

# **Loma Linda University**

## **ENT Interest Group Constitution**

*As declared on July 24th, 2025*

### **Article I – Name**

The name of this organization shall be the ENT Interest Group of Loma Linda University School of Medicine, hereby also referred to as “ENTIG” in this constitution.

### **Article II – Purpose**

#### **Section 1: Aims**

The aims of ENTIG are to:

Educate students about the field of Otolaryngology – Head and Neck Surgery and its subspecialties.

- Connect students, residents, and faculty to support students pursuing careers in ENT.
- Recruit students to the ENT Interest Group and encourage exploration of career opportunities within Otolaryngology.
- Foster broad student interest by providing professional development, educational programs, and community service opportunities related to ENT.
- Assist students in developing clinical skills, research experience, and leadership relevant to Otolaryngology.

#### **Section 2: Accountability**

The ENT Interest Group shall operate within the policies of Loma Linda University School of Medicine and the University as outlined in the Student Handbook and other institutional policies. The Assistant Dean for Career Advisement shall serve as the official liaison between the Dean’s Office and ENTIG.

### **Article III – Membership**

#### **Section 1: Requirements**

Any regularly enrolled student in good academic standing at Loma Linda University School of Medicine may become a member of the ENT Interest Group with full voting and office-holding privileges.

## **Section 2: Dues**

ENTIG does not charge regular dues. However, members may be asked to contribute towards event costs or participate in fundraising activities at the discretion of the President and Vice-President.

## **Article IV – Governing Committee of Executive Officers**

The Executive Officers of ENTIG shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Research Coordinator
- Event Coordinator
- Class Representatives (one for each medical school class: MS1, MS2, MS3, MS4)

The President, Vice President, Secretary, Treasurer, Research Coordinator, and Event Coordinator shall be referred to as the Senior Officers. Candidates for these senior officer positions should have demonstrated active participation in the group and be in good academic standing. Class Representatives serve to represent their respective classes and assist with communication and engagement.

The Governing Committee of Executive Officers shall be responsible for the management, organization, and leadership of the ENT Interest Group.

## **Article V – Duties of the Governing Committee of Executive Officers**

### **President**

- The President shall oversee and direct the general functions of the ENT Interest Group, lead and coordinate meetings, serve as the primary liaison between the

group, faculty advisors, and the School of Medicine, organize special events, and represent the group at official functions.

### **Vice-President**

- The Vice President shall assist the President in fulfilling their duties, coordinate meetings and events as needed, assume the President's responsibilities in their absence, and support communication between officers and members.

### **Secretary**

- The Secretary shall be responsible for maintaining accurate records of meetings, managing official correspondence, maintaining membership lists, and distributing announcements to members.

### **Treasurer**

- The Treasurer shall manage the group's finances, maintain accurate financial records, coordinate fundraising activities, oversee budgeting for events, and collaborate with the faculty advisor on any financial transactions.

### **Research Coordinator**

- The Research Coordinator shall facilitate research opportunities, organize informational sessions on ENT-related research projects, connect students with faculty mentors, and support members interested in research within the ENT field.

### **Event Coordinator**

- The Event Coordinator shall plan and organize social, educational, and professional events, coordinate logistics such as venue booking and materials, and collaborate with other officers to ensure successful group activities.

### **Class Representatives**

- Class Representatives shall serve as liaisons between their respective class cohorts and the Executive Officers, assist in disseminating information regarding meetings and events, gather member feedback, and help increase participation and engagement among their classes.

## **Article VI – Elections**

### **Section 1: Procedures**

- Elections for officer positions shall be held annually during the spring quarter.
- Candidates must submit a platform and have academic eligibility verified by the Dean's Office.
- Voting may be conducted in-person or online, with efforts to ensure election integrity.
- A simple majority of votes cast determines the winner of each office.
- Vacant positions may be filled by appointment of the Senior Officers as needed.
- MS1 Class Representative elections will be held early in the academic year, with adequate notice given.

## **Section 2: Notification**

Within two weeks of elections, the President or Vice-President shall submit an updated officer list to the Office of the Assistant Dean for Career Advisement.

## **Article VII – Amendments**

Amendments may be proposed by a majority vote of the Governing Committee or by petition signed by half of the voting membership. Adoption requires a two-thirds majority vote of members present at a general meeting. All amendments require approval by the LLU Student Affairs Committee to take effect.

## **Article VIII – Faculty Advisor**

ENTIG shall have a faculty advisor who is a member of LLU faculty, staff, or administration. The Faculty Advisor is appointed annually by the Senior Officers and is responsible for ensuring ENTIG activities align with University values. The advisor must co-sign financial transactions and support the group in administrative matters.

## **Article IX – Meetings**

Regular meetings will be held at least once per academic quarter. Special meetings may be called by Senior Officers or the Faculty Advisor as needed. The group is typically inactive during summer unless special programs are arranged.

## **Article X – Activities**

All ENTIG activities must comply with Loma Linda University policies and values as outlined in the LLU Student Handbook.