A. T. Still University Medical Spanish Club

Mission
The mission of this club is to improve student medical Spanish skills and understanding of Hispanic culture. This will be achieved by providing language resources and activities to students, and by providing opportunities to be involved in the local Hispanic community.

Membership
Membership in the ATSU Medical Spanish Club is dependent upon current enrollment at ATSU, interest in fulfilling the above stated mission of the club, and payment of club dues.

Dues
A membership fee of $30 will be required by all first time students who wish to be a member of the club, and $20 to students who desire to join after their first year. The dues will be used to help fund lunch meetings, materials, workshops, service projects, conferences, and any other activity which is in accordance with the overall mission of the club. The dues may be adjusted as deemed necessary in the future by approval of the executive branch.

Executive Branch
1. The executive branch will be made up of officers duly elected by the members of the club.
2. Each member in good standing of the club will have the right to vote for officers.
3. Any member of the club in good standing will have the right to run for office.
4. Elected officer positions include President, Vice President(s), Secretary, Treasurer and 1st year representative.
5. Second year students will have the opportunity to fill the elected executive officer positions first. If these positions remain vacant after election, first year students will have the opportunity to run for these positions.
6. In the event of a tie vote, the office will be held jointly by co-chairmen.
7. The election for officer positions for the following year will occur between March and May.
8. Any non-elected officer positions will be by appointment of the president.
9. All willing to serve in one of the appointed positions will let his/her intent be known to the president at the time appropriate to be decided by the president.
10. First year elected officer positions include Class Representatives (2) and any position unfilled by second year medical students.
11. Each elected and appointed term shall be no more than one year in length, and the official’s term will end will the election or appointment of the next year’s officers.

Executive Branch Meetings
The members of the Executive branch may meet to plan club meetings and activities and discuss issues related to the club. These meetings should occur, but not be limited to times when an executive decision is needed to be made regarding the affairs of the club.
1. Executive meetings should be organized by the President or Vice President.
2. Attendance by all officers at the meetings is required unless otherwise decided by the President.
3. Officers can miss no more than 2 meetings without undergoing impeachment hearings, unless the reason is excused by the President.
4. If an officer is to miss a meeting, he shall select a member of the executive branch to act in proxy for him to vote on necessary matters.
5. All decisions made at executive meetings shall pass a 1/2 majority vote.
   All elected or appointed officers will be given voting privileges at executive meetings.

**General Meetings**

General Meetings will be held with the goal of fulfilling a portion of the club’s mission statement. These meetings will be held as funding allows and should be no fewer than two meetings per year. All meetings are open to any member of the student body. However, only members may vote.

**Officers**

**President (elected)**

The President of the club will be the official representative of the club and liaison to the faculty, administration, and community. This person shall oversee the coordination and direction of all activities and proceedings of the club. He/She should work closely with the other members of the Executive branch.

Special Powers held with this office include:

1. The Right to veto power over all resolutions.
2. The Right to postpone vote on any resolution for one and only one meeting.
3. Appointment of heads of all committees.
4. Appointment of members to offices left unfilled after election proceedings.

**Vice President (elected)**

The Vice President of the club has the duty to assist the president by also acting as liaisons to the faculty, administration, and community. The Vice President(s) should assist the president in the coordination and direction of activities and proceedings of the club. The Vice President shall be given all powers special to the presidential office with permission of the president if the president cannot attend a meeting, become sick and feel incapable of fulfilling responsibilities, or for any other reason to be determined by the President.

**The Secretary (elected)**

The Secretary is the official record keeper of the proceedings of officer meetings and club meetings. He/She will keep comprehensive minutes of executive meetings, report on the previous meeting and work with the president to set the agenda for official meetings. He/She will be in charge of the
official scheduling and publicity of upcoming meetings. The Secretary will also be responsible for logging attendance at each meeting and service project.

**Treasurer (elected)**

The Treasurer will be directly in charge of overseeing the finances of the club. He/She will verify that all members have paid their dues. The Treasurer will also work with the executive branch in the planning and budgeting for activities or meetings that have monetary cost.

**Historian (appointed)**

The Historian will be responsible for taking photographs and writing a history of the major proceedings of the club, which will include documentation of successful activities as well as aspects that could be improved. He/she will also assist the secretary in his/her duties.

**1st Year Representatives (elected)**

The 1st year representatives will be responsible for helping to organize the group’s activities and contribute to decisions made by the executive branch. He/She will also be responsible for assisting the other officers in their roles.

**Faculty Advisor**

The Faculty Advisor will assist the students in the activities of the club. He/She will represent the faculty of A.T. Still University.

**Risk Manager (appointed)**

The Risk Manager will verify that the club has on file a Risk Management statement. He/She will also evaluate any significant risks that may be involved with club activities or proceedings and make the executive branch fully aware of such risks.

**Other Officers**

Roles of officers may be adjusted and other offices may be established if deemed necessary by the executive branch.

**Elections**

**Nominations**

Nominations may be made by any member of the club, and will usually occur by self-nomination. All members have the right to run for elected positions of the club, with the second year students receiving priority for officer positions. If these officer positions remain vacant, as indicated above,
then first year students may run for these positions. Two members of the club may be co-elected for a position should a tie occur.

**Balloting**

Typically voting will be performed by online voting. Other closed balloting procedures may be undertaken if deemed necessary.

**Weighting of Votes by Members**

All member votes will be weighted the same regardless of club rank or office.

**Uncontested Offices**

In the event that a member runs uncontested for an office, approval of the President will suffice to elect the unopposed member.

**Unfilled Offices**

In the event that any executive office remains unfilled after second year and first year elections, the President may appoint any member in good standing to the office.

**Ties**

In the event of a tie among two members for a given office, those two will hold the office jointly for one election period. In the event of a tie among three or more members for a given office, a run off will be held, to be officiated in a similar fashion to the original election.

**Timetable**

As stated above all elections for second year officer positions will occur between March to May of the school year proceeding the students second year. In the case of first year officer positions and unfilled positions, elections will occur between September and October of these students’ first year.

**Terms of Office**

All elected officials and appointed officials will hold office for the period spanning elections as dictated above.

**Amendments**

Amendments to these Bylaws may be proposed by any member of the club at any official meeting. The executive committee shall review the suggested amendment in the upcoming executive meeting and vote to sustain or reject it. If the amendment is rejected, a 2/3 majority vote of the club may override the rejection.
**Notice of Non-discrimination**

The ATSU Medical Spanish Club strives to have the best available, student and individual in every position. The club’s policy prohibits unlawful discrimination based on race, color, creed, sex, sexual orientation, marital status, age, national origin, ancestry, disability or medical condition, or any other consideration made unlawful by federal, state, and local laws.

**Risk Management**

The ATSU Medical Spanish Club risk management goals are to have the highest concern for the safety of all students, faculty, and staff. All workshops involving demonstrations with patient interaction will be conducted under the supervision of a faculty member. No club sponsored activities or meetings will allow alcohol to be present.

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