

Constitution and By-Laws

Article I: Name of Organization

UT-COM Internal Medicine Club

Article II: Affiliation

American College of Physicians – American Society of Internal Medicine, Inc.
The organization shall hereto be referred to as “ACP-ASIM.”

Article III: Purposes of the Organization

As an organization we wish to provide information focused around careers in or branching from internal medicine, encourage education in adult healthcare, facilitate community service, and promote communication between student, resident and physician members.

Article IV: Membership

Section I

All students enrolled at the University of Toledo College of Medicine are eligible to become student members of UT-COM Internal Medicine Club by registering as outlined by the Office of Student Life.

Section II

All medical students that are members may register as members of ACP-ASIM through the UT-COM Internal Medicine Club as defined by the affiliation.

Section III

While no current registration payment is necessary; fees, dues, and/or annual assessments may be instituted as necessary by the UT-COM Internal Medicine Club as deemed appropriate by the executive committee and the Office of Student Life.

Section IV

A member shall be considered active if he/she has planned a formal event for the organization or attended a majority of the business meetings and events.

Article V: Officers

Section I

There will be six elected positions (president, vice president, secretary, treasurer, publicist, and risk assessment officer) on the executive committee. Each term shall last one academic year and will be elected from the current membership at the close of the previous academic year in the period set forth by the Office of Student Life. Elections will be by secret ballot.

The **President** shall preside at meetings and act as executive officer while serving as the national liaison to the ACP-ASIM.

The **Vice President** shall perform the duties of the President in his/her absence and shall preside over all the elections and/or appointments. The Vice President shall also preside over recall of officers.

The **Secretary** shall record and notify all members of ongoing business, perform roll call at business meetings, keep an accurate roster of current membership and oversee necessary documentation required by the Office of Student Life.

The **Treasurer** shall record and authorize all expenditures, plan the yearly budget, handle all requests for money from the Office of Student Life and provide financial reports as needed.

The **Publicist** shall oversee the organizational board in the Health Education Building, the UT-COM Internal Medicine Club website, communicate with the Office of Communications, and handle all necessary publications or notifications needed by the group.

The **Risk Assessment Officer** shall be present at all club meetings and take precautionary measures to prevent harm from occurring.

Secondary Officers and/or **Committees** shall be defined and established as the need arises throughout the year. A representative will be required of any group of people (1st year, PA, PT) with more than 5 members.

Section II

In order to run for the office of President or Vice President for the following academic year, a member must be classified as an active as set forth in Section IV of Article IV.

Section III

Nominations for removal of an officer from his position shall be made in a special meeting in which 75% of active members are present to vote. This meeting must be presided over by the Vice President. If the Vice President is subject to removal, the President will preside. Valid causes for recall include the following, but are not limited to:

- Continued gross or willful neglect of duties of the office
- Failure or refusal to disclose necessary information on matters of organization business
- Unauthorized expenditures, signing of checks or misuse of organizational funds
- Unwarranted attacks on the President or refusal to cooperate with the President
- Misrepresentations of the organization and its officers to outside persons
- Conviction of a felony
- Expulsion from school
- Violation of the school honor code

Notification of a vote for removal of any officer shall be given to that officer at least 10 days prior to the recall vote and the officer shall be given a chance to speak on his or her behalf prior to any voting.

Article VI: Advisor

The advisor shall serve as a coordinator between the student and physician membership of ACP-ASIM while also acting as contact between the student membership and the Department of Internal Medicine at the Medical University of Ohio. This position is a voluntary, one-year term.

Article VII: Quorum

A minimum of the President or Vice President, one other person of elected position, and five members of the non-elected positions are necessary to conduct business.

Article VIII: Meetings

Meetings will be held monthly, or a minimum of two business meetings per academic semester. As the need arises, a majority of the executive committee may call a special meeting.

Article IX: Referendum and Recall

Parliamentary procedure will be followed as is deemed appropriate by the executive committee. The parliamentarian shall be the President if present or the Vice President in his/her absence.

Article X: Amendments

An active member at any business meeting throughout the academic year may present amendments. Following discussion, debate, and a second reading a majority vote shall pass or fail the amendment.

Article XI: Ratification

This constitution shall be ratified by a 2/3 majority vote of members of this organization.

Internal Medicine Club By-Laws

Membership

Membership requires being recorded by the secretary on the roster. As a member, he/she has the right to attend all functions formally sponsored by the UT-COM Internal Medicine Club and permitted to attend and vote at all business meetings for the organization. Given these privileges, a member is required to participate in business meetings and special committees if called upon.

A member may revoke his/her membership with a formal letter of resignation to the executive committee stating their intentions and reason for withdrawal.

Dues

At this time there is no dues for the organization or membership to ACP-ASIM. This may be changed by a majority vote of the executive committee.

Duties of Officers

The **President** shall preside at meetings and act as executive officer while serving as the national liaison to the ACP-ASIM.

The **Vice President** shall perform the duties of the President in his/her absence and shall preside over all the elections and/or appointments.

The **Secretary** shall record and notify all members of ongoing business, perform roll call at business meetings, keep an accurate roster of current membership and oversee necessary documentation required by the Office of Student Life.

The **Treasurer** shall record and authorize all expenditures, plan the yearly budget, handle all requests for money from the Office of Student Life and provide financial reports as needed.

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The **Risk Assessment Officer** shall be present at all club meetings and take precautionary measures to prevent harm from occurring.

Secondary Officers and/or **Committees** shall be defined and established as the need arises throughout the year. A representative will be required of any group of people (1st year, PA, PT) with more than 5 members.

Election Process

Elections will take place according to the Office of Student Life guidelines. Officers will be elected by confidential ballot. Nominations for first year medical representatives will be accepted shortly after the first business meeting and elections will be held shortly thereafter. Due to the processes by which the Office of Student Life will hold elections, those running for more than one position may win more than one position. Such person must be able to fulfill obligations for both positions during his term.

Procedures for Filling Unexpired Terms of Office and Removal from Office

Open positions will be filled by the normal election process at a time and place specified by the executive board. An executive member may be replaced by submitting a formal request during a business meeting. This request shall state the reason(s) for removal and shall be discussed. Removal can be achieved through a 2/3 vote of the members.

Executive Board

The executive board will consist of the elected officers of the organization.

Committees

Committees shall be established as needed at the discretion of the executive board.

Order of Business

Call to order
Attendance
Old Business
New Business as reported by executive board
New Business introduced by members
Elections if applicable
Set date of next meeting
Call to end

Voting Procedures

Only active and present members of the organization are permitted to vote. A minimum of the President or Vice President, one other person of elected position, and five members of non-elected positions must be present.