



Sample Constitution

Article I: General Provisions

Section 1: Name

Clause A: The name of this organization shall be the Foundation for International Medical Relief of Children – **ENTER UNIVERSITY NAME HERE**; hereinafter referred to as “FIMRC – **ENTER UNIVERSITY NAME ABBREVIATION HERE.**” (e.g. the name of the undergraduate chapter for The George Washington University would be FIMRC-GWU)

Section 2: Operational Calendar

Clause A: The Officers of FIMRC-### shall serve a period of one year, commencing on the first day of May and concluding on the last day of April.

Section 3: Meetings

Clause A: The General Assembly shall meet at least once every month from September through April to ensure adequate communications and to plan future events.

Clause B: FIMRC-###’s monthly General Assembly meeting dates shall be set by the President during the first meeting in consultation with other board members.

Clause C: The President shall generate and distribute an agenda at each General Assembly meeting.

Clause D: A monthly meeting may be canceled by a majority vote of the Executive Board.

Clause E: Any student, community member, faculty member, or Administrator from **ENTER SCHOOL NAME HERE** may attend FIMRC-### meetings, unless the Executive Board approves restricted participation.



Clause F: Members and/or advisors of FIMRC-### from other chapters may attend meetings, unless the Executive Board approves restricted participation.

Section 4: Transitional Meetings

Clause A: There shall be a Transitional Meeting in April of each year during which incoming and present representatives of the General Assembly will meet.

Clause B: The purpose of the Transitional Meeting is to elect next year's Executive Board and to provide a forum whereby present representatives can orient incoming Executive Board representatives about the past year's functions and the future business of FIMRC-###.

Clause C: During Transitional Meetings

Subsection 1: Officer positions shall be elected and must be filled in the order of President, Vice-President, Secretary, Treasurer, Director of Outreach and Programming, Director of Advertisement and Publicity, Director of Alumni Relations, and finally Web Director.

Subsection 2: The President shall be elected by a majority vote from the returning and incoming members of the General Assembly.

Subsection 3: The Vice-President shall be elected by a majority vote from the returning and incoming members of the General Assembly.

Subsection 4: The Secretary shall be elected by a majority vote from returning and incoming members of the General Assembly. The Secretary shall obtain possession of available working files and correspondences of past years.

Subsection 5: The Treasurer shall be elected by a majority vote from the returning and incoming members of the General Assembly. The Treasurer shall obtain possession of available working financial documents and reports of past years.



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Subsection 6: The Director of Outreach and Programming shall be elected by a majority vote from the returning and incoming members of the General Assembly.

Subsection 7: The Director of Advertisement and Publicity shall be elected by a majority vote from the returning and incoming members of the General Assembly. The Director of Advertisement and Publicity shall obtain possession of past files related to advertisement and publicity.

Subsection 8: The Director of Alumni Relations shall be elected by a majority vote from the returning and incoming members of the General Assembly. The Director of Alumni Relations shall obtain possession of past alumni records.

Subsection 9: The Web Director shall be elected by a majority vote from the returning and incoming members of the General Assembly.



Article II: General Assembly

Section 1: Membership

Clause A: The General Assembly consists of all active members of FIMRC-###.

Clause B: The Executive Board may grant students of **ENTER SCHOOL NAME HERE** membership if they are willing to uphold the FIMRC mission statement. A membership fee of \$10 per academic year is required of all members.

Section 2: Powers and Responsibilities

Clause A: The General Assembly shall possess the power to propose amendments to this constitution.

Clause B: The General Assembly shall be responsible for the approval of amendments to this constitution by two-thirds (2/3) vote.

Clause C: The General Assembly may demote an Executive Officer to a Member status with a two-thirds (2/3) majority vote.

Clause D: The General Assembly may revoke Membership to any member with two-thirds (2/3) majority vote.

Clause E: The General Assembly shall elect the Executive Board and FIMRC-XXX Officers at the annual transitional meeting in April of each year.



Article III: The Executive Board

Section 1: Membership

Clause A: The FIMRC-### Executive Board shall be comprised of the President, Vice- President, Secretary, Treasurer, Director of Advertisement and Publicity, Director of Alumni Relations, Director of Outreach and Programming and finally Web Director.

Section 2: Powers and Responsibilities

Clause A: The powers and responsibilities of the FIMRC-### Executive board shall be as follows:

Subsection 1: The Executive Board shall have the exclusive power to interpret and implement the Constitution.

Subsection 2: The Executive Board shall have the exclusive power to make emergency decisions with a two-thirds (2/3) majority vote, whereby an emergency is defined as a situation whose immediacy will not allow a meeting of the General Assembly to occur.

Subsection 3: Each member of the Executive Board shall possess one (1) vote during Board decisions, yet the President will vote twice if a tie occurs.

Subsection 4: The Executive Board shall be responsible for the implementation of FIMRC National approved policies.

Subsection 5: The Executive Board may demote an Executive Officer to the status of Member with a two-thirds (2/3) majority vote.

Subsection 6: The Executive Board may revoke individual membership with a two-thirds (2/3) majority vote.



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Clause B: Meetings

Subsection 1: The Executive Board shall conduct a meeting with a majority of the officers of the Board present to conduct an official meeting in which decision-making votes can transpire.

Subsection 2: The Executive Board may conduct meetings via telephone or electronically, at the discretion of the President.



Article IV: Officers of FIMRC-###

Section 1: The President

Clause A: Election and Terms of Service

Subsection 1: The President shall be elected by a majority vote of the General Assembly.

