Medical Literature Society at UCSD Constitution

**Article I** Name of Student Organization

1. The organization shall be called Medical Literature Society at UCSD (MLS at UCSD).
2. The name of the organization, or the abbreviation MLS at UCSD, shall appear on all official documents and publications sponsored by the organization.
3. MLS at UCSD shall be an officially recognized student organization of the University of California San Diego, as part of the Center for Student Involvement (CSI).
4. MLS at UCSD shall be independent of any outside, non-university organization.

**Article II** Statement of Purpose

1. To promote the understanding of a career in medicine through a biomedical, psychological, and social perspective
2. To encourage premedical / pre-health students to form a stronger community with each other and reach out to other students with similar career aspirations
3. To improve the ability of students to read, analyze, and write about medical literature in a professional format
4. To empower students to cultivate a passion for a professional career in medicine by thinking critically about the subtle nuances of a medical career
5. To challenge students to think critically and learn beyond the requirements of their major

**Article III** Statement of Non-Profit Status

1. MLS at UCSD is a non-profit student organization.

**Article IV** Requirements for Membership and Statement of Non-Discrimination

1. Membership in the organization shall be extended to UCSD students who apply to MLS at UCSD during the quarterly application process. Members must agree to uphold the general purposes of the organization as stated in Article II of this document.
2. Active members shall be those members of the organization who meet the guidelines described and:
   1. Write at least 1 publishable article each quarter.
   2. Attend at least 1 GBM per quarter if applicable.
3. The President, at his/her own discretion, may waive the above requirements under circumstances such as scheduling conflicts and late application to the organization.
4. In accordance with applicable Federal and State law and University Policy, MLS at UCSD does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veteran status, disability unrelated to job requirements, genetic information, military service, or other protected status. MLS at UCSD also prohibits sexual harassment. This non-discrimination policy covers organization membership, access to organization programs and activities, and the general treatment of members in the organization.

**Article V** Meetings

1. A majority of this organization’s business will be conducted via email, Google Docs, and Facebook.
2. Attendance at quarterly GBMs is strongly encouraged but not mandatory for members who are meeting their writing requirement.
   1. In the event of extraneous threats such as Covid-19 that render in-person meetings dangerous or impossible, live interactions will be conducted via Zoom or another online video conferencing platform, if available. The frequency of communication through email and other social media services (i.e. Facebook) will likely increase.

**Article VI** Organization

1. The Board
   1. Only registered UCSD students may hold office.
   2. Only registered UCSD students may vote in elections for the selection of the organization’s officers.
   3. The board shall consist of the following offices in order of succession:
      1. The President
      2. The First Vice President
      3. The Second Vice President
      4. The Secretary
      5. The Treasurer
   4. Henceforth in this document, the aforementioned five officers shall be known as the “Executive Board”.
   5. If the president decides, under the power granted to him/her by the Constitution, that a new, appointive position is necessary for his/her administration, the appointee must be confirmed by a vote of the general membership.
2. The President
   1. Responsibilities
      1. Appoint committee chairpersons
      2. Appoint members to newly-created positions
      3. Fill vacancies in elective and appointive offices
      4. Call special meetings of the entire organization or Board when deemed necessary
      5. Act as an ex-officio member of all committees
      6. Call a special election when necessary
   2. Duties
      1. Preside over all meetings of the organization
      2. Act as official representative of the organization
      3. Sign all necessary correspondence
3. The First Vice President
   1. Responsibilities
      1. The First Vice President shall assume all the powers of the President when the President is absent or is unable to execute the duties of the office
      2. Act as an ex-officio member of all committees
      3. Sign all necessary correspondence
   2. Duties
      1. Perform the duties of the President in his/her absence or when he/she is unable to execute the duties of the office
      2. Coordinate external affairs
      3. Along with the Second Vice President, ensure that a newsletter is published and distributed to each registered member
4. The Second Vice President
   1. Responsibilities
      1. Act as an ex-officio member of all committees
      2. In charge of all elections with First Vice President
   2. Duties
      1. Coordinate internal affairs
      2. Along with the First Vice President, ensure that a newsletter is published and distributed to each registered member
5. The Secretary
   1. Duties
      1. Keep an accurate written record of each general meeting or board meeting
      2. Keep a record of all committee decisions and activities
      3. Handle all correspondence.
6. The Treasurer
   1. Responsibilities
      1. Handle all financial transactions
   2. Duties
      1. Keep an accurate record of all income and expenditures
      2. Report monthly to the President and the general membership on the financial status of the organization
7. Committees
   1. Committees shall be added or changed based on the needs of the organization and the executive board.

**Article VII** Risk Management

1. MLS at UCSD is a registered student organization at the University of California, San Diego, but not part of the University itself.
2. MLS at UCSD understands that the University does not assume legal liability for the actions of the organization.

**Article VIII** Voting Privileges and Procedures.

1. Voting
   1. All registered members shall be allowed to vote.
   2. All officers appointed by the President shall be approved by consent of the general membership.
2. The Election Process
   1. The election for office shall be held by secret ballot.
   2. Elections for office shall be held annually. They are to be held no later than Friday of the fourth week of Spring Quarter. The newly elected officers shall begin their terms immediately at the end of spring quarter.
   3. Write-in voting shall be legal and possible on all ballots for the election of officer candidate(s) for the office in question.
   4. A recount, and if necessary, another election shall take place if desired by the candidate(s) for the office in question.
   5. A simple majority (fifty percent plus one vote) of votes cast is required for election to any office. If no candidate receives a simple majority, then a runoff election between the two candidates receiving the most votes for the office(s) in question shall be held the following week.
   6. The Elected offices shall be:
      1. President, First Vice President, Second Vice President, Secretary and Treasurer
3. Qualifications
   1. Any registered member desiring to be considered a candidate, for any elective office shall meet the following requirements:
      1. Be a registered UCSD student.
      2. Be a registered member of MLS at UCSD.
      3. Candidates for President, First Vice President, and Second Vice President must have served at least two (2) quarters as a registered member of the MLS at UCSD.

**Article IX** Operating Procedures and Quorum

1. The executive board shall maintain and appoint committees to run, facilitate and administer the activities and programming of MLS at UCSD. Committee membership is open to all members of MLS at UCSD. The executive board may, if necessary constitute other committees with such functions, powers and duties, as the board shall provide.

**Article X** Financial Management

1. Due to the nature of MLS at UCSD as an online news platform, the allocation of university funds will not be required to finance any expenses pertaining to the business of the organization. Any desired expenses will be covered individually.

**Article XI** Amendments

1. A constitutional amendment may be proposed by any member. It must then be present to the general membership.
2. Proposed amendments must be made available to all members at least five (5) school days prior to voting.
3. Any proposed amendment requires a two-thirds (2/3) approval and shall go into effect immediately, unless otherwise specified, but never later than the last day of the quarter when it was approved.