

# Family Medicine Interest Group (FMIG)

## **Article I—Organization Name**

The name of this organization is Family Medicine Interest Group at the Florida State University. The organization may also refer to itself as “FMIG.”

## **Article II—Purpose**

The purpose of the FMIG is to educate and promote family medicine at Florida State University (FSU) College of Medicine. FMIG currently provides speakers with topics of interest relating to Family Medicine, organizes a Wine and Cheese Social to allow medical students to meet local Family Physicians, organizes and implements TAR WARS which is an anti-smoking campaign sponsored by the American Academy of Family Physicians (AAFP), organizes an annual health fair in the Tallahassee Mall, and provide interested medical students with the opportunity to attend the AAFP national conference and other state conferences.

All activities and functions of Family Medicine Interest Group shall be legal under University, local, state, and federal laws.

## **Article III—Membership**

### **Section 1: Membership Statement**

- A. Membership is open to all FSU College of Medicine students who are interested in family medicine.
- B. No hazing or discrimination will be used as a condition of membership in this organization.
- C. No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, disability, or the inability to pay dues
- D. All voting will be done only by members of FMIG. However, meetings are open to any person that would like to attend.
- E. FMIG 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 shall take place throughout the year and membership is open at all times.

### **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 Secretary, 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 the president, vice president, secretary, treasurer, faculty advisor. 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 of the Family Medicine Interest Group shall be enrolled in the Florida State University College of Medicine.

##### **Section 2: Titles and Duties**

The offices of this organization shall include a President, Vice President, Secretary, Treasurer, and FAFP representative. All officers shall retain voting rights, however, the President shall only vote in the case of a tie. Any officer may be re-elected.

Officers cannot reappoint themselves for a second term they must be re-elected as described in Article V.

The President shall:

- Supervise the activities of the organization.
- Serve as the representative to the Interclass Council of the College of Medicine
- Preside over all meetings and call all meetings to order.
- Be one of three signers on financial documents.
- Coordinate all conferences.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.

The Vice President shall:

- Assist the President in his/her duties
- Assumes the Presidents responsibilities in his/her absence.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Assist in special projects as assigned by the President.

The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings.
- Maintain accurate list of members and their contact information.
- Perform a verbal roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep copy of constitution and have available for members
- Assist in special projects as assigned by the President.

The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Be one of three signers on financial documents.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester as requested by the President, Vice President, and/or FSU faculty/staff advisor.
- Deposit the organization's funds, make expenditures, and be responsible for funds from both the Florida Academy of Family Physicians and from Florida State University.
- Provide financial records sufficient to allow the Vice-President to perform audit.
- Assist in special projects as assigned by the President.

FAFP FSU College of Medicine Representative shall:

- Be a contact to the Florida Academy of Family Physicians (FAFP) representative
- Provide information concerning FAFP funding, conventions, and other important information to FMIG
- Attend relevant conferences as expressed by the FAFP
- Assist in special projects as assigned by the President.

Additional Offices shall:

- Additional offices such as committee chairpersons and class liaisons can be created as deemed necessary by the elected officers.

## **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 at the first meeting as specified by the president. Any eligible member (as defined in Article III Section 1) present may nominate someone or themselves for office by verbally nominating the individual during this procedure. However, the nominee must be considered an eligible member (as defined in Article III Section 1). Absentee ballots and proxy ballots are not permitted in the nomination or election process.

### **Section 3: Election Process**

The election of officers shall occur in April and beginning of the upcoming Fall Semester of that calendar year for any additional unfilled offices. 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 officers 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 VII—Meetings**

The quorum required to conduct business is fifty (50) percent of the officers and fifty percent (50) of the organization's active members. The President will be in charge of calling meetings and the secretary will be responsible to notify all members. Members must be notified of meetings at least 48 hours in advance and shall be notified via e-mail and/or telephone. The president shall preside over all meetings.

### **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 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 removed from his/her duties.

## **Article IX—Finances**

### **Section 1: Membership Dues**

Membership dues are covered by the FAFP. Membership applications will be filled out during the June orientation of the incoming 1<sup>st</sup> yr class. **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, Secretary, 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 Student Government Association, or donated to the organization's charity—"Children's Miracle Network."

## **Article X—Publications**

### **Section 1: Compliance**

All advertisements of the organization must comply with the University Posting Policy (<http://www.fsu.edu/~posting/fsupolicy.html>).

### **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.

**History of Constitution**

Created: 5th day of September in the year 2005

Revised: