

Constitution of the
The Family Medicine Interest Group (FMIG)
of
West Virginia University School of Medicine

Article I. Name

The name of this organization shall be the Family Medicine Interest Group of West Virginia University School of Medicine.

Article II. Purpose

The Family Medicine Interest Group (FMIG) is a student-driven and student-led group that provides supplementary and complementary experience in Family Medicine that enhances personal, clinical, and leadership growth.

Article III. Envisioned Future

The Family Medicine Interest Group strives to instill medical students with leadership, advocacy, and clinical skills while incorporating service to community. Current and future projects include: MUSHROOM - **M**ultidisciplinary **U**n**S**heltered **H**omeless **R**elief **O**utreach of Morgantown and the Blacks ville Community Health Fair.

Article IV. Objectives

With projects, programs, and activities, the FMIG will pursue being:

- A proponent of Family Medicine and quality care for all
- A teaching organization, where leadership, advocacy, and clinical skills can be pursued outside the classroom
- A dynamic organization that provides community service to Morgantown and surrounding areas
- A source for connection between medical students, faculty, residents, and community

Article V. Membership

Section 1. The FMIG of West Virginia University School of Medicine shall be composed of WVU medical students. Any medical student enrolled in the accredited school of medicine may seek membership in the FMIG of West Virginia University, attend meetings of the FMIG of West Virginia University, and speak to issues before the FMIG of West Virginia University. Only members of the FMIG of West Virginia University have the right to vote on matters before the society, be able to hold office in the FMIG of West Virginia University, and be eligible for appointment as student advisors to councils, committees, and/or boards of the FMIG.

Section 2. The voting membership of this organization shall be limited to WVU medical student members of the FMIG.

Section 3. The organization will not deny membership on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin.

Article VI. Officers

Section 1. The offices of this organization shall be:

- a. Chairperson
- b. Associate Chairperson
- c. Events Coordinator
- d. Publicity/Information Chair
- e. Secretary
- f. Treasurer
- g. Two Representatives from the first year medical student class
- h. Any Committee chairs can be appointed by the above officers as needed.

Section 2. The duties of the offices shall be as follows:

- a. The Chairperson shall:
 - i. Preside over all business meetings of the FMIG of West Virginia University and the Governing Board;
 - ii. Be responsible for executing the directives of the Governing Board or the FMIG of West Virginia University;
 - iii. Represent the FMIG of West Virginia University at all inter-organization and intra-school affairs;
 - iv. Coordinate and facilitate communication with the FMIG chapters at other schools within the state (if any), the regional and national affiliates (American Academy of Family Physicians – AAFP), and organizations and administrations within the school;
 - v. Call meetings of the FMIG of West Virginia University and the Governing Board as provided for in Article VIII; and
 - vi. Perform or delegate any other reasonable duties necessary for the carrying out of business of the FMIG of West Virginia University.
- b. The Associate Chairperson shall:
 - i. Preside over all business meetings of the FMIG of West Virginia University and the Governing Board in the absence of the Chairperson;
 - ii. Attend meetings or functions which the Chairperson is to attend in the absence of the Chairperson;

- iii. Assist the Chairperson in the performance of his or her duties;
 - iv. Coordinate committees of the local chapter; and
- c. The Events Coordinator shall:
 - i. Contact any necessary community or school representatives for events planning;
 - ii. Coordinate all organizational event efforts through delegation of duties.
- d. The Publicity/Information Chair shall:
 - i. Coordinate all publicity and advertising necessary for organizational events;
 - ii. Act as organization historian and/or coordinate all photography at events.
- e. The Secretary shall:
 - i. Record and distribute minutes of all Governing Board and FMIG of West Virginia University meetings;
 - ii. Maintain a list of all RSVPs collected for noon hour lectures and meetings.
- f. The Treasurer shall:
 - i. Keep all financial records;
 - ii. Be responsible for the development of an annual budget;
 - iii. Be responsible for the disbursement of FMIG of West Virginia University funds.
- g. The First Year Representatives shall:
 - i. Act as primary liaisons between the governing board and the first year medical school class;
 - ii. Be delegated duties for leadership training purposes.
- h. The Governing Board shall jointly:
 - i. Consist of all aforementioned officers.
 - ii. Coordinate the activities of the FMIG of West Virginia University;
 - iii. Create and make appointments to FMIG of West Virginia University Ad-hoc committees (as needed);
 - iv. Make appointments to FMIG of West Virginia University Standing committees;
 - v. Conduct at least two (2) meetings a year;
 - vi. Coordinate the recruitment of FMIG members.
- i. Recall of Governing Board Members
 - i. If a person is deemed derelict in his or her duties, a recall election for any elected Governing Board member shall be called upon petition of one-fifth of the membership of the local chapter or upon a two-thirds majority other membership of the Governing Board, including its ex-officio members.
 - ii. A recall vote shall require a two-thirds majority of those members casting ballots in the recall election in order to remove the elected Governing Board member from office.
- j. Vacancies

- i. Vacancies in an elected Governing Board position shall be filled as soon as possible;
- ii. Ballot elections will be held;
- iii. The person elected to fill a vacancy shall take office immediately upon election.

Section 3. In order to hold an elected or appointed office in this organization, a member must be in good standing with the WVU School of Medicine at the time of election or appointment, and must be a full time student. Further, the member shall not be on academic or disciplinary probation.

Article VII. Special WVU Requirements

This organization shall adhere to the West Virginia University Code of Student Rights and Responsibilities.

Article VIII. Meetings

Section 1.

A. Time

The FMIG of West Virginia University shall hold a business meeting at least twice annually. The Governing Board shall be empowered to call additional meetings of the FMIG of West Virginia University.

B. Purpose

At its meetings, the FMIG shall:

1. Address internal resolutions;
2. Receive reports from each of the officers on the Governing Board;
3. Elect officers of the Governing Board; and
4. Conduct any other business.

C. Meeting Notice

The membership shall be notified at least seven (7) days prior to all called meetings. Notice shall be given to all members detailing the time, place, credentialing process, resolution program, election procedures, and educational programs for the meeting.

D. Rules of Order

For those matters not covered by these Bylaws or the Internal Operating Procedures of the FMIG, Davis' Rules of Order shall be the guide for the conduct of business.

Section 2. Quorum shall be constituted by the members present at the time of quorum.

Article IX. Committees

Committees deemed necessary must be enacted by the membership and shall be appointed by the Governing Board after soliciting letters of interest from the membership. Committees shall submit an annual report to the membership and maintain regular contact with a Governing Board liaison.

Article X. Amendments

These bylaws may be amended by the chapter membership at any of its meetings provided the amendment shall have been proposed and publicized to the entire membership not less than fourteen days prior to the meeting. The amendment requires a two-thirds majority vote of those members in attendance to pass.