

Indiana University-Bloomington Student National Medical Association -
Minority Association of Pre-Medical Students

Bylaws



(Last Revised August 30, 2011)

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Minority Association of Pre-Medical Students
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ARTICLE I: NAME

The name of the organization shall be Indiana University-Bloomington Minority Association of Pre-Medical Students (IU-IU-MAPS).

ARTICLE II: PURPOSE

SNMA-IU-MAPS is dedicated to encouraging, retaining, and empowering minority students pursuing careers as healthcare professionals. By engaging in community service and outreach, we promote academic excellence, while acknowledging cultural accomplishments. IU-IU-MAPS will exist for the following purposes:

- i. Establish relationships with health professionals in our community
- ii. Build strong relationships between IU-IU-MAPS and SNMA chapters
- iii. Enforcing business professionalism
- iv. Community service for both Indiana University and surrounding communities.
- v. Recruiting and retaining minority undergraduate students
- vi. Academic enrichment through study tables, with a concentration on pre-medical requirements
- vii. Provide resources to other pre-professionals
- viii. All-inclusive help for medical school acceptance

ARTICLE III: POWERS

SECTION 1: THE ORGANIZATION

- i. The Constitution and Bylaws govern the proceedings of Indiana University-Bloomington Student National Medical Association – Minority Association of Pre-Medical Students
- ii. The Parliamentarian will insure that proceedings are being followed as outlined by the Constitution and Bylaws, as well as modified Robert’s Rules of Order

SECTION 2: THE BODY

- i. The body has power to elect officers.
- ii. The body has power to impeach officers.
- iii. The body has power to challenge all decisions made by officers.
- iv. The body has power to vote on decisions set forth to them by the Executive Board.

SECTION 3: EXECUTIVE BOARD

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- i.** The President shall preside over all Executive Board meetings:
- ii.** The Executive Board shall have voting power on all matters critical to success of the organization, and are expected to report any actions at the next regular meeting.
- iii.** The Executive Board shall make Board minutes available to the general body for viewing in a timely fashion
- iv.** The Executive Board has the right to override any constitutional interpretations of the Parliamentarian by majority vote.
- v.** The Executive Board, led by the Parliamentarian, acts as a Judicial Committee to enforce the Constitution and Bylaws upon any member.

ARTICLE IV: MEMBERSHIP

SECTION 1: ACTIVE MEMBERS

- i.** Indiana University-Bloomington Student National Medical Association-Minority Association of Pre-Medical Students Membership shall be open to students, alumni, faculty, and staff of the Indiana University-Bloomington. Membership is open to all students without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.
- ii.** Members must fill out and submit an application form.
- iii.** Other Membership Requirements:
 1. Minimum of 3/5 meetings each semester.
 2. Attend at least two events per semester.
 3. Help plan at least one event/activity for each semester and vouched for by committee chair.
 4. Annual chapter dues are required of all members.
 5. Chapter dues will be \$20 per semester or \$30 for entire year.
 6. Membership rights will be suspended for the remainder of the given semester upon failure of adhering to these requirements and further repercussions as decided by the Parliamentarian.

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ARTICLE V: MEETINGS

SECTION 1: GOVERNANCE

Indiana University-Bloomington Minority Association of Pre-Medical Students is governed by our Constitution and Bylaws. The meetings are run according to modified Robert's Rules of Order.

SECTION 2: MAINTENANCE OF ORDER

The Parliamentarian shall maintain order at the meetings.

SECTION 3: ESTABLISHMENT OF AGENDA

- i. The President shall establish the agenda, date and place of the meeting, and distribute this information 4 days prior to the meeting.
- ii. In the absence of the President, the Vice President shall perform this function.
- iii. Members are expected to notify the President in advance of any items that need to be added to the agenda.