Subsection 2: The President shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The President shall be the chief executive and administrative officer of FIMRC-###.

Subsection 2: The President shall be a voting member of the Executive Board and of the General Assembly and possess two (2) votes if a tie should occur.

Subsection 3: The President shall preside over all meetings of the Executive Board and of the General Assembly.

Subsection 4: The President shall be the spokesperson for FIMRC-###.

Subsection 5: The President may delegate his duties.

Section 2: The Vice-President

Clause A: Election and Terms of Service

Subsection 1: The Vice-President(s) shall be elected by a majority vote of the General Assembly.

Subsection 2: The Vice-President(s) shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.



Clause B: Powers and Responsibilities

Subsection 1: The Vice-President(s) shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Vice-President(s) shall preside over meetings of the General Assembly and of the Executive Board in the absence of the President.

Subsection 3: The Vice-President(s) shall assist the President in the fulfillment of his duties.

Subsection 4: The Vice-President(s) shall assume the powers and responsibilities of the President in his extended absence or resignation.

Section 3: The Secretary

Clause A: Election and Terms of Service

Subsection 1: The Secretary shall be elected by a majority vote of the General Assembly.

Subsection 2: The Secretary shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Secretary shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Secretary shall assist the President in the fulfillment of his duties.

Subsection 3: The Secretary shall notify each member of the General Assembly at least one (1) week in advance of each meeting regarding logistics.



Subsection 4: The duties of the Secretary shall be to take and keep minutes of each meeting; to maintain and update the FIMRC-### files and correspondence; to setup an up-to-date email list serve of all FIMRC-### members; and to maintain an up-to-date directory of FIMRC-### membership.

Section 4: The Treasurer

Clause A: Election and Terms of Service

Subsection 1: The Treasurer shall be elected by a majority vote of the General Assembly.

Subsection 2: The Treasurer shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Treasurer shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Treasurer shall assist the President in the fulfillment of his duties.

Subsection 3: The Treasurer shall be responsible for dealing with all financial affairs concerning FIMRC-###.

Subsection 4: The Treasurer shall maintain an up-to-date record of all past revenues and expenditures of FIMRC-### finances.

Subsection 5: The Treasurer shall be responsible for reporting FIMRC-###'s finances to the Executive Board and to the General Assembly at meetings.

Section 5: The Director of Outreach and Programming

Clause A: Election and Terms of Service



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Subsection 1: The Director of Outreach and Programming shall be elected by a majority vote of the General Assembly.

Subsection 2: The Director of Outreach and Programming shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Director of Outreach and Programming shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Director of Outreach and Programming shall assist the President in the fulfillment of his duties.

Subsection 3: The Director of Outreach and Programming shall conduct campus outreach, and shall order FIMRC-### sponsored give-outs and handouts, which will be used to increase the visibility of FIMRC-### and its mission.

Subsection 4: The Director of Outreach and Programming shall be responsible for setting up volunteer opportunities for FIMRC-### members locally.

Subsection 5: The Director of Outreach and Programming shall be responsible for planning and programming events on and off campus in cooperation with the Director of Alumni Relations.

Section 6: The Director of Advertisement and Publicity

Clause A: Election and Terms of Service

Subsection 1: The Director of Advertisement and Publicity shall be elected by a majority vote of the General Assembly.

**PO BOX 1132 • PHILADELPHIA, PA 19105-1132
TEL: 888.211.8575 • FAX: 888.735.6530 • E-MAIL: INFO@FIMRC.ORG**

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Subsection 2: The Director of Advertisement and Publicity shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Director of Advertisement and Publicity shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Director of Advertisement and Publicity shall assist the President in the fulfillment of his duties.

Subsection 3: The Director of Advertisement and Publicity shall be responsible for all publicity, marketing, and advertisement of FIMRC-###.

Subsection 4: The Director of Advertisement and Publicity shall be responsible for the creation of advertisements and posters to encourage students to become new members of FIMRC-###.

Section 7: The Director of Alumni Relations

Clause A: Election and Terms of Service

Subsection 1: The Director of Alumni Relations shall be elected by a majority vote of the General Assembly.

Subsection 2: The Director of Alumni Relations shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Director of Alumni Relations shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Director of Alumni Relations shall assist the President in the fulfillment of his duties.

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Subsection 3: The Director of Alumni Relations shall be responsible for all alumni relations.

Subsection 4: The Director of Alumni Relations shall be responsible for informative newsletters to the FIMRC-### alumni.

Section 8: The Web Director

Clause A: Election and Terms of Service

Subsection 1: The Web Director shall be elected by a majority vote of the General Assembly.

Subsection 2: The Web Director shall serve a term of one (1) year, commencing on the first day of May, and concluding on the last day of April.

Clause B: Powers and Responsibilities

Subsection 1: The Web Director shall be a voting member of the Executive Board and of the General Assembly.

Subsection 2: The Web Director shall assist the President in the fulfillment of his duties.

Subsection 3: The Web Director shall be responsible for setup of FIMRC-###'s website.

Subsection 4: The Web Director shall be responsible for the renovation and beautification of the FIMRC-### website.

Subsection 5: The Web Director shall be responsible for constantly updating FIMRC-###'s website with all pertinent information.



Article V: Amendments

Section 1: Amendment Process

Clause A: Amendments to this Constitution must originate with a proposal from a member of the General Assembly or the Executive Board.

Clause B: Amendments to this Constitution are ratified with no less than a two-thirds (2/3) vote of the General Assembly.