

American Medical Student Association

Preamble

Our mission is to enrich the academic and professional development of underrepresented minority pre-health students, and the undergraduate students, thereby equipping them with the knowledge, skills and experiences that will produce competitive candidates for professional health related programs, and graduate programs who are better prepared to become successful participants in various health and graduate professions.

▪ **Article I Name of Organization**

The name of the organization shall be American Medical Student Association

▪ **Article II Purpose of Organization**

To enrich the academic and professional development of underrepresented minority pre-health students, and the undergraduate students, thereby equipping those with the knowledge, skills and experiences that will produce competitive candidates for professional health related programs, who are better prepared to become successful participants at various health and graduate professions.

To increase underrepresented minority participation in all professional health and graduate related programs, with an emphasis on medicine.

To provide opportunities that will render AMSA members knowledgeable of the admissions processes and allow a means of networking with other students at various levels.

To provide opportunities to develop leadership, foster mentoring relationships, and to develop strong membership bonds.

To facilitate interactions between AMSA members, pre-professional advisors and faculty/staff members of professional schools, enabling for more effective means of recruitment, identification of mentors and resources, and matriculation into to institutions.

▪ **Article III Membership**

As per the USG charter manuals:

Students who are enrolled in any division of Hunter College are eligible for membership as long as the student has interest in the purpose of medicine.

Voting members must attend at least three meetings per semester, unless three meetings were not provided, then all meetings must be attended.

▪ **Article IV Officers**

All members can aspire to become and run for official positions. It is highly encouraged that all members that have demonstrated leadership qualities and that have excelled at their craft become officers. Elections will be held in order to determine those who shall obtain these positions.

- If seeking an E-Board position, only qualified member shall seek to apply.
Qualifications include:

1. An interest in medicine and a pursuit in a medical career.

2. Attended at least three meetings/events each semester. If three events did not occur for any semester, current E-board will determine activeness of the aspiring candidate.
 3. Shows a commitment to the club and its endeavors.
- The following are the positions that officers shall hold:

PRESIDENT/CO-PRESIDENT

Maintains order
Organization Spokesman
Reviews work done by all other Executives and reports on progress
Responsible for calling and presiding over meetings
Supervises and enforces smooth club operation
Votes on ALL decisions

VICE PRESIDENT

Works with the President
Shall organize and assist with all paperwork

TREASURER

Prepares budget and keeps track of all expenditures
Keeps record of business transactions
Responsible for fundraising
Presents analysis for organization spending
Handles all financial paperwork

EXECUTIVE SECRETARY

Takes minutes at meetings and distributes them
Checks club e-mail daily and makes phone call confirmations
Writes all material to inform members on the issues
Informs members and non-members on news/events
Remind all of the officers about any upcoming events and meetings
Manager of Junior Secretaries

JUNIOR SECRETARY

Works with the Executive Secretary

PUBLIC RELATIONS OFFICERS

Shall develop all publicity
Shall help maintain the society's website
Edits publications
Creates all arts for presentations
Promote the club and seek more members

LIAISONS

Make arrangements with other clubs/organizations

Maintain American Medical Student Association updated on relevant events and information

VOLUNTEER MANAGER

Lead volunteer events

Time keeper for all volunteering members

▪ Article V Impeachment

Officers, no matter what position they hold, shall be impeached/removed if any of the following applies to them:

Excessive and persistent poor attendance (more than three unexcused absences)

In compliance with the rules of the society and the USG

Immoral and disrespectful behaviors toward any member shall not be tolerated

Two warnings will be given prior to the impeachment process. If behavior does not improve after the second warning, an impeachment process will occur.

The Impeachment process goes as following:

1. Documentation of warning must be presented.
2. A meeting must be held to determine the severity of any documented offenses.
3. All E-board members must be present at the meeting.
4. Infracted member can speak on his/her behalf.
5. A voting process will take place. (majority rules)
6. If impeachment is decided upon, impeached member is banned from any positions in the future.

▪ Article VI Meetings

Members shall be notified at least 2-3 days prior to each meeting via email or phone.

American Medical Student Association shall hold a board meeting every two weeks.

Meetings will last approximately thirty minutes to an hour.

▪ Article VII Quorum

In order to constitute a quorum, at least two e-board members must be present in addition to at least ten voting members for a transaction to be passed and considered valid.

▪ Article VIII Amendment

Any member may suggest an amendment to the executive board. The officers thereby will bring up the amendment to the next meeting for discussion. All members present in the meeting shall vote on it. As per article VII, an amendment must gain majority of the votes to be approved.

A) Article IX Terms and Agreements of the Constitution

All of the officers of the American Medical Student Association should read and sign the constitution of the club. By signing below, it means that the officers have read and

understood all the articles of the constitution of the American Medical Student Association.

I _____ have read and understood the constitution of the American Medical Student Association. By signing below, it means that I should not disobey the rules and regulations of this club and if I did disobey any of the articles I shall be impeached/removed from this club.

Signature

Date