**Organization Bylaws for [NAME OF INTERNAL MEDICINE INTEREST GROUP]**

1. The purposes of the organization shall be to:
   1. Promote communication among members and faculty.
   2. Obtain information about careers in internal medicine.
   3. Promote the profession of internal medicine.
   4. Serve the medical school and campus public.
2. Membership shall be open to any medical student.
3. The executive power of the organization shall be vested in the President. The Executive Board shall consist of President, Vice President, Secretary, and Treasurer.
4. A faculty member shall be selected by majority vote of the members to serve as Faculty Advisor to the organization.
5. The organization shall not discriminate on the basis of religion, race, age, sex, national origin, military status, or sexual orientation.
6. Amendments to these bylaws shall be presented at any business meeting by any member and shall be passed, after second reading, by a majority vote.
7. Officers and advisors shall be elected each year and shall be elected by majority vote of the members.
   1. The President shall preside at all meetings and serve the needs of the organization as executive officer.
   2. The Vice President shall perform the President’s duties in his or her absence.
   3. The Secretary shall record accurate minutes, notify members of meetings, and submit a list of officers to the Student Affairs office.
   4. 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.
   5. The Faculty Advisor shall provide advice and assistance to the internal medicine interest group officers and organization members.

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President’s Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Advisor’s Signature Date

**Constitution**

**Article I – Name**

The name of this organization shall be the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Article II – Purpose**

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

**Article III – Compliance Clause**

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

**Article IV – Nondiscrimination**

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

**Article V – Membership**

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

**Article VI – Election of Officers**

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

**Article VII – Executive Board**

1. All elected officers shall serve on the Executive Board.
2. The duties of each officer shall be:
   1. President – To preside over meetings and to serve as the official liaison between the Department of Internal Medicine and the students. In addition, the president will plan meetings that focus on direct interaction with faculty, fellows, residents, etc. from Internal Medicine and its various subspecialties.
   2. Secretary – To keep meeting minutes and postmeeting minutes.
   3. Treasurer – To keep track of all financial transactions and attend relevant training sessions/meetings.

**Article VIII – Removal of Officers**

1. 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.
2. 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.
3. An election for a new officer should be conducted at the next scheduled business meeting.

**Article IX – Advisor**

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

**Article X – Amendments to the Constitution**

1. 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.
2. Amendments to the Constitution must be submitted to and approved by the Coordinator for Student Organizations before they become effective.