

Harvey MedSoc's Statute and Regulations

Version 3.0 – 2022/2023

1. Position and Political Stance:

- a. Harvey MedSoc is a student association created by and composed of the students of the Harvey Medical Course. Harvey MedSoc's aim is to address areas that were not previously addressed by the faculty, thus organizing seminars, social events, conferences, charities and workshops that pertain the interests of the Harvey Medical students. To a bigger extent, Harvey MedSoc is committed to creating a sense of community and belonging within the Harvey Course.
- b. Harvey MedSoc is an apolitical, areligious organization, without ties or affiliations to any political parties. However, Harvey MedSoc will always stand against any form of discrimination or inequality. Harvey MedSoc promotes inclusiveness and supports minorities, as well as social, environmental and cultural causes via charitable donations and awareness spreading.
- c. All events, committee meetings, meeting notes, transcripts and communications are in English, which is the prioritized language. Italian is only chosen in the following cases:
 - i. The interlocutor is incapable of or uncomfortable with communicating in English;
 - ii. The committee or the relevant secretary deems it more appropriate to approach the interlocutor in Italian (e.g. business owners, in order to avoid miscommunication and possible miscomprehensions);
 - iii. In very peculiar cases (e.g. contacting a speaker for a conference who is not an English native speaker), a language other than English or Italian can be used; in this case, the secretary speaking in this language must translate or explain the situation to the committee to the best of their ability;
 - iv. In official communications with the University organs (e.g. ACERSAT).
- d. University policy and representation: Harvey MedSoc does not have an official place in the university policy or faculty governance. Harvey MedSoc is not a representative association, thus it does not have a place in the official counsels (e.g. Consiglio di Dipartimento, Consiglio Didattico, Senato Accademico, Consiglio di Amministrazione, etc.). However, Harvey MedSoc can collaborate and cooperate with such groups, after approval of the committee, for social and academic events. The members of the Harvey MedSoc Committee are not prohibited from being part of such organizations. Upon registration to the official "Albo delle Associazioni - ACERSAT", all Full Committee members will need to be registered to Harvey MedSoc.

2. Objectives and goals:

- a. To unify the students of the Harvey Course of Medicine & Surgery through regular common activities and opportunities;
- b. To provide some free information for the students in English. This includes: knowledge of events in Pavia and surrounding areas, within the university and the collegi, and updates on information pertinent to the Harvey course;
- c. To provide a platform for students of all 6 years to come together informally both with and without professors;
- d. To seek internship and research positions in English both within Pavia and without;
- e. To provide medically related extracurricular activities in addition to the lessons and courses provided by the university and the collegi;
- f. To build a network of alumni to share experiences, opportunities and resources between themselves and current students;
- g. To work towards the formation of a national and international network of student-run Medical Societies;
- h. To increase the presence and reputation of the Harvey Course locally, nationally and internationally through our events and networking;
- i. To implement a mentoring system among current students and alumni.

3. **Membership:**

- a. All students of the Harvey Course of Medicine and Surgery enrolled at the University of Pavia are automatically members of the society from the day of enrollment until graduation from the course (henceforth referred to as "MedSoc Members");
- b. MedSoc Members retain the right to forfeit their MedSoc membership at any time;
- c. MedSoc Members asked to leave the university, either by expulsion or other forced exit before the end of their course, forfeit their membership to the society;
- d. MedSoc Members are not required to pay any membership fees, though some monies may be requested for participation in certain activities and events where costs are incurred by the society;
- e. MedSoc Members are invited to give open and constructive feedback to the society at any time, including assemblies, events, gatherings, or by contacting Harvey MedSoc privately (direct messages, emails, etc.).

4. **Elections and Organization:**

- a. The "Full Committee" is defined as the elected members of the society by majority vote;
- b. The "Executive Committee" is defined as the President, Vice-President, Treasurer and General Secretary. These positions can only be applied for by members of a previous Full Committee. In case no previous member applies for such positions, a first time member is able to apply. Priority should be given to current applicants for the Full Committee;
- c. The "General Committee" is defined as the members of the society who do not comprise the Executive Committee;

