



CONSTITUTION

**RATIFIED DECEMBER 2007;
MODIFIED MARCH 4, 2008**



PREAMBLE

ASCLEPIUS WAS THE GREEK GOD OF MEDICINE AND THE ORIGINATOR OF PHYSICIANS WHO HEALED THE SICK BY BOTH SUPPORTIVE CARE AND THE USE OF EARLY HERBS AND OINTMENTS. THIS IS ALSO THE ORIGIN OF THE SNAKED CADUCEUS SYMBOLIC OF ALL BRANCHES OF MEDICINE. LITERAL TRANSLATION OF THE SOCIETY MOTTO IS “FROM SCIENCE AND EMPATHY COMES HEALING”

ASCLEPIUS SEEKS TO PROMOTE LONG-TERM CAMARADERIE BETWEEN STUDENTS AS WELL AS GENEROSITY TO THE PHILADELPHIA UNIVERSITY AND OUTSIDE COMMUNITY AS A WHOLE.

ALTHOUGH FOCUSED PRIMARILY ON STUDENTS PLANNING CAREERS IN MEDICINE, THE SOCIETY ALSO DRAWS ITS MEMBERS FROM HEALTH PROFESSIONS INCLUDING VETERINARY SCIENCE AND DENTISTRY AS WELL AS THOSE PURSUING CAREERS IN MEDICAL RESEARCH.

MEETING ONCE A MONTH, THE ASCLEPIUS SOCIETY HEARS REPORTS FROM ITS OFFICERS AS WELL AS TALKS BY VISITING SPEAKERS.

BEING A GOOD HEALTH CARE PROFESSIONAL INVOLVES RECOGNIZING AND HELPING OTHERS WHO ARE LESS FORTUNATE. TO PROMOTE COMMUNITY SPIRIT, OTHER IMPORTANT ACTIVITIES OF THE GROUP INCLUDE 3-4 FUNDRAISERS PER SEMESTER AND VOLUNTEER SERVICE



ARTICLE 1 MEMBERSHIP

MEMBERSHIP OF THE PRE-MEDICAL ASCLEPIUS SOCIETY SHALL CONSIST OF BOTH FULL-TIME AND PART-TIME CURRENT UNDERGRADUATE SCIENCE STUDENTS INTERESTED IN A CAREER IN MEDICAL AND ALLIED HEALTH FIELDS.

ALUMNI STUDENTS, WHO ARE GRADUATES OF THE PRE-MEDICAL SCIENCES MAJOR AND REMAIN INTERESTED IN THE SUPPORT OF THE ASCLEPIUS SOCIETY ARE ALSO WELCOME.

ARTICLE 2 GOVERNANCE

GOVERNANCE OF THE SOCIETY (HEREIN REFERRED TO AS “THE ASCLEPIUS ADVISORY BOARD”) SHALL CONSIST OF FIVE ANNUALLY ELECTED OFFICERS FROM THE GENERAL MEMBERSHIP OF THE PRE-MEDICAL ASCLEPIUS SOCIETY.

ELECTIONS OF THE OFFICERS WILL OCCUR BY THE END OF JANUARY OF THE SEMESTER PREVIOUS TO THEIR TAKING OFFICE.

ELECTED OFFICERS WILL THEN TRAIN UNDER THE OUTGOING OFFICERS FOR A SEMESTER TO ENSURE A SMOOTH TRANSITION FOR THE ADVISORY BOARD.



OFFICERS WILL OPERATE IN THE FOLLOWING CAPACITIES: -

- 1. PRESIDENT**
- 2. VICE-PRESIDENT**
- 3. TREASURER**
- 4. COMMUNICATIONS**
- 5. WEBMASTER**

PRESIDENT AND VICE PRESIDENT SHOULD SELF NOMINATE, PROVIDING A STATEMENT OF INTENT TO ALL SOCIETY MEMBERS.

OFFICERS WILL BE ELECTED BY MAJORITY (OR DEFAULT IN THE EVENT OF NO SECOND CANDIDATE) AND ALLOWED TO SERVE FOR ONLY ONE YEAR.

TREASURER, COMMUNICATIONS AND WEBMASTER OFFICERS WILL SELF NOMINATE AND BE ELECTED BY MAJORITY OR DEFAULT IN THE EVENT OF NO SECOND CANDIDATE RUNNING.

THESE OFFICERS WILL BE ALLOWED TO SERVE FOR A MAXIMUM OF TWO YEARS.



