Pre-Medical Club Constitution

**Article I Name**

The name of this organization shall be the Pre-Medical Club at Iowa State University.

**Article II Purpose**

Section 1: The purposes of this organization shall be:

 1. To provide information to interested students.

1. To provide opportunities to experience a variety of aspects pertaining to medicine
2. To help students maintain a focus to their career goals

Section 2: Pre-Medical Club abides by and supports established Iowa State University policies, State and Federal Laws.

**Article III Affiliation**

This organization will operate according to the regulations and policies of Iowa State University. This organization is not affiliated with any regional or national group.

**Article IV Membership**

Section 1: Meetings and events are open for all registered students at Iowa State University

Section 2: Categories of membership shall be:

1. To receive active membership status and receive all the benefits of the clubs, a reasonable due will be required each year. .

**Article IV Officers**

Section 1: Only active members shall be eligible to hold office within the organization.

Section 2: The term of office shall be one year.

Section 3: The title of elected officers shall be President, Vice-President, Secretary, Treasurer, Volunteer Chair(s), Academic Chair, LAS representative and Mentoring Chair. Optional positions that may be elected are Leadership Chair, Social Chair, Webmaster and Recruitment Chair. The need of such positions shall be decided on by majority vote of the executive board.

Section 4: Duties:

1. President
	1. Preside over all meetings
	2. Oversee the scheduling of meetings
	3. Council other club officers concerning their duties and responsibilities.
	4. Maintain communication with the club advisor
	5. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center
2. Vice-President:
	1. Preside over all meetings in the absence of the President
	2. Schedule meetings/events with appropriate University offices
	3. Act as consultant and assistant to the President
	4. Coordinate organization promotion and publicity of events
3. Secretary:
	1. Keep accurate minutes and attendance records of all meetings.
	2. Be responsible for recording and sending the minutes to club members in a timely manner.
	3. Responsible for recording and sending minutes of executive board meetings in a timely manner.
	4. Handle all club correspondence with University administration and other organizations
	5. Maintain club social media sites
	6. Take photos at club events and meetings
4. Treasurer:

1. Maintain accurate record of organizations transactions

2. Collect dues

 4. Create budget each fiscal year

 5. Attend a treasurer training session

 6. Cosign organization checks along with the advisor

 7. Arrange fundraising opportunities for the organization

 8. Association in conjunction with the President

1. Volunteer Chair(s):
	1. Update Volunteer Opportunities Folder with new opportunities relevant to goals of Pre-Med Club
	2. Send out E-mails regarding volunteer

opportunities and work with webmaster to post opportunities on the website

3. Serve as a guide to members seeking advice on where to get involved

4. Arrange group volunteer opportunities

5. There can be up to 2 elected volunteer chairs

F. Academic Chair

1. Organizes and supervises club study groups throughout the semester to give members opportunities to interact with each other

1. Helps connect students with studying resources for the MCAT exam and required pre med courses
2. LAS Representative
	1. Serve as a liaison between the Pre-Med Club and LAS Council
	2. Represent the interests of Pre-Med Students at all LAS Council meetings
3. Mentoring Chair
	1. Responsible for sending out a mentoring recruitment survey at the start of each semester
	2. Responsible for setting up mentoring groups
	3. Will supervise mentoring pairs and provide advice for mentors on how to be a good resource to their mentees
	4. Have a monthly meeting with all the mentors to check in and see how things are going with their mentees

H. Adviser

 1. Maintain communication and meet with the officers

 2. Awareness and approval of financial expenditures

3. Ensure that the organization is operating in conformity standards set forth by Iowa State University Student Activities Center

I. Officer/Advisor Removal

 Officers may be removed from office by ½ vote of the

 other officers and ¾ of the general membership if actions

 are deemed inappropriate by the membership. The officer is

 permitted to speak before the Executive Committee and the

 general membership about the charges made concerning

 his/her performance. The officer is not permitted to

 participate in the deliberation of the Executive Committee

 regarding the charges.

Section 5: Requirements for Office

1. Each officer must attend all scheduled executive meetings. If an officer is unable to attend he or she must send notice to the secretary and/or president with 24 hours advance notice.

1. Each executive officer is allowed no more than 2 unexcused absences per semester. Any officer not abiding by this rule may lose their position.
2. Each officer should come to meetings prepared with their announcements, plans, objectives and/ or ideas to share with the group.
3. An officer may be impeached upon a majority vote of club members.
4. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment,

the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00.

In order for this provision to be met, at least six hours (half- time credits) must have been taken for the semester under consideration.

1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credit hours are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term to office.
2. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (F) and (G).

Section 6: Election of Officers/Advisor

A. Nominations are open to all members of the ISU Pre-Med Club.  The election date will be announced a few weeks before elections will be held.  Nominations will be accepted via e-mail or official oral declaration during a specified nomination period.  Members are allowed to nominate themselves or another member.  All nominees must introduce themselves and make a statement before the voting begins.  The present members will vote on the nominees.  The nominee with the most votes will win the office for which they were running.

1. Elections will be held at the end of the Spring Semester. The term will be one year with re-election possible.

C. If there are any vacancies during the year, with the exception of President, new elections will be held at the publicized meeting to fill the position. In the case of the Presidency, the Vice-President will succeed and an election will be held for the position of Vice-President.

 D. The advisor to the Pre-Med Club will be the coordinator of

 Pre-Health Programs, College of Liberal Arts and Sciences,

 102 Catt Hall. This appointment shall last as long as this

 person remains employed by LAS in this capacity. At such

 time that a new person takes this role he/she shall be

 appointed as the new advisor.

**Article V: Club Meetings**

Section 1. Meetings will be held when deemed necessary by the executive board.

Section 2. Notification of meetings will be by e-mail and/or or posted notice.

Section 3. Business will be conducted informally at any regularly scheduled meeting. A necessary quorum of simple majority will be used for transaction business.

**Article VI:** **Finances**

Section 1: All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organization Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Section 2: The organization may establish reasonable dues that must be paid in order to have full membership. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and may be presented to the membership for a majority vote. Dues shall not exceed $10.00 per semester.

Section 3: The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

**Article VII: Amendments**

Section 1: Any amendments or change to this constitution shall be proposed at executive meetings and will be voted on by all members. A majority of officers present is necessary to adopt any amendments to the constitution. Amended constitution will be submitted within 10 days to Student Activities Center for approval.

**Article VIII: Ratification**

Section 1: This constitution shall become effective upon approval by a Executive Board majority vote. Ratified constitutions must be submitted to the Student Activities Center within 10 days for final approval.