

Constitution
Pre-Professional Health Society
Eastern Mennonite University

Article I: Name

The name of the organization will be Pre-Professional Health Society (PPHS).

Article II: Purpose

The Pre-Professional Health Society exists to support and prepare EMU's pre-professional health students for the application process, the rigors of graduate school and careers in the health sciences. PPHS endeavors to provide the following opportunities to pre-professional health students:

- Education about various health science careers.
- Assistance in preparation for application to professional schools.
- Awareness of medically related experiences or community service volunteer opportunities.
- Equipping students with CPR and first aid abilities to serve the campus.
- Mentoring opportunities between current and former members.

Article III: Membership

Section 1. All EMU students interested in pre-professional health sciences are eligible to be members. Members are expected to attend all meetings and attendance will be taken at the meetings. Members may miss no more than 3 meetings without an acceptable excuse (athletics, illness, previous engagement, etc.). Following the third missed meeting, members will be removed from the roster. There are **no** major requirements to be a member of the club, although most members are enrolled in one of the corresponding academic programs, and intend to pursue a career in health sciences after graduation.

Section 2. Mandatory member meetings will be scheduled once or twice per semester. Members are expected to attend and attendance will be recorded at all meetings. Members should attend at least one (1) meeting each year to maintain membership rights.

Section 3. All members of the PPHS have the following rights and responsibilities:

- a. The right of access to the PPHS Moodle page which contains information on academic advising, application materials, and other related resources.
- b. The responsibility to participate in PPHS events to promote the organization's purposes.

Section 4. EMU does not discriminate on the basis of race, color, national or ethnic origin, sex, disability, age, sexual orientation, gender identity or any legally protected status in any of its school administered programs.

Article IV: Officers

The executive board of PPHS consists of a president (or two co-presidents), a vice president (or two co-vice presidents), secretary, and treasurer. Officers (the executive team) of the PPHS will be the Co-Presidents (2), Treasurer, and active members. Current officers, if the need for executive members is exceeded by the supply, may choose to add the position of Secretary and hold a vote during the fall semester of that year to fill the position.

The president is responsible for calling and running meetings, general organization of club tasks, and planning events. The vice president is responsible for assisting the president, assuming the role of the president in his or her absence, and communicating relevant club information via the club bulletin board. The Co-Presidents will:

- a. Serve the interests of the members of the PPHS.
- b. Call and facilitate all executive and general body meetings.
- c. Facilitate executive cooperation and member participation.
- d. Organize and mobilize the club's tasks and events.

The treasurer is responsible for managing club accounts and petitioning SGA for financial resources when needed. The Treasurer will:

- a. Serve the interests of the members of the PPHS.
- b. Be responsible for all financial transactions and records.
- c. Submit funding requests to the SGA or the USO.
- d. Submit a final fiscal report of the executive team at the end of the year to review expenditures.
- e. Submit the yearly budget request to the SGA.

The secretary is responsible for keeping meeting minutes and corresponding via email with group members. The Secretary (optional) will:

- a. Keep and send minutes of all PPHS executive meetings to the executive team.

- b. Keep and send minutes of all PPHS general meetings to all members.
- c. Maintain open communication between the executive team and all other members about executive decisions, club events, and the available opportunities for professional/personal growth in regards to the pre-professional health science fields.
- d. Maintain open communication between the organization and the EMU campus with event notifications and service project updates.

The active members will:

- a. Be involved in events of PPHS
- b. Encourage others to be part of PPHS
- c. Attend general body meetings

Article V: Elections

Elections are held at the end of the academic year for the upcoming school year. Members can either be nominated by other members or through self-nomination. Candidates must present their platform before a general meeting after which all members present will vote a vote will be held. Elections must take place before the first of May. The election is by secret ballot. No absentee ballots may be accepted; physical presence is required for voting privileges. The votes will be tallied by the members that will be alumni the following year. The majority vote will win for each position. Run-off elections will be held immediately for tied results.

Article VI: Meetings

General meetings will be held approximately once a month. Members will be notified via email of the time, location, and purpose of every meeting. If a member is unable to attend the meeting they must inform the secretary within five days (before or after) the given meeting time. Officer's Executive meetings will be held as often as needed and may be called by any officer through email.

Article VII: Finances

PPHS petitions to be funded by the Student Government Association every year through an annual budget request. Donations and other forms of financial assistance from the community will also be utilized as available. The treasurer is responsible for managing the society's organization's finances and buying all needed supplies authorizing purchases of all necessary supplies.

Article VIII: Affiliations

PPHS is closely affiliated with the corresponding academic programs. As such, PPHS will be advised by one or two science faculty members (preferably the PPHS advisors) who will be welcome at all meetings. Additionally, PPHS often collaborates with the Student Nurses Association (SNA) and the Pre-SOMA club due to overlapping interests.

Article IX: Amendments

Amendments to this constitution may be presented by any member and must be approved by $\frac{2}{3}$ of the group. Amendments to the constitution may be provided by any member of PPHS at any meeting in which two thirds of the voting members are present. Amendments will be ratified at the next general body meeting by a two thirds majority vote. Upon this time the amendment becomes part of the constitution of the PPHS.

Article X: Ratification

This constitution will be ratified by $\frac{3}{4}$ affirmation by the members submitting votes. The constitution will be reviewed at the beginning of each year by the executive team. The constitution will be presented before the members at the first meeting of the year and ratified by $\frac{2}{3}$ majority vote.