

Constitution of the Medical Student Association at the University of Washington

PREAMBLE

We, the medical students of the University of Washington, in order to initiate and coordinate student activities in accordance with the purposes and objectives of representing student interests, needs and welfare within the University community at large; and to supplement and complement formal education on the six campuses of the University of Washington School of Medicine, do affirm and establish this Constitution.

ARTICLE I: NAME

1. The name of this organization shall be “The Medical Student Association at the University of Washington”, herein called MSA.

ARTICLE II: MISSION

1. The MSA is to serve as a student leadership and service organization with the primary focus of supporting the student body of the University of Washington School of Medicine, herein called UWSOM, and representing its interests.
 - a. This is to be accomplished through facilitating communication between the medical student body and the administration, assisting other health science groups in their endeavors, and promoting activities that benefit the social and service orientation of the students of UWSOM, including but not limited to organization of social events, community service activities, and advocacy efforts.

ARTICLE III: MEMBERSHIP & ELECTIONS

1. All regularly enrolled medical students shall be eligible for membership of the MSA.
2. Local MSA officers are to be elected from among their respective entering year cohorts, herein referred to as cohorts, by simple majority vote.
 - a. Elections of new MS1 MSA officers are to be administered by the MS2 MSA President or their designated proxy at each UWSOM campus, herein referred to as site, and are to be elected no later than Thanksgiving of the MS1 entering year.
 - i. Elections may be administered via in-person or virtual format, left to the discretion of the MS2 MSA President or designated proxy.
 - b. Each local MSA shall be given the authority to determine the necessity and number of officer positions from year to year, to comprise a total MSA membership of roughly twenty-one (21) *per cohort*. Officer positions enumerated for each site may include, but are not limited to:
 - i. Seattle: President, Vice President, Secretary, Treasurer, Technology Officer

- ii. Spokane: President, Vice President, Treasurer
 - iii. Wyoming: President, Vice President, Treasurer
 - iv. Alaska: President, Vice President, Treasurer
 - v. Montana: President, Vice President, Treasurer
 - vi. Idaho: President, Vice President, Treasurer
 - c. Each MS1 MSA President is to be elected with the expectation of serving in this capacity all four years of their medical education as a member of the MSA Board (see Article III.3.a).
3. The MSA Board shall be comprised of the elected MS1, MS2, MS3, and MS4 Presidents from the Seattle, Spokane, Wyoming, Alaska, Montana, and Idaho UWSOM campuses, totaling twenty-four (24) voting members.
- a. In the event of the resignation of a President at any time, the Vice President hailing from the same site and cohort is to assume the duties of the President and is to be granted membership on the MSA Board.
4. The MSA Board is to be led by a Clinical and Preclinical Chair, herein interchangeably referred to as Co-Chairs, who shall serve 1-year terms and are to be elected by simple majority vote from among the membership of the Board.
- a. The Clinical Chair position is to be filled by a MS4 President serving on the Board and the Preclinical Chair position is to be filled by a MS2 President serving on the Board.
 - b. Election of the Co-Chairs is to occur no later than June of each academic year.
 - c. The election of new Board Co-Chairs shall be administered by the incumbent Clinical Chair via virtual voting platform.
 - i. Virtual voting is to take place over the course of one (1) week preceding the above deadline.
 - d. Rising MS2 and MS4 members of the Board are eligible to declare their candidacy for the Preclinical Chair and Clinical Chair positions, respectively.
 - i. Declared candidates must submit a written personal statement and platform to the incumbent Clinical Chair in accordance with the communicated election timeline.
 - 1. Platforms of candidates are to be made available to the Board membership one (1) week prior to the election.
 - ii. In the event that no eligible candidates declare for either or both of the Co-Chair positions, then the incumbent Clinical Chair may entertain nominations from the Board membership among the rising MS2/MS4 candidate pool.

1. Nominations may include rising MS2/MS4 members of MSA that are not voting members of the Board (e.g. local Vice Presidents, Treasurers, etc.; see Article IV) but have maintained active involvement with the Board, with the understanding that these members will assume the voting Board seat of their site/cohort should they be elected Co-Chair.
- iii. In the event of a tie for either or both Co-Chair positions, then the incumbent Clinical Chair is to reopen the election for a second round of voting and ensure that each Board member has cast a vote.
- iv. Eligibility for the Clinical Chair position will extend to rising MS4s who have previously served in the Preclinical Chair position.
- e. In the event of a resignation of a Co-Chair, then an election in accordance with the above guidelines must be held within one (1) month of the resignation to elect a replacement, administered by the incumbent Clinical or Preclinical Chair pending circumstance.

ARTICLE IV: VOTING

1. Voting may take place virtually through a secure platform or during meetings of the MSA Board via roll call or anonymous vote, left to the discretion of the Co-Chairs.
 - a. It shall be incumbent upon one or both of the Co-Chairs to entertain motions from the Board to bring any item to a vote and facilitate voting procedures.
 - b. Virtual voting must be open for a minimum of 1-week and be made available to all members of the Board.
2. A quorum shall consist of $\frac{1}{2}$ of eligible voting members of the Board; twelve (12) when the full MSA Board is seated, and nine (9) during periods in which new MS1 Presidents have yet to be elected (see Article III.2.a-3)
 - a. Any vote that does not meet minimum quorum requirements shall be considered invalid and one or both of the Co-Chairs must reopen the vote until quorum is reached.
3. Any item brought to the Board for a vote may be passed by a simple majority vote if quorum is met or surpassed, excluding amendments to the Constitution or vote for the removal of a Co-Chair, which must be passed by $\frac{2}{3}$ majority vote (see Article VII.3.f and Article VIII.1)
 - a. Any vote that results in a tie shall fail to meet the plurality threshold and be considered failed.
 - i. It is incumbent upon the Co-Chairs to facilitate discussion on any one item that results in a tie, and entertain motions to reopen the vote or purpose a

new action item in its place, as deemed prudent following a discussion of the Board membership.

4. A Board member may designate a proxy member of MSA to exercise their voting privileges during meetings of the Board if the Board member is unable to attend any given meeting.
 - a. Eligible proxies must be a member of the Board or a member of the MSA at-large holding the title of Vice President, Treasurer, Secretary, Technology Officer, or WWAMI Liaison.
 - b. Both Co-Chairs must be notified of a proxy substitution a minimum of 24 hours prior to a meeting of the Board in which the designated MSA member is to serve as a proxy.
 - i. In the event that the Board member fails to notify the Co-Chairs of their proxy designation prior to a meeting of the Board, it shall be left to the discretion of the Co-Chairs as to whether the designated proxy's vote shall be validated and counted towards quorum.
 - c. Designation of a proxy shall be prohibited for all virtual votes (see [Article IV.1.b](#))

ARTICLE V: MEETINGS

1. The frequency and nature of meetings of the local MSA leadership shall be left to the discretion of the respective Presidents for each site and cohort.
2. Meetings of the Preclinical (MS1 and MS2) and Clinical (MS3 and MS4) membership of the Board shall be held at minimum of once a quarter and attended by both Preclinical and Clinical Board Chairs.
 - a. It is incumbent upon the Preclinical and Clinical Chairs to schedule and chair the respective meetings of the Board membership.
3. Meetings of the full Board membership shall be held at minimum of once a quarter preceding the quarterly meeting with the UWSOM administration, herein referred to as Deans & Friends.
 - a. Meetings of the full Board shall be scheduled and run by the Co-Chairs.
 - b. Additional meetings of the full Board membership may be called at the discretion of the Co-Chairs when deemed prudent.
4. Deans & Friends meetings are to be held at minimum of once per quarter and are to be scheduled by one or both of the Co-Chairs.
 - a. Both Co-Chairs are to be in attendance at all Deans & Friends meetings unless in the presence of extenuating circumstances.

