



American Medical Student Association

University of Houston Main Campus Local Chapter

Constitution and Bylaws

American Medical Student Association - University of Houston Pre-Medical Chapter

ARTICLE I. DESIGNATION:

The title of this pre-health organization shall be the American Medical Student Association; hereafter referred more specifically as AMSA University of Houston Pre-Medical Chapter.

ARTICLE II. PURPOSE AND INTENTION:

AMSA is first and foremost a pre-health organization that works to provide its members with any and all availabilities to serve as a pathway in accomplishing the career goals and ambitions. The purposes of this organization shall be to provide the necessary tools, opportunities, and environment that support the goals and aspirations of the physicians-in-training.

ARTICLE III. MEMBERSHIP:

A. Eligible students must be enrolled at the University of Houston Main Campus and should have and maintain a cumulative GPA of 3.1 or above. If the prospective member

has less than a 3.1 GPA, membership can still be offered upon review of their application, who is either a current affiliate member of UH-AMSA/National AMSA or in the process of applying to AMSA, and have paid current chapter dues shall be considered members of AMSA University of Houston 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 veterans status. Furthermore, stereotyping of any degree cannot and will not be tolerated among officers in the process of registration of members or in the daily routines of the organization.

B. It is important to categorize and differentiate the titles of active and inactive members (subject to change at any given time). These titles are to be evaluated, overseen, and updated by the membership director.

Active members are considered to participate in the following activities:

- 75% of all general meetings**
- 1 volunteer event**
- 2 fundraising events (volunteer or provide supplies)**
- 1 medical school event (Fall or Spring)*
- 1 social event **

** = per semester*

Non-active members are those who have applied, paid their dues, and are a registered AMSA member, yet have not met the above requirements to be considered an active member.

C. Members – whether active or inactive – shall have privilege and prerogative to attend all meetings and participate in all AMSA sponsored activities. Activities such as general meetings, workshops, volunteer events, socials, etc. are open for non-members as well. However, points will not be awarded for their participation. In the future, if they do decide to become members, they can receive points for those activities only if sufficient evidence is provided of their participation. Non-members cannot be given the end-of – the-semester or end-of-the-year awards because they are not registered AMSA members.

D. The current national membership dues are \$75 for up to four years of national membership. For first time national AMSA members, dues are \$75 for national with an additional \$15 per semester or \$25 yearly. For returning national AMSA members, dues are \$35 yearly or \$25 per semester. The local membership dues to AMSA University of Houston Pre-Medical Chapter shall be determined by the local AMSA officers of University of Houston and are subject to change upon collaborative decision. Unpaid dues will be referred to the penalty for nonpayment in Article III, Section E.

E. Penalty for failure of financial obligations/non-payment will be to lose membership status and benefits.

F. Pre-Medical AMSA University of Houston can, upon request, write letters of recommendation to those who have excelled in their membership activities to AMSA and have exceeded the requirements in order to become an active member (Article III, Section B). Overall performance in Pre-Medical AMSA University of Houston 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 is evident, then a recommendation will be granted, upon the collaborative decision of the President and Vice President.

ARTICLE IV. Elections:

A. The officers of a AMSA local pre-medical chapter shall include: President, Vice President, Treasurer, Secretary, and any other positions that the current executive board deems necessary.

B. Elections are to be held and finalized before the annual AMSA banquet begins. In order for a potential officer to complete the running for office, he/she should meet the following requirements:

- Have active member status*
- Send in resume/curriculum vitae*
- Complete and send in the officership application*
- Interview with all officers*

Every applicant will receive an interview as an opportunity to showcase their people skills and elaborate on their potential as AMSA officers. The interview process will be conducted in such a way that officers will be divided into three separate tables (stations). Seating arrangements will be dictated by the President, as well as the question(s) that each officer will ask during the interviews. In a sequence from who applied first, applicants will interview at each station—moving from station one, to station two, and finishing at station three. Once the applicant has interviewed at each station and has met the above requirements, the application is complete.