- d. Elections will be held every academic year by the end of November. MedSoc Members from the II to the VI year are eligible to run for a Full Committee position. Students of the I year are only eligible to run for the “First year Representative” position. Elections of such position must be held after the pre-term exams. Only students of the I year can run and vote for such position, which is established by majority vote;
- e. Only currently enrolled students of the Harvey Course of Medicine in the University of Pavia are eligible to vote;
- f. Elections are done online through the modalities indicated by the incumbent, only using the official University of Pavia email addresses, unique to each student for verification purposes. Election results will be communicated by email and/or other social platforms. Submissions with another email address, as well as double votes, are rejected;
- g. A member of the previous “Executive Committee” (following the order of President, Vice President, General Secretary, Treasurer), in collaboration with the IT secretary, must oversee the nomination and election procedures. If all members of the executive committee are re-running for a committee position, another member of the previous committee, chosen by the Executive Committee, must oversee the aforementioned upcoming procedures;
- h. The positions of the Full Committee are the following: President, Vice President, General Secretary, Treasurer, Social Secretary, Academic Secretary, Spring Ball Secretary, IT Secretary, PR Secretary, First Year Secretary. More than one person can hold the same title only in the following positions: Social Secretary, Academic Secretary, PR Secretary. The exact number of secretaries and Committee Members is subject to the discretion of the incumbent Full Committee;
- i. Material, monies, documents and resources, including all accesses to web-based services, are to be passed on to the following committee following the end of each committee cycle;
- j. Re-election of individuals to the same position currently held can occur only once, if the conditions are deemed suitable. This is subject to a discussion and vote by the Full Committee;
- k. The results of the vote are posted on the website and/or social media pages. Every committee member, upon being elected, has 2 weeks to submit a roadmap report which includes their vision and plans for the upcoming academic year.

5. **Positions:**

- a. The **President** retains chief executive and legal responsibility for MedSoc actions and projects. The President is entitled to veto any motion proposed by the committee. The President’s responsibilities are to liaise with the faculty and student representatives on the activities of Harvey MedSoc and lead the committee in their vision of MedSoc. The President is co-accountable, along with the Treasurer, for all monies in MedSoc;
- b. The **Vice-President (VP)** holds direct executive oversight over the actions of non-executive members of the committee. The principal role of the Vice President is to monitor and guide the actions of the other committee members

and ensure prompt resolution of any issues where possible. The Vice President leads meetings in the absence of the President and assists in the executive functioning of the society. This includes reviewing and approving all content on the website and social media accounts;

- c. The **Treasurer** is responsible for all monetary transactions and purchases within the society. The Treasurer is required to retain proof of all transactions in a clear and comprehensible way in order to be coherent at any audit, as well as on request by the President at any time. All transaction records have to be passed onto the following Treasurer at the end of the Committee cycle;
- d. The **General Secretary** controls the flow of information in MedSoc and is responsible for keeping minutes of all meetings, as well as organizing the agenda for all meetings and recording formal votes. Minutes and notes of the meetings need to be uploaded to the Harvey MedSoc's Google Drive within a reasonable amount of time. The General Secretary is also in charge of all communications with ACERSAT and other relevant Student Associations. The communications with ACERSAT will be in Italian, so a certain level of proficiency is required for non-native speakers, otherwise other members of the committee can assist;
- e. A **Social Secretary** is responsible for the planning, organization and execution of social events not directly related to the study of medicine. A minimum of three social events is expected, with planning of said events presented at least 2 weeks prior to the date. A Social Secretary is also responsible, together with the IT Secretary and PR secretary, for updating the website and social platforms on current social events in Pavia, and the possibility of organizing some events outside of the academic year. A Social Secretary is encouraged to be independent in the communications with business owners, which are mainly held in Italian;
- f. An **Academic Secretary** is responsible for the planning, organization and execution of events directly related to the study of medicine. These include: seminars, conferences, workshops, and OTA activities. In the event that an event subject overlaps with the subject of a MedSoc activity, an Academic Secretary is required to liaise with the lead professor who teaches the subject in the Harvey Course to ensure the clarity of the material. At least three academic events per semester are encouraged, with information advertised at least 2 weeks before the date. An Academic Secretary is also responsible for updating the website and social platforms, together with the IT Secretary and PR secretary, with current talks in English in and around Pavia, in the Collegi, and within the University. An Academic Secretary is also responsible for managing and updating the Alumni Network, with the purpose of organizing events including Harvey alumni and current Harvey students;
- g. The **IT Secretary** is the lead member in charge of the Website content and communication with the members via the internet. The IT Secretary is expected to maintain the website and ensure the logical and aesthetic composition of all pages, as well as updating of pages not formally managed by other committee members. The IT Secretary is also responsible, together with a 3rd party, of setting up the committee elections at the end of the committee cycle;

