

Preamble: This document is the official constitution for the Association of Medical Science Graduate Students at the University of South Florida, College of Medicine, herein referred to as the "AMSGS". The members of AMSGS shall govern themselves according to the rules and regulations set forth in this constitution, in addition to those outlined in the constitution of the University of South Florida, College of Medicine and the constitution of the Student Body of the University of South Florida.

I: NAME

The name of this organization shall be the Association of Medical Science Graduate Students (AMSGS).

II: PURPOSE

The purpose of AMSGS shall be to provide a means whereby graduate students can enhance their academic and social interests, as well as make a significant contribution to the University.

The duties of the Association of Medical Science Graduate Students (AMSGS) shall include but are not limited to the following:

- a. Being the representative body for the graduate students of the College of Medicine and its affiliated programs.
- b. Promoting enhanced communication amongst students of the College of Medicine and its affiliated programs.
- c. Offering graduate students the opportunity to present work in order to enhance communication skills and promote collective discussions.
- d. Allowing each graduate student to participate in or have an effective voice regarding the function and priorities met by the organization.
- e. Only active University of South Florida students in the organization have voting rights. Non-USF students do not have voting rights.

III: MEMBERSHIP

Membership in AMSGS shall be granted to:

- a. Those students enrolled in the program for graduate studies in Medical Sciences in the College of Medicine or any student currently enrolled at the University of South Florida. 100% of active membership must be USF students. Associate membership may be granted to non-USF students under special circumstances; these associate members shall not be given the rights and privileges of active USF students.
- b. Active membership continues until either the individual graduates or has been removed by the organization. Associate membership continues until either the individual withdraws or has been removed by the organization.
- c. Upholding the objectives and purpose of the organization is the only requirement for continued membership.
- d. If any member fails to uphold the objectives of the organization or does not comply with University of South Florida policies, that member may be removed by a 2/3 vote of the active, voting members.
- e. Only active USF students in the organization have voting rights. Non-USF students do not have voting rights.

IV: DUES/FEES

No dues, fees, assessments, donations, or other charges are levied for membership into the Association of Medical Science Graduate Students.

V: QUORUM

A quorum shall be composed of fifty percent plus one of current active voting members.

VI: OFFICERS

The required officer positions include: President, Vice President, Secretary, Senior Financial Officer and Junior Financial Officer. These officers are elected by the active voting members. These officers are included in the Executive Board and are elected to serve a one-year term.

The optional officer positions include: Immediate Past-President, College of Medicine Student Honor Council Representatives, Representative from the Cancer Biology Program, and Departmental Representatives from the six Basic Science departments of the College of Medicine: Anatomy, Biochemistry and Molecular Biology, Medical Microbiology and Immunology, Pharmacology and Therapeutics, Pathology and Laboratory Medicine, Physiology and Biophysics. These officers are elected by the active voting members, except for the Immediate Past-President who automatically receives that title after serving as the organization President the previous year. These officers are included in the Executive Board and are elected to serve a one-year term, except for the College of Medicine Student Honor Council Representatives who serve a two-year term.

PRESIDENT: The duties of the President shall be to:

- a. Preside at all general membership and Board meetings.
- b. Serve as a liaison between the graduate students and the administration of the University of South Florida.
- c. Represent AMSGS at the College of Medicine Student Council meetings.
- d. Represent AMSGS at the Committee on Graduate Medical Sciences Education and Graduate Student Affairs meetings.
- e. Direct efforts of AMSGS such that its objectives and purposes, as stated in Article II, are accomplished by the most effective means.

VICE PRESIDENT: The duties of the Vice President shall be to:

- a. Assist the President upon his/her request.
- b. Assume the duties of the President in his/her absence.
- c. Chair a committee to solicit and review Grasso Award nominations and administer voting amongst all AMSGS members, a simple majority of which will determine the recipient of this annual award.
- d. Attend all general membership, Board, and College of Medicine Student Council meetings.

SECRETARY: The duties of the Secretary shall be to:

- a. Keep accurate and legible records of minutes of general and Board meetings of AMSGS.
- b. Receive and disperse all pertinent communications, as required for the proper functioning of AMSGS.
- c. Chair a committee to review AMSGS travel award applications and notify all applicants of the results of their applications.
- d. Chair a committee every five years (2002, 2007, etc.) to review and update the AMSGS constitution to be submitted to Student Activities, Phyllis P. Marshall Center.
- e. Attend all general membership and Board meetings.
- f. Attend at least one of the College of Medicine Student Council meetings.

