

Physician Assistant Club  
October 19, 2011

### Preamble

We, the students at the University of Delaware, do hereby form the organization known as Physician Assistants Club, for the purpose of helping fellow students through the process of becoming a Physician Assistant. Also, to supply resources such as visiting schools, helping with application process, and having professional Physician Assistants speak and advice.

### Articles

- I. **Name of the group** - The organization shall be known as Physician Assistant Club.
- II. **Object of the organization** - The mission of our club is to help others learn more information about the career of a Physicians Assistant and the process of applying to PA schools. We hope to supply resources such as visiting PA schools, talk to PA's and find out what a day on the job is like, and also provide volunteer opportunities for members. We would also like to guide undergraduate students in the courses they should be enrolled in and the steps they should be taking to achieve acceptance into PA school.
- III. **Qualification/Criteria for selecting membership** - Members will be defined as any full-time undergraduate student at the University of Delaware who is interested in becoming a Physician Assistant. There are no restrictions on the size of our group and no prior requirements. There is no GPA requirement.
- IV. **Non-Discrimination Clause** - The organization agrees to adhere to all policies and procedures of the University, and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This organization is a viable, functioning organization, composed of at least six full time undergraduate students, and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- V. **Duties and privileges of membership** - To be a full member in the Physician Assistants club we will require the student to attend a certain amount of meetings per semester. Full members will have the privilege to attend all events held by the club
- VI. **Absence Policies** - As long as the student accumulates a total of ten points a year there will be no penalties for absence.
- VII. **Policies and Procedures for Disciplining/Removing members** - Any member who does not accumulate a total of 5 points a semester will not be eligible to run for the executive board or call themselves a member.

- VIII. **Qualification for Officers** - There will be no GPA requirement, but all officers must be full time members of the club for at least one year prior to election.
- IX. **Officers**
- a. **Section 1: President** - Shall have the duties of calling and running meetings and handling day-to-day affairs. The president shall be responsible for all required paperwork and for the registration of the Registered Student organization (including Start-of-the-year, Mid-Year, and End-of-the Year packets. The president will receive all information from the activities and programs office from an undisclosed email database. The President will help to appoint special committees and respond to questions about the club via email.
  - b. **Section 2: Vice President** - Shall be in charge of membership, taking attendance, and will also work closely with the President.
  - c. **Section 3: Treasurer** - Shall be responsible for all group expenditures. The treasurer shall keep the checkbook balanced, help us stay within our budgets, collect fees, and be in charge of requesting funds from the allocation board.
  - d. **Section 4: Secretary** - Shall record all meetings, book meeting rooms, and times, and other miscellaneous records needed to be kept by the executive board. Also, the secretary shall be in charge of keeping the contact list, with all of the member's information that is needed.
  - e. **Section 5: Webmaster** - Shall be responsible for creating and maintaining the clubs website.
  - f. **Section 6: Public Relations Chair** - Shall be responsible for contacting Professionals to come to the university and speak to the club. Shall also be in charge in advertising our club and meetings.
- X. **Election of officers**
- a. **Section 1: Procedure for disciplining/Removal of Officers** - Officers may be removed in the case that they are not accomplishing their duties. A 2/3 vote is needed by the current executive board to finalize the decision. Also, expulsion from the university leads to removal of the officer.
  - b. **Section 2: Resignations** - For an officer to resign they must give a two week notice to the executive board, but may stay in the club as a full member.
- XI. **Section 3: Officer Transition**- Elections should be held 3 weeks prior to the last day of classes. Officers will then be trained by the current executive member on the duties they are to fulfill. Officers may keep their positions from one year to another or they may run for another position.
- XII. **Meetings**-The club will have at least one general meeting a month, along with other special events, and the executive board will meet at least twice a month.
- XIII. **Dues**- As mentioned previously, every full time member will be required to pay a ten-dollar due per year to be considered a full time member.

- XIV. **By-Laws** -A 2/3 vote or majority of the executive board is required to approve by-laws or changes in existing by-laws.
- XV. **Procedures for decision-making**- Important decisions needed to be made by this club will be made by a 2/3 vote of the executive board.
- XVI. **Selecting of an advisor**- The advisor must be a full time professional faculty member of the University. The role of the advisor in our society will simply be to advise us if we have any questions. The advisor will not be attending any meetings or events. This organization has the right to change their advisor at anytime.
- XVII. **Disbursal of organizational assets should the group become defunct**- The University of Delaware shall inherit the assets of the Physician Assistant Club should the group become defunct.
- XVIII. **Define quorum**-Any important decisions must be made with a majority vote of the executive board members, including at least either the president or the vice president.
- XIX. **Rules for ratifying the Constitution**-Approval of changes to the constitution requires 2/3 or the majority vote of the executive board and approval of the Activities and Programs office.
- XX. **Rules for amending the Constitution**- Adding article/sections to the constitution requires a 2/3 vote or majority of the executive board.

**Signatures:**

**President:**



**Vice President:**



**Activities & Programs Staff:**



**Date:**

10/28/2011