Article I. Name

Section 1. The name of this organization shall be the Owl Club, hereafter referred to as “the Club.”

Section 2. The emblem of the Club shall be a golden owl, perched upon a golden femur, and having for its eyes an emerald and a ruby.

Article II. Purpose

Section 1. The club shall have as its purpose the amicable interchange of opinion(s) and ideas between the student body, the faculty and the administration in order to promote better student-faculty relations, to inspire excellence in teaching, and to maintain high ethical standards in the medical school. In addition, the Club shall cooperate and participate fully and integrally with other student and faculty organizations to enhance the educational experience at Tulane.

Section 2. At no time shall the Club occupy the position of a political or inter-fraternity organization.

Article III. Membership

Section 1. The maximum membership shall consist up to 52 members. All members should be full-time students of the Tulane University School of Medicine in good academic standing. All current Owl Club members are required to pass all classes without remediation.

Section 2. The membership shall be divided by class as follows:
- 46 general class (10 freshmen, 10 sophomores, 12 juniors, and a minimum of 5 maximum of 12 seniors)
- 2 LEAD students (1 junior, 1 senior) (If the LEAD program does not run, no students will be added)
- 3 AAMC-OSR representatives (1 sophomore, 1 junior, 1 senior)
- Alpha Omega Alpha (AOA) President

Article IV. Executive Board

Section 1. The officers of the Club shall be a President, Vice-President, Secretary, Treasurer, senior active OSR representative, and first, second, third, and fourth year class coordinators.

Section 2. Whenever the Club deems appropriate in the spring, officers shall be elected at a special meeting of the Club. Such a meeting is to be called for and written notice
given via email at least two weeks prior to the meeting by the President. These officers shall be chosen by the members, from among their number, by a simple majority vote of the membership of the Club. The newly elected officers will take office the Monday immediately following a leadership transition meeting to be held no later than June 1.

Section 3: Class coordinators will be voted on by their respective classes at a separate meeting held at the beginning of each academic year.

**Article V. Meetings**

Section 1. Regular meetings of the Club shall be scheduled at least twice each semester during the academic year. Other meetings shall be called by the President as deemed indicated or necessary. Class Coordinators are encouraged to meet regularly with members in the class. Club meetings shall be open to any member of the Tulane medical faculty, administration, or student body, at the discretion of the President of the Club.

Section 2. Attendance is expected by all members to all-Owl and class-specific meetings. Repeated failures to communicate reasons of absence will result in removal from the Club, as determined by the Executive Board.

**Article VI. Constitution and Amendments**

Section 1. This constitution and Bylaws shall be the governing documents of the Club upon its ratification by ¾ of the membership of the Club. The constitution or amendments thereto shall become effective immediately.

Section 2. This constitution may be amended, or enlarged, by a 2/3 vote of the membership of the Club at any meeting of the Club or online, provided only that written notice of proposed changes be given two weeks prior to such meeting or vote.
Article I. Election to and Removal from Office

Section 1. Election of members shall be in accordance with the following procedures:

A. Freshmen elections: Responsibility for informing the first year class of, and conducting both elections, shall be assumed by the Medical Student Government (MSG), assisted as needed by the President of the Club as provided in the Bylaws of the Club.
  1. Ten (10) freshman shall be elected in accordance with the timeline established by MSG as representatives in a class wide election open to all members of the student body, at large
  2. The T2 interim representatives will be introduced to the new T1 class on day 1 of Anatomy.

B. Election procedures
  1. At the time decided by the bylaws, election shall be as follows. Candidates will submit a letter of intent, (“platform,” in accordance with MSG election requirements) which will be made available to the class through online voting polls
  2. Election for LEAD representatives will take place among the LEAD students. One member of the LEAD program will be elected by their LEAD classmates.

Section 2. Once a member has been elected to the Club in the Spring of the Sophomore year for Junior year representation or anytime thereafter, the person shall serve as a permanent member.

A. The role of Senior year members will be advisors and aides to Junior representatives.

Section 3. Vacancies within the Club shall be filed by a special class election called by the President of the Club.

Section 4. Removal of a member

A. Any member may be removed from office by a majority vote of that member’s class for whatever reason the class deems sufficient. Such action may be recommended by a majority of the Club as a body or by the President of the class.

B. Any member who anticipates an extended absence or inability to actively participate in the Club may voluntarily withdraw from active status; permitting that class to select a new representative as provided for in the Bylaws.
C. Any member required to leave school either permanently or temporarily shall be suspended from office. The decision whether to replace a temporarily absent member or to maintain a temporary vacancy for a period of time not to exceed one year shall be subject to a 2/3 vote of the Club membership.

