

Loyola Pre Health Society of Chicago Constitution
Loyola University Chicago | Student Activities & Greek Affairs

2020-2021

Article I- Name

Section 1. The name of this organization shall be Loyola Pre Health Society of Chicago.

Article II- Purpose

Section 1.

The purpose of this organization shall be to provide a network between all pre-health students of Loyola, as well as students from surrounding Chicagoland area Universities, that will promote inter-professionalism in the healthcare field. We will bring Chicago undergraduate pre-health students together for informational meetings, volunteer events, and socials that will enhance their knowledge of the healthcare field. Additionally, we will connect students with shadowing and research opportunities.

Article III- Membership

Section 1.

A person is considered a member of the Loyola Pre Health Society of Chicago once the annual \$20 dues are collected and the membership contract is signed. Both must be completed before the academic semester ends.

Section 2.

The Loyola Pre Health Society organization shall consist of members who are candidates for a degree at Loyola University Chicago.

Section 3.

Members of the Association must make a minimum of ten (10) points per academic semester. One (1) point is awarded per general body meeting and two (2) points are awarded per event attended. Two (2) points must be earned from participation in a community service event. Points are final once the semester ends, unless the member has made arrangements due to medical issues, scheduling conflicts, etc.

Article IV- Duties of Officers

Section 1.

The executive power shall be vested in the board of five (5) members elected by the Association and the previous Executive Board. The officers who compose this board are the President, Vice President, Secretary, Treasurer, Director of Membership. The appropriate responsibilities for these positions are listed in detail below.

Section 2: The President

The President shall maintain strong relations with Loyola University of Chicago and the Office of Student Activities and Greek Affairs (SAGA). Additionally, the President shall ensure that the Association maintains its status of a Registered Student Organization (RSO) by complying with the office of Student Activities and Greek Affairs (SAGA) requirements. The President shall maintain membership on the Pre-Health Society, monitoring the work of other Executive Board members to ensure tasks are being completed in a timely manner. The President is responsible for maintaining active contact with the members of the other PHSC chapters at Universities. The President is responsible for attending the executive board meetings as well as all chapter executive board meetings. The President is responsible for working to organize all events and communicating with the entire executive board and chapter executive board to make sure both boards are receiving all information regarding membership, events, opportunities, etc.

Section 3: Vice President

The Vice President is responsible for assisting the President in all duties. The Vice President is responsible for attending executive board meetings when the President is unable to. The Vice President is responsible for working with the membership chair in coordinating organization fair and tabling events for fundraising and membership recruitment

Section 4: The Secretary

The Secretary shall be responsible for informing other members of all upcoming events held by the Association. In doing so, the Secretary will send members emails as a reminder of events, activities, and volunteer opportunities. Emails must include the appropriate date, time, venue, and itinerary of each meeting or event. Additionally, the Secretary will manage minutes of the Executive Board and general body meetings as well as create the appropriate PowerPoint presentations for such meetings.

Section 5: The Treasurer

The Treasurer will be in charge of monitoring all funds and monetary accounts of the Association. The Treasurer will be expected to keep an updated Excel spreadsheet of all transactions and

apply for spot-funding through the office of Student Activities and Greek Affairs (SAGA). In the incident of inviting guest visitors, the treasurer is responsible for purchasing parking passes for all guests invited.

Section 6: The Director of Membership

The Director of Membership shall record the attendance and point values of each member. Additionally, planning interactive activities for each general body meeting, maintaining social media accounts, as well as order all food for the Association's meetings are the designated roles under the Director of Membership. The Director of Membership will also attend one (1) Campus Activities Network (CAN) meeting per month throughout the academic year.

Section 7.

Executive Board shall meet biweekly in addition to general body meetings and events. Such meetings will include the appropriate preparations for general body meetings as well as events for the academic year. Additionally, such meetings will allow for confirming decisions through final voting during elections.

Section 8.

Executive Board meetings shall be open to all members.

Section 9.

Executive Board members can miss no more than four (4) events, general body meetings, or Executive Board meetings per academic semester.

Section 10.

Officers delinquent in their duties can be recommended to be impeached by a four-sixth (4/6) vote of the Executive Board. Any resigning officer must present a written resignation to the Executive Board. This resignation will be presented to the Association, and the position will be filled as soon as possible.

Article V- Elections

Section 1.

The annual election of officers shall take place no later than April 1. Incoming officers shall not take office until the following fall semester.

Section 2.

The elections for the Executive Board and Executive Council shall be carried out by the majority of members' votes, followed by a majority vote of the Executive Board.

Section 3.

Any active member wishing to run for an Executive Board position will have to complete the following:

1. Make ten (10) points for the fall semester prior to elections
2. Pay the annual \$20 dues by the end of the fall semester
3. Submit a membership contract by the end of the fall semester
4. Create a three to five-minute speech to present to members
5. Partake in an interview with Executive Board

Section 4.

Voting shall be done by secret ballot. The President and Vice President shall count the ballots; however, if neither are present, the Secretary is meant to collect ballots. An election is done by a majority vote of those present.

Section 5.

