

*Bylaws for Medical Office Administration (MOA) Club of South Piedmont
Community College*

ARTICLE I- NAME

The name of the organization shall be the "Medical Office Administration Club", referred to simply as MOA Club.

This organization is formed as a student club, serving the students and community of South Piedmont Community College.

ARTICLE II- OBJECTIVES

The objective of the MOA Club shall be:

To serve the students and community through service-oriented projects

To bring together students and faculty for fellowship

ARTICLE III- MEMBERSHIP

The MOA Club membership is open to current students within the MOA programs. Faculty, staff members, and students enrolled at SPCC are also welcomed to participate in the club.

ARTICLE IV- OFFICERS

The officers of the MOA club will consist of president, vice-president, secretary, and treasurer. The members of the club shall elect officers of the club from among its members at the initial meeting. The officers shall serve for a term of 1 year beginning after the initial meeting in the Fall Semester and will continue until the end of the Spring Semester.

ARTICLE V- MEETINGS

Meetings of the club shall be called as and when deemed desirable by the members. The club will strive to meet every month but will be at the discretion of the members. The president of MOA Club may call a meeting of the members anytime business may need to be acted upon.

Attendance of members at each meeting is of vital importance to the club's role at SPCC. Each member will be encouraged to actively participate in all of the club's functions in order to accomplish the services the club will strive to do.

ARTICLE VI- BY-LAWS

Such by-laws may be adopted from time to time and shall be deemed advisable by a majority of the members.

ARTICLE VII- AMENDMENTS

These Articles of Association may be amended by a majority of the members.

BY-LAWS

Section I: All officers and committees not otherwise provided for, shall be chosen by the governing body of the members of the club, at any regular or special meeting of the club and in such a manner as the meeting may decide.

Section II: Meetings of the membership when called shall be held at such hour and such place as the members may agree on, with proper notice being given to all members of such meetings. The president shall be in charge of communicating the meeting time and place to the members. If any time the president cannot fulfill the duties of the club, the vice-president shall assume the president's role in the president's absence. The vice-president shall work closely with the president and support all the functions in conjunction with the president.

Section III: In addition to the duties imposed by the Articles of Association, the secretary shall keep a record of the proceedings of all meetings of the club; and shall perform such other duties as may from time to time be imposed by the clubs' members.

Section IV: It shall be the duty of the treasurer to receive all monies paid to the club, to disburse money as approved by the members, and to provide a financial report to the general membership of all financial transactions of the club. This report will be provided at each of the regularly scheduled meetings.

Authorized signatures:

Sarah Jordan *Sarah Jordan* *9-30-19*

Primary Faculty Advisor *Date*

 *Sabrina Lee* *9-30-19*

Acting Current MOA Student Advisor *Date*