**Article II. Duties and Responsibilities of the Executive Board**

Section 1. President - It shall be the duties of the President:

A. To call and preside over meetings of the Club
B. To appoint such members or committees as may be required or called for
C. To remain in constant and intimate contact with the activities of the University
D. To serve as a full member of the Curriculum Committee upon appointment by the Dean
   a. If, at the time of election, the President has a position on the Curriculum Committee (for example, the President serves as either the AAMC-OSR representative or Curriculum Committee representative for his or her class), the President may delegate his or her Curriculum Committee responsibilities to the Vice President.
   i. This provision prevents losing student representation on the Curriculum Committee.
E. To assist MSG as needed with the election of first year members and to ensure their adequate orientation to the Club’s activities and policies so as to ensure the Club shall always, by its energy and cooperation, be of use to the Administration, Faculty, and Student Body.
F. To act as a primary liaison between the Club and the Dean’s office, as well as the Office of Medical Education.

Section 2. Vice-President - It shall be the duties of the Vice-President:

A. To assist and carry out any such tasks or responsibilities which may be charged by the President.
B. To be responsible for organizing the annual banquet.
C. To act as the primary liaison between the Club and the Office of Admissions

Section 3. Secretary - It shall be the duties of the Secretary:

A. To keep such records of the proceedings of the Club as may be necessary for its optimal efficiency
B. To handle all club correspondence
C. To act as the primary liaison between the Club and the Office of Student Affairs
D. To keep all online Owl Club resources up-to-date including, but not limited to, the Owl Club recommended book list, TMedWeb Owl Club Wikis, and class listservs

E. To work with the President and Class coordinators to ensure that Club listservs are accurate and current.

Section 4. Treasurer - It shall be the duties of Treasurer

A. To keep accurate records of the finances of the Club.
B. To prepare the annual budget of the Club, with the aid of the President

Section 5. Class Coordinators - It shall be the duties of the first, second, third, and fourth year Class Coordinators

A. To call respective class meetings of the Club members.
B. To organize and oversee all class business, including;
   1. Course evaluations
   2. Mid-semester evaluations
   3. Respective class presentation for banquet
   4. Duties as assigned by the Executive Board
C. Freshman banquet creative presentation

Section 6. All Officers – It shall be the duties of all Officers:

A. To maintain records of Club activities and upload these documents to the Club Google Drive account, to which Officers will receive access at the transition meeting after their election. These documents include, but are not limited to:
   a. Curriculum subcommittee meeting minutes
   b. Class Club meeting minutes
   c. All Club meeting minutes
B. To upload documents of guidance to the Google Drive account for newly elected class representatives including, but not limited to:
   a. Responsibilities for the representatives
   b. Events traditionally hosted by the Class Club
   c. Recurring curricular issues

Article III: Loss of an Executive Board member

Section 1. If for any reason the President is unable to perform required duties or maintain the office, the Vice-President shall assume the duties of both the President and the Vice-President.

Section 2. If for any reason a vacancy arises in the position of Vice-President, Secretary or Treasurer, The President shall conduct an election at the next monthly meeting of the
Article IV. Function of the Club

Section 1. At the beginning of each school year, the members of the Club from each class shall appoint at least one representative for each basic science course, each systems-based block and each core or required clinical rotation in order to maintain and encourage active communication between the faculty concerned with the course and the members of the class. The members assigned to a course shall monitor its progress. Both student and faculty input and cooperation shall be sought, with the member serving as a vehicle of communication between the faculty and the class. The list of course assignments shall be made available to the Dean of Student Affairs, to the faculty involved and to the class. It will be the responsibility of the assigned members to prepare an evaluation and summary of each course upon its completion, containing relevant criticism and suggestions. The summary may be incorporated into the presentation at the Club’s annual banquet and shall become a part of the permanent file on curriculum maintained by the Club.

Section 2. The Club shall host an annual function in the late Spring for the administration, executive faculty, heads of courses and other guests at the discretion of the Club. At this function the Club shall present awards of recognition to the faculty and departments.

Section 3. In addition to the annual function, the Club or its class members may host any number of more informal gatherings periodically in order to improve student-faculty rapport.

