



Chapter Constitution and By-Laws

ARTICLE I. Name

The name of this organization shall be the American Medical Student Association Premedical at IUPUI, hereafter referred to as AMSA Premedical at IUPUI.

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 IUPUI.
- 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 that 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 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 IUPUI who are either affiliate members of AMSA or in the process of applying to become a member of AMSA shall be considered members of AMSA Premedical at IUPUI. 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 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 activities. "Special events" (as determined by the Executive Committee) are for active members only.

C. Dues

The local membership dues to AMSA Premedical at IUPUI shall be determined by the Executive Committee of AMSA Premedical at IUPUI, and are subject to change with each academic year. The current AMSA National membership dues are set at \$35/\$55/\$65/\$75 for a one/two/three/four year membership. Dues will be referred to the penalty for nonpayment in Article III, Section F.

D. Active Member Status

Members are responsible for attending all meetings. Only in the case of an emergency, class conflicts, or exams 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 and/or responsibilities. To be considered active, members must be dues-paying national members of AMSA with a valid member ID, and they must attend **at least 4** approved events, including (but not limited to) meetings, events, social events, and other approved events **each semester**. Active status will be re-evaluated at the end of each semester. Record of membership roster and status will be maintained and provided upon request to the Indiana University School of Medicine Admissions Committee.

E. Revocation of Active Member Status

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

F. Financial Obligations

Penalty for non-payment of dues: 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 member has failed to comply with Article III, Section D, and the director cannot get any response from the committee member, this will result in revocation of active member status.

H. Recommendations

AMSA Premedical at IUPUI will write letters of recommendation to those in active member status, as mentioned in Section D above. A list of active members, upon request, will be provided to the current premedical advisor(s) at IUPUI to aid in reports. Additionally, a list of active members will be provided, upon request, to any medical school admissions committee. Overall performance in AMSA Premedical at IUPUI will be the deciding factor in giving any recommendation. One can be inactive at certain times before applying for a recommendation, but if overall performance is positive and improves (subject to the discretion and approval of the Executive Committee), then a recommendation will be granted.

ARTICLE IV. Officers and Directors

A. Titles

The officers of the Executive Committee of AMSA Premedical at IUPUI shall include: President, Vice President, Treasurer, Secretary, Recruitment Coordinator, and Chapter Representative.

B. Elections

Candidates wishing to run for an Executive Committee position must submit a candidacy portfolio (details to be determined by Vice President) to the current Executive Committee. The officers may be nominated and elected by ballot at a special elections meeting, or at the last regular meeting of the academic year. 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 Premedical at IUPUI shall be eligible for election provided that:

- He or she is a dues-paying member of AMSA National.
- He or she has met with the Executive Committee and fully understands the details of the position.

D. Vacancies of Offices

If any office should 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 vacate.

E. Duties of the Officers

All incoming Executive Committee officers are expected to attend ALL training sessions. Executive Committee officers are expected to attend ALL board meetings.

The President shall:

- Preside at all general membership and special meetings.
- Delegate duties to fellow executive officers, committee chairs, and members.
- 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 September 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 is unable to attend).
- In addition to the Treasurer and Faculty Advisor, have access to the AMSA Premedical at IUPUI bank accounts and financial records.

The Vice President shall:

- Act as aide to the President.
- In case of the absence, vacancy or disability of the President, assume the duties of the President.
- Oversee the coordination of all projects and special events.
- Organize and maintain all committees by ensuring the submission of committee reports at each meeting.
- Organize and supervise elections and the training for newly elected officers.

The Treasurer shall:

- 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 September 1.
- See to the day-to-day expenditures of the chapter, including completion of financial proposals and reimbursements as necessary.
- Make sure the chapter does not assess any liabilities.
- Oversee the Fundraising Committee on behalf of the chapter.
- See to the best of his/her abilities that money used on behalf of the chapter is used wisely and in a manner consistent with the mission, beliefs, and purposes of the organization and chapter.
- Have access to the AMSA Premedical at IUPUI bank accounts and financial records.

