

Global Medical Missions Alliance(GMMA) Constitution

PREAMBLE

For the purposes deemed wise and good, hereinafter set forth, this organization is hereby established submitting itself to be by, and dedication itself to uphold the following constitution.

ARTICLE I - Global Medical Missions Alliance

Section 1 - The name of this organization shall be the Global Medical Missions Alliance.

ARTICLE II - Purpose

Section 1 – It shall be the primary purpose(s) of this organization to:

- A. mobilize and equip mission minded students/collegians to become glo-local missionaries.

Section 2 – Additional purposes shall include but are not limited to:

- A. Provide a community for Christian pre-health(and non pre-health)students
- B. Networking opportunities
- C. Summer and winter medical missions
- D. Local community service
- E. Guest speakers/Panels

ARTICLE III – MEMBERSHIP

Section 1 – As a Registered Student Organization at the University of Houston we adhere to the University of Houston’s Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression..

Section 2 – Regular membership shall consist of those students of the University of Houston who have agreed to uphold this Constitution and to participate fully in the activities of this organization.

- A. Only those regular members who have paid dues in full shall have the right to vote and shall be referred to as Voting Regular members.

Section 3 – Special membership shall consist of those persons who have not fulfilled the requirements of Article III, Section 1 or 2. (Note: Special members might consist of alumni or members of the community).

- A. Special members shall not have the right to vote.

ARTICLE IV – OFFICERS

Section 1 – The officers of this organization shall consist of a President, Vice President, Secretary, Treasurer, Historian, Public Relations, and Missions Coordinator and shall collectively be referred to as the Executive Board.

Section 2 – The responsibilities of the President shall be as follows:

- A. To preside at meetings of this organization;
- B. To serve as the representative of this organization to University Administration, the Student Government Association, and other organizations;
- C. To execute the orders of this organization, subject to the approval of the membership;
- D. To appoint chairpersons and members of all committees, subject to the approval of the membership;
- E. To delegate Presidential responsibilities when deemed appropriate, subject to the approval of the membership;
- F. To have signature authority on all checks issued by this organization;
- G. To inform succeeding officers of their responsibilities to this organization, University Administration, the Student Government Association, and other organizations;
- H. Keep the other members accountable spiritually as well as keeping each other on task
- I. To having a good conscience before the Lord and a sincere faith.
- J. Preparing the powerpoint that are required for every general meetings
- K. Ask other officers for required information
- L. Get it done by the day before the GM; so, other officers may see prior to the general meeting
- M. Keep in touch with other officers to see how they are doing spiritually, mentally, physically, etc + check if they are on task for each event throughout the year.
- N. Communicate with Dr. Kim, regional mentor, and Jessica, National Student Chapter Coordinator, throughout the year + with speaker(s) coming for speaker's meeting/panel.
- O. Attend the annual Safety Education Program beginning of the school year and inform the material to the officers/members
- P. To perform other such duties as the membership or Constitution may specify.

Section 3 – The responsibilities of the Vice-President shall be as follows:

- A. To assist the President in his/her duties;
- B. To preside at meetings of this organization in the absence of the President;
- C. To establish, administer, and enforce an attendance policy, subject to the approval of the membership;
- D. To assume the office of President in his/her absence, vacancy, resignation, or dismissal;
- E. Plan and be in charge of social events for the members.
- F. Assist the president keep in contact with officer board and make sure they are on task for each event throughout the year (usually when the president asks to fill him/her up)
- G. Be responsible for organizing and seeking for volunteering opportunities

- H. Update the gmma7.org >> UH chapter website bi-weekly.
- I. To perform other such duties as the membership or Constitution may specify.

Section 4 – The responsibilities of the Secretary shall be as follows:

- A. To keep the organization organized and create guideline for the next school year.
- B. To prepare agendas and to record minutes of meetings of this organization/ record information from every officer and general meetings;
- C. To handle all correspondence of this organization not under the preview of the President;
- D. To pick up all mail received at the Center for Student Involvement at least once a week, in addition to any other location at which mail for this organization may be delivered;
- E. To maintain an accurate list of the membership of this organization;
- F. To update and maintain all files of this organization;
- G. To assume the office of Vice-President in his/her absence, vacancy, resignation, or dismissal;
- H. Write a short evaluation report of each event (what we did well, what could be done differently, what we should repeat the next year, etc)
- I. Create sign-up sheets for every meeting
- J. Keep track of member's points
- K. Take charge of the volunteering events with VP

Section 5 – The responsibilities of the Treasurer shall be as follows:

- A. To keep accurate records of the financial status and transactions of this organization.
- B. To receive and disburse all monies of this organization;
- C. To have signature authority on all checks issued by this organization;
- D. To hold personal responsibility for all organization funds in his/her possession;
- E. To represent this organization when requesting funds from the Activities Funding Board;
- F. To assume the office of Secretary in his/her absence, vacancy, resignation, or dismissal;
- G. To perform other such duties as the membership or Constitution may specify.
- H. Purchase and prepare general meeting foods
- I. Keep track of expenses and collecting of membership dues
- J. Be sure that the team stays within the budget for each event
- K. Take charge of the fundraising ideas/events

***Caution:

Responsible to receive a check to "GLOBAL MEDICAL MISSIONS ALLIANCE" and send the checks, in form of donations received to go directly to GMMA HQ, in California, for our chapter's use.

Section 6 – The responsibilities of the Historian shall be as follows:

- A. Create designs for the T-shirt if needed
- B. Create designs for the event header or flyer within two weeks prior and send to PR for advertisement of any event

- C. Photograph major events or meetings
- D. Update useful photos to social sites(Instagram/Facebook) in a timely manner
- E. Take charge of the fundraising ideas/events with Treasurer

Section 7 – The responsibilities of the Public Relations shall be as follows:

- A. Responsible for advertisement for any events (general meetings, speaker meetings, panels, socials, etc)
- B. Spreading all event pages
- C. Work cooperatively with the Historian for all event advertisements
- D. Be up to date with the UH GMMA group page on Facebook for information and events
- E. Responding to emails in a timely manner
- F. Reach out to other organizations to spread word of GMMA
- G. Be present at every opening for student organizations eg. Cat's Back

Section 8 – The responsibilities of the Missions Coordinator shall be as follows:

- A. Keep in contact with Dr. Kim (and other mentors for the mission trip) and the President
- B. Responsible for running the mission trips application to the members
- C. Work with the secretary to decide point system for mission trip eligibility
- D. Even in if you are not able to attend the mission trip, do all duties of planning the mission trip and relay all information and details necessary to the other officers.

ARTICLE V – ELECTIONS

Section 1 – Candidates for any office of this organization must be Regular Members (or Regular Voting Members), thus being students of the University of Houston.

Section 2 – Candidates for any office of this organization shall be nominated by the voting membership or shall nominate themselves.

Section 3 – Election of officers shall take place at a meeting of this organization called for that purpose to occur within the last thirty days of the Spring semester, with term of office lasting one year.

Section 4 – Election of officers shall be by a majority vote.

Section 5 – In case of a tie, the Current President shall cast the deciding vote.

Section 6 – If there is only one candidate applying for an office, that candidate shall take office by default.

Section 7 – Officers may be re-elected without limitation.

ARTICLE VI – REMOVAL

Section 1 – Any officer may be removed by a majority vote in the Executive Board

Section 2 – In case of a tie, the Faculty/Staff Advisor shall cast the deciding vote.

Section 3 – A vacancy of any office shall be filled by Presidential appointment, subject to the approval of the membership.

ARTICLE VII – MEETINGS

Section 1 – Meetings of this organization shall be no less than once a month during the Fall and Spring semesters, **the general day and hour to be set by the voting membership at the first meeting of the Fall semester.**

Section 2 – Special meetings shall be called at the discretion of the President upon the request of any five voting members of this organization.

Section 3 – The President shall have the authority to modify the meeting calendar as benefits majority of the schedules of voting members of this organization.

ARTICLE VIII – RULES OF PROCEDURE

Section 1 – This organization shall use Robert's Rules of Order, current edition, as its authority on parliamentary procedure.

Section 2 – Quorum

- A. One more than half the voting membership shall constitute a quorum.
- B. No business shall be conducted without the presence of a quorum.

Section 3 – Business shall be decided by majority vote.

Section 4 – All references to voting or approval of the membership of this organization refers to voting membership except where specified.

ARTICLE VIII – AMENDMENTS

Section 1 – One or more voting members of this organization may author an amendment to this Constitution.

Section 2 – The amendment shall be submitted in writing to the Executive Board for review and recommendation concerning legality, punctuation, placement, and word order.

Section 3 – The Executive Board shall present the amendment at the next meeting of this organization, a copy of the amendment being given to each voting membership (refers to voting member) of this organization. This shall constitute a first reading.

Section 4 – At the next meeting following the acceptance of an amendment, updated copies of this Constitution shall be given to each voting member.

Anti-Hazing Clause:

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s).

Non-Discrimination Clause:

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the System prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

EFFECTIVE DATE: _____(month/year)

(Note: effective date shall be written on final printout of constitution, not typed)