

# Pre-Surgical Society

## Constitution

### Preamble

“We, the students at the University of Delaware, do hereby form the organization known as the Pre-Surgical Society for the purpose of exploring the many fields of surgery by providing students who are pursuing a career in surgery an opportunity to view live surgeries and attend lectures regarding surgical procedures.”

- I. **Name of the group-** The organization shall be known as The PreSurgical Society of UD.
- II. **Objective of the Organization-**With the assistance of our advisor we will schedule trips to Christiana Hospital to view live surgeries. Lectures will be held describing surgical procedures and the future of surgery. Once established, we will raise money to help pay for medical expenses for the underprivileged.
- III. **Affiliation-** The Pre-Surgical Society is not affiliated with any other pre-existing groups or organizations.
- IV. **Qualification for Selecting Members-** In order to be considered a member, one must be a full time, matriculated undergraduate student with a cumulative GPA of 3.2 or higher. A member will be eligible to view live surgeries, hear lectures and run for a position on the executive board as long as GPA requirements are met. In order to provide a strong foundation, for the 2010 Fall semester, there will be no limit on the size of the organization. Freshman must wait until the Spring semester of their freshman year to apply, as well as meet the required GPA of 3.2.. No students on academic probation will be allowed to be part of the organization.
- V. **Non-Discrimination Clause-**The organization agrees to adhere to all policies and procedures of the University of Delaware and all local, state and federal laws. Members will become acquainted with policies and procedures in the Official student handbook 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.
- VI. **Duties and Privileges of Membership-**Members are expected to attend meetings, live surgical observations, surgical lectures and if asked, fill a vacant executive board position until an election can be held. Membership privileges include being invited to view live surgeries and listen to lectures by professionals in the medical field who have volunteered their time for the organization.

- VII. **Other types of non-voting or representing membership**-Any part time undergraduate, graduate students, alumni or community members associated with this organization are not allowed to vote, hold office or count towards the group's membership.
- VIII. **Absence Policies**- If a member misses two consecutive meetings without proper notification, they will be subject to being dismissed from the organization as decided by the executive board.
- IX. **Policies and Procedures for Disciplining/Removing members**- All members of the organization must act in the best interest of the organization and follow its' guidelines. Any disrespect, misconduct or failure to follow the University's and subsequently the organization's expectations regarding behavior will result in dismissal.
- X. **Qualifications for Officers**- All executive officers must be full time matriculated undergraduate students at the University of Delaware with a GPA of at least 3.2. All potential officers must be able to complete a full academic school year in their position. Any second semester seniors or students doing study abroad for the fall of spring semesters cannot hold positions on the executive board.
- XI. **Executive Board Members**

a. **President**- The President of The Pre-Surgical Society will be in charge of calling and running meetings and handling day-to-day affairs. The President shall be responsible for registration of the Registered Student Organization and all required paperwork for the continuation of the organization (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 decide the need of action for all special committees. He or she must also communicate with the academic advisor in order to schedule live surgeries and lectures as well as any other events that may be held.

b. **Treasurer**- The treasurer will be responsible for all expenditures and revenues. He or she will write all checks and have all checks signed by the Activities and Programs staff. The treasurer will handle collection of all dues (once implemented) and will be responsible for requesting funds from the allocation board. The treasurer will also be responsible for ensuring funds raised for charity are allocated to the proper charities. All treasurers must take the required University workshop on how to handle an organization's funds before they officially take their seat on the executive board.

c. **Vice President**- The Vice President will assist the President with his/her responsibilities, such as coordinating lectures, verifying the schedule of surgeries for live viewing as well as run meetings if the President cannot be present. He/she will also be responsible for checking the organization's mailbox and for disseminating information about activities offered by other Registered Student Organizations.

d. **Secretary-** The Secretary will take notes of all matters discussed in meetings, keep record of all members present at events and meetings as well as serve as historian in order to pass on accurate information. He/she will also update the membership list and email database.

e. **Public Relations Chair-** the Public Relations Chair shall be responsible for submitting press releases, promoting charity events and ensuring the organization is represented at events designed to build membership.

f. **Webmaster-** Once a webpage is established, the Webmaster is responsible for maintaining and updating the organization's web page. The webpage must be approved by the executive board.

**XII. Election of Officers-** Elections will be held one month before the last day of classes.

Anyone who wants to run for an open position on the executive board will have to present the current president with a short paragraph explaining why they are qualified to run for the chosen position and will also present it to the organization. Votes will be counted by secret ballot. A tie will be decided by the previous year's executive board after reviewing each candidate's qualifications and previous experience.

**Section 1: Procedure for Disciplining/ Removal of Officers-** An officer will be warned if they are not performing the responsibilities of their office. If they are unable to correct the problem, a qualified member of the organization will be asked to fill the vacant office until an election can be held.

**Section 2: Resignations-** If any officer wishes to resign, they will be asked to give notice at least two weeks before the next scheduled meeting. This will allow time to notify the members of a vacant position and election. If the officer must leave immediately a qualified member will be asked to fill the position until an election can be held.

