

Psychiatry Student Interest Group organizational Constitution.

Article I - Name

a. The name of this organization shall be the Psychiatry Student Interest Group (P.S.I.G)

Article II - Purpose

a. The purpose of this organization shall be to enhance the education of the students and faculty at Florida State College of Medicine to Psychological and Psychiatric issues which face our future patients. To this end, we encourage an attempt at vigorous unbiased and friendly discussion on this topic, including outside lecturers and debates as to be determined by the executive committee and when appropriate, by general election. Additionally, we will host service opportunities involving psychiatric issues.

Article III - Officers

a. Election of officers to the executive committee will require a majority vote from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held within the top two candidates that received the most votes. Members interested in becoming an officer must meet the following academic requirement: 2.5 cumulative G.P.A. The term of office will be one full year. The Executive Board of the organization is comprised of all recognized officers. The Executive Board shall meet in addition to regular organization meetings. The Executive Board shall appoint committees if they are needed to carry out organization goals.

b. President

- Preside over all meetings and create or mediate meeting agendas
- Call meetings to order
- Represent organization on campus
- Insure that the organization is operating in conformity with the standards set forth by Florida State College of Medicine as well as the organization's internal constitution and by-laws.
- Maintain regular communication with organization advisor
- Attend, or designate the Vice-President to attend, the annual TRL as well as the MSC Financial Training

c. Vice-President

- Preside over meetings in the absence of the President
- Notify all members of meetings at least 48 hours in advance by e-mail and/or telephone
- Be charged with recruitment of new members
- Schedule meetings/events with appropriate University offices
- Working with the President to coordinate organization promotion and publicity of events
- Attending the MSC Financial Training

d. Secretary

- Maintain an accurate record of all organization meetings and post for members
- Maintain membership directory and submit Student Organization Roster forms

- Correspond when necessary with University administration and other recognized organizations
- Maintain an historic record of events from current and past events

e. Treasurer

- Maintain accurate records of organization transactions
- Submit, with the Vice-President, budget requests and quarterly updates to the MSC
- Collect dues if required
- Develop organization budget and present to membership
- Arrange fund-raising opportunities for the organization as necessary
- Organizes topic centered fundraising opportunities to expand awareness of club activities
- Attending the MSC Financial Training

e. Service representative

- Organizing and planning service events.
- Maintaining a list of resources, physical and referral, to be used during service events.
- Giving brief presentations about service events at general meetings

f. Technology manager

- Maintaining and updating the student organization website

f. Officers may be removed from office by $\frac{1}{2}$ vote of the other officers and $\frac{3}{4}$ of the general membership if actions are deemed inappropriate by membership and will automatically be removed from office if a GPA of 2.5 is not maintained. The officer is permitted to speak before the Executive Board and the general membership about the charges made concerning his/her performance. The officer is not permitted to participate in the deliberation of the Executive Board regarding the charges

Article IV - Elections

- a. Elections are held once a year, at the first meeting of the fall of each academic year. Nominations are to precede Elections when possible, though nominations will be accepted at the meeting, prior to voting. Any member that has been active with the organization for one or more semesters can run for office. Through a majority vote, a person can be elected into office
- b. Elected positions will be held for the current academic year, until new officers are elected
- c. If a position is vacant, the Executive Committee will delegate the responsibilities of the vacant position to one or more of its members until the vacancy can be filled. The election for the vacant position will take place at the next scheduled meeting. The newly elected officers term shall end at the annual election scheduled during the first meeting in the fall.
- d. Any officer may be removed from office upon a $\frac{2}{3}$ 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.

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

Article V - Membership

a. Membership in this organization is open to all FSU College of Medicine students and faculty and will not be restricted on the basis of age, disability, ethnicity, gender, national origin, race, religion, sexual orientation, political affiliation, parental status, marital status, or the inability to pay dues. Students in good standing with the University are eligible for membership.

b. As a member, one is encouraged to attend organization meetings regularly, pay dues if required, and actively support organization projects.

c. 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. Hazing is expressly forbidden. Information regarding hazing can be found at <http://hazing.fsu.edu>.

d. Failure to comply with FSU College of Medicine policies regarding ethics and professionalism may result in revocation of membership as determined by a 2/3 majority vote of the executive board. This decision may be appealed in writing within 31 days to the executive board upon which the board may reinstate membership or uphold revocation by 2/3 majority vote.

Article VI - Finances

a. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues, when applicable, must be paid by the fifth week of the fall semester. The treasurer shall maintain all financial records and shall co-sign with the president for all organization transactions.

Article VII – Meetings

a. The organization shall hold two meetings during the academic term (one at the beginning of each semester) to make decisions about events to be planned and any changes to be made to Constitution or Bylaws. Organization meeting day / time will be determined in the beginning of each semester by a majority of the elected officers. Attendance at organization meetings is expected. If a member must miss a meeting, correspondence with the secretary is appreciated. A quorum shall consist of a simple majority of the membership plus one officer. Robert's Rules of Order shall govern all meetings. All advertisements of the organization must comply with the university posting policies (<http://posting.fsu.edu>) and must be approved by 2/3 of the committee members.

b. A quorum at meetings (or elections).

A quorum will be a majority of executive officials and at least 5 non-executive members or participants. If this number is not reached, meetings will be rescheduled and better food accommodations will be planned to attract more participants.

Article VIII- Amendments

a. Amendments to this constitution must be submitted in writing at and preferably before a regular meeting of the organization, though minor changes may be decided upon at a meeting during discussion whereby the amendment will be temporary. Said amendments will be voted on at a subsequent meeting. In order to adopt the amendment, a majority vote of the general membership is required or $\frac{3}{4}$ majority of executive officials when membership is sufficiently low, to be determined by the executive committee.

Article IX - Advisor

a. The advisor shall be a full time faculty or staff member at Florida State University College of Medicine. The advisor will help maintain consistency and guidance of the interest group. If the current advisor resigns from this post, a new advisor will be selected by a majority vote of the Executive Board and approved by a simple majority of the eligible members. Advisors not fulfilling responsibilities or not abiding by the organization's purpose may be removed from the position by a $\frac{1}{2}$ vote of the Executive Board. The advisor has no voting rights. The advisor position has no term limit other than that he/she must be a current FSU faculty or staff member.

b. The advisor may be removed by a $\frac{2}{3}$ majority vote of eligible members from this position. In the event that an advisor is removed or resigns, a new advisor shall be elected within two weeks by special vote.

Article X - Ratification

a. This constitution shall become effective upon approval by a $\frac{3}{4}$ vote of those interested in membership.

Article XI - Parliamentary Procedure

a. Procedure will be relaxed, though Roberts Rules of Order will be imposed by a majority in any year that the membership is excessively obsessive about such things.

Article XII - Affiliations

a. P.S.I.G. will make an attempt, as defined by the executive committee, to include in our organizational framework, a connection with the Florida State University Department of Psychology students and faculty in the spirit of cooperative learning.

Article XIII - Finances

a. No University Student may be denied membership due to inability to pay dues. If a member is seeking active voting membership status and is not able to pay dues, other arrangements will be made.

b. 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 Faculty Advisor can be signers on the organization's account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

c. 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 information from previous year's budget and current budget