The Secretary shall:

- 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 attendance.
- Recite or summarize the record of minutes for approval by the membership.
- Provide the Chapter Representative with a record of minutes to be submitted, as necessary, to IUPUI Undergraduate Student Government and IUPUI School of Science Student Council.
- Keep record of attendance at meetings and a current list of active members, to be re-evaluated and updated at least once per semester.
- Record minutes to be open to all members – including submission to webmaster for posting to website and emailing to AMSA at IUPUI listserv.
- In case of absence, have a substitute appointed that day by any member of the Executive Committee.

The Chapter Representative shall:

- Attend all IUPUI Undergraduate Student Government (USG) meetings as required and provide AMSA Premedical at IUPUI with an updated report of information and activities from those meetings.
- Attend all IUPUI School of Science Student Council meetings, as needed, and provide AMSA Premedical at IUPUI with an updated report of information and activities from those meetings.
- Submit proposals, amended constitutions, and other documents as needed to the appropriate student government group(s).
- Represent AMSA Premedical at IUPUI at all possible CCL student organization meetings.

The Recruitment Coordinator shall:

- Organize participation in recruitment events, including (but not limited to) orientations, student organization fairs, and welcome meetings.
- Promote AMSA Premedical at IUPUI membership among the IUPUI premedical student community by word-of-mouth, presentations in willing and relevant classrooms, handing out recruitment materials, and advertising meetings and events.
- Oversee the organization of advertising materials for all meetings, including delegation of tasks such as flyer designing, printing and distribution.
- Maintain recruitment materials and order more materials from AMSA National as needed.
- Oversee the Publicity Committee on behalf of the chapter.

F. Removal of Officers

A majority of two-thirds vote of present officers can remove officers from office.

G. Voting Powers of Officers

Officers retain voting rights. The President votes only in the event of a tie.

H. Duties of the Committee Directors

Attend all Executive Committee meetings and regular membership meetings, and hold the position in the best interest of the organization.

I. Removal of Committee Directors

Any director can be removed from his/her title if the Executive Committee comes to a vote of two-thirds or greater. A replacement will be appointed by the Executive Committee and/or the President as soon as possible.

J. Election of Committee Directors

Out-going directors may choose candidates to fill their positions. These chosen candidates will then be interviewed by the Executive Committee. All candidates are subject to denial by the Executive Committee, in which event the Executive Committee will 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 location and hour of these meetings shall be determined by the Executive Committee by September 1, and should strive to accommodate officers' class schedules, as well as the schedules of the majority of premedical students at IUPUI.

B. Types of Meetings

The various meetings of the organization, as defined by the by-laws, include:

- General membership meetings
- Annual election meetings
- Special election meetings
- Special event meetings
- Executive Committee and planning meetings, also referred to as "board meetings"
- Committee 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 by the by-laws. Quorum for Executive Committee shall consist of 50 percent of voting officers, and committee meetings shall consist of 50 percent of the voting members.

ARTICLE VI. Finances

Only the President, Treasurer, and Faculty Advisor shall control all finances. There must be a budget in place each year as outlined 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 upon completion of new officer training.

ARTICLE VII. Committees

The Executive Committee may appoint new or amend existing committees at any time.

Members of AMSA Premedical at IUPUI may join as many committees as they wish, but must be active in those committees to avoid penalties provided by the Executive Committee.

The following must be presented in the committee reports, which are to be submitted in writing, presented at each general membership meeting, and made available publicly:

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

A. The Executive Committee

The Executive Committee (consisting of executive board officers and overseen by the President) must present a calendar of annual goals and tentative events by September 1 to general members. The Executive Committee shall delegate responsibilities in organizing events and activities.

B. The Fundraising Committee

The Fundraising Committee shall be overseen by the Treasurer and must seek projects to finance the chapter.

C. The Publication Committee

The Publication Committee (overseen by the Recruitment Coordinator) shall promote and publicize the chapter. They must also comply with IUPUI advertising and signs regulations.

D. The AMSA National Liaison Committee

The AMSA National Liaison Committee shall provide AMSA Premedical at IUPUI with regional and national updates and conference information. They shall arrange for attendance at regional and national conferences, and maintain communication with the AMSA national premedical trustee and other national contacts, as necessary.

E. The Indiana University School of Medicine (IUSM) Liaison Committee

The IUSM Liaison Committee shall act as the primary mediator of communication between IUSM and AMSA Premedical at IUPUI. They will be responsible for obtaining updated and accurate admissions and event information, communicating with the admissions office and ambassadors as necessary, finding answers to premedical student questions about IUSM, and arranging/organizing events and speakers co-sponsored by IUSM and AMSA.

F. The Social Committee

The Social Committee shall organize all social events for AMSA Premedical at IUPUI.

ARTICLE VIII. Faculty Advisor

The Faculty Advisor of AMSA Premedical at IUPUI shall be a non-voting member of the Executive Committee. He/she must have a sincere interest and commitment to the welfare of the organization and chapter. He/she must be a faculty or staff member of IUPUI. He/she (along with the President and Treasurer) will have access to the chapter's financial records and bank accounts.

ARTICLE IX. External Affiliations

AMSA Premedical at IUPUI is:

- Affiliated with the national AMSA organization.
- Governed by AMSA laws, as well as its own.
- Free to govern itself under the guidelines set forth, and will meet with AMSA once a year at the Annual Convention.

AMSA National contact information:

1902 Association Drive
Reston, VA 20191
(800) 767-2266
members@amsa.org
<http://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 provided to all members of AMSA Premedical at IUPUI. 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 accordance with IUPUI and AMSA regulations and policies. These must be filed with the IUPUI Office of Student Life and Diversity, the IUPUI Undergraduate Student Government, and the AMSA national office within one week of adoption.

ARTICLE XI. Dissolution

In the event of dissolution of AMSA Premedical at IUPUI, all unspent funds shall be donated to a non-profit organization.

BY-LAWS of the AMERICAN MEDICAL STUDENT ASSOCIATION PREMEDICAL at IUPUI

A Premedical Chapter of the American Medical Student Association

ARTICLE I. Fees and Dues

AMSA Premedical at IUPUI shall not levy local dues.

ARTICLE II. Meetings

A. Ample notification shall be given to all local members and IUPUI premedical students regarding meetings held by the Executive Committee and other committees.

B. General membership meetings shall be held at a place to be announced within two weeks prior to the meetings.

C. The annual elections meeting shall be held by the last day of scheduled IUPUI classes. The elections process shall be organized and executed by the Vice President. Only dues-paying national members may vote. Candidates receiving a simple majority of votes shall be declared victorious.

D. Any two members of the Executive Committee or any five members of the general membership can call special meetings. The purpose of any special meeting shall be stated in the announcements of the general meetings.

E. Executive Committee Board Meetings

- The Executive Committee shall be required to meet at least twice per semester.
- The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Chapter Representative, and Recruitment Coordinator.
- Quorum at the Executive Committee meetings shall consist of 50% of the voting members of the Executive Committee.

ARTICLE III. Appointed Officers

At the request of the Executive Committee, the Faculty Advisor shall be an affiliate member of AMSA Premedical at IUPUI, and an ex-officio member of the Executive Committee. The advisor shall oversee the Executive Committee and general membership of the organization on matters relevant to the purposes set forth in these by-laws.

ARTICLE IV. Elections

Nominations shall be taken two weeks before election day. If a nominee chooses to accept nomination, he/she must submit a portfolio at least one week prior to elections. Candidate portfolios are to be made public for review at least one week before elections. The annual election meeting shall be held at a general membership meeting no later than May 1. Persons may nominate and submit one vote for themselves. Voting will be done by written

ballot. Ballots will be counted immediately by the President in the absence of candidates and announced that same day. Candidates receiving a simple majority of votes shall be declared winner. At least two-thirds of the votes must be attained to win a run-off. Only the President is allowed to break ties. The newly elected Executive Committee officers must meet with the previous Executive Committee officers within 45 days of election to complete training and 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 that they are applicable and in which they are not inconsistent with the By-Laws and special rules of order the organization may adopt.

ARTICLE VI. Amendments of By-Laws

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