A.T. Still University  
Kirksville College of Osteopathic Medicine  
ENT Club  
Constitution and Bylaws

ARTICLE I: NAME & PURPOSE

Section A: Name – The name of this club shall be A.T. Still University – Kirksville College of Osteopathic Medicine (ATSU-KCOM) ENT Club

Section B: Purpose – The purpose of this club shall be: promote an interest in ENT by discussing various surgical procedures, learning suturing skills, etc.

ARTICLE II: MEMBERSHIP & DUES

Section A: Eligibility - Membership shall be open to all students, students’ spouses and family, and faculty members of ATSU-KCOM, regardless of race, color, ability, creed, sex, national origin, martial status, sexual orientation, and religion, who support the purpose of the ENT Club as stated in the constitution and bylaws and who abide by club standards.

Section B: Termination – Membership will be terminated due to noncompliance of club standards, failure to pay club dues, and/or poor academic standing.

Section C: Dues – The officers will determine membership dues at the end of the academic year.

ARTICLE III: OFFICERS

Section A: Officers – The officers shall be a President, Vice-President, Secretary, and Publicist.

Section B: Eligibility – Officers must be considered active members and in good academic standing for more than one month.

Section C: Election – The officers shall be elected by majority vote of the current Executive Committee.

Section D: Term – The officers shall serve for one year and their term of office shall begin at the commencement of the fall semester.
Section E: Vacancy – If a vacancy occurs in the office of President, the Vice-President shall assume the office for the remainder of the term and vacancies in any other office shall be filled by a special election.

ARTICLE IV: DUTIES OF OFFICERS

Section A: President – it shall be the duty of the President to:

- Preside at meetings
- Represent the club
- Meet with the Executive Committee to plan club activities
- Conduct effective meetings by preparing a detailed agenda
- Plan creative programs for club meetings well in advance, and arrange for speakers, panel discussions, trips, and entertainment that appeal to a wide range of interests
- Delegate responsibility to help other members develop their leadership skills and to avoid getting overwhelmed with details
- Work to ensure that the club’s activities and service projects are successfully promoted and carried out

Section B: Vice-President – It shall be the duty of the Vice-President to:

- Preside in the absence of the President
- Serve as a member of the Executive Committee
- Work with the president to handle special assignments
- Stay up-to-date on all the club’s goals and ongoing activities

Section C: Secretary – It shall be the duty of the Secretary to:

- Record the minutes of all meetings
- Keep a file of the club’s records, such as: membership, attendance, dues payments, all important club papers (i.e. the club’s Certificate of Organization, budget documents, and reports)
- Maintain a current roster of membership

Section D: Publicist – It shall be the duty of the Publicist to:

- Develop an email list every year so you can keep your members informed, and updated
- Notify committee members in writing of a meeting, giving the date, time, place, and subject of the meeting. (For example, E-mail, text messaging, Facebook.)
- Recruit new members
- Take pictures at activities and post them on the club Facebook page along with the minutes and attendance provided by the secretary.

**ARTICLE V: MEETINGS**

**Section A: Meetings** – Regular meetings shall be held monthly during the regular school year.

**Section B: Special Meetings** – Special meetings may be called by the President with the approval of the Executive Committee.

**Section C: Funding** - Membership dues, external grants, and donations shall finance activities of the ENT Club.

**ARTICLE VI: EXECUTIVE COMMITTEE**

**Section A: Responsibility** – Management of this club shall be vested in an Executive Committee responsible to the entire membership to uphold these bylaws.

**Section B: Membership** – This committee shall consist of the officers as listed in Article III and the faculty advisor.

**Section C: Meetings** – This committee shall meet at least once between regular meetings of the club to organize and plan future activities.

**ARTICLE VII: ADVISOR**

**Section A: Selection** – There shall be a faculty/staff advisor who shall be selected each year by the President.

**Section B: Duties** – The responsibilities of the faculty advisor shall be to:

- Maintain an awareness of the activities and programs sponsored by the student club.
Meet on a regular basis with the leader of the student club to discuss upcoming meetings, long range plans, goals, and problems of the club.

Attend regular meetings, executive board meetings as often as schedule allows.

Assist in the orientation of new officers.

Explain and clarify campus policy and procedures that apply to the club.

ARTICLE IX: NONDISCRIMINATION PHILOSOPHY

Section A: The ENT Club does not deny membership or discriminate on the basis of race, color, religion, national origin, sex, gender, sexual orientation, age, disability, or veteran status; except that a) an organization created primarily for religious purposes may restrict that right to vote or hold office to persons who subscribe to the organization's statement of purpose, and b) an organization may restrict membership based on the provisions of Title IX of the Educational Amendments of 1972.

ARTICLE X: RISK MANAGEMENT PHILOSOPHY

Section A: Alcohol/Illegal Drugs - No member of the student organization shall take part in acts that are illegal and/or abusive as it relates to alcohol and drugs and/or activities that violate the rules of ATSU. If any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The possession, use, and/or consumption of alcoholic beverages during any organization event, any event that an observer would associate with the University, or in any situation sponsored or endorsed by the organization, must be in compliance with any and all applicable laws, policies, and regulations of the state, county, city, and ATSU. The unlawful possession, sale and/or use of any illegal drugs or controlled substances at any organization-sponsored event, or at any event that an observer would associate with the organization, is strictly prohibited. The organization shall not use or condone the use of alcoholic beverages/illegal drugs as part of their membership intake recruitment or education programs.

Section B: Hazing - No member of the student organization shall take part in hazing activities, and if any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.
Hazing activities are defined as (but not limited to): any action taken or situation created, intentionally, whether on or off organization premises or during organization functions, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Section C: Transportation and Travel - Members of the student organization shall strictly obey all applicable motor vehicle laws and rules of ATSU as it relates to transportation. Operators will ensure that vehicles are not overloaded and are driven in a safe manner. Rental vehicles shall be operated in accordance with rental contracts.

Section D: Sexual Harassment/Abuse - Members of the student organization strictly prohibit the act of sexual harassment/abuse discrimination, in any form. No member shall take part in activities deemed sexual harassment and/or abuse discrimination, and if any member is found participating in such acts, we, the members, reserve the right to take all necessary actions to correct this behavior for the betterment of the organization.

The organization will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental, or emotional in respect to sex, race, ethnicity, physical or emotional handicap, age, marital status, or sexual orientation. This includes any actions not limited to sexual assault, verbal harassment, or deemed demeaning to all.

ARTICLE IX: AMENDMENTS

Section A: Selection – The constitution and these bylaws may be amended pending: approval by the Executive Committee, and approval from the Vice President for Student Affairs in the Student Affairs office.

ARTICLE X: ENABLING ACT

Section A: Upon written approval of this constitution and bylaws by the ATSU Vice President for Student Affairs in the Student Affairs office, and by meeting the University requirements to be an officially recognized campus organization, the ENT Club shall become established immediately.

Updated (7/14)