- h. The **Spring Ball Secretary** is uniquely responsible for the planning, organization, sponsorship, marketing, promotion and execution of the Spring Ball event in the Spring of the committee cycle. The Spring Ball Secretary should have a full, complete and thorough plan by the end of the February of the current committee cycle. The Spring Ball Secretary is encouraged to be independent in the communications with business owners, which are mainly held in Italian;
- i. A **Public Relations (PR) Secretary** is responsible for communications, both regarding content and form, with students and other persons through advertising activities and online presence, as well as communicating essential information from the other members of the committee to the student body. A PR Secretary is also responsible for shout outs and other methods of communication. Consistent presence on social platforms is expected, as well as timely reminders and publication of events, in order to ensure maximum engagement and visibility. A PR secretary is also in charge of designs and graphics that pertain all matters of Harvey MedSoc;
- j. The **Merchandise Secretary** is responsible for the design, order, delivery and distribution of all merchandise related to Harvey MedSoc. This includes clothing, event-specific necessities (e.g. items for the Spring Barbecue), and gadgets. All orders and payments are to be coordinated with the Treasurer, which gives ultimate approval of all purchases. Contests and merchandise-related posts on social media are also to be prepared and written by the Merchandise Secretary, in accordance with the PR Secretary and the General Secretary;
- k. The **First Year Secretary** is a 1 year-exclusive position, the only one of such character. The First Year Secretary is responsible for cross-talk between the 1 year and Harvey MedSoc, for example by answering their questions, doubts, and hearing their proposals. Overall, the First Year Secretary needs to encourage a strong and active participation of their classmates in Harvey MedSoc's events, in order to create an early sense of community and belonging.
- l. Individual members of the General Committee may, at their discretion, form subcommittees comprising non-elected members, in order to assist in the development of their area of work. Members of these subcommittees are not elected and will therefore not be permitted to attend Full Meetings or claim remuneration from the Society unless agreed in advance by the Executive Committee. Responsibility for the actions of subcommittee members' rests entirely with their leading committee member;
- m. Overall, Full Committee members are required to cooperate and coordinate with each other, by implementing a strong network of timely and periodical communications with each other and with the rest of the Full Committee.

6. **Rules, Regulations and Punitive Actions:**

- a. The statute and regulations are to be reviewed and ratified by each Full Committee at the end of the committee cycle. Ratification requires a 75% vote;
- b. Amendments are to be proposed in a timely manner. Any amendment will require a qualified majority vote of 75% of the members of the Full Committee;

- c. These regulations, as ratified and accepted by the committee, are binding. Committee members who fail to act in accordance to the regulations may be ousted from the association;
- d. Any motion to oust a member of the General Committee will require a unanimous vote of the Executive Committee and will be ratified by the General Committee with a 2/3 qualified majority vote;
- e. Any motion to oust a member of the Executive committee will require a qualified majority of 75% of the Full Committee. This procedure cannot be vetoed by the President if the President is the member to be ousted;
- f. The person subjected to the ousting cannot vote on this matter;
- g. If a member that has been ousted wants to re-apply for a Full Committee position, the incumbent Full Committee can choose whether this person can re-apply. This matter is subject to a 2/3 majority vote;
- h. If a previously ousted member wants to be re-established, the matter is subject to a Full Committee vote of 50% +1 following a Full Committee meeting.

7. Election of the Full Committee:

- a. Elections will be held every academic year and all students of the Harvey Course from the second to the sixth year are eligible to run for a committee position.
- b. Only students of the Harvey Course of Medicine in the University of Pavia who are currently enrolled in the second to sixth year are eligible to vote for the Full Committee.
- c. Elections are done online using the official University of Pavia email addresses unique to each student for verification purposes and to distribute the results of the election. The platform of choice is Helios. Submissions with another email address, as well as double votes, are rejected. The elections follow the Condorcet method.
- d. A member of the previous “Executive Committee” (following the order of President, Vice President, General Secretary, Treasurer), in collaboration with the IT secretary, must oversee the nomination and election procedures. If all members of the executive committee are re-running for a committee position, another member of the previous committee, chosen by the Executive Committee, must oversee the aforementioned upcoming procedures.
- e. The results of the vote are posted on the website and social media pages. Every committee member, upon being elected, has 2 weeks to submit a roadmap report which includes their vision and plans for the upcoming academic year.
- f. The election for the First Year Representative is performed after the exams of the pre-semester. This election follows the same method and is done through the aforementioned platform. It is overseen by the IT Secretary and the President of the committee.

8. Finances:

- a. Monies received by Harvey MedSoc are used exclusively in the interests of MedSoc Members, including expenses for both social and academic events. Any and all monies received by any member of the MedSoc committee and/or

subcommittees are to be transferred directly to the Treasurer, no later than one week from the moment of receiving said monies.

- b. All monetary transactions are accountable to the Treasurer and the President. No reimbursement of any fees is to be authorized without documented proof by tax receipt of a purchase relevant to activities/events by Harvey MedSoc.
- c. A detailed record of all transactions performed by the Treasurer should be kept in a document shared with the members of the executive committee.
- d. The correct accounting of all funds is paramount. An audit of all MedSoc finances will be done at the end of every committee cycle.
- e. All external sources or financing, including but not limited to: university bursaries, ACERSAT funding, private sponsorship and government subsidies, will be subject to a 2/3 majority approval following a debate from the Full Committee before being accepted.
- f. In case of fundraising events, or any other event that generates revenue in surplus to the costs of running the event, said surplus will be reinvested into the common MedSoc funds for use in future events.
- g. MedSoc committee members may not gain financial profit from events in any way, either by employment or by acquisition of funds greater than costs incurred through events run by the society.

