

**THE CONSTITUTION OF THE CHARLES DREW PREMEDICAL SOCIETY**  
**OF**  
**COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK**

We, the members of the Charles Drew Premedical Society of Columbia University, having found that a more diverse medical field is necessary to creating the next generation of clinically excellent, culturally competent and socially conscious physicians do ordain and establish this Constitution for the Charles Drew Premedical Society.

**Article I. NAME**

Section 1. This Society shall be known as the "Charles Drew Premedical Society of Columbia University."

**Article II. MISSION**

Section 1. Its mission shall be to guide, support, and encourage premedical students, with a special emphasis on underrepresented minorities, in their various endeavors to become members of the medical field.

**Article III. MEMBERSHIP**

Section 1. All students in Barnard College, Columbia College, the Fu Foundation School of Engineering and Applied Science, the School of General Studies, and the School of Nursing who are dedicated to the goals of the Charles Drew Premedical Society shall be eligible for membership.

Section 2. Members shall be those persons who sign up for the Society's listserv and attend at least one meeting within one year of signing up for that listserv.

Section 3. Membership shall be terminated after one year unless the member attends at least one of the Society's events per semester or otherwise renders valuable service to the society in some regular manner

**Article IV. THE EXECUTIVE BOARD AND OFFICERS**

Section 1. All executive powers herein granted shall be vested in an Executive Board of the Charles Drew Premedical Society.

Section 2. The Executive Board of the Society shall consist of the following officers: President, Vice President, Secretary, Events Coordinator, Publicity Manager, Treasurer, Senior Advisor, Director of the Pipeline Program, Director of the Premedical Undergraduate Mentoring Program and Director of the Organizational Committee.

Section 3. The Executive Board must meet at least once per month. All Executive Board members are required to attend or send notice in advance of their absence. A majority of the Executive Board shall constitute a quorum to do business.

Section 4. All decisions not generally assented to by the executive board shall but put to a vote by all present Executive Board Members. Each member of the Executive Board shall have one vote, unless they are evenly divided at which point the President shall have two votes.

Section 5. All decisions of individual offices are subject to review by the Executive Board

Section 6. The Executive Board may from time to time ordain and establish by bylaw supporting offices to aid the Executive Board in its responsibilities.

#### **Article V. ELECTIONS AND VACANCIES**

Section 1. Elections shall take place at the end of the second semester of each year but no later than two weeks before the end of Finals.

Section 2. In order for any member of the Society to be elected to the offices of President, Vice President or Senior Advisor they must be nominated by at least two members of the Executive Board. They must also accept that nomination.

Section 3. In order for any member of the Society to be nominated for the offices President, Vice President, or Senior Advisor that person must be present at the Executive Board meeting where nominations are being held.

Section 4. In order for any member of the Society to be elected to the offices President, Vice President, or Senior Advisor that person must be present at the Executive Board meeting where the elections are being held.

Section 5. It is not necessary for a candidate for the offices President, Vice President, or Senior Advisor to be present at either their election or their nomination, but not both, if one-third of the Executive board agrees. A candidate is excused from this obligation in the event personal illness, family emergency or studying abroad.

Section 6. The Executive Board shall elect all officers of the Society by a majority of votes in secret ballot. The Secretary shall count the votes and announce the results immediately following the tally; if he or she is deemed to have a conflict of interest, the responsibility falls to the Vice President or another member of the Executive Board.

Section 7. The Executive Board shall determine its own methods of evaluating the qualifications of all candidates for the various offices of the society.

Section 8. Each officer of the Society shall serve a term of one year. Members may serve consecutive terms or more than one year in a single office but only with the approval of the Executive Board. No person shall hold the office of President, Vice President, or Treasurer for three terms.

Section 9. When vacancies occur in any office the executive board must fill such vacancies within 30 academic days of such a vacancies occurrence. When vacancies occur in other offices the Executive Board may fill such vacancies at their leisure.

## **Article VI. EXECUTIVE BOARD MEMBERS**

Section 1. The President shall preside over meetings, have the power to call special meetings of the Executive Board and the Society, have the power to veto any decision of the Executive Board or other offices unless two thirds of the Board disapproves of the President's veto, and possess the usual prerogatives of the office of president. A member of the Society is eligible to become the President only if he or she has served as an officer of the Society for at least one year.

Section 2. The Vice President shall assist the president and other officers when and where necessary, and shall execute duties of the president at the president's request or in the event of the President's absence, illness, resignation, or death.

