

Article I. Name

The official name of Marshall University Joan C. Edwards School of Medicine peer advisor program is Peer Advising Organization (PAO).

Article II. Mission Statement

The Peer Advising Organization, which serves Marshall University Joan C. Edwards School of Medicine, is committed to enhancing the medical school experience by promoting a strong community and fostering supportive relationships between medical students of all years. Through this support system, students will be able to both seek and provide academic and non-academic advice from their fellow medical students based on each others' personal experiences in medical school, and receive assistance they may need to achieve their own academic, social, and professional goals.

Article III. Membership and Housing System

Section 1. The members of the PAO will include all students currently enrolled at Joan C. Edwards School of Medicine. Each member will be entitled to all services of the organization.

Section 2. Based on the unforgettable 1990s television show, Legends of the Hidden Temple, all members will be divided up evenly into six sub-groups, referred to as "houses". Each house should contain roughly the same numbers of first, second, third and fourth year students.

- The names of the six houses will be as follows:
 - Red Jaguars
 - Blue Barracudas
 - Green Monkeys
 - Orange Iguanas
 - Purple Parrots
 - Silver Snakes
- Each year, all incoming first-year students will be divided as evenly as possible into the six pre-existing houses (see Article IV for additional details). Students will remain members of the assigned house while attending Joan C. Edwards School of Medicine.

Article IV. Advisor/Advisee Matching System

Section 1. All incoming first-year students are required to be advisees, and will be matched to a volunteer second-year student advisor for that school year. Each volunteer second-year advisor will be matched with at least one, but no more than five, first-year student advisees (final number will be based on the number of available second-year advisors for that year).

Section 2. At the end of each spring semester, all current first-year students on track to become second-years will be contacted with the option of becoming advisors. Second-year students are not required to participate as advisors, but are highly encouraged to do so on a volunteer basis.

Section 3. Participating second-year and all first year students will be contacted in June to complete a required questionnaire about his/her interests and other characteristics. The answers provided in these questionnaires will be utilized to help match first-year advisees with the most compatible second-year advisors. The first and second year students that complete this questionnaire will also be given the opportunity to request a particular student to be their advisor/advisee for the upcoming year if they so desire. Every effort will be made to honor such requests. Once matched, each first-year advisee will become a member of the same house as his/her second-year advisor. Students will be notified by mid-July of their advisor/advisee contact information.

Section 4. Students repeating first year may retain their advisor from the previous year (if the advisor agrees to continue participation in the program) or have priority selection of a new advisor among those volunteering. These repeating students will be placed into the house of their advisor, whether retained or new.

Section 5. An advisee or advisor may request, in writing, to have his/her advisor or advisee reassigned. All requests for reassignment will be considered and voted on by the PAC.

Article V. Requirements of Membership

Section 1. All **first-year student advisees** must meet the following requirements to remain in good standing in the organization:

1. Attend the PAO event held during orientation for first-year students.
2. Meet once in person with advisor at the beginning of the fall semester (separate from the orientation event mentioned above).
3. Attend all house meetings and events.
4. Complete an evaluation questionnaire of the program at the end of the spring semester.

Section 2. All volunteer **second-year student advisors** must meet the following requirements to remain in good standing in the organization:

1. Make initial contact with all assigned advisees once the assignments are made in July to make introductions
2. Attend the PAO event during orientation for first-year students
3. Meet once in person with all advisees at the beginning of the fall semester (separate from the orientation event mentioned above).
 - a. Attending one house meeting with his/her advisees may satisfy this requirement.
4. Respond to any emails from advisees within a week of receiving them.
5. Check in with all advisees via email, facebook, in person, or other feasible means at least twice per semester.
6. Complete an evaluation questionnaire of the program at the end of the spring semester.
7. **Recommended but not required:** Attend all house meetings.

Section 3. All **third and fourth year students** will remain members of the organization, but will not serve as assigned advisors or advisees and have no minimum requirements to meet in order to remain in good standing within the organization. However, they are strongly encouraged to participate in their respective house meetings and events, seek leadership positions and remain available for other students within their house to seek advice and guidance as needed.

