

# Eastern Connecticut State University

## Pre-Health Society Constitution

**Mission Statement:** To inform and educate students about the different aspects of furthering education and career choices in the medical field as well as related occupations in healthcare. As a student club of the ECSU community, the Pre-Health Society is to provide informative, educational activities and events for its members and the ECSU community, as they relate to careers in healthcare.

[http://www.easternct.edu/ecsu/stuctr/clubs\\_orgs/documents/ECSUSampleConstitutionREVISED\\_001.doc](http://www.easternct.edu/ecsu/stuctr/clubs_orgs/documents/ECSUSampleConstitutionREVISED_001.doc)

### ARTICLE I - NAME

The name of this club shall be The Pre-Health Society of Eastern Connecticut State University.

### ARTICLE II - PURPOSE

It shall be the purpose of this organization to provide resources for students pursuing a career in the medical field as well as related occupations in healthcare.

### ARTICLE III – MEMBERSHIP

- Section 1      This organization will be open to all students currently registered at Eastern Connecticut State University.
- Section 2      Anyone who attends two meetings during the semester will be considered a voting member of the Pre-Health Society.
- Section 3      Membership shall not be denied to any student because of race, religion, gender, color, ancestry, national origin, age, sexual orientation, disability, or veteran status except as sanctioned by federal or state law.

## **ARTICLE IV - EXECUTIVE BOARD & OFFICERS**

- Section 1 The membership of the Executive Board shall consist of two Co-Presidents, one Vice-President, one Secretary, and one Treasurer. The Faculty Advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 2 The Executive Board shall have general supervision of the affairs of the organization between its regular business meetings and shall make policy recommendations to the organization. The Executive Board shall be subject to the rules of the organization and shall not act in conflict with actions taken by the organization.
- Section 3 The Executive Board shall have the power to establish all standing and ad hoc committees of the organization. The Co-Presidents, with the advice and consent of the Executive Board, shall have the power to appoint the chairpersons of all standing and ad hoc committees.
- Section 4 The Executive Board will meet weekly during the academic year. The Co-Presidents of the organization shall call meetings of the Executive Board. They will be announced at least 24 hours in advance.
- Section 5 A majority of the membership of the Executive Board shall constitute a quorum. All decisions made by the Executive Board shall be by a majority vote of the members present and voting.
- Section 6 A Fundraising Committee will consist of voting members of the club who wish to volunteer in assisting the Executive Board with fundraisers.
- Section 7 A Public Relations Committee will consist of voting members of the club who wish to volunteer in assisting the Executive Board with advertising and promoting the club and its events.

## **ARTICLE V – ENUMERATION OF POWERS AND DUTIES OF OFFICERS**

Officers shall perform the duties prescribed by this constitution and by the parliamentary authority adopted by the organization. Duties shall include but shall not be limited to the following.

- Section 1 The Co-Presidents shall:
- a) prepare the meeting agendas;
  - b) have the power to call Executive Board meetings and all regular and special meetings of the organization;
  - c) sign all official papers related to the club (including financial paperwork in the absence of the treasurer);

- d) appoint a temporary secretary to take minutes when the secretary is absent;
- e) send meeting minutes out to the club along with updates and other emails;
- f) act as the spokespersons for the organization;
- g) be ex-officio members of all standing and ad hoc committees except the nominating committee;
- h) complete a research of their choice;
- i) contact speakers and book times and dates for speakers to come;
- j) keep an up-to-date agenda of presenters and events coordinated by the organization;
- k) help other Executive Board members when necessary;
- l) cooperate and share responsibilities.

Section 2      The Vice President shall:

- a) assist the presidents with responsibilities as needed;
- b) carry out the duties of one or both co-presidents in absence of the president(s)
- c) automatically assume the powers and duties of one or both co-presidents if one or both co-presidents resign, if the office becomes vacant, or if a co-president is impeached;
- d) serve as coordinator of all standing and ad hoc committees except the nominating committee;
- e) be an ex-officio member of all standing and ad hoc committees;
- f) complete a research of his/her choice;
- g) coordinate all social functions of the organization;
- h) be prepared to discuss the upcoming functions at Executive Board meetings and the organizational meetings;
- i) notify the co-presidents at least 24 hours in advance if they will not be able to attend a meeting with an explanation.

Section 3      The Treasurer shall:

- a) expend funds as authorized by the membership of the organization as indicated in the organization's minutes;
- b) keep an accurate account of all receipts, membership dues, and expenditures of the organization;
- c) complete, sign, and submit all financial paperwork;
- d) submit a financial report;
- e) keep track of the club's accounts, income, and expenditures;
- f) give a Treasurer statement of balance at every meeting;
- g) request financial assistance from the Student Government Association and Budget and Management Committee if needed;
- h) be responsible for the organization complying with the policies and procedures set forth by the Student Activities office

- Section 4      The Secretary shall:
- a) keep a proper record of all activities of the club, including the minutes of every meeting;
  - b) take attendance at all business meetings of the organization;
  - c) authenticate his/her signature on all records and documents of the organization;
  - d) carry on the official correspondence of the club; which will be signed by the president;
  - e) send minutes to the club e-mail (for the president to then send out) within 48 hours of the meeting in accordance with the procedure set by the Student Activities office.

#### **ARTICLE VI – ADVISOR(S)**

- Section 1      The advisor shall be chosen by the membership at a duly constituted meeting of the organization by majority vote.
- Section 2      The faculty advisor shall serve as a non-voting ex-officio member of the Executive Board.
- Section 3      The advisors shall give advice for the better performance of the organization.
- Section 4      The advisor shall meet his/her responsibilities to the organization as stated in written directives issued by the Student Activities Office in the Club Advisor’s Operating Manual located on the Student Activities Website.
- Section 5      The advisor shall serve at the discretion of the University.

#### **ARTICLE VII – AD HOC COMMITTEES**

- Section 1      The Fundraising Committee will consist of voting members of the club who wish to volunteer in assisting the Executive Board with fundraisers.
- Section 2      The Public Relations Committee will consist of voting members of the club who wish to volunteer in assisting the Executive Board with advertising and promoting the club and its events.
- Section 3      The Fundraising Committee shall:
- a) assist members of the Executive Board with ideas for fundraisers;
  - b) assist members of the Executive Board in promoting and working at the fundraiser.

- Section 4      The Public Relations Committee shall:
- a) create flyers for events;
  - b) help the Executive Board hang flyers for events;
  - c) promote all events;
  - d) check the club mail box.

Section 5      Members of ad hoc committees will not be selected in a vote. They will simply volunteer if they would like to be part of an ad hoc committee.

### **ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS**

- Section 1      Elections shall be held for all offices, including those that are filled temporarily.
- Section 2      Officers shall be elected for a term of one (1) year with possible renewal.
- Section 3      Elections shall be held during the spring semester if no special conditions apply\*. Elections shall take place no earlier than March 31<sup>st</sup> and no later than April 30<sup>th</sup> of each year.
- Section 4      Only active members shall be allowed to vote. Voting shall be by secret ballot unless there is only one candidate for an office in which case election may be by voice vote.
- Section 5      Officers shall be elected by a majority of those members voting in the election, except for the Vice President. If no candidate receives a majority vote on the first ballot, a revote will occur with the Vice President casting a vote.
- Section 6      Notification of elections and nominations for office must be given a week's notice prior to voting.
- Section 7      In the event that office positions need to be filled prior to March 31<sup>st</sup> of that year, the Executive Board will appoint persons to fill the office positions needed to maintain club standing.

### **ARTICLE IX – VACANCIES**

- Section 1      In the event of the vacancy of the office of either Co-President, the duties will be carried out by the Vice President. The office of the Vice President will be offered to the Treasurer.
- Section 2      In the event of the vacancy of any other offices, the Co-Presidents will appoint a temporary officer and an election will be held as per the provision of Article VIII Section 1.

- Section 3 In the event that no volunteers exist for an ad hoc committee:
- a) The Co-Presidents and the Secretary will carry out the duties of the Public Relations Committee.
  - b) The Vice President and the Treasurer will carry out the duties of the Fundraising Committee.

### **ARTICLE X – MEETINGS**

- Section 1 Meetings of the organization shall be held on Thursdays during the academic year. This means that there will be a meeting every week. There must be a 48 hours notice of all emergency meetings.
- Section 2 A quorum shall be defined as 4/5 of the Executive Board. A Quorum must be present for any action to take place.
- Section 3 A quorum shall be required to conduct any official business of the organization except to adjourn.

### **ARTICLE XI – IMPEACHMENT AND/OR RECALL**

- Section 1 Any officer is subject to impeachment and/or recall and removal from the office for failing to fulfill her/her constitutional responsibilities by discretion of the other Executive Board, voting club members, and the advisor.
- Section 2 An impeachment request must be given at least a week in advance of the actual impeachment voting. Both the request and the voting must take place during regular meetings.
- Section 3 Upon conclusion of the discussion and arguments for and against impeaching the officer, a vote shall be taken by secret ballot. No officer shall be impeached except by a two-thirds (2/3) vote.
- Section 4 An officer who is impeached shall immediately relinquish his/her office but shall be allowed to maintain active membership in the organization unless his/her actions have brought discredit to the organization.
- Section 5 If an officer is impeached, the organization shall fill the position following the procedures outlined under Vacancies.

## **ARTICLE XII – AMENDMENTS AND RATIFICATION**

- Section 1 Amendments to this constitution must be approved by a 2/3 majority of the voting membership present/quorum provided that prior notice has been given.
- Section 2 Proposed amendments to the constitution shall be automatically tabled until the next scheduled meeting of the organization.
- Section 3 Prior written notice of the proposed change(s) and the date of the meeting at which the proposed change(s) shall be voted on shall be provided to all members of the organization.
- Section 4 This constitution must be ratified by a majority vote at a regular meeting and approved by the Student Government Association Budget and Management Committee.

## **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

Robert's Rules of Order, Newly Revised shall act as the Parliamentary Authority for all meetings of the club. These rules shall serve as a guideline for meeting structure.

Section 1 Roberts Rules shall consist of:

- a) Call to order
- b) Report of officers
- c) Reading and approval of minutes
- d) Stating the agenda
- e) Announcements
- f) Adjournment