

# CONSTITUTION

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## ARTICLE I

### Name

The name of this organization shall be the Internal Medicine Interest Group.

## ARTICLE II

### Purpose

#### Section 1. Aims

The aims of the Internal Medicine Interest Group are to:

1. Educate students about the field of internal medicine and the subspecialties of internal medicine.
2. Facilitate opportunities for students to explore and take advantage of local and national learning opportunities related to the field of internal medicine and the subspecialties of internal medicine.
3. Connect students, residents, and faculty for the purpose of supporting students in pursuit of a career in internal medicine and the subspecialties of internal medicine.
4. Recruit students to the Internal Medicine Interest Group and to encourage students to investigate and pursue a career in the field of internal medicine and the subspecialties of internal medicine.

#### Section 2. Accountability

The Internal Medicine Interest Group 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 Assistant Dean for Career Advisement is the official liaison between the Deans' Office and all School of Medicine Specialty Interest Groups.

## ARTICLE III

### Membership

Membership is open to all LLUSM students, faculty, and alumni. Meetings are open to any members and their guests.

## ARTICLE IV

### Organization

## Section 1. Qualifications for Office

Each officer must be a student of LLUSM in good standing.

## Section 2. Governing Committee

- A. President: the President shall oversee and direct the general business of the Internal Medicine Interest Group, represent the Internal Medicine Interest Group, and assume communication with sponsors, advisors, and the Deans' Office.
- B. Vice President: the Vice President shall assist the president the President in the general business of Internal Medicine Interest Group and shall assume the role of President in the event of the President's absence.
- C. Secretary: the Secretary shall keep minutes of all Internal Medicine Interest Group meetings, distribute minutes to other officers, and assist with other administrative duties as needed.
- D. Treasurer: the Treasurer shall maintain financial records, oversee fundraising efforts, and be the contact person for any contracts and other expenditures of the Internal Medicine Interest Group.
- E. PR Representative: the PR representative shall be responsible for helping to distribute information regarding meetings and activities of the Internal Medicine Interest Group, as well as helping to recruit new members.
- F. ACP Representative: the ACP representative shall be the liaison between the Internal Medicine Interest Group and the national sponsorship group of the American College of Physicians, maintaining communications and helping to secure funding for activities.
- G. Senate Representative: the Senate representative shall be the liaison between the Internal Medicine Interest Group and the Senate of the Loma Linda University School of Medicine and shall represent the needs of the Internal Medicine Interest Group to the Senate.
- H. Class representatives: there shall be representatives from each of the classes of the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year students and shall serve to facilitate communication between their respective classes and the leadership of the Internal Medicine Interest Group, helping to bring ideas and needs from the members of the classes to the leadership as well as information about the Internal Medicine Interest Group and their activities to the classes.
- I. Any of the above positions and their responsibilities may be shared by more than one member of the group, based on approval by the outgoing leadership and the two must be voted on as a single unit by the members, with the requirement for election unchanged.

## Section 3. Sponsor

- A. The Internal Medicine Interest Group shall be sponsored by Department of Internal Medicine.
- B. One or more Faculty Advisor(s) shall be appointed by the Department Chair and the Deans' Office.

## **ARTICLE V**

### **Elections**

### Section 1. Procedures

The term of office shall be one academic year. Internal Medicine Interest Group elections shall be held during the spring quarter of each academic year. Nominations will be accepted at the election meeting, and voting will be by secret ballot of the members present. The student body will be notified in advance that the election meeting 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 posts shall be filled at the discretion of the President. In special cases, with prior approval of the assistant dean for career advisement and/or the faculty advisor, voting may be done on line.

### Section 2. Notification

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

## **ARTICLE VI**

### **Adoption and Amendment**

#### Section 1. Adoption

This constitution will be adopted on a two-thirds majority vote of the leadership.

#### Section 2. Amendment

Any member of the Internal Medicine Interest Group may submit a proposal for amendment to the constitution. Amendments shall be approved by a two-thirds majority of the leadership of the Internal Medicine Interest Group.