Constitution *of Premedical American Medical Student Association*

**Article I – Organization Name**

The name of this organization shall be Premedical American Medical Student Association. The organization may also refer to itself as Pre-Med AMSA.

**Article II – Mission and Goals**

Section 1: Mission

The mission of Pre-Med AMSA is to prepare Pre-Med students to become knowledgeable and well-rounded medical school candidates through scholarship, networking, philanthropy, and community partnership.

Section 2: Goals

The purpose of this Organization shall be:

1. To provide an environment that supports the creative ideas of aspiring physicians.
2. To promote, encourage, and maintain a cohesive relationship with the student and non-student organizations of the University of Central Florida.
3. To serve as a forum for discussions of health issues, both controversial and non-controversial ethical dilemmas in the health field, and policy agendas for aspiring physicians.
4. To make obvious strides in the enhancement of the medical education process more responsive to the needs of students and communal society.
5. To maintain status as an independent organization free to govern itself.
6. To maintain its primary identity as an organization exclusively for premedical students.
7. To promote and maintain programs which enhance the quality of health care in the local, national, and global community.
8. To be financially independent and maintain a stable financial base. This will be achieved by a combination of, but not limited to, private sponsorship, donations, fundraisers, and university student government funding.
9. To deliver a broad and unbiased view off the journey from medical student to practicing physician.
10. To aggressively provide philanthropic and charitable services to the student, local, national and global communities.
11. To increase knowledge of health information among members and the general public as a whole.
12. To periodically reflect on the above purposes in the article II and ensure that they are carried out.

Section 3: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution. In addition, the most recent version of Robert's Rules of Order shall be the authority over those questions which have not been specified by university regulations or this constitution. Within this constitution, a majority shall be defined as "more than 50%."

**Article III – Membership**

Section 1: Membership Statement

Membership in this organization is limited to any student who is paying Activity and Service Fees and is currently and/or continuously enrolled at the University of Central Florida. No discrimination shall be made on the basis of sex, race, age, religion, disability, national origin, sexual orientation, marital or parental status, or veteran's status. Hazing will not be allowed as a condition of membership in this organization.

Section 2: Additional Membership Requirements

1. Students enrolled at the University of Central Florida must be current affiliate members of AMSA-or in the process of applying to AMSA
2. Members must pay dues as per Article IX, Section I.
3. Together with Article III, Section I, these additional requirements define what it means to be an "active student member."

Section 3: Recruitment

Recruitment shall take place throughout the year and membership is open at all times.

Section 4: Voting Rights

Only paid, active student members are eligible to vote.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 affirmative vote of active student members.

Section 6: Reinstatement of Membership

Membership may be reinstated after one full semester has passed. The former member may submit a request for reinstatement to the President. At the next membership meeting, the organization must vote on the reinstatement request. Membership may be reinstated by a 2/3 affirmative vote of the active student members.

**Article IV – Officers**

Section I: Eligibility

Potential officers must meet the minimum eligibility requirements of active student membership (Article III, Sections I and 2). All officers of the organization shall possess (at the time of election and during their term) at least the minimum requirements regarding enrollment hours, GPA, academic and disciplinary standing, and financial and disciplinary holds to serve in a leadership position, as stated in the most recent version of the Golden Rule of the University of Central Florida. Officers who do not meet these requirements during their term shall be resigned or removed.

Section 2: Additional Eligibility Criteria

Potential officers must be members of the AMSA pre-med Chapter for at least one semester prior to election. The requirements of this section may be waived by a 2/3 affirmative vote of active student members, prior to nominations and elections.

Any member running for president must have been an officer for at least one academic year prior to becoming president. If no former officer runs for the presidency, then directors of the organization become eligible. Paid general members may run only if there are no directors who wish to run for the presidency. These guidelines may be overturned by a 2/3 affirmative vote of active student members.

Section 3: Officer Requirements

Officers are responsible to attend all meetings. Officers must participate in a majority of Club functions. Only in the case of an emergency, test, or class, shall an officer be absent.

In the case of an absence the officer must inform the President of their absence 24 hours in advance via email or telephone call.

Section 4: Titles and Duties

The officers of this organization shall include a President, Vice President, Treasurer, Secretary, Sergeant at Arms, Chief of Staff and any other positions the officers wish to create. A new officer position can be created by a majority vote approval by the current officers and will maintain existence until the next installation of officers. No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position as per Article VI, Section 3.

The President Shall:

* Supervise and coordinate the activities of the organization
* Preside over all meetings and call all meetings to order.
* Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
* Be one of three signers on financial documents.
* Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
* Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
* Ensure that all officers are performing their duties as defined in this Constitution.
* Keep advisor informed of activities and functions of the organization.
* Be familiar with Robert's Rules of Order to conduct meetings.
* Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
* Provide all documents and records pertaining to his/her responsibilities to the newly-elected President.
* The President shall not serve in another executive position within UCF during their tenure as they are a part of the Medical School Admissions Symposium Board in conjunction with their role in Pre-Med AMSA.
* Assign special projects to officers.

The Vice-President shall:

* Assist the President in her/his duties.
* Assume the President's responsibilities in her/his absence.
* Coordinate all conferences.
* Keep accurate records of all meetings in the Secretary's absence.
* Plan and be responsible for all retreats and training of the organization.
* Perform an audit of all financial transactions of the organization once per semester.
* Provide all documents and records pertaining to her/his responsibilities to the newly-elected Vice President.
* The Vice President shall not serve in another executive position within UCF during their tenure as they are a part of the Medical School Admissions Symposium Board in conjunction with their role in Pre-Med AMSA.
* Assist in special projects as assigned by the President.

The Treasurer Shall:

* Keep an accurate account of all funds received and expended.
* Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, Advisor, or Office of Student Involvement.
* Be one of three signers on financial documents.
* Be responsible for collecting dues and notifying members who are delinquent in their payments.
* Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
* Provide financial records sufficient to allow the Vice President to perform audits.
* Accept, in conjunction with the Chief of Staff, all applications and membership dues.
* Provide all documents and records pertaining to her/his responsibilities to the newly-elected Treasurer.
* Assist in special projects as assigned by the President.

The Secretary Shall:

* Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
* Keep accurate minutes and records of all meetings.
* Maintain accurate list of members and their contact information.
* Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
* Take attendance at all meetings and maintain an attendance record.
* Prepare ballots for elections.
* Check eligibility of potential officers, prior to annual elections.
* Keep copy of constitution and have available for members.
* Work, in conjunction with the Chief of Staff, to analyze written record of meetings and make action plan to meet members' needs.
* Provide all documents and records pertaining to her/his responsibilities to the newly-elected Secretary.
* Assist in special projects as assigned by the President.

The Sergeant at Arms shall:

* Call all meetings to order and adjourn each meeting.
* Be the keeper of the constitution, alongside the President.
* Be called upon in situations where constitutional authority and integrity are in question.
* Ensure that all members are given the chance to speak and to be heard at general membership meetings
* Shall supervise elections and will see to it that they are carried out as set forth in the bylaws in a fair and just manner.
* Provide all documents and records pertaining to her/his responsibilities to the newly-elected Sergeant at Arms.
* Assist in special projects as assigned by the President.

The Chief of Staff Shall:

* Be appointed directly by the president from the pool of unelected nominees to other officer positions.
* Work in conjunction with the secretary to analyze written record of meetings and make action plan to meet member's needs.
* Accept, in conjunction with the Treasurer, all applications and membership dues. Keep an up to date log of paid members.
* Develop and distribute membership packet include introductory information, membership ID card, shirt, and any other information he/she deems necessary.
* Provide all documents and records pertaining to her/his responsibilities to the newly-elected Chief of Staff.
* Assist in special projects as assigned by the President.

Section 5: Voting Rights

All officers shall retain voting rights; however, the President shall only vote in the case of a tie, with the exception of officer elections.

Section 6: Term of Office

The length of term of office shall be no longer than one year.

