**ASSOCIATED STUDENTS OF THE SCHOOL OF MEDICINE (ASSM) CONSTITUTION**

**ARTICLE I – NAME**

The name of this organization shall be the Associated Students of the School of Medicine, hereafter referred to as ASSM.

**ARTICLE II – PURPOSE**

The purpose of the ASSM shall be to organize and direct the affairs of the students of the Keck School of Medicine in cooperation with the faculty, the alumni, the Associated Students of the University of Southern California, the Los Angeles County + University of Southern California Medical Center, and the local community.

**ARTICLE III – MEMBERSHIP**

The membership shall be composed of students of the School of Medicine elected to the Student Council of the ASSM (see Article V, Section 1). It is assumed that members of the ASSM are governed by the highest standards of medical ethics and that their responsibilities and privileges are consistent with their status as adults, graduate students, and future physicians. Membership decisions will not discriminate on the basis of age, race, religion or creed, national origin, ethnicity, gender, disability, or sexual orientation.

**ARTICLE IV – ORGANIZATION**

The governing body of the ASSM shall be the ASSM Student Council.

There shall be a Finance Committee, responsible to the ASSM Student Council for the preparation of the ASSM budget and related fiscal matters (see Article IX).

There shall be a Curriculum Committee, who will serve as the liaisons between the students and faculty for all curriculum related matters (see Article X).

**ARTICLE V – STUDENT COUNCIL MEMBERSHIP**

The voting members of the ASSM Student Council shall include the following:

A. President or two Co-Presidents of the ASSM. B. Vice President of Social Affairs. C. Vice President(s) of University Affairs. D. Treasurers of the ASSM.

E. Secretary of the ASSM. F. Webmaster of the ASSM G. Financial Aid Chair of the ASSM H. Community Service Chair of the ASSM I. President or two Co-Presidents of each of the four classes of the Keck School of Medicine. J. Representative(s) from any national medical school organization(s) invited by the Student Council

for their term of office. K. All other elected members of ASSM Student Council.

The President(s), Vice Presidents, Treasurers, Secretary, Community Service Chair, Financial Aid Chair, and Webmaster shall be elected by the student body at a general election.

The class presidents, class treasurers, and curriculum committee representatives shall be elected in a manner decided upon by their respective classes, and to take place within 14 days following the general election, except for the Freshman Class which will conduct elections within 60 days of the beginning of the Fall Semester.

Section 2. Section 3.

Section 4. The representatives of the faculty of the Keck School of Medicine shall be elected by the faculty in a manner decided by them.

**ARTICLE VI – THE GENERAL ELECTION**

Eligibility

All members of the ASSM are eligible for the office of: • Co-President (MS II) • Co-President (MS III or IV) • Vice President of Social Affairs

• Vice President of University Affairs • Treasurers (Travel-fund and Non-travel) • Secretary • Financial Aid Representative • Community Service Representative • Webmaster

Term of Office

Each elected officer will serve for one year, from the first scheduled day of MS I classes in the Fall following the election, to the first day of MS I classes the next year. There are no restrictions for an officer succeeding himself/herself in office.

Filing for Candidacy

To become a candidate, one must file for candidacy by signing up publicly or via e-mail to usc.assm@gmail.com by 5:00 p.m. two days before the election. If the election should take place on a Monday, the filing deadline will be by 5:00 p.m. the Friday prior to the election. Write in candidates are acceptable, but will not be listed on the original ballot if ballots have already been printed.

Elections

Elections will occur at times and locations decided upon by ASSM Student Council. Votes will be counted by students selected by ASSM Student Council. A recount will be issued if there is less than four votes difference in the potential future candidates. In the event of a tie, an electronic survey will be issued to the student body within 1 week of the election; students will have at least a 24 hour notice of the survey’s opening, and 24 hours to cast their vote for the tied candidates.



**ARTICLE VII. – ASSM OFFICERS – DUTIES AND POWERS**

The President(s) of the ASSM

A. To act as liaison between the ASSM and Faculty and Administration of the University of Southern California and the Community.

B. To represent the ASSM in all business and social functions, including meeting of the Executive Council, or to send a suitable representative if he/she personally is unable to attend.

C. To call regular or special meetings of the ASSM, Student Council. D. To act as a presiding officer(s) of the ASSM Student Council. E. To act as an officer(s) on the Finance Committee (See Article IX). F. To appoint student members to Faculty Committees.

