

Medical Laboratory Science Club

Constitution

University of North Dakota

Article I: Name and purpose

Section 1: The name of this organization established by this constitution shall be University of North Dakota Medical Laboratory Science Club.

Section 2: The purpose of this organization shall be to:

- A. Promote the profession of Medical Laboratory Science by increasing the awareness and understanding of the profession at the college level.
- B. Encourage interaction between Medical Laboratory Science students outside the classroom.

Section 3: This organization is not affiliated with any local, state or national group.

Article II: Membership

Section 1. Membership in the Medical Laboratory Science Club shall be without regard to race, color, creed, genetic information, national origin, religion, sex, sexual orientation, gender identity, age, veteran's status, marital status, political affiliation or physical, mental or medical disability unrelated to the purpose of the organization.

Section 2: Requirements:

- A. In order to qualify for ACTIVE membership the applicant must:
 1. Be a UND student as defined by the registrar's office at the University of North Dakota.
 2. Must pay dues as set by the members of the club.
- B. ASSOCIATE members may include UND faculty and staff but they will have no voting privileges and cannot be officers of the club.
- C. Non-students cannot vote on the following:
 1. Election or removal of officers.
 2. Removal of members.
 3. Amendments to the constitution
 4. Financial matters.
- D. No academic credit shall be offered for participation and/or membership in this organization.

Section 3: Removal of members

- A. Grounds for removal of members may include:
 1. Violation of University Policy.
 2. Violation of the UND Code of Student Life.

- B. A member may be removed by the following process:
 - 1. A petition to remove the member should be submitted to the President. Such a petition must contain the signatures of at least 10% of the voting members. When such a petition is received, the President shall call a special meeting of the organization, within two school weeks, to decide upon removal which will be initiated by a simple majority (>50%) vote of the members present at the meeting.

Section 4: Appeal of Removal of members:

- A. Members may appeal their removal, but the appeal must be made within two weeks of the vote for removal by requesting the President to call a special meeting of the organization. The President shall notify all members of this meeting, which is to occur at least one week and not more than one month after the appeal request is received by the President
- B. The decision to uphold the vote for removal shall require a simple majority vote of the members present at the special meeting.

Article III: Officers

Section 1: The officers of this organization will be:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Social Chairman

Section 2: In order to be eligible to hold an office in this organization, the following qualifications must be met.

- A. The candidate must be a student member of the organization.
- B. The candidate must have held membership in the organization for at least one semester.

Section 3: Elections

- A. The officers of the organization shall be elected for a term of one year.
- B. Elections will be held during fall semester.
- C. Elections to office will be by simple majority vote of the members who are present at the election meeting.

Section 4: Duties of the officers:

- A. The President shall be the principal executive officer and shall have the following duties.
 - 1. To preside at all meetings of the organization.
 - 2. To call special meetings of the organization, when required.
 - 3. To submit an Officer Roster Card at the beginning of each semester to the Assistant Program Director for Student Involvement.
 - 4. To schedule, or delegate responsibility for, all practices, classes, and other activities of the organization, and to obtain appropriate facilities for these activities.
 - 5. To prepare and file any report required by the University.
 - 6. To appoint committee chair-people subject to the approval of the Executive Committee which shall include the President, Vice President, Treasurer, and Secretary.

- B. The Vice President shall assume the duties of the President in the absence of the President. In addition, the Vice President shall have the following duties:
1. To assume the duties of the President (until a special election can be held) in the event of a vacancy in the office.
 2. To serve as an ex-officio member of the Standing Committees of the organization.
 3. To plan the officer's orientation and organization retreats.
 4. To perform other duties as assigned by the President.
- C. The Secretary shall have the following duties:
1. To keep a record of all members of the organization.
 2. To keep a record of all activities of the organization.
 3. To keep and distribute minutes of each meeting of the organization.
 4. To notify all members of meetings.
 5. To handle all official correspondence of the organization.
 6. To perform other duties as assigned by the President.
- D. The Treasurer shall have the following duties:
1. To keep all financial records of the organization.
 2. To prepare and submit financial reports to the members.
 3. To prepare the annual budget and all budget requests for funds.
 4. To submit financial records for an annual audit to the Assistant Program Director for Student Involvement at the end of the Spring Semester.
 5. To become familiar with University accounting procedures and policies.
 6. To perform other duties as assigned by the President.
- E. The Social Chairman shall have the following duties:
1. To organize special social activities.

Section 5: Vacancy of an office:

- A. In the event of a vacancy in the office of the President before the expiration of a full term, the Vice President shall assume the duties of the President until a special election can be held.
- B. In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by the President within two weeks to fill the vacancy.

Section 6: Removal of Officers:

- A. Grounds for removal of an officer may include:
1. Violation of University policy.
 2. Violation of the UND Code of Student Life.
 3. Failure to perform the duties of the office as set forth in the constitution.
 4. Failure to uphold the provisions of this constitution.
- B. An officer may be removed by the following process:
1. A petition to remove the member should be submitted to the President or vice president. Such a petition must contain the signatures of at least 10% of the voting members. When such a petition is received, the President or vice president shall call a special meeting of the organization, within two school weeks, to decide upon removal which will be initiated by a simple majority (>50%) vote of the members present at the meeting.

Section 7: Appeal of Removal of Officer:

- A. An officer may appeal his/her removal, but such appeal must be made within two weeks of the vote for removal by requesting a special meeting of the organization. The President, or the Vice President if the President is the officer being removed, shall notify all members of this meeting which is not to occur less than one week and not more than one month after the appeal request is received.
- B. The decision to uphold the vote for removal shall require a simple majority vote of the members present at the meeting.

Section 8: Changes in Officers:

All changes in officers or mailing addresses shall be submitted to the Assistant Program Director for Student Involvement within two weeks of such a change.

Article IV. Advisor

Section 1: Advisor selection:

- A. The Advisor to this organization must be a member of the UND faculty or staff.
- B. The organization Advisor shall be approved by the voting members.

Section 2: The role of the Advisor:

- A. The organization Advisor must co-sign all financial transactions of the organization.
- B. The Advisor shall assist the officers and the members in accomplishing the purpose of this organization.
- C. The Advisor shall regularly review the financial records of the organization and forward mailings to the appropriate officers.

Article V: Meetings

Section 1: Meetings:

Business meetings of the organization shall be set by a simple majority vote of the active members.

Section 2: Special meetings:

Special meetings may be called by the President upon one week notice to the members.

Section 3: Quorum:

A quorum for business and non-business meetings shall be a simple majority of the active members.

Section 4: Parliamentary Authority:

The Parliamentary Authority for this organization shall be Robert's Rules of Order, Newly Revised; Resource Manual for Living Revolution.

Article VI: Committees

Section 1: Authority to Establish Special Committees:

The President shall have the authority to appoint any special committees, with the approval of the active members, as well as meeting the needs of the organization.

Section 2: Special Committees:

- A. These committees may include but are not limited to the following:
 - 1. Social Committee
 - 2. Program Committee

Article VII: Financial Structure

Section 1: University Account:

- A. All funds from University sources must be deposited and maintained in a University of North Dakota account.
- B. The President and/or the Treasurer shall be authorized to sign all financial transactions dealing with organization funds.
- C. The Advisor of the organization must co-sign all financial transactions of the organization.
- D. The financial records/ledger of the on-campus account must be submitted for an annual audit to the Assistant Program Director for Student Involvement at the end of the Spring Semester.

Section 2: Dues:

- Dues for this organization shall be approved by a simple majority vote of the total voting members at the election meeting.

Article VIII: Bylaws

Section 1: Provision of Bylaws:

- A. The organization can approve bylaws for the specific operation of the organization.
- B. No bylaw shall be adopted that is contrary to the provisions of this constitution.

Section 2: Vote required:

- A. The organization may adopt, amend, or rescind any bylaw by a simple majority of the voting members.
- B. Any proposed bylaw must be publicized to the members at least one meeting prior to the meeting at which it is going to be voted upon.

Article IX: Amendments

Section 1: Ratification:

- A. A proposed amendment to this constitution shall be presented to the members at least one meeting prior to the meeting at which the vote shall be held.
- B. Ratification of an amendment to this constitution shall require a simple majority vote of the members present at a regularly scheduled meeting of the organization.

Section 2: Approval by Student Policy Committee:

- All amendments to this constitution shall be approved by the Student Policy Committee before they take effect.

This constitution was approved by the members on _____.

President

Officer

Advisor: Mary Coleman

Assistant Program Director for Student Involvement

Date Approved by Student Policy Committee _____.