**Article V - Selection of Officers**

Section 1: Announcement of Elections

The President shall, at least one meeting prior, announce the date of the upcoming nominations and elections. He/she shall also state the eligibility criteria (as defined in Article IV, Sections 1 and 2) and that all active student members interested in running for an office should bring written proof of eligibility to the nominations/elections meetings.

Section 2: Nomination Process

The nomination of officers shall occur each academic year at the first membership meeting held in April. One of the officers not running for office (Preference determined by the order listed in Article IV, starting with the President) shall facilitate the nomination and election process at this meeting. If this is not possible, the facilitator will be selected by a majority vote of active student members.

Any active student member present may nominate someone or him/herself for office by nominating the individual during this procedure. However the nominee must be considered eligible for an officer position (as defined in Article IV, Sections 1 and 2 as verified by the Secretary). Absentee/proxy ballots are not permitted in the nomination process. Only the positions of President, Vice President, Treasurer, Secretary, and Sergeant at Arms may be nominated, as Chief of Staff is appointed by the president.

Section 3: Election Process

The election of officers shall occur at the second membership meeting held in April. The order of elections shall be: President, Vice President, Treasurer, Secretary, and Sergeant at Arms. The organization may not proceed to the election of the next officer until the current one has been resolved.

The nominated candidates for each office will be given a chance to address the organization to discuss their qualifications and reasons why they should be selected to that office. Candidates will speak to the organization in alphabetical order by last name. Once each candidate for that office has had the opportunity to speak, all active student members present (minus the nominations/elections facilitator described in Section 1 above) will have the opportunity to vote by secret ballot. Absentee/proxy ballots are not permitted in the election process.

The nominations/elections facilitator will tabulate all votes immediately, in the presence of the organization. A candidate shall be elected by a majority of all votes cast by active student members. If no candidate receives a majority of votes, the top two candidates will immediately enter into a run-off election. In the event of a tie, the nominations/elections facilitator (President, unless running in election) shall cast a vote to break the tie.

At the “End of the Year Banquet,” the current officers will announce the new officers. If no active student member contests the count, the new officer shall take office as per Article V, Section 4. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The nominations/elections facilitator will immediately recount all votes in the presence of the selected representatives. The Chief of Staff will also be appointed at the “End of the Year Banquet.”

Section 4: Installation of Officers

Newly elected officers shall take office immediately following the second membership meeting in April and their term will end immediately following the second membership meeting the next April. Current officers should assist in the transition and training of the officers-elect, from elections until installation. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of installation.

Section 5: Re-election

Any officer, excluding Chief of Staff, may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a subsequent term, they must be re-elected as described in Article V.

**Article VI - Officer Vacancies**

Section I: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 2/3 affirmative vote of active student members. The removed officer shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the President (or Vice President if the President is resigning) and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer (besides President) is removed or resigns, the remaining officers will decide if the position is to be filled. If it is to be filled, the nomination and election process as stated in Article V will take place at the next membership meeting. The officers may appoint an interim officer to serve in the vacant position until the next membership meeting.

If the President is removed or resigns, the Vice President will assume the role of President upon a majority confirmation of the remaining officers. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in April. A change in officer information should be reported to the Office of Student Involvement, via Update Form, within 10 school days of the election.

**Article VII – Meetings**

Section I: Membership Meetings

The membership should meet at least twice per month during the fall and spring semesters. Meetings are open to those defined in Article III, Section I, and officers (except the President, unless otherwise stated) and active student members (unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers and organization's active student members. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters.

Meetings are open to those defined in Article III, Section 1, and officers (except the President, unless otherwise stated) are allowed one vote per motion. The quorum required to conduct business is a majority of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a majority vote.

Section 3: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible for notifying all members and/or officers at least 48 hours in advance, by e-mail and/or telephone. A majority vote of the officers or active student members may also call a meeting.

Section 4: Meeting Procedure

The President shall use his/her discretion as to the manner and process in which he/she presides over meetings. However, the President shall follow Robert's Rules of Order in a given meeting if 2/3 of the active student members so request.

