

# **Constitution of the Davison Council**

*(Approved by the Davison Council General Body: 4/2/2024)*

*Proposed: 03/04/2024*

## **Article I. Name and Membership**

1. Every student currently enrolled at Duke University School of Medicine is a member of the Davison Society. This includes students in dual-degree programs or on leave-of-absence and in good standing.
2. For the purposes of this document, “Duke University School of Medicine” refers only to the Doctor of Medicine program at the Duke University School of Medicine.
3. The name of the organization shall be the Davison Council of the Duke University School of Medicine.
4. The Davison Council is the representative governing body of the Davison Society.
5. The Davison Executive Committee is the executive body of the Davison Council.

## **Article II. Purpose of Davison Council**

1. To serve as the official student body organization of the Davison Society.
2. To act as the student body advocacy, service, and social organization for the Davison Society.
3. To contribute to the welfare and education of all constituent students with a respect for individual differences.
4. To provide student services as deemed feasible by such an organization.
5. To provide service to the university in the form of input and volunteers to administrators as deemed necessary for decisions affecting the Davison Society.

## **Article III. Organizational Structure**

1. The officers shall include a President, Service Vice President, Social Vice President, Diversity, Equity, and Inclusion (DEI) Vice President, Student Activities Vice President, Chief of Staff, and Treasurer.
2. The Executive Committee shall consist of the officers, the Class Presidents, one MSTP representative and one PCLT representative .
3. In addition to the members of the Executive Committee, the voting members of the Davison Council shall include the other four representatives from each class.
4. The Social Committee shall be composed of the Social Vice President, who will be the committee Chairperson, one representative from each Davison Class Council (designated “Class Representative for Social”) and any persons the chair of the committee deems necessary and beneficial to the purpose of the Social Committee.
5. The Service Committee shall be composed of the Service Vice President, who will be the committee Chairperson, one representative from each Davison Class Council (designated “Class Representative for Service”) and any persons the chair of the committee deem necessary and beneficial to the purpose of the Service Committee.
6. The Budget Committee shall be composed of the Treasurer, who will be the committee Chairperson, one representative from each Davison Class Council (designated “Class Treasurer”) and any persons the chair of the committee deems necessary and beneficial to the purpose of the Budget Committee.

7. The Student Activities Committee shall be composed of the Student Activities Vice-President, who will be the committee Chairperson, one representative from each Davison Class Council (designated "Class Representative for Student Activities") and any persons the chair of the committee deems necessary and beneficial to the purpose of the Student Activities Committee.
8. The DEI Committee shall be composed of the DEI Vice President, who will be the committee Chairperson, the Class President of each Davison Class Council, and any persons the chair of the committee deem necessary and beneficial to the purpose of the DEI Committee.
9. Standing subcommittees of the Davison Council may be created and Chairpersons and members may be appointed to any such subcommittee as deemed necessary and beneficial by the President, subject to a majority vote of the Executive Committee. Standing subcommittees shall have a defined role, shall exist indefinitely without the need for regular approval unless specified differently at the time of their creation, and may be disbanded at the discretion of the President, subject to a majority vote of the Executive Committee.
10. Ad hoc committees may be created, staffed, and disbanded at the sole discretion of the President as they deems necessary and beneficial. Any such ad hoc committee should exist for a discrete goal, task, or purpose, and its term of existence should be limited and non-permanent in nature. Any ad hoc committee existing longer than 1 year in duration must be rechartered by the President on a yearly basis.

#### **Article IV. Elections**

1. All members of the Davison Society are entitled to vote in for elections for/in their respective classes and all/any school-wide elections.
2. Eligibility and Restrictions:
  - a. All elected leaders of the Davison Council shall be members of the Davison Society.
  - b. During any one term of office, no officer or representative may concurrently hold more than one Davison Council position, excluding positions on Davison Council committees, standing subcommittees, and ad hoc committees. In the event a person is elected to more than one office, they must decide in which position they wish to serve.
  - c. No person shall hold the same position of President, Service Vice President, Social Vice President, Student Activities Vice President, DEI Vice President, Chief of Staff, or Treasurer for more than two years in succession.
  - d. All additional processes governing election proceedings shall be specified within the By-Laws of the Davison Society.

#### **Article V. Organizational Duties**

1. **President:**
  - a. Shall call and preside over meetings of the Davison Council, student body, and subgroups thereof.
  - b. Shall create Davison Council standing subcommittees and appoint Chairpersons and members to any such subcommittee as described in Article III, Sect. 9 of this document.

- c. Shall create Davison Council ad hoc committees and appoint Chairpersons and members to any such ad hoc committee as described in Article III, Sect. 10 of this document.
  - d. Shall delegate duties to the Davison Council committees, standing subcommittees, and ad hoc committees.
  - e. Shall represent the Davison Society in all matters or designate a specific delegate to serve on their behalf.
- 2. Service Vice President:**
- a. Shall be Chairperson of the Service Committee and call and preside over all meetings of the Service Committee.
  - b. Shall be responsible for the proper execution of all service projects.
  - c. Shall assist the VP of Student Activities in the management of service organizations as necessary.
- 3. Social Vice President:**
- a. Shall be Chairperson of the Social Committee and call and preside over all meetings of the Social Committee.
  - b. Shall be responsible for all social functions sponsored by the Davison Society.
  - c. Shall assist the VP of Student Activities in the management of social organizations as necessary.
- 4. Student Activities Vice President:**
- a. Shall be Chairperson of the Student Activities Committee and call and preside over all meetings of the Student Activities Committee.
  - b. Shall be responsible for the coordination and support of student group activities.
  - c. Shall assist the Executive Committee in the execution of student activity support functions.
- 5. Diversity, Equity, and Inclusion (DEI) Vice President:**
- a. Shall be Chairperson of the Diversity, Equity, and Inclusion (DEI) Committee and call and preside over all meetings of the DEI Committee.
  - b. Shall be responsible for DEI matters and concerns of the Davison Society.
  - c. Shall represent the Davison Society in all DEI-related meetings and discussions in the School of Medicine, in coordination with the President.
  - d. Shall assist the VP of Student Activities in the management of Identity organizations in collaboration with the multicultural resource center as necessary.
- 6. Chief of Staff:**
- a. Shall execute all Davison Council elections.
  - b. Shall be responsible for all communications.
  - c. Shall keep the minutes of Davison Council meetings and report Davison Council proceedings to the student body.
  - d. Shall take attendance for Davison Council meetings and keep attendance records.
  - e. Shall enforce meeting procedural guidelines.
  - f. Shall notify the proper persons of all the meetings called by the President.
  - g. In the absence of the President, the Chief of Staff shall call and preside over meetings of the Davison Council, student body, and subgroups thereof, or they may defer this responsibility to one of the Vice Presidents.
- 7. Treasurer:**
- a. Shall be the Chairperson of the Budget Committee and call and preside over all meetings of the Budget Committee.
  - b. Shall handle all income and disbursements of the Davison Society.

- c. Shall arrange for the collection of membership fees.
  - d. Shall determine proper use of all Davison Council funds.
8. **The Class Presidents:**
- a. Shall oversee their respective Class Councils.
  - b. Shall represent the class at Davison Council meetings.
  - c. Shall conduct class affairs.
  - d. Shall serve on the Davison Council Executive Committee as outlined in Article III, Sect. 2 of this document.
9. **Class Representatives:**
- a. Shall represent the class at Davison Council meetings
  - b. Shall conduct class affairs.
  - c. Shall serve on a Davison Council committee as outlined in Article III of this document.
10. **MSTP Representatives:**
- a. Shall represent MSTP students at Davison Council meetings.
  - b. Shall serve on the Davison Council Executive Committee as outlined in Article III, Sect. 2 of this document.

## **Article VI. Committee Duties**

1. The Social Committee shall be responsible for the planning and executing of all social events sponsored by the Davison Society.
2. The Service Committee shall be responsible for the planning and executing of all service projects of the Davison Society.
3. The Budget Committee shall be responsible for accepting proposed budgets from any persons or groups and making recommendations to the Treasurer for allocation of funds for these budgets. The Treasurer and the Budget Committee shall be responsible for notifying all organizations of the deadlines for budget requests and the guidelines of fiscal responsibility concerning the use of Davison funds.
4. The Student Activities Committee shall be responsible for the approval, review, and re-approval of student groups as noted in the by-laws, as well as executing the annual student activities fair.
5. The DEI Committee shall be responsible for serving as the bridge between Davison Society and Office of Diversity and Inclusion. The DEI Vice President and Committee shall be responsible for representing the student body on DEI policies to Administration, with support from the President. They shall also be responsible for disseminating School of Medicine directives on DEI to the Davison Society.
6. Duties of Ad Hoc committees will be delineated at their creation, and at least require one representative per committee to present or submit an update once per academic year.

## **Article VII. Meeting Guidelines**

1. The Davison Council shall meet at least once monthly for the transaction of business.
2. The Davison Council President shall call all meetings.
3. A quorum for the conduct of business shall consist of 10 voting members of the Davison Council.
4. All meetings shall be conducted under Robert's Rules of Order.

## **Article VIII. Legislative Power**

1. The Davison Council shall have the ability to make statements, offer opinions, and propose rules and regulations to the Duke University School of Medicine administration. The Davison Council is the sole student group with the ability to speak on behalf of the entire student body.
2. Additionally, the Davison Council can propose legislation and rules for student self-governance. All pieces of legislation must be presented to the Davison Council President, who can then present that legislation to the Executive Board for a vote before presenting it to the Full Davison Council for a vote.

### **Article IX. Referendum**

1. The Davison Society shall have power to take any decisions of the Davison Council to a Society-wide referendum in which a simple majority shall rule. Such referenda must be called by petition by at least 50 members of the Davison Society and have a quorum of 50% of the society voting.
2. No provisions of the Constitution or By-Laws should be construed or implemented in a manner that is in conflict with University Rules, policies, or established operational principles or with civil law and regulations.

### **Article X. Amendments and By-Laws**

Sect 1. The Constitution may be amended by a three-fourths vote cast by the Davison Council provided all proposed amendments were submitted to the Davison Council at least one week prior to the vote.

Sect 2. Such By-Laws as are necessary to supplement this Constitution shall be approved by a two-thirds majority of the Davison Council and re-approved annually or as needed following the election of the new Davison Council.

# By-Laws of the Davison Society

(Approved by the Davison Council General Body: 4/2/2024)

## Item 1. Finances

- A. The fiscal year shall be defined as the period from July 1 through June 30 of each calendar year.
- B. The Davison Council fund overall shall maintain a minimum balance of \$3000.
- C. Each student shall be assessed a membership fee annually to be collected with tuition for the fall and spring term. This amount will be published by the treasurer and cannot be changed without a majority vote of the Davison Council.
- D. Student groups shall receive funding from the Davison Council biannually. These groups shall be subject to periodic review by the Student Activities and Budget Committee. Funding granted by the Davison Council may be withdrawn at any time at the discretion of the Treasurer and Budget Committee.

## Item 2. Davison Council Attendance

- A. As a Davison Council member, attendance at all business meetings is essential. However, it is understood that other commitments do arise requiring absence from a meeting. If this is the case, a member must notify the Chief of Staff of his/her expected absence at least 3 days prior to the meeting date. Furthermore, the member should make reasonable efforts to have his/her voice expressed at the missed meeting.
  - a. Such efforts may include, but are not limited to: (a) designation of a proxy to speak and vote on the member's behalf by notifying the Chief of Staff at least 24 hours in advance of such representation, or (b) submission to the Chief of Staff of appropriate votes and/or a written statement to be read to the Davison Council at least 24 hours in advance of the meeting to be missed.
- B. If a member misses two consecutive *business* meetings, the Chief of Staff will bring this to the attention of the Executive Council at the soonest Executive Council Meeting. At this time, the Executive Council will evaluate the member's ability to adequately fulfill their role within Davison Council. The member has the right to attend this meeting and speak on their own behalf. At the conclusion of this meeting, the Executive Council will decide upon the member's future status within Davison Council. This may include but is not limited to replacement by another student, probationary status in which the member must attend the next two *business* meetings so as to regain full membership status, and forgiveness of the absences with continuance of full membership status.
- C. Any voting member of the Davison Council, who, at the time of election of Davison Council members, has missed 4 or more Davison Council meetings for any reason since the last election year, will be barred by the Davison Council from running for election in the following year to any Davison Council position, excluding positions on Davison Council committees, standing subcommittees, and ad hoc committees. Voting members in their second (core clerkship) year of studies will be allowed to miss an additional meeting in recognition that rotations often occur away from the School of Medicine and preclude a member's attendance. Thus, second (core clerkship) year students who have missed 5 or more meetings for any reason since the last election will be barred by the Davison Council from running for election in the following year to any Davison Council position, excluding positions on Davison Council committees, standing subcommittees, and ad hoc committees. This clause does not extend to fourth (elective clerkship) year students. The President or Chief of Staff will advise the involved member of this restriction privately. If the involved member is the only nominee for a future position, she/he may be allowed to run for that position.
- D. Business meetings are defined at the sole discretion of the Davison Council President and typically consist of general body meetings, class council meetings, and executive board

meetings to applicable individuals. Questions on if a meeting is considered a business meetings should be directed to the Davison Council president.

### **Item 3. Committee Appointments**

- A. Davison Society members must receive notification that applications are being accepted at least one weeks prior to the scheduled date that applications are due.
- B. A majority vote of a quorum of Executive Council members shall be necessary for appointments.
- C. In the event that there are no applications for a particular committee, a second application announcement and deadline will be made. If there still are no applications, any member of the Davison Council can appoint a consenting student to the position, subject to approval by a plurality of the vote of Executive Council members present at the deciding meeting.
- D. The treasurer shall have the option to sit, or shall have the option to appoint a representative subject to majority vote of a quorum of Executive Council members, on all committees that involve the usage of Davison Council funds.

### **Item 4. Elections**

- A. Election deadlines delineated by the Chief of Staff at the time of election, for nomination, statements of intent, etc. are final and no exceptions shall be made.

#### **Officer Elections**

- A. Nomination and election of the next group of Davison Council Officers shall take place in the spring of each calendar year at an opportune time to be determined by current council members and as defined by the Unified Group Calendar.
- B. The Election:
  - a. All Davison Society members shall be allowed one vote per position being voted on. A simple plurality shall be necessary for election to a position. Run-offs will only be held in the case of a tie.
- C. Before election results are released, they must be reviewed by one member of the Executive Committee in addition to the Chief of Staff. This additional person must not be running in the election themselves. The order of review (in the case of conflict of interest) should be: (1) Outgoing President (2) Service Vice President, (3) Social Vice President, (4) Student Activities Vice President, (5) Treasurer, (6) MSTP Senior Representative, and (7) Outgoing MS4 Class President.
- D. In the event there are no applicants for a given Executive Committee position, Davison Council President may choose to extend the nomination period by a minimum of 3 days and no more than 1 week or the current representative will be extended an offer to continue their role for an additional term. Should they decline this offer, the current Executive Committee will convene to appoint a suitable and willing representative.

#### **Class Council Elections**

- A. Nomination and election of Class Council members (4 class representatives and 1 class president for each class) shall take place in the spring of each calendar year after the election of the officers at an opportune time to be determined by current council members and the Unified Group Calendar. Nominees must submit a short platform prior to the release of the final ballot at the date set by the Chief of Staff.
- B. Nominations for the First-Year Class Council election shall be accepted by the third week of September; elections shall be held no later than the fourth week of September and as defined by the Unified Group Calendar. The First-Year class shall elect new officers for the second year at the regular spring elections. Nominees must submit a short platform prior to the release of the final ballot at the date set by the Chief of Staff.
  - i. Students that take an additional third year are eligible to run to a position in either the MS3 or MS4 Class.
- C. The Election:

- i. Students shall be allowed to vote for up to five nominees from their respective classes. The five nominees that receive the most votes will become class representatives to the Davison Council.
- ii. The Class President shall be an appointed position given to the class representative who receives the most votes of all the class representatives elected for their own class. Should that person decline, the position would be offered to the person who received the second most votes, while the person with the most votes would serve as a representative. In the event of a tie for Class President, there will be a run-off election between the involved candidates.
- iii. In the case of a tie in the class council elections for the final position or positions (e.g. two or more person tie for fifth place or three or more person tie for fourth place), a runoff election will be held whereby each member of the class will have a number of votes equal to the number of openings remaining (i.e. one vote for a tie for fifth, two votes for a tie for fourth). Prior to the opening of the election it is recommended that the Chief of Staff confirm that the students involved are still interested in running for the position before announcing the election to the class. In addition, the results from the remainder of the election shall not be released prior to the runoff election to promote maximum participation and leave the election free of undue outside influences.

#### **Item 5. Defunct Member Policy**

- A. In the event that a committee member cannot fulfill their position, or needs to be replaced for any reason, the Davison Executive Council shall appoint a replacement committee member, approved by a plurality of vote.
- B. In the event that a Davison Council representative cannot fulfill their position, or needs to be replaced for any reason, the Davison Council shall appoint a replacement council member, approved by a two-thirds vote.
  - a. In the event of a defunct President, a member of the Executive Council must be appointed to Presidency by the Davison Council and approved by a two-thirds vote. A subsequent appointment will be made to fill the Executive Council position left behind, also approved by a two-thirds vote of the Davison Council.
  - b. In the event that any Davison Council representative is not going to be present in on the Durham campus of the Duke School of Medicine for a significant portion of their elected term (i.e. Research away during their third year) and know they cannot meet the attendance policy in advance, they must notify the Davison Council president and discuss the need to step down from their position.
- C. Declaring a member as defunct can be initiated by any member of the Davison Council and confirmed by a review and unanimous vote by all uninvolved Executive Council members.

#### **Item 6. Student Group Policy**

- A. Definition of a Student Group
  - a. A student group shall be defined as a group of-students who are united with a common purpose or interest recognized by the Davison Council
  - b. Student organizations will be organized into specific categories with regulations and special considerations pertaining to each designation.
    - i. Community Engagement Groups
      1. Defined as student groups that engage and participate in the community and/or groups that have events with patient/community member interactions.
      2. Must fulfill approval requirements as set forth by the Duke Office of Civic Engagement, Department of Family Medicine, and the Davison Council.



3. Must provide an additional report to DC regarding all events held with individuals who are not Duke students/faculty/staff.
- ii. Specialty Groups
  1. Defined as groups associated with specific specialty/residency tracks.
  2. No groups will be approved for specific fellowships or sub-specialties as they should be housed under the broader specialty/residency group.
  3. No minimum number of members required.
- iii. Identity Groups
  1. Defined as groups intended to promote or create community based on student's identities, heritage, or cultural background.
  2. No minimum number of members required.
  3. Groups may be granted specific exception to not display public events.
- iv. Advocacy Groups
  1. Defined as groups with a primarily advocacy-based mission that are not engaged with community members.
  2. Must follow policies implemented by the Duke Office of Government Relations
- v. Academic Interest
  1. Defined as groups with a primarily academic mission that are not engaged with community members.
- vi. Social
  1. Defined as groups with a primarily social purpose.
  2. Must have open membership to all Duke School of Medicine students and events must be listed publicly.

## B. Student Group Structure

- a. Each group must have:
  - i. A president or co-president position which will be responsible for all actions of the student group.
    1. This president position will be responsible for communicating with the Davison Council, School of Medicine Administration, and serve as the main point of contact for all matters pertaining to the student group.
    2. There may be a maximum of two co-presidents for each group.
    3. President(s) must be members of the Davison Society.
  - ii. Bylaws which reflect the mission, structure, and positions of the organization.
    1. Specifically, they should discuss:
      - a. Defined Mission and Purpose of Organization
      - b. List of Positions and Specific Roles
      - c. Standard organizational structure and how decisions are made as an organization.
      - d. List of standard events
      - e. How elections/leadership selection is held
        - i. Must occur at least yearly in accordance with the Davison Unified Group Calendar.
  - iii. An active membership of at least 15 members.
    1. Specialty and Identity Groups are exempt from this minimum threshold.
    2. Active membership can be defined based on:
      - a. The president(s) of the organization must be able prove that there are at least 15 unique individuals who would consider themselves members of the organization and regularly attend events.

- b. For events, an average or total of 15+ people attending regularly scheduled events. One large event a year does not meet this requirement.
      - c. Presidents and Executive board members can be included in the determination of active membership.
      - d. This can be proven through photo evidence or student self-identification. Students being subscribed to a group's listserv does not meet this requirement.
    - 3. Active membership will be reviewed at the student re-approval committee and should be tracked by the Student Group's President.
  - iv. A Faculty Advisor who is on faculty at the Duke University School of Medicine.
    - 1. The faculty member must be aware of group activities and be available to answer questions as needed.
    - 2. The president(s) must meet at least yearly with the Faculty Advisor.
- b. Additionally, each group may have:
  - i. An executive board of no more than 6 officers to be involved in the implementations of the group's mission.
    - 1. The president(s) will chair the executive board and are included in the limit of 6 positions.
    - 2. At least two of the members of the executive board must be School of Medicine students and School of Medicine students must make up a simple majority of the executive board.
    - 3. Specific exemptions to executive board size may be granted in writing by the Student Activities Vice President and must be reviewed during the student groups re-approval meeting.
- c. Student Groups will undergo a re-approval process, as noted in Item 6, Section H (Student Group Re-Approval)
- d. Student Group Elections will be held at least yearly in accordance with the Davison Council Unified Group Calendar.
  - i. The current executive board of a student group may decide the mode of deciding future executive board members (either election or application).
    - 1. This method of selecting future leaders should be discussed in the group's bylaws.
    - 2. If the current executive board decides on not holding student group wide elections, then the majority of the current executive board must agree on who to appoint for new positions.
      - a. Executive board members re-applying for positions cannot participate in the appointing process for the positions they have applied for
    - 3. If a majority decision is not reached on who to appoint, an election must be held by the student group at large.

### C. Proposal of a New Student Group

- a. To propose a new student group sponsored by the Davison Council, and made eligible to receive funding and other resources of the Davison Council, a proposed student group must provide an application to the Vice President of Student Activities establishing:
  - i. A unique purpose and mission that is distinct and independent from those goals and purposes of an already existing student group.
    - 1. If the mission and purpose of the group is deemed similar to an existing student group, the Davison Council reserves the right to combine the organizations or foster a collaboration between the interested parties.
  - ii. President(s) of the proposed organization

1. There may be a maximum of two co-presidents for each group.
  2. President(s) must be members of the Davison Society.
  3. The presidents may not be MS4s or within 1 year of their graduation date
- iii. An executive board of up to 6 positions (if desired) to be involved in the implementation of the proposed group's mission.
    1. The president(s) will serve as the chair of the executive board and are included in the limit of 6 positions.
    2. At least two of the members of the executive board must be members of the Davison Society
      - a. At least one member of the executive board being proposed cannot be a MS1.
      - b. At least one member of the executive board being proposed cannot be a MS4.
    3. Davison Society members must make up a simple majority of the executive board.
  - iv. A faculty member willing to serve as an advisor to the proposed group.
    1. The faculty member must provide written support for the creation of the student group, along with written understanding of the requirements of the group and the responsibilities of the faculty advisor.
  - v. Written support from 30 people from within Duke University School of Medicine
    1. Must have at least one MS1 expressing interest.
      - a. This student does not need to be a member of the executive board.
  - vi. A schedule of proposed events for the next semester in which the student group would be approved.
  - vii. A potential budget for the next semester in which the student group would be approved.
  - viii. Written bylaws which specifically discuss all items required in Item 6, Section B (Student Group Structure - Bylaws)
- b. Specific Limitations
    - i. The decision of if a group has a “unique purpose and mission” distinct from an “already existing group” is up to the discretion of the Vice President of Student Activities.

#### D. Approval of a New Student Group

- a. The Vice President of Student Activities will hold at least a minimum of a yearly call for applications for new student groups. This at maximum can be held up to once an academic semester (Fall and Spring), up to the discretion of the Vice President of Student Activities.
- b. Student Groups should submit their full proposal and communicate with the Vice President well in advance of the application date. The Vice President for Student Activities shall provide clear instructions to prospective student leaders and the student body on specific due dates.
- c. If a proposed student group meets all the above requirements for a new student group, the Vice President of Student Activities shall take the proposed group's application, and with written approval, invite the proposed group to present to the Davison Council Executive Board and full Davison Council for final approval.
  - i. The Vice President for Student Activities can provide a statement of support during the Davison Council meeting.
- d. If a proposed student group does not meet all the above requirements for a new student group, the Vice President of Student Activities shall provide written

explanation of why the application does not meet all the requirements necessary for a student group.

- i. If the proposed group wishes to appeal the decision of the Vice President of Student Activities:
    1. The proposed student group must provide a written appeal to the President of the Davison Council, who will present this appeal to the Executive Board of the Davison Council.
    2. The Executive Board of the Davison Council will debate the merits of the appeal and vote on the appeal.
      - a. If a majority of the Executive Board of the Davison Council overrides the decision of the Vice President of Student Activities, they shall provide explanation in writing of the override and the proposed group shall be invited to present to the Davison Council for final approval.
      - b. If a majority of the Executive Board of the Davison Council upholds the decision of Vice President of Student Activities, they shall provide an explanation in writing and the student group will not be approved.
    3. Student groups that are not approved by the Vice President of Student Activities nor the Executive Board of the Davison Council shall not present before the Davison Council for final approval.
  - e. All student groups must receive final approval by a majority vote of the Davison Council.
  - f. The Davison Council has the following options when pertaining to student group approval:
    - i. Full Approval – The group becomes a fully established student group and undergoes the standard 3-year re-approval process. Eligible for full rights and privileges of a Davison Student Group.
    - ii. Provisional Approval – The group can recruit members and get an initial provisional funding amount to hold a limited number of events to prove long term viability. Groups may be required to provide updates to the Student Activities Vice President and present the group again for full approval at the next years New Group Presentations.
    - iii. Denial of Application – The Davison Council can decide to not approve of the new student groups. Student Groups whose applications are denied cannot hold events, communicate using Duke SOM listservs, or portray publicly that they are a Davison or Duke School of Medicine Group.
- E. Maintenance of an existing Student Group
- a. To remain in good standing with the Davison Council and be eligible for funding and all the rights and privileges associated with being a Davison Council recognized student group, each student group shall:
    - i. Participate in the yearly activities fair organized by the Vice President of Student Activities
    - ii. Maintain current contact information for the Student Group by filling out the Davison Council Student Group update form.
    - iii. Maintain an outward-facing page on the Davison Council website with up-to-date group information.
      1. This includes but is not limited to:
        - a. Mission of student group
        - b. Current executive board information
        - c. Contact information
    - iv. Provide a report as requested to the Davison Council on the student groups activities and during the Student Group re-approval process.
  - b. If any of these standards are not met, the group will be placed on probation for the next academic year or can be immediately disbanded.

- i. The decision to place a student group on probation or to disband is at the discretion of the Vice President of Student Activities
  - c. If these standards are not met while a student group is on probation, the Vice President of Student Activities will bring the group before the Davison Council for an explanation and, by majority vote, decide if the group should continue to be recognized by the Davison Council.
- F. Student Group Standing
  - a. Student groups that are in good standing with the Davison Council shall be eligible to apply for funding and may benefit from all the rights and privileges associated with being an approved Davison Council student group.
  - b. If a student group fails to remain in good standing, the group will be placed on probation for a one-year period.
    - i. While on probation, student groups are expected to provide the Vice President of Student Activities with:
      - 1. A report on their existing activities as a student group
      - 2. An explanation for why the above requirements were not met
      - 3. A plan for the future in order to return to good standing.
    - ii. Student groups shall still be eligible for funding while on probation.
  - c. If the standards of a student group are not met while a student group is on probation or if the student group does not meet the probation requirements, the Vice President of Student Activities will bring the group before the Davison Council for an explanation and, by majority vote, decide if the group should continue to be recognized by the Davison Council.
- G. Violations of Student Group Policy
  - a. Any group found to be holding events, communicating using Duke SOM listservs, portraying or claiming that they are a Davison or Duke School of Medicine Approved Group without Davison Council Approval or Provisional Approval will be found to be in violation of the Student Group policy.
  - b. Additionally, any group not following the appropriate Duke University Policy for community engagements or the Duke School of Medicine Honor Code can be found in violation of the Student Group Policy
  - c. Davison Society members who are found to be in violation of the Student Group Policy can, at the discretion of the President, with coordination with the VP of Student Activities:
    - i. Receive an official warning.
    - ii. Lose the ability to use any Duke School of Medicine Listserv
    - iii. Not be able to hold any event in TSCHE, even for groups not associated with the specific violation.
    - iv. Have a professionalism notification submitted to the Duke University School of Medicine
  - d.
- H. Student Group Reapproval
  - a. Student organizations will undergo a formal re-approval process every three years through the evaluation of a Student Group Re-Approval Committee.
  - b. The Student Group Re-Approval Committee shall consist of:
    - i. VP Student Activities (Chair)
    - ii. DC President
    - iii. DC Treasurer
    - iv. Chief of Staff
    - v. VP Service
    - vi. VP DEI
    - vii. VP Social
    - viii. Class Presidents
    - ix. OSA Representatives (Non-Voting)

- c. Student groups re-approval meetings will be held yearly with 1/3 of all active groups undergoing approval at each yearly meeting.
  - i. Groups when initially approved will be designated as an A, B, or C group. Each year will be designated as an “A review year,” “B Review Year” or “C Review Year” and will cycle yearly.
  - ii. These designations will be established by the Student Activities Vice President and will be publicly listed.
- d. Groups will be re-evaluated based on:
  - i. Unique Stated Purpose of Group
  - ii. Number of Members
  - iii. List of Activities/Events held over past 3 years.
    - 1. Photo evidence beneficial
  - iv. Use of DC Funds
  - v. Continued value to Duke Med Student Body
  - vi. Updated Bylaws
  - vii. Student Group Standing
  - viii. Following all Davison Council directives and requirements.
- e. Groups who meet the above requirements and are deemed in good standing by the committee can be reapproved for another 3-year period.
- f. Groups that are deemed to not be fulfilling their stated purpose or service to the Duke School of Medicine Student body can be immediately disbanded or put on a 1-year probationary period. All decisions require a majority vote of the members of the Davison Council Student Group Re-Approval Committee
  - i. Groups placed on a 1-year probationary period may be asked to present at the next years re-approval committee meeting and provide interval updates to the Student Activities Vice President, at their discretion.