The election process will then commence amongst the current UH-AMSA officers at the following officer meeting—where incoming officers will be selected upon majority approval. If majority approval is not obvious, voting will commence, where the applicant with the most votes will fill the officer position of conversation. If voting ends in a draw, further discussion and re-voting will occur. If voting still results in a draw, the officer position will then be filled by the voting decision of the AMSA members. This is only done as a last result if the occupant of the officer position cannot be decided by current officers.

C. Members who are running for the office of Presidency or Vice-Presidency must have been a UH-AMSA officer for that previous year.

D. If any second tier officer positions shall become vacant, the officer team may reach out to active members with the purpose of filling such office within 14 days following the vacancy. The member thus elected shall immediately enter his/her duties and shall hold office until the next annual election.

E. On the occasion, an executive officer is unable to complete his/her tenure, it is the duty of the remaining executive officers to hold the responsibility for occupying the office previously held by the former officer temporarily or permanently (for that year).

F. Post-election requirements for newly elected/re-elected officers are to attend the annual banquet, the transition meeting, before the beginning of each year.

ARTICLE V. OFFICER OBLIGATIONS:

President:

- *As head of the organization, president must set the vision and goals at the beginning of each year; initiate at least 1 new project per term; ensures expansion and growth of chapter*
- *Notifies national AMSA of taking on the position*
- *Must be present at all meetings but 1 per semester (both OM and GM)*
- *Oversees the logistics of all general meetings (GMs), officer meetings (OMs), and all other events*
- *Keeps in contact with faculty advisor and provide updates when needed*
- *Act as liaison to Kaplan, The Princeton Review, MDI Prep, the University of Houston, the Honors*
- *College, medical schools, etc.*
- *Acts as liaison along with the President to other on-campus and off-campus student and professional*
- *organizations*
- *In charge of freshmen orientation reservations with CSI and coordinating officers to be present at orientations*
- *Keeps in touch with the national Pre-Medical Regional Director for Region IV (including Texas) as well as the national Pre-Medical Leadership Team*
- *Assist all officers with duties, creating deadlines and adhering to them*
- *Creates the budget at the beginning of the year in correspondence with Treasurer*
- *Enforcing penalties and strikes for all officers*

- *Keeps up with CSI registrations every year along with secretary*
- *Absolve sensitive issues as they come*
- *Ensures legality and safety of all events*
- *Adheres to constitution and by-laws and duties as described. Works with officers to constantly*
- *revise and rework the constitution and bylaws*
- *Organizes elections and presentations of officers at banquet*
- *Speaks to members at all general meetings*
- *Makes certain that every decision made is always to provide the members with the best activities and opportunities available*
- *Other*

Vice President:

- *Assumes duties of president when president is not present; proxy*
- *Be main point person for all officers where details for events are concerned; the 2nd step of a 3 step process –the president creates the plan and details, the Vice President sees to it that they are done and asks president of any questions and issues to be resolved, the 3rd step being the president approves everything*
- *Manages active member awards and incentives each semester/year*
- *Oversees and coordinates the giving of awards to members that have displayed the highest attainment of points*
- *Assists President in all duties when asked*
- *Takes upon a project assigned to him/her that cannot fall under the category of a certain position*
- *Constantly giving the President his/her expertise, knowledge, and opinion on certain matters*
- *In charge of acquiring guest speakers, their parking passes, and thank you gifts for the general meetings*
- *Other*

Treasurer:

- *Skill required: excellent writing skills*
- *Creates budget with President at the beginning of each year*
- *Keeps a thorough, detailed account of spending and earnings and reports it to the President at each OM*
- *Ensures that organization is within budget at all times. When outside of budget, unanimous decision is required to move outside of budget*
- *Coordinates with AFB for funding when necessary*
- *Acts as bake sale manager: reservations, sign ups, food donations, shift assignments, safety regulations, paperwork, and keep track of all items*
- *Purchases and brings food to each meeting*
- *Holds AMSA credit card, along with the President and Vice President*
- *Coordinates with Kaplan and any other sponsor on course auctions*
- *Searches for and writes for grants and sponsorship support*
- *Organizes committee to help allocate funding*
- *Works in every way possible (under approval of the President) to receive funding and/or financial stabilization from any outside entity*
- *Other*

