

University of Rochester
Charles Drew Pre-Health Society Constitution

We the students, faculty, and staff of the University of Rochester hereby establish the *Charles Drew Pre-Health Society* of the University of Rochester and enact this constitution for its government. Failure to follow this constitution could result in revocation of Students' Association recognition of this group.

Article I: Mission Statement

The *Charles Drew Pre-Health Society* is the University of Rochester's undergraduate pre-professional organization dedicated to assisting students interested in pursuing careers in the healthcare field. We offer an annual conference, a Bioethics discussion group, educational opportunities and speakers, a mentoring program, other community service activities, and general resources for pre-health students. Through the various interactions and activities that we offer, students can begin to gain the knowledge, skills, and abilities to interact appropriately within multicultural and diverse environments, required for competency within the medical field.

Article II: Membership

Section A: Membership

1. Eligibility – All Students' Association members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership. All members and associate members shall be listed on the group's Campus Club Connection site.
2. Membership is open to all University students with an interest in any area of the health professions
 - a) Members may join by alerting an E-board member to their desire to join the organization
 - b) Minimum requirements to maintain membership shall be determined by the E-board but include attending at least one meeting or event each semester.
 - c) If a member cannot fulfill the membership requirements, he/she will be returned to prospective membership status
 - d) A member returned to prospective membership status may regain full membership at any time by attending a meeting or event.
 - e) If a member is returned to prospective membership status two or more times, he/she may be declined readmission to full membership at the discretion of the E-board.
 - f) Any member who has been returned to prospective membership status two or more times may not serve on the E-board in the present or future.
3. Associate membership is open to any non-student member of the University community with an interest in the health professions.
 - a) Members may be admitted by discretion of the E-board following a written request submitted by the individual requesting associate membership
 - b) Associate members must fulfill the same requirements as general members.

Article III: Meetings and Voting

Section A: General Meetings and Voting

1. A meeting shall be valid if a quorum, plus one officer is present. Quorum is defined as one half of the total group membership
2. Voting on any issue shall be official only if the meeting is valid.
3. All members shall have equal voting power.
4. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

Section B: General Interest Meetings

1. A general interest meeting shall be considered valid if one half plus one of the Executive Board (E-board) members in addition to twenty potential or current student members are present.
2. A general interest meeting shall be conducted within one month of the initiation of each fall and spring academic semester.

Section B: General Events

1. An general event shall be considered valid if one E-board member in addition to five student members are present with the acknowledgement of the remaining E-board members.
2. All student members shall be alerted to the occurrence of a general event at least twenty-four hours before its commencement.
3. All general events shall be evaluated by one or more E-board members by the conclusion of each semester according to the standards set forth by the Student Association.

Section C: Executive Board Meetings

1. An Executive Board meeting shall be considered valid if the President or Vice-President plus one-half of the other Executive Board members are present.
2. An E-board meeting shall be conducted at least once each month during the fall and spring academic semesters.

Article IV: Officers and Qualifications

Section A: Officer Positions

1. The President must have previously served at least 14 academic weeks on the *Charles Drew Pre-Health Society* at the time of assuming office.
2. The Vice-President/Conference Chairperson must have previously been at least a general member for 14 academic weeks in the *Charles Drew Pre-Health Society* at the time of assuming office.
3. The Education Chairperson must have previously been at least a general member for 7 academic weeks in the *Charles Drew Pre-Health Society* at the time of assuming office.
4. The Business Manager must have previously been at least a general member for 7 academic weeks in the *Charles Drew Pre-Health Society* at the time of assuming office.
5. The Mentoring Chairperson must have previously been at least a general member for 7 academic weeks in the *Charles Drew Pre-Health Society* at the time of assuming office.
6. The Publicity Chairperson must be an active member.
7. The Webmaster must be an active member.
8. The Secretary/Historian must be an active member.