#### I. Unified Group Calendar

- a. All student groups should follow the Davison Unified Group Calendar for all elections. Specific dates to be decided by the Davison Council president with consideration from the Student Activities Vice President.
- b. All groups should hold club leadership transitions based on the below calendar. These dates are specific to the President position of student groups.
  - i. All other executive board positions may be elected or selected as defined by the groups by-laws on a date of their choosing.
  - ii. Any exceptions to the below calendar must be granted in writing by the President of the Davison Council and any exception may only last until the next re-approval consideration of the student group. Student groups must work to change their bylaws to reflect this calendar.
- c. Calendar
  - i. Club Presidential elections or selection (as defined by group bylaws) should occur in a period beginning March 1<sup>st</sup> and ending on the Friday closest (either before or after) to April 15<sup>th</sup>.
  - ii. By the last day of April, all groups shall submit a leadership change form to the Davison Council. Beginning May 1<sup>st</sup>, the Davison Council will use the new president as the point of contact for the student group.
  - iii. Club Transitions should occur during the period of March-April of each calendar year.
  - iv. Each new president will be required to attend a presidential retreat/training which is held in early May, as defined by the President of the Davison Council.
  - v. Davison Council Elections will be held during the month of May and will elect executive board, class council members, and spring special appointments.
  - vi. During the third or 4<sup>th</sup> week of August, the chief of staff will hold the elections for the MS1 representatives to the Davison Council and the Fall DC

Subcommittee Elections. The MSTP representative will serve a one year term and be elected at the yearly MSTP retreat, typically held in late summer/early fall.

March	April	May	August	September
Primary Club Elections		DC	Secondary Elections	
March 1 <sup>st</sup> – Club Election Period Opens	Mid-April – Club Election Period Closes  End of April, must complete leadership change form.  Club Transitions	Davison Council Elections  Spring Special Appointments (Admissions)  Early May – Presidential Retreat	MS1 DC Election DC Subcommittee Elections	Fall Group Elections (requires specific DC approval)

### Item 7. Standing Committees

J. The following Standing Committees are recognized by the Davison Council:

- a. **Student Group Re-Approval Committee**
- b. **Student Faculty Show Committee**
- c. **Curriculum Committee (2 positions per class + 1 MSTP + 1 PCLT = 10 total positions)**
  - i. Once appointed, these representatives will elect a Chair from amongst themselves at their first meeting. These 11 representatives will be intimately involved in the ongoing curricular revision process at Duke. They sit on the School of Medicine Curriculum Committee and attend meetings throughout the year with Dean Buckley and Dr. Grochowski as the student body's liaisons to the academic deans. Representatives may also be called to participate on Curriculum Committee course review panels and are expected to solicit student opinions and feedback to help inform the curricular revision process. These representatives will also be liaisons between curricular reform efforts and the Davison Council. Appointments are for a 1-year term.
- d. **Financial Aid (1 position, any class)**
  - i. The representative appointed to this position can be any year in the medical school. This representative serves as a link between the Financial Aid office and the Davison Council and will communicate policy changes, financial aid changes, and student concerns between these groups. The representative will attend Davison Council meetings at least every 36 months to give a report but are encouraged to attend as many meetings as possible. Appointments are for a 1-year term.
- e. **Graduate and Professional Student Council – MD SOM Senator (1 position, any class)**
  - i. GPSG is a student advocacy group that represents the graduate and professional student body of Duke University to administration and the Durham community. Each senator will represent the school in which they were elected. Senators serve as the collective voice for Duke graduate students and support advocacy initiatives through resolutions and ensuring student involvement in university decision making.

- ii. Senators will attend Senate meetings, which are scheduled to occur at least once a month during the school year on Tuesdays at 6:30pm, and work within one of GPSG's committees, which meet 1-2 times per month and will be scheduled around the Senator's schedule.
  
- f. **IRB Representative (3 positions, any class)**
  - i. The IRB is looking for medical student representatives for the 2022-2023 year. These typically come from the rising MS3s and MSTPs in grad school. Briefly, IRB reps are expected to attend one meeting per month, and, starting with the 3rd meeting, present 1-2 primary reviews per meeting. For more information, please visit the IRB website at [irb.duhs.duke.edu](http://irb.duhs.duke.edu).
  
- g. **Library Representative (1 position, any class)**
  - i. The Medical Center Library has an Advisory Committee that provides advice and guidance on library policies, services, budget issues, and new initiatives. This group helps to ensure that the library is meeting the needs of the greater medical center, including the Duke Hospital, School of Medicine, and School of Nursing. Members of this committee represent the information needs of faculty, staff, and students. This is a Duke Hospital Medical Staff Committee, so all actions and decisions are reported to the Executive Committee of the Medical Staff.
  - ii. The Library Advisory Committee meets on a quarterly basis for one hour, usually during the lunch hour. Currently, they meet from 11:30 to 12:30 at the Medical Center Library, but that time may vary slightly depending on members' schedules in the future. They usually meet during the months of August, November, February, and May. The main requirement of this position is to attend these meetings and be involved with library policies as they pertain to the School of Medicine. The library rep is expected to report to the Davison Council after each meeting and consult in advance if agenda items require student input. Appointments for a 1-year term.
  
- h. **MaestroCare Representative (1 position available, any class)**
  - i. The MaestroCare Representative will assist in optimizing the student use of MaestroCare/Epic systems during the clinical year. Their role will be flexible depending on the needs of each specific class undergoing clerkship rotations. The representative should have an understanding of and experience with electronic medical record systems.
  
- i. **Webmaster Representative (1 position available, any class)**
  - i. This position has the primary responsibility of maintaining the Duke University Davison Council website. This representative may select two to three individuals to form a committee to assist in maintaining the content and functionality of the website, with the goal of keeping the current and prospective student body informed of the activities and updates related to the Duke Med community. Funding to maintain the website domain is provided by the Davison Council Treasurer. Appointments are for a 1-year term.
  
