

- I. The purposes of the organization shall be to:**
- a. Promote communication among members and faculty.
 - b. Obtain information about careers in sleep medicine.
 - c. Promote the profession of sleep medicine.
 - d. Serve the medical school and campus public and provide awareness around sleep related issues.
- II. Membership shall be open to any medical student.**
- III. The executive power of the organization shall be vested in the President.
The Executive Board shall consist of President, Vice President, Secretary, and Treasurer.**
- IV. A faculty member shall be selected by majority vote of the members to serve as Faculty Advisor to the organization. Ideally this candidate will be a fellowship program director in sleep medicine.**
- V. The organization shall not discriminate on the basis of religion, race, age, sex, national origin, military status or sexual orientation.**
- VI. Officers and advisors shall be elected each year by a majority vote of the members.**
- VII. Roles:**
- a. The President**
 - Supervise all group meetings;
 - Oversee all Choose Sleep Interest Group event and programming planning;
 - Approve all student organization purchase requests;
 - b. The Vice President**
 - Shall perform the President’s duties in his or her absence.
 - Work with the student organization’s Treasurer to prepare an annual budget;
 - Schedule locations for meetings and events
 - c. The Secretary**
 - Shall record accurate minutes, notify members of meetings, and submit a list of officers to the Student Affairs office.
 - Maintain membership database in order for participating members to qualify for AASM Membership; and
 - Work with president and faculty advisor to provide report to the AASM regarding membership information.
 - d. The Treasurer**
 - Shall keep a complete record of expenses, authorize expenditures, plan the yearly budget, provide financial reports, and provide a copy of financial records to the school accounting office;
 - Prepare the annual student organization budget.
 - e. The Faculty Advisor**
 - Shall provide advice and assistance to the internal medicine interest group officers and organization members.

Choose Sleep Interest
Group President’s Signature: _____ Date: _____

Faculty Advisor’s Signature: _____ Date: _____