Article VI. House Meetings

Section 1. It is required that all houses hold a minimum of two meetings per semester, which all first-year students will be required to attend for their respective houses, and all other students will be strongly encouraged to attend. Certain house leadership position-holders will also be required to attend these meetings (see Article VII, Sections 2-3). The orientation event held at the beginning of the school year *can* count toward this two meeting minimum for the fall semester.

Section 2. The purpose of house meetings is to provide students with opportunities to interact with students of all classes and to provide an opportunity to seek advice and ask questions in-person from other students.

Section 3. Meetings may be formatted as the house leadership sees fit, and can be held at any time and location that the house leadership deems most appropriate. These meetings can range from more formal meetings at a school facility, to informal social gatherings outside of school facilities.

Article VII. House Leadership

Section 1. The members of each house will elect one second year from that house to serve as the House Chair.

Section 2. House Chair Qualifications and Requirements.

1. To serve as the House Chair, the candidate must be a member of that house, a second-year student, and be serving as a peer advisor. This position will be held for a term of one full academic year.
2. The requirements that must be met by the House Chair are as follows:
 - a. Schedule a minimum of two house meetings per semester, keeping in mind the academic obligations of the first-year students that are required to attend.
 - b. Work with second year advisors in the house to plan house meetings.
 - c. Attend and preside over all house meetings.

Section 3. House Leadership Election Procedures.

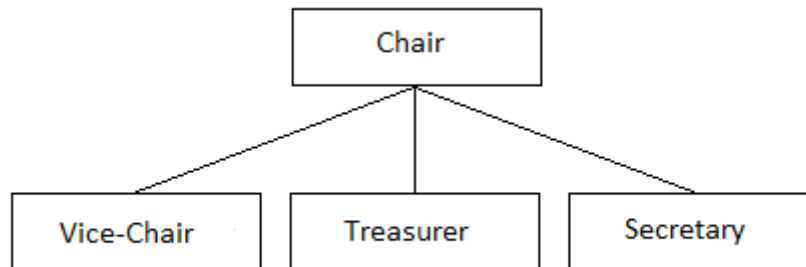
1. Election of House Chairs: At the last meeting of spring semester, a house chair from within the upcoming second year class will be elected. All members of the house will have a vote but specific details of the voting process may be decided on within the house.

2. In the event that the House Chair becomes unable to fulfill his/her duties, a new House Chair should be elected from the pool of available second-year students within that house.

Article VIII. Organizational Leadership: Peer Advising Committee (PAC)

Section 1. A group of students, known as the PAC will be responsible for supervising and maintaining the PAO throughout the year.

Section 2. The PAC will consist of four members: Chair, Vice-Chair, Treasurer and Secretary.



Section 3. Members of the PAC will be chosen through an election process to be held near the end of the spring semester. All members of the PAO will be entitled to vote in this election but specific details of the voting process may be decided on during the election process.

Section 4. The responsibilities of the PAC are as follows:

1. Chair:
 - a. Oversees the entire PAC
 - b. Matches incoming MS1s with MS2 advisors
 - c. Organizes PAC meetings as needed
2. Vice-Chair:
 - a. Organizes first year orientation activities
 - b. Assists house leaders in organizing activities as needed
 - c. Ensures minimum house meetings and advisor meetings take place
3. Treasurer:
 - a. Manages funds for house meetings and orientation
 - b. Works closely with Student Affairs to develop a budget for the PAO
4. Secretary:
 - a. Maintains the PAO website
 - b. Takes meeting minutes
 - c. Manages all documents

Article IX. Amendments to Bylaws.

Section 1. Any members of the PAO may request an amendment to the bylaws.

Section 2. All requests for amendments to the bylaws of the Students PAO must be made in writing to any of the members of the PAC. Any requested amendments will be presented during the next scheduled PAC meeting.

Section 3. The bylaws for the PAO may be amended by a majority vote of the PAC. The membership shall be notified of all adopted bylaw amendments by the most feasible means.

Approved August 2013