

CONSTITUTION AND BYLAWS

**This Is Only A Sample.
However, You May Use This As A Guideline
To Draw Up Your Chapter's Constitution And Bylaws**

Please complete these forms and send to the national office by **JANUARY 30, 2006**. Any forms postdated after January 30 will not be considered at the 2006 Annual Convention. The charter will be presented at the House of Delegates during the annual convention and upon approval, will gain chapter status.

Send all information to:

American Medical Student Association, c/o Recruitment Department
1902 Association Drive, Reston, VA 20191

CHARTER OF THE (Your University) INTERNATIONAL CHAPTER OF THE AMERICAN MEDICAL STUDENT ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be the American Medical Student Association, hereafter referred to as AMSA (Your University) International Chapter.

ARTICLE II. PURPOSES

The purposes of this organization shall be:

- To provide an environment that supports the creative ideas of physicians-in-training.
- To promote, encourage and maintain a cohesive relationship with the student and non-student organizations of (Your University) International Chapter.
- To serve as a forum for discussion of health issues and develop a policy agenda for physicians-in-training.
- To affect change in the medical education process and to make it more responsive to the needs of students and society.
- To maintain its status as an independent organization.
- To maintain its primary identity as an organization for physicians-in-training.
- To promote and maintain programs which enhance the quality of health care in the community.
- To be financially independent and maintain a stable financial base.
- To continue to develop health-care leadership.
- To seek, develop and provide membership services to the physicians-in-training community.
- To increase knowledge of health information among members and the general public.
- To periodically re-evaluate the above purposes and ensure that they are carried out in a proper fashion.

ARTICLE III. MEMBERSHIP

A. Eligibility

Students enrolled at the (Your University) who are either current national international members of AMSA or in the process of applying to national AMSA, and have paid current chapter dues shall be considered active members of AMSA (Your University) International Chapter. Members of above named organization shall be accepted without discrimination on basis of race, religion, national origin, disability, sex, sexual preference, age, creed, marital status, parental status or veterans status. Furthermore, it is understood that members of the above organization will not, at any time, engage in hazing.

B. Privilege of Membership

Members shall have the right to attend all meetings and participate in all AMSA-sponsored activities.

C. Dues

AMSA National dues are currently set at U.S. currency: \$45 annually for international mailing addresses; OR \$65 for 1st- and 2nd-years or \$45 for 3rd- and 4th-years for domestic mailing addresses. The dues for membership to AMSA (Your University) International Chapter shall be determined by the AMSA officers of (Your University). Local chapter dues shall

be (\$\$\$\$) dollars a semester and are subject to change by the executive committee. Dues will be referred to the penalty for nonpayment in Article III, Section D.

D. Financial Obligations

Penalty for non-payment: Any eligible member that fails to pay dues will lose membership status and benefits.

ARTICLE IV. OFFICERS AND DIRECTORS

A. Titles

The officers of an executive board of an AMSA international chapter shall include: president, vice president, treasurer, secretary, sergeant at arms and any other positions the chapter wishes to create.

B. Elections

The officers may be nominated and elected by ballot at the last regular meeting in April. A majority vote of the members present shall be necessary to elect. When there is only one nominee for an office, there may be a vocal vote. All officers shall take office immediately at the close of the meeting in which they are elected.

C. Eligibility

Any member of AMSA (Your University) International chapter shall be eligible for election provided that he/she:

- o Qualified under the (Your University)'s International chapter Golden Rule.
- o Is a member of national AMSA and the AMSA (Your University) International chapter for at least one semester prior to the election.
- o Has met with the executive board to understand the details of the desired position.

D. Vacancies of Offices

If any office shall become vacant except for the presidency, the president shall, at the earliest possible date thereafter, order a special election for the purposes of filling such office. The member thus elected shall immediately enter his/her duties and shall hold office until the next regular election. The vice president would assume the role as acting president if the president were to leave.

E. Duties of the Officers

1. The President shall:

- o Preside at all general membership and special meetings.
- o Appoint committees and serve as ex-officio (non-voting) of said committees.
- o Assist treasurer in the preparation of a budget for his/her term of office by June 1.
- o Carry out assignments and instructions to the office of the president.
- o Serve as a chapter delegate to the International Members Caucus at AMSA's National Annual Convention each March (or select a surrogate if he/she chooses not to attend).

2. The Vice President shall:

- o Be an aide to the president.
- o In case of the absence or disability of the president, assume the duties of the president.
- o Oversee the coordination of all projects.

3. The Treasurer shall:

- o Present a budget and a tentative schedule of suggested fund-raising activities for the finance of the chapter with approval needed by the president and the executive committee to the membership by June 1.
- o See to the day-to-day expenditures of the chapter.
- o Make sure the chapter does not assess any liabilities.
- o Oversee the fund-raising committee on behalf of the chapter.
- o See to the best of his/her abilities that money used on behalf of the chapter is used wisely and in a manner, which suits the purposes of the chapter.

4. The Secretary/Recruitment Coordinator shall:

- o Keep a written record of all meetings (general membership meetings, executive, etc.) in order to provide the chapter with a record of issues discussed, problems posed, ideas raised and of the people who participated in the group discussion for benefit of the chapter and its members.
- o Recite or resummarize the record of minutes for approval by the membership.
- o Keep a current list of active members.
- o Record minutes to be "open" to all members.
- o In case of absence, have a substitute appointed that day by any member of the executive committee.

5. The **Sergeant at Arms** shall:

- Call all local international chapter meetings to order, and shall adjourn each said meeting.
- See to it that all activities taken by the chapter are in accordance with the bylaws of the constitution.
- See to it that all members are given the chance to speak and to be heard at general membership meetings.
- Supervise elections and see that they are carried out as set forth in the bylaws in a fair and just manner.
- Oversee the impeachment process.

F. Removal of Officers

Officers can be removed from office by a majority or two-thirds vote.

G. Voting Powers of Officers

Officers retain voting rights. However, the president often votes only in the event of a tie.

H. Duties of the Directors

Attend all director meetings and hold the position in the best interest of the organization.

I. Removal of Directors

Any director can be removed of his/her title if the executive board comes to a vote of two-thirds or greater. A replacement will be appointed immediately.

J. Election of Directors

Out going directors will choose candidates to fill the positions, who will then be interviewed by members of the executive board. All candidates can be denied the position. The executive board can then continue to search for a director.

ARTICLE V. MEETINGS

A. Time and Place

At least four general membership meetings shall be held from September through April; the place and hour to be determined by the officers.

B. Types of Meetings

The various meetings of the organization, as defined in the bylaws, include:

- General membership
- Annual election meetings
- Special meetings
- Officer meetings

C. Quorum

Quorum for general membership, annual election and special meetings shall be those active members present, provided proper notice is given, as defined in the bylaws. Quorum for officer meetings shall consist of 50 percent of the voting members.

ARTICLE VI. FINANCES

All finances shall be controlled by the president and treasurer only. There must be a budget each year as proposed by Article IV. All funds must be spent on organizational purposes only. The transfer of power of controlling all funds shall be done one week after the new officer has been appointed.

ARTICLE VII. COMMITTEES

Committee chairs must have a written report of committee progress by each general membership meeting. The following must be presented in the committee reports:

- Committee name.
- Committee chairperson.
- A list of people who helped your committee complete each goal.
- A list of goals accomplished since the last meeting.
- A list of goals that were not completed, and an explanation of why and what action will be taken.
- A list of goals you plan to accomplish by the next meeting.
- Indication of any announcements that need to be made at the general meeting.

- Indication if you need to have a written report provided to your committee members. Provide a copy of the report. Members can join as many committees as they wish, but must be active in at least two or else face penalties provided by the executive committee.
- A. The executive committee must present a calendar of annual goals at the beginning of the year to the general members.
 - B. The fund-raising committee must seek projects to finance the chapter.
 - C. The publication committee shall promote and publicize the chapter. They must also comply with the Golden Rule “Advertising and Signs” section.
 - D. The projects/activities committee will work closely with the vice president and must present a tentative calendar of suggested activities.
 - E. The speakers committee must recruit guest speakers to address the chapter.
 - F. The following committees shall run in the best interest of the chapter:
 - Health outreach committee
 - National liaison committee
 - Public relation committee
 - Social committee
 - Hospital volunteers committee
 - Health career convention committee
 - Any other newly formed committees
 - G. New committees can be appointed at any time by the executive committee.

ARTICLE VIII. ADVISOR

The advisor of AMSA (Your University) International Chapter shall be a non-voting member of the executive committee. He/she must have a sincere interest and commitment to the welfare of the chapter. The advisor must be a faculty or staff member of (Your University).