Secretary:

- *Skills required: excellent writing skills*
- *Maintains up to date contact info for all officers*
- *Makes sure that all events are made known via email to listserv in a professional manner*
- *Reserves rooms for all GMs and OMs and special events*
- *Takes and distributes minutes for GMs, OMs with all officers. Must be written professionally using proper grammar and punctuation.*

- *Keeps up with e-mail inbox on a daily basis including adding and deleting from listserv as necessary or requested by students*
- *Keeps track of all documents accumulated by every officer*
- *Must be familiar with Gmail and keep all contacts and e-mails organized*
- *Ensures that campus organization is registered with CSI*
- *Collects all EYORs to be sent to president*
- *Other*

Membership Director:

- *Brings all membership materials –t-shirts, documents, etc. to general meetings*
- *Maintains recruitment materials –boards, tri-folds, brochures, etc.*
- *Keeps track of points, points system, active and inactive members, paid and non-paid members, national and local members. Must be updated once a single change has been made*
- *Focuses on recruitment, including recruitment materials, how to recruit, and devise strategies on recruiting members*
- *Makes sure that all information is given to Webmaster to properly use for the website*
- *Prints all updated information regarding membership, and is to be brought to the general meetings so he/she can check which members were present and if they are wearing their UH-AMSA t-shirts*
- *Other*

Volunteer Coordinator:

- *Organizes and researches all volunteer opportunities for members both on campus and around Houston*
- *Blood drives are considered volunteer events that should be coordinated by this officer; at least one each semester*
- *Must coordinate at least three volunteer events per semester (this does not include blood drives)*

- *In charge of discovering new and improved volunteer opportunities that can further the experience of AMSA members*
- *Must be present at the majority of the volunteer events to ensure a smooth transition and make certain that all logistics are carried out in the correct manner*
- *Other*

Professional Development Chair:

- *Coordinates, management, orchestration, and execution of all workshop events (2 every semester)*
- *For said workshop events, works closely with writing centers, and other education-furthering entities to provide the finest learning environment possible for participants*
- *Is the head of the health fair event, which is to be held in either semester of the year*
- *Works closely with other officers to implement the annual health fair and workshop events, and to ensure a profound turnout*
- *Medical school/hospital tours are considered social events that should be coordinated by this officer; at least two medical school/hospital tours per semester.*
- *Other*

Social Coordinator:

- *Organizes and researches all social opportunities for members both on campus and around Houston*
- *Must coordinate at least two social events per semester (this does not include medical school/hospital tours)*
- *In charge of discovering new and improved social opportunities that can further the experience of AMSA members*
- *Must be present at the majority of the social events to act as the AMSA representative*
- *Coordinates with other University of Houston organizations for potential joint social events*
- *Other*

Public Relations Director:

- *Is the “President” of the Public Relations Team—which consists of the Social Coordinator and the Banquet Coordinator—making sure they are effectively completing their job requirements, and overseeing the management, orchestration, and execution of the team duties as whole*
- *Must be extensively familiar Facebook, Twitter, Tumblr, and Instagram social media outlets*
- *In charge of coordinating the medical missionary trip at the end of each year; this is usually done with the University of Houston Downtown AMSA chapter*
- *Acts as liaison along with the President to other on-campus and off-campus student and professional organizations*
- *Ensures flyers and recruitment materials are made, e-mailed, and posted accordingly for everyone to see*
- *Ensures that all events are made public on all social platforms*
- *Other*
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Webmaster:

- *Is the main architect, designer, and organizer in all operations regarding AMSAHouston.com*
- *Serves as the technician when needed*
- *Updates the Gmail calendar with all events, dates, times, etc*
- *Updates the website with all information given at the officer meetings*
- *Serves to innovate new ideas for the website and other technologies that will attract new members to UH-AMSA*
- *Works closely with all officers to make sure website contains any and all information that may be useful for members and/or potential members*
- *Works under Public Relations Team Director and assists him/her in all capacities necessary*
- *Uploads and shares media with all social media outlets within 48 hours of event*
- *Makes sure general meetings are recorded as Facebook events at least one week prior to the date of the general meetings*
- *Other*

Banquet Coordinator :

- *In charge of planning, organizing, and carrying out all facets of the annual banquet*
- *Works closely with President, Vice President, and Treasurer to obtain AFB Funding*
- *Finds sponsors for the annual banquet*
- *Finds and invites keynote speaker of the annual banquet*
- *In charge of invites and flyer, which should be conducted in correspondence with Membership Director and Public Relations Team Director, respectively*
- *In charge of post-banquet inventory*
- *Other*

In order to ensure officers are completing their job duties, commitments, and obligations, it is important to implement a strike system. This system of discipline establishes a grounds for termination of any officer who has excessively and at multiple times not completed the responsibilities, assignments, and obligations appointed to him/her. Two strikes for the entire year are allowed, while the third strike reflects termination and corresponds to effective removal from all leadership commitments and status. Strikes will be determined by the executive board which consists of the President, Vice-President, and Treasurer.

ARTICLE VI. STRUCTURE OF LOCAL CHAPTERS:

The local chapter serves as the official representative body of constituent members to the national organization. The structure of the local chapter is determined by the local chapter officers.

A. Chapter officers. Each chapter of the association appoints the President and Vice President as the chapter liaison. The creation of other offices and positions is at the discretion of the local chapter.

B. Responsibilities of chapter officers are determined by the President and Vice President of the local chapter. The functions of the chapter officers are as follows:

- 1. Provide ongoing feedback to national officers on the concerns of chapter members relative to policy, programs and activities of the association*
- 2. Serve as the focal point for communicating local chapter activities to the national office and Regional Director*
- 3. Coordinate programs and activities at the chapter level*
- 4. Coordinate the annual membership drive*
- 5. Facilitate activity within the chapter and communicate through periodic chapter meetings to discuss and review issues of concern to medical students*

6. Be members of the Association in good standing at the time of or within 30 days of their election and during their term of office.

C. Responsibilities of the Chapter Liaison. The primary functions of the Chapter Liaison are as follows:

1. Serve as primary contact for the national office in the receipt and distribution of pertinent information and materials relating to the organization and issues of concern to medical students

2. Coordinate local chapter activities and work with other local chapter officers to accomplish responsibilities delineated above

3. Attend the Chapter Officers Conference.

D. Removal of officers are to be done by a two-thirds vote of the officer team with the support of the faculty advisor. This has to be done in conjunction with the three-strike system or terms of immediate removal.

1. Strike Policy

A strike system of discipline establishes a grounds for termination/ removal from office permanently of any officer who has excessively and at multiple times not completed the responsibilities, assignments, and obligations appointed to him/her or in a timely manner. Two full strikes for the entire year are allowed, while the third full strike reflects termination and corresponds to effective removal from all leadership commitments and status.

Any officer who by choice earns three full strikes has formally given up their position by their own volition.

2. Full strikes are earned by not fulfilling agreed terms to the general officer agreements signed at the transition meeting, as well as, their stated position requirements also given at the transition meeting in May and obligations listed in the Constitution or By Laws after repeated requests.

Religious, medical/health (immediate family as well), and academic reasons for not fulfilling as aforementioned agreements are not by choice and are valid, but the officer must relay reasons as soon as possible to the President.

3. Immediate Grounds for Termination/Removal from Office Permanently

Unprofessional behavior in any form will not be tolerated and is cause for review by the executive team immediately. If involving a member of the executive team, a

minimum of two thirds of the officer team must convene to review. A replacement will be appointed immediately upon removal.

