

Student Organization Name: Pre-Medical Honor Society

Date Prepared: July 2, 2020

Article I - Name

The name of our organization is “Pre-Medical Honor Society.” The acronym utilized for our organization is “PMHS.”

Article II - Purpose

The purpose of PMHS is to provide resources and opportunities for pre-medical students at Berkeley to further their understanding of what a profession in medicine entails and to offer guidance on the path towards becoming a medical student. We recognize pre-medical students who have distinguished themselves in the academic and campus community in order to form a group of students who are successful in a diverse array of fields and experiences. PMHS also aims to serve as a resource for all pre-medical students at UC Berkeley and to also serve the greater community of Berkeley through volunteering and outreach events.

Article III - Membership

Section I: Only currently registered students, faculty, and staff may be active members in a registered student organization. Only active members may vote or hold office. Members must have completed one semester at UC Berkeley. Members who are second semester freshmen must hold a cumulative grade point average of 3.700 or higher, and have earned an A- grade or higher in at least one pre-medical science requirement (i.e. Chem 1A, Bio 1A, Physics 8A, etc.) Members who are in their sophomore year or higher must have a minimum grade point average of 3.500 or higher, and have earned a letter grade of B or above in at least three science classes (excluding Nutritional Sciences 10, Astronomy 10, and Physics 10). Transfer students will be considered on a case-by-case basis. Students who do not meet the GPA requirement, but have distinguished themselves in their extracurricular activities will be considered on a case-by-case basis.

Eligible students must submit an application including a copy of their transcript, resume, and completed application form. Applications will be evaluated by the officers of the organization. The officers of the organization reserve the right to make exceptions under special circumstances and discontinue membership for those who fail to observe these stipulations or University regulations.

Section II: Upon acceptance into the organization, members will pay membership dues at the first general meeting. Membership dues are as follows:

New member, one semester: \$30

New member, two semesters: \$50

Returning member, one semester: \$25

Returning member, two semesters: \$35

Club funds will be spent on club activities and associated costs, including but not limited to club T-shirts, professor luncheons, and food at club events.

Section III: To maintain good standing within the organization, all members are expected to accrue at least 5 “points” per semester, with at least 1 point in each of the following categories: Community Outreach, Professional Networking, and Internal. For most events, members will receive 1 “point” for every 1 hour they spend participating in club activities, although specific exceptions may vary in point value. The point value of each event will be explicitly announced prior to each event.

If a member fails to meet the 5 point requirement, he/she will be placed on probation the following semester. Members on probation are not eligible to attend certain events, including but not limited to professor luncheons or medical school tours. If a member on probation again fails to meet the 5 point requirement, he/she will be dismissed from the club.

The officers of the organization reserve the right to waive this requirement for members under extenuating circumstances.

Section IV: We will not have according to California State Law.

Section V: We will not restrict membership based upon race, color, national origin, religion, sex, gender identity, pregnancy (including pregnancy, childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (including membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.)

Article IV – Executives, Officers & Elections

Section I: All executives and officers are expected to attend officer meetings, maintain clear and timely communication, serve as signatories as needed, and represent PMHS in relevant communities. All executives and officers are responsible for the planning, publicity, and execution of their own events, as well as maintaining records of member attendance throughout the entire semester. As representatives of PMHS, all executives and officers must utilize and display professional and appropriate language and behavior in all PMHS-affiliated communication.

Section II: The roles listed below comprise the Executive Board. Each executive will also have individual responsibilities, as outlined in the following descriptions:

President: The President will oversee all other officers and ensure that the organization runs smoothly, schedule and run officer meetings, delegate responsibilities to the officers, oversee club finances, and see that the policies and principles of PMHS are upheld. The President will also serve as the organization’s primary contact and facilitate communication between the club and faculty advisor.

Vice President: The Vice President will work with the President to oversee the officers and ensure that the organization runs smoothly, planning and making formal club decisions with the President. During the Spring semester, the Vice President will also be responsible for overseeing the interns.

Executive Advisor: Each President will serve as Executive Advisor in his/her last semester before graduation during the turnover spring semester. The Executive Advisors will oversee the new President's first semester of the term and facilitate the transition of the organization from the existing officer group to the new one. The Executive Advisor will also host a Senior Night, where club seniors host a panel event where they discuss their college experiences.

Section III: The roles listed below comprise the Officer Board. Each officer will also have individual responsibilities, as outlined in the following descriptions:

Financial Officer: The Financial Officer will manage the organization's finances and organize fundraisers. Club funds will be spent on club activities and associated costs, including but not limited to club T-shirts, professor luncheons, and food at club events.

Professional Development Officers: The Professional Development Officers will host academic information sessions throughout the semester. There will be two Professional Development Officers - an Underclassman Professional Development Officer and an Upperclassman Professional Development Officer. The Underclassman Professional Development Officer will recruit lower division students during the fall semester. The Upperclassman Professional Development Officer will organize and execute one mock interview event per semester.

Mentorship Officer: The Mentorship Officer will assign mentorship pairs for the PMHS internal mentorship program and host at least one event for participating members. The Mentorship Officer will also reach out to local high schools to facilitate pre-medical mentorship sessions between PMHS members and high school students.

Networking Officer: The Networking Officer is responsible for organizing and executing each semester's doctor panel. The Networking Officer will also assist in the planning of the organization's banquet. This officer will also lead the Career Development Committee to organize members in assisting in the planning of the panel and other networking events.

Publicity Officer: The Publicity Officer will maintain the organization's website and improve upon club branding materials as needed, including but not limited to the organization's banner and logo. The Publicity Officer will also work on publicizing club events, through making fliers and advertising on social media.

