

Loma Linda University Surgery Interest Group Constitution

As declared on July 11, 2019

Article I – Name

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

Article II – Purpose

Section 1: Aims

The aims of SIG are to:

1. Educate students about the field of surgery and the subspecialties of surgery.
2. Connect students, residents, and faculty for the purpose of supporting students in pursuit of a career in surgery and the subspecialties of surgery.
3. Recruit students to the Surgery Interest Group and to encourage students to investigate and pursue a career in the field of surgery and the subspecialties of surgery.
4. Foster a broad student interest in surgery by providing professional, program, and service opportunities.
5. Assist students in developing skills and leadership in their pursuit of a career in surgery.

Section 2: Accountability

The Surgery Interest Group shall operate within the policies of the School of Medicine and Loma Linda University as set forth in the Student Handbook and other statements of policy and procedure adopted by the School and/or University. The Assistant Dean for Career Advisement is the official liaison between the Dean’s Office and the Surgery Interest Group.

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 Surgery Interest Group with voting and office-holding privileges.

Section 2: Dues

This organization does not charge regular dues; however, each member may be asked to contribute towards member events and to participate in fundraising activities. This decision is to be determined by the President and Vice President.

Article IV – Governing Committee of Executive Officers

The Executive Officers of SIG shall be as follows: President, Vice-President, Resource Coordinator, and a maximum of 2 of each of the following: MS4 Class Representatives, MS3 Class Representatives, MS2 Class Representatives, and MS1 Class Representatives. The positions of President, Vice-President, and Resource Coordinator (hereby referred to as “Senior Officers”) shall require the office-seeker to have previously held a title on the Governing

Committee of Executive Officers and have fulfilled his/her previous duties in good faith. Oppositions to fulfillment of duty shall be arbitrated by the Faculty Advisor/Sponsor. The aforementioned officers shall constitute the Governing Committee of Executive Officers.

Article V – Duties of the Governing Committee of Executive Officers

President (Senior Officer)

The President is in charge of overseeing and directing the general functions of the Surgery Interest Group, coordinating the Surgery Interest Group meetings, scheduling physicians from the various subspecialties of surgery to speak at meetings, planning and organizing publicity for activities and special events, leading and supporting the other Surgery Interest Group officers, representing the Surgery Interest Group at all times, and acting as a liaison between the Surgery departments, sponsors, and guest speakers and the School of Medicine.

Vice-President (Senior Officer)

The Vice-President is to assist the President in overseeing and directing the general functions of the Surgery Interest Group, coordinating the Surgery Interest Group meetings, scheduling physicians from the various subspecialties of surgery to speak at meetings, planning and organizing publicity for activities and special events, leading and supporting the other Surgery Interest Group officers, representing the Surgery Interest Group at all times, and acting as a liaison between the Surgery departments, sponsors, and guest speakers and the School of Medicine.

Resource Coordinator (Senior Officer)

The Resource Coordinator is in charge of managing the budget along with the President and the Surgery Interest Group advisor/sponsor. Other duties involve ensuring meetings are properly supplied with food and beverages, equipment needed for presentations, and other items as necessary, including materials for skills workshops.

MS1/MS2/MS3/MS4 Class Representatives

The Class Representatives must attend all SIG meetings and events, provide support for the other officers during meetings and events, represent the students in scheduling and ideas for group enhancement, and make announcements regarding upcoming meetings and events to the all School of Medicine classes.

Article VI – Elections

Section 1: Procedures

The terms of office for each position shall be one academic year. Surgery Interest Group elections shall be held during the spring quarter of each academic year. Elections shall be organized by the Senior Officers and the method of voting shall be determined between being held in-person and online as necessary/convenient by the Governing Committee. If voting is held online, best efforts should be made to ensure integrity of the election process and prevent election fraud. Each candidate shall submit a platform to the Senior Officers as well as having the Dean's Office verify academic eligibility to hold an officer position. Members will be notified in advance that the elections will be held, with at least one week of notice being given. A simple

majority of votes cast will determine the winner of each position. Vacant officer positions shall be filled at the discretion of the Senior Officers. Voting for the MS1 Class Representative positions shall be done during the summer quarter of the beginning academic year. The President or Vice-President will announce the availability of these 2 officer positions during this time. Adequate time will be allotted for platforms to be submitted and majority vote will determine appointment to these positions.

Section 2: Notification

Within two weeks after elections, the President or Vice-President shall file an updated list of officers with the Office of the Assistant Dean for Career Advisement.

Article VII – Amendments

Amendments to this Constitution may be proposed to the voting members by majority vote of the Governing Committee of Executive Officers or by petition signed by 1/2 of the voting membership. Amendments shall be declared adopted which are presented at a general meeting and receive a 2/3 favorable vote at the meeting by the regular members present. All amendments must receive final approval from the LLU Student Affairs Committee to be effective.

Article VIII – Faculty Advisor/Sponsor

The Surgery Interest Group will have a faculty advisor who must be from LLU faculty, staff, or administration. The title of Faculty Advisor for each academic year shall be named by the Senior Officers of the Governing Committee. The advisor must sign or co-sign all withdrawals from LLU accounts. It is the responsibility of the advisor to assure that all Surgery Interest Group activities are consistent with Loma Linda University values and principles.

Article IX – Meetings

Regular meetings are held at least once per quarter during the academic year. This organization is not ordinarily active over the summer months, unless special activities or programs are arranged. Special meetings may be called by the Senior Officers and/or faculty advisor when necessary.

Article X – Club Activities

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