- i. One or both of the Co-Chairs shall be responsible for chairing the meeting and facilitating discussion surrounding designated agenda items.
 - ii. It is incumbent upon the MSA Board to determine and designate necessary attendance by other members of the MSA Board or MSA at-large during the preceding meeting of the full Board membership.
 - b. Deans & Friends meetings are to be scheduled with the administration at the end of the preceding quarter the meeting is to be held.
5. All meetings of the full or partial Board membership shall be open for all members of MSA or other interested parties to attend.
 - a. Full membership of the MSA shall be notified of any upcoming Board meetings at a minimum of one (1) week prior to when the meeting is to take place.
6. Meetings between the Preclinical and Clinical Chairs shall occur at a frequency of no less than once a month, with additional meetings left to the discretion of the Co-Chairs.
 - a. Scheduling and holding meetings between the Co-Chairs and UWSOM administration, leadership of other entities, and students shall be left to the responsibility of the Co-Chairs whenever deemed necessary.

ARTICLE VI: FINANCE

1. Each local MSA shall retain autonomy over their respective bank accounts and sources of funding, with spending left to the discretion of the local MSA leadership (see Article VII.1.c).
 - a. Accounts of the local MSA are to be managed by the preclinical (MS1 or MS2) Treasurer of each site, unless otherwise designated by the President.
 - b. Coordination and securing of ongoing funding through the six UWSOM partner campuses (University of Washington, Gonzaga University, University of Alaska Anchorage, Montana State University, and University of Idaho) are to be the sole responsibility of the local MSA Treasurer, President, or designated proxy.
2. Fundraising for MSA at-large shall be held at a minimum of twice a year, once in the fall and once in the spring, in the form of a region wide clothing sale.
 - a. The clothing sale shall be overseen by the Co-Chairs and administered by a working group consisting of a minimum of three (3) Board members and one (1) MS1 or MS2 Treasurer, herein referred to as the Fundraising Committee.
 - i. Identification and recruitment of Treasurers to serve on the Fundraising Committee shall be the responsibility of the Co-Chairs and the MSA Board.

- ii. Both the MSA Board and members of the Fundraising Committee are to be responsible for advertising the clothing sale and encouraging participation by the student body and UWSOM alumni.
 - iii. The Fundraising Committee shall report to the MSA Board and provide status updates during meetings of the partial or full Board membership.
 - b. Proceeds from the clothing sale and any additional region-wide fundraising efforts are to be divided proportionally among the local MSA for each site (Seattle: 37%, Spokane: 22%, Alaska: 7.5%, Montana: 11%, Wyoming: 7.5%, Idaho: 15%).
 - i. The Seattle MS1 or MS2 Treasurer shall be responsible for depositing the lump sum of the proceeds and distributing payment according to the above proportions, unless otherwise designated to another member of the Fundraising Committee.
- 3. The MSA Board is not to receive proceeds from the clothing sale or local MSA accounts, unless agreed upon by the affected membership of the MSA Board and the local MSA.
 - a. Any contributions from the local MSA to initiatives or projects administered by the MSA Board must be agreed upon with the respective President(s) of the donating cohort and the Co-Chairs.
 - b. Additional fundraising efforts for undertakings of the Board may be held at the discretion of the Co-Chairs and voted on by the full Board membership.

ARTICLE VII: AUTHORITIES & RESPONSIBILITIES

- 1. The authorities and responsibilities of the local MSA are to include, but are not limited to:
 - a. Authority to create initiatives, projects, and social functions to address student needs or interests of their respective site and cohorts.
 - b. Serve as the representative and primary source of communication between the students of their site/cohort to both local and central UWSOM administration, as well as the MSA Board.
 - c. Authority to manage all accounts, finances, and fundraising efforts specific to each respective site.
 - d. Mitigation of any site specific concerns between students and between students and faculty.
- 2. The ultimate decision making power for each site and cohort will lie with the respective MSA President, with the MS2 President serving as the de facto leader of each respective local MSA until the end of the Foundations phase.

