

I. Article I: Name

- a. **Section 1:** The name of this organization shall be AMSA (American Medical Student Association) Chapter at UCSD, located in California.

II. Article II: Purpose

- a. **Section 1:** The American Medical Student Association is a non-profit organization committed to improving health care and healthcare delivery to all people; promoting active improvement in medical education; involving its members in the social, moral and ethical obligations of the profession of medicine; assisting in the improvement and understanding of world health problems in local and global communities through charitable donations; contributing to the welfare of medical students, interns, residents and post-MD/DO trainees; and advancing the profession of medicine.
- b. **Section 2:** The purpose of AMSA chapter at UCSD is to provide opportunities for students to be informed and involved in non-academic medical-related events and internships in and around the university; to promote passion and understanding in science to instill positive reinforcement for academic excellence and confidence. The ultimate goal is to create and guide the future generations of physicians who can enrich and lead. The organization will not engage, otherwise than as an insubstantial part of our activities, in activities related to socializing.

III. Article III: Membership Requirement

- a. **Section 1:** In order to maintain active membership, a member must:
 - i. Pay a membership due for the following academic year or for a selected quarter.
 - ii. Fill out an application form for membership.
- b. **Section 2:** An active member must participate in:
 - i. At least two General Body Meetings, one community service event, one fundraising event, two publicity events (or one chalkboarding event), and one social event per quarter.
 - ii. In the instance of an online quarter, active membership can be fulfilled by attending two General Body Meetings, two social events, and sharing 2 fundraising posts and 2 non-fundraising posts on their social media. In the case that the member does not have social media accounts, is unable to attend events due to time conflicts, or faces other barriers to completing requirements, active membership can be adjusted on a case by case basis by the current Historian.
 - iii. Must furthermore complete procedures outlined by AMSA.
- c. **Section 3:** Failure to follow these requirements in addition to any violation of the official conducts established by the Center for Student Involvement will result in inactive membership or termination of membership.

IV. Article IV: Organization meetings

- a. **Section 1:** There will be four General Body Meetings held on-campus in a designated university room per quarter. Members are expected to attend 50% of the meetings for active status. Further meetings may be added as necessary to ensure a smooth agenda of AMSA's goal for the corresponding quarters.

- b. **Section 2:** Officers are expected to be present for every single GBM pending unforeseen circumstances.
- c. **Section 3:** Officers are also expected to attend every single board member meeting to discuss and maintain the administrative and management of meetings, responsibilities, and obligations for both AMSA and for the Center for Student Involvement.
- d. **Section 4:** In the case that campus is closed or in the event of an emergency, GBMs will be virtual.

V. Article V: Structure and Election of Officers

- a. **Section 1:** AMSA Officer Board will conduct the leadership and responsibilities to maintain activities and meetings in accordance with established guidelines. An administrative board will consist of the President, Vice President, Secretary, Treasurer, and Public Relations Chair.
- b. **Section 2:** Any person wishing to hold an office in AMSA must be a registered UCSD Undergraduate student and an active member of AMSA. Only the Officer Board will attend the Election meetings to recommend or nominate the appropriate candidate. After each candidate gives their speech and completes the interview, all other officers vote for the new year's Officer Board. All applicants must submit an application regardless of any previous position(s) held, and the qualified candidates will be invited to be interviewed before the whole board. After interview and deliberation, the ultimate decision falls upon the old administrative board and the position's predecessor. President and Vice President deliberations should conclude prior to further interviews, over a minimum two-day period. Deliberations of all other officer positions will be conducted over the 7 days following the conclusion of the last interview and no later. New board member will be elected and selected in May of the Spring quarter and are expected to serve for one academic year. The departing board members will train the new officers in the remaining school year.
- c. **Section 3:** The board members will consist of a President, Vice President, Secretary, Treasurer, Public Relations Chair, Social Chair, Fundraising Chair, Publicity Chair, Community Outreach Coordinator, Community Service Chair, Historian and Community Advisor. Refer to Internship Program guidelines for details concerning the addition of new board positions.
- d. **Section 4:** Responsibilities of the General board member
 - i. General Expectations of Board Members
 1. Contributing to discussions relevant to AMSA, even if it is outside the scope of his/her/their position
 2. Be an active officer, such as by attending events outside their own as permitted by the officer's personal responsibilities (as expected of general members as well)
 3. Each officer must familiarize themselves with the constitution
 4. All discussions conducted during officer meetings must not be discussed in the presence of members
 5. Provide mentorship for AMSA members and interns
 6. Each officer must acknowledge that any of their work, specifically files or any content created for AMSA at UCSD, belongs to

