

Health Sciences Cultural Competency Committee Constitution

PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedicating itself to uphold the following constitution.

ARTICLE I- NAME

Section 1 – The name of this organization shall be the ***Health Sciences Cultural Competency Committee***

ARTICLE II - PURPOSE

Section 1 – It shall be the primary purpose(s) of this organization to:

- a). Plan the annual Cultural Competency Workshop for the Health Sciences Campus
- b). Work with faculty, staff, and students to promote diversity on the Health Sciences Campus

ARTICLE III – MEMBERSHIP

Section 1 – **Membership shall not discriminate on the basis of race, color, creed, gender, sexual affectation/orientation, military status, religion, political affiliation, or physical, mental, or emotional disability except as provided by federal law.**

Section 2 – Regular membership shall consist of those students of the University of Louisville School of Medicine, School of Dentistry, School of Nursing, and School of Public Health who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

- a) Regular members shall have the right to vote

OR

- a) Only those regular members who have paid dues in full shall have the right to vote and shall be referred to as Voting Regular Members.

Section 3 – Non-student membership shall consist of those faculty and staff members who fulfill the requirements of the Article III, Section I except that they are not enrolled at the University of Louisville. **The membership of the organization will not consist of more than 50% of non-students.**

- a) Non-student members shall have the right to vote

Section 4 – Special membership shall consist of those persons who have not fulfilled the requirements of Article III, Section 1 or 2. (Note: Special members might consist of alumni or members of the community).

- a) Special members shall not have the right to vote

Section 5 – Associate membership shall consist of those persons who have shown distinction in upholding the purposes of this organization and who have been elected into membership by a majority vote of the organization.

- a) Associate members shall not have the right to vote
- b) Associate members shall retain membership for life unless removed by a majority vote of the organization

ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of a Chairman, Vice Chairman, Secretary, and Treasurer, and shall collectively be referred to as the Executive Board. (Note: A Treasurer is only needed if the organization collects money/dues.)

Section 2 – The responsibilities of the Chairman shall be as follows:

- a) To preside at meetings of this organization;
- b) To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- c) To execute the orders of this organization, subject to the approval of the membership;
- d) To appoint chairpersons and members of all committees, subject to the approval of the membership;
- e) To delegate the Chairman's responsibilities when deemed appropriate, subject to the approval of the membership;

- f) To have signature authority on all checks issued by this organization;
- g) To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- h) To perform other such duties as the membership or Constitution may specify.

Section 3 – The responsibilities of the Vice-Chairman shall be as follows:

- a) To assist the Chairman in his/her duties;
- b) To preside at meetings of this organization in the absence of the Chairman;
- c) To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- d) To assume the office of Chairman in his/her absence, vacancy, resignation, or dismissal;
- e) To perform other such duties as the membership or Constitution may specify.

Section 4 – The responsibilities of the Secretary shall be as follows:

- a) To prepare agendas and to record minutes of meetings of this organization;
- b) To handle all correspondence of this organization no under the preview of the Chairman;
- c) To pick up all mail received at the Student Government Association at least once a week, in addition to any other location at which mail for this organization may be delivered;
- d) To maintain an accurate list of the membership of this organization;
- e) To update and maintain all files of this organization;

- f) To assume the office of Vice-Chairman in his/her absence, vacancy, resignation, or dismissal;
- g) To perform other such duties as the membership or Constitution may specify.

Section 5 – The responsibilities of the Treasurer shall be as follows:

- a) To keep accurate records of the financial status and transactions of this organization;
- b) To receive and disburse all monies of this organization;
- c) To have signature authority on all checks issued by this organization;
- d) To hold personal responsibility for all organization funds in his/her possession;
- e) To represent this organization when requesting funds from the Student Government Association;
- f) To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- g) To perform other such duties as the membership or Constitution may specify.

ARTICLE V – ELECTIONS

Section 1 – Candidates for any office of this organization must be **Regular Members** (or Regular Voting Members).

Section 2 – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3 – Election of officers shall take place at a meeting of this organization called for that purpose to occur within the first thirty days of each Spring semester, with term of office lasting one year.

Section 4 – Election of officers shall be by a majority vote.

Section 5 – IN case of a tie, the Faculty Advisor shall cast the deciding vote.

Section 6 – If there is only one candidate applying for an office, that candidate shall take office by acclamation.

Section 7 – NO person shall occupy two offices at the same time.

Section 8 – Officers may be re-elected without limitations.

ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by three-fourths vote of the membership.

Section 2 – In case of a tie, the Faculty Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Chairman’s appointment, subject to the approval of the membership.

ARTICLE VII – MEETINGS

Section 1 – Meetings of this organization shall be scheduled as needed in order to achieve the goals of the Health Sciences Cultural Competency Committee. The executive board will set the date and time of each meeting.

Section 2 – Special meetings shall be called at the discretion of the Chairman upon the request of any five voting members of this organization.

Section 3 – The Chairman shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert’s Rules of Order, current edition, as it’s authority on parliamentary procedure.

Section 2 - Quorum

- A) One more than half the voting membership shall constitute a quorum.
- B) No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All reference to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE VIII – AMENDMENTS

Section 1 - One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Section 5 – Within two weeks of the acceptance of an amendment, an updated copy of the Constitution must be submitted to the Student Organizations Board for review.

EFFECTIVE DATE: (September/2012)