

MMC | Military Medical Community

By-Laws of Military Medical Community (MMC)

(Undergraduate School Name)

Article I: Name and Purpose

Section 1: Name

The name of this organization shall be **Military Medical Community (MMC)**.

Section 2: Mission Statement

Our mission is to empower undergraduate students interested in military medicine by providing a dedicated platform for career exploration and professional development. We are committed to building a supportive community that connects and mentors aspiring future military medical professionals. Through collaboration and shared passion, we aim to equip our members with the knowledge and network necessary to successfully pursue a career serving our nation's heroes.

Section 3: Vision Statement

We envision a future where our interconnected network becomes the premier launching pad for the next generation of military medical leaders, fostering a seamless transition from aspiring student to impactful professional dedicated to serving those who serve.

Section 4: Purpose

The purpose of MMC is to serve as an undergraduate student interest group dedicated to creating a cohesive and supportive community for students and professionals interested in military medicine. We will achieve this by providing educational resources, mentorship opportunities, and networking events that highlight the unique aspects of military healthcare. MMC will operate in full compliance with the policies and procedures of the university and all applicable federal, state, and local laws.

Article II: Membership

Section 1: Eligibility

Membership in MMC is open to all currently enrolled undergraduate students, regardless of their major or academic standing, who have an interest in military medicine.

Section 2: Membership Status

Members are considered to be in good standing if they have paid any applicable dues and attend a minimum of fifty percent (50%) of all regular meetings and events per academic year.

Section 3: Dues

There will be no membership dues at this time. Should the need for dues arise, a proposal will be presented to the general membership and must be approved by a two-thirds (2/3) majority vote of the Executive Board and a simple majority of all active members. Dues will not be mandatory for membership.

Section 4: Non-Discrimination MMC does not discriminate based on race, color, national origin, religion, sex, age, gender identity, sexual orientation, disability, veteran status, or any other characteristic protected by law.

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Article III: Executive Board

Section 1: Structure

The Executive Board shall consist of the following positions: President, Vice President, Treasurer, Social Media Lead, and Community Engagement Lead.

Section 2: Eligibility and Term All Executive Board members must be active, undergraduate students in good standing with the university. Executive Board members shall be elected annually and serve a term of one academic year, from the date of their election until the election of their successors.

Section 3: Elections

Elections will be held annually during the spring semester. Candidates must be nominated by a current member and accept the nomination. Voting will be conducted by a secret ballot of the general membership. A simple majority is required to win an election. In the event of a tie, the current President shall cast the deciding vote.

Section 4: Duties and Responsibilities

The Executive Board is responsible for the overall direction, management, and leadership of the organization. Each member has specific duties, as outlined below:

A. *President*

The **President** is the chief executive officer of the organization.

- Registers the group with the office of student affairs at the local institution and provides signed copy with contact information to mmc@usuhs.edu
- Presides over all meetings of the Executive Board and general membership.
- Serves as the primary representative and spokesperson for MMC.
- Develops and executes the strategic plan for the academic year, in collaboration with the Executive Board.
- Oversees all club activities and ensures they align with the mission and vision.
- Maintains communication with the faculty advisor and university administration.
- Ensures all required university paperwork and documentation are submitted on time.
- Serves as the final decision-maker in the event of a tie vote within the Executive Board.

B. *Vice President*

The **Vice President** assists the President in all duties and assumes their role in their absence.

- Assists the President in managing and coordinating club activities.
- Acts as the primary point of contact for external speakers and guest lecturers.
- Organizes and schedules monthly virtual gatherings and guest speaker events.
- Manages the logistics for virtual meetings, including the platform and invitations.
- Maintains a database of past speakers and potential future contacts.

C. *Treasurer*

The **Treasurer** is responsible for all financial matters of the organization.

- Manages the organization's budget and financial records.
- Collects any approved dues and manages fundraising efforts.
- Approves and tracks all expenditures and reimbursements.
- Provides regular financial reports to the Executive Board and general membership.
- Works with the President to secure any grant funding or sponsorship opportunities.

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D. *Social Media Lead*

The **Social Media Lead** manages the organization's online presence and communication.

- Develops and implements a social media strategy to promote the club and its events.
- Manages all official social media accounts (e.g., Instagram, Facebook, LinkedIn, etc.).
- Creates and posts engaging content, including event announcements, member spotlights, and educational resources.
- Monitors and responds to comments and messages on social media platforms.
- Tracks social media engagement and provides regular reports to the Executive Board.

E. *Community Engagement Lead*

The **Community Engagement Lead** focuses on fostering community building and in-person connections.

- Organizes and coordinates local, in-person networking events, workshops, and study sessions.
- Develops and manages virtual break-out groups for mentorship and focused discussions.
- Acts as the liaison between the undergraduate members and the professional mentors (HPSP/USU scholars, physicians, etc.).
- Creates opportunities for members to engage in service projects or community outreach related to military medicine.
- Maintains a list of active mentors and mentees, facilitating connections where appropriate.

Section 5: Vacancies and Removal

In the event of a vacancy on the Executive Board, the President will nominate a replacement from the general membership, subject to a two-thirds (2/3) approval vote by the remaining Executive Board. Any Executive Board member may be removed from their position for failure to perform their duties, violation of these by-laws, or other misconduct, by a two-thirds (2/3) majority vote of the Executive Board and a simple majority of the general membership.

Article IV: Meetings

Section 1: General Membership Meetings

General membership meetings will be held at least once per month during the academic year. The purpose of these meetings is to discuss upcoming events, provide updates, and facilitate networking and educational opportunities.

Section 2: Executive Board Meetings

The Executive Board will meet at least once per month, separate from general meetings, to discuss and plan club activities. The President may call for additional meetings as needed.

Section 3: Quorum

A quorum for Executive Board meetings shall be a simple majority (more than half) of its members. No official business can be conducted without a quorum present.

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Article V: Committees

The Executive Board may establish committees as needed to assist with specific projects or events. The President, in consultation with the Executive Board, will appoint committee chairs and members. These committees will be ad-hoc and will dissolve upon completion of their designated task.

Article VI: Amendments

Section 1: Proposal

Any member may propose an amendment to these by-laws by submitting a written proposal to the President.

Section 2: Approval

Amendments to these by-laws must be approved by a two-thirds (2/3) majority vote of the Executive Board and a simple majority vote of the general membership. The proposed amendment must be presented to the membership at least one week prior to the vote.

Article VII: Faculty Advisor

Section 1: Selection

A faculty advisor shall be a full-time university faculty or staff member selected by the Executive Board and approved by the university administration.

Section 2: Duties

The faculty advisor will serve as a resource for the Executive Board, providing guidance and institutional support. The advisor will attend meetings as needed and assist in ensuring the club operates in accordance with university policies.

Article VIII: Dissolution of Organization

Section 1: Conditions

MMC may be dissolved by a two-thirds (2/3) vote of the general membership, or if the number of active members falls below five (5) for two consecutive semesters.

Section 2: Assets

In the event of the dissolution of MMC, all remaining assets, after all debts have been satisfied, shall be donated to a non-profit organization focused on military health or education, as decided by the Executive Board at the time of dissolution.

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