

TRANSLATIONAL RESEARCH MEDICINE CLUB

CONSTITUTION

Article I: TRMC

The name of this association shall be Translational Research/Medicine Club of Clarion University of Pennsylvania. Translational Research/Medicine Club shall be abbreviated as “TRMC.”

Article II: Objective

Section 1:

The purpose of this organization is to bring students from all four corners of Clarion University campus of various fields of study together and learn the different aspects of scientific research, and its application and marketing. Volunteer work and community service will be provided by the organization and community out-reach programs will be conducted throughout the academic year in order to educate the general public about different aspects of medical advances in science. Improving public relations between residents of Clarion County and Clarion University will also be emphasized by the organization.

People would like to join this organization because it will give them opportunities to expand their knowledge and skills by communicating with students of other domains. This organization will help students build leadership skills and expose them to how to turn an idea into a marketable project, showing how bench science is taken to the next levels of health care services.

Article III: Membership

Section 1: The membership of the TRMC shall be open to all students of Clarion University of Pennsylvania. Students of Clarion University shall be considered regular members. Faculty/Staff shall be considered honorary members. Anyone interested in joining TRMC may register at any regular meeting, except an election meeting, or should contact the TRMC Executive Board.

Section 2: Membership Fees

No membership fee is required, unless deemed necessary by the Executive Board at the beginning of each year.

Section 3: Dismissal

Failure to comply with University Code of Conduct could result in members being dismissed from the TRMC. Grounds for dismissal will be determined by the Executive Board and approved by a majority vote.

Section 4: Any member wishing to resign from TRMC shall present their written resignation to the TRMC Executive Board.

Article IV: Executive Board

Section 1: The Executive Board of the TRMC shall consist of President, Vice President, Secretary and Treasurer. Their duties will include, but not be limited to the following:

A. President

1. Preside at all meetings of the TRMC.
2. Designate time and prepare agenda for the meetings.
3. Coordinate all programs, activities, and events.
4. Ensure that all Executive Board members fulfill their duties in regards to their positions.
5. Keep Members informed of TRMC's ongoing and future activities.
6. Attend any and/or all public occasions where the President's presence may be required or be deemed desirable.
7. Announce elected officers for upcoming year at the last meeting of spring semester.
8. Act as a liaison between the members and the Student Senate and or TRMC advisor.
9. Be official spokesperson on behalf of the TRMC.
10. Be responsible for the writing, sending, and requesting of all correspondence, unless otherwise designated by the Advisor.
11. Call special meetings of the TRMC with at least two days notice prior to the meeting.
12. Inform the Vice President or Advisor in the event he/she cannot attend a meeting.
13. Plan the TRMC retreat held in the beginning of the fall semester.
14. Meet regularly with TRMC advisor
15. Shall not vote in elections, except in the event of a tie.

B. Vice President

1. Assume all duties of the President in the President's absence.
2. Serve as a member of the Appropriations Committee of the TRMC.
3. Inform all Executive Board members and the members of the TRMC about meetings.

4. Accept all official responsibilities and obligations deemed necessary by the TRMC and/or president of the TRMC.
5. Aid the president in coordination of all meetings, programs, activities, and events of TRMC
6. Obtain necessary equipments for use at meetings.
7. Together with the other Executive Board members, oversee the clean-up after general meetings and activities.
8. Inform the President or Advisor in the event he/she cannot attend a meeting.
9. Meet regularly with TRMC advisor

C. Secretary

1. Record minutes of executive board and general business meetings.
2. Maintain file of minutes.
3. Ensure that correspondence is sent to members in a timely manner.
4. Maintain a list of current members of TRMC.
5. Send letters of appropriation, when deemed appropriate.
6. Assist other Executive Board members in coordinating meetings, activities, and events of TRMC.
7. Check mailbox in Office of Campus Life on a regular basis.
8. Inform the President or Advisor in the event he/she cannot attend a meeting.
9. Meet regularly with TRMC advisor

D. Treasurer

1. Be the chairperson of the Appropriations Committee.
2. Maintain a complete, up-to-date record of all financial transactions, by working with the Executive Board and Advisor in all matters pertaining to the Association budget.
3. In conjunction with the Appropriations Committee, periodically review RSO annual and supplemental budget requests and make recommendations for allocation to the TRMC.
4. Submit a detailed budget to Clarion University Student Senate each year to acquire CSA fund for the following year.