Section 3. The Secretary shall keep the minutes of Executive Board meetings and email them to the Executive board in a timely manner, keep a record of attendance and punctuality of officers at Executive Board meetings, keep a record of the approximate numbers of attendees at events, send out e-mails to the general body regarding upcoming events and other updates, and manage the e-mail accounts of the Society by responding to emails and updating member lists. The Secretary must bring a copy of this Constitution and its bylaws to each Executive Board meeting and election.

Section 4. The Treasurer shall make all ordinary disbursements, keep a correct accounting of the Society's funds, and maintain financial relations with the University. The Treasurer shall not pay out any of the Society's monies except with approval of the Executive Board.

Section 5. The Event Coordinator shall facilitate the production of the Society's events including such duties as arranging for food and beverages at events, reserving rooms and coordinating the attendance of guest speakers, panelists and other attendees.

Section 6. The Publicity Manager shall oversee all aspects of the Society's promotional and public relations efforts.

Section 7. The Senior Advisor shall advise the Society on all matters where past experience is useful. No person shall hold the office of senior advisor who shall not have completed at least three years of college by the end of the academic year in which they are elected and who has not held an office on the executive board for at least one year. No person shall be senior advisor who has not held the office of President, Vice President or Treasurer.

Section 8. The Director of the High School Pipeline Program shall coordinate any and all efforts related to the High School Pipeline program with the assistance of the Treasurer, Publicity Manager and Events Coordinator.

Section 9. The Director of the Premedical Undergraduate Mentoring Program shall coordinate any and all efforts related to the Premedical Undergraduate Mentoring Program with the assistance of the Treasurer, Publicity Manager and Events Coordinator.

Section 10. The Director of the Organizational Committee to manage any and all efforts of the Organizational Committee with the assistance of the Treasurer, Publicity Manager and Events Coordinator.

## **Article VII. IMPEACHMENT AND REMOVALS**

Section 1. Any officer of the Society may be impeached by a one-third vote of the Executive Board.

Section 2. Failure to perform the duties of office as prescribed by the Constitution and Bylaws or conduct detrimental to the good of Charles Drew Premedical Society shall constitute grounds for impeachment.

Section 3. The impeached officer shall receive from the Secretary, or if the Secretary be impeached from the President, a statement of the charges together with the names of the persons. The impeached officer shall have the right to speak in his or her defense prior to the Executive Board's vote on whether or not to remove the impeached officer from office.

Section 4. An officer may only be removed from office by a two-thirds vote of the Executive Board.

## **Article VIII. PROVISIONS**

Section 1. Only one person may hold the office of President, Vice President, Secretary, Events Coordinator, Publicity Manager, or Treasurer at any given time.

Section 2. No person who has completed three years of college may hold the office of Vice President at the same time as a President who has also completed three years of college.

Section 3. Executive Board may elect no more than two persons to hold the offices of Senior Advisor, Junior Advisor, Director of the High School Pipeline Program, Barnard Liaison, Underclassman Liaison or Director of the Premedical Undergraduate Mentoring Program.

Section 4. It shall not be necessary for the Executive Board to elect an Events Coordinator until the end of the Academic year wherein this Constitution is ratified.

Section 5. The Executive Board may from time to time elect a Junior Advisor to the Executive Board in recognition of that person's outstanding service to the Society

Section 6. The Junior Advisor shall advise the Society on all matters where past experience is useful. No person shall hold the office of Junior Advisor who shall not have completed at least two years of college by the end of the academic year in which they are elected and who has not held an office on the Executive Board for at least one year.

Section 7. This article shall not be so construed as to affect the election or term of any officer chosen prior to the tenth month of the year two thousand nine.

Section 9. The Director of the Premedical Undergraduate Mentoring Program shall coordinate any and all efforts related to the Premedical Undergraduate Mentoring Program with the assistance of the Treasurer, Publicity Manager and Events Coordinator.

Section 10. The Barnard Liaison shall coordinate any and all efforts related to meeting the specific needs of Barnard College's students with the assistance of the Publicity Manager and Events Coordinator.

Section 11. The Underclassman Liaison shall coordinate any and all efforts related to meeting the specific needs of underclassmen students with the assistance of the Publicity Manager and Events Coordinator.

Section 12. The Shadowing Program Coordinator shall coordinate any and all efforts related to developing and maintaining a shadowing program designed to benefit the general body of the Society

### **Article IX. THE BYLAWS**

Section 1. The Bylaws shall constitute the day to day rules governing the Society.

