

# LOCAL CHAPTER CONSTITUTION AND BYLAWS

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## CHARTER OF THE University of Texas at San Antonio PREMEDICAL 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 University of Texas at San Antonio Premedical Chapter.

### ARTICLE II. PURPOSES

The purposes of this organization shall be:

- o To provide an environment that supports the creative ideas of physicians-in-training.
- o To promote, encourage and maintain a cohesive relationship with the students and non-student organizations of UTSA
- o To serve as a forum for discussion of health issues and develop a policy agenda for physicians-in-training.
- o To affect change in the medical education process and to make it more responsive to the needs of students and society.
- o To maintain its status as an independent organization.
- o To maintain its primary identity as an organization for physicians-in-training.
- o To promote and maintain programs that enhance the quality of health care in the community.
- o To be financially independent and maintain a stable financial base.
- o To continue to develop health-care leadership.
- o To seek, develop and provide membership services to the physicians-in-training community.
- o To increase knowledge of health information among members and the public.
- o 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 UTSA who are either current affiliate members of AMSA or in the process of applying to AMSA and have paid current chapter dues shall be considered active members of AMSA UTSA Premedical Chapter. Members of the above-named organization shall be accepted without discrimination on the basis of race, religion, national origin, disability, sex, sexual preference, age, creed, marital status, parental status or veteran's 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 Premedical AMSA-sponsored activities. "Special Events" are for active members only.

#### C. Dues

The current national membership dues are currently \$75 for up to 5 years of premedical training\*. \$50 annual fee for premedical training taking more than 5 years. *\*Subject to change. For the current fee structure please see: <http://www.amsa.org/AMSA/Homepage/MemberCenter/JoinAMSA.aspx>*

The local membership dues to AMSA UTSA Premedical Chapter shall be determined by the local AMSA officers of UTSA. Local chapter dues shall be \$30 dollars a semester with reduced fees for eligible returning members and are subject to change by the executive committee. Dues will be referred to the penalty for nonpayment in Article III, Section F. All local members have the option to be national members of AMSA.

#### D. Active Status

Members are responsible for attending all meetings. Only in the case of an emergency, test or class, shall a member be absent. If a member has a class on all of the dates set for meetings, they can still be active only if they are active in their respective committees. Active members must attend five out of ten meetings or 50%. Inactive status will confer to those who do not fulfill the previous requirement.

#### E. Revocation of Membership

Failure to comply with Article III, Section D, without having proper consent will result in active status revocation.

#### F. Financial Obligations

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

#### G. Committee Obligations

Active members must represent the committees they signed up for actively, to satisfy their director. If the director cannot get any response from the committee member, they will contact the sergeant of arms for proper disciplinary actions as referred to in Article IV, Section E, #5.

#### H. Recommendations

Premedical AMSA UTSA will write letters of recommendation to those in active status as mentioned in Section D. A list of active members will be provided to the current premedical advisor at AMSA to aid in reports. Overall performance in premedical AMSA UTSA will be deciding factor in giving any recommendation. One can be inactive at certain times before the time applying for recommendation. If overall performance is positive and continuing success shows, then a recommendation will be granted.

### **ARTICLE IV. OFFICERS AND DIRECTORS**

#### A. Titles

The officers of an executive board of an AMSA national premedical 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 (UTSA) Premedical Chapter shall be eligible for election provided that he/she:

- Has a 2.5 UTSA Cumulative GPA or 3.0 UTSA Graduate GPA.
- Is a member of national AMSA and the AMSA (UTSA) Premedical chapter for at least one semester prior to the election.
- 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

The President shall:

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

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.

The Treasurer shall:

- o Present a budget and a tentative schedule of suggested fundraising 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 that suits the purposes of the chapter.

The Secretary 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 summarize 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.

The Sergeant-at-Arms shall:

- o Call all local premedical chapter meetings to order and shall adjourn each said meeting.
- o See to it that all activities taken by the chapter are in accordance with the bylaws of the constitution.
- o See to it that all members are given the chance to speak and to be heard at general membership meetings.
- o Supervise elections and see that they are carried out as set forth in the bylaws in a fair and just manner.
- o Oversee the impeachment process.
- o According to Article III, Section G, notify members who've been inactive and call them to verify their active status. If certain members continue to have problems, they need to be notified that they are inactive.

#### F. Removal of Officers

Executive Board can remove officers if the officer fails to fulfil the duties required for their officer position that are stated in Article IV, Section E.

#### G. Voting Powers of Officers

Officers retain voting rights. However, the president often votes only in case 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 positions, who will then be interviewed by executive board members. All candidates can be denied the position. The executive board can then continue to search for a director.

### **ARTICLE V. GOVERNANCE**

The American Medical Student Association at UTSA organization and all its members agree to abide to the University policies and all federal, state, and local laws.

### **ARTICLE VI. MEETINGS**

#### A. Time and Place

At least four general membership meetings shall be held throughout an academic semester; 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 VII. FINANCES

The president and treasurer only shall control all finances. There must be a budget each year as proposed by Article IV, section E, line C. 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. The organization's assets will be used throughout semesters towards the following items:

- Member apparel
- Items for clinical skills meetings
- Necessities for fundraisers and socials
- Travel and/or stay for school tours and/or conventions
- End of semester induction ceremony
- Any additional necessities to maintain and benefit the organization

### Disbursement of Organization Assets

**In the situation where AMSA at UTSA finds itself defunct and unable to continue business and serve the student population; the organization, requests all funds be withdrawn from both on-campus. Once withdrawn, all assets should be given to the advisor listed on RowdyLink as Professor Mark Davidson to which the organization requests the funds be forwarded to the University Health Professions Office or they be donated to a health related 501(c) (3) non-profit.**

## ARTICLE VIII. 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 general members.
  - B. The fundraising 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.

- o National liaison committee.
- o Public relation committee.
- o Social committee.
- o Hospital volunteers committee.
- o Health career convention committee.
- o Any other newly formed committees.

G. The executive committee can appoint new committees at any time.

#### **ARTICLE IX. ADVISOR**

The advisor of AMSA (UTSA) Premedical 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 (UTSA).

#### **ARTICLE X. EXTERNAL AFFILIATIONS**

The (UTSA) Premedical Chapter of AMSA is affiliated with the national AMSA. Premedical AMSA (UTSA) is governed by AMSA laws and its own. Premedical AMSA (UTSA) is free to govern itself under the guidelines set forth. Premedical AMSA (UTSA) will meet with AMSA once a year at the Annual Convention.

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#### **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 University of Texas at San Antonio and AMSA regulations and policies. These must be filed with the UTSA Office of Student Affairs and AMSA national office within one week of adoption.

#### **ARTICLE XI. DISSOLUTION**

In case of dissolution of the above-named organization, all unspent UTSA funds shall remain the property of AMSA (UTSA) Premedical Chapter and given to the 2022-2023 faculty advisor Professor Mark Davidson. All privately obtained funds shall be donated to a non-profit organization.

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11/12/2012

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06/13/2017

08/11/2018

04/01/2019

04/29/2020

08/07/2020

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