

Medical Service Organization

– Constitution –

ARTICLE I

– Name –

§1.1 Name. The name of the student organization shall be the Medical Service Organization, hereinafter stated MSO.

ARTICLE II

– Purpose and Goals –

§2.1 Purpose. The purpose of MSO is to provide volunteer service to the Baylor community and the greater Waco community and to support pre-health students' pre-professional goals.

§2.2 Goals. In order of importance, with the highest priority listed first, the goals of MSO are to provide heartfelt community service to both Baylor University and the City of Waco; nurture an environment in which academic, extracurricular, and personal enrichment for members is possible; and arrange both training and equipment necessary for life-saving, emergency support for members of the community.

ARTICLE III

– Membership –

§3.1 Eligibility. Any Baylor University student enrolled in at least twelve (12) hours and who maintains a current and cumulative grade point average of at least 2.5 is eligible for membership. Such students should also display particular personal characteristics to retain their eligibility.

§3.1.1 Eligible members must direct courtesy and respect toward all Baylor University faculty, staff, administrators, students, and affiliates; maintain professional conduct at all times, in both academic and non-academic settings; and represent this organization and Baylor University in a positive manner.

§3.1.2 First-year students without an officially issued university GPA need not satisfy the minimum GPA requirement for eligibility.

§3.1.3 Transfer students with a grade point average issued by another university are not exempt from the minimum GPA requirement for eligibility.

§3.2 Selection Process. Prospective members must apply at the outset of each semester through an online application. Candidates for membership are selected from the eligible applicant pool based on specific selection criteria.

§3.2.1 Candidates must meet or exceed the eligibility requirements listed under §3.1 and its corresponding subsections.

§3.2.2 Candidates must submit the online application by the approved deadline.

§3.2.3 Candidates must pay the appropriate membership dues designated by the Treasurer by the approved deadline.

§3.2.4 Candidates must demonstrate a sincere desire to consistently participate in community service and to join MSO.

§3.3 Active Membership Requirements. Requirements for active membership must be met for MSO members to retain their standing and membership within the organization. Active membership requirements are divided into considerations for general meeting attendance, community credits, and service hours. Requirements also include the payment of appropriate dues under Article VI and retention of eligibility.

§3.3.1 The executive leadership will, prior to the beginning of each academic semester, determine the attendance policy to be communicated to all members by the Vice President of Membership by the first general meeting. Members must meet the minimum general meeting and community credit requirements, i.e. attending general meetings and community events, dictated by this policy in order to remain active.

§3.3.1.1 General meeting credits are earned by participating fully in general meetings. Community credits are earned by fully participating in socials, academic events, and other MSO events designated as credit-bearing. The number of credits earned by participation in any event is determined by the appropriate officers. Members must sign in when appropriate.

§3.3.1.2 The minimum number of general meeting credits required for active membership each semester shall not be less than three (3) nor exceed six (6). The minimum number of community credits required for active membership each semester shall not be less than four (4). Requirements may change due to unforeseen circumstances as approved by the Judicial Review Board (JRB).

§3.3.1.3 Legitimate excused absences include but are not limited to university classes, employment, family emergencies, and health-related emergencies. The determination of what constitutes a legitimate excused absence, and whether such absences waive the minimum attendance requirements in particular cases, are up to the discretion of the JRB.

§3.3.2 The executive leadership will, prior to the beginning of each semester, determine the service hour policy to be communicated to all members by the Vice President of Membership by the first general meeting. Members must meet the minimum service hour requirements dictated by this policy in order to remain active. All service hours earned and submitted to MSO are ultimately subject to approval from the Judicial Review Board.

§3.3.2.1 Service hours may be earned for participation in service activities approved by MSO or those in conjunction with another legitimate organization. The number of hours earned should reflect the actual amount of time committed to a particular service activity, approximated to the nearest five-(5)-minute increment.

§3.3.2.2 The minimum number of service hours required for active membership each semester shall not be less than fifteen (15) nor exceed twenty (20). Requirements may change due to unforeseen circumstances as approved by the Judicial Review Board (JRB).

§3.3.2.3 A minimum of eight (8) hours must be earned from official MSO-sanctioned events. A maximum of seven (7) hours earned apart from official MSO events may be submitted to the Vice President of Membership through an MSO Outside Service Event Form.

§3.3.2.4 A minimum of eight (8) hours must be earned from the following weekly volunteer activities: cells, special cells, First Aid Service Team, Waco Family Medicine, and/or Hillcrest.

