

# Complementary Medicine Club

2006-2007  
Constitution and By-Laws

## CONSTITUTION

### ARTICLE I—NAME

The name of this student organization shall be the “Complementary Medicine Club.” This name can be changed as terminology and time dictate.

### ARTICLE II—AFFILIATION

This student organization is currently unaffiliated. Affiliations with other clubs, medical schools, or national organizations may be sought as the club sees fit.

### ARTICLE III—PURPOSE

The purpose of this club is to provide information, research, and education regarding holistic and complementary approaches to medicine and to increase the awareness of the student body and faculty at The University of Toledo of these practices.

### ARTICLE IV—MEMBERSHIP

This student organization is open to all students (medical, allied health, graduate, and nursing) here at The University of Toledo Health Sciences Campus, as well as to students at nearby colleges (e.g., BGSU, UT, etc.).

### ARTICLE V—OFFICERS

Officers will be elected annually at the end of each academic year, as described in the “Election Process” section of the By-Laws. The structure of the executive board may vary according to the needs of the club, but will consist at minimum of: president, vice president, secretary, and treasurer.

In addition, a first-year representative may be elected at the beginning of each academic year, as well as a representative from allied health, nursing, and the graduate school.

Any additional officer position(s) may be created, as needed, according to majority vote by members present.

### ARTICLE VI—FACULTY ADVISOR

A faculty advisor will be chosen (or renewed) annually by the officers at the final business meeting of the academic year when elections take place. Faculty members expressing an interest in the student organization will be given preference.

### ARTICLE VII—QUORUM

A “quorum” shall be defined as “at least eight members,” as registered on the membership roster on file in the Office of Student Life.

#### ARTICLE VIII—MEETINGS

There will be at least two business meetings per semester, and additional meetings may be held as necessary. Officers' meetings will be held as needed. Meetings will be called by the president or, in his/her absence, by the vice president.

#### ARTICLE IX—REFERENDUM AND RECALL

All decisions of this student organization will be approved by majority vote of members present at each meeting.

#### ARTICLE X—AMENDMENTS

Amendments may be made at any time to the Constitution or By-Laws, as proposed by any officer, faculty advisor, or member. Amendments must be approved by majority vote of members at the time of proposal *as well as* at the time of submission of the written amendment.

#### ARTICLE XI—RATIFICATION

The Constitution and By-Laws will be reviewed and ratified at the first business meeting of each academic year by two-thirds majority vote of members.

### BY-LAWS

#### MEMBERSHIP

Membership is open to all University of Toledo Health Sciences Campus students (medical, allied health, graduate, and nursing), as well as to students at nearby colleges (e.g., BGSU, UT, etc.).

All members must be listed on the membership roster on file in the Office of Student Life. Names may be added at any time throughout the academic year.

#### DUES

There are no dues to become a member of this student organization.

#### DUTIES OF OFFICERS

President—shall be held responsible for: calling and presiding over meetings, ensuring that the business of the student organization is accomplished, making sure that the rules of the club are followed, overseeing the organization of events, ensuring that the objectives of the student organization are accomplished, and submitting the annual report to the Office of Student Life at the end of the academic year

Vice President—shall be held responsible for: assuming the duties of the president upon the president's absence, organizing and overseeing committees for specific events, and assisting in the planning of events

Secretary—shall be held responsible for: keeping all the official records of the student organization, submitting all necessary forms and paperwork to the Office of Student Life,

recording and submitting the minutes, assisting in the planning of events, and assisting with correspondence to the members

Treasurer—shall be held responsible for: managing all financial aspects of the student organization, submitting all necessary financial forms and paperwork to the Office of Student Life, giving the treasurer’s report at each meeting, collecting all receipts and paperwork necessary for reimbursement, and assisting in the planning of events

Publicist—shall be held responsible for: publicizing and advertising all meetings and events, submitting all necessary publicity forms and paperwork to the Office of Student Life, keeping a list of the student organization’s activities and submitting this list to the yearbook, creating and updating the bulletin board, and assisting in the planning of events

Risk Assessment Coordinator—shall be held responsible for: assessing the risk in any events planned by the club, submitting the “risk assessment” form to the Office of Student Life, attending all events of the club and taking attendance there, and assisting in the planning of these events

First-Year Representative—shall be held responsible for: announcing business meetings and events to the first-year class, acting as a liaison from the first-year class, and assisting the officers where needed

Allied Health (or Nursing or Graduate) Representative—shall be held responsible for: announcing business meetings and events to the allied health students, acting as a liaison from the School of Allied Health, and assisting the officers where needed

The president (or another officer) also sits on the Complementary Medicine Center’s Steering Committee as a student liaison.

These duties are not restrictive. All officers work together to promote the objectives of the student organization. As such, each officer takes an active role in the planning of at least one event during the academic year.

#### ELECTION PROCESS

The election of new officers will take place at a business meeting sometime in the spring. A list of students running for office must be submitted to the Office of Student Life at least two weeks prior to elections. Qualifications to become an officer—except for the “representative” positions—include: (1) membership during the past academic year and (2) attendance at two events, one of which being a business meeting beyond the first business meeting of the academic year.

#### VOTING PROCEDURES

You must be a member of this student organization (and be listed on the membership roster on file in the Office of Student Life) to be able to vote. Each member has one and only one vote. A quorum (as defined by Article VII of the Constitution) must be present to hold elections. Actual voting procedures will follow the rules established by the Office of Student Life’s policy manual.