

STUDENT NATIONAL MEDICAL ASSOCIATION
A.T. Still University- Kirksville College of Osteopathic Medicine
Chapter Bylaws

Student National Medical Association

The Student National Medical Association (SNMA) was founded nationally with the purpose of increasing the number of physicians who serve minority and indigent communities. Accordingly, the SNMA develops programs for implementation of urban and rural health care as for the encouragement of minorities to enter and succeed in the health professions. The Chapter at ATSU-KCOM is dedicated to the recruitment, success, and retention of minority medical students, the success of pre-medical students, and the contribution made to the surrounding community through the utilization of members' skills and training. This Chapter welcomes participation of the entire school and faculty regardless of racial or religious background. ASTU-KCOM Chapter encourages international work, domestic service and outreach to diverse communities.

ARTICLE I: MEMBERSHIP

SECTION I. Chapter members will be defined as those individuals who have completed the appropriate membership forms and have submitted in full all of their required payments.

- a. A member will be considered active if he/she satisfactorily performs duties of his/her position, attends at least fifty percent of scheduled chapter meetings, and participates in at least one chapter sponsored project per semester.
- b. A member will be considered inactive if he/she fails to attend fifty percent of scheduled chapter meetings and fails to participate in at least one chapter sponsored project per semester. Members considered inactive will be ineligible to attend SNMA sponsored events as chapter funded members. Events include but are not limited to: Regional Conference and National Convention.
- c. Individuals will begin each year as active members, however, eligibility to attend SNMA sponsored events as chapter funded members will depend on member status in the previous semester.
- d. Chapter membership in Region II of the SNMA is defined by meeting requirements set forth in the national chapter.
- e. For the purpose of this document "member" will be utilized in reference to an active member meeting the criteria in Section I.a unless otherwise indicated.
- f. **Membership is not restricted by reason of age, citizenship, color, disability, gender, race, religion, national origin, political affiliation, sexual orientation, or status as a disabled veteran or veteran of the Vietnam era.**

ARTICLE II: CHAPTER RESPONSIBILITIES

SECTION I. Dues

- a. Pay national and regional dues of an amount set by the region.
- b. A bill from the region will be sent within one week following the national convention for the upcoming year.
- c. Payment must be received by the region no less than thirty days prior to the regional conference.
- d. Voting privileges at all regional meetings/conferences will be indefinitely suspended until dues are paid.

SECTION II. National & Regional Duties

- a. Submit chapter reports in writing to the Regional Director by the date set by the national body.
- b. Submit quarterly financial statements to the National Treasurer by the date set by the national body.

SECTION III. Chapter Meetings & Events

- a. Inform the members (active and inactive) of all SNMA activities

- b. The SNMA chapter meetings will be held no less than quarterly at a time and date chosen and approved by the Executive Committee.
- c. Local chapter may restrict participation of inactive members in national and regional SNMA sponsored events.

ARTICLE III: REGIONAL CONFERENCE/ NATIONAL CONVENTION ATTENDANCE

All active members are eligible and will be encouraged to attend. The chapter is responsible for keeping members informed of deadlines and available funding in a timely fashion and available funding. Members interested in attending a conference are responsible for informing the President, Vice-President, and Treasurer of their interest and making travel, shared accommodations, and registration arrangements consistent with the budget.

SECTION I. Selection procedure for chapter funded attendees.

- a. The Finance Committee will determine the budget for funding chapter members for regional and national conference. Funding will include complete or partial contributions to travel, accommodations, registration fees, or other convention-related costs as determined by the Finance Committee pending availability of funds.
- b. The chapter President will be fully funded for travel, accommodations, and registration fees. Other members who attend the conference will be funded for part or all of their travel, accommodations, and registration fees based on the availability of funds in the convention budget.
- c. Chapter members attending a conference are responsible for adhering to the Finance committee's convention budget when purchasing tickets, paying registration fees, acquiring group rates, and other methods in a time efficient manner. Chapter members are also responsible for submitting required documents for reimbursement no later than three (3) weeks after the convention.
- d. Conference and convention attendees are required to submit a written report of the conference/convention attended within 14 days after conference/convention end date. Failure to do so may result in loss of reimbursement eligibility for the attended and future conference/convention(s).