E. All officers retain voting rights for AMSA related votes.

ARTICLE VI. MEETINGS

A. General meetings and officer meetings dates are to be decided at the beginning of the year by the President and Vice President.

B. The various meetings of the organization, as defined in the bylaws, include: General membership.

- Annual election meetings*
- Special meetings*
- Officer meetings*
- General meetings*
-

C. All officer meetings must consist of a two-thirds of officers present to convene.

ARTICLE VII. FINANCES

The President and Treasurer shall control all finances. There must be a budget each year as proposed by Article IV, Section E. All funds must be spent on organizational purposes only. The transfer of power of controlling all funds shall be done during the transition meeting.

ARTICLE VIII. ADVISOR

The advisor of AMSA University of Houston Pre-Medical Chapter shall be a 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 University of Houston Main Campus.

ARTICLE IX. EXTERNAL AFFILIATIONS

The University of Houston Pre-Medical Chapter of AMSA is affiliated with the national AMSA. Premedical AMSA University of Houston is governed by AMSA laws and its own.

Pre-Medical AMSA University of Houston is free to govern itself under the guidelines set forth.

ARTICLE X. DISSOLUTION:

In case of dissolution of the above named organization, all unspent University of Houston funds shall remain the property of AMSA University of Houston Pre-Medical Chapter. All privately obtained funds shall be donated to a non-profit organization determined by the President.

**Bylaws of the American Medical Student Association
University of Houston Pre-Medical Chapter**

ARTICLE I. FEES AND DUES:

AMSA University of Houston chapter shall levy local dues, which shall be set at a certain amount per semester to be collected via a rolling basis. The privileges are outlined in the Constitution and Bylaws.

ARTICLE II. MEETINGS:

A. Ample notification shall be given to all local members regarding meetings.

B. General membership meeting shall be held at the set location(s). Annual election meeting: The annual officer election meeting shall be held before the annual banquet.

C. Any member of the executive board can call special officer meetings to occur. The purpose of any special meeting shall be stated in the announcements of the general meetings.

D. The executive board shall be required to meet if necessary. The executive board shall consist of the President, Vice President, and Treasurer. Quorum at the executive board meetings shall consist of the executive board.

ARTICLE III. OFFICERS:

In the event of an officer not being able to fulfill their duties under unique circumstances that are deemed by the president, the officer may take a leave of absence for an undisclosed amount of time until the unique circumstance is resolved.

If passwords need to be reset by the President for plausible reason, all officers must be informed of the new passwords within 12 hours.

ARTICLE IV. AMENDMENTS OF BYLAWS:

Amendments to these bylaws may be proposed by any officer and adopted by a majority vote of officers, provided that the amendment proposed has been submitted in writing to the executive team.

ARTICLE V. REFUNDS:

A member will receive a refund of local membership dues only after the member has asked for a refund two weeks after payment and will not be identified as a member or affiliated in any capacity with Pre-Medical AMSA University of Houston.

ARTICLE VI. ANTI-HAZING CLAUSE:

This organization will not initiate, participate in, or be witness to any act that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace, degrade any person, regardless of location, intent, or consent of participant(s).

ARTICLE VII. NON-DISCRIMINATION CLAUSE:

As a Registered Student Organization at the University of Houston we adhere to the University of Houston's Non-Discrimination Policy. The University of Houston is an Affirmative Action/Equal Opportunity institution. The university provides equal treatment and opportunity to all persons without regard to race, color, religion, national origin, sex, age, genetic information, disability, or veteran status except where such distinction is required by law. Additionally, the system prohibits discrimination on the basis of sexual orientation, gender identity or gender expression.

Created by Sandra Wang, President 2012-2013
Revised by Joey Almaguer, President 2013-2014
Revised by Mehrnaz Uddin, President 2014-2015
Revised by Kainat Pasha, President 2015-2016
Revised by Julianna Zanayed, President 2016-2017
Revised by Danielle Aceves, President 2017-2018

