

# **Constitution of the University of South Alabama College of Medicine Wellness Program**

**October 2017**

## **1. Name**

- 1.1. The name of this organization is and shall be referred to as the University of South Alabama College of Medicine Wellness Program.

## **2. Purpose**

- 2.1. The purpose of the Wellness Program is to promote medical student wellness through the enactment of diverse ideas, policies, and activities.
- 2.2. The purpose of the Wellness Program is threefold: (1) to normalize student wellness as a culture that is integrated to our medical school, (2) evaluate medical students' physical and mental quality of life, and (3) integrate policies and activities to support and prevent fatigue, depression, burnout, and anxiety.
- 2.3. The core values of the Wellness Program include: comradery, resiliency, promotion of self-realization, communication
- 2.4. This purpose is carried out by means of the two major branches of the Wellness Program: the Wellness Council and the Wellness Houses.

## **3. Non-Discrimination Policy**

- 3.1. Membership in University of South Alabama student organizations is open to all regularly enrolled students. Accordingly, no person may be excluded from membership or leadership in a registered student organization due to race, color, religion, national origin, age, gender (unless exempt under Title IX), sexual orientation, disability or veteran status; provided, however, that registered student organizations may limit their membership to students who, upon individual inquiry, affirm that they support the organization's religious, political or other legally protected views, consistent with the First Amendment.

## **4. Membership**

- 4.1. Explanation of all types of membership
  - 4.1.1. All students of the University of South Alabama College of Medicine shall be members of the Wellness Program.
- 4.2. Membership qualification
  - 4.2.1. Members must be students of the University of South Alabama College of Medicine.

## **5. Structure**

- 5.1. Wellness Council

- 5.1.1. The Wellness Council shall meet once a month to manage the Wellness Program, to plan events, and determine how to best advocate for the wellness of medical students.
- 5.2. Wellness Houses
  - 5.2.1. There shall be five Wellness Houses: Apalachee (Green), Tensaw (Yellow), Blakeley (Orange), Mobile (Red), and Spanish (Blue). Each House shall consist of medical students from all four classes. Students shall be equally sorted amongst the five Wellness Houses during their M1 Orientation. This process shall be facilitated by the M2 Wellness Officers.
- 5.3. Regular Wellness Program Events
  - 5.3.1. There shall be three types of events per semester:
    - 5.3.1.1. School-wide Event: Shall be planned by the Wellness Council and Student Affairs.
    - 5.3.1.2. Class-wide Event: Shall be planned by the Wellness Officers of each class.
    - 5.3.1.3. House-wide Event: Shall be planned by the House Leaders of each Wellness House.
- 5.4. Forum
  - 5.4.1. The Health & Wellness Counselor of the College of Medicine shall host Wellness Forums throughout the year to help medical students maintain a well balanced life in medical school by providing tips, advice, workshops, etc.

## 6. **Officers**

- 6.1. Wellness Council
  - 6.1.1. Wellness Council Officers:
    - 6.1.1.1. The Wellness Council Officers shall be elected at the beginning of the academic year (August, not June). M3s that have been involved with the Wellness Program, as determined by attended at least half of the meetings over the past year, will be eligible for running for Wellness Council Officer. The term of the following offices shall be for one academic year.
    - 6.1.1.2. President: The President of the Wellness Council shall provide leadership and direction to the organization. The President shall preside over meetings and oversee all activities of the Council. The President shall ensure the continuity of leadership by providing opportunities for new leaders to develop and be mentored.
    - 6.1.1.3. Vice President: The Vice President (VP) of the Wellness Council shall preside over meetings in the absence of the President. The Vice President shall coordinate programs with the President. The Vice President shall identify and recruit new organization volunteers and provide mentorship to new officers. The Vice President of the Wellness Council shall oversee all correspondence for the Council. The VP shall maintain official minutes from meetings, disperse minutes to all members after each regular meeting, and keep attendance for regular meetings of the Wellness Council. The VP shall maintain an accurate contact list for of all Wellness Program leadership.
    - 6.1.1.4. Treasurer: The Treasurer of the Wellness Council shall oversee the Wellness Program budget, report regularly on the finances of the program, and complete and submit an annual financial report to the Office of Student Affairs. The Treasurer will work closely with the Office of Student Affairs, as the Wellness Program is an extension of that office.

