

LOCAL CHAPTER CONSTITUTION AND BYLAWS

Vision and Mission:

The University of Guam Premedical Chapter of the American Medical Student Association is dedicated to assisting its members to be successful as they prepare to matriculate at medical schools by involving them in the advancement of health care and health care delivery to all people; assisting in the betterment and understanding of world health problems; building a system of support and guidance as members develop academically and professionally during their premedical years.

CHARTER OF THE UNIVERSITY OF GUAM PREMEDICAL CHAPTER OF THE AMERICAN MEDICAL STUDENT ASSOCIATION

ARTICLE I. NAME

The name of this organization shall be referred to as University of Guam Premedical Chapter of the American Medical Student Association (AMSA).

ARTICLE II. PURPOSES

The purposes of this organization shall be:

- To provide an environment that supports the creative ideas of premedical students.
- To promote, encourage and maintain a cohesive relationship with the students and non-student organizations of the University of Guam.
- To serve as a forum for discussion of health issues and develop a policy agenda for premedical students.
- To affect change in the pre-medical education of UOG students and to respond to the needs of students and society.
- To maintain its status as an independent organization.
- To maintain its primary identity as an organization for pre-medical students.
- To establish a scheduled system to work under the guidance and mentorship of the island's health professionals and scientific researchers.
- To promote, maintain, and support 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 pre-medical student 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 AND ACTIVE STATUS

A. Eligibility

Members of the University of Guam Premedical Chapter of the American Medical Student Association shall be accepted without discrimination on the basis of race, religion, national origin, disability, sex, sexual preference, age, creed, socioeconomic status, marital status, parental status or veterans status.

B. Dues

a. National Membership Dues

The national membership dues are currently \$75 for up to 5 years of premedical training*. All local members must be national members of AMSA. \$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>

b. Local Membership Dues

The local membership dues to AMSA University of Guam Premedical Chapter shall be determined by the local AMSA chapter executive board. Local chapter dues shall be \$5 per academic year and are subject to change by the executive board. Dues will be referred to the penalty for nonpayment in Article III, Section F.

C. Active Status

Members are responsible for attending all meetings and must have an excuse (i.e. family emergency, test, class, presentation, or contagious illness) in which they pre-notify the parliamentarian if they are unable to attend scheduled meetings three days prior to absence. Inactive status will confer to those who do not fulfill the previous requirement when exceeding the set limit of three excused/ unexcused absences per semester.

Members must uphold the rules and statutes of the school and the community. Members must not receive any infractions throughout their affiliation to the club.

Every first and third Thursday of the month would be executive meetings from 13:00-14:00 (subject to change per semester/ academic year). Every week, there will be regular general meetings on Thursday from 14:00 to 15:00 (subject to change per semester/ academic year). See Article V for more information regarding the different meetings that will be held throughout the academic year.

D. Revocation of Membership

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

E. Financial Obligations

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

F. Committee Obligations

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

G. Recommendations

Premedical AMSA of the University of Guam 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 the University of Guam to aid in reports. Overall performance in premedical AMSA of the University of Guam will be the 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 ADVISORS

A. Titles

The officers of an executive board of an AMSA national premedical chapter shall include: president, vice president, treasurer, secretary, parliamentarian, and historian.

B. Elections/Terms

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 the subsequent Fall semester.

An official term is defined as one academic year at the University: the Fall semester following elections, and Spring semester. Term officially ends upon start of the Fall semester of the following academic year.

C. Eligibility

Any member of AMSA of the University of Guam Premedical Chapter shall be eligible for election provided that he/she:

- Qualified under the University of Guam's rules and statutes.
- Is a member of national AMSA and the University of Guam Premedical Chapter of the AMSA 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 or is absent for any reason.

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 May 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:

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

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 board to the membership by May 1.
- See to the day-to-day expenditures of the chapter.
- Make sure the chapter does not assess any liabilities.
- Oversee the fund-raising 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 that suits the purposes of the chapter.

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 of the people who participated in the group discussion for benefit of the chapter and its members.
- Recite or summarize the record of minutes for approval by the membership.
- Keep a current list of active members.
- Record minutes to be "open" to all members.
- In case of absence, have a substitute appointed that day by any member of the executive committee.

The Parliamentarian shall:

- Call all local premedical 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.
- Regulate the merit/ demerit system and keep a record of each member's merits/ demerits.

- Oversee the impeachment process.
- According to Article III, Section F, 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.

The Historian shall:

- Record all events/activities by taking pictures and writing logs.
- Maintain a portfolio of club activities.
- Responsible for updating club website.

The Sergeant at Arms shall:

- Maintain order during club meetings and functions.
- Oversee the distribution and collection of club documents.

F. Removal of Officers

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

G. Resignation from Office

Any officer who petitions to resign shall notify the executive board and advisor of their purpose of resignation and submit a formal letter of resignation for evaluation.

H. Voting Powers of Officers

Officers retain voting rights. However, the president will vote only in case of a tie.

I. Duties of the Advisor

Hold the position in the best interest of the organization.

J. Removal of Advisors

Any advisor can be removed of his/her title if the executive board comes to a vote of two-thirds or greater.

K. Election of Advisors

The executive board will search for advisor and decide with a two-thirds vote. Current advisors may recommend candidates to fill positions.

ARTICLE V. MEETINGS

A. Time and Place

General membership meetings shall be held every Thursday (subject to change) from August to May; the place and hour to be determined by the executive board.

B. Types of Meetings

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

- Weekly general membership meetings on Thursdays, from 14:00 to 15:00.

- Annual election meetings; last Friday of April.
- Committee meetings, scheduled by committee chairperson(s).
- Executive board meetings; every first and third Thursday of the month.
- Emergency Meetings; called by any active member or officer.

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

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.

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 board 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.

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:

- Community Outreach Committee.

- National Liaison Committee.
- Public Relation Committee.
- Social Committee.
- Health Career Convention Committee.
- Academic/ Student Services Committee.
- Fundraising Committee
- Any other newly formed committees.

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

ARTICLE VIII. ADVISORS

The advisor(s) of AMSA University of Guam 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(s) must be a faculty or staff member of University of Guam.

ARTICLE IX. EXTERNAL AFFILIATIONS

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

45610 Woodland Road, Suite 300
 Sterling, VA 20166
 1-800-767-6600
members@amsa.org
www.amsa.org

The University of Guam Premedical Chapter of AMSA is also affiliated with the Guam Medical Society.

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 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 Guam and national AMSA regulations and policies.

ARTICLE XI. DISSOLUTION

In case of dissolution of the above named organization, all unspent University of Guam funds shall remain the property of the University of Guam Premedical Chapter of the AMSA. All privately obtained funds shall be donated to a non-profit organization.

BYLAWS OF THE UNIVERSITY OF GUAM PREMEDICAL CHAPTER OF THE AMERICAN MEDICAL STUDENT ASSOCIATION

ARTICLE I. FEES AND DUES

AMSA University of Guam Premedical Chapter shall levy local dues, which shall be set at \$5 per academic year to be collected subsequent to acceptance of membership. The privileges are outlined in the Constitution and Bylaws.

ARTICLE II. APPLICATION PROCESS

Applicants must be full-time students at the University of Guam; have attained at least 31 credits; minimum GPA of 3.0; and express an interest in pursuing a career as a Medical Doctor (M.D.)/ Doctor of Osteopathic Medicine (D.O.).

Documents to be submitted with the application include an answered and signed membership application form supplied by the organization and a Letter of Motivation written and signed by the applicant.

Application will be reviewed after it is submitted.

ARTICLE III. 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. 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. Any member of the executive board 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 board meetings:
 - The executive board shall be required to meet every first and third Thursday of the month.

- The executive board shall consist of the president, vice president, secretary, treasurer, sergeant at arms and any other positions the chapter wishes to create.
- Quorum at the executive board meetings shall consist of 50% of the voting members of the executive board.

ARTICLE IV. APPOINTED OFFICERS

At the request of the executive board, the premedical advisor(s) shall be an affiliate member(s) of premedical AMSA University of Guam, 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 V. 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 election day. 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 VI. 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 Bylaws and special rules of order the organization may adopt.

A. Merit/ Demerit System

This system framework includes: merits (i.e. community service, fundraisers, etc.), event demerits, academic demerits, and attendance demerits.

Members will start with 100 merits; if members have less than 75 merits and do not make up deducted merits within an allotted time set by the executive board (i.e. by the next given opportunity to attain a merit at an event), they will be dismissed.

a. Merit

- Committee chairperson(s) decides the criteria for the merit system of their event to present and be reviewed by the executive board.
- When approved, merit(s) will be rewarded after the correct fulfillment of requirements; list of members who have received a merit(s) will be submitted to the parliamentarian.

b. Demerit

- Event demerits will be issued if member does not attend and participate during the event and fulfill the requirements assigned to each member without a permissible excuse (i.e. family emergency, test, class, presentation, or contagious illness).
- Academic demerits will be issued if member's cumulative GPA < 3.0; member will be given a year to increase their GPA.
- Attendance demerits will be issued if member misses a meeting without a legitimate excuse.

c. Limit of Merits and Demerits

- Members must not receive more than 25 demerits; executive board will decide the time that will be allotted to give members the opportunity to attain merits when (a) case(s) is presented.
- The maximum number of merits that is allowed to be attained to replace demerits is 25 merits.

ARTICLE VII. AMENDMENTS OF BYLAWS

Amendments to these bylaws may be adopted at any general membership of the organization by a majority vote, provided that the amendment proposed has been submitted prior to the meeting.