

Constitution of The University of Louisiana at Lafayette Pre-Professional Society

Article I. Organization Name

A. Official Name

The name of this organization shall be The University of Louisiana at Lafayette Pre-Professional Society.

B. Abbreviated Name

In cases where the complete organization name is not required or appropriate, the organization may be referred to as the Pre-Professional Society.

C. Initials

In documents, announcements and other intra-organizational situations, the organization may be known as PPS.

Article II. Purposes

1. To provide all students interested in graduate medical education a forum for learning about their desired professions, learning about the health care system in general, and meeting other students with similar interests.
2. To provide an environment that supports the creative ideas of health-care professionals in training.
3. To serve as a forum for discussion of health care related issues.
4. To seek, develop, and provide opportunities for community service for individuals and for the group.
5. To seek to provide other relevant materials or opportunities deemed necessary for its members to achieve their academic and career goals within the confines of the organization's purpose.
6. To be financially independent and maintain a stable financial base.
7. To continue to develop health-care leadership.
8. To periodically re-evaluate the above purposes and ensure that they are carried out in a proper fashion.
9. Activities that result in undue physical stress or any subtle or covert technique that will impair, make captive, or destroy an individual's freedom of thought will not be tolerated.
10. This organization will adhere to all policies and regulations of the University of Louisiana at Lafayette and the University of Louisiana System.

Article III. Membership and Dues

A. Eligibility

All students enrolled at the University of Louisiana at Lafayette are eligible for membership.

B. Membership

To be considered a member of the Pre-Professional Society, an eligible student **must** fulfill all of the following requirements for both the Fall and Spring semesters of each academic year:

1. Pay their membership dues which will not exceed \$10 per semester. Membership dues must be paid by the second general meeting of each semester. Membership will not be denied on the basis of inability to pay. An eligible student may request in writing a waiver of dues with the reasons for the request. The officers of the society will read and respond to each request.
2. Attend **all** meetings. Two absences per semester will automatically be considered excused. Any further absences from meetings will result in loss of membership for that semester. Previously paid dues **will not** be refunded.
3. Submit proof of community service not less than one individual volunteer hour per month and not less than one separate society sponsored activity per semester. The Volunteer Coordinator will maintain tallies of all community service hours and inform both the Faculty Advisor and President of any students who do not meet the monthly obligations. Community service may be waived in part or completely by the President or Faculty Advisor for special service to the Pre-Professional Society.
4. Membership shall not be denied on the basis of race, color, religion, national origin, age, gender, or disability.

Article IV. Officers

A. Designated Officers

The officers of the governing board of the Pre-Professional Society shall include: President, Vice-President, Treasurer, Secretary, Volunteer Coordinator, Senior Representative, Junior Representative, Sophomore Representative, Freshman Representative, Activities Chair, Outreach Coordinator, Webmaster, and Historian.

B. Eligibility, Terms of Service and Duties

All officers must continue to meet all membership requirements, including attendance, dues and community service. Officers will be required to attend all board meetings and general meetings with only three allowed absences per semester.

1. The President shall:

- a. Be of Junior status during the year of service.
- b. Have been a member for at least two previous years.
- c. Not serve more than two terms.
- d. Preside at all meetings of the society.
- e. Appoint any necessary committees or special coordinators.
- f. Have the authority to co-sign checks unless the check is written to the President. The faculty advisor must countersign all checks.

2. The Vice-President shall:

- a. Be of at least Junior status during the year of service.

- b. Have been a member for at least the previous year.
- c. Not serve more than two terms.
- d. Coordinate the activities and efforts of the other officers in pursuit of the purposes of the society. .
- e. Assume the duties of the President in his/her absence, disability or ineligibility to complete their term.
- f. Have the authority to co-sign checks unless the check is written to the Vice-President. The faculty advisor must countersign all checks.

3. The Treasurer shall:

- a. Be of at least Sophomore status during the year of service.
- b. Not serve more than two terms.
- c. Be aware that the advisor must countersign all checks.
- d. Present a budget no later than the second board meeting of each academic year, to be approved by the board and faculty advisor.
- e. Control the operating expenses of the society and advise the president in any case where expenses are exceeding the approved budget.
- f. Oversee all fund-raising activities for the society. All fund-raising activities shall be carried out in accordance with the rules and policies of the Office of Student Affairs and the UL Lafayette Union.
- g. Have the authority to co-sign checks unless the check is written to the Treasurer. The faculty advisor must countersign all checks.