- j. **Wellness Committee Representatives (8 total positions, 2 from each class)**



- i. The Wellness Committee was formed to meet the goal of improving awareness of and access to wellness and mental health support resources for the Duke Med student body. This committee will consist of 2 representatives from each class year (MS1, MS2, MS3/3+, and MS4). The committee will work together to coordinate school-wide wellness events, and class reps will organize wellness events for their respective classes. The committee is responsible for working closely with the faculty advisor as well as with CAPS and the advisory deans throughout the academic year. Prior service on the committee is not a requirement; however, an expressed interest and commitment to improving wellness and the mental health support structure at Duke Med is required, and experience in managing complex as well as sensitive tasks is desirable. The committee representatives will be appointed for a 1-year term and expected to give quarterly updates to the Davison Council.
- k. Association of American Medical Colleges OSR Representatives (1 Representative elected per year MS1-MS3; 1 person will serve as primary representative and 2 will serve as alternatives)**
- i. The AAMC is a non-profit national organization representing all accredited U.S. medical schools, and it is a great source of information regarding the current state of academic medicine and medical education. The Organization of Student Representatives (OSR) is a branch of the AAMC that consists of student representatives from all of the AAMC accredited medical schools.
  - ii. Duke OSR representatives are expected to attend the AAMC national meeting in the fall and a regional meeting in the spring, as well as monthly Curriculum Committee meetings and meetings throughout the year with Dean Buckley and Dr. Grochowski. Representatives are expected to report back to the Davison Council and Curriculum Committee on national medical education issues discussed at the meetings, serve as a liaison for Duke initiatives by seeking input from medical students at other schools, inform Duke students of AAMC opportunities and services, and help to administer the Arnold P. Gold Foundation Humanism in Medicine Award nomination process. In addition, there are multiple opportunities to become involved in the AAMC at the regional and national level. More information is available at <http://www.aamc.org/members/osr/start.htm>. NOTES: Travel costs for attending the AAMC regional meeting in the spring and the national meeting in the fall are covered by a generous grant from the Office of the Vice Dean for Medical Education and may not be available to all representatives. Representatives have the opportunity to run for regional and national chair positions within the AAMC.
- l. Academic Resource Committee (1 position per class + MSTP = 5 total positions)**
- i. Individuals elected to this committee are responsible for working with the Curriculum Committee for updating and standardizing the Duke Med Wiki content, curating and distributing the resource DVD for the incoming MS1s and rising MS2s, and coordinating the book exchange with the Library Rep for the MS2 class (including orchestrating the purchase of new materials if applicable).

**m. Social Media Advisory Board (All classes, multiple positions available)**

- i. The goals of the Social Media Advisory Board include:
  1. Having more visibility so other student groups are better able to submit content for posts
  2. Compiling information about upcoming school and Davison Council events so they can be posted on the Instagram
  3. Implementing creative ways of showcasing what DukeMed is all about, including its students, faculty, facilities, unique opportunities, etc.
- ii. Responsibilities of the Social Media Advisory Board will include:
  1. Brainstorming post ideas and designing graphics if necessary
  2. Posting and sharing relevant photos on the Instagram
  3. Collecting photos from other SOM students for posts
  4. Managing comments and messages on the Instagram
  5. Providing feedback to the communications department as requested by Andrea Martin
- iii. The time commitment varies but we anticipate it to be less than 2 hours per week on average. The hours are flexible and you will definitely be able to work around exams, rotations, dedicated etc. All students who apply will become a member of the committee.

**n. Arts and Facilities Committee (3 positions, any class)**

- i. The Arts and Facilities Committee representatives will be key liaisons between the student body and the Medical Center. They will serve to add/expand student resources as well as facilitate student input regarding (but not limited to) such topics as 1) the utility of medical student teaching areas, work areas, call rooms, NOSH/cafe dining services, and charging stations; 2) parking and transportation services; and 3) any other facilities issues in TSCHE/DUMC deemed a priority for the student body by the DC Executive Committee. Regarding arts, this committee will oversee rotating art displays in TSCHE. These representatives will be responsible for 1) soliciting artwork from students through existing art programs and through art enrichment events they host and 2) collaborating with administrators to coordinate the logistics of acquiring and approving artwork. Arts enrichment events for medical students would include but not limited to paint nights, workshops, and gallery visits. Appointments are for a 1-year.

**o. Sustainability Chair (2 positions, any class)**

- i. The goal of the Sustainability Chairs is to reduce the environmental impact of our medical education, and to foster sustainably-minded principles within the DukeMed community.
- ii. Responsibilities of the position include but are not limited to: serving as a steward for pro-environmental policies within the medical school and on Davison Council, interfacing with the Advisory Deans to set more environmentally friendly practices at TSCHE and at SOM events, evaluating and informing the incoming class on new policies/procedure to improve sustainability, talking with facilities to review and improve practices within the building (compost, better recycling program, etc.), and improving

environmental awareness when it comes to catering decisions, student behavior, faculty choices. Chairs can be from any class year, and appointments are for a 1-year term.

**p. Representative to the Fourth Year Committee (1 position, MS4 only)**

- i. One fourth year student will be appointed to this position and will serve alongside of one of the fourth year students who is a representative to the Curriculum Committee. This committee of faculty and administrators meets quarterly to review existing fourth year electives and review/recommend approval of proposed fourth year electives. The Chair further reports decisions of the Curriculum Committee to subcommittee members. Members include course directors from required fourth year courses (subI's, acute care curriculum, capstone) and several residency program directors. The student representatives to this committee are expected to attend and participate in meetings, present topics of concern to students, and join in on discussions involving students. Meetings are held on the third Tuesday of each month, 5-6 pm. Appointments are for a 1-year term.

