

UNC-CH Undergraduate Healthcare Club (UHC) Bylaws

Adopted the 2nd of August 2025 by Alexandria Poulos

Table of Contents

Mission Statement

Article 1 - Name

Article II - Affiliations

Article III - Purpose and Objectives

Article IV - Membership and Participation

Article V - Advisor

Article VI - Meetings

Article VII - Executive Board

Article VIII - Elections

Article IX - Committees/Divisions

Article X - Funds

Article XI - Ratification

Article XII - Amendments

Article XIII - Bylaws

Article XIV - Parliamentary Process

Article XV - Non-Discrimination Policy for Student Organizations

Mission Statement

“This organization’s sole purpose is to help create a better environment for students interested in pursuing a career in healthcare to learn more about their opportunities in post-undergraduate education as well as, to help students meet professionals through educational sessions and networking opportunities so they can be successful in the healthcare industry.”

Article I – Name

- The official name of this organization shall henceforth be known as “The University of North Carolina Undergraduate Healthcare Club (UHC).”

Article II – Affiliations

- This club is affiliated with the University of North Carolina at Chapel Hill and Kenan-Flagler Business School and thus follows any rules and regulations put forth by these institutions as well as maintains a strict adherence to the institutions’ Code of Conduct.

Article III – Purpose and Objectives

- The Undergraduate Healthcare Club is an organization for students in the business school as well as students interested in business and healthcare to learn more about the opportunities available in this field. We hope to give students the resources needed to obtain success in the healthcare industry through networking opportunities, resume workshops, mock interviews, meet and greets with MBA students, post-undergraduate educational sessions, peer advising opportunities, and other events.

Article IV – Membership and Participation

- Members can be from any undergraduate school at the University of North Carolina at Chapel Hill including, but not limited to, Kenan Flagler Business School, Gillings School of Public and, the UNC College of Arts and Science. They, however, must be an undergraduate student attending the University full-time (12 credit hours or more).
- In order to be considered a member of the UHC, members must pay a membership fee at the beginning of each fall semester.
- Membership fees shall never be more than fifteen dollars (\$15); the UHC is not responsible for general admission to non-UHC events or for expenses incurred on UHC trips or tours.

- Members must attend at least 2 meetings and 1 event (fundraising, educational, or networking) each semester to be considered an active member of the UHC.
- Active members will have access to a peer-mentor advisor program with healthcare professionals, they will have access to exclusive resume and career building workshops as well as, to firm treks. Inactive members or, members who have not paid their dues in full, will not be allowed to attend these events until their dues have been paid.

Article V – Advisor

- The UHC's current advisor is Susanne Killian, Ph.D.
- If at any point the UHC feels the need to change our faculty advisor, the executive board must first meet and create a list of potential advisors for the organization. This advisor should, in some way, shape, or form, work for the University and have knowledge about the healthcare industry. Once an advisor has been chosen and agreed to take the position, the executive board must vote and have a majority agree to this new advisor.

Article VI – Meetings

- The UHC will have a meeting biweekly on Tuesday or Thursday starting the week after the official UBP club registration period ends. These meetings can be at any time between 5 and 8PM as per what the Executive Board decides on.
- The President of the UHC will run meetings unless the President is unable to attend for whatever circumstances, in which, the Executive Vice President will run the meeting.
- All members of the Executive Board have the opportunity to make announcements at the beginning of the meeting as long as they have received permission from the President.
- All members are required to sign into all meetings and events including Executive Board members.
- Executive Board members should also be willing to attend a weekly meeting to discuss the progress and status of the organization. The time and place for these meetings are scheduled by the Vice President. All members should be in attendance as well as any Executive Assistants. If for any reason an Executive member cannot attend these meetings, they must notify the President of the Executive Board with at least twenty-four (24) hours' notice.