§3.3.2.4.1 The minimum service requirements listed in §3.3.2.4 may be adjusted by the Vice President of Service or the Vice President of F.A.S.T. with approval from the Judicial Review Board.

§3.3.2.5 Members who confirm their attendance at a special service event must participate in its entirety or notify the Vice President of Service in advance of their absence. Those members who cancel their participation the day of the event will be precluded from further participation in special service events for two weeks.

§3.3.3 The deadline for active membership requirements shall be determined by the Judicial Review Board prior to the beginning of each semester. This deadline shall be set, at most, one week prior to the start of final examinations.

§3.3.4 Members who do not meet the active membership requirements by the deadline will be accorded probationary status for the following semester. Should such members return to MSO, probationary dues will be collected.

§3.3.5 Senior Cords. Senior Cords shall be bestowed upon only graduating seniors. Graduating seniors who have previously held officer positions shall be exempt from any cord-related fees. Similarly, graduating seniors who maintain their status as an active member within MSO shall not be obligated to cover cord expenses. For those graduating seniors who were once active members of MSO but are no

longer in active capacity, they may opt to remit a nominal fee to procure a cord for their graduation.

§3.4 Membership Status. Active members must adhere to the requirements stipulated under §3.3, remain eligible, and pay the appropriate membership dues listed under Article VI in addition to any applicable late fees, each by the deadline for active membership set according to §3.3.3. Having attained active membership status, such members may be eligible for placement in one of three tiers.

§3.4.1 Bronze Tier. Active members who have completed at least twenty (20) but no more than thirty (30) service hours by the deadline for active membership may receive the bronze tier award.

§3.4.2 Silver Tier. Active members who have completed at least thirty (30) but no more than forty (40) service hours by the deadline for active membership may receive the silver tier award.

§3.4.3 Gold Tier. Active members who have completed at least forty (40) but no more than fifty (50) service hours by the deadline for active membership may receive the gold tier award.

§3.4.4 Platinum Tier. Active members who have completed at least fifty (50) service hours by the deadline for active membership may receive the platinum tier award.

§3.5 Inactive Membership. Inactive members are not obligated to complete MSO's requirements for active membership as stated in §3.3 and its corresponding subsections. Members who wish to receive inactive status for whatever reason must adhere to the following guidelines.

§3.5.1 Inactive members must pay the appropriate membership dues listed under Article VI by the second general meeting.

§3.5.2 Inactive status may only be requested for one semester of the member's undergraduate tenure and must be declared by the second general meeting of the corresponding semester.

§3.5.3 Failure to meet the requirements for inactive membership will result in probationary status for the following semester. Should such members return to MSO, probationary dues will be collected.

§3.6 Terminated Membership. Members on probation who do not meet the requirements for active or inactive membership by their respective deadlines will forfeit their membership in MSO.

§3.7 Uncommitted Membership. Members who have not paid dues by the appropriate deadline shall be considered uncommitted members. Uncommitted members will be required to pay new members dues for the following semester if they decide to remain a member of MSO.

§3.7.1 Members who decide to join MSO after the initial deadline for membership dues must still meet active membership requirements and pay membership dues according to the direction of the Treasurer.

§3.7.2 Members who decide to join MSO after the first two months of operation will have their membership evaluated by the Judicial Review Board in consultation with the Treasurer.

§3.8 Study Abroad. Members participating in a study abroad program are excused from all MSO membership requirements, including the payment of membership dues for the corresponding semester.

§3.8.1 Members participating in a study abroad program must declare their participation in the program to the Vice President of Membership by the general member application deadline of the corresponding semester.

§3.9 Committee Members. MSO members serving on a committee must adhere to the guidelines set by the officer who chairs the committee. Guidelines are determined at the discretion of each committee chair by the first committee meeting. All committee chairs may dismiss members from their committee if these guidelines are not followed accordingly. All committee members must be deemed active by the VP of Membership for the previous semester or be a new member.

§3.10 Removal Procedures. Any member who does not meet the applicable membership requirements under Article III by their respective deadlines may be subject to scrutiny and possible removal by the Judicial Review Board. Removal and/or discipline of a member for violations of this Constitution will be handled by the Judicial Review Board.

ARTICLE IV

– Officers –

§4.1 Officer Requirements. MSO officers (i.e. the MSO leadership) must be registered for a minimum of twelve (12) semester hours, both at their election (or appointment) and while serving as an officer; maintain a minimum current and cumulative grade point average of 2.67 at the time of election (or appointment) and during their tenure; and meet active membership requirements at the time of election (or appointment) and during their tenure.

