

Medical Sales Club Constitution

Article I: Name

- The name of the club shall be Medical Sales Club at Iowa State University.

Article II: Purpose

- The Medical Sales Club is a hub for students aspiring to enter the medical sales industry. It provides networking opportunities with professionals, hosts guest speakers to enhance knowledge, and connects like-minded individuals. The club aims to prepare members for success in the post-graduate landscape of the medical sales sector through a dynamic blend of networking, knowledge-sharing, and community building.

Article III: Statement of Compliance

- Medical Sales Club abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Medical Sales Club agrees to annually complete President's and Treasurer's Training.

Article IV: Non-Discrimination Statement

- Iowa State University and Medical Sales Club do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

Article V: Membership

- Membership shall be open to all registered students in good standing at Iowa State University.

Article VI: Officers

- Officers
 - President: The president of the Medical Sales Club will be responsible for the daily workings of the club, reaching out to employers, catering to members' needs, and general operations. The President's term will be one academic year.
 - Vice President: The Medical Sales Club vice president will oversee the club's operations, contact companies for guest speakers, and help lead meetings. The term will be one academic year.

- Treasurer: As no finances are involved in the Medical Sales Club, but the treasurer position is required, this position will deal mainly with risk management.
 - Risk Management Responsibilities
 - help minimize potential risks for club activities,
 - recommend risk management policies or procedures
 - to submit documentation to ISU's Risk Management Office
 - to ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
 - Risk Management Plan
 - As the club's only activity is in-person or online meetings, the only risk is having in-person meetings during bad weather. If this is the case, we will transfer the meeting online to mitigate any travel risk to the meeting location.
 - No outside gatherings that are associated with the club where alcohol is involved.
 - If any trips are done by the club outside of Iowa State grounds for company tours, a risk plan will be developed and submitted to Iowa State's Risk Management Office.
- Advisor: The Advisor of this organization shall attend executive meetings, maintain communication with university administration, and assist with the leadership development of the organization's officers. The Advisor will serve at his/her leisure.
- Method of Selection or Election of Officers: Candidates will each have 5 minutes to speak with club membership during a general meeting. After candidates speak, voting will occur by a closed-eye hand vote. A simple majority vote by members is required to elect an officer.
- Date for Selection or Election of Officers: The election process will take place annually in the month of January
- Impeachment/Removal of Officers: Impeachment or removal of an officer may be considered if an officer fails to uphold the duties of their position or commits wrongdoing against another club member. Impeachment proceedings may be initiated by a written complaint submitted to the President. If impeachment charges are being brought against the President, the written complaint should be submitted to the Vice President. To move forward with impeachment proceedings, 2/3 of executive officers must vote to continue the removal process. The officer being impeached should be notified at least 2 weeks before the general impeachment hearing. The officer will have 5 minutes to speak in front

of the general membership, then a closed eye hand vote will be held. An officer can be impeached by a simple majority vote of due-paying members.

- Replacement of Officers: To fill an officer vacancy, a special election will be held within two weeks of the previous officer's leave. The special election will follow the same procedures as general elections.
- Minimum Cumulative GPA for Officers: The officers of this organization must meet the following requirements:
 - (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate-level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment, and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

Article VII: Advisor

- Advisor Duties: The Advisor of this organization shall attend executive meetings, maintain communication with university administration, and assist with the leadership development of the organization's officers.
- Method of Selection/Election of Advisor: The Advisor for Medical Sales Club will be selected by the executive team.
- Advisor Terms of Service: The Advisor for Medical Sales Club will serve at his/her leisure.
- Impeachment/Removal of Advisor: Impeachment proceedings for the Advisor shall follow the same format as Officer impeachment proceedings.

- Replacement of Advisor: Replacement of an Advisor will follow directly after the vacancy and will be selected by the executive team.

Article VIII: Finances

- No dues will exist in the Medical Sales Club
- All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

Article IX: Amendments and Ratification

- A proposal to amend this constitution may be extended to Officers by any voting member of the organization. Proposals should be presented to the general membership at least one week before the vote. A constitution may be amended with a majority vote of club members. The amended constitution will be submitted within 10 days to Student Engagement for approval.