



**By-Laws of the Sonography Club
(2018-2020)**

Article I

Name of the Organization

- I. The name of the organization shall be the South Piedmont Community College Sonography Club Class of 2018

Article II

Purpose

- I. The purpose of the Sonography Club shall be, but not limited to, the promotion of health awareness to all individuals; to develop leadership, teamwork, fellowship and communication among fellow members, students, and the community; and to promote personal excellence and scholarship.

Article III

Membership

- I. Membership shall be composed of any student majoring in Medical Sonography at South Piedmont Community College.
Note: To be a member students must have been accepted and started the program.

Article IV.

Organization's Advisor

- I. The organization's advisor shall be appointed by the chairperson of the Sonography Department.
- II. The organization's advisor shall be responsible for the 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 the Executive Committee. (President, Vice-President, Treasurer, and Secretary)
- 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 Executive Board.

Article VI
Duties of the Executive Board

- I. The Executive Board shall consist of officers and other representatives.
- 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 under the direction of the Executive Board.

Article VIII
Organization Business

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

Article IX
Meeting Times and Dates

- I. The meeting times and dates will be set by the organization's advisor.
- II. **Confidentiality clause: Officers are not to discuss proposed or unfinished club business with anyone until and unless a motion has been offered and passed to present the topic to the club (class) for a vote.**

Addendum: Duties of Advisor & Officers- Sonography Club Class of 2020

**** If a student is on any type of disciplinary action at the time of club nominations, their nomination is void. If a student holds office and they are placed on any type of disciplinary action, they can be asked to step down from their position at the discretion of the Faculty Advisor. ****

Advisor: Calls meetings, advises board, final authority, holds money

President: Presides over meetings, calls for officer's reports, committee reports (if any), Old Business, New Business, calls for motions, calls for votes

Vice President: Presides over meetings in the president's absence, assists the president as asked.

Treasurer: Collects money, keeps record of revenues and expenses. Prepares and presents a financial report for each meeting. Presents expenses to the board for approval. Requests that expenses be paid when approved by majority vote. Deposits money with advisor.

Secretary: Keeps minutes of meetings, prepares paperwork as needed, emails completed monthly report to SGA & Advisor no later than the 5th of each month, keeps a copy of By-Laws, maintains membership database, maintains a resume of community service hours for each member & submits to SGA upon request each semester.