ARTICLE IV: VOTING

- a. A quorum for this chapter will be defined as no less than 50% of the members (as defined in Article I) bodily present.
- b. All measures voted on require for passage a simple majority (51% or more of the Quorum), with the exception of:
 - i. Voting procedures as determined by Robert's Rules of Order.
 - ii. Changes to these bylaws, which require a 2/3-majority vote of all active members.
- c. The President or presiding officer will vote only in the case of a tie.

ARTICLE V: ELECTIONS

- a. All active ATSU-KCOM SNMA student members will be eligible for all positions. If the positions are not filled by active SNMA members, the offices will then be opened up to all students provided they are currently enrolled students at the ATSU-KCOM and intend to remain so throughout the term of office.
- b. Elections will be held during Spring Quarter for all positions except First Year Representative positions, which will be held at the first chapter meeting of the school year.
- c. Candidates will be allowed to run for no more than two offices simultaneously during any one election.
- d. All voting in elections will be done by secret ballot.
- e. Votes will be counted by the recording by the Executive Counsel for the determination of the winners.

- f. To be considered a winner, a candidate must receive a simple majority of all members, including those candidates who are unopposed. In the event that a simple majority is not achieved, new ballots with the two top candidates (or more if there is a tie) will be voted on until a majority is achieved.
- g. Ballots will be made available for two weeks following the last elections to any member for all elections.
- h. With a 2/3-majority vote of all members an officer may be removed from office following ample opportunity to present a defense at a convened open meeting; removal of an officer is to be followed by a new election in which all members may campaign.
- i. Rank of Seniority will be defined as follows: President, Vice-President, Treasurer, National Liaison, Public Relations/Secretary, and the two First Year Representatives, who will be of equal standing.
- j. All voting and elections procedures will be completed prior to the National Convention.
- k. The official change of power will be on or before May 1st of the election year. All documents pertaining to the elected offices shall be turned over to the NEW incoming officer within the first week of May.

ARTICLE VI: RESIGNATIONS AND VACANT POSITIONS

- a. All officers and/or appointed officials who wish to resign their position must do so in writing, addressed to the President (or in the case of a resigning president to the vice president) of the chapter.
- b. All vacated offices will be temporarily filled by ranking officers or by appointment from the highest-ranking officer.
 - a. This shall occur for a period of time not to exceed six weeks for the date of appointment for the elected positions pending an election according to Chapter V of these bylaws.
 - b. Replacements for appointed positions are to hold the positions for the remainder of the term.

ARTICLE VII: ELECTED OFFICES

All officers and chairpersons are responsible for presenting reports at every executive committee meeting and submitting a written report to the president in advance of the chapter meetings.

SECTION I. President

- a. Shall preside over meetings.
- b. Maintains communications between the Regional Director and chapter.
- c. Prepare meeting Agendas.
- d. Appoint all committee and subcommittee chairpersons to be ratified by a simple majority of the quorum.
- e. Oversee the Treasurer's management of the chapter bank account.

SECTION II. Vice President

- a. Presides over meetings in the absence of the President.
- b. Assists the President with any of his/her duties.
- c. Actively support club goals and activities.
- d. To act as the Risk Management officer in accordance with ATSU-KCOM risk management expectations.

SECTION III. Public Relations/Secretary

- a. Keep an accurate record of the minutes of the chapter meetings and report on those minutes at selected meetings.
- b. Keep a complete and accurate account of member attendance at meetings and participation in SNMA events; which shall be included in the chapter meeting minutes.
- c. Maintain and be responsible for all chapter files and documents, including all legal, official correspondences, minutes, and reports.
- d. Be responsible for all correspondences to and from the chapter, and read at selected meetings.
- e. Responsible for informing members of SNMA meetings and activities.
- f. Locate and reserve the meeting place for chapter meetings.