ARTICLE 3 DUTIES OF OFFICERS

**ACTING TOGETHER THE FUNCTIONS OF THE
ASCLEPIUS ADVISORY BOARD ARE**

- 1. CALL AT LEAST THREE FULL, GENERAL MEETINGS OF THE SOCIETY PER SEMESTER TO WHICH OUTSIDE SPEAKERS ARE INVITED**

- 2. CALL AT LEAST THREE ADVISORY BOARD MEETINGS PER SEMESTER FOR THE PLANNING OF ORGANIZATIONAL STRATEGIES**

- 3. ORGANIZE AND EXECUTE AT LEAST THREE FUNDRAISERS PER SEMESTER BOTH TO PROVIDE FUNDING TO CATER MONTHLY MEETINGS AND FOR SUPPORT OF EXTERNAL CHARITIES**

- 4. RESEARCH AND SUGGEST SUITABLE CHARITABLE RECIPIENTS FOR PROCEEDS OF FUNDRAISERS; FINAL RECIPIENTS TO BE DECIDED BY A MAJORITY VOTE OF THE GENERAL MEMBERSHIP OF THE ASCLEPIUS SOCIETY**

- 5. ATTEND AT ALL SGA AND PRESIDENTIAL COUNCIL EVENTS INCLUDING BUT NOT LIMITED TO HOMECOMING, HALLOWEEN CARNIVAL AND PULSE AWARDS**



EACH OFFICER ALSO HAS INDEPENDENT RESPONSIBILITIES THAT ARE NOT TO BE SUBSTITUTED FOR OR IN ANY WAY UNDERMINED BY ROLES OF ANY OTHER ASCLEPIUS OFFICER. THESE RESPONSIBILITIES ARE DETAILED BELOW: -

1. PRESIDENT

- **SERVE AS THE SOCIETY FIGUREHEAD, REPRESENTING ASCLEPIUS TO ALL EXTERNAL AND INTERNAL GOVERNANCE BODIES OF PHILADELPHIA UNIVERSITY**

- **SUPERVISE OVERALL GOVERNANCE OF THE ASCLEPIUS SOCIETY AND ALL ACTIVITIES UNDERTAKEN BY IT**

- **ENSURE THAT SOCIETY IS REGISTERED AND CALL FOR PERIODIC UPDATE OF CONSTITUTIONAL PROCESS (NOT TO EXCEED EVERY 5 YEARS)**

- **ORGANIZE AND POPULATE ANY SUBCOMMITTEES NEEDED TO OPERATE FUNDRAISING OR OTHER SOCIETAL ACTIVITIES**

- **SUGGEST REPLACEMENTS IF AN OFFICER'S POSITION BECOMES VACANT DURING THEIR ELECTION THROUGH UNEXPECTED CIRCUMSTANCES**



2. VICE PRESIDENT

- **ACT AS MAIN LIAISON TO THE REST OF THE ASCLEPIUS ADVISORY BOARD INCLUDING GRIEVANCE AND CONFLICT RESOLUTION (IF NECESSARY)**

- **ASSIST AND TEMPORARILY DEPUTIZE FOR THE PRESIDENT IN ANY ACTIVITIES LISTED ABOVE IN WHICH HE/SHE IS UNABLE TO PERFORM HIS/HER DUTIES**

3. TREASURER

- **ACCURATELY DOCUMENT INCOME AND EXPENDITURE FOR THE ASCLEPIUS SOCIETY USING SPREADSHEET OR HARD COPY NOTEBOOK**

- **PRESENT DETAILS OF INCOME AND EXPENDITURE TO THE GENERAL MEMBERSHIP OF THE ASCLEPIUS SOCIETY TOGETHER WITH FACULTY ADVISORY AT LEAST ANNUALLY**

- **ACT AS FINANCIAL LIAISON FOR EVENTS AND PREPARE A BUDGET OF SAME FOR EACH ACTIVITY INCLUDING MONTHLY MEETINGS AND FUNDRAISER START UP FINANCES**

- **CHART PAYMENT OF MEMBERSHIP FEES AND CONTACT INDIVIDUALS WHO ARE DELINQUENT IN PAYMENT**



4. COMMUNICATIONS

- **UPDATE EMAIL DISTRIBUTION LISTS FOR THE ASCLEPIUS SOCIETY**
- **WELCOME INCOMING MEMBERS TO THE ASCLEPIUS SOCIETY**
- **KEEP ALL SOCIETAL MEMBERS APPRAISED OF MEETINGS AND FUNDRAISERS WITH EMAILED REMINDERS ONE WEEK AND 24 HOURS PRIOR TO EACH EVENT**

