

Constitution of the Association of Minority Pre-Health Students

Preamble

We, the members of the Association of Minority Pre-Health Students, to fully realize our purpose, so hereby adopt and establish this constitution as the guiding instrument of our organization.

Article I: General Information

Section 1: Name

The name of this organization shall be Association of Minority Pre-health Students, formerly known as Family of African American Pre-Med Students, hereafter referred to as AMPS.

Section 2: Purpose and Mission

The purpose for the existence of AMPS is to prepare and support minority students for healthcare careers as well as their collegiate academics by means of a family environment. This organization is also established to increase access to current events, information, and awareness to aid in the development of future, competent healthcare professionals in all aspects of their careers. This organization will also be the local Minority Association of Pre-medical Students (MAPS) chapter for the Student National Medical Association (SNMA).

Article II: Membership

Section 1: Eligibility

Membership in AMPS is limited to persons officially connected with the University as faculty, staff, or full-time students. Students taking twelve credit hours or more and graduate students taking six or more credit hours and who pay the University fee are considered full-time students. Spouses who have obtained the spouse ID card are also eligible for regular membership. Students enrolled in the spring semester under the above conditions who have pre-registered for the fall semester, as well as students enrolled in summer classes, are eligible for summer membership. Membership in AMPS is not limited to persons based on their race, color, religion, sex, national origin, age, disability or veteran status.

Section 2: Process

To become a member of AMPS, the AMPS application must be filled out and turned in for review by the Executive Board. The Executive Board has two weeks to consider the applicant who will be inducted in the next induction date after acceptance. Induction dates shall be the first Monday of every month during the school year. All members must all sign the constitution.

Section 3: Maintenance

To be an active member of AMPS, the person must agree/commit to this constitution, attend 80% of the meetings of a semester, pay the dues within one month of induction, have an interest in the healthcare field, participate in half of all fundraising events and at least two volunteer activities per semester. At least one of the volunteer activities must be with AMPS as a group. An active member is defined as a member who is in good standing with all of the eligibility and above requirements, and is entitled to all of the rights and privileges of a member of AMPS. An inactive member is defined as a member who is not in good standing with all of the eligibility requirements, and is entitled to all of the rights and privileges of an active member except voting, any price reductions, and special privileges.

Article II: Elections

Section 1: Eligibility

The officers of the organization are elected only from previous active members. Any student seeking to hold an office must maintain good standing in his or her respective college.

Section 2: Voting

All officers shall be elected on or before April 1 of each year, and shall serve one-year terms. No member shall be deprived of running for an office because of his classification. All officers shall be elected by a majority of the votes cast. Only active members are eligible to vote. If no candidate for an office receives a majority of the votes cast, then only the top two candidates will be placed on a second ballot for that office until a majority is reached. All elections shall be conducted by secret ballot. Any two officers shall tabulate the ballots.

Section 3: Quorum

A quorum of the active members shall be required for all meetings where officer nominations or elections take place. A quorum shall be defined as the majority of the active members present at the meeting.

Section 4: Special Elections

Should a vacancy appear on the Executive Board or Committee Chair, a special election must be held and voted upon. The new officer must be in office within three weeks of vacancy. The election will follow the same procedures as specified above. If desired by the Executive Board, a temporary officer can be appointed until the new officer is voted into the vacant position.

Article III: Executive Board Duties

Section 1: President

The President shall preside at all AMPS meetings, and have the authority to appoint all Committee Chairpersons or allow a vote, to create new committees, to nominate a faculty advisor to be approved by the active members, and to act as a spokesperson for the organization. He/she shall also be responsible for ensuring that the members are fully abreast of all the

activities pertaining to AMPS. The President is also responsible presenting warnings to officers if needed.

Section 2: Vice-President

The Vice President shall preside at all AMPS meetings in the in President's absence. If the President resigns, the Vice President will automatically become the President for the duration of the term. The Vice President will support the President on special projects and maintain the application.

Section 3: Secretary

The secretary shall handle and keep a record of all AMPS business and correspondence, including, but not restricted to: recording minutes of all AMPS meetings, making the minutes available to all members and the advisor, keeping an up-to-date file on all members, informing members and the advisor of all AMPS meetings and activities, and maintaining the listserv.

Section 4: Treasurer

The treasurer shall handle all financial transactions of the organization, including, but not restricted to: collecting of dues; managing all bank accounts; recording all transactions in the appropriate books; attending any training, orientation, or workshops by the University. The Treasurer must preside over all fundraising.

