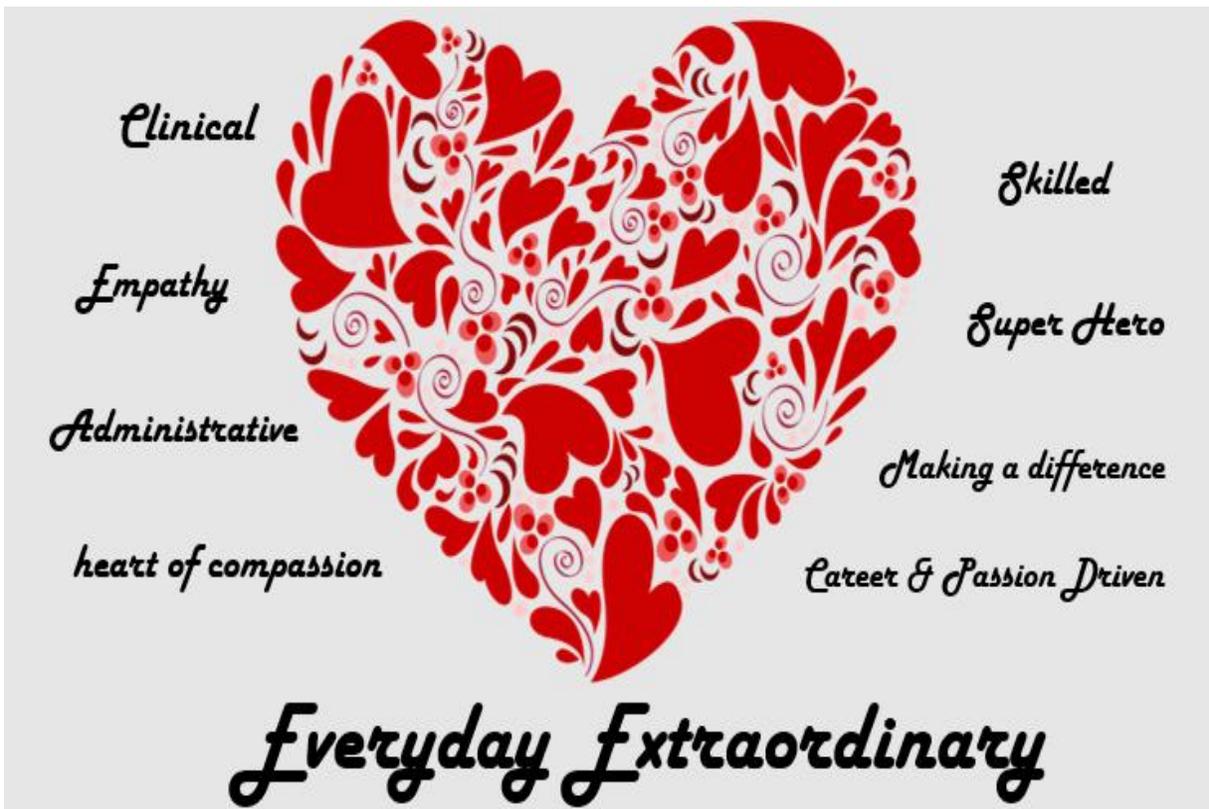




**Randolph Community College
Medical Assisting Club
Bylaws**



***Medical Assistants
Everyday Extraordinary***

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I. Mission Statement/Purpose

The mission of RCC's Medical Assisting Club is to provide students with education and the opportunity to broaden their knowledge of the profession while building class spirit and comradeship.

II. Medical Assisting Club Objectives

The objectives set forth for RCC's Medical Assisting Club include:

1. Promote interest in the Medical Assisting profession with students, faculty, and the community.
2. Assist in educational and emotional support of the students.
3. Maintain confidentiality of any and all protected and privileged information.
4. Participate in class, school-wide activities, and community activities to strengthen the club and the community.

III. Club Name

The name of RCC's Medical Assisting Club shall be *The Vitals*.

IV. Membership

Though membership will most likely include students currently enrolled in the Medical Assisting program, the club is open to all interested students, without regard to race, religion, color, creed, national origin, or sex.

V. Membership Dues

A one-time due of \$7.00 shall be collected, in order to become a club member and have a voting voice.

VI. Faculty Advisor

Medical Assisting Club Advisor:

Kia Vang, CMA (AAMA), CPT

336-328-1753

kyvang@randolph.edu

The faculty advisor will serve as a resource in guiding the activities of the student officers and safeguard the continuity of the club.

Faculty advisor will work with club members to establish a meeting time and place. Club meetings may be held only when a faculty advisor is available and present to serve as a consultant to offer suggestions, ideas, and/or recommendations, when necessary.

Club meetings will be held on an as needed basis and should be a minimum of at least one meeting per semester.

VII. Selection of officers and suggested duties

Any member who has paid membership dues is eligible to run for Office.

Club members are responsible for electing and/or selecting officers who will provide ongoing leadership. The officers are responsible for planning, organizing and implementing approved activities. Each officer can be self-nominated or nominated by fellow members. If there is only one nominee for an office, the individual will automatically be elected for that particular office. If there is more than one nominee for an office, then members will elect officers through a secret paper ballot system.

General and specific responsibilities for each officer are as follows:

President	Presides over all meetings, act as ex-officio and appoints duties, relating to school activities, as necessary. Assume all the powers not granted to other club officers elsewhere in the bylaws. The President shall communicate with club members relating to fundraisers and community activities. If the Office of Club President is vacated, any time during the term, the club Vice-President will assume the position. An election will be held to elect a new Vice-President.
Vice-President	Assist the president in any way requested by the club President and to exercise the powers of the President, in the absence of the President. The Vice-President shall assumes the Office of the President if the President is unable to complete his/her term.
Secretary	Accurately record club meeting minutes, and attendance of each club member, in the minutes. The Secretary shall submit a copy of the minutes to the club Advisor, in a timely manner and shall handle correspondences, as needed. The Secretary will perform all other duties and functions of Secretary, as needed.
Treasurer	Available only to current medical assisting students. The Treasurer is responsible for collecting club dues and keeping up with receipts and club monies collected during club activities. Monies will be given to faculty advisor, daily and at the conclusion of each activity/function. Faculty advisor will ensure monies are promptly turned in to the business office for deposit into the club account.
Historian	Responsible for taking pictures of club activities, class functions, and laboratory procedures, as needed, to document, promote, and commemorate club functions and the profession. Officer may provide his/her own digital camera or may use the digital camera furnished by the club advisor. Digital pictures are then sent to the club Advisor to be sorted and compiled as a record of club activities/functions.

**SGA Club
Representative**

Officer is responsible for attending SGA meetings, as required and as able. Officer will report, to the club any updates and upcoming events. If SGA Club Representative is unable to attend any meetings, the officer is responsible for securing a proxy to serve in his/her absence. The proxy will assume the Officer responsibilities during the absence. The SGA Club Representative will resume his/her duties at future SGA meetings. If extenuating circumstances prevent either the SGA Club Representative or his/her Proxy from attending any SGA club Meetings, The SGA Club Representative is responsible for contacting the Student Activities Coordinator for a briefing.

VIII. Term of Office and Attendance

Each Executive office shall be held for a one-year term, from August to August. The first year student of each Executive Office, whose term ends in August, shall serve as mentor and leader for the new incoming, second-year Executive Offices, if required or as needed, and until the end of spring semester. Club members are expected to attend all scheduled meetings.

IX. Impeachment

Each Executive office may face impeachment by club members or by the club Advisor for any one or a combination of the following:

1. Failure to fulfill the duties of office.
2. Exhibits conduct unbecoming of a club member.
3. Abuse of the powers of the office.
4. Academic probation from Randolph Community College

A formal written complaint must state the reason of impeachment, whether impeachment is prompted by club members or club Advisor. An investigation, which will include three voting club members will review the case and present the findings to the club. The person facing impeachment will have an opportunity to defend himself/herself. Impeachment requires majority vote from club members.

X. Voluntary Withdraw from Office

Should an Officer voluntarily withdraw from an office due to an inability to fulfill his/her duties, the Officer must submit written notification to the Club Advisor. The Club Advisor will conduct a meeting with club members to elect a new officer.

XI. Meetings

Club meetings involving the entire group will be held on a regular and/or as needed basis. Student members should actively participate, as able. The President should conduct the meeting in accordance with recognized rules of order. The secretary shall record the minutes and disseminate to authorized individuals.

XII. Community Service

Community service is an excellent means to gain recognition within the surrounding community and increases public awareness of medical assistants. Opportunities are plentiful for student participation in community projects, such as health fairs and school wide functions.

XIII. Fundraising

Fundraising ideas will be discussed in the club meetings. All members who has paid membership dues will have a voting voice. The Club and Club Advisors will make a decision on the fundraising activity, together as a group. Fundraising activities must meet the criteria for fundraising and must go through the approval process through Randolph Community College's Foundation.

Club funds can be expended for the following, but not limited to:

Attend CEU and non-CEU events, such as

1. Seminar
2. State Convention
3. Conferences/workshops
4. Local and/or State chapter meetings
5. Graduate banquet
6. Medical Assisting academic and professional field trips

NOTE: All functions listed above are taken into consideration on a, per case, basis and is dependent on the availability of club funds.

Criteria for fundraising must be approved with Randolph Community College's Foundation at:
<https://randolphcc.wufoo.com/forms/rd3dtaq0af87n1/>

For detailed information, please refer to the club advisor handbook located at:
<http://www.randolph.edu/student-activities.html>

Fundraising also includes asking for donations from external entities.

Rule of thumb: "Ask before you ask".

Approval from Randolph Community College's Foundation must be requested, prior to soliciting money or items from anyone or any organizations.