



LOMA LINDA UNIVERSITY

School of Medicine

## **Constitution For the Diagnostic Radiology Interest Group**

### **Article I – Name**

The name of this organization shall be the Diagnostic Radiology Interest Group of Loma Linda University School of Medicine.

### **Article II – Purpose**

The purpose of the organization shall be (a) to foster a broad student interest in Diagnostic Radiology by providing leadership, programs, and service and (b) to assist students in developing skills and leadership in the field of radiology. This group will connect medical students with faculty and will serve to create a community amongst group members.

### **Article III – Membership**

*Section 1* – Any regularly enrolled student in the MD or MMS programs at Loma Linda University School of Medicine may become a member of the club with voting and office-holding privileges. The standards for qualification and the amount of dues to be paid shall be determined by the club and approved by the office of the Associate Dean for Student Affairs.

*Section 2* - This organization does not charge regular dues; however, each member may be asked to contribute towards special events and to participate in fundraising activities.

### **Article IV – Executive Officers and Supporting Roles**

The executive officers of the Diagnostic Radiology Interest Group club shall be as follows: president, vice president, secretary, and treasurer. The aforementioned officers shall constitute the Executive Committee.

In addition to the Executive Officers, the club may have supporting roles as needed. These positions shall be outlined in this section and must be approved as part of the constitution. Supporting roles do not possess voting rights within the Executive Committee but serve in task-specific or project-based capacities to assist in fulfilling the club's mission and supporting executive officers.

### **Article V – Duties of Executive Officers and Supporting Roles**



This section outlines the responsibilities of Executive Officers and Supporting Roles.

President — To preside at Executive Committee membership and general membership meetings; appoint special committees with the approval of the Executive Committee; present an annual report; perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee. Oversee and direct the general business of the DRIG, represent DRIG at meetings of the general student senate, and assume communication with sponsors, advisors and Student Affairs.

Vice-President — To preside in Chairman's absence and perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee and assist the president in general business of DRIG

Secretary — To attend to all general correspondence of the organization and to keep the minutes of all Executive Committee and membership meetings and to preserve the records of the organizations. Will also perform other such duties as may be required by the By-Laws or resolutions of the Executive Committee.

Treasurer — Supervises the financial administration of all revenue and expenditures and reports periodically to the Executive Committee and membership on the financial condition of the organization, and performs other such duties as may be required by the By-Laws or resolutions of the Executive Committee. It is the responsibility of the Treasurer to make sure that all revenues are deposited into official LLUSM account set up and overall administered by the LLUSM financial administration. Expenditures must be documented with proper LLU financial process paperwork and signed by the advisor. Revenues and expenditures are subject to LLU policies.

Research Coordinator — Keep in contact with the radiology department in order to provide opportunities for the DRIG members to partake in research projects

Shadowing Coordinator — Contact the program coordinator to obtain permission for student shadowing.

Class representatives — Inform respective classes about upcoming events and promote these events to their class members

Public Relations Coordinator — Document/photograph events and maintain Discord and Facebook Presence. Additionally, will distribute announcements for the DRIG via Facebook, Discord, email, and other outlets as needed



## **Article VI — Elections**

*Section 1:* The election process for this club shall comply with the guidelines and procedures outlined in the School of Medicine handbook. All students seeking election or appointment to an office position must meet the School of Medicine's established academic standards. Appointments or special elections may be conducted only after consultation and approval from the Student Affairs Office.

*Section 2:* The leadership year for elected officers shall run from July 1 to June 30. Officers may be reelected and are permitted to serve multiple consecutive terms.

## **Article VII — Amendments**

Amendments to this Constitution may be proposed to the voting membership by majority vote of the Executive Committee or by petition signed by 1/10th of the voting membership. Amendments shall be declared adopted which are presented at 2 general meetings and receive a 2/3 favorable vote at both meetings by the regular members present. All amendments must receive final approval from the office of the Associate Dean for Student Affairs.

## **Article VIII — Advisors**

The club shall have an advisor who must be a faculty member from Loma Linda University School of Medicine. It is the advisor's responsibility to ensure that all club activities align with the values and principles of Loma Linda University. Without an advisor, the club shall be considered inactive.

## **Article IX — Meetings**

Regular meetings are held monthly. This organization is ordinarily active over the summer months. Special meetings may be called by the faculty advisor, president, or vice president.

