

**CONSTITUTION**  
*of the* **PREMEDICAL CHAPTER**  
*of the* **AMERICAN MEDICAL STUDENT ASSOCIATION**  
*at the* **UNIVERSITY OF FLORIDA**

*August 31, 2014*

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# **Overview of Premed AMSA**

## ***A. Our Philosophy***

We have envisioned Premed AMSA as an organization dedicated to giving premedical students the opportunity to learn about medicine and perform community service work. In addition to providing some of the services offered by other campus premed groups (hospital volunteering, community service projects), we have tried to carve a niche for ourselves (contact with current medical students, physicians, and other prominent figures in the health care world, emphasis on rural health and indigent population issues, and exploration of ethical and political issues). In particular, we have intended our services to be available to all students. For this reason, we have not required interviews, GPA's, or other qualifications (indeed, our national chapter prohibits most of these qualifications). We believe anyone interested in becoming a physician should be able to join and learn. We should be just as excited to hear a member has decided medicine is not for him/her as we are to hear a member has been accepted to a top medical school. It has been argued that requirements for membership into the organization would select more dedicated members. We believe this is probably true, but that it is Premed AMSA's duty to provide information about the medical profession to everyone. It is not our position to begin to select who will make a good physician. In addition, we have chosen relaxed rules. We believe that truly interested members will work hard regardless. As the club improves at providing services, more and more members will remain interested. Now, at first members are quick to lose interest, but in the future more members will stay. We recognize the focus of Premed AMSA will evolve over the years. We feel very strongly about where we have tried to take the organization, and we hope future Executive Boards will carefully consider our opinions before making drastic changes to our "Premed AMSA Philosophy."

## ***B. Our Mission Statement***

"The University Of Florida Premedical Chapter Of AMSA dedicates itself to the formation of strong fundamentals in premedical students through the enhancement of the premed experience in academic, community, and social settings. We believe that great physicians are, in part, determined by the choices they make while pursuing acceptance into medical school. These choices will ultimately shape the community, state, and nation in which we live. Our members will carry on this devotion to the medical profession for the rest of their careers as physicians."

## ***C. National Connections***

Premed AMSA at the University of Florida is associated with the national American Medical Student Association. National AMSA can be divided into two sections: (1) the political division and (2) the service division. Premedical members are represented by a Premedical Trustee and a Premedical Regional Director. These positions oversee all of the local chapters and represent the premedical students at AMSA Board meetings. Each year, AMSA has several regional conventions, and each spring AMSA has a national convention. The president is required to attend the annual AMSA Chapter Officers Conference, which is held in various locations every summer. Members are encouraged to attend regional and national conventions. Members are given the opportunity to learn from and to interact with medical students and speakers. In addition, it has been our experience that convention delegates return very excited about Premed AMSA. This premed chapter of AMSA functions within

the rules and regulations set by the national Preamble, Purposes and Principles (PPP). We hope to continue to help Premed AMSA grow on a national level, by leadership and policy development. The national office can be reached at:

AMSA National Office  
1902 Association Drive  
Reston, VA 22091-1502  
1-800-767-2266 (membership services)  
1-703-620-6600, ext. 256 (AMSA DPA)

***D. Local Organization Structure***

Local organization structure is dictated by the legislature below. Should its contents prove inadequate, its alteration is in accordance with the functional obligations of the organization itself.

# 1. The Constitution

**CONSTITUTION**  
*of the* **PREMEDICAL CHAPTER**  
*of the* **AMERICAN MEDICAL STUDENT ASSOCIATION**  
*at the* **UNIVERSITY OF FLORIDA**

## *ARTICLE I. NAME*

This organization shall be known as the Premedical Chapter of the American Medical Student Association (henceforth referred to as Premed AMSA). This is a chapter of the parent organization, the American Medical Student Association (henceforth referred to as AMSA), with headquarters in Reston, Virginia and a website of [www.amsa.org](http://www.amsa.org).

## *ARTICLE II. PURPOSES*

The purposes of this organization shall be:

- A.** To acknowledge the special needs of the undergraduate premedical student.
- B.** To provide a forum for discussion of issues pertaining to the process of becoming a physician in practice.
- C.** To provide an environment that supports and encourages the creative ideas of physicians-in-training.
- D.** To promote, encourage and maintain a cohesive relationship with the student and non-student organizations of the University of Florida.
- E.** To serve as a forum for discussion of health issues and develop, in conjunction with the National office, a policy agenda for physicians-in-training.
- F.** To effect change, in conjunction with the National office, to make the medical education process more responsive to the needs of students and society.
- G.** To maintain its primary identity as an organization for physicians-in-training.
- H.** To promote and maintain programs which enhance the quality of health care in the community.
- I.** To continue to develop health care leadership.
- J.** To seek, develop and provide membership services to the physician-in-training community.
- K.** To increase knowledge of health information among members and the general public.
- L.** To keep a working relationship with AMSA at the University of Florida College of Medicine.
- M.** To periodically reevaluate the above purposes and ensure that they are carried out in a proper fashion.

### *ARTICLE III. COMPLIANCE STATEMENT*

Upon approval by the Center for Student Activities and Involvement, Premed AMSA shall be a registered student organization at the University of Florida. Premed AMSA shall comply with all local, state, and federal laws, as well as all University of Florida regulations, policies, and procedures. Such compliance includes but is not limited to the University's regulations related to Non-Discrimination, Sexual Harassment, Hazing, Commercial Activity, and Student Leader Eligibility.

### *ARTICLE IV. UNIVERSITY REGULATIONS*

#### **Section A. Non-Discrimination**

Premed AMSA agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.

#### **Section B. Sexual Harassment**

Premed AMSA agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.

#### **Section C. Hazing**

Premed AMSA agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

#### **Section D. Responsibility to Report**

If this organization becomes aware of any such conduct described in this article, Premed AMSA will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University's Title IX Coordinator.

### *ARTICLE V. MEMBERSHIP*

Membership in this organization is open to enrolled students at the University of Florida. Membership is maintained for the full academic year in the event that a student graduates in the middle of that academic year. Non-students, spouses, faculty, and staff may be associate members; however, they may not vote or hold office. All members and associate members are free to leave and disassociate without fear of retribution, retaliation, or harassment.

### *ARTICLE VI. OFFICERS*

#### **Section A. Titles**

The Executive Board Members of Premed AMSA shall be President, Vice President, Treasurer, Webmaster, Secretary, Sergeant-at-Arms, and Executive Liaison. The standing Executive Board—through unanimous decision—may create other Executive Board positions. Said Executive Board is also granted the authority to create additional officers such as Directors, Associate Directors and other chapter officers through majority vote of the Executive Board. Said Executive Board is granted the authority to remove officers through unanimous vote of the Executive Board or change officers such as Director or Associate Director through majority vote of the Executive Board. All Executive Board positions are elected by the membership and the incoming Executive Board appoints all Directorship positions in accordance to Premed AMSA's bylaws. The term of all Executive Board members and Directors shall be one (1) year from election or appointment.

#### **Section B. Vacancies of Office**

If any Executive Board Position shall become vacant (whether due to resignation, officer ineligibility, impeachments, or similar occurrences), the President shall, at the earliest possible date thereafter, order a special election for the purpose of filling such office. The member thus elected shall immediately enter his/her duties and shall hold office until the next regular election. The president can appoint an interim officer until the election takes place.

### **Section C. Duties of Officers**

#### *1. THE PRESIDENT SHALL:*

- A.** Preside at all general membership and special meetings, and serve as the chief of the Executive Board.
- B.** Advise committees.
- C.** Upon election, shall join the outgoing Treasurer in assisting the incoming Treasurer with a proposed budget by May 30<sup>th</sup>.
- D.** Approval of all incoming and outgoing financial affairs in association with the Treasurer.
- E.** Carry out assignments and instruction given to him/her by vote of organization.
- F.** Serve as chapter delegate to the Premed Caucus at the AMSA National Convention each March or select a surrogate if he/she chooses not to attend.
- G.** Be the main motivator and leader of goals, interests, and objectives.
- H.** Attend the National AMSA Chapter Officers Conference in the summer following election.
- I.** Perform other such duties as customarily pertain to the office of the President.
- J.** Negotiate contracts with local sponsors.
- K.** Maintain communication with faculty advisor.

#### *2. THE VICE PRESIDENT SHALL:*

- A.** Be an aide to the President and, in case of absence or disability of the President, shall assume the duties of the President.
- B.** Schedule and plan all speakers at general meetings.
- C.** Meet the guest speaker when he/she arrives at the meeting. Thank and leave the auditorium with the guest speaker. Possibly introduce the guest speaker at general meetings, unless another speaker has been approved by both the President and Vice President to give the introduction. Provide a thank you letter from the entire Executive Board as well as a small Thank you gift purchased with approval of the President and Treasurer.
- D.** Inform the local AMSA chapter of national AMSA issues, opportunities, and events.
- E.** Plan, regulate, and manage UF premed AMSA's attendance at the National Convention
- F.** Secure meeting rooms for all meetings and events.
- G.** Lock and close meeting locations.
- H.** Promote committee events by informing national AMSA's public relations position.

#### *3. THE TREASURER SHALL:*

- A.** Present a final budget for approval by the Executive Board by Sept 15<sup>th</sup>.
- B.** Make sure that the club does not assess any long-term debts.
- C.** Work closely with the Financial Affairs Committee on behalf of the club.
- D.** See to the best of his/her abilities that money used on behalf of the club is used wisely and in a manner that suits the purposes of the club.
- E.** Ensure that all finances meet IRS rules and regulations.
- F.** Monitor funds in accounts closely ensuring the financial status and security of Premed AMSA.

- G. Maintain an organizational system that is functional and understandable for future officers.
- H. Ensure that a financial report of revenue and expenses for all of general AMSA and committees which shall be made available to all AMSA members each semester.
- I. See to the day-to-day expenditures of the club.
- J. Present all incoming and outgoing financial affairs for presidential approval.
- K. Visit the Premed AMSA office at the end of each day so as not to leave any cash or checks overnight or over the weekend. If unavailable to do so, the Treasurer may request the assistance of the President.

*4. THE WEBMASTER SHALL:*

- A. Hold possession of AMSA files, including all files of members, committees, and any other such information that pertains to the club.
- B. Place members into committees as applications are returned.
- C. Monitor any online social networking associated with Premed AMSA including any offensive or inappropriate posts or spam.
- D. Maintain the Premed AMSA website with current news, etc.
- E. Aid Medical College Forum committee in sorting attendees to the medical school sessions.
- F. Maintain and edit all Premed AMSA-related listservs.