Section 2. The Bylaws may be amended by a two-thirds vote of the Executive Board.

Section 3. Amendments to the Bylaws shall go into effect immediately upon their adoption.

### **Article X. THE ADVISORY BOARD**

Section 1. There shall be an Advisory Board of the Charles Drew Premedical Society.

Section 2. The Advisory Board shall be composed of those distinguished persons who are not undergraduate or Post-baccalaureate students but have aided the Society in the pursuit of its goals.

Section 3. A simple majority of votes of the Executive Board shall be sufficient to elect a person to the Advisory Board.

### **Article XI. AMENDMENTS**

Section 1. Whenever the President or two-thirds of the Executive board shall deem it necessary, they shall call a Convention for proposing Amendments, which shall be valid to all intents and purposes, as part of this constitution, when ratified by three-fourths of the Executive Board and its supporting officers.

Section 2. Amendments to this constitution go into effect immediately upon their adoption.

This Constitution of the Charles Drew Premedical Society was revised by

Christopher Travis, CC '11  
Publications Editor  
Charles Drew Premedical Society

And agreed upon by all members present at the Charles Drew Constitutional Convention of Fall 2009

## **The Bylaws of the Charles Drew Premedical Society**

### **Chapter I. Executive Board Meetings**

Section 1. This Society shall hold Executive Board meetings every Sunday during the University term at Four (4:00) P.M, or at a time deemed more suitable by the President.

Section 2. The foregoing section is subject to alteration on motion.

Section 3. The order of business shall be:

1. The Executive Board called to order.
2. Calling of the Roll.
3. Reading of minutes.
4. Old business.
5. New business.
7. Adjournment.

### **Chapter II. Protocol**

Section 1. When any member wishes to speak he or she shall raise his or her hand at which point the President shall choose whether or not to recognize the speaker and give him or her the floor.

Section 2. In order to address the current speaker, a questioning member must raise his or her hand and wait to be called upon.

### **Chapter III. Supporting Officers**

Section 1. The supporting officers of the Society shall be the Webmaster, Historian, Publications Editor, the members of the Organizational Committee, the members of the High School Pipeline Program Committee.

Section 2. Members of the Executive Board may simultaneously hold a supporting office. A supporting officer may hold the same office more than once.

Section 3. The Webmaster shall maintain the website of the Society.

Section 4. The Historian shall keep both written and photographic records of the Society's events.

Section 5. The Publications Editor shall edit all publications of the society and when necessary draft any documents for the Society.

Section 6. The members of the Organizational Committee shall assist the society in flyering, developing community service projects, planning social events, fund raising, and physically prepare for events. They shall be under the supervision of the Director of the Organizational Committee

Section 7. The members of the High School Pipeline Program Committee shall assist the Director of the High School Pipeline Program in all of their programmatic efforts

Section 8. All supporting officers except committee member shall report to the President or the Executive Board at large.

#### **Chapter IV. Updates to the Constitution and Bylaws**

Section 1. When the Executive Board shall pass an amendment to the Constitution or Bylaws, it shall be the duty of the Publications Editor, or Secretary if there is no Publications Editor, to update the Constitution or Bylaws with the new text.

#### **Chapter IV. Definitions**

Section 1. The “Notice in advance” referred to in Article IV, Section 3 of the Constitution shall be defined as communicating to a member of the Executive Board member that one will not be attending any scheduled meeting at least twenty-four hours before that meeting.

Section 2. The “timely manner” in Article VI, Section 3 of the Constitution shall be defined as within forty-eight hours of the end of the meeting.

#### **Chapter V. MAPS and SNMA**

Section 1. The Charles Drew Premedical Society agrees to serve as the Columbia University Chapter of the Minority Association for Premedical Students (MAPS).

Section2. The Society agrees with MAPS stated goals of providing “underrepresented pre-med students with knowledge, skills, and experience that are both prerequisite and concomitant to professional participation in health care fields” and “improving minority matriculation in professional health programs with a particular focus on medicine”.



Section 3. As the Charles Drew Premedical Society is the Columbia University Chapter of MAPS it is also affiliated with Student National Medical Association (SNMA).

Section 4. The Society shall hold at least one event per year with the Columbia University Chapter of SNMA.

Section 5. The Society shall renew its membership with MAPS annually.

Section 6. The Society shall pay dues to MAPS annually

Section 7. A minimum of two members of the Executive Board must be associate members of MAPS.