I. Membership

A. Members of Student Government (SG) will be limited to Student Representatives.

B. Student Representatives on the Student Government will consist of eleven elected students from each of the 4 classes of M.D. students, up to three students from TDI, up to three MD/MBA students, and up to seven students from the MD PhD program, along with two AAMC-OSR reps; there will be a total of up to 59 Student Representatives.

C. The eleven Student Representatives shall be elected from each MD class to fill each of the following positions:

1. Class Representatives (3): whose responsibilities include representing the class' interests in all matters of Student Government, managing the class budget, keeping classmates informed, planning class functions, planning social events, handling individual student concerns, and planning 4th year Match ceremony and Class Day activities;

2. Financial Aid Committee Representatives (2): whose responsibilities include soliciting class views about financial concerns, attending FAC meetings to help determine the official student budget, and reporting information obtained to SG as needed;

3. Curriculum Committee Representatives (2): whose responsibilities include attending curriculum committee meetings, working with faculty on issues of medical education and curricular reform, responsible for faculty teaching awards, and reporting information obtained to SG as needed;
4. **Student Needs and Assistance Program Representatives (SNAP Representatives) (2):** whose responsibilities include serving as a resource for fellow students who may be experiencing setbacks to their physical or mental health or well-being. SNAP representatives also address concerns about the health and well-being of fellow students raised by interested third parties, who may be administrators, physicians, nurses, students, or any other members of the Geisel community. The SNAP program, of which the representatives are a part, serves to help resolve personal problems as they arise, in a confidential manner that is removed from oversight by Geisel administrators, unless absolutely necessary. Personal problems addressed by SNAP may include, but are not limited to, substance abuse, depression, academic difficulty, physical challenges, domestic violence, sexual harassment, or threats to patient care. SNAP representatives must be medical students intending to graduate from the Geisel School of Medicine at Dartmouth. The technical details of SNAP structure and operation are contained in an organizing document, written and revised by the SNAP representatives, and published on the Student Government web site.

5. **Diversity Representatives (2):** whose responsibilities include to support the Office of Diversity and Inclusion (ODI) in promoting unity and respect within the Geisel community, creating space for discussions of identities/our personal stories/individual stories, advocating for minority groups at school. Roles include attending Geisel Student Government Meetings and sitting on the Geisel Diversity Council, coordinating ODI events (e.g. DiversiTea, Just Dinner) and with ODI Groups (e.g., qMD, SNMA), advocating to administrators and faculty on relevant issues (e.g., cultural competency training, patient identifier recording, mistreatment policy), and surveying – formally and informally – class needs, experiences, and attitudes.

D. The process for identification of Graduate Student Representatives shall be overseen and conducted from those individual departments with the advice and guidance of the Honor Chair(s).

E. All Student Representatives shall hold their position for a term of one year, except SNAP Representatives and Diversity Representatives, who are elected for a four year term.

F. Voting members are expected to attend all scheduled meetings.

G. Voting members unable to attend a meeting are allowed to secure a proxy who will vote on their behalf in a meeting.

H. If a voting member has missed three meetings without a proxy, or is found by Student Government to be otherwise unable to fulfill or uphold the duties as a Student Representative:

1. The member may elect/be asked to resign;
2. The position will be filled by the runner-up in the original election, or if the runner-up is unavailable, via a new election.

II. Student Government Sponsored Organizations

A. Student Government Sponsored Groups are groups that fundamentally exist independently of Student Government, but that may want to affiliate with Student Government in order to facilitate the dissemination of information and events information.

B. Sponsored Organizations and their representatives are encouraged to participate in the activities and business of the Student Government and to annually inform their purpose, projects, goals and impacts on the Geisel community.

C. These organizations exist separately from Recognized Student Interest Groups as that they have their own independent sources of funding separate from Geisel Student Government Student Activity Fund unless otherwise mentioned in the Bylaws (5.8.3).