§4.1.1 Current officers must, in addition to meeting active membership requirements, participate in at least two (2) special service events and at least one academic and one social event each semester.

§4.1.2 Officers must communicate, by whichever means are most conducive, with their corresponding Vice President (or, in the case of Vice Presidents, the President) each week, unless an officer meeting is scheduled that week.

§4.1.3 An exception to active membership requirements is made only for the Vice President of Service, in which the minimum number of cell hours is waived but the minimum number of total service hours remains intact.

§4.1.4 Fifty (50) percent of the MSO leadership must be enrolled in the pre-medical track.

§4.1.5 An officer shall not concurrently occupy multiple officer positions. Should an officer wish to resign from their current post, they are obligated to provide a formal notice of withdrawal, extending over a period of two weeks, and maintain a status of good standing throughout this duration. Notably, for the roles of - Director and Chair, distinguished by their term cycles from Spring to

Spring, in contrast to the standard Fall to Fall tenure of other officer positions, incumbents of these positions have the prerogative to relinquish their roles in order to pursue candidacy for another officer position. It is imperative to underscore that such a decision entails a definitive departure from their former role, irrespective of the outcome of the election for the new position they seek to assume.

§4.2 Officers and Responsibilities. The following subsections list the specific officer positions within MSO and their corresponding obligations to the organization.

§4.2.1 President. The President must have served as an officer during the previous semester. The president shall preside over general member meetings and officer meetings, coordinate group activities, and communicate with officers, advisors, and administrators on all pertinent matters. The president will also communicate with other Pre-Health Presidents.

§4.2.1.1 The President shall have the privilege of sitting in on Judicial Review Board meetings and offering advice in an *ex officio* capacity, but will not be accorded a vote.

§4.2.2 Vice President of Administration. The Vice President of Administration shall maintain the MSO email account; be knowledgeable on all matters pertaining to MSO and its operations; keep deadlines and help coordinate the efforts of officers in conjunction with the President; serve as the President Pro Tempore in the event of the President's absence; maintain the MSO Connect webpage; produce all organization-wide weekly correspondence; create multimedia presentations for general member meetings; organize the Mentorship Program; chair the Banquet Committee; and coordinate efforts for the end-of-semester banquet.

§4.2.2.1 The Vice President of Administration shall sit as a voting member on the Judicial Review Board, unless serving as the President Pro Tempore.

§4.2.3 Vice President of the First Aid Service Team (F.A.S.T.). The Vice President of F.A.S.T. shall assist the President and serve as chief coordinator of F.A.S.T.; ensure that F.A.S.T. members are held accountable for knowledge and practice in first aid and CPR protocol; respond to requests for F.A.S.T. services; plan for initial and continual F.A.S.T. member training; plan enriching opportunities for

F.A.S.T. members to apply their skills; and supervise the F.A.S.T. Manager and Training Director. The Vice President of F.A.S.T. shall coordinate training and education sessions pertaining to CPR and first aid skills; oversee all required paperwork, maintain equipment, and direct trainers as necessary to carry out such sessions; ensure that MSO possesses a satisfactory number of certified CPR and first aid trainers each semester; and educate MSO members and the wider community about life-saving skills and techniques regarding CPR and first aid.

§4.2.3.1 The Vice President of F.A.S.T. shall sit as a voting member on the Judicial Review Board.

§4.2.3.2 The Vice President of F.A.S.T. must be certified through the National Registry at the level of EMT-B or higher, unless approved otherwise by the remaining members of the Judicial Review Board.

§4.2.4 Vice President of Service. The Vice President of Service shall assist the President and oversee service events and opportunities within MSO; maintain existing service coordinator relationships and build new relationships with organizations in need of volunteers; oversee the Service Chair; chair the Special Service Committee; and adjust service protocols as necessary to ensure the utmost quality of opportunities and service rendered to MSO's partners.

§4.2.4.1 The Vice President of Service shall sit as a voting member on the Judicial Review Board.

§4.2.5 Vice President of Connections. The Vice President of Connections shall assist the President and oversee the facilitation and maintenance of relationships with the Baylor and City of Waco communities; retain and improve MSO's partnership with Baylor University Student Activities, city leaders, the Department of Pre-Health Studies, local physicians, and Baylor University faculty; and locate summer and academic year research opportunities and make this information available to the MSO membership in coordination with the Media Chair.

§4.2.5.1 The Vice President of Connections shall sit as a voting member and chair on the Judicial Review Board.

§4.2.6 Service Chair. The Service Chair shall organize weekly service opportunities for MSO members; provide enough service opportunities for all members to reasonably meet the hour requirements for active membership determined each

semester; maintain a strong relationship with the community in a variety of community service categories; make an effort to secure clinically relevant service opportunities; chair the Service Committee and oversee cell leaders; and adhere to instruction and supervision from the Vice President of Service.

§4.2.6.1 Cells. Mainstream service within MSO will occur through cells. Cells are designated volunteer opportunities within the Waco and Baylor University community in which members will participate in consistent volunteering.

§4.2.6.2 Cell Leaders. Cell Leaders serve as leaders for cells and liaisons between the service site and members. They will also be in charge of keeping track of service hours within their cell and relaying this information to the VP of Membership. Cell leaders will be interviewed and selected by the Service Chair.

§4.2.7 Social Chair. The Social Chair shall be responsible for all advertisements and social activities pertaining to MSO; chair the Social Committee; create enjoyable and engaging social activities for MSO members; and seek to increase attendance at MSO-sponsored events through means such as marketing.

§4.2.8 Treasurer. The Treasurer shall collect dues; secure payment for any and all bills incurred by MSO; maintain accurate balances of the organization's funds; take note of every transaction, including fundraising, donations, social activities, and MSO-related events in which monetary exchanges are involved; create a monthly budget and communicate this budget to the MSO leadership; and determine dues payments for the upcoming semester(s).

§4.2.8.1 All checks written by the Treasurer, must have written approval by the President.

§4.2.9 F.A.S.T. Coordinator. The F.A.S.T. Coordinator shall manage matters related to the work of F.A.S.T. members; receive supervision from and assist the Vice President of F.A.S.T.; communicate with F.A.S.T. members concerning F.A.S.T. events, hours, membership requirements, and responses to member inquiries; confirm attendance of F.A.S.T. members at events and record those hours; and work with the Vice President of F.A.S.T. to promote, publicize, and grow the F.A.S.T. program.

§4.2.10 Physician Liaison. The Physician Liaison shall maintain relationships with Waco Family Medicine clinics, local physicians, and the faculty and administrators of Waco-area healthcare institutions; arrange the requirements for student volunteers at the Waco Family Medicine clinics and Hillcrest Medical Center; and work with volunteer organizers to develop applications, selection criteria, and feedback protocol. The Physician Liaison shall also organize and lead the Clinical Skills Program.

§4.2.11 Vice President of Membership. The Vice President of Membership shall keep an accurate record of MSO members' attendance and service hours throughout the semester; assist at MSO events and meetings when called upon; receive and review absences; maintain complete and accurate records of member involvement; maintain alumni records; chair the Membership Committee; take minutes at officer-related meetings; and keep members informed of their current status within MSO.

§4.2.11.1 The Vice President of Membership shall sit as a voting member on the Judicial Review Board.

§4.2.12 Student Athlete Chair. The Student Athlete Chair shall communicate with MSO's student athlete membership and provide them with opportunities to obtain additional attendance credits; connect student athletes with MSO's service opportunities; integrate the student athlete membership into the wider MSO community; inform the executive leadership of the state of student athlete membership as necessary; and chair a Student Athlete Committee as needs arise.

§4.2.12.1 The Student Athlete Chair position has been temporarily suspended for the 2024 calendar year.

§4.2.13 Media Chair. The Media Chair shall attend and photograph MSO-sponsored events and delegate responsibilities of photography in the event of a legitimate absence; create and sustain internal promotional materials such as slideshows, music videos, and newsletters; manage the MSO website; chair the Media Committee; and work with the Fundraising Chair to help design marketing graphics and MSO merchandise.

§4.2.14 Global Health Director and Global Health Co-Chair. The Director and Chair shall both be responsible for interviewing Global Health Applicants, planning Global Health Week, creating apparel designs, meeting with Baylor staff mission trips, hosting Global Health interest meetings, and most importantly, attending and leading the mission trip. The Director shall be responsible for

effectively communicating mission trip expectations with mission trip partners to decide the location of the trip, communicating with Baylor Missions regarding mission trip bookings, team selections, and payments, review and revise the global health and scholarship application, as needed, seeking Baylor staff for mission trip leaders, selecting a mission trip team, sending team selection emails and mission trip detail emails, communicating with the global health team about questions regarding the trip, and reserving rooms for interest meetings. The Chair shall be responsible for creating the Global Health and Scholarship Applications, setting up fundraisers, reaching out to the fundraising chair, sending weekly or monthly emails about events, meetings, or other information, communicating with the team about questions regarding events, meetings, and application information, ordering the merchandise for Global Health, and collecting sizes from the team.

