

## Virginia Tech Carilion School of Medicine (VTCSOM)

**Policy:** Student Government  
**Subject:** Student Affairs  
**Administrator:** A. Stovall  
**Rev.:** 4  
**Original date:** 10/7/2013  
**Revision dates:** 10/28/2015, 12/3/2016, 10/1/2017

### 1 Purpose

Student involvement is essential to the success of Virginia Tech Carilion School of Medicine, and serves as a forum for students to discuss issues pertaining to their education and community. The MSC and the individual class student governments operate under the supervision of the Office of Student Affairs and Senior Dean for Student Affairs. The MSC is responsible for coordinating, promoting, and overseeing VTCSOM-sanctioned student activities, improving student quality of life, and fostering interactions with the community. All VTCSOM recognized student clubs, student chapters of professional medical and/or specialty organizations, and specialty interest groups will require the endorsement of the MSC as part of their approval process. In addition, the MSC represents the student body to the Dean and Associate Deans on all issues related to education and student life.

### 2 Policy

The Medical Student Council (MSC) is the representative body for all medical students at Virginia Tech Carilion School of Medicine, and serves as a forum for students to discuss issues pertaining to their education and community. Each class will have, at a minimum, a president, a vice-president, an Organization of Student Representatives (OSR) representative, and an activities/social chair. The MSC will be comprised of these class officers. The chair and secretary/treasurer of the MSC will be the president and vice-president of the most senior class represented on the MSC. As much as possible all elected officers (President, VP, Social Chair, and OSR reps) should be present at either the first or second MSC meeting of each year to discuss goals and plans for the year going forward. At the last meeting of each academic year MSC members should create a new list of goals and objectives for the coming year.

### 3 Procedures

Each student government office is an one (1) year term, and all students are eligible to run for office each academic year as long as they are in good academic standing (cannot be on academic or non-academic probation). Candidacy is by nomination, and students are eligible to self-nominate. Student interest in serving will be determined by the Senior Dean for Student Affairs prior the election. A student may only be a candidate for one class government position. In the case that a student is nominated for more than one position, they must select the office they would like to be considered for prior to the election.

Elections for all student government positions will be coordinated by the office of student affairs and occur by ballot as follows:

- Year 1- nominations within the first month of the academic year

- Year 2- nominations during the last month of Year 1 with the election occurring after the conclusion of the Block IV exams and through the next week.
- Year 3- nominations near the end of Block VIII of Year 2 and election during the first week of the Research/ISP block.
- Year 4- nominations in early May and election during the next week.

Positions will be determined by the candidate who receives the greatest number of votes. Write-in ballots will not be considered for student elections.

Student nominations for all VTCSOM committees will be coordinated through the office of student affairs. Candidacy is by nomination, and students are eligible to self-nominate. All nominees must be willing to serve in order to be considered and must be in good standing in the school. Committee elections will be held at the same time as the class officer election. A vote by secret ballot of each class for each committee will be held. All students are eligible to vote.

At the conclusion of the vote and for each committee, a slate of candidates that is up to twice the number of committee student positions will be created and forwarded to the Dean, where the final selections will be determined.

Roles of the Student Government President (M4 Class President):

- Attend all MSC meetings
- Maintain communications between the administration, board of directors, and the MSC.
- Coordinate with the Housestaff officers of the Carilion Residency Programs as needed.
- Present new medical student interest groups (MSIGs) and recognized student clubs (RSCs) to the MSC for approval.
- Formulate agenda for meetings with the Senior Dean of Student Affairs.
- 

Roles of the Student Government Secretary-Treasurer (M4 Class Vice-President):

- Attend all MSC meetings
- Maintain minutes from the MSC meetings.
- Oversee the process for distributing student government funds to student clubs and organizations.

Roles of the Class Officers:

President

- Attend all MSC meetings.
- Maintain communications between the administration, students, and the MSC.

Vice President

- Attend all MSC meetings.
- Assist the class president as needed
- Serve as class president in the event that the elected class president cannot serve.

Activities/Social Chair

- Plan the "Med School Formal".
- The social chairs may establish a subcommittee to organize this event.
- Work in concert with the Director of Student Affairs to budget and pay for events.

- Communicate with student representatives at JCHS and Carilion Residency Programs in organizing extracurricular social events.
- Coordinate with members of SIGs and clubs to organize school wide extracurricular events.
- Plan additional school-wide social events as needed.

OSR reps

- Communicate AAMC initiatives to the students
- Update the Residency Application Guide each year
- Initiate the nomination process for the AAMC Humanism in Medicine Award