AMSA at UCSD. As such, all files pertaining to AMSA at UCSD must be kept in the AMSA at UCSD Google Drive and owned and accessible by the AMSA at UCSD email account.

- ii. **The President** is tasked with leading fellow officers during officer meetings, GBMs, and other appropriate circumstances, creating professional development opportunities for members, and establishing and maintaining lasting connections with other organizations and AMSA partners.
 1. Coordinate and maintain the overall function of AMSA.
 2. Liaison and communication with AMSA National.
 3. Official spokesperson at General Body Meetings.
 4. Responsible for final approval of meeting agendas, funding, and any other activities.
 5. Conduct weekly officer meetings, including preparation of agendas.
 6. Handle all administrative duties such as coordinating business meetings and completing business forms/applications.
 7. Maintain and update the AMSA constitution.
 8. Conduct biweekly general body meetings, oversee all officers and events, and help where needed.
 9. Act as the impartial party in the event of a board decision and provide advice or mediation in the event of disagreements.
 10. Can implement new officer positions if necessary.
 11. Must organize officer elections for the following year.
- iii. **The Vice President** is tasked with supporting the officers by developing and reinforcing effective communication and leadership skills.
 1. Liaison with the Center for Student Involvement and conform to any responsibilities or tasks assigned.
 2. Establish meeting agendas and tasks for board members.
 3. Responsible for all things concerning General Body Meetings.
 4. Help plan and assist the President with the responsibilities listed above when needed.
 5. Work closely with the President to interact with UCSD board members.
 6. Aid in overseeing all officers and functions by working closely with all other officers with planning and hosting events.
 7. Reserve rooms and lecture halls for all events that are to be held on-campus at UCSD.
 8. Help to facilitate executive officer meetings and general body meetings.
 9. Oversee IM Sports.
 10. Acting President in his/her absence.
- iv. **The Secretary** is tasked with ensuring that meetings are well documented and that club operations run smoothly.
 1. Record all relevant minutes of Board meetings.

2. Attend and record all relevant minutes of all meetings they are asked to attend
3. Inform and designate immediate task items to board members.
4. Fulfill any obligations during General Body Meetings.
5. Hold onto relevant official documents, membership forms, and constitution for the future Board.
6. Check the AMSA email account daily and respond accordingly (receive emails through web responses).
7. Develop and maintain AMSA website.
8. Collect all pertinent AMSA event information/opportunities and compile into a cohesive summary, which is to be updated on the AMSA website and sent out weekly to members.
9. Prepare powerpoint presentations for General Body Meetings.
- v. **The Treasurer** is tasked with creating and maintaining club financial records and officer budgets for the school year as well as facilitating student membership
 1. Collecting, managing, and disbursing funds earned to sustainably grow the club, increase our exposure, and fund meaningful events that benefit our community.
 2. Maintain club finances and project budgets both quarterly and annually.
 3. Submit an annual budget form to A.S. to inform the necessary funding per year.
 4. Oversee and decide on the spending and funding of AMSA.
 5. Preserve all receipts, write carbon copy receipts for all financial transactions, and reimburse officers and members for money spent on materials/gas/food for AMSA.
 6. Coordinate and facilitate all meetings concerning the bank, keep track of paid members and non-paid members.
 7. Aid officers in shopping trips and help with research pertaining to finances (I.e. cabin rentals for Winter retreat, etc.)
 8. Maintain relationships with sponsored orphans
- vi. **The Public Relations Chair** is tasked with connecting UCSD AMSA to other organizations and working professionals to establish partnerships and future opportunities for our members.
 1. Find and book interesting and informative guest speakers for biweekly general body meetings.
 2. Must facilitate many professional meetings with UCSD faculty, graduate students and non-UCSD professionals (physicians, career advisors, MCAT instructors, etc.).
 3. Organize and host the annual Physician-Student mixer.
- vii. **The Fundraising Chair** is tasked with organizing fundraisers to strictly fund events such as professional development and community outreach for the organization and creating a cohesive community for members.
 1. Research effective means to negotiate funds for AMSA and put such motions into effect with the general board members.