Administrative Officer: The Administrative Officer will maintain the organization's weekly newsletter, take minutes at officer meetings, manage the club email, and ensure that the organization is properly registered with ASUC.

Outreach Officer: The Outreach Officers will organize with other Berkeley groups or community organizations to host joint events or present opportunities for our members to participate in community outreach events to better our campus and community. There will be two Outreach Officers with one focused on Off-Campus connections and the other looking into On-Campus opportunities. These events include, but are not limited to, professor luncheons, medical school informational sessions, and medical school tours.

Academic Officer: The Academic Officer will be in charge of inviting medical school admissions counselors to speak to our club, as well as provide tutoring events and helpful resources for the medical school requirements.

Interns: Each spring semester, Interns will be chosen as needed to learn from graduating officers before taking over the officer position the following fall, if the Interns are in good standing.

Section IV: Officers will be chosen through a careful application and interview process. Interested members will fill out a written officer application form, to be submitted for review by all current officers. The officers will then collectively decide upon the applicants that will be invited to an in-person interview. The officers will then vote on the applicants to whom an invitation to join the officer board will be extended. Interview and officer position invitations will be based upon the applicant's past involvement in the organization, motivation to become an officer, and proposed ideas for how to improve and adapt the organization to the needs of the members.

The term for each member of the Officer Board is for the semester for which the invitation is offered. The President will invite each officer to return to the Officer Board each subsequent semester, contingent on the officer fulfilling all assigned responsibilities as outlined above in Article IV, Section I in the previous semester. Returning officers do not have to submit a new application for each semester.

Officer position turnover will occur each semester, with the President and Vice President position being held for a one-year term (spring semester and fall semester the following year). The previous President will serve as Executive Advisor until their graduation.

In the event, a President feels they need assistance in fulfilling their duties, they may appoint a Vice-President or Co-President as per the same guidelines for filling other officer positions as outlined previously in this article. In that case, the President and Vice-President or Co-Presidents will be considered the Executive Committee. All responsibilities ascribed to the Executive Committee are detailed under Article IV, sections I and II.

The interns of each Committee will be chosen by its respective head and the President through a careful application process. The term for members of each committee is for one semester at a time, the semester for which the invitation is offered. Members of each committee in good standing are eligible to seek re-appointment each semester.

Section IV: If any of the officers do not adequately fulfill their responsibilities, he/she will be asked to resign from their position. All officers will be held to a "Three Strikes" Policy. The President will charge one strike to an officer if he/she commits any of the following infractions:

- Unexcused absence from an officer meeting, general meeting, or event for which he/she is responsible
- Excessive tardiness to an officer meeting or general meeting, or event for which he/she is responsible
- Severe negligence of an assigned task

An officer who has accrued three strikes in one semester can be dismissed from the Officer Board by the President. All officers will have their strike counts reset to zero at the end of each semester.

An officer who has not violated the Three Strikes Policy but has otherwise demonstrated severe neglect of his/her responsibilities can be removed with a 2/3 vote of all other officers. If the officer board is able to cover all necessary responsibilities without the removed officer, the position will not be refilled for the remainder of the semester. If the officer board unanimously decides to seek a replacement officer, the same application and interview process mentioned in Article IV, Section IV will be implemented.

Committee interns will also be held to the same “Three Strikes” Policy. A member of the committees who has not violated the Three Strikes Policy but has otherwise demonstrated severe neglect of his/her responsibilities can be removed with a 2/3 vote of the committee head and the President.

Article V - Meetings

Section I: The President will call all officer meetings, at which all the officers will decide on when to hold the general meetings for the organization as a whole. Officer meetings will be held as needed at a day and time decided upon by the officer group within a week of the meeting. Each meeting will require a quorum of at least three officers, of which one must be the President. If an officer needs to be absent from a meeting, he/she must provide updates through a fellow officer or email. General meetings will be held 1 time a semester. The officers will collectively decide on the general meeting date at the beginning of each semester.

Section II: General meetings that involve all PMHS members will not take place under emergency call. Special emergency officer meetings may be scheduled and will be done so via email with at least 24 hours’ notice.

Article VI - Constitutional Amendments

Section I: Amendments to the constitution may be proposed in writing by officers or general members. They can be submitted at any meeting, and submission must be done in person in the presence of all officers.

Section II: The officers will critically examine the amendment before any voting occurs. At least 2/3 of the officers must approve the amendment before it is put to a vote before all members of the organization. If the amendment passes the officer pre-screen, it will be put to a vote before all members at the following general meeting. If 2/3 of the attending members do not vote in favor of the amendment, the amendment will be stopped and considered dead. If a least 2/3 of the members vote in favor of the amendment, it will pass and be implemented in the constitution. All members will be notified of the amendment voting procedures and the date of voting if the amendment passes the officer pre-screen.

Section III: All amendments, additions or deletions to this document must be filed with the LEAD Center in 432 Eshleman Hall.

Article VII - Dissolution

Section I: In the event that PMHS no longer acts towards achieving the objectives and fulfilling the purposes outlined in Article II of this constitution, the officers may vote to dissolve the organization. Dissolution requires one officer meeting dedicated to the discussion of dissolution

with all officers in attendance. A unanimous vote within the officer group is necessary to dissolve the organization.

Section II: If the organization is ASUC or GA Sponsored, all unspent ASUC funds shall return to the ASUC; all Graduate Assembly funds shall return to the Graduate Assembly. If the organization is defunct for five (5) or more years, any privately obtained funds (including any funds left in miscellaneous accounts) shall be donated to the ASUC.