Section 4. At the beginning of each academic year, no less than 3 representatives from each class' Club shall be elected by the class' club to attend that class year's curriculum subcommittee. These representatives shall be expected to attend at least half of the meetings of the class' curriculum subcommittee. It is expected that at least one representative shall be present at every curriculum subcommittee meeting. The representatives will be expected to provide a brief update on subcommittee events during All Club meetings.

Article V. Quorum

Section 1. A quorum consists of a majority of the membership of the Club.

Section 2. It shall be the responsibility of each rising Senior in the Club, in the Spring of his/her Junior year, to notify in writing the President-elect of the months he/she plans to be out of town, either on extramural rotations or on vacation. During each month, according to these plans, those Seniors who are out of town will be excluded from
“active” membership in the Club, for the purpose of defining a quorum and only for that purpose.

**Article VI. Owl Club Banquet Awards**

Section 1. Nomination and election procedure - Nominations will be elicited for email submission two (2) months prior to the scheduled Owl Club Banquet. Students will only be able to submit nominations for awards for their class or for all-student body awards. Nominations will be compiled into class specific online ballots. Ballots will be open for voting one (1) month prior to the banquet and ballots will close two (2) weeks prior to the banquet. Those who receive an award one year will be ineligible to win that same award the following year.

Section 2. Listing of awards.

A. Outstanding teaching awards:
   1. Pre-clinical - One award for each of the pre-clinical years, including first and second year.
   2. Clinical – One award to a clinical faculty and house officer from each clinical rotation, including Internal Medicine, Surgery, Family Medicine, Pediatrics, Psychiatry, Neurology, and Radiology.
      
      i. Emergency Medicine: the Club may give an EM award at our own discretion, but the Club in the past has chosen to discontinue this award as EM faculty are not Tulane faculty members and do not come to the banquet, although invited.

B. Outstanding Course Awards:
   1. Outstanding Freshman course award.
   2. Outstanding Sophomore course award.
   3. Outstanding Clinical course award.
   4. Electives: awards presented for excellence as deemed necessary by the Club.

C. Outstanding Administrative Award - It is to be given to the individual administrative staff member as identified by the Club members for outstanding services.

D. Special Awards - Those individuals not specifically eligible for above awards may be considered for a special award according to the discretion of the club.

E. Outstanding Department, School of Medicine - Single department in the Medical School from all four years is identified for recognition as determined by the Club members.

F. Dr. Weisberg Excellence in Clinical Teaching Award - The Leon Weisberg Excellence in Clinical Teaching Award is presented to the clinical faculty
member that displays the qualities of teaching, exemplified by Dr. Leon Weisberg.

G. Gloria P. Walsh Award - The Gloria P. Walsh Award is presented to a member of the faculty for “excellence in teaching and promotion of high ethical standards in medical education.” The award is given on behalf of the Medical student body on honor of Gloria Paolini Walsh, the late wife of Dr. John J. Walsh. Nominations are solicited from members of the Club and the Senior class, and the recipient is recognized by the chancellor at Graduation.
   1. Recipient names shall be sent to the Office of Student Affairs and/or Office of Medical Education by two (2) months prior to the banquet.

G. Harold Cummins Senior Award - Nominees are selected by the Senior class for “the senior student deemed outstanding in exhibiting the qualities of character, professional integrity and competence, promise in the field of medicine, and demonstrable respect for the principles of Hippocrates.” Nominations are solicited by the Club and presented to the Dean; from this slate, the recipient is selected and recognized at graduation.
   1. Recipient names shall be sent to the Office of Student Affairs and/or Office of Medical Education by two (2) months prior to the banquet.

Article VII. Amendments

Section 1. These bylaws may be amended or enlarged by a 2/3 majority vote to maintain consistency with changes to the constitution of the membership of the Club provided that the proposed amendment is read at a Club meeting or posted electronically prior to voting, and written notice be given two weeks prior to voting.

Section 2. Each member of the Club shall receive a copy of the Constitution and Bylaws upon election to the Club. The Constitution and Bylaws of the Club shall be available electronically on the Owl Club website.

Article VIII. Special Members of the Club

Section 1. Class OSR Representative. The class OSR representative shall work with the class' Club to determine an appropriate role. The OSR representative shall update the class' Club regularly (at least at every class meeting) about the projects on which the OSR representatives are working. The class coordinator is responsible for including them in class' Club listserv.

Section 2. Curriculum Committee Representative. The class Curriculum Committee representatives shall be included in all correspondence within the class Club. The Class coordinator is responsible for including them in the class' Club listserv.

Section 3. Alpha Omega Alpha President. The Alpha Omega Alpha President shall update the Club on all pertinent AOA activities.