BYLAWS of the
A.T. Still University – Missouri Campus
Student Chapter of
DOCARE International, NFP

ARTICLE ONE
Chapter Goals and Objectives

I. A.T. Still University (ATSU) Student Chapter of DOCARE International, NFP, is established in recognition and support of the humanitarian outreach programs of DOCARE physicians and other health care professionals in the quest to provide medical and surgical care to underserved people in any geographic area of the world.

II. The primary goals and objectives of the chapter are to:
   a. Promote and support the outreach programs of DOCARE
   b. Become knowledgeable about the history of DOCARE
   c. Under the direction of ATSU and licensed health care professionals, perform philanthropic and medical services to people living in underserved areas of the USA and underserved countries
   d. Expose students to the diverse ethnic and cultural groups of Missouri
   e. Provide opportunities for students in areas of medicine that they ordinarily would not have in their training
   f. Promote the principles and practices of Osteopathic Medicine in the countries where service is provided (i.e. advance the globalization of osteopathy)
   g. Observe tropical and aggravated diseases, conditions not seen commonly in primary care medicine

III. Toward these goals and objectives, the chapter shall strive to:
   a. Invite past DOCARE mission participants to address the students
   b. Sponsor events to promote chapter fellowship
   c. Encourage student participation in a DOCARE mission or outreach program

ARTICLE TWO
Members and Meetings

I. Membership is open to all regularly enrolled ATSU Missouri students, faculty, and/or staff members.

II. Membership shall not be denied to any person because of age, race, color, sex, gender, sexual preference, religion, disability, or national origin.

III. Voting on Chapter business shall be limited to lawful members as specified in Article V. All matters shall be decided by simple majority of those present, provided a quorum of at least 50% of total membership is in attendance at the meeting or contacted via e-mail.
IV. Meetings shall be held on the campus of A.T. Still University-Missouri at a time and place with 48 hours notice. Meetings shall be convened as determined by the officers comprising the Executive Board.
   a. The Executive Board shall also meet when necessary and to plan for the general meetings.
   b. These meetings are open to any Chapter member, but advance notice of such meeting is not required.

V. The ATSU DOCARE Faculty Advisory Committee will consist of up to three faculty members who are officially associated with the school, preferably at least one clinician and one basic science faculty member. They will be expected to attend all Executive Committee meetings and general meetings of the Chapter, as well as participate in any activities organized by the Chapter. The members of the Faculty Advisory Committee will be considered members of ATSU DOCARE, and will not be required to pay dues. The Faculty Advisory Committee will serve as an advisory body, and can assume all the duties of the Executive Committee if the Chapter is in danger of failing to perpetuate. This assumption of the Executive Power must be by unanimous decision of the Faculty Advisory Committee, and majority vote of the Executive Committee.

ARTICLE THREE
Executive Board

I. Officers. The officers comprising the Executive Board shall be a President, Vice President, Secretary, Treasurer, and First Year Representatives.
   a. Officers must be duly elected in accordance with the provisions in this article.
   b. Offices of President, Vice Present, Secretary, and Treasurer are open to any enrolled student in good standing at ATSU; however, Council Members must be a student in good standing within the program that they represent.
   c. No Person may hold more than one office concurrently.

II. Election and Term of Office. The Executive Board members shall be elected annually by the active members of the Chapter (i.e. term of office for each position is one year). All officers will be selected by an election held during the last five weeks of the spring term and will serve the following year until the spring term. Each officer shall hold office until his/her successor has been duly installed.

III. Removal. Any officer elected or appointed by the membership may be removed by the membership whenever in its judgment the best interests of the chapter would be served thereby. Such action shall require 66% concurrence of the membership.

IV. Vacancies. A vacancy of any officer, due to any reason, may be filled by the Executive Board for the unexpired portion of the term. If a position is vacated before spring term, and the Executive Board deems it appropriate, this opening will be announced as soon as possible, and a vote for a new officer will take place at least one week after this opening is announced.

V. Responsibilities of the Officers of the Executive Board
A. **President.**
   i. Ensures the orderly conduct of the Chapter affairs
   ii. Ensures that all Chapter Bylaws are enforced
   iii. Reports to the membership on all aspects of Chapter business
   iv. Represents the Chapter at Student Council Meetings
   v. Serves as the liaison between the Chapter, the faculty representatives, and
      Administration of ATSU as well as the national officer of DOCARE International
   vi. Selects a regular meeting time according to the schedules of the general
      membership
   vii. Presides over the meetings of the membership and convenes and presides over
      Executive Board meetings.
   viii. Collaborates with the Vice President to create a yearly report of the Chapter’s
        activities

B. **Vice President.**
   i. Assists President in the orderly conduct of the Chapter’s business
   ii. Acts in the President’s place when the President is not in attendance at any
       meeting of the Executive Board or general membership
   iii. Collaborates with the president to create a yearly report of the Chapter’s activities

C. **Secretary.**
   i. Originates and maintains the minutes of all Executive Board and Chapter
      meetings
   ii. Maintains a record of such minutes and ensures that a copy of the same is
       forwarded to each member of the Executive Board and Faculty Advisors
   iii. Serves as a liaison between officers and the general membership
   iv. Informs members of upcoming meetings and announcements
   v. Coordinates elections

D. **Treasurer.**
   i. Maintains the Chapter’s financial matters, and pays all debts as directed by the
      membership via the Executive Board
   ii. Presents balance funds quarterly to Executive Board, and general membership as
       needed
   iii. Serves as risk manager

E. **First Year Representatives (2).**
   i. Elected within four weeks of the start of their academic program
   ii. Serve as liaisons between the Chapter and the first year class

**ARTICLE FOUR**

**Committees**

I. Membership on any committee shall be open to any Chapter member. Committees
   will be formed and serve as directed by the Executive Board.
ARTICLE FIVE
Dues, Assessments, and Fund Raising

I. **Dues.** Dues shall be a one-time charge to be set by the Executive Committee each year and required of all members upon application for membership. This will include membership dues of the national organization (i.e. DOCARE International, NFP). This membership will expire upon graduation from ATSU.

II. **Assessments.** Special assessments may be levied by a 66% vote of the total Membership of the chapter if first approved by the Faculty Advisors. The purpose for such assessments shall be presented to the general membership by the Executive Board.

III. **Fundraising.** The Chapter may conduct appropriate activities to raise money for mission trips, health fairs, or other club activities as approved by the Executive Board. Faculty advisors shall be informed of these activities. All activities and bank accounts must conform to the dictates of the University and follow the laws of the State of Missouri and the United States.

IV. **Delinquency.** Any member of the Chapter who is delinquent of payment of dues or assessments and remains so for 60 days after due notice of such delinquency by the Treasurer, without having made satisfactory arrangement with the Executive Board, shall be removed from Chapter membership.

ARTICLE SIX
Risk Management Policy

I. The ATSU-Missouri DOCARE risk management goals are to have the highest concern for the safety of all students, faculty, and staff. It shall be the responsibility of the Treasurer to assess the risks involved with all club meetings and all activities and to report these risks to the officers and advisors of the club.