

Surgery Club of the University of Toledo Health Science Campus

Constitution

Article I – The name of the organization shall be the “Surgery Club of the University of Toledo Health Science Campus” and shall be referred to as “Surgery Club” in all correspondence.

Article II – The organization will maintain a relationship with the Department of Surgery of the University of Toledo and seek an affiliation with the Association of Surgical Education.

Article III – The mission, purpose, and aims of the organization are:

- To develop the knowledge and skills necessary for a career in medicine
- To educate about the surgical specialties
- To provide information regarding career options and surgical training programs
- To promote awareness of issues facing the surgical profession

Article IV – Membership is open to all students in good academic standing at the University of Toledo Health Science Campus as determined by the Registrar and Dean of Student Affairs

Article V – The student leadership of the Surgery Club will consist of: a President, Vice-President, Secretary, Treasurer, Publicist, Section Chairs in Surgery, Anesthesiology, Radiology, and Orthopedics, two First-Year Representatives, and an OR Elective Coordinator. All leaderships will serve for one academic year. Any additional leadership positions or committees may be called for by a majority vote of the Executive Board.

Article VI – The student leadership of the Club will seek a member of the University of Toledo Department of Surgery to serve as club advisor. The advisor will serve as the primary contact to the Department of Surgery and will provide information on an as needed basis for all club educational activities.

Article VII – A quorum of at least fifteen members shall be required to conduct business.

Article VIII – All Club meetings will be called by the President and conducted in an open forum following the rules of order. The Club shall have at least two business meetings and two educational events per semester.

Article IX – Referendum and recall procedures can be enacted by any member of the club in good standing with the approval of a majority of the attending members.

Article X – Amendments to the constitution may be proposed by any member in good standing. Amendments must be submitted in writing to the Secretary a minimum of two weeks before the next business meeting. If no business meeting is scheduled, a special meeting will be called by the President. The amendment will require a 2/3-majority vote of the attending membership for passage.

Article XI – Ratification of the constitution will require approval of 2/3 of the attending membership at the first business meeting of the academic year.

Surgery Club of the University of Toledo

By-Laws

1. Membership requires the payment of annual dues and verified attendance at all business meetings. Members have the right to attend all Club sponsored workshops and speaker events, receive discounts on club merchandise, and participate in the OR and Anesthesiology Observation Programs.

2. The amount of membership dues shall be set by the officers and collected at the first business meeting of the academic year.

3. Duties of officers:

- The President shall be primarily responsible for the image and progress of the Club, as well as the satisfaction of the membership. The President will call and direct all business meetings, coordinate Club activities, initiate new programs as needed, and resolve issues among the officers. The President is directly accountable for the Scrub Sale, Mock Anatomy Practical, and the Annual Report to the Office of Student Life.
- The Vice-President shall be primarily responsible for the organization and implementation of all recreational and educational programs of the Club by delegating the activities to the appropriate section chairs. In the absence of the President, the Vice-President shall conduct meetings. The Vice-President is directly accountable for Elections of New Officers. The Vice-President shall also assume the responsibilities of the Risk-Assessment Coordinator. This entails creating an organizational focus on risk management and is responsible for facilitating discussion within the Club on risk management issues pertaining to all event/programs and travel included in these activities.
- The Treasurer will be primarily responsible for maintaining detailed financial records, coordination of fundraising efforts, assessment of membership dues, and maintenance of an accurate Club membership roster. The Treasurer is directly accountable for submission of the annual budget report to the Office of Student Life.
- The Secretary shall primarily be responsible for recording and submitting meeting minutes to the Office of Student Life, Health Science Campus. The Secretary shall also be responsible for submitting request forms to the OSL and maintaining official records of the club.
- The publicist shall be responsible for making sure members are informed about upcoming events, including posting of signs and email correspondence.
- The Section Chairs (Surgery, Anesthesiology, Radiology, Orthopedics) shall be primarily responsible for the organization and coordination of educational programs and workshops within the respective sections. The Section Chairs will establish relationships with the appropriate Departments at the University of Toledo to further this aim.
- The OR Elective Coordinator shall be primarily responsible for the organization of the "Intro to the OR" elective. He/she shall maintain correspondence with the Registrar's Office and the executive director of Surgical Education in organizing the elective. He/she shall be primarily responsible for maintaining the surgeon list and setting up the prerequisite orientation meeting for the elective.
- The First-year Medical Student Representatives shall ensure the representation of the first-year medical student class.

4. Officers, Section Chairs, and the OR Elective Coordinator shall be elected in the spring semester for the next academic year. Candidates must submit their names to the Secretary no later than two weeks before the last business meeting of the year. Elections will be held at the last business meeting of the academic year via closed ballot. Representatives shall be elected in the fall semester for the current academic year. Candidates may submit their names to the Secretary as early as the first business meeting of the year but no later than two weeks before the next business meeting. Elections will be held at the second business meeting of the year via closed ballot.

5. Should an officer be unable to fulfill a term of office and resign, a special election will be called by the President to fill the office in which nomination and election will occur two weeks apart.

6. The Executive Board of the Club shall consist of the Officers, Section Chairs, OR Elective Coordinator, and Representatives. Meeting of the Board will be called and conducted by the President. The Board will plan and coordinate all meetings and events of the Club and address any issues raised by the membership.

7. Should an event or issue require more detailed work than permissible at Executive Board meetings, the President with approval of a majority of the officers may form either a standing or ad hoc committee. The committee will be formed from the current membership and chaired by a member from the committee approved by a majority of the committee members. A Secretary will be chosen from the committee members to keep minutes of committee meetings. The President will have ex officio membership on all committees. The committee chairman will report to the Executive Board.

8. Business meetings will adhere to the following order of business: call to order, roll call, approval of minutes, officer and committee reports, old business, new business, announcements, adjournment.

9. As stated in the Constitution, a quorum of fifteen members will be required to conduct business. All current members in good standing have the right to cast a vote on matters before the Club.