4. The Secretary shall:

- a. Not serve more than two terms.
- b. Keep a detailed record of all board meetings in order to provide the society with a record of board members present, issues discussed, etc.
- c. Keep a general record of the yearly activities and speakers at general society meetings.
- d. Keep a general record of all members of the organization including attendance at meetings, membership profiles and contact information.
- e. Be responsible for sending letters of appreciation to all guest speakers and sponsors.

5. The Volunteer Coordinator shall:

- a. Not serve more than two terms.
- b. Maintain information concerning volunteer opportunities for all members.
- c. Maintain records on the community service completed by all members of the society.
- d. Provide no less than four group volunteer activities each semester.

6. The Senior Representative shall:

- a. Be of Senior status during the year of service
- b. Provide support for other Seniors in the society
- c. Be responsible for maintaining resumes for freshman elections.

7. The Junior Representative shall:

- a. Be of Junior status during the year of service.
- b. Provide support to other Juniors in the society

8. The Sophomore Representative shall:

- a. Be of Sophomore status during the year of service.
- b. Provide support for other Sophomores in the society.
- c. Responsible for keeping a log of and providing refreshments for all meetings.

9. The Freshman Representative shall:

- a. Be a Freshman during the year of service.
- b. Provide support for other Freshman in the society

10. The Activities Chair shall:

- a. Make agendas for all society functions to assure that they run smoothly i.e. Camp Cajun, Poboy Sale etc.
- b. Provide special refreshments for deans that speak at society meetings

11. The Outreach Coordinator shall:

- a. Be responsible for publicizing and promoting the society at Preview Days, social functions, Camp Cajun , and speaking to Freshman classes.

12. The Webmaster shall:

- a. Be responsible for maintaining the society's website and email account

13. The Historian shall:

- a. Maintain the society's bulletin board by posting new board member pictures, volunteer opportunities, meeting schedules and other announcements.
- b. Be responsible for designing and printing flyers for Camp Cajun.

C. Elections

1. Except for the Freshman Representative, the officers shall be elected at the last regular meeting of the spring semester. The Freshman Representative will be elected at the second meeting of the fall semester.
2. Any member wishing to run for an office shall attend the board meeting immediately prior to the scheduled election meeting to submit any material to be posted regard the candidate. No new candidates will be accepted after this board meeting.
3. Each candidate may run for one office only, if a particular race is lost they may not run for a "second choice" office.
4. Balloting will be done on paper with a minimum of three persons counting votes. Two of the counters should be the sitting president and the faculty advisor. Any candidate may request prior to voting a written secret ballot.
5. Any vacancies that arise in the course of the academic year shall be filled via the above procedure, the candidates submitting election materials at the soonest approaching board meeting.

D. Removal of Officers

Officers can be removed from office by a two-thirds vote of the board members present at a meeting where a motion for removal of an officer is made.

E. Board Meetings

1. A board meeting of all the officers will be held one week prior to a scheduled meeting.
2. The faculty advisor will be advised of all board meetings.

3. An issue that is voted upon at a board meeting that results in a tie will be presented to the membership at the next general meeting for a vote.

Article V. Meetings

A. Time and Place

At least four general meetings shall be held during each semester; the place and hour shall be determined by the officers.

Article VII. Advisor

The advisor of the University of Louisiana at Lafayette Pre-Professional Society must be a faculty or staff member of the University of Louisiana at Lafayette. The advisor must countersign all checks. The advisor shall oversee the governing board and be advised of all board meetings.

Article VIII. Amendment

This constitution may be amended at any general membership meeting of the organization by a two-thirds vote of the members present, provided that the amendment proposed had been submitted in writing to the president and was announced in the meeting prior to the voting meeting. All amendments, additions and/or deletions shall be adopted only after a vote of two-thirds of the members present. Additional articles and amendments may be included only if they are in consonance with the University of Louisiana at Lafayette regulations and policies. All major amendments shall be submitted to the University of Louisiana at Lafayette Organizations Committee for final approval.

The following faculty and officers certify that this document has been presented to the existing membership and ratified by two-thirds vote.

Bruce E. Felgenhauer
Faculty Advisor

Abbe Elkhansa
Historian 2011-2012

Lindsey Richard
President 2011-2012

Jenni Warshaw
Volunteer Coordinator 2011-2012

Brooke Richard
Vice President 2011-2012

Tessi Leblanc
Volunteer Coordinator 2011-2012

Kelsey Etheredge
Treasurer 2011-2012

Troy Hoover
Activities Chair 2011-2012

Cory Etheredge
Secretary 2011-2012

Tiffany Arnold
Outreach Coordinator 2011-2012

Carri Oubre
Senior Representative 2011-2012

Jazmin Bains
Webmaster 2011-2012

Dillon Robin
Junior Representative 2011-2012

Kevin Zamora
Sophomore Representative 2011-2012