SECTION 4: FORMAT OF AGENDA

An agenda with the following format shall be adhered to at all scheduled, non-emergency meetings:

1. Call to order
2. Roll Call shall be taken if voting is to occur (to make sure there is quorum-see ARTICLE V, Sec 9)
3. Guest Speakers
4. Approval of minutes
5. Executive Reports
 - a. President
 - b. Parliamentarian
 - c. Vice-President
 - d. Secretary
 - e. Treasurer
 - f. Co-Student Liaison (2)
 - g. Community Involvement Coordinator
 - h. Webmaster/Historian
6. Committee reports
 - a. Academic
 - b. Social
 - c. Advertising
 - d. Fundraising
 - e. Other
7. Old Business

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- a. Matters from previous meeting
- b. Dues
- 8.** New Business
- 9.** Open floor
- 10.** Announcements
- 11.** Adjournment

SECTION 5: CHAPTER MINUTES

- i.** Meeting minutes shall be typed and ready for distributing (email) within 72 hours of the chapter meeting.
- ii.** All information sent to general body or executive board must be sent to the secretary at least 24 hours in advance.

SECTION 6: FREQUENCY OF CHAPTER MEETINGS

- i.** Board meetings will be held preceding general meetings, which shall be held at a minimum of twice a month.
- j.** Weekly updates will be communicated via the chapter website and email.

SECTION 8: QUORUM

- i.** A quorum can be announced during General Body and Executive Board meetings when 50% of said members are present.
- ii.** If a quorum is not present, no voting shall take place.

SECTION 9: VOTING

- i.** All those voting must be members (see Article IV, Section 2-3)
- ii.** Attendees (non-members) may not vote
- iii.** The Parliamentarian does not vote at meetings he/she is presiding over.
- iv.** In secret ballot voting, the Parliamentarian counts votes.
- v.** All voting shall be carried by a simple majority unless otherwise specified by these by-laws or by Robert's Rules of Order. .
- vi.** In the event of a tie, the Parliamentarian shall vote, casting the deciding ballot.
- vii.** Members may vote by proxy if they are unable to attend a chapter meeting. Proxy voter must notify Parliamentarian at least 2 days before elections if such arrangements need to be made. One may vote by proxy by:
 - 1.** On a piece of paper, write down the name of the issue to be voted on, and her vote.
 - 2.** A notification from the voter must be sent to the Parliamentarian to inform them of a proxy vote.

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3. Place it in an envelope, seal it, and sign her name across the seal
4. Any member may deliver a sealed proxy vote.
5. The Parliamentarian shall open the vote in the presence of the body
6. If correct procedure is not followed as stated, the vote shall be considered null and void.

ARTICLE VI: ELECTION PROCESS

SECTION 1: NOMINATIONS

- i. Nominations shall be accepted at the first and second General Body meetings in March
- ii. Nominations and subsequent presentations are to follow the following order for each office:
 1. President
 2. Parliamentarian
 3. Vice President
 4. Treasurer
 5. Secretary
 6. Co-Student Liaison (2)
 7. Community Involvement Coordinator
 8. Webmaster/Historian

SECTION 2: PRESENTATIONS

- i. The duties and responsibilities of each officer must be presented to candidates at the annual Executive Board Elections workshop, led by the Parliamentarian.
- ii. All nominees for offices must attend the Executive Board Elections workshop, and the annual retreat, in addition to giving a brief speech stating their qualifications and platform for the office they are seeking.

SECTION 3: ELECTIONS

- i. Elections will be held after the **second** General Body Meeting of March
- ii. Elections are held by secret ballot adhering to the order of succession.
- iii. Candidates must win by simple majority.
- iv. Parliamentarian presides over the meeting; allowing the previous President to vote.
- v. In the event of a tie, the General Body will refer to the current edition of Robert's Rules of Order.
- vi. Parliamentarian counts the votes.

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- vii.** Members are limited to holding one (1) executive office per term unless there are not enough active members to fill each office.
- viii.** Only one position can be ran for at a time

ARTICLE VII: OFFICERS

SECTION 1: ELECTED POSITIONS

1. President
2. Parliamentarian
3. Vice President
4. Treasurer
5. Secretary
6. Co-Student Liason (2)
7. Community Involvement Coordinator
8. Webmaster/Historian

SECTION 2: SELECTION OF COMMITTEE CHAIRS

- i.** Members must submit application to Parliamentarian by the fourth week of March to be considered for Committee Chair Position.
- ii.** Candidates must be a member at the time of application.
- iii.** Chairs will be appointed by the newly-elected Executive Board.

SECTION 3: TERM OF OFFICE

Each elected officer and committee chair shall serve for one academic year. New officers and chairs will take office following elections on **May 1st.**

SECTION 4: TRAINING

The month of April will be a training period. It is the duty of the officer leaving office to hand over all materials to the new officer following elections. During the second chapter meeting in April, new officers will be assisted by previous officers.

ARTICLE VIII: DUTIES OF THE OFFICERS

SECTION 1: President

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Responsibilities are outlined in the Constitution.

SECTION 2: Parliamentarian

Responsibilities are outlined in the Constitution.

SECTION 3: Vice-President

Responsibilities are outlined in the Constitution.

SECTION 4: Treasurer

Responsibilities are outlined in the Constitution.

SECTION 5: Secretary

Responsibilities are outlined in the Constitution.

SECTION 6: Co-Student Liaisons

Responsibilities are outlined in the Constitution.

SECTION 7: Community Involvement Coordinator

Responsibilities are outlined in the Constitution.

SECTION 8: Webmaster/Historian

Responsibilities are outlined in the Constitution.

ARTICLE IX: DUTIES OF THE COMMITTEE CHAIRS

SECTION 1: Academic Chair

Duties may include but are not limited to maintaining test bank, facilitating study tables, management of IU-MAPS Chemistry office and planning various member academic support programs.

SECTION 2: Social Chair

Duties may include but are not limited to organizing various events that foster group collaboration and support among IU-MAPS members. Events should total at least two per semester.

SECTION 3: Advertising Chair

Should be available to assist with design and distribution of all advertisements pertaining to IU-MAPS-sponsored events. This person is expected to have a solid background in graphic design.

SECTION 4: Fundraising Chair

Should maintain close communication with the Treasurer to plan, organize and implement at least two fundraising events per semester. Projects should

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support IU-MAPS-sponsored events. It is also the responsibility to create and maintain a record of various opportunities in which members can raise funds to support their individual costs toward IU-MAPS-sponsored events.

SECTION 5: Other

The Executive Board has the power to create additional chairpersons if it is deemed necessary in order for IU-MAPS to fulfill its mission and operate more effectively.

ARTICLE X: SUBMISSION OF OFFICER REPORTS

SECTION 1: EVENT PROPOSAL REQUEST

- i.** Any Executive Board or General Body member who wishes to organize a IU-MAPS-sponsored event must complete and Event Proposal Request.
- ii.** The Event Proposal Request should include:
 1. Title
 2. Description of event
 3. Goals and outcome of the event, including how it will benefit IU-MAPS members
 4. Anticipated itemized budget
 5. Potential fundraising or grant opportunities to support event
 6. Expected attendance
- iii.** If an event has been approved by the Executive Board, a Post-Event Summary must be submitted to Secretary to archive and use to improve future events.
- iv.** The Post-Event Summary should include:
 1. Attendance
 2. Final itemized budget
 3. Committee members
 4. Fulfillment of goals and outcomes
 5. Recommendation to continue event and suggestions for improvement
 6. List of major tasks in planning event and contact information if outside sources were used

ARTICLE XI: IMPEACHMENT

Any officer(s) may be impeached for not doing his/her duties.

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SECTION 1: EXECUTIVE BOARD MEMBERS

- i.** If Executive Board members fail to fulfill their duties as outlined in the Constitution and Bylaws, they are subject to impeachment as decided by a 2/3-membership vote.
- ii.** The impeachment process should be overseen by the Parliamentarian. If the Parliamentarian is under consideration for impeachment, the process should be overseen by the President.

SECTION 2: COMMITTEE CHAIRS

- i.** If chairpersons fail to fulfill their duties as outlined in the Bylaws, the Executive Board has the authority with a 2/3 vote to remove the chair from their position.
- ii.** The Parliamentarian with the assistance of the Vice President will preside over the impeachment of chairpersons.

ARTICLE XII: AMENDMENT

SECTION 1: FREQUENCY

The Bylaws shall be amended as outlined by the Constitution.