

GOVERNING PRINCIPLES OF THE MEDICAL STUDENT SECTION OF THE TENNESSEE MEDICAL ASSOCIATION

Article I. NAME

The name of the organization shall be the Medical Student Section of the Tennessee Medical Association. (TMA-MSS)

Article II. PURPOSE

The purposes of the Tennessee Medical Association - Medical Student Section shall be:

- to encourage and support the active participation of medical students in the Tennessee Medical Association;
- 2. to provide representation of student opinion and ideas in organized medicine;
- 3. to provide a forum for the discussion and dissemination of information among medical students in the state of Tennessee;
- 4. to assist its membership in remaining abreast of and providing meaningful input into local, state and national health care policies and issues as they affect society and its members' futures as physicians;
- 5. to promote and maintain programs which enhance the quality of health care in the community;
- to promote an atmosphere which provides a broad learning foundation in the evolution of becoming a physician;
- to develop medical leadership;
- 8. to promote high personal and professional ethics; and
- to periodically re-evaluate the above purposes and ensure that they are carried out in proper fashion.

Article III. MEMBERSHIP

The **MSS** shall be composed of student members of the Tennessee Medical Association.

- 2. Any medical student enrolled in an accredited school of medicine in the state of Tennessee may seek membership in the MSS, attend meetings of the MSS, and address issues before the MSS.

Only members of the MSS shall have the right to vote on matters before The MSS, be able to hold office in the MSS and be eligible for appointment as student liaison to councils and/or committees of the TMA.

4. All members who represent the TMA-MSS at the national level shall be required to be members of the American Medical Association (AMA) prior to the annual convention.

Article IV. GOVERNING COUNCIL

Section A. Membership

The Governing Council shall be composed of two representatives from each accredited school of medicine within the state of Tennessee, and an additional representative whose origin will be rotated between the schools participating each year. The order of this rotation shall be the University of Tennessee - College of Medicine, Vanderbilt University School of Medicine, James H. Quillen College of Medicine and Meharry Medical College. A school must designate its usual two (2) representatives before being able to select the additional rotating representative for that year. If a school is unable to provide the rotating representative for that year, then the rotation will advance to the next participating school and continue in the order set forth above.

Section B. Selection

The Governing Council shall contact all medical schools by January 1, regarding the selection of Governing Council Representatives. Selection of these representatives by the individual schools shall take place no later than February 1, in order that these representatives may take office at the close of the next TMA annual meeting and preside over all business conducted by the MSS through the close of the following annual meeting. If the names of the representatives for a particular school have not been received by the TMA office by February 15, then that school will forfeit its governing council representation for that year. (See Article IV, Section A)

Section C. Duties

- 1 Governing Council Representatives shall:
 - a. designate from among themselves a Chairperson, Vice-chairperson, Secretary/Treasurer, Delegate, and Alternate Delegate before the new council assumes the duties. If the Governing Council is unable to designate such officers, then the officers shall be determined by the TMA-MSS membership;
 - b. coordinate the activities of the MSS;
 - c. create and make appointments to MSS Ad-Hoc committee(s);
 - d. make appointments to MSS Standing Committee(s);
 - e. conduct at least two meetings per year including the annual meeting;
 - f. oversee the dissemination of information to the MSS membership regarding TMA-MSS activities;
 - g. produce a yearly report to the Board of Trustees of the TMA concerning representative selections and chapter activities; and

h. bring before the MSS membership for consideration and question any amendments to the Governing Principles of the TMA-MSS.

The Chairperson shall:

a. preside over all business meetings of the MSS and of the MSS Governing Council;

b. be responsible for executing the directives of the Governing Council and/or the MSS Membership;

c. represent the MSS in all inter-organization and inter-school affairs;

d. assure that a designate is sent if he or she is unable to attend a specific (non-Governing Council or MSS business) meeting or function;

e. coordinate and facilitate communication with the AMA-MSS, TMA and Medical Student Sections in other states;

f. call meetings of the MSS and MSS Governing Council as provided for in Article VI; and

g. perform or delegate any other reasonable duties necessary for the carrying out of the business of the MSS.

3. The Vice-Chairperson shall:

a. preside over all business meetings of the MSS and of the MSS Governing Council in the absence of the Chairperson;

b. attend meetings or functions which the Chairperson is to attend in the absence of the Chairperson;

c. assist the Chairperson in the performance of his or her duties;

d. coordinate committees of the TMA-MSS; and

e. serve as parliamentarian at meetings of the MSS and the MSS Governing Council.

