

(Sample)

# Sleep Medicine Interest Group Bylaws

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- I. The purposes of the organization shall be to:**
- a. Promote communication among members and faculty.
  - b. Obtain information about careers in sleep medicine.
  - c. Promote the profession of sleep medicine.
  - d. Serve the medical school and campus public and provide awareness around sleep related issues.
- II. Membership shall be open to any medical student.**
- III. The executive power of the organization shall be vested in the President.  
The Executive Board shall consist of President, Vice President, Secretary, and Treasurer.**
- IV. A faculty member shall be selected by majority vote of the members to serve as Faculty Advisor to the organization. Ideally this candidate will be a fellowship program director in sleep medicine.**
- V. The organization shall not discriminate on the basis of religion, race, age, sex, national origin, military status or sexual orientation.**
- VI. Officers and advisors shall be elected each year by a majority vote of the members.**
- VII. Roles:**
- a. The President**
    - Supervise all group meetings;
    - Oversee all SMIG event and programming planning;
    - Approve all student organization purchase requests;
  - b. The Vice President**
    - Shall perform the President's duties in his or her absence.
    - Work with the student organization's Treasurer to prepare an annual budget;
    - Schedule locations for meetings and events
  - c. The Secretary**
    - Shall record accurate minutes, notify members of meetings, and submit a list of officers to the Student Affairs office.
    - Maintain membership database in order for participating members to qualify for AASM Membership; and
    - Work with president and faculty advisor to provide report to the AASM regarding membership information.
  - d. The Treasurer**
    - Shall keep a complete record of expenses, authorize expenditures, plan the yearly budget, provide financial reports, and provide a copy of financial records to the school accounting office;
    - Prepare the annual student organization budget.
  - e. The Faculty Advisor**
    - Shall provide advice and assistance to the internal medicine interest group officers and organization members.

SMIG President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_