2. Plan, prepare, and establish a minimum of two fundraising events per academic quarter.
 3. Reach out to professionals/businesses and meet with them to conduct fundraising proposals.
 4. Publicize all fundraising events throughout the UCSD campus.
 5. Publicize all fundraising events to AMSA members at GBM's.
 6. Organize and coordinate responsibilities to AMSA members during all fundraising events.
 7. Work closely with partnership programs (Kaplan and Princeton Review) to maintain contract conditions and benefits.
- viii. **The Publicity Chair** is tasked with effectively publicizing and communicating the value of AMSA to students and providing members with helpful and encouraging information about any upcoming opportunities or events.
1. Create flyers to advertise General Body Meetings for any interested students.
 2. Research means to advertise and fulfill any requirements in accordance with the university and Center for Student Involvement.
 3. Coordinate weekly multiple and simultaneous flyering and chalkboarding events between officers and members.
 4. Publicize events through social media (Facebook, Instagram).
- ix. **The Community Outreach Coordinator** is tasked with helping students develop important leadership and collaborative skills and connect to the AMSA and Pre-Med community.
1. Find and coordinate long-term and large scale volunteer projects.
 - a. Plan and organize AMSA'S annual health fair.
 - i. Planning Health Fair includes setting up committee meetings, coordinating the efforts of the different aspects of Health Fair (food, health, entertainment, publicity, etc), completing logistical tasks (e.g. getting permit(s), insurance, budget projection, etc, etc).
 - b. Maintain contacts with Healing Hearts Across Borders.
 2. Must attend HealthBeat meetings and serve as AMSA's representative on the HealthBeat student council.
- x. **The Community Service Chair** is tasked with helping members take a break from academic duties by providing opportunities to improve the community through healthcare related events.
1. Research and coordinate community service events, preferably related to the medical field.
 2. Attend all community service events, have at least 2-3 service events per month and work with the other officers and outside coordinators to help the event run smoothly.
 3. Research medically related opportunities (such as CPR certification or Emergency Response Team training).

- xi. **The Social Chair** is tasked with facilitating and organizing social events to connect and improve professional and friendly relationships between AMSA members.
 - 1. Research viable social events and propose such events during board meetings.
 - 2. Consistently organize social events each quarter, plan games and activities to facilitate member and officer interactions.
 - 3. Arrange rides for off campus events and provide necessary supplies.
 - 4. Plan an annual Winter Retreat and Spring Banquet.
 - 5. Publicize all social events through Facebook/email/website.
- xii. **The Historian** is tasked with the capturing and editing of photographs and videos during AMSA held events, keeping an organized record of the archives throughout the year, and providing membership sign-ups forms with an updated record of new and returning members.
 - 1. Take photographs of general body meetings and other events held by AMSA.
 - a. If unable to do so, it is the historian's duty to assign someone else.
 - 2. Collect and maintain documentation and records of any activity or documents collected throughout general body meetings.
 - 3. Maintenance of the archive throughout the year.
 - 4. Record and coordinate membership.
- xiii. **The Community Advisor** works alongside Community Advisor Associate and is tasked with the creation and reform of pre-health programs related to all educational, personal, and social aspects, encouragement of impactful community-based student involvement, hosting of professional workshops, and facilitating mentorship/ internship opportunities.
 - 1. Must maintain active member status.
 - 2. Officer must have been an experienced AMSA officer for at least one year.
 - 3. Must be aware of campus organization protocol and raise any issues involving ethics or conduct.
 - 4. Must be present for every Officer Meeting and General Body Meeting.
 - 5. Must attend HealthBeat meetings and serve as AMSA's representative on the HealthBeat student council.
 - 6. Must attend Global Health Research and Design Team meetings.
 - 7. Must manage SDSU Adaptive Fitness Clinic volunteering.
 - 8. Must coordinate all Diversity Workshops.
- xiv. **The Community Advisor Associate** works alongside the Community Advisor is tasked with the creation and reform of pre-health programs related to all educational, personal, and social aspects, encouragement of impactful community-based student involvement, hosting of professional workshops, and facilitating mentorship/ internship opportunities.

