

Medical Assisting/Medical Laboratory Club

Club Overview: See attached

Advisors: Maile Nelson (mnelson@spcc.edu) Tara Carriker (tcarriker@spcc.edu)

Club President: Bailey Helms (bhel0261@students.spcc.edu)

Next Meeting: August 31, 2016 @ 4:30 p.m. OCH Room 160B

**South Piedmont Community College
By-Laws of the Medical Assisting Club
(2016-17)**

Article I

Name of the Organization

- I. The name of the organization shall be the Medical Assisting/MLA Club of South Piedmont Community College.

Article II

Purpose

- I. The purpose of the Medical Assisting/MLA Club of South Piedmont Community College shall be, but not limited to, promotion of improved health to all individuals; development of leadership, fellowship, and communication among fellow members, students and the community; and the advocacy of personal excellence and scholarship.

Article III

Membership

- I. Membership shall be composed of any student majoring in the Medical Assisting or MLA Program of South Piedmont Community College.

- II. Other persons not majoring in Medical Assisting/MLA Program but who have an interest in the Medical Assisting Field may become a member with the approval of the organization.

Article IV

Organization's Advisor

- I. The organization's advisor shall be a Medical Assisting instructor or the program coordinator.
- II. The organization's advisor shall be responsible for guidance of the organization's activities.
- III. The organization's advisor shall not be a voting member of the organization.

Article V

Officers

- I. The officers shall consist of Medical Assisting or MLA class members.
- II. All officers are elected by the program's body by majority vote.
- III. An officer can be removed for ineffective service upon recommendation of the officers and advisors.

Article VI

Duties of the Executive Board

- I. The Executive Board shall consist of President, Secretary and Members at large.
- II. The Executive Board will make recommendations which will be submitted to the body for action.
- III. The Executive Board will attend all Club meetings.

Article VII

Committees

- I. Committees will be established at the direction of the Executive Board.

Article VIII

Organization Business

- I. All business of the organization will be approved by the majority vote of the Executive Committee.
- II. All voting must take place at official meetings.

Article IX