5. WEBMASTER

- **MAINTENANCE AND ORGANIZATION OF ASCLEPIUS SOCIETY WEBPAGE TO ENSURE CORRECT LISTINGS OF OFFICERS AND CONTACTS ([HTTP://ORGS.PHILAU.EDU/ASCLEPIUS/](http://orgs.philau.edu/asclepius/))**
- **POINT PERSON FOR SUBMISSION OF DIGITAL PHOTOGRAPHS FROM OTHER INDIVIDUALS FOR USE IN ASCLEPIUS INVOLVEMENT IN EVENTS**
- **TIMELY POSTING OF EVENT DIGITAL PHOTOS TO WEBPAGE**
- **ACT AS BACKUP DIGITAL PHOTOGRAPHER FOR THE ASCLEPIUS SOCIETY TO ENSURE EVENTS ARE DOCUMENTED**



ARTICLE 4 OFFICER INTERNS

THE ASCLEPIUS ADVISORY BOARD SHALL HAVE TRAINEES (HEREIN REFERRED TO AS INTERNS) TO ACQUIRE GOVERNANCE SKILLS.

INTERNS WILL BE SELECTED PRIMARILY FROM UNSUCCESSFUL BUT WORTHY CANDIDATES WHO HAVE CLEAR LEADERSHIP ABILITY AND HAVE PARTICIPATED IN THE GOVERNANCE ELECTIONS.

THE PRESIDENT AND VICE PRESIDENT SHALL HAVE TWO INTERNS EACH WITH THE REMAINING ASCLEPIUS ADVISORY BOARD MEMBERS EACH HAVING A SINGLE INTERN.

ALTHOUGH HAVING BEEN AN INTERN FOR AN ASCLEPIUS OFFICER IS NOT TO BE REGARDED AS A GUARANTEE OF SUCCESS IT IS SOMETHING WORTHY OF A RESUME AND DEMONSTRATES LEADERSHIP ABILITY.

INTERNS WILL HAVE THE FOLLOWING RESPONSIBILITIES AND DUTIES: -

- **RECEIVE ON-THE-JOB TRAINING FOR GOVERNANCE**
- **ACT AS ADMINISTRATIVE ASSISTANTS TO THEIR OFFICER**
- **ATTEND ALL MEETINGS OF THE ASCLEPIUS ADVISORY BOARD**

AFTER A PROBATIONARY PERIOD OF ONE SEMESTER, UNSATISFACTORY INTERNS MAY BE DISMISSED AND REPLACED WITH ANOTHER INDIVIDUAL.

INTERNS WHO MAINTAIN RELIABLE AND CONSISTENT CONDUCT AT THIS POINT WILL BE: -

- **GIVEN THE OFFICIAL TITLE OF INTERN**
- **ALLOWED TO ACT AS OFFICIAL DESIGNATE AT UP TO TWO MEETINGS**
- **ALLOWED SOME GOVERNANCE RESPONSIBILITY NORMALLY RESERVED FOR THEIR ASSIGNED OFFICER**
 - **RUNNING A MEETING (PRESIDENT'S AND VICE PRESIDENT'S INTERNS)**
 - **SENDING OUT COMMUNIQUÉS (COMMUNICATION'S OFFICER'S INTERN)**
 - **PREPARING SPREADSHEETS (TREASURER'S INTERN)**
 - **MODIFYING THE ASCLEPIUS WEB PAGE (WEBMASTER'S INTERN)**



ARTICLE 5 FACULTY ADVISORY

THE DUTIES OF FACULTY ADVISOR SHALL BE LIMITED TO: -

- 1. ATTENDANCE AT MONTHLY MEETINGS**
- 2. INVITATION OF EXTERNAL SPEAKERS FOR MONTHLY MEETINGS FOLLOWING INPUT FROM ASCLEPIUS ADVISORY BOARD**
- 3. SERVING AS RECOGNIZED FACULTY SOCIETY LIAISON SHOULD EXTERNAL DONATIONS TO THE SOCIETY BE PROVIDED**
- 4. ACTING AS OFFICIAL LIAISON BETWEEN ASCLEPIUS SOCIETY AND THE REMAINDER OF THE PHILADELPHIA UNIVERSITY FACULTY AND STAFF (WITH THE EXCEPTION OF STUDENT LIFE AND SGA, WHICH IS THE PROVINCE OF THE ASCLEPIUS PRESIDENT)**