The Treasurer shall also serve as the SGA Representative for the Wellness Council to ensure eligibility for SGA funding.

- 6.1.2. Wellness Class Officers: Each class shall elect four Wellness Officers. Two of the four positions will be filled by the two Aid to Impaired Medical Students (AIMS) Representatives elected by each class. Elections for this position shall occur at the time of the M1 Officer elections, as sponsored by Student Affairs. The term length shall be 4 years. Wellness Officers shall represent their respective classes at Wellness Council meetings. Wellness Officers shall be responsible for planning and budgeting for college events sponsored by the Wellness Program, and carry out the mission of the Wellness Program for their class. M2 Class Officers shall plan any Wellness activities needed for M1 Orientation. The Wellness Program shall send at least one Wellness Class Officer to each Student Assembly meeting. Which Wellness Class Officer attends each Student Assembly meeting shall be coordinated at the beginning of the academic year by the Wellness Council Vice President.
- 6.1.3. External Affairs Representatives: The Wellness Officers shall serve on various USACOM Committees, primarily to represent the Wellness Council and advocate for medical student wellness. These external committees shall include, but are not limited to the Student Affairs Committee and the Curriculum Committee. For the Student Affairs Committee and Curriculum Committee, one M2 and one M4 Wellness Officer shall be selected by the officers of their classes and shall serve for that academic year.
- 6.2. Wellness Houses
  - 6.2.1. House Leaders: Each of the five Wellness houses shall have four House Leaders, one from each class. House Leaders shall be elected halfway through the M1 year and they shall serve for the remainder of that academic year and the following 3 years after. House Leaders shall represent their respective houses at Wellness Council Meetings. They shall be responsible for planning and budgeting house events sponsored by the Wellness Program and shall aid in communication between the Wellness Council and USACOM medical students.
- 6.3. Vacancies
  - 6.3.1. If a vacancy should occur in any of these positions, it shall be filled by a class ballot as soon as possible. The election process shall be organized by the Wellness Officers of the class from which the vacancy arose.

## 7. **Advisor Roles and Responsibilities**

- 7.1. Advisors to the University of South Alabama College of Medicine Wellness Program shall be members of faculty for the University of South Alabama College of Medicine.
- 7.2. Wellness Council
  - 7.2.1. The Wellness Council shall have faculty advisors that will serve as a resource for the Wellness Program, assist student leadership in making decisions, and provide appropriate guidance. The Wellness Council Advisors shall be selected at the beginning of the academic year. It is up to the discretion of the Wellness Council to add advisors as they see fit to best serve the mission and purpose of the Wellness Program. The Associate Dean of Medical Education and the College of Medicine Health & Wellness Counselor shall be advisors for the Wellness Council by default.
- 7.3. Wellness Houses
  - 7.3.1. House Advisors (or “House Mentors”): Each of the five Wellness houses shall have two faculty advisors. One shall be appointed from the preclinical faculty. The other advisor shall be appointed from the clinical faculty. It is up to the

discretion of the leadership and faculty advisors of the Wellness Program to work with College of Medicine faculty in appointing House Advisors for the Wellness Houses. To maximize their role, Wellness House Mentors are encouraged to serve for as long as they can.

7.4. Vacancies

- 7.4.1. If a vacancy should occur in any of these positions, it shall be addressed and resolved by the leadership of the Wellness Program as soon as possible.

**8. Wellness Council Meetings**

- 8.1. The Wellness Council shall meet monthly. There must be at 10 members of the Council present at each meeting.
- 8.2. The meeting time, date, and location shall be determined at the beginning of each academic year by the leadership of the Wellness Council.

**9. Finances**

- 9.1. The Wellness Program Budget shall be managed by the Treasurer of the Wellness Program. The Treasurer will work closely with the Office of Student Affairs, as the Wellness Program is an extension of that office.
- 9.2. All accounts, financial records and transactions of the organization are subject to audit or review by the Dean of Students Office at their discretion.

**10. Amendments**

- 10.1. Written amendment requests may be proposed by any member of the Wellness Program at any regularly scheduled Wellness Council meeting. A majority vote of two-thirds of members is required for adoption of such proposed amendment.