**Health and Medical Sciences Constitution**

**ARTICLE I** – NAME OF CLUB

The name of this club is Health and Medical Sciences.

**ARTICLE II** – PURPOSE OF CLUB

Health and Medical Sciences establishes an academic platform to gather individuals pursuing careers involving health or medical sciences into an engaging community.

**ARTICLE III** – MEMBERSHIP

Any DASB cardholder who carries a minimum of 0.5 units is eligible to join this club. The amount of the membership dues shall be voted by the club officers. A waiver for membership dues will be available to students who request it. Club members may not be on academic or social probation. Club members will be considered active if they have attended three (3) or more meetings in the past three (3) months.

**ARTICLE IV** – QUALIFICATION AND ELECTION OF OFFICERS

**Section 1.** Club officers must be active members, currently enrolled, have a minimum of a 3.0 cumulative Grade Point Average (GPA), maintain a minimum of 0.5 units, have a current DASB card, and not be on academic or social probation.

**Section 2.** Officers will be a President, Vice-President, Director of Finances/ICC Representative, Director of Public Relations, Director of Events, and Director of Information and Technology.

**Section 3.** The election of the Club Officers will be held during the Sixth (6th) week of the Spring Quarter.

**Section 4.** Club Officers will be elected by majority vote of active Club Members present at a designated general meeting, which must be announced at least 3 weeks in advance to all club members. Eligible members may announce their candidacy for up to two (2) positions, one to three weeks prior to the election meeting. Candidates may only hold one position if there is more than one candidate for the position.

**Section 5.** The club advisor(s) will oversee the election process to ensure ethical practice. The club advisor(s) may disqualify any candidate for unethical behavior or violation of the Student Code of Conduct.

**Section 6.** The election will be done by anonymous ballot, with a choice of ‘no confidence’. If a simple majority is not achieved, a run-off election will be held between the two candidates with the most votes. ‘No confidence’ votes will only be considered after the minimum of four officer positions have been filled, with priority given to candidates with the most number of votes; any further candidates must have fewer than 40 percent ‘no confidence’ votes to be elected.

**Section 7.** Elected candidates will be sworn in upon completion of the Eighth (8th) week of the Spring Quarter.

**Section 8.** Officer vacancies may be filled at any time during the year, with general consensus (at least 50 percent) by active members at a general meeting and unanimous approval by the current officers.

**ARTICLE V** – DUTIES OF THE OFFICERS

**Section 1.** President

1. Set and communicate the overall direction of the club.
2. Call and preside over all officer meetings and general meetings.
3. Carry out the provisions of the constitution.
4. Appoint committees and chairpersons.
5. Oversee all committee activities.

**Section 2.** Vice President

1. Assume the duties of the president in his/her absence.
2. Delegate and redistribute officer responsibilities as necessary.
3. Conduct internal reviews of officers and club events.
4. Record and keep accurate minutes of all meetings.
5. Act as alternate ICC representative.

**Section 3.** Director of Finances/ICC Representative

1. Attend and report the results of all Inter Club Council meetings.
2. Handle all funds and finances for the club and act as correspondence clerk.
3. Create monthly club budget and keep financial records.
4. Manage fundraising initiatives.

**Section 4.** Director of Public Relations

1. Direct all club promotion initiatives, including analysis of public opinion, distribution of promotional materials, and media campaigns.
2. Create and enforce public relations policies.
3. Establish and maintain relationships with other organizations.
4. Act as liaison between the club and other organizations on campus.
5. Examine outgoing statements and publications in accordance with public relations policies.

**Section 5.** Director of Events

1. Serve as chairman of the event planning committee.
2. Create and release itineraries at least one week prior to all major events.
3. Design and execute internal and external events, in accordance with club culture and vision.

**Section 6.** Director of Information and Technology

1. Design and maintain the club website.
2. Publish up-to-date information about the club or relevant topics on a weekly basis.
3. Act as consultant for network and hardware issues.
4. Collect and analyze club data, including attendance, interest, feedback, and demographics.

ARTICLE VI – EXECUTIVE COUNCIL

**Section 1.**

The Executive Council will consist of the President, Vice President, Director of Finances/ICC Representative, Director of Public Relations, Director of Events, and Director of Information and Technology, who shall meet as often as necessary.

**Section 2.** Duties of the Executive Council

1. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership.
2. To execute policies determined by the general membership.
3. To govern activities of the club.
4. To compile agenda for general meetings.

ARTICLE VII – IMPEACHMENT/REMOVAL AND REPLACEMENT

OF OFFICERS AND MEMBERS

**Section 1.**

All elected officers and club members may be subjected to impeachment and removal by a two-thirds majority vote of the total active membership.

**Section 2.**

Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. Any active member may make a motion for impeachment/removal against any officer or member. The club advisor(s) must be immediately informed and facilitate the impeachment process.

**Section 3.**

An officer/member may be impeached/removed only under the following conditions: there must be a quorum present during impeachment/removal; two-thirds of the active membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.

**Section 4.**

An officer may choose to resign at any time, but must submit a two-week notice prior to resignation.

**Section 5.**

Any officer vacancies must be filled by an election held within two weeks, if fewer than four officers remain following impeachment.

ARTICLE VIII – MEETINGS

**Section 1.**

There must be public notice of club meetings on the club board at least five (5) school days in advance.

**Section 2.**

There must be a meeting at least once a month held at De Anza College.

**Section 3.**

There must be a quorum (a quorum is 50 percent plus 1 of the active membership) present in order to take care of financial action.

**Section 4.**

Minutes must be kept of all financial action with the Director of Finance.

**Section 5.**

The treasurer must make a written and oral report at least once a month at the meeting.

ARTICLE IX – COMMITTEES

**Section 1.**

The standing committees of this club shall be appointed as necessary by the President. The President will also appoint the committee chairperson.

**Section 2.**

Any active member can become a member of a standing committee with approval by the chairperson of the committee.

ARTICLE X – ADVISOR

**Section 1.** The role of the advisor is to:

1. Serve as the official staff representative of the college.
2. Work closely with the club to ensure a cooperative relationship between the advisor, and the club membership.
3. Assist each officer of the club in understanding their duties.
4. Give particular attention to the financial activities of the group in order to prevent the incurring of organizational debts for succeeding members to pay.
5. Assist students to understand and apply democratic principles within their own organizations, and in working with others.
6. Be present for all official club/organization meetings and activities (business and social), and to advise students of the policies and procedures which they must follow as a club/organization.
7. Be familiar with the ICC Code, ICC Financial Code, ICC Concessions Code, and club financial process.
8. Ensure that all reasonable steps are taken to ensure the safety, and welfare of club members.
9. Ensure that appropriate college policies are upheld.
10. To sign all club/organization requisitions for the club/organizations, and to make sure that 1) their director of finances or president or vice president signs it and 2) that the expenditure is correct within all existing policies.
11. To facilitate the officer election process to ensure ethical practice.

ARTICLE XI – RESPONSIBILITIES

**Section 1.**

This club accepts full financial responsibility for all activities that bear its name as official sponsor, and will adhere to college regulations. All publicity for an event must bear the name of the sponsoring club.

ARTICLE XII – RIGHT TO ACT

**Section 1.**

Any club officer, club member does not have the right to incur any debt or become involved in any business under the title or by implying the title of a club in any way unless given full authority to do so by the club officers and club advisor(s).

ARTICLE XIII – AMENDMENTS TO CONSTITUTION

**Section 1.**

Any amendment requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting.

**Section 2.**

Any active member may propose an amendment at a general meeting.

**Section 3.**

Amendments will be effective immediately upon ICC approval.