## **Article X — Parliamentary Authority**

Generally, it is permissible for meetings to be governed in a consensus style; however, when an issue is significantly contested, *Robert's Rules of Order, Newly Revised* shall be used to govern decision-making.

## **Article XI — Club Activities**

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



- 1) The organization shall operate within the policies of the School of Medicine and University as set forth in the Student Handbook and other statements of policy and procedure adopted by the School and/or University. The Associate Dean for Student Affairs of the School of Medicine is the official liaison between the Dean's Office and all School of Medicine student organizations. Officers of student organizations are expected to work closely with the office of the Associate Dean for Student Affairs to ensure that the Dean's Office is informed of their plans and activities and that these plans and activities are in harmony with School of Medicine and University policies.
- 2) The fiscal year for the organization shall be from July 1 to June 30.
- 3) Funds belonging to student organizations are held and distributed by the office of the School of Medicine's Associate Dean for Finance in consultation with the office of the Associate Dean for Student Affairs. The distribution of funds from the account shall be approved by the office of the Associate Dean for Student Affairs. Students responsible for the use of an organization's funds are required to submit appropriate financial records to the Dean's Office for approval and auditing.
- 4) If the organization remains inactive for a period of one year, any remaining funds in the organization's account shall be returned to the Student Senate.

## **Article X – Dissolution**

A club is considered active when it maintains a current faculty advisor, complies with all university policies, holds regular meetings, participates in approved activities, and submits all required documentation to the Student Affairs Office. Active status requires continuous engagement and fulfillment of responsibilities as outlined by the School of Medicine and Student Affairs.

*Section 1: Inactivity.* If a club fails to meet the criteria for active status for a period of one year, the Student Affairs Office will officially designate the club as inactive. Upon becoming inactive, the club loses all privileges associated with active membership, including access to funding and university resources. Inactive clubs may be reinstated upon meeting reactivation requirements established by the Student Affairs Office.

### **Reactivation Guidelines:**

To reactivate an inactive club, the organization must:



1. Submit a formal written request to the Student Affairs Office expressing intent to reactivate.
2. Provide evidence of a committed faculty advisor willing to serve.
3. Present a proposed plan for club activities, including scheduled meetings and events.
4. Upon review and approval by the Student Affairs Office, the club will be reinstated with full privileges.

*Section 2: Dissolution.* A club may be voluntarily dissolved by a majority vote of its members, provided that all outstanding obligations, including financial responsibilities, have been satisfactorily addressed. Upon dissolution, any remaining funds shall be returned to the Student Senate, and the club's official recognition will be revoked by the Student Affairs Office.

**Please list all officers for your student organization below:**

*(Include names, positions, and contact information if applicable.)*

1. Jammie-Lyn Quines – President - [jfquines@students.llu.edu](mailto:jfquines@students.llu.edu)
2. Ha Yeon (Summer) Lee – Vice President - [HaYeonLee@students.llu.edu](mailto:HaYeonLee@students.llu.edu)
3. Caldora Blackburn – Secretary - [CBlackburn@students.llu.edu](mailto:CBlackburn@students.llu.edu)
4. Abraham (Abe) Duot – Treasurer - [ADuot@students.llu.edu](mailto:ADuot@students.llu.edu)
5. Daniel Roh – Research Coordinator - [DRoh@students.llu.edu](mailto:DRoh@students.llu.edu)
6. Jonathan Yoon – Shadowing Coordinator and MS3 Representative - [JJYoon@students.llu.edu](mailto:JJYoon@students.llu.edu)
7. Jacob Chavez – Public Relations Coordinator - [JSChavez@students.llu.edu](mailto:JSChavez@students.llu.edu)
8. Mark Oliinik – MS4 Representative - [moliinik@students.llu.edu](mailto:moliinik@students.llu.edu)
9. Benjamin Kwon – MS2 Representative - [BKwon@students.llu.edu](mailto:BKwon@students.llu.edu)
10. Phillip George – MS1 Representative - [pageorge@students.llu.edu](mailto:pageorge@students.llu.edu)

**Please list your faculty advisor below:**

*(Include name, title, and contact information.)*

1. Dr. Amanda Aguilera; [AMAguilera@llu.edu](mailto:AMAguilera@llu.edu)