Preamble

We, the medical students of Vanderbilt University, in desiring to affirm the formation of a student organization to represent the student body and to act for the students in matters involving the students’ interest do hereby establish the Council of Class Officers (CCO) and adopt this constitution.

**Article I:**  
_Name of organization_  
The name of this organization is the Council of Class Officers hereafter referred to as CCO.

**Article II:**  
_Purpose of CCO_  
a. To provide a means whereby medical students feel empowered to effectively express their views and interests to other members of our medical community.
b. To provide a responsible and effective organization that represents the interests and needs of all medical students in the decision-making process of the School of Medicine and University.
c. To stimulate and provide for the development and coordination of student organizations, activities, and services beneficial to Vanderbilt medical students.
d. To promote the total wellbeing of each medical student.

**Article III:**  
_Membership_  
All members of CCO are voted into office by their peers in their respective classes in a process that is described in Article IV Section III.

**Article IV:**  
Section I Officers  
Membership in the Council is based on a representative scheme designed to provide for the fair and equal representation of all Vanderbilt medical students. Membership includes the following positions, and the number of persons required for that position: President (1) Vice President (1), Secretary/Treasurer (1), Social Chairs (3), Honor Council (2), and Curriculum Committee (4-7) of each of the four classes in residence.

Section II Officer Duties  
President responsibilities include, but are not limited to:  
a. Representing their class to the administration and faculty.
b. Attending monthly Council of Class Officer meetings while not on clinical duty.
c. Organizing class events in conjunction with other class officers.
d. Acting as a motivator to recruit classmates to participate in medical school-sponsored events that occur throughout the year.

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e. Managing class conflicts that arise throughout the year and responding appropriately to any issues brought forth by a classmate.

f. Acting as a representative of their class.

Vice President responsibilities include, but are not limited to:

a. Coordinating service activities and providing classmates with opportunities to become involved in their surrounding communities.

b. Attending monthly Council of Class Officer meetings while not on clinical duty.

c. Acting as a liaison between their class and the greater Nashville community.

d. Being available to assist the President in class matters or events.

e. Acting as a representative of their class.

Secretary/Treasurer responsibilities include, but are not limited to:

a. Collecting and organizing class dues, in addition to managing the class bank account, which includes reimbursing members of the class for expenses involving class events, pending initial approval to spend class funds.

b. Attending monthly Council of Class Officer meetings while not on clinical duty.

c. Communicating to their respective class important messages regarding class matters and relevant announcements from the Council meetings.

d. A single designated secretary from any class will record meeting minutes and distribute them to the student body.

e. Acting as a representative of their class.

Social Chair responsibilities include, but are not limited to:

a. Attending monthly Council of Class Officer meetings while not on clinical duty.

b. Organizing events that involve all members of their respective class.

c. Organizing any class’ school-wide events.

d. Acting as a representative of their class.

Honor Council responsibilities include, but are not limited to:

a. Attending monthly Council of Class Officer meetings while not on clinical duty.

b. Fulfilling their duties to the independent Honor Council.

Curriculum Committee responsibilities include, but are not limited to:

a. Attending monthly Council of Class Officer meetings while not on clinical duty.

b. Fulfilling their duties to the independent Curriculum Committee

Section III. Officer Elections

Elections will be held each academic year and will determine all CCO officer positions. Each class will vote on their own class officers with each student of the class receiving a single vote. A relative majority determines the winner of each election with runoffs determining any ties. The class presidents of the second, third, and fourth years will run each election that of the class that is one year their junior.

Section IV. Removal of Officers

There are two possible ways to initiate the removal of a class officer:

a. Twenty percent of a specific class’ members can sign a petition and bring it to the CCO.

b. A simple majority of the Council can initiate the removal.
There is only one way an officer removal can be completed:
   a. Three-quarters of the specific class of that officer, the same group of students that
       voted the officer into power, shall be required to officially remove an officer from
       power.

Section V. Vacancies
All vacancies of elected members of the Council shall be filled by an election by the
member’s class to be held within four weeks of the vacancy.

Section VI. Advisor
The Office for Programs & Activities Program Manager is the advisor to the CCO.

Article V. Meetings
Section I.
Council meetings, in accordance with this constitution, shall:
   a. Meet on a monthly basis throughout the fall and spring semester.
   b. Allow for special meetings to be called by the Executive President or a majority
      of the members of the Council.
   c. Be open to all Vanderbilt Medical Students upon request to their respective class
      president.
   d. Minutes shall be taken and distributed to the student body for each meeting.
   e. Invitation is extended to include the following individuals for each class:
      1. President (1)
      2. Vice President (1)
      3. Secretary/Treasurer (1)
      4. Social Chairs (1-3)
      5. Curriculum Committee Chairs (1-2)
      6. Honor Council (1-2)
   f. Standing invitations are also extended to:
      1. Dean of Medical School
      2. Associate Dean of Medical Student Affairs
      3. Senior Associate Dean for Health Sciences and Education
      4. Associate Dean for Diversity
      5. Assistant Vice Chancellor for Health Affairs
      6. Director of Medical School Social Events
      7. Graduate Student Representative
   g. Various student leaders (including, but not limited to, Cadaver Ball chairs, Careers
      in Medicine President, Wellness President, Student Technology Committee
      members) may attend meetings as needed, at the discretion of the Executive President. These students will not receive votes in CCO matters.
Section II. Proposals
a. A proposal may be brought to a student’s respective class president for approval to proceed to a vote.
b. In cases where a president does not approve the motion to put the proposal to a vote, the proposal can still be moved for a vote if it has the support of at least a simple majority of the CCO members from their respective class.

Section III. Voting
a. Every student member on the Council of Class Officers receives one vote. Members of the administration and temporary programming positions do not receive votes. Voting members are expected to regularly attend meetings.
b. Proxy or absentee votes are not allowed unless the executive president has made an exception and made this known at least two-weeks prior to the vote.
c. A vote is legitimate if and only if either a quorum of two-thirds of CCO is present for an immediate vote or a two-week notice has been given regarding the vote at which time a quorum is not necessary.
d. To pass a resolution a simple majority of voting CCO members that choose to participate in the vote must vote in favor of a resolution.

Section III. Protocols and Bylaws
Protocols for CCO duties including, but not limited to, student organization funding, student organization approval, meeting procedure protocol, procedure for petitions to CCO shall be described and made public as the bylaws of the CCO. All proceedings in these matters shall abide by current, published bylaws that are accessible to the student body both before and after any actions of the CCO. Bylaws and any amendments to the bylaws will be decided by a relative majority of class officers from all classes.

Article VI. Executive Officers
Executive Officers include the fourth year class President, Vice President, and Secretary/Treasurer.

The Executive President:
a. Is the executive of the CCO.
b. Administers all resolutions and legislation of the Council.
c. Serves as the official representative of VUSM to the greater Vanderbilt community as well as all dignitaries visiting the School of Medicine.
d. Coordinates and sets the agenda for all Council meetings.
e. Forms ad hoc committees as deemed necessary.
f. Ensures that meeting minutes are taken prior to meetings.

Executive Vice President
a. Shall serve as acting President at the request or in the absence of the President.
b. Assists the Executive President in his/her duties.

Executive Secretary/Treasurer
a. Records and keep track of voting numbers in the event of a vote.
Article VII. Committees
The Executive President can create committees representing efforts of the CCO. These committees will report directly to the Executive President during CCO meetings as is necessary.

Article VIII. Parliamentary practice
If the Executive President deems it necessary, during times of disagreement during meetings, the CCO will abide by Robert’s Rules of Order.

Article IX
Amendments
Section I. Initiation
There are two possible ways an amendment to the constitution can be initiated and brought to the council:
   a. Twenty percent of a specific class’ population can sign a formal petition to bring forth the amendment to the constitution.
   b. A simple majority of the class council can initiate the amendment.

Section II. Voting
Once an amendment is brought forth, the CCO will hold a vote as described in Article V section II to determine if the amendment will be moved to a vote and execution.

Section III. Execution
There is only one way an amendment can be made to the constitution:
   a. Two-thirds of registered VUSM medical students from all classes who choose to vote must approve the amendment for the amendment to be added to the constitution.
   b. The vote must be held at least two weeks after the student body has been notified and fully informed of the proposed amendment.

Article XI
Ratification
A simple majority vote by the VUSM medical students shall be required for ratification of this constitution.