§4.2.15 Fundraising Chair. The Fundraising Chair shall be responsible for planning and managing events to raise funds for MSO; overseeing all fundraising events and working closely with the Treasurer to ensure that the funds raised are safely delivered to the MSO account; and creating a committee to assist the chair with executing fundraisers.

§4.2.16 Academics Chair. The Chair shall coordinate scholarly events for the purpose of engaging members in conversations about topical issues in healthcare. Scholarly events may include, but are not limited to, journal groups, workshops, field trips, and instructional seminars. The Academics Chair will work closely with the President, Office of Pre-Health Studies, Vice President of Connections, and Social Chair to schedule such events, and oversee the Academics Committee that assists with event execution.

§4.2.17 Cultural Representation, Engagement, and Belonging Chair. The C.R.E.B. Chair is responsible for initiating diversity goals and activities by helping bring about cultural, and possibly ethical, changes forward, as needed, through scholarly events or activities. Scholarly events may include, but are not limited to, journal groups, workshops, field trips, and instructional seminars. The Academics Chair will work closely with the President, Office of Pre-Health Studies, Vice President of Connections, and Social Chair to schedule such events, and oversee the Academics Committee that assists with event execution.

§4.3 Election Process. Officer elections by popular vote shall be held at the second-to-last general member meeting every fall semester. The election procedures for officers shall follow the guidelines dictated in Article X of this Constitution.

§4.3.1 The terms for all officers shall, unless appointed during an ongoing term or filling a vacancy, begin upon the conclusion of the last general member meeting of the fall semester during which they were elected. The terms for all officers shall,

regardless of electoral circumstances, end upon the conclusion of final exams of the fall semester during which they served.

§4.3.2 Excused absentee members, including members in good standing who are studying abroad, may run for office by proxy.

§4.3.3 Vacant positions will be filled in a manner deemed appropriate by the Judicial Review Board subject to majority approval by the MSO leadership.

§4.3.4 Elections for Mission Trip Chair must take place at the second-to-last general member meeting of the spring semester. The position of Mission Trip Chair is the only exception to the fall semester elections. All other procedures enumerated in the Constitution, however, still apply.

§4.4 Officer Removal. Failure to adhere to the aforementioned membership requirements and specific responsibilities may result in an investigation of the officer in violation of the Constitution. Removal from office as a punishment for constitutional infringement must be preceded by an investigation conducted by the Judicial Review Board. The Judicial Review Board must inform the officer in question of such an investigation and review any comments or justifications submitted by the officer.

§4.4.1 If the officer found in violation of the Constitution is a member of the Judicial Review Board, then the President will temporarily assume the officer's seat on the Judicial Review Board for the duration of the investigation and be accorded a vote.

§4.4.2 If two or more officers on the Judicial Review Board are found in violation of the Constitution, then the President shall appoint current members of the leadership to fill those vacancies. The President is prohibited from filling vacancies on the Judicial Review Board if he or she is under investigation.

ARTICLE V

– Meetings –

§5.1 General Meetings. General member meetings shall be held every two weeks during the regular academic year unless they interfere with University holidays. The executive leadership is at liberty to decide which weekday and time each general member meeting will start.

§5.2 Officer Meetings. Officer meetings shall be held biweekly at a time to be agreed upon by the MSO leadership. Officer meetings may occur during the weeks between general member meetings.

§5.2.1 Any motion requiring the approval of MSO leadership must be made at an officer meeting with a quorum present. Such motions gain approval if a majority of the officers present vote in favor of the motion.

§5.3 Quorum. General member and officer meetings must have a quorum present in order to conduct official business. A quorum shall consist of 50% of pertinent membership, plus one member.

§5.3.1 Pertinent membership refers to the members eligible for attendance at general member and officer meetings, respectively. Therefore, quorum at general member meetings will be calculated from the number of officers and active MSO members. In like manner, quorum at officer meetings will be calculated from the number of officers only.

ARTICLE VI

– Finances –

§6.1 Dues are collected for the purpose of funding social events, a free tee shirt for all members during the fall semester only, and overhead costs. Exceptions to the appropriation of collected dues are at the discretion of the Treasurer.

§6.1.1 The Treasurer may, in an effort to secure the timely payment of dues, levy a late fee against members who fail to pay the appropriate dues by the second general member meeting. All late fees are subject to the discretion of the Treasurer with approval from the executive leadership.

§6.1.2 Members may opt in for a payment plan in which their respective dues are paid in a schedule approved by the Treasurer. Qualifications for this payment

plan are contingent on the Expected Family Contribution (EFC) score given by FAFSA. Any extenuating circumstances that may not be explained by the EFC must be relayed to the Treasurer, and approval is contingent on executive leadership approval.

§6.2 Returning Member Dues. Dues for returning members will be determined by the executive leadership prior to each semester and must be paid by the second general member meeting to avoid paying a late fee. The dues for returning members shall not exceed the dues for new nor probationary members.

§6.2.1 For the purpose of due collection, returning members are those members with a record of participation in MSO from a previous semester. Uncommitted members will not pay returning member dues.

§6.2.2 Current officers of the previous semester are not required to pay dues.

§6.2.3 Seniors who have been active for the last four (4) semesters or were an active officer in the past year are not required to pay dues if they participate as a cell leader or mentor to MSO members. These members must apply for such designation to be approved by JRB and the treasurer.

§6.3 Probationary Dues. Dues for members with probationary status as permitted under §3.3.4 and §3.5.3 will be determined by the executive leadership prior to each semester and must be paid by the second general member meeting to avoid paying a late fee. The dues for probationary members shall not exceed the dues for new members nor be less than the dues for returning members.

§6.4 New Member Dues. Dues for new members will be determined by the executive leadership prior to each semester and must be paid by the second general member meeting to avoid paying a late fee. The dues for new members shall not be less than the dues for returning nor probationary members.

§6.4.1 Bronze members. Active members who have completed at least twenty (20) service hours but no more than thirty (30) service hours will receive a five dollar discount for their general member fees.

§6.4.2 Silver members. Active members who have completed at least thirty (30) service hours but no more than forty (40) service hours will receive a ten dollar discount for their general member fees.

§6.4.3 Gold members. Active members who have completed at least forty (40) service hours but no more than fifty (50) service hours will receive a fifteen dollar discount for their general member fees.

§6.4.4 Platinum members. Active members who have completed at least fifty (50) service hours will not have to pay dues.

§6.5 Banking. All money belonging to MSO shall be deposited in and disbursed through a bank account established officially for organizational use. All funds must be deposited within one week of collection.

§6.5.1 A Baylor-associated bank account will be reserved for grant funds and withdrawals from this account require advisor approval.

§6.5.2 Non-grant funds will be held in an outside account managed by the Treasurer with oversight from the executive leadership. Disbursals from this account are discretionary.

§6.5.3 Checks written by the Treasurer must have written approval from the President before dispensed.

§6.6 Charity. Baylor Medical Service Organization reserves the right to spend discretionary funds for the purpose of making a donation to a charitable organization or establishing a scholarship for MSO members.

§6.6.1 Whenever this right is exercised, the Treasurer must draft a proposal of charitable expenditures for review by the executive leadership. Approval of the donation(s) or scholarship(s) is secured by majority vote in favor of the proposal.

§6.7 Liquidation. Should the Baylor Medical Service Organization dissolve, any remaining funds shall be donated to one or more of the charitable non-profit organizations that have partnered with MSO either previously or currently. The organizations receiving liquidated funds will be chosen by majority vote of the executive leadership.

§6.8 Non-Profit Status. Baylor Medical Service Organization will maintain its tax exempt, non-profit status by adhering to university, state, and federal regulations when appropriate.*

ARTICLE VII

– Judicial Review Board –

§7.1 Enforcement. The Judicial Review Board, hereinafter JRB, shall have the power to enforce this Constitution.

§7.2 Composition. The JRB shall consist of five voting members, including the Vice President of Administration, the Vice President of F.A.S.T., the Vice President of Service, the Vice President of Connections, and the Vice President of Membership. The Vice President of Connections shall chair the JRB, and the President will serve in an *ex officio* capacity.

§7.3 Responsibilities. The JRB shall be responsible for reviewing the Constitution every fall semester; taking disciplinary action against members and officers whenever necessary; recommending revisions and amendments to the Constitution; and meeting to review the conduct of members or officers.

§7.3.1 The JRB will convene to conduct official business every month or as needed.

§7.4 Disciplinary Actions. According to §7.3, the JRB shall take disciplinary action against MSO members and officers whenever necessary. Disciplinary action is considered warranted in matters relating to membership status, unsatisfactory behavior, and constitutional infractions.

§7.4.1 All members and officers who do not meet the requirements for active membership but wish to petition for retention of active membership are subject to appear before the JRB.

§7.4.2 Members who do not meet their membership requirements (whether active or inactive) by their respective deadlines will be placed on probation according to §§ 3.3.4 and 3.5.3. Probation will be issued each semester by the JRB.

§7.4.3 Legitimate excused absences are not to negatively affect the membership status of MSO members if the reason for their absence is submitted to the Vice President of Membership one week before the absence and subsequently approved.

§7.4.4 Members who have not paid their dues by the second general member meeting will be required to pay a late fee according to §6.1.1. Members who are unable to pay their dues in a timely manner are subject to a conduct review by the JRB, which may assign additional fees.

§7.4.5 Probationary members who fail to meet their membership requirements will forfeit their membership in MSO following a review by the JRB.

§7.4.6 Officers must be present at all meetings but may submit an absence request to the President at least twenty-four (24) hours in advance of the meeting they plan to miss. Failure to follow the above notification procedure will result in a review of that absence and possible discipline by the JRB.

§7.4.7 The JRB may pursue any course of disciplinary action reasonably deemed within the purview of MSO in the event of constitutional violations and behavioral offenses. Beyond revocation of membership status, the JRB may consider informing the University of serious infractions.

ARTICLE VIII

– Amendments and Revision –

§8.1 This Constitution may be revised and amended by recommendation from the JRB. Approval of recommendations requires a two-thirds (2/3) vote of the MSO leadership and appropriate signatures affixed to this document.

ARTICLE IX

– Faculty Advisors –

§9.1 MSO will have no less than one official advisor, and all advisors shall be full-time faculty or staff members of Baylor University. Advisors shall have the following duties and responsibilities.

§9.1.1 Advisors shall provide guidance for understanding Baylor University policies and procedures and provide leadership for adherence to those rules by the organization.

§9.1.2 Advisors shall review and approve requests for organization events, activities, publicity, and t-shirts.

§9.1.3 Advisors shall act as a consultant in the areas of setting goals, problem-solving, policy making, and upholding guidelines and purposes, which includes attendance at organization and officer meetings as deemed necessary.

§9.1.4 Advisors shall attend, as the University representative, all off-campus and overnight activities, providing guidance and support and assuming leadership in the event that an emergency should occur.

ARTICLE X

– Election Guidelines –

§10.1 MSO officer elections shall take place in the fall semester of each academic year during the second-to-last general member meeting, with the exception of the positions for Global Health Director and Global Health Chair. The elections shall be organized and coordinated by an election committee.

§10.1.1 The election committee shall consist of only three (3) active members or officers with senior status that will meet as necessary and see that the election guidelines enumerated in this Constitution are adhered to.

§10.1.2 Each officer shall recommend three election committee members prior to the start of the electoral process, but cannot recommend themselves.

Votes will be tabulated such that the three active members or officers with senior status with the highest number of recommendations will make up the election committee. These appointees require final majority approval by the MSO leadership, with potentially appointed officers abstaining from this vote.

§10.1.3 MSO members and officers who are actively seeking election for the upcoming academic term are prohibited from appointment and service on the election committee. Potential conflicts of interest must be declared and considered.

§10.1.4 The JRB is at liberty to impartially investigate members of, and actions executed by, the election committee if valid concerns or constitutional violations are identified. The JRB may recommend any course of intervention deemed appropriate for the restoration of election integrity, up to the dissolution of the committee and retroactive nullification of improper decisions. JRB recommendations must be approved by the majority of MSO leadership to be effective.

§10.1.4.1 Any member of the MSO leadership or the Judicial Review Board currently serving on the election committee or running for office may not vote on such matters.

§10.1.5 The election committee will officially disband once election results are publicized.

§10.2 The procedures outlined in Article X may be temporarily suspended for the remainder of the election period with unanimous approval from the MSO leadership, should the current circumstances be ill-conducive to said procedures. New procedures to replace those suspended must also be unanimously approved, or the original motion does not pass.

§10.3 Tiered System. MSO's officer positions are distinguished based upon a tiered system with three categories: President, vice presidents, and chairs. Each category has specific eligibility requirements for election.

§10.3.1 President. The position of President is the sole position that falls under this category. Any current or past officer may run for the position of President.

§10.3.2 Vice Presidents. The Vice Presidents of Administration, F.A.S.T., Membership, Service, and Connections are the positions that fall under this category. Any officer or committee member, current or past, may run for a vice president position.

§10.3.2.1 For vice president positions without committees, general members applying must have demonstrated adequate involvement in MSO (committees, cell leader, service, mission trip, etc).

§10.3.3 Chairs. All officer positions other than those listed in §§ 10.3.1-2 fall under this category. Any current member may run for a chair position.

