

Internal Medicine Interest Group Constitution

Article I: Name

The name of this organization shall be the Internal Medicine Interest Group (IMIG) of the Florida State University College of Medicine and is hereafter referred to in this constitution as IMIG.

Article II: Purpose/Objectives

Section 1:

The purpose of the IMIG is to educate and promote internal medicine at Florida State University College of Medicine (FSU COM). This will be done primarily via meetings in which Internal Medicine physicians and residents participate in discussions and provide information concerning current issues in Internal Medicine.

Section 2:

The members of IMIG will have the opportunity to join the American College of Physicians (ACP) and the Florida Chapter of ACP. These organizations will provide additional opportunities for other meetings and conferences to attend.

Section 3:

The IMIG will promote involvement of students and professionals from various disciplines concerned with the care of the internal medicine community, with the purpose of enhancing the

multiple dimensions of internal medicine care. This will include membership from other Florida State University colleges.

Section 4:

A primary focus of IMIG activities is to meet the needs of the primary care community through education, community outreach, service learning, and student-internal medicine involvement.

Article III: Membership

Section 1: Membership Statement

Membership is open to all Florida State University students who are interested in internal medicine. 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. IMIG and its members shall adhere to the Student Guide and other laws, rules, and regulations governing the Florida State University and its students. No hazing or discrimination will be used as a condition of membership in this organization.

Section 2: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 3: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation 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. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for three (3) semesters.

Section 4: Appeal Process

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Secretary and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 4 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

Section 5: Voting

All voting will be done only by members of IMIG. However, meetings are open to any person that would like to attend.

Article IV—Officers

Section 1: Eligibility

All officers of the IMIG shall be enrolled at Florida State University College of Medicine

and must not be on academic probation.

Section 2: Titles and Duties

The offices of this organization shall include a President, Vice President, Secretary, and Treasurer. No officer will be permitted to hold more than one officer position. All officers shall retain voting rights, however, the President shall only vote in the case of a tie. Any officer may be re-elected however not for more than two consecutive terms. Officers cannot reappoint themselves for a second term they must be re-elected as described in Article V.

The President shall:

- Supervise the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of three signers on financial documents.
- Coordinate all conferences.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Be familiar with Robert's Rules of Order to conduct meetings.

The Vice President shall:

- Assist the President in his/her duties
- Assumes the President's responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization twice a year.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings.
- Maintain accurate list of members and their contact information.
- Perform a verbal role call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep copy of constitution and have available for members
- 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 signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the President, Vice President, and/or FSU faculty/staff advisor.
- Provide financial records sufficient to allow the Vice-President to perform audit.
- Assist in special projects as assigned by the President

Article V—Selection of Officers

Section 1: Eligibility to Vote and Hold Office

Active voting membership will be limited to all students who are active members in good

standing. Only active voting members who meet the requirements stated in Article IV, Section 1 are eligible to hold offices.

Section 2: Nomination Process

The nomination of officers shall occur on a date specified by the FSU Medical Student Council (MSC), which is typically within the Fall semester. The nomination shall occur through the submission of a 1-paragraph Intention to Run statement from a self-appointed candidate to the incumbent IMIG President for any available officer position. The Intention to Run statement will address a candidate's qualifications for an available position and a candidate's goals during their potential term. Any eligible member (as defined in Article III Section 1) may nominate themselves for office. However, the nominee must be considered an eligible member (as defined in Article III Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process. The incumbent IMIG President will then submit the statements to the MSC from each candidate, along with each candidate's professional portrait from intranet, and the position each candidate is running for.

Section 3: Election Process

The election of officers shall occur on a date specified by the MSC, which is typically within the second half of the Fall semester and typically lasts for 3 consecutive days. All eligible members (as defined in Article III Section 1) will have the opportunity to vote by secret ballot through the use of a Qualtrics survey. MSC will tabulate all votes and announce the winners of each available position. After announcing the new officer the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the

MSC will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

Section 4: Term of Office

The length of office shall be no longer than one calendar year. Newly elected officers shall take office immediately after the announcement made by the MSC during the second half of the Fall semester and their term will end at the second half of the following Fall semester once new officers are announced.

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 Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article V Section 3 at the next scheduled meeting following nomination. The newly elected officer's term shall end at the annual election scheduled in the second half of the Fall semester set by the MSC

Article VII—Meetings

The quorum required to conduct business is fifty (50) percent of the officers and fifty percent (50) of the organization's active members. The President will be in charge of calling meetings and the secretary will be responsible to notify all members. Members must be notified of meetings at least 48 hours in advance and shall be notified via e-mail and/or telephone. The President shall preside over all meetings and shall follow Robert's Rules of Order in conducting organizational meetings.

Article VIII—Advisor

Section 1: Nomination and Role

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 COM faculty or staff member.

Section 2: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible 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. Upon a 2/3 majority vote of eligible members the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 14 calendar days.

Article IX—Finances

Section 1: Membership Dues

IMIG does not require that members pay dues. All funding will be provided by SGA and the MSC. Additional funding may be available through ACP.

Section 2: Spending Organization's Money

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the President, Vice President, Treasurer, and FSU Faculty/Staff Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws. All funding requests from the Medical Student Council will be handled by the Treasurer in accordance with the rules of the Medical Student Council.

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.

Article X—Publications

Section 1: Compliance

All advertisements of the organization must comply with the University Posting Policy (<http://www.fsu.edu/~posting/fsupolicy.html>).

Section 2: Approval

The Secretary and President must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

Article XI—Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next

scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization.

History of Constitution

Created: 11th day of January in the year 2006

Revised: 22nd day of May in the year 2020