D. The Student Government may consider any new Geisel organization or representatives to be a Sponsored Organization provided that the group meets the following eligibility criteria:

1. Its existence fills a need otherwise unmet in the Geisel community;
2. Its activities impact positively to enhance the Geisel community and experience.

E. Currently recognized Sponsored Organizations include but shall not be limited to:

1. AAMC-OSR: Association of American Medical Colleges-Organization of Student Representatives
2. Community Service Committee
3. DIHG: Dartmouth International Health Group
4. AMSA: American Medical Student Association

III. Recognized Student Interest Groups

A. Procedure to become a Recognized Student Interest Group

1. A petition for recognition, which will be available on the Geisel Student Government Website online, must be submitted by students to the Geisel Student Government email account. This petition will include the following items:

   a) The names of a minimum of five students who indicate a desire to form the group.
b) A Statement of Purpose, which describes how the group will serve the needs of Geisel Medical students.

c) The names of one or more student leaders who have consented to serve.

d) The name of a faculty advisor who has consented to serve.

2. Recognition is dependent upon approval by Student Government. Organizations wishing to be approved are encouraged to attend the meeting during which recognition will be decided in order to support and explain their petition.

B. Benefits of Recognized Student Interest Groups. If approved, the Interest Group will be eligible for the following:

1. The right to use the facilities, property, and services of Geisel School of Medicine at Dartmouth.
2. Technical and event planning support from the Office of Student Affairs.
3. $100 annually from the Geisel Student Government budget. Interest Groups will be free to utilize the funds as they see fit. Where possible, Interest Groups are encouraged to seek primary funding from other departments and sources.

C. Responsibilities of Recognized Student Interest Groups:

1. The Interest Groups will conduct activities in a manner consistent with the Geisel School of Medicine at Dartmouth’s mission, principles of community, policies, and all local, state and federal laws.
2. Funding will be used responsibly.
3. Plans for events and programming should be made in consultation with the appropriate faculty advisor and the Student Affairs Coordinator.
4. Failure to use the allotted funds by the end of the fiscal year (historically at the end of June) will lead to forfeiture of the right to those funds and a return of the funds to the Student Activities account.

D. Annual renewal process

1. Petitions for renewal will be submitted at the end of the school year with the names of the new student leaders in order to establish a preliminary budget and create information packets for incoming students. This petition will include the following items:

   a) The names of a minimum of five students who indicate a desire to maintain the group.
b) A Statement of Purpose, which describes how the group will serve the needs of Geisel students.

c) The name of student leader(s) who have consented to serve.

d) The name of a faculty advisor who has consented to serve.

2. Renewal petitions are subject to vote by the Student Government at the annual budget approval meeting. (However, it is at the discretion of the Student Government to recommend merging two groups of similar interests).

3. Failure to submit a renewal petition will lead to recognition being withdrawn. Recognition will be granted again after submission of a new petition for recognition and approval by the Student Government, as outlined in (IIIA).

IV. Committees, Officers and Chairs of Student Government

A. Student Government shall have the ability to create and delegate to committees, Chairs and Officers in order to effectively assist in matters before itself.

B. Executive positions: (President, Vice-President(s), Treasurer, Social Chair(s), Honor Chair(s), Secretary(ies)). Executive Board members are elected in Spring following general elections from amongst the nominated elected Student Representatives. All terms shall last one year.

C. Information Technology Officer: Shall be elected from the Student Representatives and shall keep apprised Student Government of technology issues at Geisel and Dartmouth College pertaining to implementation and utilization of technologies. The ITO shall represent Student Government and all Geisel students on issues of technology. Additional duties include updating and maintaining the SG website with monthly approved minutes, current membership, and approved student groups, as well as troubleshooting online account problems.

D. Graduate Student Council Representatives: There may be more than one representative. To be voted on through the GSC and according to their timeline. Responsibilities include attending the monthly Graduate Student Council (GSC) meetings and reporting relevant information from these meetings to SG. This representative must be a current GSC Student Government executive representative.

