Constitution of the Health Professions Club of
Northern Kentucky University
(Adopted Oct. 94, Revised Oct. 95, and Jan. 98)

Article I

Name of Organization

The organization will be known as the Health Professions Club of Northern Kentucky University.

Article II

Objective

The objective of the Health Profession Club is to promote interest in the areas of health professions, and to provide information to students interested in pursuing a career in a health related profession.

Article III

Membership

Members of this organization shall be defined as those who have paid their yearly dues, to be determined by majority vote of membership, affixed their signatures to an official University student registration sheet, and are currently in good academic standing with Northern Kentucky University. Members are then registered with the organization for one year. The Executive Council then has the power to establish additional membership requirements with the approval of the faculty advisor and two-thirds vote of a quorum (a number equal to fifty percent of members who meet all membership requirements, plus one). A student of NKU may become a voting member of the Health Professions Club and may become an officer of such, in accordance with the provisions of Article IV.

Article IV

Election of Officers

The officers of the Health Professions Club shall be President, Vice President, Secretary, and Treasurer. Elections of officers will be conducted at a meeting in April from nominees chosen by nominations from the floor. Voting will be done by secret ballot. Officers shall take office in May and shall hold office for one year, or until their successors are duly elected.

A person must be a member of the Health Professions Club for three weeks, have attended at least two meetings, and have been a member within the semesters, in order to vote on the election of and removal of officers.

A written proxy will be accepted for voting purposes in each primary election. In these instances, the Secretary must be contacted at least three days prior to the election. Any vacancy of an office may be filled by appointment by action of the President or Executive Council.
Article V

The Executive Council

The Executive Council, consisting of the President, Vice President, Secretary, and Treasurer, may act upon matters that require immediate action. The Executive Council may appoint committees to assist it when deemed necessary. Any member may attend an Executive Council meeting, unless otherwise posted, but may not cast a vote.

Duties of Officers

Section A. President

1. Conduct meetings in a manner appropriate to the occasion.

2. President at the Executive Council meetings.

3. Introduce guest speakers.

4. Prepare regular meetings and arrange a program of some sort for each meeting.

5. To appoint a Chair of Public Relations whose duties are:

   a. Advertise all Health Professions Club functions.
   b. Report Health Professions Club news to the newspaper when needed.
   c. Inform member of approaching activities.
   d. Appoint a Public Relations Committee, if necessary, and serve in an ex officio capacity on that Committee.

   e. To appoint a Chair of Intramural Activities whose duties are:
      a.) Organize Intramural activities or appoint an Intramural Committee, and
      b) serve in ex officio capacity on the Committee.

Section B. Vice President

1. Conduct meeting and assume the responsibilities of the President in his or her absence.

2. Prepare field trips, picnics, or other functions of the Club, which are performed outside of regularly scheduled meetings.

3. Organize guest lectures and discussions.

4. Appoint an Outside Activities Committee, if necessary, and serve in an ex officio capacity on the Committee.
Section C. Secretary

1. Record minutes of each club meeting and post them in a designated location within three school days after each meeting.
2. Take attendance.
3. Make all correspondence.
4. Keep a written record of ballots during an election.

Section D. Treasurer

1. Collect dues and assessed monies
2. Keep records of receipts and expenditures and make them available to any member upon request.
3. Give a report of finances at each meeting.
4. Maintain an account of such monies.

Article VI

Faculty Advisor

The Health Professions Club shall have a Faculty Advisor whose duties are to advise the club both in its local and its relations to the club. The Advisor shall be kept informed of all club activities and shall advise the club on any policy. The Faculty Advisor shall be elected during every 3rd officer election.

Article VII

Amendments

The Constitution of the NKU Health Professions Club will be amended at any regular meeting by any voting member submitting a written petition signed by one-third of the membership and upon a majority vote by the membership present to ratify that amendment. In order to ratify an amendment, a quorum must be present. Written notice to all members must be made one meeting (at least two weeks) prior to actions on an amendment.

Article VIII

Right to Membership and Hold Office

The NKU Health Professions Club will not restrict membership or eligibility to be an officer on the basis of race, religion, gender, creed or national origin.
Article IX

Prohibition of Resources

The NKU Health Professions Club is forbidden to use the finances or other organizational resources for the personal use or benefit of an individual or a small group of members. Any violation of this amendment shall be taken directly to the Faculty Advisor.

Article X

Income for the Organization

It is the responsibility of the Executive Council with the approval of the general membership at a scheduled meeting to instigate the means of acquiring income to finance the activities of the organization.

BYLAWS

I. Meetings

Section A.

Business meetings will normally be held monthly. Program meetings will be determined by the Executive Council and scheduled at the beginning of the fall semester. Notification of all meetings should be made as soon as possible, in the form of a posted agenda.

Section B.

Conduct of Meetings

1. Call to order.
2. Report of the Executive Committee
4. Unfinished business.
5. New business.
7. Program.
8. Adjournment.

Section C.

Meetings of the Executive Council shall be conducted when deemed necessary.
II. Availability of the Constitution

So that every member of the Health Professions Club will be knowledgeable of the rules and regulations governing the club, each incoming member will be provided with a copy of the Health Professions Club Constitution (upon remittance of all dues).

III. Membership dues

Annual membership dues will be determined by a majority vote on the last meeting in April for the upcoming year.