Article VII – Executive Board

- Alexandria Poulos is the President of the UHC for the year 2025-2026. Thereafter, there will be an election for the President position as well as all other members of the Executive Board.
- The Executive Board will consist always of a President, Vice President, Advisor, Director of Marketing and Communications, Director of Finance, Director of Internal Relations, Director of Student Engagement, Director of Professional Development, Director of Service, and two Director of External Affairs.
- All Executive Board members are responsible for their own tasks, which will be outlined in the application process. They should, however, ensure they relate the progress of their tasks to the President and Executive Vice President and refer to their with any questions or concerns that they, or other members may have.
- The advisor must be a full-time faculty or staff member of UNC-Chapel Hill, UNC Hospitals, or an affiliated department; an emeritus UNC-Chapel Hill faculty or staff member; a UNC-CH retiree with affiliate status; or a campus minister. The advisor does not have the right to vote.
- Members of the Executive Board other than the President and the Executive Vice President are allowed to use Executive Board Assistants, which should be allowed the opportunity to apply at the end of each year for the subsequent school year period. These positions will only last for one school year term.
- If an executive board member is not fulfilling their roles requirements there will be a three-stage system for discussing this issue with them.
 - Firstly: The member will be spoken to by the President and Executive Vice President explaining the problem and asking them to fulfill their job roles.
 - Secondly: If this initial conversation does not work, the executive board member will be asked to take a two-week probation from the club in which they will be asked to consider if they still want this role.
 - Thirdly: After the two weeks is over and they are welcomed back to their position (if they decide to come back), but they still do not fulfill their positions requirements they will be asked to step down.
- If the Executive Board is tasked with trying to find a leadership role in the beginning of the year due to a vacancy for any reason, they will call upon members to apply. This application and selection process should take no more than two weeks.

Article VIII – Elections

- Only currently enrolled UNC-CH students can be active members with the right to vote and hold office.
- All major officers of UHC must be full-time, registered students of The University of North Carolina at Chapel Hill with a minimum of a 2.5 cumulative GPA. For graduate students, you must be a full-time, student activity fee paying student who is in good academic standing.
- To remove a member or officer, adequate written notice to that person (7 days minimum) is required before officially removing them from the organization. Due process must be allowed, including the right to speak on one's behalf and the right to an appeal.
- Elections for members of the Executive Board should occur during March every year so there is enough time for the new board to begin set up for the following fall semester.
- The new term will begin on Aug.1st of each year.
- Candidates for these positions must be active, fee-paying members of the organization and must have submitted a resume and cover letter for the position desired to the current Executive Board for review.
- The current Executive Board must not take longer than twelve days (12) to make a decision over an election and must ensure they contact all candidates regarding the decision.
- Each member of the Executive Board may be responsible for choosing the next person to fill their position and there will be a final vote on these decisions by the President, Vice President, and Advisor. If there is a disagreement with the placement of an individual the Executive Board should hold an anonymous vote, in which whoever earns the majority vote wins.

Article IX – Committees/Division

- The UHC does not currently see the need for different committees or division beyond the roles of the Executive Board (see Article VII). This view may change as the club continues to grow.

Article X – Funds

- The UHC would like to become a financially stable organization through the use of membership fees, beginning and end of year fundraisers, and through donations from the Kenan-Flagler Business School Student Government. The use of these funds can only be used for products needed for meetings and events as well as, supplies, and fees needed to hold an event or meeting as long as fund

objectives and amount is approved by both, the President and Vice President of Finance.

- The Director of Finance is responsible for issuing receipt and reimbursement for any personal expense incurred by a member of the Executive Board that was used to purchase something needed at a meeting or event.
- The Treasurer will oversee updating the Executive Board twice a month on the current financials of the organization in order to make sure that members are aware of the current financial status of the club.

Article XI – Ratification

- If, at any point in time, the Executive Board needs to ratify these amendments it shall be discussed at an Executive Board meeting. All members must agree that a change is needed, and all members must agree to the change before implementation. Once all members agree to the ratification it may be implemented.

Article XII – Amendments

- Any member of the Executive Board can make a recommendation for an amendment to the bylaws of the UHC at any time during the school year. This recommendation should be submitted in writing to the President of the UHC and will be unanimously voted upon at the next Executive Board meeting and will be added into the bylaws at that time given there is a majority vote allowing it to pass.

Article XII – Bylaws

- Any member of the Executive Board can make a recommendation for a new bylaw of the UHC at any time during the school year. This recommendation should be submitted in writing to the President of the UHC and will be voted upon at the next Executive Board meeting. If unanimously approved, the bylaw can be added at that time.
- The constitution may be amended at any regular business meeting of the organization by a two-thirds vote of active membership, provided the amendment has been submitted to members in writing at least one week prior to the business meeting.

Article XIV – Parliamentary Procedures

- Any issue regarding an amendment or an addition to the bylaws should be addressed after the initial deliberation and update by the President at the Executive Board meeting.

- The issue must have been submitted in writing and been given the approval by the President to discuss at the Executive Board meeting. After the issue is discussed by the Executive Board there shall be a unanimous vote among the Executive Board members, where in which the majority vote rules.

Article XV – Non-Discrimination Policy for Student Organizations

- Membership and participation in the UHC must be open to all students without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, or veteran status. Membership and participation in the organization must also be open without regard to sex, unless exempt under Title IX.
- UHC select their members on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership and participation in the organization to students who, upon individual inquiry, affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership or participation on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sexual orientation, veteran status, or, unless exempt under Title IX, sex.