

(Sample)

Sleep Medicine Interest Group Constitution

I. Article I – Name

The name of this organization shall be the _____

II. Article II – Purpose

The purpose of our organization shall be to foster professional growth and career development of members of the _____ of Medicine who are interested in the field of sleep medicine.

III. Article III – Compliance Clause

We agree to abide all regulations, all University policies, in addition to all federal, state, and local laws.

IV. Article IV – Non-Discrimination

This organization shall not discriminate on the basis of race, color, religion, national origin, ancestry, age, gender, sexual orientation, or disability.

V. Article V – Membership

Membership shall be open to any currently enrolled student in the _____ School of Medicine.

Article VI – Election of Officers

- A. The following officers shall be elected on a yearly basis
- B. An election shall be scheduled on ____ (month) ____ (date) of each year to elect new officers by majority vote. Incumbent officers shall have the option to run for re-election.
- C. Officers must be in good academic standing
- D. Two-thirds of the active members must be present at the time of voting.
- E. Newly elected officers should assume office immediately following the meeting in which they are elected.

VII. Article VII – Executive Board

- A. All elected officers shall serve on the Executive Board.
- B. The duties of each officer shall be:
 - 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.

Article VIII – Removal of Officers

- A. Any member may make a motion for the removal of any officer providing that evidence is presented to support the removal. Grounds for removal include the inadequate fulfillment of duties or the violation of regulations described in University policies, or any federal, state, or local laws.
- B. A two-thirds vote by the membership is needed to remove an officer. Two-thirds of the active members must be present at the time of voting.
- C. An election for a new officer should be conducted at the next scheduled business meeting.

Article IX – Advisor

- A. The Executive Board shall nominate one faculty or staff member (at least 75% full-time equivalent) to serve as advisor.
- B. The active membership shall vote on accepting the advisor with a simple majority needed for acceptance.
- C. Two-thirds of the active members must be present at the time of voting.

Article X – Amendments to the Constitution

- A. Any member of the organization may present amendments to the Constitution at any regularly scheduled business meeting. After reading the current Constitution along with the proposed change, the change will be voted on. A four-fifths majority is necessary to pass the amendment. Two-thirds of the active membership must be present at the time of voting.
- B. Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective.