CONSTITUTION AND BYLAWS

Article 1: Name

The name of this organization shall be The American Medical Association Medical Student Section of Kirksville College of Osteopathic Medicine. This shall be officially abbreviated, AMA-MSS at KCOM.

Article 2: Objectives

The objectives of the AMA-MSS at KCOM is (1) to encourage and support the active participation of osteopathic medical students in the County Medical Society (CMS), Missouri State Medical Association (MSMA) and the American Medical Association (AMA); (2) to familiarize its members in addressing and solving the problems of health care and health care delivery; (3) to provide a representation of student opinions and ideas in organized medicine; (4) to promote and maintain programs which enhance the quality of health care in the community; (5) to support and maintain the ideals of Osteopathic Medicine; (6) to ensure and promote the common goal of osteopathic student representation alongside Student Osteopathic Medical Association (SOMA) and other organizations at KCOM; (7) to reevaluate periodically the above objectives and ensure that they are carried out in proper fashion.

Article 3: Membership

1. Applicant must be a student at KCOM
2. Applicant must pay in full the membership fee as set forth by the Board of Directors. The date of membership shall be defined as the date of payment of membership dues.

Article 4: Elections

1. Election of the President and Vice-President shall take place (4) months prior to the end of the academic year, but in no case later than May 31.
2. Election of the Secretary and the Treasurer shall take place at the second scheduled meeting at the beginning of the academic year.
3. Election shall be by individual office in the order of President, Vice-President, Secretary, and Treasurer.
   a. Nomination for each office shall be accepted from the floor and shall not be closed until immediately prior to casting ballots for that office. Only members of the AMA-MSS at KCOM can run for and hold office.
   b. A majority of those members present casting ballots shall be required for election. An open ballot shall be taken. Abstentions shall not be counted as a cast ballot.
i. In the event that no candidate achieves a majority, a secondary election shall be held between the top two vote-receiving candidates. If a tie exists for the second vote-receiving position, all candidates who are ties shall become co-officers.

c. Elected officers shall take office no later than (2) months before the beginning of the next academic year

**Article 5: Governing Council**

1. The Governing Council shall be composed of a President, Vice President, and Treasurer elected on an annual basis. All officers enrolled in the college, but not currently serving in a Governing Council position, and other officers, either appointed or elected for the purpose of conducting the business of the organization, may be ex-officio members of the Council, but shall not have a vote in Council business.

2. Duties:
   a. The President shall:
      - Preside over all business meetings of the AMA-MSS at KCOM and of the Governing Council;
      - Be responsible for executing the directives of the Governing Council for the MSS membership;
      - Represent the MSS at all inter-organization and intra-college affairs;
      - Act as a Delegate representing the MSS to the AMA-MSS Assembly at the Annual and Interim Meetings held during the term of office, and be responsible for introducing any resolutions authored/sponsored by the MSS;
      - Keep abreast of any state of national legislative initiative that may be important to medical students, and coordinate any response deemed appropriate by the Governing Council;
      - Solicit opinions of the MSS Membership and MSS Governing Council on the proposed AMA-MSS reports and resolutions;
      - Present AMA-MSS activities at MSS Meetings and Governing Council Meetings;
      - Call meetings of the MSS and MSS Governing Council as provided for in Article VII; and
      - Perform or delegate any other reasonable duties necessary for the carrying out of the business of MSS
   b. The Vice-President shall:
      - Preside over all business meetings of the MSS and MSS Governing Council in the absence of the President;
• Attend meetings or functions which the President is to attend in the absence of the President;
• Serve as a Co-Alternate Delegate representing the Section to the AMA-MSS assembly at the Annual and Interim Meetings held during the term of office and be responsible for introducing any resolutions authored/sponsored by the MSS in the absence of or under the direction of the President;
• Coordinate and facilitate communications with MSS’s at other medical schools within the state, the MSMA, and organizations and administrations within the school;
• Obtain external funding for organizational activities;
• Assist the President in the performance of his or her duties; and
• Report to the President

c. The Treasurer shall:
• Keep all financial records;
• Be responsible for the disbursement of MSS funds;
• Be responsible for the development of an annual budget; and
• Report to the President

d. The Secretary shall:
• Keep all membership records and work with state and AMA Divisions of Membership (as required);
• Record and distribute minutes of all Governing Council and monthly meetings;
• Prepare a report to be included in the chapter newsletter on the proceedings of the AMA-MSS Interim and Annual AMA-MSS Meetings;
• Obtain copies of 1st and 2nd year test schedules and distribute them to the Governing Council members;
• Provide sufficient advertisement of MSS meetings or events within a reasonable amount of time before the event; and
• Report to the President

e. The Governing Council shall jointly:
• Coordinate the activities of the MSS
• Make appointments to MSS standing committees
• Continuously review and revise Bylaws and Constitution; and
• Conduct at least (4) meetings a year

3. Recall of Governing Council Members
   a. If a person is deemed derelict in his or her duties, a recall election for any elected Governing Council member shall be called up petition of one-fifth of the
membership or upon a majority of the membership of the Governing Council, including its ex-officio members.

b. A recall vote shall require a two-thirds majority of those members casting ballots in the recall election in order to remove the elected Governing Council member from office.

4. Vacancies
   a. Vacancies in an elected Governing Council position shall be filled at the next scheduled monthly meeting following the vacancy, but not later than (6) weeks after the vacancy occurs.
   b. Vacancies in an elected Governing Council position shall be filled in the same manners as described in Article 4, Section 2.
   c. The person elected to fill a vacancy shall take office immediately upon election.