SECTION IV. Treasurer

- a. Keep accurate files of all financial transactions of the chapter, and give a financial report at executive board and chapter meetings.
- b. Pay any authorized expenses of the Organization.
- c. Prepare and track club budget
- d. Maintain a continuing bank account in the name of the chapter with the President.
- e. Attend all meetings necessary for funding through the medical school and university, including preparation of all forms and reports.

SECTION V. National Liaison

- a. Coordinate mailings to international/domestic student programs.
- b. Serve as member of the International Program Committee.
- c. Research national SNMA activities and report of local chapter

SECTION VI. First Year Representative(s)

- a. Serve as liaison between the two classes.
- b. Ensure the first year class is informed of all club events, meetings, activities.
- c. Take on one or more projects that contribute to the overall mission of the club at the discretion of the President and Executive Committee
- d. Attend all club functions, planning meetings, and events.

ARTICLE XIII: AWARDS

Any active member can be nominated for any of the following awards provided that the nominated person qualifies and has met the criteria outlined for each award. Members are ineligible for nomination for any award if (1) they have been inactive for two consecutive semesters prior to the time of award nominations and (2) any award whose criteria falls under their duties as an elected or appointed officer unless they have gone above and beyond their duties as officers. Not all of these awards need to be given.

SECTION I. Excellence in Community Service.

The individual will exhibit the following qualities:

- a. Will have given generously of his/her time in selfless service to the local and medical communities.
- b. Serves without expectation of recognition.
- c. Recognizes that success in community service cannot be measured in numbers, but rather in quality of interaction and thus, shows constant caring and enthusiasm whether a project is big or small.
- d. Displays exuberance, dedication, and passion for improving the lives of others that is both inspiring and infectious.

SECTION II. Excellence in Minority Recruitment.

The individual will exhibit the following qualities:

- a. Recognizes the value in minority recruitment in medical education and SNMA, especially as it pertains to reducing health disparities, and has therefore
- b. Made a personal commitment to labor unselfishly and enthusiastically to organize and/or attend programs/events that are directed toward increasing the numbers of minorities that attend medical school in general and the number of minorities that choose to attend ATSU-KCOM and become involved with SNMA.

SECTION III. Excellence in Membership Enrichment.

The individual will exhibit the following qualities:

- a. Cares about not only the success of our organization, but also the SNMA members who constitute our chapter
- b. Tries to promote the personal growth of the chapter on more than an academic level

- c. Goes above and beyond expectations to promote and maintain cohesiveness among members by organizing social events (big or small, for all or even just a few) to try and get members to spend time with one another
- d. Truly believes in the idea that we, as members of this organization, should try and stick together and support one another in different aspects of our lives

SECTION IV. Special Tribute Award.

The Special Tribute Award is given to a truly exceptional SNMA member who has gone above and beyond the call of duty for any positions held within the organization. This member has consistently demonstrated excellence and dedication to the SNMA and ATSU-KCOM community and his/her passion for SNMA and commitment to minorities in medicine is evident in his/her actions. This award is not meant to be given every year. Nominations for this award shall be the responsibility of the executive committee and approved by 2/3 majority vote of Executive Committee.

ARTICLE IX: AMENDMENTS TO CHAPTER BYLAWS

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by the chapter at any chapter meeting, provided that the amendment is received by the President and the Executive Committee one month in advance of a chapter meeting. Proposed amendments to these Bylaws may be submitted by any active member of the chapter. Inactive members may not submit amendments to these Bylaws nor are they allowed to vote on amendments. The Executive Committee shall collate and correct all amendments properly received and forward copies to all members at least 15 days prior to the meeting at which they will be addressed. A 2/3 majority vote of active members shall be required in order to amend these Bylaws. All accepted amendments will be in effect on approval as of thirty days after their adoption. All active and inactive members will have received an amended copy of the Bylaws at that time.