**Emergency Medicine Interest Group**



**Constitution**

**2019-2020**

# Article I - Organization Name

This registered student organization (RSO) shall be known as the Emergency Medicine Interest Group, also referred to as EMIG.

# Article II - Purpose

EMIG strives to provide medical students exposure to the field of Emergency Medicine. EMIG endeavors to educate medical students about Emergency Medicine residency possibilities through guest speakers, Emergency Medicine shadowing opportunities, national conferences, and other events. All activities and functions of EMIG shall be legal under University, local, state, and federal laws.

# Article III - Membership

**Section 1: Requirements**

1. EMIG represents students at the FSU College of Medicine (COM) interested in the exciting field of Emergency Medicine.
2. Membership is limited to all students who are enrolled at the Florida State University.
3. No hazing or discrimination will be used as a condition of membership in this organization.
4. This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex. Religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status.
5. No university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.
6. “Active members” are those COM students who join the EMIG Nole Central roster and shall be included on all active member email correspondence. While it is encouraged to all current COM students to become an active member, all current students are eligible to participate in or attend any EMIG sponsored event.

# Section 2: Revocation of Membership

1. As stated in Section 1 of Article III, active members of EMIG shall be current FSU students who request active membership by joining the NOLE Central roster. Revocation of active membership shall only occur in the event of the individual no longer being a current student, such as dismissal of the student or upon graduation.
2. The new executive board of EMIG officers shall review the EMIG roster on an annual basis following spring elections and remove those individuals who are no longer current students.

# Section 3: Appeal Process

As stated in Section 2 of Article III, revocation of active member status in EMIG shall only occur upon a change in the status of the individual as a current student. This shall occur if an individual is dismissed from FSU or upon graduation of a student from FSU. In the event that an individual was revoked from active member status due to dismissal from FSU, the individual is automatically eligible to re-attain active member status if the individual later becomes a current student of FSU.

# Article IV - Officers

**Section 1: Eligibility**

All officers must be in good academic standing according the rules and regulations of the College of Medicine (COM).

# Section 2: Titles and Duties

The **President** shall:

* + Supervise the activities of the organization.
	+ Preside over all meetings and call all meetings to order.
	+ Be one of three eligible signatories of financial documents.
	+ Ensure all officers are performing their duties as defined in this Constitution.
	+ Assign special projects to officers.

The **Vice President** shall:

* + Assist the President in his/her duties
	+ Be one of three eligible signatories on financial documents.
	+ Assumes the President’s responsibilities in his/her absence.
	+ Keep accurate records of all meetings in the Secretary’s absence.
	+ Assist in special projects as assigned by the President.

The **Treasurer** shall:

* + Keep an accurate account of all funds received and expended.
	+ Be one of three eligible signatories on financial documents.
	+ Be responsible for creating budget reports on an annual basis and as requested by the President, Vice President, and/or MSC Treasurer / President.
	+ Assist in special projects as assigned by the President.

The **Executive at Large** shall:

* + Be responsible for attending all MSC Meetings with the President.
	+ Assist in special projects as assigned by the President.
	+ *This position shall be reserved for a first-year student barring extenuating circumstance.*

The **Secretary** shall:

* + Notify members of upcoming meetings via e-mail.
	+ Keep accurate records of all meetings.
	+ Maintain roster of active members via NOLE Central
	+ Keep copy of constitution and have available for members
	+ Assist in special projects as assigned by the President or Vice-President.
	+ *This position shall be reserved for a first-year student barring extenuating circumstance.*

The **Assistant Treasurer** shall:

* + Assist the Treasurer with keeping accurate accounts of all funds received and expended.
	+ Serve in this role with the expectation of assuming duties of Treasurer following RSO elections during the following spring semester.
	+ Assist in special projects as assigned by the President, Vice-President or Treasurer.
	+ *This position shall be reserved for a first-year student barring extenuating circumstance.*

# Article V - Selection of Officers

1. All current active student members are eligible to vote for EMIG officers during the annual fall and spring elections.
2. Officers shall be elected by a simple majority. Elections will take place in the late spring for all positions, except those reserved for first year students. In the fall, there will be a second set of elections for those positions reserved for the incoming first year students.
3. The Term of office shall be until the next spring elections.

# Article VI—Officer Vacancies

**Section 1: Removal of Officers**

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

# Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President at least two

(2) weeks in advance. Prior to the officers final day, he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

# Section 3: Filling Vacant Officer Positions

In the event an officer is removed or resigns, the nomination process as stated in Article V will take place at the next scheduled meeting. The election process will take place as stated in Article V at the next scheduled meeting following nomination. The newly elected officer’s term shall end at the annual election scheduled at the end of the Spring Semester.

# Article VII – Advisor

**Section 1: Nomination and Role**

1. The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current FSU faculty or staff member.
2. The new executive board of EMIG officers following the spring elections shall elect to retain the current faculty advisor or seek a replacement in the event of the current faculty advisor relinquishing their position.

# Section 2: Removal and Replacement of Advisor

The advisor of EMIG shall be removed from this position in the event he or she is no longer a full-time faculty member of the COM.

# Article VIII - Finances

**Section 1: Membership Dues**

EMIG does not charge membership dues to its members currently. As stated in Article III Section 1 (e), no university student may be denied membership due to inability to pay dues, therefore ability or inability to pay dues shall be of no concern.

# Section 2: Spending Organization’s Money

For the protection of the organization and its officers, it is required that two financially certified officers sign all monetary transactions. Only the President, Treasurer, FSU Faculty/Staff Advisor, and Vice- President under direction of the President, can be signers on the organization’s account. Organizational funds may be spent on whatever is deemed appropriate by the majority of the executive board but will not be used for anything illegal under University, local, state, and federal laws.

# Section 3: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organization’s financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year’s budget and current budget.

# Section 4: Dissolution of Organization

In the event that the organization ceases to exist, any funds remaining in the organization’s account shall be remitted back to the Student Government Association or donated to the organization's charity— “Children’s Miracle Network.”

# Article IX - Publications

**Section 1: Compliance**

All advertisements of the organization must comply with the University Posting Policy [http://posting.fsu.edu/.](http://posting.fsu.edu/)

# Section 2: Approval

The President and Advisor must approve all publications, shirts, flyers, etc. prior to duplication and distribution, in accordance with the COM rules and procedures.

# Article X - Amendments

The constitution will be reviewed by the incoming executive board of EMIG officers following spring elections on an annual basis, prior to re-recognition of this RSO. Amendments made to the constitution must be approved by the EMIG President, Vice-President, Treasurer, faculty advisor, and a representative of the Medical Student Council (MSC). (Either the MSC President or Vice-President or an approved MSC officer designated by the MSC President) Approval of the amended constitution must be signed by all the above parties and the record saved in the EMIG folder on the intranet for members to view.

*Cristina Sanchez, President (2019-2020) Jenie Yeh, Vice-President (2019-2020)*

*Roxana Zelaya, Treasurer (2019-2020)*

*Stephen Quintero, MD, faculty advisor*

*Created this 21st of August, 2006 Modified this 12th of September, 2006 Modified this 16th of September, 2008 Modified this 4th of October, 2008 Modified this 18th of August, 2015*

*Modified this 27th of January, 2020*