§10.3.4 Any exceptions to these criteria listed under §10.3 may be approved by the election committee.

§10.4 Electoral Procedure. An application process followed by an interview of eligible and active members will be conducted by a multiple-mini interview process. Each interview will have an officer presenting a situation regarding service, community, ethics, etc. After interviews for each open position have been conducted, the two (2) applicants with the highest competency scores per position will advance to the popular vote, provided that their competency scores meet the minimum requirement. The popular vote will take place at the second- to-last general meeting of the fall semester. After votes have been counted, the competency score will be weighted at sixty (60) percent of the final election score, and the results of the popular vote will be weighted at forty (40) percent of the final election score. The candidate with the highest final election score will remain the sole finalist for the position.

§10.5 Application. An application designed by the election committee will be released to all members by the Vice President of Administration no later than one month prior to the election. The deadline for applications will be determined by the election committee. Applications that do not meet the eligibility and active membership standards for MSO, i.e. good standing, will not be considered. Likewise, applications submitted by members who do not meet the tiered system requirements (§10.3) will not be considered. All other submissions must be scheduled for an interview to prevent arbitrary rejection.

§10.6 Interview. All interviews shall evaluate applicants based on the rubric-specific measures using the following system.

§10.6.1 Objective Measures. Objective measures under the rubric assess the applicant's situational thinking skills and general knowledge. Applicants will be rated out of 10 on each section, depending on their response. 3 components fulfilling the objective part consist of analytical/critical thinking, using general knowledge & personal experience and key points, support, and organization of response.

§10.6.2 Subjective Measures. Subjective measures shall be composed of interview questions designed to evaluate the applicant's commitment to the organization and leadership potential. Standardized interview questions shall be formulated by the election committee, and each interviewer will be required to rate the applicants' answers based on a predetermined scale.

§10.6.2.1 It is suggested that interviewers transcribe the candidates' responses to standardized questions and take detailed notes throughout the interview.

§10.6.3 Applicants' total competency scores will be calculated by adding their objective and subjective scores. The total points possible for objective and subjective measures shall equate to 60 points.

§10.6.3.1 When assessing a candidate's total competency score, only the criteria determined by the election committee prior to the election and approved by the executive leadership may be considered. All other criteria shall be inconsequential.

§10.6.4 Interview panels will be arranged such that the interviewers for any position consist of either members of the election committee or officers. All interviewers must be eligible and active and should remain unbiased throughout every interview conducted. Each candidate for a particular position must be interviewed by a panel of equal composition.

§10.7 Popular Vote. The two (2) candidates for each position with the highest competency scores above the minimum will advance to the popular vote. During the second-to-last general member meeting, each candidate will have one minute to persuade members for their votes.

§10.7.1 The popular vote shall contribute up to forty (40) percent of the candidate's final election score, whereas the competency score will contribute up to sixty (60) percent of the final election score.

§10.7.2 The number of votes a candidate receives divided by the total number of votes cast for that candidate's position, multiplied by forty (40), will constitute the percent of the popular vote contributed to that candidate's final election score. For example, a candidate that receives half of the votes cast for that candidate's position will earn twenty (20) percent of the popular vote's potential contribution to their final election score.

§10.7.3 A quorum must be present to conduct the popular vote.

§10.7.4 In the event that only one candidate emerges from the interview stage for a particular position, that position is uncontested. Candidates for uncontested positions must be surveyed by general members. If fifty (50) percent of the survey responses disapprove of the uncontested candidate, the Judicial Review Board must adjudicate the matter.

§10.8 Grievances. The election committee must provide a means of reporting any perceived breaches of the election guidelines or Constitution during the electoral process, accessible to all parties involved. The election committee must conduct a preliminary review of all such reports and submit their findings to the JRB.

§10.8.1 All grievance reports must be reviewed before finalizing and publicizing election results.

§10.8.2 After election results have been announced, any candidate may be permitted to view their documentation in the presence of a member of the election committee.

Upon the receipt of each of the following signatures, this Constitution will be considered approved by the Department of Student Activities and Division of Student Life at Baylor University. The date written by the final signatory shall be recognized as this Constitution's date rendered permanently effective until any subsequent revisions and amendments thereof are introduced and approved according to Article VIII.

MSO President _____

Date _____

MSO Advisor _____

Date _____

Approval Recommended _____

Director of Student Activities

Approval Recommended _____

Dean for Student Learning and Engagement

Approved _____

Vice President for Student Life

Date _____

Date _____

Date