*5. THE SECRETARY SHALL:*

- A. Keep a written record for all meetings (General Membership Meetings, Executive Meetings, etc.) in order to provide the club with a record of issues discussed, problems posed, ideas raised, and of the people who participated in the group discussion for the benefit of the club and its members.
- B. Recite or summarize the record of Directors Board meeting minutes for approval by the Directors Board.
- C. Hold possession of AMSA files, including all files of members, committees, and any other such information that pertains to the club.
- D. Have record of minutes open to all members.
- E. Send out weekly listserv emails to the Premed AMSA membership to keep them updated with current news and upcoming events.
- F. Serve as liaison to all general members in all issues regarding standing.
- G. Maintain an up-to-date calendar of all general AMSA and committee events to limit conflict of event dates.

*6. THE SERGEANT-AT-ARMS SHALL:*

- A. Call all meetings to order and at the end of each meeting adjourn said meeting.
- B. Provides a connection for members to leadership Boards.
- C. See to it that all activities taken by the club are in accordance with the bylaws and the constitution.
- D. See to it that all members are given the chance to speak and to be heard at general membership meetings.
- E. Supervise elections and see to it that they are carried out as set forth in the bylaws in fair and just manner.
- F. Air grievance from the membership to the Executive Board.

- G. Oversee the impeachment process.
- H. Carry out meetings in accordance with Robert's Rules of Order when no written rule applies.
- I. Maintain an archive of office hours attended by Directors.
- J. Submit Office Usage Recap sheets to the Center of Student Activities and Involvement each month.
- K. Maintain office cleanliness and order as well as supplies to facilitate general member access to AMSA resources.
- L. Holds various office hours to allow for open line of communication between members and officers.
- M. Keeps a running inventory of all Premed AMSA belongings in the office and the storage space.

*7. THE EXECUTIVE LIAISON SHALL:*

- A. Preserve a list of all external contacts with other organizations or AMSA collaborators.
- B. Sustain the integral connection between the Executive and Directors Boards.
- C. Help any struggling committee by providing options, ideas, and contact information to host events.
- D. Must attend at least 1 meeting of the organizations who wish to work with premed AMSA and report back to the Executive Board, who will then decide the extent of involvement premed AMSA will have with said organization.
- E. Oversee all social gatherings and end-of-year banquet preparations.
- F. Plan and oversee officers retreat at the beginning of the year.

**Section D. Committees**

1. Committee Directors must maintain close contact with the membership through activities and other correspondence.
2. Each committee must host activities open to all members except where inappropriate such as committee socials and activities limited in space. In such cases, priority is awarded to committee members.
3. The Executive Board must present annual goals at the beginning of the year to the general members.
4. The Executive Board can appoint new committees at any time. Existing committees may be abolished at any time by unanimous vote of the Executive Board, providing written and documented reason of the action.

**Section E. Impeachment of Executive Board Members**

1. Shall be introduced by either the Executive Board or by a petition of the general assembly.
2. Shall be presented to the Sergeant-at-Arms, who shall preside over the impeachment process, unless subject of impeachment, at which point the Vice President shall assume authority of the process.
3. Impeachment reason must be written and documented in the minutes of the meeting prior to the voting day.



4. The person in question shall be allowed to offer a defense prior to impeachment voting.
5. A majority vote by the General Assembly of members, including Executive Board and Directors Board as well as General Members, is required to impeach an Executive Board member.

## *ARTICLE VII. ELECTIONS*

### **Section A. Elections**

The Executive Board positions may be nominated at the third general meeting in Spring term and elected by ballot at the fourth general meeting. The outgoing Sergeant-at-Arms will run nominations. Elections will occur at the end of March each year. An initial nomination must be seconded. The outgoing Director's Board will elect candidates for the position of Executive Liaison. This position will be elected immediately following the Elections for the Executive Board and prior to the interviewing process for new Directors. A majority vote shall be necessary to elect. When there is only one nominee for an office, there may be a vocal vote. All newly elected officers will be transitioned by the outgoing Executive Board between the election meeting and the fifth general meeting, at which point they will assume office for the period of one year. Elections will follow the rules established in the Bylaws. Current Executive Board cannot vote in any general election. Nominees may not vote for the position he or she is running for. Nominees may not be present for speeches of opponents against whom they are running. The Advisor is to be elected by the rules established in the Bylaws by the new Executive Board no later than May 1st. The outgoing Executive Board will count ballots, unless one of the Executive Board members is running for a second term in which case he or she may not count ballots. The incoming Executive Board will appoint committee Directors after applications and interviews.

### **Section B. Eligibility**

Any member of Premed AMSA at the University of Florida shall be eligible for election to an Executive Board position as defined in the bylaws, provided that he/she:

1. Has been in "good standing" for the latest two consecutive fall and spring semesters as defined by the Executive Board.
2. Has been a member of Premed AMSA at the University of Florida for at least one year prior to assumption of office.
3. Has been a Director or Associate Director or on Executive Board, and in good standing for one year if running for the position of President, Treasurer, or Executive Liaison.
4. Has fulfilled all requirements of their respective leadership contract (Executive Board Agreement or Directorship Agreement) signed at the beginning of their leadership term, IF they have served on the Executive Board or Directors Board prior to elections.
5. Has not entered a medical school curriculum and will be enrolled full-time as a student at the University of Florida for the upcoming school year.

## *ARTICLE VIII. FACULTY ADVISOR*

The faculty advisor(s) of Premed AMSA at the University of Florida shall be a non-voting member of the Executive Board. He/She/They must have a sincere interest and

commitment for the welfare of the club. The incoming Executive Board will vote upon the faculty advisor(s) by no later than the end of the spring term in which the Executive Board is elected. If he/she/they is/are no longer able to fulfill his/her/their duties, the current Executive Board may vote on a new advisor. Premed AMSA may have up to two (2) advisors. Advisors are elected by an Executive Board majority vote.

## *ARTICLE IX. FINANCES*

### **Section A. Dues**

Premed AMSA is organized exclusively for charitable, religious, educational, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or Corresponding section of any future federal tax code. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision on this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or Corresponding section of any future federal tax code. Upon the Dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

If an Executive Board member needs to reimburse themselves or their family members, the check must be signed by a different Executive Board member with the Executive Board's approval.

Dues to National AMSA are seventy-five (75) dollars for a five-year membership and are subject to change by national AMSA. Fees to the local chapter shall be twenty-five (25) dollars a year, and are subject to change by the Executive Board. Other financial requirements required by committees, such as fundraising, may vary from committee to committee and year to year.

## *ARTICLE X. DISSOLUTION OF ORGANIZATION*

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to the Equal Access Clinic unless otherwise decided upon by the outgoing Executive Board.

## *ARTICLE XI. GENERAL MEMBERS*

### **Section A. Eligibility**

Students currently enrolled full-time at the University of Florida who are current affiliate members of Premed AMSA and have paid current dues shall be considered members of Premed AMSA.

### **Section B. Privilege of Membership**

Members shall have the right to attend all meetings and are encouraged to participate and vote in all Premed AMSA sponsored activities.

### **Section C. MCAT Auction Procedure**

Members, Directors, and Executive Board members have the opportunity to bid on MCAT courses offered by various test companies via silent auction. At the start of each auction, the President and representative from the committee or event benefiting from the auction must be present and provide their signatures authorizing the start of the auction. The same is true for the end of the auction. The auction sheet will not be removed from the UF Premed AMSA office while the auction is in progress. Bids must be made in increments of \$5.00. A minimum bid will be specified on the sheet as will a maximum bid. Certificates can be used only at Gainesville, FL locations at the test prep company specified on the auction sheet and the certificate. It cannot be combined with any other offer or discount. At the close of an auction, if there are multiple bidders present, a blind auction will take place. Anyone wishing to bid MUST be present (no phone calls, friends to bid for them, etc.). Each bidder present at the close may write down the highest amount he/she is willing to pay, not exceeding the maximum, bid must be a multiple of \$5.00, in addition to a full name, email address, and UFID number. If there is a tie for the highest bid, the bids from those who have tied will be placed into a bag and one will be selected at random by the president or representative from the committee or event. The winner of any auction must provide payment in the form of check or cash to the treasurer or president within two business days. After receipt of the payment, the president is then authorized to present the certificate. This procedure will also be used for any other discount certificates provided by the various test companies (not only full course certificates). The treasurer will notify the appropriate test prep company of the winner of each certificate.

## *ARTICLE XII. MEETINGS*

### **Section A. Time and Place**

1. General membership meetings shall be called every three weeks (approximately) of the calendar year, with 5 meetings a semester (or more often if so desired by the membership), the place and hour to be determined by the Executive Board.
2. Executive Board meetings shall be held at least once per week, except for weeks during which there is a general membership meeting. In this case,

the Executive Board will meet at least one hour prior to the general membership meeting.

3. Directors meetings shall be held the Sunday prior to all general membership meetings (or more often if Executive Board sees fit).

### **Section B. Types of Meetings**

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

1. General membership meetings
2. Annual election meetings
3. Special meetings (e.g., speakers, activities)
4. Executive meetings
5. Committee meetings
6. Emergency meetings
7. Directors meetings

### **Section C. Quorum**

1. Quorum for Executive Board meetings shall consist of a majority of the voting Executive Board members present.
2. Quorum for Directors Meetings shall consist of majority of the Directors and Associate Directors.
3. Quorum for members shall consist of all members present at the Fall or Spring semester general meeting which a vote requiring quorum takes place.

## *ARTICLE XIII. AMENDMENTS*

This constitution may be amended at any Directors meeting of the organization by a two-thirds (2/3) vote of the members present, provided that the amendment proposed had been submitted in writing to the Executive Board and Directors quorum has been reached.

## 2. Bylaws

### **BYLAWS**

*of the* **PREMEDICAL CHAPTER**  
*of the* **AMERICAN MEDICAL STUDENT ASSOCIATION**  
*at the* **UNIVERSITY OF FLORIDA**

#### *ARTICLE I. FEES AND DUES*

Premed AMSA shall levy local fees that shall be set at \$25/year. Dues levied/Membership entitle(s) the member all the privileges outlined in the Constitution and Bylaws.

