CONSTITUTIONAL BYLAWS
OF THE
A.T. STILL UNIVERSITY – KIRKSVILLE
WILDERNESS MEDICAL SOCIETY

ARTICLE I: Duties of the WMS Officers

Section 1. Duties of the President

The duties of the President shall be as follows:
- Preside over all WMS meetings.
- Act as the official WMS representative to the faculty, administration, alumni, Board of Trustees and any other group with which the societal members may be involved.
- Act as the official ATSU WMS representative to the National Wilderness Medical Society (see http://www.wms.org for contact information).
- Organize, with the help of the other WMS Officers and members, WMS meetings and events.
- Ensure the WMS abides by all ATSU-KCOM Student Government Association guidelines for the Annual Evaluation of Campus Organizations as stated in Section 8, Article 4 of the ATSU-KCOM SGA Constitutional Bylaws.
- Maintain the WMS Constitution and Bylaws.
- Orient the President-elect in all required duties.

Section 2. Duties of the Vice President

The duties of the First Vice President shall be as follows:

- Assume the duties of the President in his/her absence.
- Act as the WMS Risk Management Officer as required by the ATSU-KCOM Student Services.
- Conduct WMS Officer Elections.
- Preside over the removal process of a WMS Officer.
- Orient the First Vice President-elect in all required duties.

Section 3. Duties of the Secretary

The duties of the Secretary shall be as follows:

- Keep a careful and authentic record of the proceedings and events of the WMS.
- Publish (or e-mail) copies of the minutes (after they have been approved by the president) to WMS members.
  - The secretary shall take minutes at all WMS meetings.
  - The minutes do not need to be written verbatim, however, the important points should be concise and quotes made where appropriate.
- Maintain the attendance record of WMS members during societal sponsored events.
• Act as the official correspondent of the WMS
• Orient the Secretary-elect in all required duties.

**Section 4. Duties of the Treasurer**

The duties of the Treasurer shall be as follows:

• Act as a disbursing agent of the WMS.
• Authorize, together with the President or if the President is unavailable, the faculty advisor, all disbursements from the WMS budget.
• Maintain a WMS checking account at a financial institution of the Treasurer’s choice.
• Maintain an accurate record of all income and expenditures.
• Receive and properly deposit membership dues as received from active members.
• Orient the Treasurer-elect in all required duties.

**Section 5. Duties of the First Year Representative**

The duties of the First Year Representative shall be as follows:

• Act as representative for first year class members of WMS.
• Orient the First Year Representative-elect in all required duties.

**ARTICLE II: WMS Policies**

**Section 1. WMS Yearly Active Membership Dues**

The following policy must be adhered to by all WMS Officers and active members:

• Active membership dues shall be determined by the WMS Officers prior to fall membership recruitment.
• Active membership dues shall be paid to the WMS Treasurer and deposited into the WMS checking account (Article 1, Section 4).

**Section 2. WMS Alcohol Policy**

The following policy must be adhered to at all WMS sponsored and cosponsored events:

• No WMS funds will be allotted for the purchase of alcohol at WMS sponsored or cosponsored events.
• Only beer and non fortified wine will be served by a contracted proprietor.
• The sponsors/cosponsors will provide alternate beverages throughout the event. The sponsors will also provide food that will be available throughout the event.
• No alcohol may be brought into the event, from the outside, by anyone attending the event. Violation of this clause will result in expulsion from the event.
• Alcohol service will be discontinued:
  o One hour prior to the end of the event.
  o To any individual who is obviously intoxicated.
  o To any individual displaying either anti-social or aggressive behavior.
  o At the discretion of the contracted proprietor.

It shall be the responsibility of the Risk Management Officer (Article 1, Section 2) to ensure that a contract is let to licensed proprietor as designated per contract.

Section 3. Removal of WMS Officers

Any active member of the WMS may file a petition for removal of any officer. To be valid, the petition must list the signatures of at least 50 percent of the WMS active membership. The petition must include, but is not limited to, the following information:

• Name of officer to be removed.
• Name of individual bringing forward the petition.
• An explanation of why the petition is being brought forward.

The petition must be presented to the WMS Vice President to be inspected for validity. If the petition is valid, the Vice President will inform the officer named in the petition and call for a vote at the next meeting.

Prior to the vote, each party shall have five (5) minutes to present his/her case before the active membership of the WMS. The party who is initiating the charges shall present his/her case first. A vote shall then be conducted the secret ballot immediately following the meeting. The vote shall be conducted and tallied by the WMS Vice-President and Secretary.

For removal of the officer named in the petition, two-thirds of the active membership present at the aforementioned meeting must vote in favor of removal. In the event that any calculation results in a non-whole number, decimals greater than or equal to 0.5 shall be rounded to the next larger whole number.

Any time during the aforementioned proceedings but prior to the vote for removal, the person(s) who filed the petition may withdraw the petition provided such action meets with the approval of the majority of the members who signed the petition.

The named officer may resign his/her office at any time during the proceedings.

Any office vacated shall be filled in accordance with Article III.

ARTICLE III: Election of Officers

Section 1. Election Guidelines
Elections shall be conducted via written ballot at least two weeks prior to the spring leadership workshop sponsored by the University. All WMS Officer elections will be held on the same day and conducted by the WMS Vice-President. A candidate must win a majority of case votes (50.1%): if no one candidate holds a majority then a runoff election will be held between the top two candidates unless otherwise stipulated in the Bylaws.

**Section 2. Election of WMS Officers**

The WMS Officer(s)-Elect shall be selected from any active member of the WMS (Article II; Section 2).