

The Rice Pre-Medical Society

Constitution

Last Revised Monday, August 10th, 2020 by the RPMS Executive Committee

Article I. Name

The name of this organization shall be “Rice Pre-Medical Society.”

Article II. Mission Statement

As members of the Rice community, we believe that it is important to provide resources, advice, and opportunities to all Rice students interested in the health professions. We will fulfill our goals by building a network of resources through shadowing experiences, mentorship opportunities, panels with guest speakers, social events, and volunteer opportunities.

Article III. Purpose

The purpose of this organization shall be:

1. to provide resources for all students exploring the premedical field;
2. to offer unique mentorship and learning opportunities to members;
3. to provide a network of support and interaction between premedical students;
4. to provide a medium for guest speakers to come to Rice and speak to those interested in the medical field;
5. to give back to the community by providing service oriented volunteer work; and
6. to provide academic support for its members with regards to the medical school application process.

Article IV. Primacy of the Student Association

“This organization shall recognize the primacy of the Student Association Executive Branch, the Student Senate, and ultimately, the Student Association.

This organization shall be bound by the requirements of the Constitution of the Student Association and any associated rules and regulations.

This constitution and any bylaws or policies adopted by this organization are subordinate to the Constitution of the Student Association.

Article V. Members

All current students of Rice University shall be eligible for student membership. To become a member, a signed member information form and dues must be submitted to the Secretary-Treasurer. Should a member of the organization act in a manner unbecoming of the organization, the member may be called before the Executive Committee and sponsor of the organization to present their side of the story. After hearing this, the Executive Committee may vote to remove the member. A majority vote is required for removal. The member will be notified of their removal either in writing or by phone within 48 hours of the decision. At no time shall fewer than half of the organization’s members be student members.

Article VI. Officers

The officers of this organization shall be a President, Vice President, BOP Coordinator(s), Activities Coordinator(s), Special-Events Chair(s), Outreach Chair, Upperclassmen Relations Chair, and Operations Chair. The officers shall perform the duties listed in this constitution and in the parliamentary manual adopted by this organization.

Officers will be appointed every year during the month of April. In order to be appointed, membership in the organization is required. An application process will be required in order to be appointed. The application will include a written application and an interview. See below for the specifications of the appointment of the officers.

Eligibility: Only student members who do not have an Honor Code violation who are not on Disciplinary Probation or otherwise prohibited from holding office in a registered student organization shall be eligible to seek and hold office.

Appointment of President and Vice President: In order to be appointed as President or Vice President, previous experience on the Executive Committee is required. The outgoing President will appoint the new President and Vice President according to the process stated above. The President will send out an application to the executive committee and will hold interviews.

Appointment of Other Officers: The newly appointed President and Vice President will nominate their new Executive Committee by the process stated above. The President and Vice President will send out an application to the student membership and will hold interviews.

Impeachment of Officers: Should an officer of the organization act in a manner unbecoming of the organization or fail to uphold their duties as outlined by this constitution, the officer in question may be called before the other officers and sponsor of the organization to present their side of the story. After hearing this, the Executive Committee may vote to remove the officer in question. A 2/3rds vote and support of the sponsor are required for removal. The officer will be notified of their removal either in writing or by phone within 24 hours of the decision.

Resignation of Officers: If the office of President or Vice President is to become vacant, the Executive Committee has the power to temporarily appoint a member of the Executive Committee to fill the vacant position so as not to interfere with the workings of the student organization. Anyone from the Executive Committee may be nominated or may nominate themselves. Following nomination, the person appointed to fill the vacant position must be approved by at least 2/3 of the Executive Committee.

If any other office is to become vacant, the President and the Vice President have the power to temporarily appoint a member of the student membership to fill the vacant position through an application process. If the position that is being filled has a co-chair, the co-chair will also be involved in the decision of filling the vacancy.

Article VII. Duties of the Officers

1. The President shall:
 - a. oversee all the meetings, practices, and activities of this organization
 - b. chair all meetings of the membership and of the Executive Committee
 - c. ensure that, at all times, this organization is abiding by the rules and

- regulations of the Student Association.
 - d. act as a liaison between the Office of Academic Advising/Health Professions Advising and the club
 - e. submit all required forms to the Student Association Senate and the Office of Student Activities whenever they are required
 - f. represent the club to third party organizations
 - g. Meet regularly with the club sponsor.
2. The Vice President shall:
 - a. assist the President in the execution of his or her duties
 - b. be in charge of programming
 - c. submit all required forms to the Student Association Senate and the Office of Student Activities whenever they are required.
 3. The Big Owls Little Owls Coordinator(s) shall:
 - a. be in charge of the BOP Mentorship program, which is intended to facilitate small group meetings and mentorship between Rice University students and physicians
 - b. represent the club to the physicians and medical students that are involved in the program.
 4. The Activities Coordinator(s) shall:
 - a. organize any events that involve a 3rd party organization and/or medical school to help the membership prepare for medical school and explore careers in the health professions; and b. communicate with guest speakers and organize panels.
 5. The Special Event(s) shall:
 - a. be in charge of creating and managing social events;
 - b. be in charge of organizing and managing the Rice Medical Speaker Conference.
 - c. be responsible for organizing annual peer-peer mentorship groups
 7. The Outreach Chair shall:
 - a. find and share volunteer opportunities
 - b. coordinate group volunteer opportunities;
 - c. keep members updated on volunteering opportunities across campus and in the immediate community.
 8. The Upperclassmen Relations Chair shall:
 - a. organize mock interviews for Rice students who are entering the medical school application cycle;
 - b. collaborate with other RPMS officers to create opportunities to increase upperclassmen involvement in RPMS

- c. provide support for upperclassmen entering the medical school application cycle and pursuing other paths of study.
9. The Operations Chair shall:
- a. maintain a correct balance of this organization's funds
 - b. manage this organization's funds
 - c. present a budget to the membership no later than September 1
 - d. accept payment of dues from members and update the membership list to reflect said payment
 - e. make available, when requested, a current breakdown of the organization's income and expenses
 - h. maintain the membership list, any mailing lists, and the organization web site
 - i. accept membership information forms from new members
 - j. secure room reservations
 - k. manage the correspondence of this organization
 - l. take pictures at events
 - m. design posters, graphics, and gear
 - n. send out a newsletter to the members at least twice a semester
 - o. maintain the organization web site
 - p. oversee the college representatives.