Section 5: Student National Medical Association Liaison

The SNMA Liaison must keep the President abreast all MAPS businesses pertaining to the Region Four MAPS chapter.

Article VI: Advisor

The faculty/staff advisor to AMPS shall be nominated by the President and approved by a majority of the active members. The faculty/staff advisor must be selected from full-time faculty or administrative staff members at the university. The advisor is encouraged to attend SNMA national conferences and shall serve as a liaison with the university, SNMA, and the community. He/she will also help with the transition period between officers. The advisor will be invited to and notified of all AMPS meetings and activities, and must attend at least one meeting per semester. He/she is required to attend any meeting that may result in the dismissal of an officer.

Article VI: Committees

Section 1: Establishment

There will be the following committees: Fundraising, Volunteer, Membership, Programming, and Academics. More can be added as seen fit by the President.

Section 2: Duties

The Fundraising Committee is responsible for planning and implementing at least two fundraisers per semester. The Fundraising Committee Chair must maintain a list of all members

that participate in each event and give the secretary a copy of the list. The Volunteer committee is responsible for researching, planning, and implementing at least two volunteer opportunities for AMPS members per semester. At least one of the volunteer activities must be done with AMPS as a group. The volunteer committee chair must maintain a log of all volunteer activities and hours of members and give a copy to the secretary before two weeks after the event. The Membership Committee is responsible for, but not limited to, the following: recruiting new members, attending organizational fairs, working with the Programming Committee to advertise. The Programming Committee is in charge of all advertisements, including flyers, signs, and the website. They must also inform the community and the University of all AMPS events. The Academic Committee is responsible for researching and providing AMPS members with information about scholarship, internships, research, post-baccalaureate opportunities, shadowing opportunities, and any other academic affairs. All Committee Chairs should update the President of the committee's progress.

Article IX: Meetings

Section 1: Meeting Occurrence

The first meeting of the fall or spring semester will be decided by the Executive Board the semester prior and shall be within two weeks after classes commence. The Executive Board will decide the regular meeting dates and times, which shall be held at least twice a month during the school year. The Executive Board is also required to meet thirty minutes prior to every scheduled meeting.

Section 2: Agenda

The meetings shall be conducted in accordance with the revised edition of Robert's Rules of Order. The basic agenda at regular meetings shall follow:

- A. Call to order
- B. Roll call
- C. Approval of minutes
- D. Executive committee report
- E. Officer reports
- F. Committee reports
- G. Old business
- H. New business
- I. Announcements
- J. Adjournment

Section 3: Quorum

Action of any business, old or new, requires a quorum of at least half of the active members of the organizations.

Article X: Finances and Dues

There is a fifteen-dollar membership fee due one month after induction for each member. The active, pre-medical members are also required to pay an annual SNMA membership fee. The Treasurer must receive payment of dues within one month of the first day classes begin of each semester, or within one month after joining to be an active member of AMPS.

Article XII: Recall

An AMPS officer whose dereliction of duty adversely affects the operations of the organization shall be subject to disciplinary action or removal from office. At least three active members must write and sign a written request stating the reasons for an initial warning to be submitted to the Executive Board at a regularly scheduled meeting. Before the next regularly scheduled meeting, written notification of the request and the reasons for the warning must have been given to the offending officer, who should come to that regular meeting prepared to speak. If the warning is not heeded, the offending officer will be notified by the President, and a vote will be held at the next regular meeting. Two-thirds of all active members must be present to vote and a majority vote will remove the officer from office. The advisor is required to attend this meeting.

Article XIII: Ratification

Section 1: Overview

The Constitution is binding to all members of AMPS but is not binding unto itself.

Section 2: Proposal

Amendments to the Constitution must be proposed in writing by any active member of AMPS at any regular meeting at which two-thirds of the active members are present.

Section 3: Process

Proposed amendments or complete modification of the Constitution shall be voted upon only after two regular meetings following the introduction of the proposal. A complete modification of the Constitution is defined a purging of the old to be replaced by a new one. Depending on the seriousness of the issue at hand, the Executive Committee will have the power to decide whether the issue(s) require a two-thirds or a quorum of half the active members. A complete modification of the Constitution requires a 90% affirmative vote by active members. Any modification to the constitution will become effective at the beginning of the next school year.