9. **Social Events:**

- a. Social events must respect the reputation of Harvey MedSoc and respect the people of Pavia and their well-being.
- b. All social events are organized and run by the Social Secretary(s) except for the Spring Ball, which is handled separately by the Spring Ball Secretary.
- c. Some events costing more than the means of reasonable MedSoc funds and/or sponsorship may require a fee to be levied up front by participating members and non-members.
- d. Costs associated with social events will require receipts in order to be reimbursed by the Treasurer.
- e. Suggestions and assistance should be offered directly to the Social Secretary(s).

10. **Academic Events and Opportunities:**

- a. The planning and the execution of the academic events, workshops, and projects are done by the Academic Secretaries. Events are medically oriented to subjects that are of interest to students of the Harvey Medical Course.
- b. Money required to run events will come from MedSoc funds and only under exceptional circumstances will MedSoc request the payment of a fee from Members for participation in a medical event. This may include the costs of expensive disposable equipment needed by each student, as an example.
- c. Costs associated with events will require receipts in order to be reimbursed by the Treasurer.
- d. MedSoc reserves the right to limit the numbers of students attending an event at any time. If necessary, such events may be open to specific years or MedSoc Members only.

- e. Suggestions and assistance should be offered directly to the Academic Secretaries.
- f. The society respects the current internship and research opportunities currently offered by the University of Pavia and through the elected positions of the Academic Secretaries, looks to increase the access to current and future positions.
- g. Harvey MedSoc aims to create new opportunities for students, in English, within and outside of Pavia. Advertising for all positions, both those offered by the university and other institutions, as well as those created by MedSoc, will be distributed to all via the MedSoc website and communication channels.
- h. The MedSoc committee welcomes opportunities to assist the Faculty and other student organizations (e.g. Gruppo Kos, EMSA, Ateneo Studenti, SISM, Step ESN, PAWMS, etc.) in the implementation of strong, robust and fruitful internship and research positions in the future. In the event of more candidates for positions offered by MedSoc than are available, a selection process will be implemented according to the requirements of the professional(s) offering the position. MedSoc will not select individual candidates beyond the limited criteria (e.g. Academic year, specific courses passed, qualifications etc.) dictated by those professionals. All applications at this point, regardless of number, will be sent for examination and selection by the Professor, Doctor or other professional offering the internship.
- i. Students attending internships and research positions in locations outside of Pavia are responsible for their own transportation and accommodation unless stated otherwise. Harvey MedSoc assumes no liability or responsibility for students or professionals as a result of internships or research positions. Students are individually responsible for obtaining any insurance requirements for the internship or research posts as well as relevant medical checkups if required. All members attending internships or research posts should act in a manner representative of Italian standards of medicine, and those of the University of Pavia, at all times. MedSoc strongly advises against the use of medical practices outside of a student's level of expertise in any clinical setting.

11. Website and Social Media:

- a. Harvey MedSoc owns the domain www.harveymedsoc.org. Individual pages on either site are managed by their respective representative, as indicated, or by the IT secretary. All content on these sites is copyrighted to Harvey MedSoc with the exception of copies of documents distributed by the faculty and public domain images.
- b. The Social Media pages are co-run by all members of the committee, overseen by the PR secretary. In the event of unavailability by the PR secretary, oversight of social media communications will pass to the President, VP and IT secretary, in that order.
- c. All payments for online services are accountable to the Treasurer.
- d. The website is a portal for greater distribution of information on the Harvey course, the University of Pavia and more, and is updated regularly. A feedback system is offered on the website for students to give constructive feedback and suggestions in between formal assemblies. MedSoc commits to answer

each comment, message, suggestion and request within 7 days from the time posted.

12. Spring Ball:

- a. The Spring Ball is a medical school-wide event open to all Students and Professors of the courses. If limitations dictated by the venue or the law are in place, tickets will be made available following a criterion decided by the Spring Ball secretary in accordance with the Full Committee.
- b. The Spring Ball is organized and hosted by the Spring Ball Secretary. The advertising for the Spring Ball as a collective and unionizing event is a joint responsibility of the Spring Ball Secretary and the PR Secretary. The committee is exceptionally permitted to send translated notifications to the Golgi course students, to increase awareness of the event and foster stronger bonds between the courses.
- c. The Spring Ball Secretary should have a full, completed plan by the end of February of the current committee cycle.
- d. Suggestions and assistance should be offered directly to the Spring Ball Secretary.