SENIOR FINANCIAL OFFICER: The duties of the Senior Financial Officer shall be to:

- a. Deposit and disperse all monies of AMSGS.
- b. Keep accurate and legible records of finances for AMSGS.
- c. Submit an annual budget to the Student Government Business Office for allocation of Activity and Service fee funds to AMSGS.
- d. Submit an annual Student Organization Registration form that is submitted to Student Activities, Phyllis P. Marshall Center.
- e. Attend all general membership and Board meetings.
- f. Attend at least one of the College of Medicine Student Council meetings.

JUNIOR FINANCIAL OFFICER: The duties of the Junior Financial Officer shall be to:

- a. Assist the Senior Financial Officer with all the duties listed above.
- b. Become proficient in the duties of the Senior Financial Officer such that AMSGS will never be left with a person untrained to serve as Senior Financial Officer.

IMMEDIATE PAST-PRESIDENT: The duties of the Immediate Past-President shall be to act as a consultant to AMSGS.

DEPARTMENTAL REPRESENTATIVES: The duties of the Departmental Representatives shall be to:

- a. Act as a liaison between members of AMSGS in their respective departments and the Board, and to perform such other duties as may be assigned by the President or the Board.
- b. Attend all general membership and Board meetings.
- c. Attend at least one of the College of Medicine Student Council meetings.

COLLEGE OF MEDICINE STUDENT HONOR COUNCIL REPRESENTATIVES: The duties of the College of Medicine Student Honor Council Representatives shall be to:

- a. Issue every first semester College of Medicine student with an updated copy of the University of South Florida College of Medicine Student Honor Code and collect signed forms by which all College of Medicine students agree to abide by the USF College of Medicine Student Honor Code.
- b. Participate in any proceeding pertaining to a member of AMSGS who has been accused of USF College of Medicine Student Honor Code violation(s).
- c. Administer annual elections under the supervision of the Secretary.
- d. Attend all general membership and Board meetings.

VII: ELECTION OF OFFICERS

- a. Shall be supervised by the current President.
- b. All accepted nominations shall be taken at the April Executive Board meeting.
 1. Held by a secret ballot at the April or May general membership meeting, to be held not less than one week and not more than four weeks after nominations are submitted. Shall be decided by a simple majority of the votes from the AMSGS membership. Only University of South Florida students have the right to vote.
 2. Elections shall be administered by the Secretary and College of Medicine Student Honor Council Representatives. They will assure one vote per member and a fair and accurate determination of a final tally.
- c. In case of a tie, a second vote will take place by secret ballot of the general membership to be held not less than one week and not more than two weeks after the first voting.
- d. In case of a second tie, the election outcome shall be determined by a simple majority with secret ballots at a Board meeting, to be held within two days after the second voting.
- e. Absentee Ballots can be obtained and submitted to the Secretary, prior to the AMSGS meeting.
- f. In the event that any position is vacated, a simple majority vote of the Executive Board is required for the election. The members must be notified of said election.

VIII: REMOVAL OF OFFICERS

If an officer fails to uphold the objectives of the AMSGS or does not comply with University of South Florida policies, a vote of “no confidence” must be presented to the Executive Board. After the officer in question has had a right to speak to the Executive Board on his/her own behalf, a vote is taken from the Executive Board. The officer in question does not have a vote. The officer in question may be removed by a majority vote of the Executive Board.

IX: MEETINGS

Executive Board and General AMSGS membership shall meet at least once a month. The President shall specify the time and place. The decision to call a special meeting may be made by any officer, when deemed necessary, with a 48 hour notice.

X: RULES OF ORDER

Meetings shall be run according to Robert's Rules of Order.

XI: AMENDMENT / BYLAW CHANGES

The Association of Medical Science Graduate Students (AMSGS) shall operate in accordance with all University, Student Government and Student Activities provision. Any amendment or bylaw changes regarding the Association of Medical Science Graduate Students (AMSGS) shall be passed by a quorum vote (50% + 1), and will be considered pending until presented to and reviewed by Student Activities.

XII: ANTI-HAZING CLAUSE

“The Association of Medical Science Graduate Students (AMSGS) prohibits its members, both individually and collectively from committing any acts of hazing as defined herein: ‘Hazing’ means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with this organization. Such term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any forced activity which could adversely affect the mental or physical health, the safety or dignity of the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental or physical health, the safety or dignity of the individual. For the purpose of this section, any activity as described above upon which the initiation or admission into or affiliation with this organization is directly or indirectly conditioned shall be presumed to be a ‘forced activity,’ the willingness of an individual to participate in such activity notwithstanding.”

XIII: ORGANIZATION AGREEMENT

The Association of Medical Science Graduate Students (AMSGS) agrees to abide by Florida State Statute #240.262 regarding hazing. Furthermore, the Association of Medical Science Graduate Students (AMSGS), agrees to abide by all Student Activities policies as outlined in the Student Handbook, to check the organization's mailbox regularly, to communicate via email upon request and to update the organization's records (Officer Listings Form) whenever there is a change.