#### *ARTICLE II. MEETINGS*

- A.** The Secretary shall be responsible for notifying the membership of upcoming meetings in a timely fashion, by the most expedient methods.
- B.** General membership meetings shall be held **approximately** every three weeks at a time and place to be determined by the Executive Board. The Executive Board shall make every effort to acquire a regular meeting place.
- C.** The fourth General Membership Meetings of the Spring semester shall be the Annual Elections Meeting.
- D.** The Executive Board shall be required to meet prior to each general membership meeting.

#### *ARTICLE III. APPOINTED OFFICERS*

At the request of the Executive Board, the Premedical Advisor shall be an affiliate member of Premed AMSA at the University of Florida, and an ex official member of the Executive Board.

The advisor shall advise the Executive Board and general membership of the organization on matters relevant to the purposes set forth in these Bylaws. The Executive Liaison and Directors are to be appointed as stated within article 4.

#### *ARTICLE IV. ELECTIONS*

Nomination shall be taken one meeting prior to the Annual Election Meeting, to be done orally for the members to hear. During the nominations process, if a candidate is nominated for a position and decides to run for a different position, they may change to a different position provided that they contact the Sergeant-at-Arms by the Friday before the Elections

Meeting. This will not count as a slate, and the change may be to a position above or below that for which the candidate was originally nominated.

If the nominee chooses to accept the nomination, he or she will be given a 5-minute (President) or 3-minute (remaining offices) speech period on the day of the elections, followed by an opportunity to field questions from the audience. The two questions are not to exceed two minutes in total, excluding the time taken to pose the questions. Slating candidates will receive the opportunity to answer one question, not to exceed one minute in duration excluding the time taken to pose the question. The outgoing Sergeant-at-Arms shall select the asker from the audience. The Annual Election Meeting shall be held at the fourth Spring General Membership Meeting. Persons may not nominate or second themselves. If only one name is submitted for a position, the vote may be taken vocally. In all other instances, names shall be written on ballots and counted immediately. Candidates receiving the highest number of votes cast shall be declared victorious. In case of a tie, voting will be administered between the two candidates with the most votes. Current Executive Board members are not allowed to vote in elections but are allowed to break ties. The newly elected members of the Executive Board must meet with the previous Board members for a smooth transition of club function. The new Executive Board will elect a new advisor or to retain the current one by a majority vote no later than May 1. The Executive Liaison will be appointed by the old Director's Board. This process will be conducted prior to appointing new Directors. New Directors shall be appointed following an interview process conducted by the incoming Executive Board. The outgoing President may attend the first interview session, but will not interfere with the interviews unless explicitly asked, nor offer opinions on interviewees during interview session breaks unless explicitly asked. Any member of the outgoing Executive Board may attend any or all interview sessions at the discretion of the incoming Executive Board. Ultimately, solely the incoming Executive Board shall appoint Directorship positions; however, prior to the start of interviews or after the completion of interviews, old Executive Board members may offer their opinions on candidates.

#### *ARTICLE V. AMENDMENT OF BYLAWS*

Amendments to these Bylaws may be adopted at any Directors Meeting of the organization by a majority vote, provided that the amendment proposed had been submitted in writing to the Executive Board and Directors quorum has been reached.

#### *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 to which they are applicable and in which they are not inconsistent with the Bylaws and special rules of order the organization may adopt.

### **3. Officers and Committees**

Premed AMSA is run by an Executive Board consisting of the President, Vice President, Treasurer, Webmaster, Secretary, Sergeant-at-Arms, and Executive Liaison. The position of Executive Liaison is appointed by the rest of the current Directors Board. The officers meet once before each general meeting with the committee Directors, and on any other occasion as is fit to have a meeting.

All Executive Board members and Directors must physically hand over materials of information (required CD, binder, notebook etc.) to transition their successor.

Currently, Premed AMSA consists of the following committees that contain general members:

- Arts and Complementary Medicine
- Emergency Medicine
- Equal Access Clinic Network Support Committee †
- Futures in Health Professions
- Global Health Health Disparities in Medicine
- Health Outreach and Education
- Light the Night
- Medical College Forum
- Medical Technology
- Mental Health
- Pediatric Interest Committee
- Politics and Ethics in Medicine
- Primary Care Committee
- Sports and Medicine ‡

† General AMSA members cannot be filtered in the EASC Committee without meeting the requirements of Chapter 4, Article II, Section 3–5 of this document.

‡ This committee and its Directors also serve as the chair of the organization's intramural sports teams. Directors will gather lists of interested participants for University of Florida intramural sports programs in order to form teams. Take team member input to designate team names. Will designate captains for teams, if unable to serve as captain themselves. In charge of organizing practices, and collecting funds for t-shirts if so desired as well as attending informational meetings for each sport.

Each committee is run by Directors appointed at the end of each year by the incoming Executive Board. Directors are responsible for conducting committee business outside of meeting time. The Executive Board is allowed to form new committees or abolish existing ones as it sees fit. In general, the Executive Board oversees the committees. The Executive Board will ask for a written report from each committee at the beginning of each semester. This report should include:

1. Committee name

2. Committee Director(s) name(s)
3. Brief list of goals accomplished
4. A list of tentative goals for forthcoming semester
5. Projected costs for that semester

The Secretary and Webmaster will place members in committees according to the needs of the incoming Directors, and based on a sorting program on the website. Members will be placed in committees according to their order of preference.

The Executive Board reserves the right to cap committee sizes. Committee assignments will be on a first-come first-serve basis based on order of completed applications. Members may freely participate in more than one committee. In addition to the Executive Board and the committee Directors, there are the following appointed positions:

- A. **AMSA Campus Delegates** Directors table over the summer during Preview for both Summer B freshmen and Fall freshmen and also before applications close in the Fall and Spring. Help maintain healthy relationships with other organizations on campus, and help plan joint functions with those organizations. Responsible for having a focus project to concentrate on throughout the year.
- B. **Events** Directors responsible for organizing and directing socials for all members and running multiple fundraisers to help finance the organization.
- C. **Media** Directors maintain the online and CD photograph archives of Premed AMSA, as well as advertising, and *The Scope* (the general membership meeting newsletter). Responsible for documenting all Premed AMSA activities in the form of photos and/or video. Creates a scrapbook at the end of the year.
- D. **Mentor/Mentee and Advising** Directors are in charge of the entirety of the mentor/mentee program, including matching mentors with mentees and organizing events for the program. Must also maintain an active archive of the medical school information and class/teacher evaluations. Will inform members of critical dates for medical school applications.
- E. **Research and Physician Shadowing** Responsible for compiling databases that allow for members to easily access advice and contact information regarding research opportunities. Will serve as an advisor to general members in regards to helping find opportunities that are compatible with the individual. Highlights the current research projects of our members, providing opportunities to present at the Research Symposium. Will seek out physician shadowing opportunities throughout the community and make these available to all general members. Will be available for all members to further arrange any opportunities to enhance their medical involvement.

These positions have Director/Associate Director status and those members in these positions therefore have the right and responsibility to attend Directors meetings and to participate in all functions.



## 4.MembershipandParticipation

### *ARTICLEI. GENERALMEMBERSHIP*

#### *Requirements:*

1. Any full time University of Florida student not already enrolled in Medical School interested in a medical career is eligible for membership.
2. **Membership Dues:** \$25 per year for local membership.
3. **National Membership Dues:** \$75 for five years of national membership.
4. All members, new and old, must complete an application each Fall semester. Members that joined originally in the Spring semester must fill out an application each Fall and Spring semester, paying dues only in the Spring.
5. Standards: Each member is expected to participate in organization events. In addition, each member is responsible for meeting the requirements set forth by their respective committee. Members are expected to attend all general meetings. Completion of expectations will result in varying levels of Good Standing. It is not required to maintain Good Standing to remain in Premed AMSA, but these distinctions will be used in cases of awarding privileges to members. Good Standing levels will be designated on a semester-by-semester basis as follows:
  - Attend all general meetings (if a member has an unexcused absence, it can be excused with attendance of ten total points, at least four of which are event points.)
  - Attend 3 AMSA medical events (or 2, if 2 or more fundraising points are attained)
  - Attend 3 social events (or 2, if 2 or more fundraising points are attained)
  - Be in “Good Standing” as defined by one’s committee.

Member Policies and Regulations are found at <http://www.ufpremed.org/membership.pdf>. These requirements are not by any means strict or stringent. Members get out of Premed AMSA what they put in, and Premed AMSA at UF has established these requirements as minimal guidelines for members to follow in order to get the most out of the club.

### *ARTICLEII.*

#### *EQUALACCESSCLINICNETWORKSUPPORTCOMMITTEE*

##### **1.History:**

The Equal Access Clinic Network Support Committee (EACN) is a volunteer organization comprised of highly motivated medical and premedical students. Every week, these volunteers admit, diagnose, and treat patients who would otherwise not be able to afford healthcare. Because this organization requires that participants interact with real world patients, its requirements are strictly enforced to ensure the safety of these patients and the functionality of the clinic. In 1988, a motivated group of medical students saw a need and had a vision. Through clinical and field research, these students determined that Gainesville had a large underserved population. This need for free healthcare, along with an enthusiasm at the medical school, led to the formation of the idea behind the Equal Access Clinic. Dr. Watson, the senior

associate dean for educational affairs, provided protocols and logistics, including liability and financial resources. Once contacted, the Salvation Army was very receptive to the idea and offered the use of their building. After a location had been secured, the students wrote a letter to the Alumni Association requesting financial support. With the help of Dr. John Perchalski, Equal Access Clinic opened its doors in January of 1992. Since then, the clinic has expanded and moved into the office of the Family Practice Medical Group. Roles of the clinic are as follows: Premeds take patient vitals, history, and chief complaints; first and second years work in a clinical setting to practice using their knowledge; third and fourth years give back to the community. Services offered by the clinic are anonymous HIV testing, women's health and pediatrics, pregnancy tests and ultrasounds, dental and medical referrals, primary care, counseling, physicals, and non-narcotic prescriptions and OTC medications. The clinic is financed by: generous donations of both corporate and local companies and organizations, the Equal Access 5K Run, UF Student Government, and the UF Alumni Association. Clinic supplies are donated by the North Florida clinics in December and Gainesville physicians each Halloween. The clinic's operating expenses average over \$13,000 a year. Premed volunteers raise over one-third of the funds required for the clinic.

## **2. Application:**

The Equal Access Support Committee Network (EACN) will open applications for a period of time decided upon by the current EACN Directors. This period will occur at the beginning of each semester (Fall, Spring, and Summer C). Interested volunteers MUST fill out an application and submit it on time as per the instructions given on the application. There will be absolutely no exceptions, excuses, etc. In cases of extreme extenuating circumstances, exception may be granted at the discretion of the EACN Directors ONLY. Applications will be reviewed by the current EACN Directors, and interviews will be granted to those that the Directors feel have potential.

## **3. Interview:**

In order to be considered for an interview, an applicant must be a member of Premed AMSA. Applicants must have achieved Good Standing (as defined in 5. Membership and Participation, Article 1, Requirements number 4) in the semester prior to applying; The number of applicants granted interviews will be solely at the discretion of the current EACN Directors. The number of interviewees offered a position will be solely determined by the current EACN Directors. There is neither a minimum nor a maximum number of Premed AMSA members that the EACN is required to consist of at any time. Number of members will be decided upon based on clinic needs, completely at the discretion of the current EACN Directors. Interviews for Directorship and coordinator positions will occur in the Spring semester. When Directors have been decided upon, immediate consultation with the AMSA Executive Board regarding their opinion of chosen members is necessary before deciding on a position at the time interviews are conducted. No EACN directors shall hold other Director's Board positions at the same time. EACN director positions will be considered part of the AMSA Directors' Board, with the understanding that they are subject to a unique set of rules and regulations within the EACN and under the EACN Directors. All EACN positions must abide by AMSA Executive Board rules and requirements for Directors. Returning directors must be interviewed during spring semester in regards to whether they continue to hold their Director position, completely at the discretion of the current AMSA Executive Board Directors.

## **4. Training:**

After offered a position in the EACN, members must undergo one session of training in policies, procedures, and other duties that will be expected of members at the clinic. This

training session will not be conducted at the clinic. HIPAA training must be completed and a copy of a certificate must be sent to the volunteer coordinator. Members must also print and sign a copy of the HIPAA Confidentiality statement. Members must receive a tuberculosis test prior to being able to enter the clinic. The result of this test must be negative. After initial training, new members will be required to, within their first semester of joining, attend clinic three times as an 'observer' and shadow a current clinic member. After shadowing two times, new members must attend clinic a third time to be observed interacting with a patient by one of the current EACN Directors. Successful completion of this task will result in the new member becoming a fully functional clinic member, and thus able to see patients on his/her own. New members will not sign up for clinic via the online sign-up until after they have been deemed 'Able' by the current EACN Directors. All clinic members must attend a training session set up by one of the EACN Directors to become certified for doing HIV testing.

### **5. Current EACN Members:**

Once accepted into the EACN, and training has been completed, members will not be required to reapply every year and will be members until graduation from their undergraduate program. Accepted members may not enroll in other AMSA committees except in the capacity of a Director position.

Signing up for clinic online is mandatory. Once signed up, the member is committed to that day, no exceptions. If a conflict arises, the member may ask other clinic members to attend clinic instead, but a substitute must be found. Failure to show up to clinic on a day when one is signed up can result in removal from the EACN upon discretion of the EACN Directors. In order to remain in clinic good standing, members must:

- (i) Attend clinic a minimum of six clinic shifts per semester
- (ii) Attend all EACN meetings unless given explicit permission by all EACN Directors
- (iii) Be currently in good standing and remain in good standing with Premed AMSA
- (iv) Complete the HIV Certification within 2 semesters, unless otherwise specified by EACN's Directors
- (v) Raise \$250 for the Equal Access 5k and recruit one runner
- (vi) Volunteer at the 5K for the entire duration of the race.
- (vii) Complete pre-race requirements as instructed by EACN Directors.
- (viii) Fulfill all HOQI responsibilities.

The dress code for clinic is business casual attire. All members must bring a wristwatch. Anyone not dressed appropriately will be sent home. Men are required to wear a collared shirt (not Polo), dress slacks, and close-toed shoes. Ties are unnecessary. Women are required to wear dress slack or skirts (skirts must be at the knee). No cleavage, no excessive makeup, and close-toed shoes are required. Absolutely no denim, no flashy jewelry, and no strong cologne or perfume is to be worn.

### **6. Fundraising:**

All clinic members will be required to raise at least \$250 in sponsorships, registration fees, donation of goods, etc. for the annual Equal Access 5k Run *on their own time*. Failure to do so can potentially result in removal from clinic as deemed necessary by current EACN Directors.

## 7. Impeachment of EASC Directors

1. Shall be introduced by majority of the current EACN Directors.
2. Shall be presented to the Executive Board, who shall preside over the impeachment process.
3. Impeachment reason must be written and documented prior to the voting day.
4. The person in question shall be allowed to offer a defense prior to impeachment voting.
5. A majority vote by the General Assembly of EACN members is required to impeach an EACN Director.

## **5. The General Meeting**

General meetings are held **approximately** every three weeks. The format for general meetings is as follows:

1. Welcome and announcements
2. Sponsorships
3. AMSA-related announcements
4. Guest speaker
5. Committee meetings.

Meetings should be between one hour and one hour and a half.

Officers and Directors should use the general meetings as a time to talk to all members about their committee: what it is about, any pertinent announcements, etc. Directors should hold committee meetings on days other than those of general membership meetings after first calling or informing members at least three (3) days beforehand.

