

**CONSTITUTION OF INDIANA UNIVERSITY-
BLOOMINGTON
MINORITY ASSOCIATION OF PRE-MEDICAL STUDENTS
(MAPS)**

Mission Statement

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.

Article I-General

Section 1: The official name of the student organization will be Minority Association of Pre-Medical Students (MAPS).

Section 2: This organization shall ethically raise and distribute profits from organizational functions to the organization, not individual members. (i.e. Individual students may not receive profits from a student organization event.)

Section 3: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 4: Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 5: This organization exists for the following purposes of:

- i. Establishing relationships with health professionals in our community
- ii. Building strong relationships between our local MAPS chapter and SNMA and MAPS chapters from around the country
- iii. Promoting business professionalism
- iv. Community service for both Indiana University and surrounding communities.
- v. Recruiting and retaining minority undergraduate students
- vi. Academic enrichment through workshops, with a concentration on pre-medical requirements
- vii. Providing resources to other pre-professionals
- viii. All-inclusive help for medical school acceptance

Article II-Membership

Section 1: Only members of MAPS will have voting rights.

Section 2: Participation in the organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Requirements for maintaining membership:

- Attend a minimum of 3/5 of meetings each semester. The general body will be informed of the number required to meet this condition at the beginning of each semester.
- Attend at least two events each semester.
- Help plan at least one event/activity each semester.
- Annual chapter dues are required of all members. Dues will be decided upon each year and stated in the Bylaws.

Article III-General Body Meetings

Section 1: A general body quorum shall be present in order to conduct official business of the club. A quorum shall consist of 50% of the voting membership plus one.

Section 2: Executive board shall be dressed in professional attire for all meetings.

Article IV-Officers and Elections

Section 1: The core officers of this organization shall consist of Parliamentarian (1), President(1), Vice-President (1), Secretary(1), Treasurer(1), Webmaster/Historian (1), Co-Student Liaisons (2), and Community Involvement Coordinator (1).

Section 2: All officers must be currently enrolled students at Indiana University-Bloomington and registered for at least twelve credits.

Section 3: Any Indiana University student that has been a MAPS member and fulfilled the minimum requirement according to Article II, Section 3, for one academic year may become a core officer.

Section 4: All core officers and Committee Chairs must be national SNMA members and should pay SNMA dues.

Section 5: Elections must be executed using a revised version of Robert's Rules of Order

Elections:

- A candidate may nominate him/herself or may be nominated by other members.
- A member has the right to refuse a nomination.
- Elections shall be held annually in March/April of the academic school year and officers will serve for a one-year term (May to May).
- Voting will be conducted through paper ballots by majority vote.
- If a core officer position becomes vacant, a special election meeting will be held to fill the position.

Executive Board:

- Shall be responsible for proposing bills to the general body.
- Shall meet twice a month, or as necessary.
- Can only miss (1) unexcused executive board meeting per semester.
- Each officer must attend at least 50% of all SNMA-MAPS events.
- Each meeting (executive and general) will follow the revised Roberts' Rules of Order.
- The first executive board meeting must be before or during the first week of class.
- Each executive board officer has the right to form ad-hoc sub-committees as needed.
- Shall be in charge of member recruitment.
- Collaborate with other organizations.

President

- Shall be responsible and accountable for the overall success of the organization.
- Shall lead/regulate meetings and discussions.
- Shall assist officers of the executive board.
- Shall communicate effectively with all members.
- Shall attend the majority of events.
- Shall set up and organize agenda for executive board meetings.
- Shall delegate work to committee members in an orderly fashion to ensure that programs are successful.
- Shall maintain correspondence with the SNMA on both regional and national levels. The primary role is to act as the liaison between the Indiana University-Bloomington MAPS chapter and the Indiana University School of Medicine SNMA chapter.

Parliamentarian

- Ensure each meeting is run according to revised Roberts' Rules of Order per discretion of executive board.
- Hold respective member accountable for any rules and regulations according to the constitution.
 - Enforces any repercussions for rules not followed.
 - Responsible for carrying out elections.
 - Must ensure all members' understanding of revised Roberts' Rule of Order.
 - Shall be responsible for recording attendance for every meeting and event.
 - Shall be responsible for notifying President of negligent members.
 - Shall be responsible for making sure that executive board members are registered national members.
- Shall be responsible for tracking all members and potential inductees.

Vice-President

- Shall resume the duties of President if he/she is absent.
- Shall be the Committee Chair liason.
- Shall be responsible for organizing call-out meeting by second week of each semester.
- Shall make an agenda PowerPoint for general body meetings.

Secretary

- Shall record minutes of every meeting and send them to the webmaster to be placed on the website, in a timely manner.
- Shall be responsible for keeping a current directory of all MAPS members including class and major.
- Shall assume duties of membership attendance in absence of Parliamentarian.
- Shall communicate effectively with all members.
- Shall create a email list-serve of all members and keep them informed.

Treasurer

- Shall be the primary contact for the Fundraising Chair.
- Shall be responsible for the financial state of the organization.
- Shall be responsible for collecting chapter dues.
- Shall keep detailed records of transactions.
- Shall prepare an annual budget.
- Shall attend all grant hearings and financial workshops.
- Shall be trained by the Student Activities Office.
- Shall communicate effectively with all members regarding the financial standing of the organization.
- Shall provide financial report at all executive board meetings.

Webmaster/Historian

- Must be trained in Information Technology.
- Shall be responsible for creating a portfolio of all MAPS activities and events for the year (pictures and detailed descriptions are required).
- Shall be responsible for posting MAPS events, announcements, and minutes on the site as needed.
 - Site should be maintained and updated regularly.
 - Site should contain all announcements from the regional and national MAPS/SNMA branches
 - Site should contain a list of all volunteer and research activities.

Co-Student Liaison (2 Student Liaisons will be elected)

- Shall provide members with academic resources available:
 - Professional Workshops
 - Resumes, CV, and Personal Statement
 - Interviewing Skills
 - Business Professionalism
 - MCAT preparation twice a month
 - Study tables for finals and throughout year
 - Medical school application process
 - (Must plan a minimum of 1 workshop per topic each year)
- Shall work closely with the Indiana University School of Medicine SNMA–MAPS Liaison to plan SNMA–MAPS interaction opportunities.
- Work in partnership with other co-student liaison.
- Responsible for Diversity Lecture Series and MAPS retreat in spring semester.

Community Involvement Coordinator

- Shall be responsible for leading at least one MAPS community service and outreach project each semester, for a minimum of four each year.
- Shall remain in close contact with community organizations and should keep the rest of the executive board updated on the project proceedings.
- Shall be responsible for presenting an update to the rest of the general body at general body meetings.
- Shall be responsible for creating a community service database for all general body members.

NOTE:

If any executive board officer does not fulfill the responsibilities of the position, then this officer will be removed with approval of 2/3 of the membership and executive board. The replacement will be appointed by general election. Unless under extreme circumstances, there must be a warning before removal from office.

Article V-Committee Chairs

- Section 1: Shall be as follows: Academic, Social, and Fundraising.
- Section 2: The structure of the committee shall be determined by the Chair.
- Section 3: Committees must meet at least once a month and must have a report for each meeting.
- Section 4: Chair or proxy must attend one executive board meeting and provide a committee update each month.
- Section 5: Chair responsibilities will be determined by the executive board.

Article VI-Secondary Legislation and Amendment

- Section 1: The Bylaws will be the secondary piece of legislation governing Indiana University-Bloomington MAPS.
- Section 2: Bylaws will be reviewed and changed at the transition of newly-elected executive board members and should be finalized prior to the end of the semester.
- Section 3: The constitution can only be revised every two years and must be approved by majority general body vote.
- Section 4: If the constitution is not approved, a special committee must be formed to revise and reintroduce a new version.

Revised August 29th, 2011

