

# Constitutional Bylaws of the Emergency Medicine Interest Group

Medical University of South Carolina  
(2006-2007)



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## INTRODUCTION

These bylaws are provided as governance to members of EMIG, Executive Committee and Group Advisor. They outline the organization, policies, procedures, and activities of the EMIG. Any questions relating to these bylaws should be referred to a member of the Executive Committee.

### ARTICLE I NAME

The name of said student specialty interest group at the Medical University of South Carolina shall be the Emergency Medicine Interest Group, which unto shall be known as EMIG.

### ARTICLE II PURPOSE

The purpose of the Emergency Medicine Interest Group is to provide the students of the College of Medicine at the Medical University of South Carolina an opportunity to learn about the specialty of Emergency Medicine prior to their 4<sup>th</sup> year electives. The Emergency Medicine Interest Group provides exposure to Emergency Medicine through discussions with experts in the field of emergency medicine and opportunities for shadowing and research. The Emergency Medicine Interest Group acts as a resource to its members in the residency application process by providing advice from 4<sup>th</sup> year medical students, residents, and faculty in regards to residency selection, competition, locations, and how to make yourself a stronger candidate. In addition, the Emergency Medicine Interest Group seeks to aid its members in networking and building valuable relationships with MUSC Emergency Medicine Residents and Faculty.

### ARTICLE III MEMBERSHIP

**Section 1. Members:** Membership to the Emergency Medicine Interest Group is open to all College of Medicine Students, as well as Residents and Faculty, who have an interest in Emergency Medicine.

#### **Section 2. Classification**

**A. Student:** Any member of the College of Medicine who has not received a Doctor of Medicine Degree and has paid dues to be a member in good standing of the Emergency Medicine Interest Group.

**B. Resident:** Any physician who is still in training for his or her specialty.

**C. Faculty:** Any physician employed by the Medical University of South Carolina who has completed the training in his or her specialty.

#### **Section 3. Resignation, Expiration, and Renewal of Membership**

**A. Resignation:** A student member may resign his or her membership from the Emergency Medicine Interest Group at any time, but there will be no refund of dues.

**B. Expiration:** A student member's current membership ends at the end of each academic school year.

**C. Renewal:** A student member must renew membership each academic year for which they wish to participate in order to be a member in good standing. Membership renewal will entail fully paying of membership dues as indicated in Article IX of these bylaws.

## **ARTICLE IV MEETINGS**

**Section 1. General Meetings:** General meetings shall be held monthly with the exceptions of December, May, June, July and August, for a total of at least 7 meetings a year.

**Section 2. Notice of Meetings:** Members shall be notified of general meetings via email at least 72 hours prior to the general meeting. Meetings should also be announced during the College of Medicine Student Council bimonthly meetings.

### **Section 3. Membership and Voting**

**A. Voting Members:** Eligible voting members are student members of the Emergency Medicine Interest Group who are in good standing may vote during general meetings.

**B. Vote:** A majority vote (50% + 1) is required to adopt any motion presented during general meetings.

**Section 4. Quorum:** Quorum shall consist of 2/3 of all eligible student members in attendance and may include proxy votes.

**Section 5. Election Chairperson:** An outgoing 4<sup>th</sup> year member shall be selected by the Executive Council to act as Election Chairperson. The Election Chairperson is responsible for collecting nominations for executive offices and presiding over the electoral process. In the event that a 4<sup>th</sup> year member is not available for this position, an underclassman who is not seeking an executive office may be selected as Election Chairperson.

**Section 6. Voting Process:** The voting process shall be an anonymous process. Eligible votes are those made by members in good standing in attendance to the general meeting and may also include proxy votes made by members in good standing received prior to the general meeting.

## **ARTICLE V EXECUTIVE COUNCIL**

**Section 1. Members of Executive Council:** The Executive Council shall consist of the following: (1) President, (1) Vice President, (1) Secretary, (1) Treasurer, and (1) Fundraising Chairperson.

**Section 2. Qualifications:** All members of the Executive Council must be student members of the Emergency Medicine Interest group and must be in good standing.

**A. President:** Open to all members in good standing, have completed at least 2 years of medical school training and have at least one year experience in the Emergency Medicine Interest Group.

**B. Vice President:** Open to all members in good standing and have at least one year experience in the Emergency Medicine Interest Group.

**C. Secretary:** Open to all student members in good standing of the Emergency Medicine Interest Group.

**D. Treasurer:** Open to all student members in good standing of the Emergency Medicine Interest Group.

**E. Fundraising chairperson:** Open to all student members in good standing of the Emergency Medicine Interest Group.

**F. Philanthropist chairperson:** Open to all student members in good standing of the Emergency Medicine Interest Group.

**G. Class representatives:** Open to all student members in good standing and part of perspective class (Freshman, Sophomore, Junior, Senior, Physician Assistant).

**Section 3. Elections and Term of Office:** Elections are to be held no later than the last meeting of an academic year and prior to the last meeting COMSC meeting of the year. Officers shall hold office for one year or until their successor is installed. An officer may be their own successor for the next academic year.

**Section 4. Installation and Training of Officers:** Newly elected officers shall be installed immediately after elections are held. Newly elected officers shall meet with their respective outgoing officer to discuss the details of their position.

**Section 5. Executive Council Meetings:** Executive Council under the guidance of the president or his designated appointee shall meet prior to each general meeting.

**Section 6. Voting:** A majority (50%+1) is necessary for a vote to pass. Only Executive Council members may cast votes during an Executive Council meeting. Committee chairpersons may speak to the issue, but may not vote.

**Section 7. Executive Quorum:** Quorum shall consist of 2/3 of the Executive Council

### **Section 8. Duties and Powers:**

#### **A. President:**

The President shall serve as Chairperson of the Council. It shall be his/her duty to:

- (1) Call and preside over regular Executive Council meetings.
- (2) Call and preside over special Executive Council meetings.
- (3) Call and preside over regular general meetings.
- (4) Call and preside over special general meetings.
- (5) Maintain contact with the faculty advisor(s).
- (6) Attend bimonthly College of Medicine Student Council Meetings as the Emergency Medicine Interest Group representative.

#### **B. Vice President:**

The Vice President of Clinical Science shall serve as Vice Chairperson of the Executive Council and shall have all of the duties and responsibilities of the Chairperson in the event that the President is unable to perform these functions. In addition, it shall be his/her duty to:

- (1) Provide contact information clinical experiences for members desiring clinical opportunities, such as shadowing.
- (2) Act as liaison for student members who are involved in their clinical, basic science or research education.
- (3) Act as liaison between committee chairpersons and the Executive Committee.
- (4) Perform those appropriate duties assigned him by the President.

**C. Secretary:**

The Secretary shall serve as the Secretary of the Executive Council. It shall be his/her duty to:

- (1) Keep accurate records of all official proceedings of the Council, and submit these records to the Executive Council as requested.
- (2) Keep accurate records of all general meetings of the Emergency Medicine Interest Group, and submit the minutes of each meeting via email to all members of the Emergency Medicine Interest Group.
- (3) Reserve rooms for each general meetings of the Emergency Medicine Interest Group.
- (4) Perform those appropriate duties assigned to him/her by the President.

**D. Treasurer:**

The Treasurer shall serve as the Treasurer of the Executive Council. It shall be his/her duty to:

- (1) Keep accurate records of the general funds of the Emergency Medicine Interest Group in cooperation with the College of Medicine Student Council.
- (2) Supervise the dispersal and procurement of the general funds of the Emergency Medicine Interest Group.
- (3) Supervise the development of a budget for the subsequent year at the end of each fiscal year with members of the Executive Council to be submitted to the College of Medicine Student Council.
- (4) Arrange for refreshments for general meetings.
- (5) Perform those appropriate duties assigned to him/her by the President.

**E. Fundraising Chairperson:**

The Fundraising Chairperson shall serve as the Fundraiser of the Executive Council. It shall be his/her duty to:

- (1) Plan yearly fundraising activities to ensure that monthly meetings have appropriate allocation of resources.
- (2) Responsible for yearly membership drive of first year medical students.
- (3) Perform those appropriate duties assigned to him/her by the President.

**F. Philanthropist chairperson:**

It shall be his/her duty to:

- (1) Oversee organization of EMIG in the Sugar Free Halloween.
- (2) Perform those appropriate duties assigned to him/her by the President.

**G. Class representatives:**

It shall be his/her duty to:

- (1) Report information from executive committee to subsequent members of their perspective class.
- (2) Perform those appropriate duties assigned to him/her by the President.

Each college of medicine class and college of health professions - physician assistant studies should have a minimal of 1 class representative. There can be more than one representative from the perspective classes.

**Section 9. Vacancies:** Vacancies in the membership of the Executive Council shall be filled for the unexpired term by a majority vote of the student members of Emergency Medicine Interest Group.

**Section 10. Removal of Office:** An officer may be removed from office if there is a derelict of duty and / or they are not in good standing of EMIG, their perspective colleges or the university at large.

## **ARTICLE VI COMMITTEES**

### **Section 1. Committee Chairperson**

**A. Selection:** Committee chairpersons shall be selected on a need basis by the Executive Council after nominees for the position have been self-identified.

**B. Duties and Powers:** The committee chairperson shall be responsible for reporting to and accomplishing the goal set before them by the Executive Council. The committee chairperson shall call and chair committee meetings as needed to accomplish the duty assigned by the Executive Council. The committee chairperson may attend Executive Council meetings.

**C. Removal:** The Executive Council may remove a committee chairperson, if that person is neglecting his or her responsibilities.

### **Section 2. Committee Members**

**A. Selection:** Committee members shall consist of self-identified members who wish to help with the task assign to the committee.

**B. Responsibilities:** Committee members are responsible for attending committee meetings called by the committee chairperson and for helping accomplish the task assigned to the committee by planning and execution of agreed upon plan.

## **ARTICLE VII ADVISOR(S)**

**Section 1. Eligibility:** Advisor(s) must be a member of the Medical University of South Carolina faculty in the Emergency Department. These individuals should be in good standing with the university and emergency department.

**Section 2. Selection:** Selection of the advisor(s) shall be made by the Executive Council.

**Section 3. Term:** The advisor(s) agree to a one (1) year commitment to the Emergency Medicine Interest Group. This commitment may be renewed without restriction, provided it is agreed upon by the advisor and the Executive Council.

## **ARTICLE VIII FINANCE**

### **Section 1. Fiscal Year**

The fiscal year of the Emergency Medicine Interest Group shall be from July 1 to June 30, inclusive.

### **Section 2. Bank Accounts**

**A. Banking Institution:** All funds belonging to the Emergency Medicine Interest Group shall be deposited in a Federal Deposit Insurance Corporation (FDIC) insured banking institution.

**B. Access of funds:** The President, Vice President, and Treasurer shall be permitted access to all accounts of the Emergency Medicine Interest Group. These individuals will have to go through the Director of Student Affairs in the Dean's Office to obtain such funds.

### **Section 3. Fundraising**

Fundraising shall be permitted for philanthropic events, service events, and added expenses not accounted for in the annual budget.

### **Section 4. Disbursement**

**A. Payment for Goods and Services:** the Treasurer, or other executive officer with valid name on the account access if the Treasurer is not available, may request a check disbursement from the Dean's office made payable to a vendor to pay for goods and services rendered to the Emergency Medicine Interest Group. All funds have to be requested through the Dean's Office to be paid directly the vendor of service one week in advance of activity.

**B. Reimbursement for Goods and Services:** the Treasurer, or other executive officer with valid name on the account access if the Treasurer is not available, may request reimbursement through the Dean's Office for out of pocket payment on goods and services rendered for the Emergency Medicine Interest Group, provided a receipt or proof of purchase is obtained. Such funds can take up to 1 month to be processed through the Dean's Office.

### **Section 5. Budget**

The budget shall be determined prior to the start of the next fiscal year (July 1). It shall be approved by the Executive Council. At least 25% of the budget must consist of funding from sources other than the College of Medicine Student Council (dues, departmental contribution, fundraising, etc.)

## **ARTICLE IX DUES**

**Section 1. Dues.** Dues shall be payable annually by student members to the Emergency Medicine Interest Group or EMIG.

**Section 2. Amount.** Amount of dues shall be determined by the Treasurer in conjunction with the Executive Council's approval.

**Section 3. Uses.** Dues shall be used to help pay for the expenses of the Emergency Medicine Interest Group during the year for which they were budgeted. Any unused amount shall be incorporated into the next year's budget or donated to a charity selected by the Emergency Medicine Interest Group Executive Council.

**Section 4. Continuing Student Members.** All members of EMIG will pay same amount in dues as in concordance of the bylaws and dues set forth by the Treasurer.

## **ARTICLE X RATIFICATION OF BYLAWS**

The Constitution of the Emergency Medicine Interest Group will be initially ratified by the executive committee and a 2/3 vote from a quorum of members of the emergency medicine interest group. After initial ratification, than all amendments must be adhered to in Articles XI and XII of this bylaw.

## **ARTICLE XI AMENDMENTS**

The Constitution of the Emergency Medicine Interest Group may be amended as follows:

**Section 1. Amendments:** Proposed amendments shall be provided to the President, or acting President at least 24 hours prior to a general meeting.

**Section 2. Notification:** The President, or acting President, shall notify all Executive Officers of the proposed amendment prior to presenting it before the members of the Emergency Medicine Interest Group. After notification of the remaining Executive Council, the President may present the proposed amendment prior to the members of the Emergency Medicine Interest Group.

### **Section 3. Voting:**

**A. Tabling of Voting:** Voting on the proposed amendment shall be tabled until the next general meeting, unless a motion to vote is made from the floor to remove the amendment from the table, is seconded, and is passed with a 2/3 positive vote, provided quorum is in attendance. However, this vote only moves the amendment off the table. It does not constitute voting on the amendment.

**B. Quorum:** Quorum shall be 2/3 of the members of the Emergency Medicine Interest Group who are in good standing.

**C. Voting on the Amendment:** At the next meeting or if a motion to remove the amendment from the table passes, the amendment may be voted on by the members of the Emergency Medicine Interest Group. A majority vote (50% + 1) shall be required to adopt the proposed amendment.

**ARTICLE XII**  
**CONSTITUTIONAL REVISIONS**

**Section 1. Revision of the Constitution:**

**A. Interval:** The Constitution of the Emergency Medicine Interest Group shall be reviewed every other year to be accepted for the following biennium.

**B. Amendments:** Amendments to the Constitution of the Emergency Medicine Interest Group may be recommended. Amendments may be adopted if the appropriate voting procedures are followed.

**C. Ratification:** If no amendments are to be made to the Constitution of the Emergency Medicine Interest Group, the Executive Council shall vote on whether or not to accept the Constitution “as is” for the following biennium. If the Constitution is amended, the membership of the Emergency Medicine Interest Group shall vote on whether or not to accept the amended Constitution for the following biennium.

Bylaws written by: Daniel Schwerin, RN, MS III  
Adopted from: RIG, Christine Cimo-Hemphill, MS III  
Initially Ratified on: