

American Medical Student Association Constitution

Established 2006: Ratified 2006

Articles:

- I. 80% of the membership must be registered students of Wayne State University.
- II. If an executive officer is no longer enrolled at Wayne State University, he/she must resign from their position.
- III. The constitution must be ratified every year by the Executive Board. Any additions/deletions to the constitution must be completed according to Article XII.
- IV. Membership Requirements

Section 1. All potential members must pay the parent American Medical Student organization according to their membership fees. An annual local chapter fee of \$10 for renewing members and \$15 for new members will be paid upon joining the local Premedical chapter of AMSA. A potential member will not become a member until both fees are paid in full. Membership dues are to be paid within the first month and a half after the first meeting. A person joining the chapter during the middle of the semester must pay dues within two weeks of joining.

Section 2. All members shall be held responsible for obtaining the required number of points per semester according to the point scale which will be determined each year.

- V. Requirements for Running for Office

Section 1: Any potential candidate must have at least a 3.3 GPA. An unofficial or official copy of the candidate's transcript must be presented to the Executive Board prior to elections.

Section 2: The potential candidate must be an active member of the American Medical Student Association for the current and previous semesters as determined by the Executive Board. Only the fall and winter semesters are considered legal semesters. If two or less people fit the active member qualifications, then positions will be open to people with active member status during the current semester.

Section 3: A speech must be given during the allotted election time period in order to run for office.

Section 4: Any potential President must have board standing during the current school year and must be in the process of accumulating at least 90 credit hours or must be completing their third year as an undergraduate. An official or unofficial copy of the candidate's transcripts must be presented to the Executive Board prior to elections. The position of president is not open to any returning presidents. Any potential President must be able to still be involved in the chapter after their term has ended.

Section 5: The Vice President must have accumulated at least 60 credit hours or is in the process of accumulating 60 credit hours. An official or unofficial copy of the candidate's transcripts must be presented to the Executive Board prior to elections.

Section 6: The Secretary must have completed or be in the process of completing English 3010. The Secretary must have accumulated at least 60 credit hours or is in the process of accumulating 60 credit hours. An official or unofficial copy of the candidate's transcripts must be presented to the Executive Board prior to elections.

Section 7: The Treasurer must have completed Math 1800 with at least a B+ or have been placed into Math 2010 or higher. The Treasurer must have accumulated at least 60 credit hours or is in the process of accumulating 60 credit hours. An official or unofficial copy of the candidate's transcripts must be presented to the Executive Board prior to elections.

Section 8: In the instance in which only one person runs for the position of president, the existing president has the option to run for a second term at the position of president.

Section 9: In the instance in which the Treasurer, Secretary, or Vice President do not run for the position of President, any AMSA committee member fulfilling the requirements other than the previous year of board standing will be able to run for the position of President. If all committee members decline the nomination for president, the position will be open to AMSA members fulfilling the requirements other than the previous year of board standing.

VI. Method for Nominating and Electing Officers:

Section 1: Officers are nominated openly from the floor by any member. A second and third motion must be made in favor of the respective nominee. In the event that more than four (4) candidates are nominated, a

sub-election by the membership shall be held to determine the top four (4) candidates.

Section 2: The time and place of the nominations and elections shall be decided by the Executive Board.

Section 3: Each member may vote only once for each position during elections. A member will only be able to vote for a candidate if they hear the speech from the candidate. If a member does not hear a speech from a candidate then the member will not be able to vote for the specific candidate. Members wishing to vote must be registered with the chapter.

Section 4: Members will be admitted at specific time periods during the election to prevent discrepancies in the electoral process. Members will only be admitted at the beginning of the meeting, after all candidates for treasurer speak, after all candidates for Secretary speak, after all candidates for Vice President speak, and after all candidates for President speak.

Section 5: In the case of a tie, either during nominations or elections, the Review Committee will determine the winner by having a special session called within two days of the nomination or election in question. The Review committee will then immediately vote on the qualified candidates by secret ballot. In the case of a tie as voted by the Review Committee, the president of the chapter will decide on the office. There must be a 66% quorum of the Review Committee present to cast this vote.

VII. Method of replacing Officers During Their Term

Section 1: Any officer may be removed or resign during his/her term.

Section 2: In the case of the resigning or removal of the President, the Vice President will be assigned the position of President.

Section 3: In the case of officers resigning, removal, or when the Vice President becomes the President an Executive Aide will be picked by the Review Committee.

Section 4: The Review Committee will convene and assemble a list of possible people for the position of Executive Aide. After they assemble a list, the Review committee will vote by secret ballot for the new Executive Aide. In the case that a tie occurs, the Executive Board will vote for the New Executive Aide out of the two possible candidates. If the first possible candidate rejects the offer to become the Executive Aide, the second place person will be offered the position. This series of events will continue until an Executive Aide is found.

Section 5: If the both Vice President and President resign or are removed from office, the Secretary will assume the responsibilities and title of the President.

Section 6: If more than one Executive Board member resigns or is removed, then the equivalent number of Executive Aides will be appointed.

VIII. Percent of Members Needed to Conduct Any Official Business

In the case of election or matter that it is determined to be official business by the Executive Board, 66% of all registered members must be present. If 66% of the registered membership is not present then the matter must be addressed again when 66% of members are present. Anything with less than 66% of members is considered to be unofficial business.

IX. Method for Non-Officers to Call an Emergency Meeting

Section 1: Emergency meetings can be called by any member with a petition signed by at least 10 active members from the previous semester, 2 committee members, and 1 Executive Board member.

Section 2: Members shall be notified of the emergency meeting via email as soon as the time and room have been determined.

X. Information About Meetings

Section 1: The first general meeting will be held during the second week of the school semester. A general meeting will then be held bi-weekly from then on.

Section 2: The day and time in which the general meetings are held is determined by the Executive Board. A time will be picked to ensure that the majority of the Executive Board members will be able to attend the general meeting.

Section 3: A time period of 5 minutes must be allotted at the end of every general meeting in order for members to voice their concerns about the chapter.

XI. Debating Procedures

Section 1: Any member wishing to present a motion must be recognized by the president. At this time, said member may state his/her motion. The motion must be seconded before it may be debated.

Section 2: The member originally proposing the motion shall speak first. In the debate, each member has the right to speak twice on the same motion, on the same day, but cannot make a second speech on that motion so long as any member who has not spoken on that motion desires the floor. The president shall insure that any member wishing to speak on the motion is recognized before any other member may speak a second time. A member, who has spoken twice of a particular motion, on the same day, has exhausted his/her right to debate that motion for that day. Each time a member obtains the floor, he/she has a maximum time of five minutes in which to present his/her argument.

Section 3: The president shall oversee the debate by recognizing any member wishing to speak.

Section 4: No one shall interrupt a member who has the floor except the president in the extreme case in which he/she feels that the member is going outside the limits of discussion.

Section 5: The five minute maximum time limit shall be kept by the officer second in command to the president.

Section 6: If the president is involved in the debate, then another individual selected by the Review Committee will take the role of the president in the debate.

XII. Method for Adding or Deleting an Article or Section

An official signed petition containing reasons and goals of changes or deletions must be submitted. The petition is then submitted to the floor for debate. In order for the petition to be ratified, it must be signed by at least 66% of the chapter members.

XIII. Duties of Officers

Section 1: President: The Presidency consists of a two year term. During the 1st year, the President Elect will become the President of the American Medical Student Association Pre-Medical Chapter. During the 1st year, the President will preside over all general meetings. He/She will allocate responsibilities and coordinate all chapter and other officers. He/She has the power to veto over any changes to the constitution. The President is responsible for enforcing all the club rules and regulations. He/She must also maintain direct contact with the Premedical advisor at Wayne State University. The president keeps the official copy of meeting minutes as well as creates the agenda for each general meeting. During the 2nd year,

the President will become the Executive Advisor for the chapter. The description is found in Section 6.

Section 2: Vice President: In the case of the absence or disability of the president, he/she will assume the duties of the president. The Vice President oversees the coordination of all group projects. Any personal concerns from AMSA members will be directed to the Vice President where the concerns will be addressed at the Executive Board meeting. The Vice President will oversee the Point System for the year and must present a list of active members to the Executive Board during each Executive Board meeting.

