Medical Outreach Association Constitution

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| ARTICLE I        ARTICLE II                  ARTICLE III | NAME OF CLUB    The name of this club shall be Medical Outreach Association.    PURPOSE OF CLUB.    The Medical Outreach Association engages prospective health and medical students to explore the field through philanthropic activities and outreach in public health. Organizations that we support but are not limited to, include the Mobility Outreach International and the Stanford - Papua New Guinea-Nepal Medical Project, a branch of Stanford Emergency Medicine International (SEMI). Joining M.O.A. provides members the opportunity to evaluate their interests in medical and health careers.    MEMBERSHIP | |
|  | Any DASB cardholder who carries a minimum of 1 /2 unit 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. | |
| ARTICLE IV |  | QUALIFICATION AND ELECTION OF OFFICERS |
|  | Section 1.            Section 2.          Section 3. | Club officers must be currently enrolled, have a minimum of a 2.5 cumulative and quarterly Grade Point Average (GPA), must maintain **6**  **units**, have a current DASB card, and must not be on academic or social probation.        Officers will be a President, Vice-President, Secretary, Treasurer, Public Relations Manager, **and ICC Representative**  Club elections will be held no later than the 6th week of Spring Quarter.      The election will be done by secret ballot by club members who have attended at least 2/3 of the meetings |
| ARTICLE V |  | DUTIES OF THE OFFICERS |
|  | Section 1.              Section 2. | President A. Preside over all meetings.   1. Call special meetings. 2. Carry out the provisions of the constitution. 3. Oversee all committee activities. 4. Recruit members.       Vice President A. Assume the duties of the president in his/her absence.   1. Perform any duties delegated by the president. 2. Assist the president with planning social events. |
|  | Section 3. | Secretary A. Record and keep accurate minutes of all meetings.   1. Act as correspondence clerk. 2. Print and distribute agenda for all meetings. |

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|  | Section 4.                Section **5.**                    **Section 6.** | | Treasurer                Public Relations  Manager                  **ICC**  **Representative** | | | D.  E.    A.  B.  C.    D.    E.    A.  B.  C.    D.  E.    F. | Recruitmembers.  Manage club website.    Handle funds and finances for club.  Keep financial records and collect dues.  Pay bills and release funds as voted by the general membership.  Make financial reports at least once a month at the meeting.  Recruit members.    Coordinate volunteer shifts with the club members. Send emails and updates to the club.  Work as correspondence clerk to keep members up-to-date.  Assist the president with planning social events. Update and post event pictures to Facebook and other social media. Recruit members.      **A.**  **Attend**  **all**  **Inter**  **Club**  **Council**  **meetings B. Report the results of ICC meetings at club meetings** | |
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|  | Section 7. | |  | |  |  | **C. Recruit members.** | |
| Club officers will no longer be eligible to hold their officer position if he/she receives total number of seven (7 or more) points per quarter. An officer cannot miss three regular club meetings or two club fundraising events consecutively.  Points will be accumulated as follows: | | |
|  |  | |  | | -  - | * 1 point: Shows up 15 minutes late or leaves early to any MOA meeting scheduled on event planning form, or at officers meeting held on weeks without general meetings. * 1 point: Do not volunteer or participate in an ICC event that majority of officers agree to part take in (ICC Spotlight, ICC Karaoke, selling ICC dance tickets). * 2 points: Miss a scheduled MOA meeting. - 3 points: Miss an MOA fundraising event. - 3 points : Do not attend Club Day.   If officer cannot participate in an event, he/she must make up 1.5 times the time missed  (event was 2 hours, must spend 3 hours planning for next event).  Miss combination of 3 club meetings, officer meetings, club events, or outreach | | |
|  |  | |  | |  | opportunities, will automatically be removed from office (re-election for officer vacancy will occur within 4 weeks. | | |
| ARTICLE VI |  | |  | |  | EXECUTIVE COUNCIL | | |
|  | Section 1.      Section 2. | | The Executive Council will consist of the President, Vice President/ICC  Representative, Secretary, and Treasurer who shall meet as often as necessary.    Duties of the Executive Council  A. To formulate policy of the club between regular meetings and in case of emergencies, subject to approval of the general membership. | | | | | |
|  | |  | | 1. To executepolicies determined by the general membership. 2. To govern activities of the club. 3. To compile agenda for general meetings. | | | |
| ARTICLE VII | |  | | IMPEACHMENT/REMOVAL AND  REPLACEMENT OF OFFICER 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 membership. | | | |
|  | | Section 2.            Section 3. | | Grounds for impeachment are negligence and any form of misconduct which is damaging to the club. 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 membership must vote; prior to impeachment/removal there must be one week's notice of intent publicized.    Any officer vacancies shall be filled by an election held within two weeks. | | | |
| ARTICLE VIII | | Section 1.      Section 2.    Section 3.      Section 4.    Section 5. | | MEETINGS  There must be public notice of club meetings on the club board at least five (5) school days in advance.    There must be a meeting at least once a month held at De Anza College.    There must be a quorum (a quorum is 50 percent plus 1 of the active or dues paying membership) present in order to take care of financial action.    Minutes must be kept of all financial action with the club secretary.    The treasurer will need to make a written and oral report at least once a month at the meeting. | | | |
| ARTICLE IX | |  | | COMMITTEES | | | |

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|  | Section 1. | The standing committees of thisclub shall be appointed as necessary. |
| ARTICLE X | Section 1. | ADVISOR  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 student treasurer or president or vice president signs it and 2) that the expenditure is correct within all existing policies. |
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| 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. |
| ARTICLE XIII | Section 1. | AMENDMENTS TO CONSTITUTION  Any amendment change requires a two-thirds vote at a general club meeting and must then be approved at the ICC Agenda Meeting. |