Both the President and Vice President must approve speakers with no exceptions.

## **6. Transitional Considerations**

### *ARTICLE I. RECRUITMENT*

Every effort should be made to expand the club through recruitment. In addition to Alligator advertising, flyers around campus and a banner posted in the Plaza of the Americas, special effort should be made to bring in Freshmen, particularly at the time of Preview in summer. Flyers and a display Board are recommended materials to be put up in Jennings Hall during Preview. Contacting pre-health advisers to attend pre-health Preview sessions is highly recommended. Do so early to ensure a spot. Recruitment should be initiated and organized by the Executive Board and the AMSA Campus Delegates Committee.

### *ARTICLE II. SAMPLE TIMELINE*

#### **Summer Term**

- Conduct General Meeting for members remaining for Summer Term. A special interest topic is introduced.
- Stay active
- Revise Constitution
- Maintain active committees where interest exists
- Secure rooms and speakers for fall
- Distribute flyers at Preview
- Conduct General Meeting open to all interested students and community members. A special interest topic is introduced.
- Have committees active if there is an interest

#### **September**

- Finish preparations (materials, etc) for the year
- AMSA Committee Fair
- Have first meeting; Place members in committees
- Host New Member Orientation Meeting with the purpose of introducing members to each committee
- Obtain written committee reports from Directors
- Make Proposed Budget
- Order and obtain first shipment of T-shirts

#### **October**

- Continue fund raising, socials
- Light the Night

#### **November**

- Continue existing programs and work
- Make arrangements for national convention

### **December**

- Finalize plans for Health Career Convention and Medical College Forum
- Secure rooms and speakers for spring semester

### **January**

- Obtain written reports on committees from Directors

### **February**

- Medical College Forum
- Health Career Convention

### **March**

- National convention
- Nominations
- Plan banquet
- Equal Access Support Clinic 5K Run
- Elections

### **April**

- Transitional meeting
- Banquet

## *ARTICLE III. CURRENT OFFICERS AND DIRECTORS 2014—2015*

**Appointed Directors:**

**MMA**

- Zara Zaidi
- Alvin Vuong

**Research & Physician Shadowing - Carl**

- Glenn Garron
- Andrew Silverman

**ACDC**

- Victoria deLelys
- Jenna Bildeau
- Jessica Wassef

**Media**

- Melissa Soderquist
- Ghazal Farajzadeh
- Noelle Rabideau

**Events**

- Ana Enriquez
- Gabriella Tom
- Victoria Catala

**Arts & Complementary Medicine (ACM)**

- Eva Aranda
- Jess Glicksberg
- Lineidys Guevara

**Futures in Health Professions (FiHP)**

- Caitlyn Gallagher
- Paulina Graniela
- Jenica Patel
- Jason Gandre

**Global Health (GH)**

- Matt Sturm
- Aysha Awal
- Bailey Milne-Davies

- Merrylees Dersch

**Health Outreach & Education (HOE)**

- Caitlyn Fronce
- Zechariah Jenkins
- Salil Phadnis
- Naiya Patel

**Light the Night (LTN)**

- Natalie Lagattuta
- Stephanie Salabarria
- Kevin Bess
- Clay Whitaker

**Medical College Forum (MCF)**

- Ryan Schiller
- Joey Andreola
- Tara Tavakoli
- Ivana Hernandez
- Daniela Castro

**Medical Technology (MT)**

- Jacob Wasserman
- Andrea Villegas
- Musa Jundi
- Kareem Issa

**Primary Care Committee (PCC)**

- Noah Ellis
- Paulina Gines
- Anne Denning

- Ronak Gandhi

**Politics & Ethics in Medicine (PEM)**

- Aggie Boron
- Nicole Vesely
- Preston Celico

**Pediatrics Interest Committee (PIC)**

- Danielle Day
- Raul Alsina
- Kalee Eikelberger
- Michelle Ginsburg

**Sports & Medicine (SAM)**

- Danny Kiehl
- Tala Rizkallah
- William Jake Sauls
- Juan Felipe Davila

**Health Disparities in Medicine (HDM)**

- Elizabeth Ortega
- Ayalivis De La Rosa
- Sarah El-Azab
- Ember Courtney

**Equal Access Clinic Network**

- Scott Stratman
- Michelle Russin
- Sean Taasan
- Kaitlyn Jacobs
- Emily Quintero

**Emergency Medicine**

- Rajib Chowdhury
- Sierra Abdullaj
- Anne-Marie Krueger

**Mental Health**

- Matthew Conway
- Jordan Reasor
- Reema Kola



## **AdoptionDate**

This Constitution was formally adopted on August 31, 2014. The Executive Board Members listed below have agreed to uphold this Constitution of the University of Florida Premedical American Medical Student Association. Should its contents prove insufficient, the Executive Board has accepted responsibility for its amendment.

### **PRESIDENT**

Scott Szymanski

### **VICE PRESIDENT**

Gabriel Daniels

### **TREASURER**

Apurva  
Srivastav

### **WEBMASTER**

Alejandro Balari

### **SECRETARY**

Aishwarya Potdar

### **SERGEANT-AT-ARMS**

Elizabeth Ortega

### **EXECUTIVE LIAISON**

Rachael Burroughs