JOURNAL CLUB BY-LAWS

OFFICERS
President:   Oversee the functioning and organization of club meetings, including reserving meeting place and time. Oversee organization and follow through of one community or school service project. Submit a list of due paying members, updated By-Laws, and updated Constitution to Mr. Gaber’s office by October 1st. Submit annual report by February 15 to the SGA 2nd Vice President.

Vice President:  Perform the duties of the President in his/her absence. Help the President in any duty that cannot be fulfilled by the President alone. Act as Risk Management and Safety Officer.

Secretary/Treasurer:  Send out e-mails to club members regarding Journal topics for upcoming meetings. Invite non-members through e-mails, announcements, signs, and other means. Assist the President and Vice President in their responsibilities. Manage funds.

First Year Representative: Make announcements and invite First year students to attend, participate and become members. Assist the President, Vice President, Secretary/Treasurer, and Faculty Advisory as needed.

NEW OFFICERS
New officers will be chosen by majority vote each March. Remaining vacancies will be filled by October 1st.

MEETINGS
Meetings will be held monthly unless otherwise notified. Meetings usually occur in the TBR breakout rooms.

RISK MANAGEMENT
As a matter of personal commitment, members of the ATSU/KCOM Journal Club will:
- actively participate in Journal Club discussions and presentations
- discuss moral, ethical, medical, and scientific topics
- respect the rights and viewpoints of others
- conduct meetings in a calm, orderly fashion