

James S. Rickards High School MedScope Club Bylaws

ARTICLE I - NAME AND PURPOSE

SECTION 1 - Name

The name of the organization shall be James S. Rickards High School MedScope: Diseases and Health Club.

SECTION 2 – Purpose

- (a) **Spread Awareness About Health.** Through this club we want to discuss medical issues and how we can overcome them.
- (b) **Career Interests.** We help build college and med school applications by providing numerous opportunities—officer positions, university research studies, volunteering opportunities and guidance by specialists.
- (c) **Educating club members.** We help club members boost their knowledge about health by providing engaging presentations and hand-on-activities.

ARTICLE II - MEMBERSHIP

SECTION 1 - Eligibility

Rickards High School MedScope club membership is open to all students at Rickards High School. Students are not required to pay any dues in order to join the Rickards High MedScope Club, but if any future activities require payment, that will be further discussed.

SECTION 2 - Expectations

All RHS MedScope club members are expected to attend general meetings and in-school/out of school activities regularly. Club members are expected to show up at the majority of events hosted by the club, with reasonable exceptions that should be discussed with an officer prior to the event.

ARTICLE III - OFFICERS

SECTION 1 - Officers

The officers of the club shall be President, Vice President, Secretary/Event Planner, Historian and Treasurer. Other roles may be added as per the club's need.

SECTION 2 - Duties of Officers

(a)President.

- (a) Presents at every meeting
- (b) Will serve to appoint new club officers
- (c) Plans meetings and activities with the help of other club officers
- (d) Represents the overall club
- (e) Maintains structure within the club
- (f) Oversees organization as a whole and new ways to better the club
- (g) Assigns tasks to other officers
- (h) Once the president is elected, they shall remain in post for the full length of their high school years. Their duration will end when they graduate. The president has full right to resign if they are unable to keep up with their duties.

(b)Vice President

- (a) Attends every meeting and will assist president with presentations
- (b) Assists the president, serving as the leader if president is not available.
- (c) Will serve to appoint new club officers
- (d) Plans meetings and activities with the help of other club officers
- (e) Works with secretary/event planner to plan special activities with other organizations

(d)Secretary/ Event Planner

- (a) Ensures everything is on track and all-important points are discussed during the meetings.
- (b) Responsible for announcing all the upcoming events in the meetings and club discord server.
- (c) Takes notes during all MedScope club meetings
- (d) Keeps track of attendance during all meetings
- (e) Communicates with partner organizations
- (f) Must be in constant contact with Historian to ensure that every event is announced and advertised through social media.

(e)Treasurer

- (a) In charge of all tasks requiring handling money
- (b) Conducts fundraisers to raise money for activities and special events that require a sum of money
- (c) In charge of purchasing materials for events
- (d) Responsible for collecting money (if needed) from club members and writing checks
- (e) Responsible for notifying president and club sponsor if there is an absolute need of money to keep the club sustaining.

(f) Historian

- (a) Maintains all social media platforms (Instagram and TikTok).
- (b) Ensure that all club memories are pictured during meetings and events.
- (c) Need to be in contact with the Secretary/Event Planner to ensure no event is missed out on post.
- (d) Would be responsible for making posters for club meetings and events.
- (e) Must post events and meeting reminders on social media platforms.

SECTION 3 - Interviews

- (a) Officer interviews will be held annually at the end of each school year except for the president until his/her term is over.
- (b) All officer positions are open to all club members.
- (c) When a club member applies for the officer position, their commitment and attendance will be strongly considered.

SECTION 4 - Impeachment of Officers

- (a) The president and club sponsor has full right to remove an officer from their post due to various reasons, this could include disrespectful nature, rarely attending meetings or events and failure to keep up with their duties.
- (b) Removed officers shall be part of the club but not of the officer's board; their application will not be considered.

ARTICLE V - MEETINGS

SECTION 1 - General Information

The meeting days would vary each year; they would be chosen by the preference of the club officers and the sponsor. The location would be Ms. Singleton's room.

SECTION 2 – Content of Meetings

General Meetings will usually consist of informational medical content in order to educate and raise awareness to all club members. However, this is subject to change due to the need to discuss upcoming events, hands-on activities, etc.

ARTICLE VI - SPONSOR

The sponsor of the would-be a staff/faculty member of James S. Rickards High School and will have full right to:

1. Be aware of all activities that will take place during the meetings.
2. Deny any ideas suggested by officers of any club members. Any club activities cannot take place if the sponsor denies.

ARTICLE VII - CHANGES TO BYLAWS

Adjustments to any part of the By-Laws may be made through a proposal to either the sponsor or officers of the club. The suggested change will then be discussed with all club officers and sponsors before being approved and sent to all club members.

ARTICLE VIII - BUDGET INFORMATION

Program Name: Rickards High School MedScope Club: Diseases and Health club

Sponsor/Faculty Contact: Ms. Singleton
Mandatory dues: \$0
Optional Fees: T-shirts, and special events
Grade Levels: All