**Article VIII – Advisor**

Section I: Selection

The advisor shall be selected by the officers. To be eligible to serve as the advisor, the person must be a contracted UCF employee (faculty or A&P), as defined by Human Resources.

Section 2: Role and Authority

The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities, as well as UCF policy and procedure. Additionally, the advisor will monitor all expenditures of the organization. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Section 3: Length of Term

The advisor has no term limit as long as he/she remains a contracted UCF employee.

Section 4: Removal and Replacement of Advisor

The advisor will be notified in writing of the possible removal at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Upon a majority vote of active student members, the advisor will be removed from his/her duties. In the event that an advisor is removed or resigns, a new advisor shall be elected within 15 school days. A change in advisor information should be immediately reported to the Office of Student Involvement, via Update Form.

Article IX-Finances

Section I: Membership Dues

Returning member dues shall be $35 per academic year. Membership dues will be collected by the Treasurer during the fall and spring semesters only. New members will be required to submit payment to National AMSA for the amount specified by that organization. All active student members, including officers, are required to pay membership dues. Full or partial chapter refunds can only be granted upon a 2/3 affirmative vote of the officers.

Section 2: Budget Approval

The Treasurer (in conjunction with the President) shall create a budget for the fall and spring semesters. The officers and active student members must approve the budget within the first month of each semester. New expenditures, above $100, not approved in the semester budget must be approved by a vote of the active student members.

Section 3: Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. Only the President, Treasurer, and Advisor can be signers with the organization's financial institution. Organizational funds may be spent on items such as office supplies, events and activities, publicity, travel expenses, and conference fees, but will not be used for anything illegal under University, local, state and federal laws. All funds must be deposited within 48 business hours after collection.

Section 4: Officer Transition

It shall be the responsibility of all account signers to change contact information, as well as assist in the update of new account signatures with the organization's financial institution after each election. In addition, it is the outgoing Treasurer's responsibility to compile and present all banking documents and information about the previous and current budget to the new Treasurer.

Section 5: Dissolution of the Organization

In the event that the Organization ceases to exist, any funds remaining in the organization's account shall be donated to:

Stepping Onward in Orlando, Florida

(http://www.steppingonward.com/).

140 I Flanagan Lane

Oviedo FL, 32765

**Article X - External Affiliation**

The national chapter of the American Medical Student Association helps the UCF chapter with programming, connecting with medical professionals, medical students and other pre-medical students. They provide Pre-Med AMSA with information regarding events being held, ways to get involved, educational material, information on applying to medical school and ways to make a difference in society. In order to be associated as Pre­Med AMSA we must have every member of the UCF chapter registered with the UCF chapter. This is done by paying annual dues of $35.

The rules and regulations of the external affiliate shall be followed when not inconsistent with the rules and regulations of this Constitution and University of Central Florida.

**Article XI – Committees**

Committees may be formed by a vote of officers or active student members. At the time of the formation, the process for committee member selection, chair selection, and committee chair and responsibilities must also be approved. Committees may be dissolved by a vote of officers or active student members.

**Article XII – Publications and Advertising**

Section I: Compliance

All graphics and publicity of the organization must comply with the Golden Rule, Event Policies, Student Union and other building guidelines, and the UCF University Marketing Graphic Standards.

Section 2: Approval

The Secretary and President must unanimously approve all graphics and publicity (e.g., shirts, flyers, and other forms of advertising/marketing) prior to duplication and distribution.

**Article XIII - Ratification and Empowerment**

Section I: Ratification

The constitution will become ratified by a 2/3 approval of the officers of the organization.

Section 2: Empowerment

The constitution will take effect only after it is approved by the Student Government Association and Office of Student Involvement.

Article XIV – Amendments

Amendments to the constitution must be proposed in writing to the President. The amendment must then be presented to the organization during a membership meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the following membership meeting and approved by a 2/3 affirmative vote of active student members. All amended constitutions must be submitted to the Office of Student Involvement within two school weeks. The amendment shall not take effect until approved by the Office of Student Involvement.

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