



Charles Drew Pre-Health Society

ARTICLE I - ESTABLISHMENT

We the students, faculty, and staff of the University of Rochester hereby establish Charles Drew Pre-Health Society (CDrew) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

ARTICLE II - MISSION STATEMENT

The Charles Drew Pre-Health Society is devoted to raising awareness on the University of Rochester campus and in the Rochester community about all issues related to healthcare and the health professions. We offer educational opportunities and speakers, community outreach and community service activities, and foster mentorship among students.

ARTICLE III - MEMBERSHIP

SECTION ONE - MEMBERSHIP

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Active membership is open to undergraduates who attend at least 50% of the events per semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students, and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

ARTICLE IV - MEETINGS AND VOTING

SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as 2/3 of active members of the active membership plus one officer.

SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

ARTICLE V - OFFICERS AND QUALIFICATIONS

SECTION ONE - OFFICER POSITIONS

- A. Two Co-Presidents – Must be an active member, unless no one else is qualified.
- B. Business Manager - Must be an active member, unless no one else is qualified.
- C. Communications Chair - Must be an active member, unless no one else is qualified.
- D. Publicity Chairperson - Must be an active member, unless no one else is qualified.
- E. Secretary - Must be an active member, unless no one else is qualified.

SECTION TWO - DUTIES OF OFFICERS

- A. All officers must:
 - a. Be members of the Students' Association.
 - b. Promote active recruitment of new members.
 - c. Enforce this constitution.
 - d. Be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
 - e. Meet prior to the beginning of each semester to brainstorm ideas for speakers and themes.
 - f. Focus on collaborating to bring in speakers, exposing members to potential opportunities, and providing resources for general members. Consequently, all executive board members must be aware and attentive to the opportunities around campus (in or out).
 - g. Hold Executive Board meetings that discuss all operational decisions necessary for the organization's functioning which shall be open to attendance by the general membership.
- B. The Co-Presidents must:
 - a. Preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
 - b. Be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
 - c. Preside over meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
 - d. Be responsible for coordinating and delegating tasks to the other officers and general members to conduct the annual conference and all other Executive Board related events for members.
 - e. Be responsible for submitting event proposals and any underlying forms to request permission for special events as well as the maintenance of the

organization's CCC page by updating current officers, registering events, sending imperative emails, and adding photos to the gallery.

- C. The Business Manager must:
 - a. Be responsible for maintaining all finances and keep detailed records of all transactions.
- D. The Secretary must:
 - a. Take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
- E. The Communications Chairperson must:
 - a. Be responsible for reaching out to local, on-campus, or larger organizations to forge relationships and establish helpful programs for general members. The Executive Board will collaborate on deciding which organizations should be invited, but it will solely be the Communications Chairperson to reach out and coordinate available times for the events.
 - b. Be responsible for establishing and organizing community service opportunities for the general members.
- F. The Publicity Chairperson must:
 - a. Be responsible for raising awareness of club events.
 - b. Be responsible for maintaining the organization's website and performing other web-related tasks.

SECTION THREE - NOMINATIONS AND ELECTIONS

- A. Nomination and Elections Procedure - All Executive Board officers shall be nominated by active members or themselves.
 - a. The nominations shall only be made after soliciting the general membership for candidates interested in holding an Eboard position.
 - b. The nominees shall be submitted to the general membership by email or at a general membership meeting.
 - c. The nominees shall be confirmed if no more than one member objects to their nomination.
 - d. If more than one general member objects, the nomination process shall be repeated.
- B. Term of Office - All elected officers shall have a term no longer than 1 year without reelection. Following a transition period, the newly elected officers shall begin their term of office on the first day of classes in the Spring.
- C. Timing of Elections - Elections shall occur annually in mid-to-late November, at least two weeks before the last day of classes. The incoming executive board shall be trained during the remainder of November and the academic period of December. Past officers may agree to shadow or remain a point of contact for smoother transition at the request of new executive members, but they are not required to accept.

SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a $\frac{2}{3}$

majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.

- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

ARTICLE VI - RESOURCES

SECTION ONE - RESOURCES

- A. The Charles Drew Pre-Health Society of the University of Rochester will abide by their Resource Agreement.

ARTICLE VII - HAZING POLICY

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by the Charles Drew Pre-Health Society Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

ARTICLE VIII - NONDISCRIMINATION POLICY

The Charles Drew Pre-Health Society abides by the nondiscrimination policy of the University of Rochester.

2/2/23

Signature of Confrimation Date
Ajay Macherla
Co-President, Charles Drew Pre-Health Society

2/1/2023

Signature of Confrimation Date
Celina Liu
Co-President, Charles Drew Pre-Health Society

2/20/2023

Signature of Approval Date
Evan Ji
Chair, Student Organization Administration & Review Committee