3. The authorities and responsibilities of the MSA Board are to include, but are not limited to:
 - a. Authorize the creation of initiatives and projects to address student needs or interests that affect all sites and/or cohorts.
 - i. The MSA Board may move to create committees, subcommittees, and/or working groups that report to the full Board membership to address, manage, and administer specific projects and initiatives.
 1. Membership of aforementioned committees, subcommittees, and/or working groups shall be left to the discretion of the Board membership.
 - ii. The Board may delegate tasks, initiatives, or projects to student stakeholders both inside and outside of the MSA as deemed necessary or appropriate by the membership of the Board in accordance with proper voting procedure (see Article IV).
 - b. Serve as the collective representation to the administration and outside entities for all sites and cohorts and the UWSOM student body at-large.
 - i. It is incumbent upon members of the MSA Board to communicate pertinent information of both decisions made by the Board and administration to their respective local MSA leadership.
 - c. Administer any shared technological student resources, including but not limited to coordinating group subscriptions, managing shared student drives, and overseeing the creation and management of any region-wide communications platform.
 - i. Management of the aforementioned technological resources may be relegated to a group consisting of a minimum of two (2) Board members and two (2) Technology Officers, herein collectively referred to as the Technology Committee.
 - ii. The Technology Committee shall report to the MSA Board and provide status updates during meetings of the partial or full Board membership.
 - d. Remove the Clinical or Preclinical Chair their position in the instance of extreme neglect of the duties and responsibilities enumerated for each position (see Article IV.1-3 and Article VII.5).
 - i. A Board member may submit a written petition to the full Board membership providing evidence and detail of alleged neglect of duty by the Clinical or Preclinical Chair.
 1. Once submitted, the Board membership is to be allowed two (2) weeks to review the submitted petition and individually decide whether removal of a Chair is prudent.

2. If a simple majority of $\frac{1}{2}$ of the seated Board membership signs the petition for removal of a Co-Chair, then an emergency meeting of the full Board membership to further discuss removal is to be held no later than one (1) week following the attainment of the requisite number of signatures.
 - a. The Co-Chair *not* under consideration for removal is to chair the emergency meeting of the Board membership.
 - b. A $\frac{2}{3}$ vote of the Board membership shall be sufficient to remove a Co-Chair from their position. The Co-Chair under consideration for removal shall not be permitted to cast a vote.
 - c. In the event of the removal of a Co-Chair, the selection process of a replacement is to begin immediately, following the appropriate election procedure (see [Article III.4.d](#))
4. Decisions made by the MSA Board, in accordance with proper voting procedure, regarding any one issue affecting the entity of MSA, its advocacy work, its stance on an issue, or the nature of communication with the administration, is to supercede any conflicting stance or communication from any local MSA as the official stance of the organization.
5. The authorities and responsibilities of the Clinical and Preclinical Chair are to include, but are not limited to:
 - a. Oversee all executive functions of the organization as a whole, including active engagement and/or awareness of all projects and initiatives of the MSA Board and the local MSA.
 - i. The Co-Chairs shall maintain a spreadsheet of all ongoing MSA projects which clearly delineates whether the responsibility of the project falls upon the Co-Chairs, the Board, or the local MSA leadership.
 - ii. It is incumbent upon the Co-Chairs to facilitate collaboration, consolidation, and communication between the MSA Board, the Fundraising/Nominating/Technology Committees, additional committees/subcommittees/working groups, and the local MSA.
 - b. Serve as the primary liaison and point of contact between the MSA and UWSOM administration, and may speak for the organization in the absence of the full Board membership.
 - i. It is incumbent upon the Co-Chairs to communicate necessary information at the administrative or executive level to the full membership of the Board, and if prudent, the UWSOM student body.

- c. Authorize the creation of initiatives and projects to address student needs of students region-wide or the needs of the MSA and MSA Board.
 - i. The Co-Chairs may create committees, subcommittees, and/or working groups that report to the full Board membership or directly to the Co-Chairs to address, manage, and administer specific projects and initiatives.
 - 1. Membership of aforementioned committees, subcommittees, and/or working groups shall be left to the discretion of the Co-Chairs in collaboration with the MSA Board
- d. Solicit and communicate feedback from the UWSOM student body to the administration via the We Heard You (WHY) document or other means of consolidated anonymous response gathering at a frequency of no less than once a quarter.
- e. Ensure that the procedures and protocols laid out by the MSA Constitution are faithfully followed and executed by the MSA and the MSA Board.
 - i. The Co-Chairs shall be responsible for maintaining the continuity of both the structure and function of the MSA Board and the organization as a whole.
 - ii. It is incumbent upon both Co-Chairs to have a thorough understanding of the MSA Constitution and provide leadership and interpretation for areas of ambiguity or without precedence, with the input of the Board membership.