**Section 3: Officer Transition-** End of the year elections will be held one month before the last day of the Spring semester. Beginning with the 2011 Spring semester, incoming officers will have an opportunity to apprentice with the outgoing officer for the last month of the school year in order to aid a smooth transition. The incoming officer will become competent in the responsibilities, policies and procedures associated with their position, introduced to the Activities & Programs Office and staff as well as begin to plan the next year's events.

**XIII. Meetings-** General meetings will be held once a month for the entire organization. Executive board meetings will be held as needed. The President will meet and communicate with the advisor as necessary.

**XIV. Dues-** No dues will be required to join. In the case when events or activities require a fee, members who would like to participate, will pay on a per event basis.

**XV. By-Laws-** In order to ratify a by-law, a 2/3 vote of the entire organization, including all executive board members will be mandatory.

XVI. **Procedures for Decision making-** (Look at Robert's Rules of Order regarding decision making).

XVII. **Establishment of Committees-** In order for a committee to be formed, a request for action will first have to be acknowledged by the President. A 2/3 vote in favor of, by the organization will be required to form a special committee. If yes, the member who requested the committee will ask interested members to join. A short interview will be held to pick committee members if interest is too large.

XVIII. **Selection of an Advisor-** The advisor for The Pre-Surgical Society must be a full time professional faculty or staff member of the University of Delaware. No part time or graduate student may serve as advisor. He/she will help setup/coordinate monthly events, make it easier for the organization to communicate with lecturers as well as surgeons, and give advice.

XIX. **Disbursal of organizational assets should the group become defunct-** The University of Delaware shall inherit the assets of any Registered Student Organization should the group become defunct.


XX. **Define a Quorum-** In order for business to be conducted at general meetings, at least 50% of the membership must be present and 4/6 of the executive board. For decisions to be made by the executive board 100% of the officers must be present. (For example: Filling a vacant board position in an emergency situation or dismissing a member).


XXI. **Rules for Ratifying the Constitution-** Approval of changes to the constitution requires a 2/3 vote of the entire organization.

XXII. **Rules from Amending the Constitution-** Adding articles/sections to the constitution requires a 2/3 vote of the entire organization and advanced notice to all members of the proposed amendment.

Signatures:

President: 

Vice President: 

Activities and Programs Staff: 

Date: 10/28/10

UNIVERSITY OF DELAWARE  
RECEIVED

OCT 28 2010

OFFICE OF  
ACTIVITIES & PROGRAMS

**UNIVERSITY OF DELAWARE  
ACTIVITIES & PROGRAMS      UNIVERSITY OF DELAWARE  
REGISTERED STUDENT ORGANIZATION PROFILE      RECEIVED**

DATE: 10/27/10

NOV 28 2010

NAME OF RSO: The Pre-Surgical Society of the University of Delaware

THE PURPOSE OF THIS RSO

**ACTIVITIES & PROGRAMS**

The purpose of this RSO is to explore the many different surgical specialties.

DESCRIBE THE SPECIFIC GOALS AND OBJECTIVES OF THE RSO AS THEY RELATE TO THE PURPOSE:

The objective is to give as many members as possible the opportunity to view live surgeries at Christiana Hospital and the chance to attend lectures by local surgeons and medical professionals.

DESCRIBE WAYS WHICH THE UNIVERSITY COMMUNITY MAY BENEFIT FROM THIS GROUP BECOMING A RSO:

The University community may benefit from this RSO by giving students an experience they would not normally be afforded as well as an opportunity to take part in charity associated with this organization.

DESCRIBE HOW THE INDIVIDUAL MEMBERS WILL BENEFIT FROM THE ORGANIZATION:

This RSO will give students interested in a career in the medical field the opportunity to experience the medical environment and learn about a career as a surgeon first hand.

DESCRIBE THE NATURE OF ANY RELATIONSHIP, FINANCIAL OR OTHERWISE, THAT THIS ORGANIZATION HAS WITH ANOTHER STUDENT ORGANIZATION, UNIVERSITY DEPARTMENT, OR A LOCAL, STATE, NATIONAL OR INTERNATIONAL ORGANIZATION OR AGENCY:

This organization will be working with Christiana Hospital to provide lectures by surgeons and the opportunity to view live surgeries.

DESCRIBE ANY INVOLVEMENT THE ABOVE GROUP HAS IN THE FINANCIAL POLICY OR PROGRAM DECISIONS OF YOUR ORGANIZATION:

None

BEYOND BEING A FULL-TIME MATRICULATED UNDERGRADUATE, LIST ANY QUALIFICATIONS FOR MEMBERSHIP (INCLUDING DUES) AND/OR FOR HOLDING OFFICE:

No first semester freshmen can join. Eventually a GPA requirement of 3.2 will be implemented.

ANY ADDITIONAL COMMENTS ABOUT YOUR ORGANIZATION:

Eventually I hope this organization will become a powerful fund raiser for charitable organizations benefitting the underprivileged in need of medical procedures.