

Harvey MedSoc's Statute and Regulations

Version 3.0 – 2023/2024

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:** I THINK WE CAN WRITE DOWN EACH TEAMS OBJECTIVES AND SOMNE GOALS AS JUST HARVEY 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 build a network of alumni to share experiences, opportunities and resources between themselves and current students;
 - d. To work towards the formation of a national and international network of student-run Medical Societies;
 - e. To increase the presence and reputation of the Harvey Course locally, nationally and internationally through our events and networking;
 - f. 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, Head of Socials, Head of Academics. 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 of 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;
 - 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. Each candidate will be applying to be elected to the “General Committee” with their listed first two preferred position options. This rule does not apply to those candidates who are eligible to apply for “Executive Committee” as their candidacy will be considered to Executive Committee unless preferred otherwise by these current Committee members/candidates.
- h. After the online voting the elected candidates will be placed in position by the current (transitioning) members of the Voting Committee (Voting Committee of positions will not include the current General Committee members running for elections in those positions) taking into consideration the preferred positions of these candidates and their election statements filled out in the online form pre-elections.
- i. 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;
- j. The positions of the Full Committee are the following: President, Vice President, Meeting Manager, Finance Team (made up of Treasurer, Merchandise Secretary), Social Team (made up of Head of Socials, Rapporteur, Logistics Secretary), Academic Team (made up of Sponsorship Secretary, Logistics Secretary of the Academics, Academic Secretary), Media Team (made up of PR Secretary, IT Secretary, Press Member). 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;
- k. 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;
- l. 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;

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. President of the MEDSOC Committee is responsible for:

- i. Oversees and aids Head of Media in their duty
 - ii. Oversees and aids Head of Social in their duty
 - iii. Oversees Meeting Manager
 - iv. Oversees Vice President and from whom receives frequent updates regarding the Academics and Finance teams
- 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. Vice President of the MEDSOC Committee is responsible for:
 - i. Oversees and aids Head of Academics in their duty
 - ii. Oversees and aids Treasurer in their duty
 - iii. Assists and informs the President whenever deemed needed
 - iv. Has final jurisdiction in absence of President
- c. **Finance Team**
 - i. 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. Treasurer of the MEDSOC Committee is responsible for:
 1. Supervises MEDSOC domain payment
 2. Manages Notion domain payment
 3. Supervises ongoing and up-to-date payments on each other team of MEDSOC committee
 4. Oversees and aids Merchandise Secretary
 - ii. 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. Merchandise Secretary of the MEDSOC Committee is responsible for:
 1. Manages drop sales sublimited to once a year in collaboration with IT Secretary
 2. Finds purchasing websites for MEDSOC shop material
 3. Works in accordance to Treasurer
- d. **Meeting Manager** of the MEDSOC Committee is individually responsible for:
 - i. Arrangements of MEDSOC meeting dates and venues in accordance to member availability sublimited to once in two months

- ii. Takes notes during MEDSOC meetings and shares them afterwards with all the members, and records formal votes. Minutes and notes of the meetings need to be uploaded to Harvey MedSoc's Google Drive or WhatsApp within a reasonable amount of time. The Meeting Secretary is also in charge of all communications with other relevant Student Associations;
- e. **Social Team** 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;
 - i. **Rapporteur** of the MEDSOC Committee is responsible for:
 1. Oversees and arranges communications between all Harvey students and MEDSOC
 2. Proposes activities that students might be interested in and calculates appeal
 3. Is present in all yearly group chats
 4. Oversees and follows yearly schedules of academical calendar such as but not limited to: changes in exam dates
 5. Works in accordance to Head of Social
 - ii. **Logistics Secretary** of the MEDSOC Committee is responsible for:
 1. Finds and finalizes venues of social events
 2. Works in accordance to Head of Social
 3. Communicates with the media team to promote the social events
 - iii. **Head of Social** of the MEDSOC Committee is responsible for:
 1. Complete supervision and management of every social event taking place under the name of MEDSOC
 2. Works in accordance to President.
- f. The **Academics Team** is responsible for the supervision and management of all academic events taking place under the name of MEDSOC. Academic events are such as but not limited to: seminars, conferences, workshops, and OTA activities. In the event that an event subject overlaps with the subject of a MedSoc activity, the Head of Academics 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. A Head of Academics is also responsible for managing and updating the Alumni Network, with the purpose of organizing events including Harvey alumni and current Harvey students;
 - i. **Sponsorship Secretary** of the MEDSOC Committee is responsible for:
 1. Finds and finalizes sponsorship opportunities for academic events

2. Aids in sponsorship availabilities for social events
3. Works in accordance with Head of Academics and Treasurer
4. Aids in ACERSAT application
- ii. **Logistics Secretary** of the MEDSOC Committee is responsible for:
 1. Finds and finalizes venues of academic events
 2. Works in accordance to Head of Academics
 3. Communicates with the media team to promote the academic events
- iii. **Head of Academics** of the MEDSOC Committee is responsible for:
 1. Complete supervision and management of every academic event taking place under the name of MEDSOC
 2. Communicates with speakers of the event
 3. Provides bridging between Vice President and academics team
 4. Oversees, aids and contributes to overall workload of academics team
- g. The **Media Team** 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. Consistent presence on social platforms is expected, as well as timely reminders and publication of events, in order to ensure maximum engagement and visibility.
 - i. IT secretary of the MEDSOC Committee is responsible for:
 1. Management of MEDSOC website
 2. Payment of MEDSOC domain
 3. Management of Notion in collaboration with students
 4. Manages MEDSOC shop in accordance with Merchandise Secretary.
 - ii. PR secretary of the MEDSOC Committee is responsible for:
 1. Management of Direct Messages through social platforms
 2. Creation of banners, posts, stories in accordance with social and academic events
 3. Sharing of photos on social media platforms
 - iii. Press member of the MEDSOC Committee is responsible for:
 1. Is overall responsible for cameraman-ship of events, whether this be individual or shiftwork
 2. Watermarking of photos taken during events
- h. 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;
- i. 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. **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.

8. **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).

9. **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.

10. Website and Social Media:

- a. Harvey MedSoc owns the domain www.harveymedsoc.org. Individual pages on either site are managed by their respective representatives, 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 answering each comment, message, suggestion and request within 7 days from the time posted.