**q. Third Year Committee Representatives (1 positions, MS3/MS3+ only)**

- i. Representatives appointed to these positions will consist of 1 student who is a rising MS3 and student who is a rising "MS3+" (has already completed at least one third year, preferably the person who completed the position as a MS3). They will serve with one of the third-year students who is a representative to the Curriculum Committee. All third-year study track directors and the third year program coordinator meet monthly to review/approve mentor nominations, review/establish policy, and monitor student progress toward meeting objectives and requirements of the Third Year. The Chair further reports decisions of the Curriculum Committee to subcommittee members. The student representatives to this committee are expected to attend and participate in meetings, present topics of concern to students, and join in on discussions involving students. All meetings are confidential. The committee meets on the first Tuesday of each month, 12pm, and lunch is provided every other month. **Appointments are for a 1 or 2-year term.**

**r. AppleSeed Award Program Co-chairs (2 positions, MS2 only)**

- i. The AppleSeed Award Program was started by Duke medical students in the Spring of 2008 as a way for medical students on Second Year Clinical Clerkships to recognize and reward outstanding interns and residents that go above and beyond in their teaching of medical students on the wards. Currently, the AppleSeed Award Program recognizes house staff several times during the academic year. Award winners are presented with a gift certificate and blue AppleSeed pin to place on their white coats as recognition of their dedication to teaching. These awards are generally presented to the house staff at each departments' Grand Rounds. Award winners are based on nominations and voting conducted at the end of each rotation by students completing that clerkship.

- ii. The AppleSeed Award Program Co-chairs conduct the AppleSeed voting process at the conclusion of each clerkship block, tallying these results to determine the house staff awardees in each department and presenting the awards. To present the awards and ensure that the house staff members are recognized accordingly, these co-chairs will work closely with the Faculty Clerkship Coordinators and Residency Program Directors, relationships which are well established in each of the clerkships participating in the AppleSeed Award Program. Appointments are for a 1-year term.
- s. **Admissions Committee Representative (2 positions, rising MS3/3+ or MS4 only)**
- i. Representatives appointed to these positions are required to be rising third or fourth years. These representatives will serve as members of the Admissions Executive Committee and will participate in the weekly admissions committee meetings where applicants are presented and voted upon. Requirements of Admissions Committee members include attendance at an Admissions Orientation, as well as participation in student tours, student lunches, and Second Look Weekend. Appointments are for a one-year term.
  - ii. **This position requires a great deal of commitment, time, and follow-through**, so applicants must be available and prepared to be busy with interviews during the season, especially in the spring as admission season peaks.
    1. Why do you want to serve on the admissions committee?
    2. What ideas do you have for the role? What do you plan to bring to the role?
    3. Do you have any prior experience working with admissions, either at Duke or elsewhere? (This is not required.)
    4. What other time commitments will you have next year?
- t. **Admissions Recruitment Committee (5 Positions, 2 MS3/3+/MSTP and 3 MS1)**
- i. We are looking for two rising two rising third years (+), or MSTP students in their research block and at least three first year students to be representatives on the Admissions Recruitment Committee.
  - ii. In consultation with the Admissions Office, this committee along with the Student Ambassadors will lead and coordinate the involvement of the student body in Duke Med's recruitment efforts. The first objective for this committee is to help plan and implement the virtual interview day orientation activities on Sunday evenings 6-9 pm. The second objective is to organize and interact with the accepted students during the Duke Med's Second Look Weekend.
  - iii. During September through January interview season, Admissions representatives will be responsible for identifying student volunteers to participate in the weekly virtual Sunday night Orientation session. During the Sunday night Orientation students will interact with applicants to talk about third year research, the curriculum, living in Durham and why students chose Duke for Medical School.
  - iv. During the second half of the academic year (January through April), the Admissions representative will be responsible for planning Second Look Weekend. Students will take the lead in efforts to interact with admitted

students by creating a program to learn more about Duke Med while in Durham.

- v. This position requires a great deal of communication, commitment, and coordination with current students, admitted students, and the Admissions Office. These committee members will play a key and rewarding role in developing the perceptions of interviewees and admitted students. All students are encouraged to assist and engage in welcoming their future DukeMed colleagues.
- vi. Appointments are for a 1-year term. These representatives do not sit on the Admissions Executive Committee members.
- u. **Ambassadors Program Coordinator (2 positions, incoming MS3/3+ only)**
  - i. The Ambassadors Program Coordinators must be rising MS3/3+ students who will serve a one- year term. Prior experience with and participation in the Ambassadors Program is preferred. Given that interviews are virtual, the role in admissions will be working with the Admissions Office to organize and lead virtual tours on the Sunday night orientation events. In addition the Coordinators will organize aspects of in-person Second Look weekend. Coordinators will work closely with the Admissions Recruitment Committee to ensure all prospective student events are staffed with students, recruit and train new Ambassadors, and interface with other groups needing to orient students/groups to Duke virtually (especially the Alumni Representatives). **This position requires availability and flexibility to staff events in the event that no students are available, as scheduling conflicts frequently arise.** Thus, please make sure you have the time/availability to cover any event for which other Ambassadors/students are not available.
- v. **Diversity, Equity, and Inclusion (DEI) Committee (2 positions per class + 1 MSTP):**
  - i. Shall serve on the DEI committee chaired by the Vice President of Diversity Equity and Inclusion.
  - ii. Will work to promote DEI efforts amongst the student body, the Davison Council and the Duke School of Medicine
- w. **Medical Alumni Board Representative (1 position – MS3/MS3+)**
  - i. The alumni representative must be a rising third-year who will serve a two-year term. Therefore, there are two at-large student positions on the Medical Alumni Council. The Medical Alumni Council consists of 34 members, including School of Medicine graduates, current and former house staff members, faculty, and current students. Members serve as advisors to the Medical Alumni Association, and help implement the Association's goals and programs. The Council meets twice each year (fall and spring) to direct the efforts of the Association, and both representatives are expected to attend.
  - ii. The student representatives to the Duke Medical Alumni Council serve primarily as liaisons between the School of Medicine students and the Medical Alumni Association. They help shape and implement Medical Alumni Association programs for students, facilitate communication to the student body, and provide input in planning student events. They are also expected to assist with Medical Alumni Weekend events (tours, social events

with alumni, etc.). The student representative will also be included as a member on the Medical Alumni Awards Committee. The Committee meets annually during Medical Alumni Weekend to select award recipients. The student representatives are voting members of the Medical Alumni Council, but not voting members of the Davison Council.