**Article 6: Advisor**

1. The Governing Council shall seek out an advisor for the organization in the beginning of each academic year.

2. The advisor acts as a liaison between the organization and the college administration. As the organization cannot function without an advisor, the advisor has the final word as to the policy and can implement this power on a needs basis.

3. The main advisor will be a licensed physician. Additional advisors can be non-licensed physicians from faculty and staff.

4. The advisor will be a member of the KCOM faculty or staff.

**Article 7: Meetings**

1. Time
   a. The MSS shall hold a monthly meeting in accordance with the college’s Organizational Presidents Council’s policies.

2. Purpose
   a. During the monthly meetings, the MSS shall
      i. Address internal resolutions;
      ii. Address resolutions to be submitted to the MSMA House of Delegates or the AMA-MSS National Assembly;
      iii. Receive reports from the governing council and committee members;
      iv. Elect officers of the Governing Council (semiannually); and
      v. Conduct any other business.

3. Meeting Notice
a. The membership shall be notified within a reasonable amount of time before the meetings. Notice shall be sent to all members detailing time, place, and programs for the meetings.

4. Rules of Order
   a. For those matters not covered by the MSS Bylaws, the current edition of Sturgis Standard Code of Parliament Procedure shall be the guide for the conduct of business.

Article 8: Finances

1. Membership Dues
   a. Membership dues will be determined by the Governing Council at the end of the academic year.

2. Expenditures
   a. Authorizations
      i. The President shall be the only member of the Governing Council that can authorize all expenditures.
      ii. In the absence of the President, the treasurer shall authorize all expenditures.
   b. Activities of MSS shall be financed by membership dues and external grants.

Article 9: Risk Management Policies and Notice of Non-discrimination

1. Sexual Harassment / Abuse / Discrimination
   a. The American Medical Association Medical Student Section of the Kirksville College of Osteopathic Medicine (AMA-MSS at KCOM) does not discriminate on the basis of race, color, religion, national origin, sex, gender, age, sexual preference, or disability in its programs and activities. AMA-MSS at KCOM will not tolerate or condone any form of abusive or discriminatory behavior on the part of its members, whether physical, mental or emotional in respect to sex, race, national origin, physical or emotional disability, age, or sexual preference.

2. Contractual and Financial Issues
   a. No member of the chapter shall enter into a contract or financial agreements using the specific name of AMA-MSS at KCOM. Qualifying statement as to which chapter must accompany all agreements entered into for the purpose of supporting organizational functions. This includes, but is not limited to, such agreements as leases, contracts, purchase orders, hold harmless agreements, liability releases, account agreements, and hotel or banquet contracts.
3. Alcohol and Drugs (Substance Abuse)
   a. The possession, use and/or consumption of Alcoholic Beverages, during any organizational event, any event than an observer would associate with the organization, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws, policies, and regulations of the state, county, city, and institution of higher education. The unlawful possession, sale, and/or use of any illegal drugs or controlled substances at any organization sponsored event, or at any event than an observer would associate with the organization, is strictly prohibited. AMA-MSS at KCOM shall not use or condone the use of alcoholic beverages as part of their membership recruitment programs. A violation of this policy shall be deemed a violation of the membership policies of the AMA-MSS at KCOM.

4. Personal Property
   a. Use of personal property in organization activities shall be strictly voluntary and the sole responsibility of the owner. AMA-MSS at KCOM shall not assume liability for personal property used in conjunction with organization activities, nor for any damages resulting from said use.

5. Transportation
   a. Any individual who drives or otherwise provides transportation in conjunction with AMA-MSS at KCOM activities shall obey all applicable motor vehicle laws, including, but not limited to, those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcoholic beverages. Operators will ensure that vehicles are not overloaded and are driven in a safe manner, rental vehicles shall be operated in accordance with rental contracts. Use of personal vehicles shall be strictly voluntary and the sole responsibility of the vehicle owner/operator. AMA-MSS at KCOM shall not assume liability for personal vehicles used in conjunction with organization activities, nor for any damages resulting from said use.

6. General Health and Safety
   a. All activities planned in conjunction with AMA-MSS at KCOM shall take into account the health and safety of all participants. Planning of AMA-MSS at KCOM projects and activities will include appropriate personal safety equipment (eye protection, gloves, etc.), training (use of tools and equipment), and supervision. All equipment to be used in conjunction with AMA-MSS at KCOM activities will be in good working condition and will be used in a safe manner. AMA-MSS at KCOM shall not be responsible for any injuries including a loss of
limb or eye sight, or death resulting from participating in AMA-MSS at KCOM activities.

7. Advisors
   a. Advisors serving AMA-MSS at KCOM will do so in accordance with the policies of the Kirksville College of Osteopathic Medicine including, but not limited to risk management and personal liability. Advisors shall adhere to the provisions of this and all applicable policies of the organization when engaging in organization related activities. Advisors shall recognize the appropriate authority of elected or appointed officers, or representatives of the organization in question of policy and shall not engage in activities designed to circumvent organization policies.

   **Article 10: Amendments**

   1. These bylaws may be amended by the Governing Council via a two-thirds majority vote. Upon amending the document, the new statement of statements shall be entered into record by the secretary. The Governing Council shall make available a copy of the new document in the library, with the advisor, and with the Student Life Office.

   Updated: January, 2015