

Constitution Guide

Please STRICTLY follow this format including bullets and numbering.

Failure to include any of the points listed below will result in the delay of your organization's approval for the following academic year.

Items to remember when drafting your constitution:

- All sections described below *must* be included in some form in the organization's constitution and by-laws.
- All **bolded/highlighted** sections and clauses *must* be included verbatim in the organization's constitution.
These include:
 - Article Three: Membership/Non-discriminatory clause
 - The non-discriminatory clause can only be altered for organizations with a religious affiliation, national Fraternity or Sorority affiliation, or political affiliation.
 - Article Four: Advisor clause
 - Article Six: Impeachment clause
 - Article Nine: Amendments clause
 - Article Ten: Ratification clause
- If you would like to make any changes to this format, speak with the Assistant Director for Student Organizations before doing so.
- Be sure to also provide the date the constitution was drafted (at the top) and any dates on which the constitution was updated and ratified (at the end)—This is important for your organization to keep record of when changes to the constitution were made.

ORGANIZATION NAME

Drafted on: 03/25/2024

Article One **NAME OF ORGANIZATION**

- The name of this organization shall be Middle Eastern Pre-Health Society (MEPS)

Article Two **PURPOSE OF ORGANIZATION**

- The purpose of MEPS is to provide an educational and supportive community for Pre-health Middle Eastern students, but students from all backgrounds are welcomed as diversity is celebrated in our organization. Our goal is to provide various healthcare opportunities, such as volunteering and mock interviews, and fun events for our members.

Article Three **MEMBERSHIP**

- *The constitution MUST include this clause:*

- **Membership in this organization will not be restricted on the basis of race, color, religion, national origin, sex, disability, veteran status, sexual orientation, gender identity, gender expression, age, marital status, pregnancy status or genetic information.**
- Students must currently be pre-health or are interested in healthcare to join this organization.
- All active members must be current enrolled GMU students with a minimum academic achievement record defined as a cumulative grade point average of at least a 2.0.
- The types of membership available are: **active** (currently enrolled GMU students who attend meetings/functions and pay dues if applicable); **associate** (may include members of faculty/staff, community members, or students from other schools); **honorary** (alumni or community members).
- Students must attend at least one meeting a semester to be recognized as an active/associate/honorary/etc.
- Only active members are allowed to take part in educational opportunities, such as volunteering, shadowing, etc..
- Only active members can participate in events, fundraisers, and giveaways.
- Only active board members can make any formal decision for the club.
- Membership privileges may be revoked when a member neglects their duties and jeopardizes the club.
- Membership privileges will be revoked when a member harasses and/or discriminates against a member of the club.

Article Four **OFFICERS**

- Roles of Officers:
 - **President-** *Must do annual registration, has authority in board and general body meetings, oversee all events and training, and organize all events with external organizations.*
 - **(Optional) Co-President-** *Same responsibilities as president.*
 - **Vice-President-** *Remind board members of monthly board meetings, help organize events, and fulfill the responsibilities of the president and treasurer in the event of their absence.*
 - **(Optional) Co-Vice President-** *Same responsibilities as vice president.*
 - **Treasurer-** *Complete all necessary trainings, oversee all of the organization's financial matters, collect and manage all membership dues, and apply for funding from the Student Funding Board when necessary and promptly,*
 - **Secretary-** *Take notes during board meetings, send emails to members, and email pre-health advising to advertise our events*
 - **Event Coordinator-** *Manage access to 25Live and booking spaces, post events on Mason360, and inform board members of the location and time.*
 - Officer candidates must have a minimum GPA of 3.0 and must be a second-year GMU student in terms of credits.
 - All officers have a term limit of two full semesters, and they can run for re-election
 - Failing to fulfill the club's goals and requirements for the term will

result in the officer going to council, and may be subject to removal.

- **ADVISOR** (TIER 2 ONLY)
- *The constitution MUST include this clause:*
The primary advisor shall be a member of the faculty or staff at George Mason University.
- The advisor will be selected by choosing a professor, who is a member of the GMU staff and can provide services and quality to our club. The
- If the advisor isn't able to commit time and services to the club, the advisor may need to be changed to one that can do so.
- The advisor may offer guidance and support for the organization, but MAY NOT have a vote regarding club decisions, elections, events, etc.

Article Five **ELECTIONS**

- Elections will take place in March, **must take place before the next RSO re-registration period**
- The nomination procedure will be a total of two weeks, to be able to submit a form a member must be at least a sophomore, and current board members may submit and review forms.
- Nominees will fill out a Google form to present their qualifications. The Google form will ask about their experience, GPA, major, grade level, and passion for the club.
- Board members will be able to have access to the forms of the nominees and the majority will vote on a nominee.
- In the event of a tie, the nominee will undergo an interview by the current president and the vice president. The nominee who performs better at the interview stage will be elected into office.
- New officers will have the opportunity to shadow current board members in the remaining events of the spring semester. Meetings will also be held to train new officers before the fall semester.

Article Six **IMPEACHMENT OR RESIGNATION**

- **Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.**
- An individual will be removed from the board after a vote by the whole board, if the entirety of the board agrees to impeach an individual he or she will be relieved from his or her club duties.
- We will open the position for our club members if a board member resigns or is impeached. The officer position will be chosen by the remaining board members.

Article Seven **MEETINGS**

- Members will be open to attend an event held by the club every month (members are required to attend at least one event a semester)
- Board members are required to come and club members are welcome to come.
- Board members will meet bi-weekly to discuss matters of the organization.
- The quorum will be the board members as well as a few attending club members.
- Special meetings are held one week before the event to discuss details of the

event.

- According to Robert's Rules of Order, all members will have equal rights, privileges, and obligations.

Article Eight **FINANCE**

- In our organization, members will not have any required dues. They can only provide money for the club through fundraisers, which are entirely optional.

Article Nine **AMENDMENTS**

- The process of adding and removing amendments will take place in a council form, where the entire board and all board members will have the authority to vote. However, only board members have access to veto an amendment.
- **Student Involvement must review all amendments in the same manner as a completely new constitution.**

Article Ten **RATIFICATION**

- The process of ratifying the constitution will take place in a council form, where the entire board and all board members will have the authority to vote. However, board members have access to veto a class.
- *The constitution MUST include this clause:*
- **This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of the membership, and a Student Involvement staff member.**

Constitution Ratified on: (dates constitution is amended and ratified)

*****If there are any additional articles that apply to your organization, place them after Article Eight and before Article Nine. Consult the Assistant Director for Student Organizations before doing so.**