Once a candidate receives a majority vote by the members, the candidate will have a fifteen to thirty (15-30) minute interview with the Executive Board.

Section 6.

After interviews are conducted, the Executive Board will carry out a majority vote and select members for positions that it deems best fit. The majority vote will consist of three of five members (3/5).

Section 7.

If there are less than two (2) senior class Executive Board members to conduct interviews for the position of Co-President, an upperclassman who has made all points shall be chosen by four-fifths ($\frac{4}{5}$) vote of the Executive Board to assist in interviewing and selecting a Co-President.

Section 8.

The Secretary shall announce the newly elected members within one (1) week after all interviews with the Executive Board have been conducted.

Section 9.

Newly elected officers shall meet with their predecessor within one (1) week of being elected for training.

Section 10.

Members must have paid dues, signed a membership contract, and have a minimum of fifty (50) percent of points to be allowed to vote.

Article VI- Committees

Section 1.

Committees shall be composed of members of the council and shall be created based on each member of the council's preferences managed by the Governing Committee.

Section 2.

Committee members must be declared as pre-health, in good academic standing, and must show team-work and collaboration.

Section 3. External Relations Committee

- Comprised of council members that express interest in this specific committee.
- The Chair of the committee is decided by its members, and the Chair oversees the committee's tasks to ensure efficiency and success.
- Focuses on contacting alumni and guest speakers, reaching out to companies for sponsorships, and publicity for all events/programs.
- The main source of communication between alumni and students.

Section 4. Events Committee

- Comprised of council members that express interest in this specific committee.
- The Chair of the committee is decided by its members, and the Chair oversees the committee's tasks to ensure efficiency and success.
- Focuses on the planning and logistics of events held for pre health students.
- All committees shall help in event planning, but the Events committee shall lead.
- Contact facilities for space requests.
- Works on maintaining LUC sponsorship for clubs relevant to the Pre Health Society

Article VII – Meetings

SECTION 1. Meetings

- Executive Board shall meet biweekly in addition to general body meetings and events. It shall be responsible for preparing general body meetings and events. It shall be empowered to transact business, make decisions, and have the final vote during elections.

- All members are required to attend meetings unless the Exec. Board has been informed of an emergency by them.
- For meetings outside of campus with other schools, the President is responsible for traveling to other universities for executive board meetings when needed.
- The Vice President is responsible for attending executive board meetings in the case wherein the President cannot.
- The Presidents/Vice President shall reserve spaces for all club meetings and events, as well as Executive Board meetings.

SECTION 2. Quorum

Quorum for a general body meeting will be an attendance of at least 50% of the members presents

Article VIII – Advisor

Section 1. Advisor Duties

- The Advisor shall attend executive meetings, general body meetings, and events whenever they are able to.
- They shall also email the Executive board with pre-health opportunities such as volunteer opportunities when they come across any.

Article IX – Amendment & Ratification

Section 1. Ratification

- A proposed amendment to this constitution shall be presented to the members at least 2 weeks prior to the meeting at which the vote shall be held.
- Ratification of an amendment to this constitution shall require majority 2/3 of the voting members present at a regularly scheduled business meeting of the organization.

Section 2. Changes to Constitution

If Loyola Pre-Health Society's Constitution changes in any way, a new copy of the constitution should be submitted to Student Activities & Greek Affairs via LUCommunity within two weeks of such change.

Article X – Non-Discrimination Statement

No student is to be excluded from membership or participation on the basis of his or her race, color, genetic information, creed, national origin, religion, sex, sexual orientation, gender identity, age, veteran's status, marital status, political affiliation or physical, mental or medical disability unrelated to the purpose of the organization. Discriminatory behavior regarding organizational activities or the action of a member is a violation of University policy and may be addressed by the University as inappropriate.

Article XI – Anti-Hazing

The LUC Pre Health Society of Chicago considers hazing to be a destructive and degrading activity that is inconsistent with the standards of this student organization. Hazing, defined as, “...any intentional or reckless action or situation, created to produce emotional or physical discomfort, harassment, humiliation or ridicule” is strictly prohibited the LUC Pre Health Society of Chicago recognizes the dignity of every individual and opposes all forms of hazing. Hazing activities may also violate the Illinois Hazing Act 720 ILCS §5/12C-50

Article XII – Not-For-Profit Statement

Any funds obtained through fundraising or other means must be deposited back into the organization’s LUCentral account. Organizations may make donations to non-profit organizations or pay for goods and services for their organizational use by submitting a payment request in LUCentral.

Article XIII – Statement of Compliance with Campus Regulations

This organization shall comply with all Loyola University Chicago policies and procedures, including but not limited to, those policies set forth in the Student Activities & Greek Affairs Registered Student Organization Handbook and the Loyola University Chicago Community Standards, as well as local, state, and federal laws.

Article XIV - Constitutional Review

As a recognized student organization, we will participate in a constitutional review process every year. It will be updated according to the new sample constitution (if necessary) and will meet with the Student Activities & Greek Affairs to review it. Student Activities & Greek Affairs reserves the right to meet with a Registered Student Organization at any time, to request an update to their constitution.