly meetings are open to all members of the MMA-MSS and invited guests. Only School Delegates or Alternate Delegates are allowed to vote.

Section D: Business

At its meetings, the MMA-MSS shall address resolutions to be submitted to the MMA HOD; receive reports from its officers, school representatives, MMA committee members, and others as designated; elect officers when appropriate; and, conduct any other business appropriate.

Section E: Parliamentary Procedure

The current edition of Sturgis Standard Code of Parliamentary Procedure shall guide the conduct for business where not delineated in this statement of Governing Principles.

Section F: Rules of Order

The following rules of order supersede Sturgis when conducting MMA-MSS Business:

1. Resolutions may only be submitted by MMA-MSS members or delegations of MMA-MSS members and must be received in writing no less than one week prior to an MMA-MSS Assembly Meeting. Any resolution received less than one week prior to a meeting will be considered a late resolution and will require a 2/3 majority of voting MMA-MSS delegates present to be considered.
2. Amendments must be presented to the Chairperson in writing prior to their proposal before the MMA-MSS. Amendments of three words or less may be oral amendments and do not require written presentation.
3. All MMA-MSS members must address the Chairperson and receive recognition prior to speaking before the MMA-MSS.
4. No one shall speak more than once on any issue or separate motion until all who wish to speak have been heard, nor more than twice, without permission from the Chairperson.
5. The overall debate on any single issue shall be limited to no more than 15 minutes per resolution, two minutes per speaker.
6. Smoking shall be prohibited at all official business meetings of the MMA-MSS, including reference committees and workshops.

ARTICLE X. FUNDING

Activities of the MMA-MSS shall be financed from the MMA General Fund. Authorization for expenditures shall be by existing policy of the MMA. Appropriations/disbursements should be approved by the School Delegates at an MMA-MSS meeting, or by the Executive Committee between MMA-MSS meetings.

ARTICLE XI. AMMENDMENTS

These Governing Principles may be amended by the MMA-MSS at any of its meetings provided that the amendment shall have been proposed and publicized to the entire MMA-MSS membership not less than thirty (30) days prior to the meeting and that 2/3 of the delegates at the meeting concur with the amendment. Any such amendments are subject to approval by the MMA Board of Trustees.