

View results

Respondent

20

Anonymous

24:31

Time to complete

Name and Purpose

1. Student Organization Name *

Please enter full name AND any acronyms.

Pre-Med Club, (PMD)

2. Organization Purpose *

The Chabot College Pre-Med Club (PMD) exists to support students interested in pursuing careers in medicine and healthcare. Our goal is to create a community where members can explore different medical fields, develop professional skills, and connect with resources both on and off campus. We will provide opportunities such as guest speaker events, medical school panels, volunteer opportunities, skills workshops, and group study sessions for pre health courses. With mentorship, collaboration, and hands on experiences, the club will help students better prepare for the academic, professional, and personal demands of a career in healthcare.

3. Membership Requirements (including any additional requirements for official voting members) *

Membership requirements may not discriminate against any protected class as defined by local, state, or federal regulation including but not limited to the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and the Rehabilitation Act of 1973.

Membership is open to all currently enrolled Chabot students with an interest in the medical field. The club promotes inclusivity and does not discriminate based on race, gender, religion, orientation, or background. Active members are defined by consistent participation in meetings and events (50% of all general meetings or 50% of events). Only these members may vote or hold office.

Duties of Club President and Club Financial Officer

4. Duties of Student Organization President *

The President serves as the executive leader and public representative of the club. They oversee all meetings ensure that activities align with the club's goal, and maintain communication with the Student Life Office. The President is ultimately responsible for coordinating the team, setting agendas, and leading with integrity and initiative, also design and implement events such as medical panels, volunteer programs, and workshops, ensuring that every activity reflects the club's educational and professional mission.

5. Duties of Financial Officer *

The Treasurer monitors the club's money. He or She maintain's transparent records, manage all transactions, draft semester budgets, and report financial updates during meetings. Every financial decision is made with integrity and in alignment with Student Life Office policies.

6. Does your club and any other officer positions other than President and Financial Officer *

- ☒ Yes, this student organization has additional officers
- ☐ No, these are the only officers for this student organization

Additional Officer #1

7. Name of Office #1 *

Kathy

8. Title of Officer #1 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Secretary

9. Duties of Officer #1 *

The Secretary upholds the administrative backbone of the club. They record meeting minutes, manage attendance, handle official correspondence, and safeguard the accuracy of the club's documentation.

10. Does your student organization have any additional officers? *

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

Additional Officer #2

11. Name of Officer #2 *

Hya

12. Title of Officer #2 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

OutReach Specialist (Fancier name for social media)

13. Duties of Officer #2 *

The Outreach Specialist preserves the legacy of the club. They document events, maintain an archive of achievements, and manage content for promotional materials and social media ensuring continuity for future members.

14. Does your student organization have any additional officers? *

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

Additional Officer #3

15. Name of Officer #3 *

Marlon

16. Title of Officer #3 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

Vice President

17. Duties of Additional Officer #3 *

The Vice President operates as the second in command, supporting the President and assuming their duties when absent. This role is essential in maintaining continuity, mentoring new officers, and strengthening collaboration among members and committees.

18. Does your student organization have any additional officers? *

- ☒ Yes, I will add another officer
- ☐ No, I have already entered information for all of my officers

Additional Officer #4

19. Name of Office #4 *

Kathy

20. Title of Officer #4 *

Ex: Vice President, Webmaster, Social Media, Historian, etc.

ICC Representative

21. Duties of Officer #4 *

To keep in contact with the ICC and Attend the meetings with the club prez.

22. Does your student organization have any additional officers? *

- ☐ Yes, I will add another officer
- ☒ No, I have already entered information for all of my officers

Officer Requirements

23. Officer Selection Procedures *

Please give a detailed description of the procedure for selecting of officers for your organization.

Officers shall be selected through a transparent and merit based process designed to uphold the integrity of the club. Each spring semester, the club will open officer applications to all active members. Applicants must complete a written application detailing their leadership experience, goals for the club, and demonstrated commitment to its mission. After applications are reviewed, selected candidates will participate in an interview conducted by the current club officers (To be an officer more than half of the current officers have to approve). Final selections will be made based on leadership potential, reliability, communication skills, and active participation within the club. Club advisors will provide guidance throughout the process but will not possess voting authority or final decision making power.

24. Office Eligibility Criteria *

Please describe in detail, any criteria and/or requirements for being considered for an officer position in this student organization. Ex: member for one year, attended all meetings, nominated by a member, complete an application, etc.

To be considered for an officer position, members must:

- 1) Be currently enrolled at Chabot College and in good academic standing.
- 2) Maintain active membership status, demonstrated through consistent attendance and participation in meetings, events, and service activities.
- 3) Exhibit professionalism, integrity, and a commitment to the club's mission of supporting pre-medical education and community service.
- 4) Complete the officer application process and attend the scheduled interview.

Previous leadership experience is encouraged but not required. The club values initiative, teamwork, and a genuine desire to contribute to the growth and success of its members.

25. Officer Term *

How long is the term for officers. Ex: end of semester, end of academic year, etc.

All officers shall serve for one full academic year, beginning at the start of the fall semester and concluding at the end of the spring semester. Officers may be reelected for consecutive terms if they continue to meet eligibility requirements and demonstrate strong leadership performance. During transitions, outgoing officers are expected to assist in training their successors to ensure continuity and stability within the organization.

26. Officer Removal Process *

Please give a detailed description of the process for removing an officer?

An officer may be removed from their position only when clear evidence demonstrates negligence, misconduct, or actions that compromise the integrity or mission of the Pre-Med Club. Any member may express their concern to any officer or our advisor, after which the President, Vice President, and Advisor will meet privately with the officer to address the issue and provide an opportunity for correction. (In case of President or vice President are the ones in the question, the secretary will take place of that person during the meeting) If the officer fails to improve, they will enter a two week probationary period to demonstrate responsibility. Both the officer in question and the other officers will have the opportunity to present their perspectives before a final decision is made. Removal from office requires a two thirds vote of active Officers, ensuring fairness and transparency. In the event of removal, the position will be open until a new candidate is selected through the established election or application process.

Amendments

27. Process for Amending Student Organization Constitution *

Amendments may be proposed in writing by any active member and must be reviewed by current officers and advisor before being presented to the general membership. A two thirds majority vote is required for adoption, followed by approval from the Student Life Office.

28. Notification of Amendments to Constitution *

Please state how and when members of this organization will be notified of amendments to this constitution.

Members will be notified of approved amendments within one week through email.