A.T. STILL UNIVERSITY KIRKSVILLE COLLEGE OF OSTEOPATHIC MEDICINE RADIOLOGY AND IMAGING CLUB

MISSION
The mission of the club is to further the students' understanding of imaging techniques and its usefulness in all areas of medicine, to make students aware of careers/specialties in radiology, to discuss residency opportunities, and to enrich the lives of ATSU/KCOM students and the community through activities and service projects.

STRUCTURE
Membership in the ATSU/KCOM Radiology and Imaging Club is dependent upon current or past enrollment in ATSU/KCOM or students involved in other ATSU programs, interested in fulfilling the above stated mission of the club, and payment of club dues.

DUES
A membership fee of $40 will be required by all first years who wish to be a member of the club, and $25 to students who desire to join as second year medical students. The dues will be used to help fund lunch meetings, workshops, service projects, conferences, and any other activity of a cause 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 nominate or 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, and Treasurer.
5. Second year medical 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. Non-elected officer positions include Risk Manager, Historian, Director of Education, Director of Residency Planning, and Director of Social Activity and Service.
9. The non-elected officer positions listed above will be by appointment of the president.
10. 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.
11. First year elected officer positions include Class Representatives (2) and any position unfilled by second year medical students.
12. Each elected and appointed term shall be no more than one year in length, and the official’s term will end with the election or appointment of the next year’s officers.

OFFICERS

The 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 Presidents (elected)
The Vice President(s) of the club have 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 and work with the president to set the agenda for official meetings. He/She will also be in charge of the official scheduling and publicity of upcoming meetings. The Secretary will also be responsible for logging attendance at each meeting.

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.

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.

**Historian (appointed)**
The Historian will be responsible for taking photographs and writing a history of the major proceedings of the club. This history shall be available to all members either in printed form or through the club webpage.

**Director of Education (appointed)**
The Director of Education will be responsible for the planning of educational activities for the club which may include but not be limited to: guest lecturers, workshops, and conferences. He will work closely with the president and vice presidents in planning the meetings and all activities will ultimately be under the president’s approval.

**Director of Residency Planning (appointed)**
The Director of Residency Planning will be responsible for the collection and dissemination of information regarding the application process and requirements for Diagnostic Radiology Residencies and fellowships in Radiology of interest to the members of the Radiology Club. He will seek out information regarding the placement of ATSU/KCOM students in radiology residencies and seek to maintain dialogue with students currently in radiology residencies. He will work in conjunction with the Director of Education whenever planning club meetings related to residency and career planning.

**Director of Social Activity and Service (appointed)**
The Director of Social Activity and Service will be responsible for planning the various social and community service activities which the club may decide to sponsor. He/She will verify that the club is in accordance with the meeting and service requirements necessary to maintain official club status at ATSU/KCOM.

**LEGISLATIVE BRANCH**

1. All legislative powers shall be vested in the officers of the executive branch of the Radiology Club who have been elected to their respective positions by members of the club or by appointment of the President (as indicated above), to represent the best interests of the members of the Radiology Club.
2. All decisions of the executive branch may be overruled by the members of the club, if thought necessary, with two-thirds majority vote.
3. Impeachment from office or from the club, should this be deemed necessary, shall also be by two-thirds majority vote of the members of the club. The President shall preside over impeachment hearings. In the event that the president is being tried, the secretary will preside.
4. Voting to override executive decisions or for impeachment will be by hand raising, unless determined otherwise by the presiding official.
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.

MEETINGS OF THE EXECUTIVE BRANCH
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 a legislative or executive decision is needed to be made regarding the affairs of the club.
1. Executive meetings should be organized by the President or Vice Presidents.
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.
6. All elected or appointed officers will be given voting privileges at executive meetings.

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 hand raising. However, as skill and technology allow, electronic voting may also be undertaken with the approval of the executive branch. Other closed balloting procedures may be undertaken if deemed necessary.

Weighting of Votes by Members
All member votes will be weighted the same irregardless 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 Nondiscrimination**
The ATSU/KCOM Radiology and Imaging 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 Statement**
The ATSU/KCOM Radiology and Imaging 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 physician. No club sponsored activities or meetings will allow alcohol to be present.

Last updated 08/12/2008