

# **Respiratory Therapy Club Constitution**

## **Article I: Name of Organization**

The name of this organization shall be the Respiratory Therapy Club.

## **Article II: Purpose**

To promote Respiratory Therapy, and organize and arrange Respiratory Therapy related functions.

## **Article III: Membership**

Anyone enrolled in the Respiratory Therapy Program is eligible to join.

## **Article IV: Qualifications and Election of Officers**

- President must have at least a 2.5 GPA.
- Officers are: President, Vice President, Treasurer, Secretary, Historian, Special Events Co- Chairpersons, Senator, and First Year Representative(s).
- Elections will be held in the spring semester. Nominations will be made and voted on by members of the club via secret ballot.
- The Executive Council consists of all the club officers.

## **Article V: Duties of the Officers**

- The President shall preside over meetings, and oversee all activities. It will also be his/her responsibility to attend the advisory committee and CSRC meetings and/or designate a liaison in their absence. The President shall act as a facilitator to meetings and to the club; insure that a printed agenda is distributed prior to meetings; insure the officers meet at least once a month; and insure that meetings follow club manual guidelines.
- The Vice President shall assume the duties of the president in his/her absence. The Vice President shall maintain organization and communication of information; email officers (and/or members) of meeting times; and act as liaison to the first year students.
- The Treasurer shall keep track of club funds, collect membership dues, and pay bills. The Treasurer shall handle all financial transactions for the club; provide the monthly meeting with a monthly statement (obtained from SOCC/ College Financial office); have an up-to-date balance amount available by the beginning of each meeting; and maintain on-going budget— during meetings, provide a reality check of what funds are available (or not available) for funding a proposal.
- The Secretary shall maintain and post minutes of meetings in a public place available to all students; and maintain all club documents.
- The Historian shall keep a running account of the years' class activities, for the purpose of producing for each student a CD or some other permanent recording.

- The Special Events Co-Chairmen shall investigate, organize, and oversee various club events and field trips.
- The Senator shall represent the Club at various meetings and functions with other groups, by speaking on its behalf and reporting back from these meetings
- The First Year Representatives act as facilitators to meetings on behalf of 1<sup>st</sup> year students; Help facilitate communication between first and second year classes; Assist in liaison process currently managed by Vice President; Organize initiatives on behalf of the first year class: Model/provide leadership for first year students; and are responsible for attending the following meetings:
  - Attend Club Officer meetings
  - Primary responsibility for SOCC meetings in absence of other officer attendance
  - Primary responsibility for ASSC meetings in absence of other officer attendance
  - Attend General Club meetings
  - Advisory Committee meetings
  - CSRC meetings

Failure to attend three SOCC meetings will put the club on probation

**Article VI: Executive Council**

- The Executive Council shall hold an Officers Meeting at least once a month.
- Duties of the Officers shall be to govern activities for the club and compile agendas for general meetings.
- Attendance by all representatives is encouraged, attendance by at least one is mandatory.
- All Officers have ones vote each, and vote individually as members during General Meetings.

**Article VII: Impeachment and Replacement of Officers**

- An officer may be impeached only by a 2/3 vote of the membership in quorum, if present; following a one-week's notice of intent.
- New officers will be elected immediately following impeachment.