

ARTICLE I

Name

The name of this Student Leadership Group (SLG) shall be the Social Justice Coalition (“SJC”).

ARTICLE II

Mission

We are the Social Justice Coalition of the Larner College of Medicine (LCOM), which is comprised of LCOM community members who mediate student body and faculty politics and work to foster a safer, more inclusive working and learning environment. We aim to promote and practice restorative justice, in collaboration with community partners, both locally and globally. We serve as a bridge between students and our administration on issues of social justice. SJC designs and builds social justice curriculum and research in collaboration with faculty, staff, and students. We support student-led initiatives and amplify the voices of our community.

ARTICLE III

Organizers, Membership, and Advisors

Section 1. Membership The Membership of SJC shall consist of members representing faculty, staff, and students. Every effort shall be made to have members within our coalition who represent diverse lived experiences.

Members should make every effort to attend all meetings; up to and including requesting excused absences from scheduled curricula. Voting members are defined as those having attended at least two (2) monthly meetings within the past 12 months. Herein, voting members are eligible to participate in all votes, with the exception of certification of candidates for student organizer positions and (re)appointment of faculty advisors.

Section 2. Student organizers The SJC will be facilitated by four elected student organizers from each class, including at least one representative from both the Vermont and Connecticut campuses. Each student organizer shall serve on the SJC until their graduation. Student organizers are eligible to participate in all votes.

Section 3. Election of student organizers Student organizers will introduce the SJC to the first-year class at the beginning of the academic year and announce the process

by which new student organizers will be elected. To establish eligibility, candidates must attend a minimum of two SJC monthly meetings or be actively involved in an ongoing SJC project as certified by current student organizers. Candidates must be members of the first-year class. Additionally, candidates must submit a written personal statement for distribution. Student organizer candidates must be in good standing with the Dean of Students office, as evidenced by meeting the requirements described in the Student Handbook Policy 560.00 (Satisfactory Academic Progress), Policy 610.10 (Tenets of Professionalism), and Policy 620.00 (Student Honor Code). Determination of this standing will be made in consultation with the Dean of Students. For additional details on election procedures refer to the election SOP document. Following certification of good standing and meeting criteria as specified above, candidates' names and personal statements will be utilized to generate a secret ballot, which will be distributed to the first-year class. The ballot will allow students to select up to four candidates. To ensure stakeholder representation, a candidate from the Connecticut campus with the highest vote count, a candidate from the Vermont campus with the highest vote count, and a candidate currently serving in a leadership capacity in an affinity group (or equivalent position) with the highest vote count will be selected as student organizers, given that they are represented in the pool of candidates. One individual candidate may represent the highest vote count for both campus affiliation and affinity group leadership. Remaining positions will be granted to those receiving the highest vote count.

Section 4. Expectations of Student Organizers Student organizers will be expected to contribute equitably towards the administration and activities of SJC throughout the duration of their tenure. This contribution includes making every effort to attend all monthly meetings. If unable to attend, student organizers are expected to notify the Administrative Director another organizer. Additionally, organizers that are absent from a meeting are required to review the meeting minutes when they become available. Student organizers are expected to maintain an active presence on dedicated communication platforms. A channel dedicated exclusively to student organizers may be utilized for sensitive information, but it is expected that the use is minimized to include all involved community members and to promote transparency.

A coalition retreat will occur annually in the Spring to review the SJC's structure and processes and build community. Student organizers will be expected to attend. The

retreat will be open to all coalition members.

Each student organizer will hold one (1) of the following positions: Treasurer, Administrative Director, Internal Communications Director, and Outreach Coordinator. All organizers will perform these duties following election until the election of the subsequent organizers, at which time they will facilitate the transition by training their first-year organizer replacements. These positions are considered lateral, and no additional positions (president, chair, etc.) shall be assigned.

- Duties of the Treasurer include, but are not limited to, reporting of the Coalition's current finances at monthly meetings as well as submitting receipts for reimbursement. They will keep records of all financial information, including breakdowns of event(s) co-hosted with student interest groups within the college of medicine.
- Duties of the Administrative Director are to take attendance and ensure that minutes are taken and uploaded to Microsoft Teams at SJC Monthly Meetings. Minutes may be recorded by different members, but the responsibility falls on the Administrative Director to ensure that they are uploaded. The Administrative Director will track the number of absences each student organizer has and will alert the committee if a student organizer has two consecutive unexcused absences. Additionally, the Administrative Director is expected to maintain a roster of voting members that have attended a minimum of two meetings. The Administrative Director will attend or appoint an SJC organizer to attend the meetings with the Deans and upload the minutes to the appropriate files.
- Duties of the Internal Communications Director include making arrangements for communications with remote and in-person attendees, reserving monthly meeting space, compiling agenda items for meetings, and maintaining the Microsoft Teams Channel and Listserv.
- Duties of the Outreach Coordinator include creating material for promoting meetings and events via the Listserv, the Weekly Wire and other community-facing platforms. The Outreach coordinator will also be responsible for gathering material for the SJC Monthly Newsletter. All organizers will support this effort. The Outreach Coordinator will also be responsible for advertising and external communications such as maintaining a presence on social media platforms.