ARTICLE VIII: AMENDMENTS

- 1. An amendment to any structural or procedural aspect of the MSA Constitution after ratification may be proposed by any member of the Board for consideration of the full Board membership.
 - a. A proposed amendment must be submitted to the full membership of the Board, in writing, for a minimum period of one (1) week for consideration followed by a one (1) week period of virtual voting.
 - i. Amendments to the MSA Constitution must be passed by a $\frac{2}{3}$ majority vote of the seated Board membership in accordance with voting procedure (see [Article IV.1-3](#)).
 - b. One or both of the Co-Chairs may call a meeting of the full membership of the Board to discuss an amendment if requested by the proposing Board member or warranted given the nature or extent of the amendment.
 - c. It is incumbent upon the Co-Chairs to update all physical and virtual copies of the MSA Constitution to reflect the adoption of an amendment.

ARTICLE IX: RATIFICATION

We, the undersigned inaugural membership of the Board of The Medical Student Association at the University of Washington, do hereby affirm this Constitution as the governing document of this organization and agree to follow and execute its rules and regulations enumerated herein on the 24th day of August in the year two thousand and twenty.

Lily Jeong

Clinical Chair

E17 Seattle President

Parker Blekkenk

Preclinical Chair

E19 Montana President

Emily Cox

E19 Seattle President

Virkamal Dhaliwal

E19 Spokane President

Caleb Hardt

E19 Wyoming President

Hope Spargo

E19 Alaska President

Devin Gaskins

E19 Idaho President

Thamanna Nishath

E18 Seattle President

Taylor Bozich

E18 Spokane President

Trey Thompson

E18 Wyoming President

Bart Grabman

E18 Alaska President

Quin Stevens

E18 Montana President

Olivia Do

E18 Idaho President

Gifti Abbo

E17 Spokane President

Heidi Hanekamp

E17 Wyoming President

Jill Carlile

E17 Alaska President

Adam Whiteley

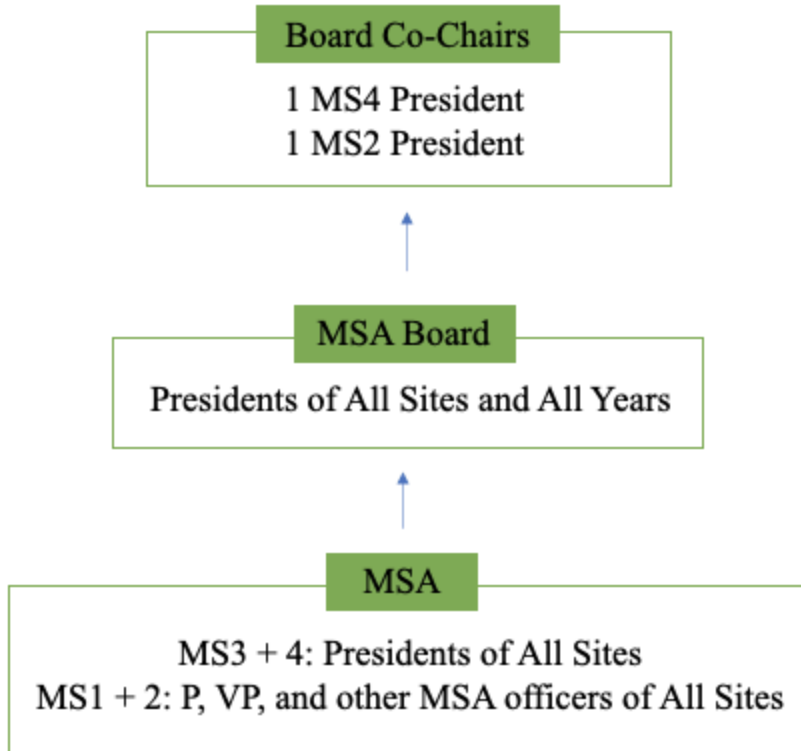
E17 Montana President

Taylor Wilkinson

E17 Idaho President

APPENDIX I. ORGANIZATIONAL CHART

UWSOM MSA Organizational Chart



APPENDIX II. ELECTION TIMELINE

MSA Election Timeline

