

BY-LAWS OF
COUNCIL OF DOCENTS

ARTICLE I

Name

This council shall be known as the Council of Docents of the School of Medicine, University of Missouri-Kansas City.

ARTICLE II

Chairperson of the Council of Docents

The Chairperson of the Council of Docents will be nominated by the Noback Docents from the group of existing Noback Docents and approved by the Dean. The Chairperson is directly responsible to the Senior Associate Dean for Academic Affairs at UMKC School of Medicine and the Chairperson of the Department of Medicine, UMKC School of Medicine.

The Chairperson of the Council of Docents will chair the monthly meeting of the Council of Docents with the agenda topics as described below. An alternate member of the Noback Docents will chair the meeting when the Chairperson is not available.

The Chairperson of the Council of Docents or an alternate Noback Docent will attend monthly Coordinating Committee meetings.

ARTICLE III

Membership

Voting membership of the Council of Docents will be limited to Docents and Pharm. D's who are members of the School of Medicine faculty and members of the Department of Internal Medicine. Ex officio, non-voting members will be invited as needed and will include other members of the Department of Medicine, Office of Student Affairs, and Clinical Medical Librarian group. The Dean may appoint other Ex-officio members as needed.

One student member will be elected from each of the five Docent colors. Student membership thus totals five. Students will collectively have one vote at the Council. The Office of Student Affairs will conduct the elections annually.

ARTICLE IV

Noback Docents

There will be four Noback Docents.

Noback Docent candidates are recommended by the current members of the Noback Docents to the Department of Medicine Chairperson, who will obtain final approval from the Dean. The membership of the Noback Docents is ultimately the decision of the Dean. The Noback Docents will have a three-year term. Appointment of new Noback Docents will be staggered to maintain continuity within the group.

The major characteristics sought in a Noback Docent will be his or her leadership qualities, contributions as a docent, commitment to advancement of the school, and history of responsible involvement and service to the University of Missouri-Kansas City School of Medicine.

The Noback Docents will meet monthly with the agenda being set by the Chairperson of the Council of Docents, with input from the other Noback Docents.

ARTICLE V

Responsibilities of Noback Docents

Enhancing the sense of dedication, belonging, and teamwork among Docents, other Internal Medicine faculty, residents, and students

Modeling identity, coherence, and enthusiasm to other Docents, students, and staff

Acting as a role model in upholding the standards and expectations for Docents, as well as promoting professionalism

Participating in selection of new Docents and providing orientation to new Docents

Providing ongoing mentoring and advising to junior docents

Encouraging and guiding scholarly activity and academic achievement of Docents

ARTICLE VI

Responsibility of the Council of Docents

The council will have responsibility for the curricular content and evaluation of Docent Rotation and the Ambulatory Care Clerkship. Any significant curricular or evaluation changes must be recommended and approved by the Council of Docents and sent on to the Council on Curriculum and/or Council on Evaluation for review and approval, followed by review and approval by the Coordinating Committee and Dean of the School of Medicine.

The council will participate in the development and approval of new Student Affairs policies.

Docent memberships to the other Councils of the Medical School shall be elected by the voting members of the Council of Docents.

ARTICLE VII

Agenda of the Council of Docents

Meetings will be held monthly with attendance recorded. A simple majority of voting members constitutes a quorum. Voting will take place by e-mail at the discretion of the Chair, or postponed to the following meeting if a quorum is not present.

Any member of the council may submit agenda items for consideration at the next regular meeting. These items must be submitted in writing or by e-mail to the Chairperson 7 days prior to the meeting at which they will be considered.

Other agenda items may be added as determined by the Chairperson of the Council of Docents.

The Noback Docents shall give a brief summary of activities of the Noback Docent Group. Docent team activities, achievements, recognitions, and presentations will be recognized.

Docent representatives to other Councils will provide an oral report of relevant council activity of interest to Docents.

The Chairperson will facilitate electronic distribution of the formal agenda and minutes.

The Chairperson of the Department of Medicine may attend at his or her option or upon the request of the Chairperson of the Council of Docents.

Robert's Rules of Order: Newly Revised shall govern the proceedings of the Council.

ARTICLE VII

Amendment of Bylaws

These bylaws may be amended by a process similar to that by which they were adopted - amendments may be proposed by the Council of Docents in formal business meetings and adopted amendments may then be transmitted to the Coordinating Committee for review and approval with subsequent presentation to the Dean for final approval. Amendments become effective when approved by the Dean. These by-laws were last updated in November 2015 and approved by the Coordinating Committee on January 8, 2016.