Vice President of Academic Affairs

1. To serve as the medical school representative to the Graduate and Professional Student Senate (both at University Park Campus and Health Sciences Campus), hereafter referred to as GPSS.
2. To assist the medical student body in acquiring GPSS funding for medical school activities.
3. To act as a liaison to all other professional schools on the Health Sciences Campus (i.e. Pharmacy,  Physician’s Assistants, Physical Therapy, Occupational Therapy, Medical Graduate Students, etc...)

Vice President of Social Affairs

1. To coordinate all social and cultural activities sponsored by the ASSM, including Roofless and Kecktacular.
2. To work with the appropriate Professional School representatives in coordinating joint activities on the Health Sciences Campus, and to work with other USC graduate schools to collaborate on larger joint activites.

Non-Travel Treasurer

1. To act as presiding officer of the Finance Committee.
2. To be a member of the ASSM Student Council and to report to the Student Council the  proceedings of the Finance Committee (See Article IX).
3. To report all business transacted by the Student Council to the Dean’s office, Keck School of  Medicine, as requested by Dean’s office.

Travel Fund Treasurer:

1. To collaborate with the Non-Travel Treasurer as a presiding officer of the Finance Committee.
2. To facilitate the student body in acquiring funding for school-related travel expenses.
3. To be a member of the ASSM Student Council and to report to the Student Council the  proceedings of the Finance Committee (See Article IX).

Secretary

1. To record minutes at all ASSM meetings and provide copies to all voting members; to post minutes within one week following meetings.
2. To arrange locations of all ASSM meetings; to notify members of meetings.
3. To publicly post all ASSM general meeting announcements, election announcements, deadlines,  etc.
4. To inform master calendar keeper of all ASSM activity dates and times.

Community Service Chair:

1. To coordinate all community service activities of the medical school.
2. To work with other USC graduate schools and local organizations to collaborate on larger joint  community service activities.

Webmaster:

A. To maintain the ASSM website, and keep it up-to-date with new information from ASSM council meetings within 2 weeks of the end of each meeting.

**ARTICLE VIII – THE STUDENT COUNCIL**

Meetings

1. The student council shall convene at least once in the first month of it’s term, and at least once every two school months following that.
2. Special meetings may be called by the President(s) or a majority of the Student Council members.
3. All members shall be notified no less than 24 hours in advance of any meeting.
4. One-third of the members shall constitute a quorum.

Duties and Powers

1. To determine, direct and coordinate all student body policy.
2. To obtain full cognizance of all activities carried on in the name of the ASSM. Any activity  carried on in the name of the ASSM or with its financial assistance is subject to the approval of the  Student Council.
3. Legislation  1. To pass any legislation necessary and proper to the functioning of this constitution. 2. A motion must be introduced to the Student Council by any member of the Student Council. 3. Amendments to the Constitution, by-laws and standing rules must be introduced by a member  of the Student Council.
4. To prepare, review, and accept by September 30, the budget for the current year prepared by the  Finance Committee.
5. To offer advice and consent to the President(s) on all his appointees.
6. To approve student activities, both organizational and individual, in order to make them eligible  for financial support through the Finance Committee.

**ARTICLE IX – THE FINANCE COMMITTEE**

Membership

1. The Treasurers will be the presiding officers of the Finance Committee.
2. The President(s).

Meetings A. The Finance Committee shall meet as often as is necessary to carry out its functions. Duties and Powers

1. To prepare, by September 30th, a comprehensive budget detailing how all monies will be spent (i.e. student interest groups, travel funds, social events, etc...)
2. To be the depository and dispensary of funds from the medical school, GPSS, or the medical student body available to student organizations wishing to receive financial support.
3. To solicit and receive itemized petitions for funds from all student organizations and activities wishing to receive financial support.
4. To evaluate and if necessary modify these petitions through discussions with the organizations and investigations into the costs of materials and other items for which funds have been requested.
5. To prepare an annual report to be presented to the Student Council in April.
6. To deal with the Dean, University Park Campus, GPSS, alumni support groups, and all other  groups with which the ASSM may have financial contact.

**ARTICLE X – THE CURRICULUM COMMITTEE**

Section 1. Membership

A. The Curriculum Committee representative of each class of the Keck School of Medicine.

Section 2. Meetings

1. The Curriculum Committee shall meet as often as necessary to carry out its functions.

Section 3. Duties and Powers

1. To discuss and evaluate matters of curriculum, teaching, and medical education.
2. To serve as a liaison among students, faculty, and Administration on matters of Curriculum.
3. To cooperate with the Department of Medical Education in gathering data as needed.

**ARTICLE XI – THE ASSM TREASURY**

The ASSM Treasury shall be the primary depository and dispensary of the funds of the ASSM and ASSM activities. Funds received from student body dues, the medical school, and other support groups shall be distributed as determined by the budget prepared by the Finance Committee and authorized by the Student Council. The ASSM President(s), Treasurer, and the Dean of the Keck School of Medicine shall have power of drawing on the ASSM Treasury; after budgeted funds are distributed to an ASSM activity, that organization shall administer these funds autonomously.

**ARTICLE XII – STUDENT TRAVEL GUIDELINES**

1. He/she should indicate how the project will benefit the general student body. For example, as a representative of the student body, one might present a paper, sit on a panel discussion, or attend committee meetings.
2. The individual requesting travel funds should present an itemized budget for projected expenditures.
3. A summary of travel in terms of those events and experiences which the individual thinks would be of benefit or interest to the general student body, should be presented in a fashion determined by the Travel Fund Treasurer.
4. Funds will be reimbursed upon submitting receipts for all expenses and completion of the travel report by the individual.
5. Each person’s request will be considered separately by the ASSM Student Council. Fulfillment of the above criteria does not guarantee either partial or total funding.

**ARTICLE XIII – RECOGNITION OF NEW STUDENT ORGANIZATIONS BY ASSM COUNCIL**

All student organizations which desire to be officially recognized by ASSM, and therefore, become eligible for financial and other support from ASSM, must fulfill the following criteria:

1. Provide an official name for the organization.
2. Draft a statement of purpose for the organization.
3. Provide a copy of the organization’s official constitution.
4. Provide proof of recognition by the Graduate and Professional Student Senate (GPSS).
5. Draft a proposed budget for the year’s expected expenses.
6. Demonstrate existence of support for the organization by a significant population of medical students and/or  faculty.
7. Have an official student representative, faculty sponsor, and treasurer.

Organizations must have been recognized by ASSM by date decided upon by current Finance Committee in order for them to be eligible to receive ASSM funds.

**ARTICLE XIV – AMENDMENTS**

Section 1. An amendment to this Constitution may be introduced to the Student Council by any member of the Student Council, or may be initiated by a petition signed by 25% of the members of the ASSM.

Section 2. The amendment shall go into effect when it passes all of the following procedures:

A. Approval by two-thirds of the Student Council. B. Approval by a Dean of the Keck School of Medicine.

**ARTICLE XV – REFERENDUM AND INITIATIVE**

If an action of the Student Council fails to meet with approval of the ASSM, the following procedure may be followed:

A. Within three school weeks after the presentation of a petition signed by at least 10% of the ASSM membership, the Student Council shall provide for an election in which the question is submitted to a referendum of the ASSM.

Upon presentation to the Student Council of a petition for legislation signed by 25% of the ASSM membership, the following procedure may be followed:

1. The law proposed by such petition shall be either enacted or rejected by the Student Council.
2. If any law so petitioned be rejected by the Student Council, the measure shall be voted upon by the  ASSM in a general election called for that purpose.
3. 3/4 of the votes cast shall be required to enact any initiative legislation.

**ARTICLE XVI – PARLIMENTARY AUTHORITY**

Provisions contained in this Constitution may be enforced, interpreted, and defined by means of by- laws passed by the Student Council. A two-thirds vote of the quorum present shall be necessary to pass a by-law.

The governing rules of law of the Student Council shall take precedence in the following order:

A. The ASSM Constitution. B. The by-laws to the ASSM Constitution. C. The standing and special rules adopted by the Student Council. D. Robert’s Rules of Order, the most recently revised edition, abridged.

**ARTICLE XVII – RATIFICATION**

This constitution shall be considered ratified when approved by 3⁄4 of the student council or by a 3/4 vote of the ASSM, and approved by the Office of the Dean of the Keck School of Medicine.

**ARTICLE XVIII – AFFILIATION WITH THE UNIVERSITY OF SOUTHER CALIFORNIA**

Section A. USC

Part 1. This organization is a recognized student organization at the University of Southern California, but is not part of the University itself.

Part 2. In all correspondence and business transactions, it may refer to itself as an organization at USC, but not as part of USC itself.

Part 3. ASSM accepts full financial and production responsibility for all activities it sponsors.

Part 4. ASSM agrees to abide by all pertinent USC policies and regulations. Where USC policies and regulations and those of ASSM differ, the policies and regulations of USC will take precedence.

Part 5. This organization recognizes and understands that the University assumes no legal liability for the actions of the organization, and that the University is not providing blanket indemnification insurance coverage for any activities of the organization, unless those activities expressly benefit and further the goals of the University, and have received prior review, approval, and consent of Campus Activities, Risk Management, and/or General Counsel.