Section B: Duties of Officers

1. All E-board members must be members of the *Charles Drew Pre-Health Society*.
2. All officers shall promote active recruitment of new members.
3. All E-board members shall enforce this constitution.
4. All E-board members are responsible for knowing the sections of the Students' Association constitution and by-laws that apply to this group.
5. The President shall preside over meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
6. The Business Manager will be responsible for maintaining all finances and keep detailed records of all transactions.
7. The Secretary/Historian shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this group, Senators, and all members of the Students' Association. Also, the Secretary/Historian shall take roll call at all meetings, tally votes, keep an accurate list of group members and take and maintain meeting minutes

8. The Vice-President/Conference Chair shall assist the Director of Operations whenever requested to do so, and assume the President's responsibilities in the event of vacancy of the Presidential office or the President's inability to fulfill the position's requirements.
9. The Vice-President/Conference Chair shall be responsible for coordinating and delegating tasks to the other officers and general members in order to conduct the annual conference.
10. The Education Chairperson shall be responsible for bringing in speakers, exposing members to course-related opportunities, and providing resources regarding higher education and career options. He/She shall also perform tasks as requested by the President.
11. The Mentoring Chairperson is responsible for connecting club members with medical students to mentor local elementary students. He/She shall also perform tasks as requested by the President.
12. The Publicity Chairperson shall be responsible for raising awareness of club events. He/She shall also perform tasks as requested by the President.
13. The Webmaster shall be responsible for maintaining the organizations web site and performing other web-related tasks. He/She shall also perform tasks as requested by the president.
14. All operational decisions necessary for the organization's functioning shall be made by the officers during the E-board meetings which shall be open to attendance by the general membership.

Section C: Nominations and Elections

1. Nomination and Election Procedures – All Executive Board officers shall be nominated by the outgoing E-board.
 - a) The nominations shall only be made after soliciting the general membership for candidates interested in holding an E-board position.
 - b) The nominees shall be submitted to the general membership by e-mail or at a general membership meeting.
 - c) The nominees shall be confirmed if no more than one member objects to their nomination.
 - d) If more than one general member objects, the nomination process shall be repeated.
2. Timing of Elections – Elections shall occur annually during the month of March. The incoming executive board shall be trained during the month of April.
3. Term of Office – All elected officers shall have a term no longer than 1 year without reelection. Following a transition period, the newly-elected officers shall begin their term of office no later than May 1st.

Section D: Vacancies, Resignations, and Removals

1. At a valid meeting following a vacancy of an office, the position is to be filled by the same manner described in the Nominations and Elections Procedures.
 - a) Should the Presidential office become vacant, the Vice-President shall assume the duties of the President, until the position can be filled.
2. A vote of no confidence is a vote to remove an officer. Such a vote shall require a 2/3 majority of the membership to pass the motion.
3. If a vote of no confidence on any officer is to take place, it must be given an official meeting's notice. Any member of a group can call for a vote of no confidence.
4. An office shall be declared vacant as the result of a vote of no confidence.

Article V: Finances

Section A: Students' Association members shall receive priority at SA funded events conducted by this group.

Section B: Funding-- The *Charles Drew Pre-Health Society* shall be an SA funded group.

Article VI: Classification

Section A: The *Charles Drew Pre-Health Society* shall be classified as a Pre-Professional Group.

Article VII: Adoption of the Constitution

Section A: Two-thirds of the general membership must approve this constitution.

Section B: This constitution will be ratified upon approval of the Senate and the signature of the Speaker.

Section C: This constitution should not conflict with the Students' Association constitution or by-laws.

Article VIII: Amendments

Section A: Adoption and ratification of amendments to this constitution shall follow the same procedure as adoption of the entire constitution

Article IX: By-laws

Section A: At least a two-thirds majority of the membership must approve the by-laws and any amendments.

Section B: By-laws should not conflict with this constitution or the SA constitution or by-laws.

Article X. Hazing Policy

Hazing, defined as the harassment of one individual by another individual or group, is not permitted by the *Charles Drew Pre-Health Society*. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

Article XI. Discrimination Policy

The *Charles Drew Pre-Health Society* of the University of Rochester does not discriminate against any individual or group of individuals on the basis of age, color, disability, ethnicity, gender identity, gender expression, marital status, national origin, race, religion, sex, sexual orientation, veteran status, or political affiliation.