If an organizer is deemed unfit to carry out their responsibilities, will not be continuing their education with their current class, or will not be returning to the College of Medicine, voting members, organizers, and faculty mentors will address the situation on a case-by-case basis. Organizers are expected to attend monthly meetings or notify the administrative director or any other Organizer beforehand if unable to attend due to academic commitments, clinical duties, or personal commitments. If notifications are not provided, the absence will be considered unexcused. Organizers with 2 consecutive unexcused absences will be considered inactive organizers and will be notified by email. Inactive organizers will attempt to strategize with active organizers and faculty mentors to improve engagement or an inactive organizer may decide to resign and transition to a voting member. The voting members of the SJC have discretion to define what constitutes “unfit”, including but not limited to violations of professionalism, actions in violation of SJC and LCOM values, and other concerns. If an organizer position becomes vacant either due to resignation or removal, it may be found appropriate to hold a vote to appoint a new organizer to the Coalition, or have the position remain unfilled. Vacancies may be filled by voting members of SJC from the same class as the person originally holding the vacant position. If this is not possible, a general election amongst the class can be done. Any decisions regarding the removal or appointment of organizers must be passed by a majority vote by 75% of voting members of the SJC and will be conducted via secret ballot, as outline in the voting protocol.

Section 5. Advisors Mentorship will consist of members of faculty or staff. The advisors should be selected to provide expertise and/or support regarding the teaching and practice of social medicine. In the event an advisor steps down from their role, a new advisor will be identified and SJC voting members will vote to approve the new faculty advisor, following the voting protocol outlined below. Mentors approved will be forwarded to the Dean of Diversity, Equity, and Inclusion and the Dean of the College of Medicine or their designees.

Section 6. Staff liaison A staff liaison will assist the SJC with implementation of SJC initiatives and provide insight into organizational structure. The staff liaison is expected to attend monthly meetings when able and notify the administrative director or any other Organizer if unable to attend. It is expected that the staff liaison will attend a majority of meetings in any given quarter. If the staff liaison position is vacant, all efforts will be made to fill the position in coordination with ODEI and OME. Appointment of

staff liaison requires approval by the staff person's department but does not require a formal vote by the coalition.

ARTICLE IV Meetings

Section 1. Regular meetings will be held monthly and on a consistent schedule. Informal decisions (as outlined below) will be made by majority vote from all present voting members, unless otherwise specified. All SJC members will be notified of the date and time of the next meeting at least one week prior to the meeting.

Section 2. Agenda The meeting will be facilitated by student organizers. The Internal Communication Director will create an agenda 3 days prior to each meeting.

To give student members of SJC the chance to confer independently, and for expediency's sake, the agenda may be structured to enable faculty and/or staff Advisor participation in only part of the meeting such as the first 30 minutes.

Section 3. Record Keeping. Minutes will be taken by the student organizers. Minutes will be uploaded to the Microsoft Team following each monthly meeting. Utilizing minutes and other relevant documents, SJC will compose an annual report to summarize relevant work, successes, and challenges.

ARTICLE V Finances

The Coalition relies on funds from, but not limited to, the Office of Medical Education, the Office of Diversity, Equity, and Inclusion, the UVM Alumni Association, and individual donations of funds. The Coalition is responsible for the use of funds in the best interest of its goals.

- I. Requesting Funding from SJC
 - a. A standard form will be available to all LCOM students who intend to request SJC funds, included below. Additionally, a budget breakdown must be included to detail where the funds will be used.
 - b. Using the standard form, each voting member of SJC will assign a score based on the rubric included below. The scores will be exported

and compiled by SJC Organizers and funds will be allocated to proposals meeting or exceeding an average score of 9, as funds are available.

- c. Each individual requesting group can request up to \$300 annually. If more is needed, additional information must be provided on the standard form. Decisions to allocate additional funds beyond the \$300 limit will be made on a case-by-case basis, with the voting protocol outlined below used.
- d. Funding request form:
https://qualtrics.uvm.edu/jfe/form/SV_esNDax1Y0hosiLY
- e. Funding rubric:
<https://uvmcom.sharepoint.com/:w:/s/LCOMSocialJusticeCoalition-OrganizerChannel/EcDwTqIR-vJLrwjo2iOHZTYB2NzAXVz7Ap7Sa9BycekkOw?e=iFFXjp>

II. Internal Use of Funds

- a. A sum of \$500 will be put aside for the annual SJC Retreat.
- b. Internal use of funds for SJC events under \$100 will be voted on by majority at monthly meeting. Internal use of funds for SJC events over \$100 will be brought to all voting members.
- c. In order to fund recurring events such as book club meetings, solidarity circles, etc., a maximum of \$100 can be used at the discretion of the Organizers putting the event on.
- d. We will biannually review the use of SJC funds and make adjustments as needed.

ARTICLE VI Amendments

Student organizers are expected to review bylaws during a dedicated hour of the annual SJC retreat. Revisions will go into effect once all voting members have reached a consensus using the voting protocol outlined below.

Should further amendment be deemed necessary throughout the year, revisions will be voted on using the protocol below.

ARTICLE VII

Voting Protocol

In order to achieve consensus amongst all voting members, we will require a quorum of 75% of all voting members, including SJC Organizers, to proceed with the vote. Voting members will be contacted a minimum of 3 times while the voting period is open. This

will include at least two times via email, and at least once via Microsoft Teams. Emails will be sent weekly while the vote is open, and a day prior to voting closure. SJC Organizers will be contacted using the same methods. Internal Communications Director and one other volunteer SJC Organizer will send these communications.

Voting will remain open for a minimum of one week, and no more than four. The option to abstain from voting will be included on each ballot. Voting will be hosted on Qualtrics to ensure anonymity and safety.

If no quorum is reached, a meeting will be scheduled to discuss the topic. One more attempt will then be made to reach a quorum. If no quorum is achieved, then a vote will be held amongst SJC Organizers, and will require a majority to pass.

Formal decisions that require a voting process, as outlined above, include, but are not limited to, official statements and bylaw revisions. In these specific cases, the document will be hosted in an open-access Microsoft Word document for edits, comments, and suggestions for a minimum of two weeks. All voting members, including SJC Organizers, will be emailed a link to the open-access document each week for the duration of the editing period. SJC will expect all voting members to uphold standards of confidentiality with all matters being voted on.