Article VIII. The Executive Committee

The officers shall constitute the Executive Committee.

The Executive Committee shall have general supervision of the affairs of this organization between its regular meetings and practices, make recommendations to the membership, and perform other duties listed in this constitution, The Executive Committee shall be subject to the orders of this organization, and none of its acts shall conflict with action taken by this organization. As such, the Executive Committee shall be authorized to spend this organization's funds.

The Executive Committee shall select its own time and place of meeting. At the call of the President or of two other officers, a special meeting may be called. All members of the Executive Committee must attend all Executive Committee meetings and general

meetings, unless an extenuating circumstance is presented to and approved by the President. Consistent failure to attend Executive Committee meetings may result in impeachment.

Article IX. College Representatives

College Representatives will serve as a standing committee under the direction of the Historian/Publicity Chair. One representative will be chosen from each residential college at the beginning of each school year via an application and interview process. College representatives may not also be an RPMS officer. College Representatives are not RPMS officers and are not considered to be on the Executive Committee, as such, they will have none of the powers given to the officers and Executive Committee as listed above. The duties of the college representatives are to:

1. Serve as a liaison between their college and RPMS.
2. Assist in advertising RPMS events as instructed by the Historian/Publicity Chair.
3. Attend their college government meetings and make announcements at the discretion of the Historian/Publicity Chair.
4. Assist in writing and editing the newsletter to be sent to RPMS members
5. Attend RPMS Executive Committee meetings as instructed by the Operations chair or by the President or Vice President.

Article X. The Faculty/Staff Sponsor

The Faculty/Staff sponsor shall be selected at a regular meeting, and must meet the training criteria set by Student Activities. The Faculty/Staff Sponsor shall serve until a replacement is selected. The Faculty/Staff sponsor must be a faculty or staff member of Rice University.

Replacement. If the sponsor resigns, is replaced or is otherwise unable to continue serving as the sponsor for the remainder of the academic year, the organization shall select a new sponsor and notify the Office of Student Activities of the change within 15 class days.

Article XI. Dues and Club Funds

All members must pay the semester or annual dues, agreed upon by the Executive

Committee, on or before November 1 of each year. A member who has not paid dues by November 1 shall be automatically dropped from membership in this organization. The annual dues shall be set at a regular meeting no earlier than September 1 and no later than October 1.

New members may have the option of paying prorated dues based on the number of whole months remaining until dues are next due, if this option is passed by a 2/3 vote of the Executive Committee at the beginning of the school year.

The club shall do any necessary fundraising to pay for travelling and equipment expenses in any manner desired so long as it meets approval with the proper university officials. (All club members are expected to take part in any fundraising activity.)

Club Funds. All funds gathered by the organization must be deposited into a club account through the Office of Student Activities within one business day of their receipt. All funds obtained are to be used for club purposes only and are not for personal gain.

Misuse of Funds. The sponsor shall refer to the relevant University office(s) any member reasonably suspected of spending club funds without authority, failing to deposit club funds appropriately, or otherwise misusing or abusing club funds.

Article XII. Meetings

Regular meetings of this organization shall be held at a time and place that is convenient for the membership. The membership may, at its discretion, change the time or place of meeting. General Body meetings shall be held at least once a semester. A reminder shall be given between 24 and 48 hours in advance of each regular meeting.

Special meetings may be called by the President or the Executive Committee. Special meetings shall be called by the written petition of at least 10 members. The purpose of the meeting shall be stated in the call. At least 48 hours notice must be given for special meetings.

15% of the student members shall constitute a quorum.

The members of the Executive Committee are expected to attend all meetings.

Article XIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rule of Order Newly Revised* shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order this organization may adopt.

Article XIV. Titles and Section Headings

The article and section headings contained in this constitution shall not be deemed to govern, limit, modify, or in any manner affect the scope, meaning, or intent of the provisions of this constitution.

Article XV. Non-Discrimination Policy

This organization shall not discriminate against individuals on the basis of race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, ancestry, age, disability, or veteran status.

Article XVI. Anti-Hazing Policy

This organization shall not engage in any form of hazing, as defined by the Code of Student Conduct and any other applicable Rice University rules and regulations.

Article XVII. Conflict of Interest Policy

The business of this organization shall not be conducted in any manner that creates a conflict of interest or the reasonable appearance thereof.

Article XVIII. Approval of Contracts

No commitments or contracts shall be made by any member of this organization on behalf of this organization without the approval of both the sponsor and a majority vote of the Executive Committee.

Article XIX. Constitutional Amendments

Approval by Student Association Parliamentarian. Amendments approved by the membership shall be submitted to the Student Association Parliamentarian. Amendments may not take effect until they are approved by the Parliamentarian or the Student Senate in accordance with the Constitution of the Student Association. The Date of Last Revision on the title page of this constitution shall be updated to reflect the date of approval by the Parliamentarian or Senate.