The Delegate of the Governing Council shall:

a. represent the MSS to the TMA House of Delegates at the annual meeting held during the term of office and be responsible for introducing resolutions authored/sponsored by the TMA-MSS;

b. keep abreast of any state or national legislative initiatives that may be important to medical students, and coordinate any response deemed appropriate by the Governing Council;

c. solicit opinions of the TMA-MSS membership and Governing Council on the proposed TMA-MSS reports and resolutions; and

d. prepare a report on the proceedings of the TMA House of Delegates;

5. The Alternate Delegate of the Governing Council shall:

- a. represent the MSS to the TMA House of Delegates at the annual meeting held during the term of office, and be responsible for introducing resolutions authored/sponsored by the TMA-MSS in the absence of or under the direction of the Delegate; and
- b. assist the Delegate as necessary in carrying out his or her responsibilities. 6.

The Secretary/Treasurer shall:

- a. keep all financial records;
- b. be responsible for the development of an annual budget;
- c. be responsible for the disbursement of TMA-MSS funds;
- d. keep all membership records and work with the TMA Divisions of Membership.

Section D. Recall of Governing Council Members

1. If a person is deemed derelict in his or her duties, a recall election for any Governing Council member shall be called upon petition of one-fifth of the membership or upon a two-thirds majority of the Governing Council.
2. A recall vote shall require a two-thirds majority of TMA-MSS members in order to remove a Governing Council member.

Section E. Vacancies

1. Vacancies in a Governing Council position shall be filled within six (6) weeks after the vacancy occurs, by the school of the vacating member in accordance with Article IV, Section A
2. Officer Vacancies
 - a. Vacancies in the position of Chairperson shall be filled by the Vice-Chairperson with a resulting vacancy in the position of Vice-Chairperson.
 - b. Vacancies in the position of Delegate shall be filled by the Alternate Delegate with a resulting vacancy in the position of Alternate Delegate.
 - c. Any vacancy in the position of Vice-Chairperson, Secretary/Treasurer, and/or Alternate Delegate shall be designated from the remaining Governing Council members and any new members provided for in Article IV Section E.1.

Article V. COMMUNICATION

Section A. Local

The Governing Council Representatives are responsible for keeping their respective schools abreast of TMA-MSS and Governing Council activities.

Section B. State

The Governing Council shall submit a bulletin to the TMA Newsletter at least bi-annually, highlighting the TMA, Governing Council and any local chapter's activities.

Section C. National

The Governing Council shall give a yearly report of activities and Governing Council selections to the AMA Department of Medical Student Services.

Article VI. MEETINGS

Section A. Time

The TMA-MSS shall hold a business meeting annually during the TMA Annual Meeting. The Governing Council shall have an Interim Meeting each year. The Governing Council shall be empowered to call additional meetings of the TMA-MSS.

Section a. Purpose

At its meetings, the MSS shall:

1. address internal resolutions;
2. address resolutions to be submitted to the TMA House of Delegates and/or the AMA-MSS Assembly;
3. receive reports from the Governing Council, School Representatives, and TMA Committee Student Liaisons; and
4. conduct any other business.

Section C. Meeting Notice

The membership shall be notified at least twenty-one (21) days prior to all called MSS meetings. Notice shall be made to all members detailing the time, place, credentialing process, resolution process, election procedures, and educational programs for the meeting.

Section D. Rules of Order

For those matters not covered by the MSS Constitution and By-Laws, the current edition of Sturgis Standard Code of Parliamentary Procedure shall be the guide for the conduct of business.

Article VII. FUNDING

Activities of the MSS shall be financed by budget requests to the TMA. Authorization for expenditures shall be by existing policy of the TMA.

Article VIII. COMMITTEES

Committees deemed necessary shall be enacted and appointed by the Governing Council after soliciting letters of interest from the MSS members. MSS committees shall submit an annual report to the Governing Council. Furthermore, there shall be one Governing Council member on each committee, who shall be an active member of that committee and the liaison to the Governing Council for that committee.

Article IX. AMENDMENTS

This Constitution and By-Laws may be amended by the MSS at any of its meetings provided the amendment shall have been proposed to the Governing Council and publicized to the entire membership not less than thirty (30) days prior to the meeting. In order to pass, the amendment requires a two-thirds majority of those casting ballots.

Article X. POLICY

The AMA-MSS Internal Handbook and Policy Manual shall guide policy.