**Article I – Organization Name**

The name of this organization shall be Radiology Interest Group at the Florida State University. The organization may also be referred to as “RIG.”

**Article II – Purpose**

The purpose of this organization is to promote interest in radiology, and its subspecialties, amongst the medical student population and advance the understanding of radiology in students pursuing all areas of medicine at the FSU College of Medicine. This shall be achieved by:

* Hosting events that feature expert presentations on the field of radiology
* Providing information and support to students who express interest in the field of radiology
* Assisting students to find mentors and building relationships between radiologists and medical students within the community

**Article III - Membership**

**Section 1: Membership**

* Membership is open to all students currently enrolled at FSU interested in learning more about the field of Radiology.
* No hazing or discrimination will be used as a condition of membership in this organization.
* This organization agrees to adhere to the University non-discrimination statement: No university student may be denied membership on the basis of race, creed, color, sex, religion, national origin, age, disability, genetic information, veterans’ or marital status, parental status, sexual orientation, gender identity, gender expression, inability to pay dues, or any other protected group status.
* All voting will be done only by RIG members.
* RIG and its members shall adhere to the Student Guide and other laws, rules, and regulations governing the Florida State University and its students.

**Section 2: Recruitment**

Recruitment will be done continuously throughout the year, and membership is open at all times. All eligible students are encouraged to join and attend events.

**Section 3: Revocation of Membership**

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members. Revocation of membership will be valid for three (3) semesters.

**Section 4: Appeal Process**

Any student whose membership is revoked will have seven (7) calendar days to appeal the revocation. The appeal must be submitted in writing to the President and Vice President and must include any relevant information that has not already been presented. The President will then submit the appeal to the Appeals Committee. This committee consists of 3 executive board members and 4 general members. This committee will then render a decision at the next general body meeting or in seven (7) calendar days, whichever occurs first.

**Article IV – Officers**

**Section 1: Eligibility**

**All officers must be in good academic standing according to the rules and regulations of the College of Medicine.**

**Section 2: Titles and Duties**

Radiology Interest Group at Florida State University shall be governed by an executive board consisting of at least a President, Vice President, Treasurer, and Secretary.

The **President** shall:

* Work with the faculty advisor, Vice-President, Treasurer, and Secretary to plan a calendar of activities for the upcoming year.
* Plan and set agendas for general meetings and officer meetings as necessary.
* Manage relations with the Student Government Association, and Congress of Graduate Students, ensuring that the organization is up to date and compliant with all standards.
* Serve as the primary point of contact for the organization.

The **Vice-President** shall:

* Fulfill the President’s duties in the absence of the President and assist the President in the completion of duties as needed.
* Assist the President in his/her duties.
* Be the primary point of contact for other student organizations when developing partnerships and co-sponsoring events.
* Keep accurate records of all meetings.

The **Treasurer** shall:

* Manage all financial transactions of the organization with the faculty advisor and President.
* Receive and distribute organization funds and collect and scan all receipts.
* Purchase items and services needed for organization events with supervision of the President.
* Balance the organization account and report to the organization advisor and President once a semester.
* Submit compiled financial information to President.

The **Secretary** shall:

* Keep accurate minutes of all the meetings, if needed
* Be responsible for meeting attendance and membership records
* Send out email reminders to the E-board
* Have any other roles assigned by the President

The **MSK Imaging Chair** shall:

* Establish connections in the radiology community related to MSK imaging
* Plan events related to MSK imaging
* Have any other roles assigned by the President

### **Article V—Selection of Officers**

#### Section 1: Eligibility to Vote and Hold Office

Active voting membership will be limited to all students who are active members in good standing. Only active voting members who meet the requirements stated in Article IV Section 1 are eligible to hold offices.

**Section 2: Nomination Process**

The nomination of officers shall occur via e-mail or any other method deemed appropriate by the president. Any eligible member (as defined in Article III Section 1) may nominate someone or themselves for office by sending an e-mail expressing their desire to nominate named individual or by following other instructions given at the time of nomination. However, the nominee must be considered an eligible member (as defined in Article III Section 1).

**Section 3: Election Process**

The election of officers shall occur in April of each calendar year. The nominated candidates will be given a chance to address the organization to discuss his/her qualifications and reasons why they should be selected. Once each candidate has had the opportunity to speak, all eligible members (as defined in Article III Section 1) present will have the opportunity to vote by secret ballot. The faculty/staff advisor and current highest-ranking officer not running for office will tabulate all votes. The highest-ranking officer not running for office shall announce the officer with a simple majority of votes cast by eligible members. After announcing the new officer, the highest-ranking officer not running for office shall ask if any eligible members contest the count. If no eligible member contests the count the new officer shall take office immediately. If an eligible member contests the count the faculty/staff advisor and the highest-ranking officer not running for office will recount all votes. In the event of a tie, the President shall cast the deciding vote for office unless he/she is running for the said office. In that case, the next highest-ranking officer shall make the deciding vote.

**Section 4: Term of Office**

The length of office shall be no longer than one calendar year. Newly elected officers shall take office immediately and their term will end at the first scheduled meeting the following year once new officers are announced.

**Article VI—Officer Vacancies**

**Section 1: Removal of Officers**

Any officer may be removed from office upon a 2/3 majority vote of eligible members. The officer will be notified in writing of the possible termination or removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal.

**Section 2: Resignation**

Officers no longer wishing to serve on the board must submit their resignation to the President at least two (2) weeks in advance. Prior to the officer’s final day, he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

**Section 3: Filling Vacant Officer Positions**

In the event an officer is removed or resigns, the nomination process as stated in Article V Section 2 will take place at the next scheduled meeting. The election process will take place as stated in Article V Section 3 at that same meeting. The newly elected officers’ term shall end at the annual election.

**Article VIII—Advisor**

**Section 1: Nomination and Role**

The advisor shall be selected by the officers of this organization and must be approved by a simple majority vote of eligible members. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit other than he/she must be a current full-time FSU faculty or staff member.

**Section 2: Removal and Replacement of Advisor**

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a 2/3 majority vote of eligible members the advisor will be remove from his/her duties.

**Article IX—Finances**

**Section 1: Membership Dues**

There are currently no dues required for membership of RIG. **As stated in Article III Section 1, no university student may be denied membership due to inability to pay dues. If a member is not able to pay dues, other arrangements will be made.**

**Section 2: Spending Organization’s Money**

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. The President, Vice President, Treasurer, and FSU Faculty/Staff Advisor can be signers on the organization’s account. Organizational funds may be spent on items such as office supplies, events/activities, publicity, travel expenses, conference fees, etc., but will not be used for anything illegal under University, local, state, and federal laws.

**Section 3: Officer Transition**

It shall be the responsibility of all account signers to change contact information as well as assist in the update of new account signatures after each election with the organization’s financial institution. In addition, the Treasurer will be responsible to pass along all information from previous year’s budget and current budget.

**Section 4: Dissolution of Organization**

In the event that the organization ceases to exist, any funds remaining in the organization’s account shall be remitted back to the FSU Student Government Association.

**Article X—Publications**

**Section 1: Compliance**

**All advertisements of the organization must comply with the University Posting Policy (**[http://posting.fsu.edu](https://admin2k.fsu.edu/exchweb/bin/redir.asp?URL=http://posting.fsu.edu)**).**

**Section 2: Approval**

The President and advisor must approve all publications, shirts, flyers, etc. prior to duplication and distribution.

**Article XI—Amendments**

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of eligible members of the organization