E. Travel Committee: Please refer to Travel Guidelines. This is handled by the Student Government Vice Presidents.
F. **Excellence in Medical Education Awards Committee:** Shall be made up of all Curriculum Representatives and be charged with overseeing and administering the Excellence in Medical Education Awards;

1. Student Government has established the Excellence in Medical Education Award to recognize faculty and residents who make efforts to educate and mentor above expectations and honor them for efforts which often go unrecognized. Recipients of the annual award excel at supporting, encouraging and promoting students' education, professional and personal development, and career plans. By recognizing prime exemplars of mentoring who can serve as role models for the entire faculty, Student Government hopes to encourage excellence in education by all faculty and residents.

2. **First Year Teaching Awards**

   a) Students shall recognize a faculty member in three categories:

   (1) Distinguished Lecturer, based on the ability to effectively convey information to students in a large group setting, model strong moral character to students, and encourage enthusiasm in medical study.

   (2) Distinguished Educator, who goes above and beyond his/her role as an educator in an effort to help support and guide students in areas often unrelated to course work.

   (3) Distinguished Small Group Leader, based on the ability to effectively convey information to students in a small group setting, model strong moral character, model of professionalism to students, and encourage enthusiasm in medical study.

   b) During the first year in May/Spring, each member of the first year class will be given a list of eligible faculty for the award. Each class member is asked to submit no more than three nominations for the award. Ballots are then sent to each member of the class with the names of the top three to five faculty members nominated for the award. To ensure that all faculty members have been given the opportunity to present their designated material, the voting will take place at the end of the school year in May/Spring. Awards will be presented to the recipients at the beginning of the following school year in August/Fall. Recipients of this award will become eligible again for the award in three years.

3. **Second Year Teaching Awards**

   a.) Students shall recognize a faculty member in three categories:
(1) Distinguished Lecturer, based on the ability to effectively convey information to students in a large group setting, model strong moral character to students, and encourage enthusiasm in medical study.

(2) Distinguished Educator, who goes above and beyond his/her role as an educator in an effort to help support and guide students in areas often unrelated to coursework.

(3) Distinguished Small Group Leader, based on the ability to effectively convey information to students in a small group setting, model strong moral character, model of professionalism to students, and encourage enthusiasm in medical study.

b) During the second year in May, each member of the second year class will be given a list of eligible faculty for the award. Each class member is asked to submit no more than three nominations for the award. Ballots are then sent to each member of the class with the names of the top three to five faculty members nominated for the award. To ensure that all faculty members have been given the opportunity to present their designated material, the voting will take place at the end of the school year in Spring (May). Awards will be presented to the recipients the following school year in July Spring/SUMMER. Recipients of this award will become eligible again for the award in three years.

4. Third Year Teaching Awards

a) Students shall recognize an Attending and Resident in eleven categories consisting of the following clerkships: OB/GYN, Medicine, Surgery, Pediatrics, Psychiatry, and Attending only in Family Medicine.

b) During the 5th Block 3rd Year, an email requesting nominations will be sent to 3rd year students. Nominations will be in a 1.5 hour block during the following ICE week (April). The list of nominees will be distributed to all participants in a closed-door session.

c) 3rd year curriculum representatives will ask for submissions for 3 residents based on a paragraph or attending. Nominate one resident and attending excellence in student education (letter of recognition).

d) Winners will be notified by e-mail and letter cc’d to their supervisor. Their pictures and names will be displayed for the following year on Rubin Level 4. The cost for the original display cases will be born by Student Affairs. Yearly costs for printing and photos of winners will be born by Student Government. The 3rd year class will then decide on a yearly basis how they will celebrate the winners. Class Representatives and Curriculum Committee Representatives will organize and facilitate the award, nomination, and celebration process.
5. **Fourth Year Teaching Awards**

   a) Students shall recognize a single faculty member and a single resident at the end of the year for each of the required fourth-year clerkships: (Neurology, GAM and HSP)

   b) Nominations shall be solicited from each MD class and kept in confidence.

   c) The Awards Committee shall publicize the awards throughout the student body and solicit nominations there from.

   d) Recipients of the Excellence in Medical Education Award will be honored and have their name inscribed on a plaque to be prominently displayed. The Dean’s Office shall provide financial assistance for the plaques as needed. The Committee will also publicize the names of the winners for appropriate recognition among the faculty and across the College.

   e) A faculty member or resident may receive the award in multiple years. There is no limit upon the number of years in which a student may nominate the same mentors. Nor is there a limit as to how many times that professor may be given the award.

**V. Responsibilities of Executive Officers**

A. **PRESIDENT:**

1. The President shall preside over any meeting of the Student Government, determine its agenda, tabulate all votes, give prior notice of each meeting to all members, call each meeting to order and adjourn each meeting.

2. The President shall be responsible for the issuance of an annual report of the activities of the Student Government. The report shall include an account of the financial transactions of the Student Government in addition to the activities, accomplishments and challenges of before Student Government over the prior year.

3. The President will be invited to two of the monthly meetings of the Dean’s Advisory Board and the Alumni Counsel. These meetings will predominantly focus on issues specific to students and the President will also have the opportunity to bring any concerns from the student body to the DAB during these meetings.

4. The President shall edit the SG minutes and review prior to dissemination the executive summary for distribution to the Dean, Assistant and Associate Deans, Clerkship Directors, Student Affairs, all Geisel students, the Graduate Student Council, and for posting on the Geisel website.
B. VICE-PRESIDENT(s):

1. The principle duty of the Vice President shall be to assume the responsibilities of the President in his/her absence.
2. The Vice President shall also help coordinate all communication from Student Government including but not limited to: e-mails, web space, and posters.
3. If the President is unable or chooses not to complete their term, the Vice President shall subsume the role of President, at which point a new Vice President shall be elected from among the Student Representatives.
4. The Vice President shall serve as chairperson of the Travel Committee.

C. SECRETARY(ies):

1. The Secretary is responsible for taking meeting minutes and sending them to the President within 2 days of the meeting to be edited and disseminated to the appropriate recipients
2. The Secretary is responsible for managing the SG blitz account and assisting with all other forms of communication from the Student Government
3. The Secretary shall update the bylaws throughout the year as needed and shall present them to Student Government in the spring for an annual review and approval
4. The Secretary shall keep a record of all active interest groups. All interest group leaders will be required to submit an end of the year report including all a list of all events held and funds spent.

D. TREASURER:

1. The Treasurer shall keep a record of all SG expenses.
2. The Treasurer is responsible for approving all reimbursements except for those regarding travel funding.
3. The Treasurer will meet with the Student Government President and Dean of Financial Services at the beginning of each academic year to review the budget.

E. HONOR COMMITTEE CHAIR(s):

1. The principle duty of the Honor Committee Chair is to uphold the tenets of the Honor Code and coordinate investigations and proceedings of the Honor Committee.
2. The Chair shall seek guidance and input from Student Government in undertaking this responsibility. A majority vote from amongst all the Student Representatives is required to overturn electoral choices made by the Chair.
3. The Honor Committee shall be the responsibility of the Chair to conduct, oversee and report results of all elections conducted in regards to Student Government.
F. SOCIAL CHAIR(s):

1. The Social Chair is responsible for promoting and organizing social events to include the Geisel student body and CECS/TDI and controlling the allocated Social budget.
2. The Social Chair shall create a Social Committee at his or her discretion. Members of this committee do not need to be Student Government Representatives.

VI. Expenditures

A. Student Government shall maintain a budget of its expenditures.

B. The main budgets from which Student Government draw its funds is the Student Activities Fund

   1. The Student Activities Fund is derived from the total number of medical students, graduate students, MD/PhD students, and CECS/TDI students x their respective activity fee, as described in the Student activities Fee Policy.
   2. Student accounts that roll over funds into the next year include: discretionary, each class fund, community service committee, partners, MD/PhD, and student interest group money that came from an outside source. TDI does not roll over.

VII. Student Government Meetings/Votes

A. The Student Government shall welcome and encourage the attendance and participation of individual students, Geisel administration, and representatives of student organizations at its proceedings.

B. The Student Government retains the right to go into executive session by majority vote of Student Representatives. Only Student Representatives shall be authorized to attend executive sessions and any minutes taken within an Executive Session shall be deemed confidential and not distributed to the others besides Student Representatives except by a majority vote of all Student Representatives.

C. The Student Government shall meet no less often than once per month. Notice of meeting shall be disseminated to all students prior to each meeting.

D. Meetings should be limited to an hour and a half from time of start unless extended by vote or prior notification.

E. All members are expected to participate actively in the activities and business of the Student Government, in addition to fulfilling the requirements of their respective offices.
F. All Student Representatives shall work to keep the Student Government informed of the activities of their respective offices, committees and organizations.

G. Voting:

1. A quorum for voting purposes shall be achieved when 30% of the voting membership present on campus is in attendance.
2. Discussion and voting shall follow common parliamentary procedure.
3. Only Student Representatives shall bring motions before Student Government.
4. Privilege to vote on matters before the Student Government will be granted only to Student Representatives. In the event of a conflict, the President, or whoever is in charge of the meeting in his/her absence, will issue a ruling on the matter. The President's ruling can be overruled by a majority vote of the Student Representatives.
5. Student Representatives not on campus may exercise their voting privileges by proxy to another Student Representative.
6. The President may, on emergency basis, conduct a vote via e-mail on any matter, without prior motion. If the matter concerns the appropriation of funds, the total amount requested cannot exceed $400. A quorum shall be reached, for the matter of e-mail voting, when there has been a return of receipt of e-mail ballots of 30% of all Student Representatives.

H. Record:

1. Minutes of each meeting shall be recorded in the form of Minutes recorded by the Secretary(ies).
2. Once completed and within 2 days, the Secretary(ies) taking Minutes shall forward, only to the President, this Draft Minutes. The President may then edit the Draft Minutes; thereafter, the Minutes will be distributed to all Student Representatives as well as to the entire student body.
3. The approved minutes will then be posted onto the SG website by the Technology Officer.

I. Appropriations and Spending:

1. All budgetary appropriations greater than $200 going to a primary project must be approved by a majority of the voting members of the Student Government.
2. Budgetary appropriations less than $200 going to single projects may be made at the discretion of the Student Government President.
3. Every attempt will be made to coordinate special requests for funding to the Dean’s Office with Student Affairs at infrequent intervals.

J. Bylaws: The Bylaws shall be reviewed at the last Student Government meeting in the spring of each year.
VIII. Elections

A. All SG elections shall have a prescribed time course and method:

1. A nomination period will begin and last exactly one week (7 days).
2. On the Wednesday following the close of the nomination period voting will begin and last until the following Monday at 12:01 AM.
3. A reminder will be given between 24 - 48 hours prior to the end of both nomination and voting periods.
4. All members of the student body may cast only one electronic ballot per voting period.
5. Nomination and voting periods should not conflict with first and second year exams or vacations.

B. Student Representatives shall be those individuals who have announced their candidacy for specific Representative positions enumerated in C.1. though C.3, and being voted for by their class, gained the most votes therefrom. In order to announce a candidacy, individuals must prepare and submit to the outgoing President a written statement by email supporting their candidacy.

C. If spots are not filled (i.e. no one running for a position) then the nomination period will be extended by 48 hours. An e-mail will be sent out to all eligible students informing them of the empty spots at the beginning of the 48 hour period. If at that time someone would like to switch the position for which they are running, they may request to be switched. At the end of the 48 hour period, the ballot is locked in and only write-in votes may be added at the time of voting.

D. Regarding nominations: You may only nominate yourself. No one else is allowed to nominate you for any reason under any circumstances.

E. If someone decides that they no longer wish to remain on the ballot after voting has begun, no official change will occur. However, the candidate may communicate with the class to make them aware of his/her desire to not be considered for the position. All votes for that individual will be counted, and there will be no revote.

F. In the case of a tie, a revote will be run with only the candidates involved in the tie. All candidates with fewer votes shall be removed from the ballot. This runoff should extend for another 72 hours following tabulation of the votes.

G. After the spring elections (after the election of the general student representatives on the SG for the upcoming year), the Student Government shall elect, from the Student Representatives, a President, Vice-President, Treasurer, Secretary, and Honor Chair, whose terms shall last one year.
a) The President must have completed at least 3 years at the medical school (entering 4th year or joint degree candidate)
b) Social Chair is the only position that does not have to be selected from the pool of newly elected student representatives; this position may be filled by anyone in the student body.
   i. The previous year’s social chair may run for an executive board position after having served 1 year on SG, despite having not been a class rep and instead selected from the general student body.

2. In addition to being a current Student Representative, candidates must have previously served at least one year on Student Government in any of the Student Representative positions.
3. Any Student Representatives interested in running for the position of President, Vice-President, Social Chair, Treasurer, Secretary, or Honor Chair shall prepare a brief statement announcing his/her candidacy. This statement shall be emailed for informational purposes to the Geisel student body one week prior to the election for the position.
4. Only SG members who are holding positions as Geisel Students, MD/PhD, MD/MBA, CECS/TDI or MPH Students at the time of election are allowed to vote in executive board elections.

H. Two Student Government Representatives will be involved in running the election. The outgoing President, and another representative that qualifies (i.e. has no conflicts of interest) will run the election. For example, if the current Vice-President is running for President, then that individual will not be involved in running the election. If no one on the list qualifies, then two members of the SG body will be chosen to run the election by a SG vote. If only one person on the list qualifies, then one member of the SG body will be chosen by vote to fill the remaining spot.

I. The incoming class of first year MD candidates shall elect their Student Representatives after both the first Student Government meeting of the new academic year and the first round of quizzes have passed. All nomination and voting procedures will follow those described in VIII. A-F. SNAP representatives and Diversity Representatives shall be selected in November of the first year.

IX. Travel Funding

A. Because travel funding is allocated from the student activities fee of the entire student body, the purpose and mission of the Travel Fund is to fund as many students as possible throughout the year. Funding should serve as an incentive, rather than a means, to attend a conference. That is, the funding breakdowns are not meant to completely cover the cost of attendance.
B. Guidelines:

1. SG Travel Funds will fund only one conference per individual.
2. Group Conferences constitute ≥ 3 individuals in attendance and will necessitate a general SG discussion for taking from discretionary funds.
3. Funding Brackets:
   a) $50 for attendance
   b) $300 for presentation
   c) $400 for expenses exceeding $600

X. Geisel Class Day/Graduation

A. Student Class Speaker

4. Student Government will send out an invitation e-mail for nominations in the fall of the fourth year of medical school. In e-mail form, students will be asked to send nominations with a brief explanation of why they or someone they are nominating would be a good class day speaker. Nominations will be compiled by Student Government and sent to the Dean of the medical school and to Student Affairs.
5. If no one is nominated within two weeks of the class speaker announcement request, the class representatives will be notified. They will be responsible for surveying their class for nominations.

B. Invited Class Day Speaker

1. Each medical school class will compile a list of desired class day speakers. Upon receiving nominations it will be the responsibility of Student Government to hand this list over to the Geisel Dean's Office. They will also be responsible for following up with the Dean's Office both in summer and fall to assist in class speaker invites, if needed. The Dean's office reserves final approval for speakers.

XI. Summary of Annual SG Responsibilities

1. Invite the Dean to attend at least two meetings annually
2. Review Budget in May/June of each year
3. Review Bylaws at last meeting of each year
4. Review Travel Guidelines in June/July/or August of each year
5. Annual report to be written by President at end of year

Revised Spring of 2016