5. Give reports at all regular meetings on the financial status of the TRMC Accounts and on any motions passed by Appropriations Committee.
6. Coordinate fundraising activities.
7. Preside over the meetings of the TRMC in the absence of the President and Vice President.
8. Inform the President or Advisor in the event he/she cannot attend a meeting.
9. Meet regularly with TRMC Advisor.

Section 2:

The Executive Board officers shall be elected for a period of one year. At the 13th week in the spring semester meeting, nominations for officers will be held. The officers shall be elected by secret ballot during the 14th week in the spring semester meeting to serve for a term of the next fall and spring semesters or until their successors are inducted. They may serve for more than one term if re-elected by the members. The election of officers shall be determined by a majority vote of members present and voting. A majority vote shall be defined as one-half plus one of the members present unless otherwise stated. In the event of a tie, the President Shall cast the deciding vote. Two Executive Board members and the Advisor shall be present to oversee the election process of votes. No officer can hold more than one office at a time.

A. Qualification for Officers. Each officer will:

1. Be a Clarion University student.
2. Must be a regular member in good academic standing.
3. Have attained at least 24 credits at Clarion University prior to the TRMC officer elections.

Section 3: Vacancies

The following process will be followed in the event of vacancies within the Executive Board: if the office of President is vacated, the Vice President shall become President; if any of the offices of Vice President, Secretary, or Treasurer and vacated, a replacement shall be elected by the election procedure established.

Section 4: Dismissal

Grounds for dismissal of Executive Board members include absences from meetings, and/or failure to fulfill responsibilities, as determined by other members of the Executive Board and Advisors. A majority vote by the Executive Board, with the exception of the member in question, is required for the final dismissal.

Article V: Role of Campus Advisor

Section 1: Selection Process

Advisor shall be selected by the Executive board of the current year.

Section 2: The Advisor to TRMC serves as an ex-officio member of the Executive Board, and has no voting power. He/she is required to attend meetings on a regular basis, and act as a resource for TRMC, providing insight and perspective towards the function of TRMC. The role of the Advisor is to assist the Executive Board, and make recommendations that will benefit the membership as a whole.

Article VI: Meetings of the TRMC

Section 1: The regular meetings of the TRMC shall be held on every Friday that class is in session, unless otherwise stated by the Executive Committee. A minimum of three general meetings/events will be held each semester.

Section 2: Special meetings may be called by the TRMC President with at least 2 days notice prior to the meeting.

Section 3: Quorum shall be all the Executive officers of the TRMC.

Article VII: Finances and Funding

Section 1: Dues

The amount of dues owned by the members will be determined by the Executive Board at the beginning of each Academic year.

Section 2: Student Senate Funding

A detailed budget will be submitted to Student Senate annually, to acquire adequate funding for the upcoming year's activities and events. The Treasurer is responsible for developing each budget proposal to be submitted to the Student Senate.

Section 3: Fundraising

Fundraising programs will be organized by TRMC to supplement the allocation provided by Student Senate for the activities and events, and also to benefit charitable causes. Fundraising activities will be coordinated by the treasurer, with assistance from the other members of the Executive Board.

Article XI: Amending, Suspending and Accepting

Amendments to the constitution may be proposed by any regular member, and must be submitted in writing to the Executive Board. The Amendment, after being discussed by all members of the Executive Board and Advisor, shall be distributed to the membership prior to the meeting at

which time action on the amendment is to take place. Amendments must be approved by a 2/3 majority vote of members present. Amendments will become effective upon the approval of the Clarion University Student Senate, and the President of Clarion University.

Article X: Ratification

This Constitution shall become effective upon approval of membership, and sublet to approval by Clarion University Student Senate, the Vice President of Student and University affairs, and the President of Clarion University.