Section 3: Secretary: The Secretary is responsible for recording records and meeting minutes. Meeting minutes consist of the time period during Executive Board meetings and the time period at the end of general meetings. The Secretary also maintains contact with members via email. Any official chapter letters must be submitted to the secretary for final approval. In the case in which the secretary is not present a substitute must be appointed for that day.

Section 4: Treasurer: All transaction involving money will be made through the Treasurer with the consent of the president. Both the President and Treasurer have the power to withdraw money form club accounts. The Treasurer is responsible for presenting a budget and a tentative schedule of suggested fundraising activities for the finance of the chapter with the approval by the president by June 1. He/She has to make sure that the chapter does not assess any liabilities on behalf of the chapter.

Section 5: Executive Aide: The Executive Aide is responsible for any remaining duties that are not able to be fulfilled by the Executive Board. The Executive Aide does not exist unless a board member position is open.

Section 6: Executive Advisor: The position is held by the President of the AMSA Pre-Medical from the previous school year. As an executive Advisor, he/she will meet with the newly elected executive board within one month of the end of their term as president. The Executive Advisor must address responsibilities and goals of the AMSA Pre-Medical chapter. The Executive Advisor must evaluate the progress of the Executive Board at least two times during each semester.

XIV. Breach of Conduct by a Member of AMSA

Section 1: If a member of AMSA is found to have committed a breach of conduct against the chapter or its members (e.g. financial embezzlement;

the willful taking of articles or documents belonging to AMSA, its Executive Board, or its committee chairs; continuous and willful slander of AMSA), he/she will go before the Executive Board. The accused party will be able to plead their case. The rules of debate will be enforced. The Executive Board will then decide to proceed with prosecution or pardon the accused. If the prosecution continues, the Review Committee will be convened to discuss the case. The accused party is allowed to attend the meeting. The committee will then decide if the accused party is innocent or guilty by secret ballot vote. The President or an equivalent person will collect the secret ballot.

Section 2: The Review Committee of the AMSA Pre-Medical Chapter reserves the right to expel a member from the club if he/she is found guilty of such a breach of conduct.

XV. Planning the AMSA Calendar

Prior to the finalization and announcement of events to AMSA members, all events must be approved by the chapter's faculty advisor.

XVI. Committees

Section 1: Review Committee: The Review Committee of the chapter shall consist of the Executive Board and the people responsible for running all the committees. The responsibilities of this committee are to settle any disputes that may arise in the governmental system. Other responsibilities are listed throughout the constitution.

Section 2: The Executive Board: The Executive Board consists of the President, Vice President, Treasurer, and Secretary.

Section 3: Historical Committee: Two people will be appointed to this committee. This committee is responsible for keeping a pictorial record of all the club's events including meetings, parties, and all other events. These pictures will later be added to the chapter website.

Section 4: Public Relations Committee: Two people will be appointed to this committee. This committee is held responsible for promoting all functions and activities sponsored by the club. The committee is responsible for producing all promotional materials such as posters, flyer, brochures, etc.

Section 5: Attendance/Point System Committee: 3 people will be appointed to this committee. Two people of this committee will record member's attendance at general meetings. These two members will personally sign each member into the meeting. A member is not

considered present unless they are signed in by this committee. The third member will tally all the points for the organization. This list will be the official point list and will be posted on the chapter website.

Section 6: Volunteer Service and Community Service Committee: Two people will be assigned to this committee. This committee is responsible for finding openings in volunteer positions in the Metro Detroit Area. This committee will compile all information into Volunteer Binder which will be available to all members.

Section 7: Lab/Research Placement Committee: 2 people will be assigned to this committee. This committee is responsible for finding opening in various lab or research positions on and off campus. This committee will compile all information into a Lab Placement Binder which will be available to all members.

Section 8: Scholarship Committee: 1 person will be assigned to this committee. The committee is must find scholarships or scholarship applications for AMSA members. These applications or scholarships will be presented to the Executive Board prior to their release to AMSA members.