ARTICLE IX. EXTERNAL AFFILIATIONS

The (Your University) International Chapter of the American Medical Student Association, is affiliated with the national American Medical Student Association. International AMSA (Your University) is governed by AMSA laws as well as its own. International AMSA (Your University) is free to govern itself under the guidelines set forth. International AMSA (Your University) will meet with AMSA once a year at the Annual Convention. The American Medical Student Association is located at the following address:

1902 Association Drive
 Reston, VA 20191
 1-800-767-2266 / *members@www.amsa.org*

ARTICLE X. AMENDMENT

This constitution may be amended at any general membership meeting of the organization by a two-thirds vote of the active members present, provided that the amendment proposed had been submitted in writing to the president and posted in a conspicuous location for at least two weeks prior to the meeting. All amendments, additions and/or deletions to the constitution of the above named organization shall be adopted only after a vote of two-thirds of the members present. Additional articles and amendments may be included only if they are in consonance with the (Your University) International chapter and AMSA regulations and policies. These must be filed with the (Your University) International chapter Office of Student Affairs and AMSA national office within one week of adoption.

ARTICLE XI. DISSOLUTION

In the event of dissolution of the above named organization, all unspent (Your University) International chapter funds shall remain the property of AMSA (Your University) International chapter. All privately obtained funds shall be donated to a non-profit organization.

BYLAWS OF THE (Your University) INTERNATIONAL CHAPTER OF THE AMERICAN MEDICAL STUDENT ASSOCIATION

ARTICLE I. FEES AND DUES

AMSA national at the (Your University) international chapter shall levy local dues, which shall be set at (\$\$\$\$) per semester, levied at the time each student joins AMSA. The privileges are outlined in the Constitution and Bylaws.

ARTICLE II. MEETINGS

- A. Ample notification shall be given to all local members regarding meetings held by the executive and publicity committees.
- B. General membership meeting shall be held at the set location(s).
- C. C. Annual election meeting: The annual election meeting shall be held by the beginning of April and shall be executed by the president and sergeant at arms. Only active members may vote. Candidates receiving a simple majority of the votes shall be declared victorious.
- D. D. Special meetings can be called by any member of the executive board or any five members of the general membership. The purpose of any special meeting shall be stated in the announcements of the general meetings.
- E. E. Executive board meetings:
 - o The executive board shall be required to meet in the second week of each month.
 - o The executive board shall consist of the president, vice president, secretary, treasurer, sergeant at arms and any other positions the chapter wishes to create.
 - o Quorum at the executive board meetings shall consist of 50 percent of the voting members of the executive board.

ARTICLE III. APPOINTED OFFICERS

At the request of the executive board, the International Trustee advisor shall be an affiliate member of international AMSA (Your University), and an ex-officio member of the executive board. The advisor shall oversee the executive board and general membership of the organization on matters relevant to the purposes set forth in these bylaws.

ARTICLE IV. ELECTIONS

Nomination shall be taken two weeks before election day by ballot and made public for everyone's awareness. If the nominee chooses to accept the nomination he/she will give a 5-minute speech on the day of election. The annual election meeting shall be held at the general membership meeting in April. Persons may not nominate or second themselves. If only one name is submitted for a position, the vote may be taken vocally. In other events, names shall be written on ballots and counted immediately. Candidates receiving a simple majority of votes cast shall be declared winner. At least two-thirds of the votes must be attained to win a run-off. Executive board members are not allowed to vote in elections, and only the president is allowed to break ties. The newly elected members of the executive board must meet with the previous executive board members for transition of chapter functions.

ARTICLE V. PARLIAMENTARY PROCEDURE

The rules contained in the most recent edition of Robert's Rules of Order shall guide this organization in all cases, which are applicable and in which they are not inconsistent with the Bylaws and special rules of order the organization may adopt.

ARTICLE VI. AMENDMENTS OF BYLAWS

Amendments to these bylaws may be adopted at any general membership of the organization by a majority vote, provided the amendment proposed has been submitted in writing to the president and is posted at least two weeks prior to meeting.

ARTICLE VII. REFUNDS

A member will receive a refund of a semester's local membership dues only after the second official meeting of the semester of the complaint. The refund, if approved by president and the treasurer, will be given at the end of the semester.