1. Must maintain active member status.
2. Must be present for every Officer Meeting and General Body Meeting.
3. Must attend HealthBeat meetings and serve as AMSA's representative on the HealthBeat student council.
4. Must attend Global Health Research and Design Team meetings.
5. Must manage Preuss School tutoring.
6. Must coordinate all Professional Workshops.

- e. **Section 5:** If there is any necessity for leaving the position, board members must notify one quarter prior to departure. When there is a need to remove or replace any board members, the decision will be made by the Executive Board.
- f. **Section 6:** If an AMSA officer does not fulfill the expectations and duties of their position, a complaint may be launched to the administrative board to provide a formal warning. Up to two formal warnings may be given before the board members may request resignation of the offending officer wherein a two-thirds majority vote of all board members will result in the resignation of the offending officer. If there are any discrepancies in the process, it should be addressed to the President or Vice President to call a board member meeting to revise the protocol. In the case of removal, officers must split the duties of the removed officer or elect a representative from the general body to temporarily take on the responsibilities of that officer position. In line with part 6 of Section 4 of Article V, removed officers must also transfer any files or work they may have created for AMSA at UCSD to the AMSA at UCSD Shared Google Drive. They must surrender ownership of any of these files to the remaining officers within a timely manner.
- g. **Section 7:** General board members are not subject to local fees but are required to have National Member Status.

VI. Article VI: Finance

- a. AMSA will finance its activities through membership dues collected from members, campus-approved fundraising events, and AMSA-national approved studies programs funding to maintain its treasury. There will be a budget of AMSA sent to AS yearly.

VII. Article VII: Group Affiliation

- a. AMSA at UCSD will be a sub-division of the AMSA National.

VIII. Article VIII: Risk Management:

- a. **Section 1:** In the event that AMSA at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.
 - i. AMSA at UCSD will abide by the rules and regulations outlined via medical assistance training. Sanitary methods will also be adopted in order to ensure the safety of all parties involved.
- b. **Section 2:** AMSA at UCSD understands that the University does not assume legal liability for the actions of the organization.

- c. **Section 3:** AMSA at UCSD is a registered student organization at University of California, San Diego, but not part of the University itself.

IX. Article IX: Internship Program and New Officer Board Position Formation

- a. **Section 1:** The Community Advisor will be the main officer responsible for the internship programs and application process. Each program will have at least one sponsor from the officer board.
- b. **Section 2:** Application Process and Timeline
 - i. Applicants will complete a written application drafted by the Community Advisor, (CA), and Community Advisor Associate (CAA), which will then be approved or rejected by the Community Advisor.
 - ii. If the application is approved, the CA/CAA will schedule an interview with the applicant. If further approved, the application will be brought before the officer board within 2 weeks for the application to be reviewed.
 - 1. If the officer board approves the program, at least one sponsor will be assigned to oversee the program.
- c. **Section 3:** New Board Position Formation
 - i. Prior to the formation of a new board position, the position's duties must be carried out as an internship program actively and successfully for 10 academic weeks following the program's approval.
 - 1. A petition for an early review of the position may be submitted to the CA/ CAA. The format of an early review will be up to the discretion of the CA/CAA.
 - ii. A proposal must be submitted to the CA/CAA by the sponsors of the program and the intern that details the Mission Statement, Responsibilities, Purpose and reasoning as to why this position warrants an entirely new board position.
 - iii. If the Internship Position has been approved during Summer, Fall or the first week of Winter Quarter, it can be considered for the election process that same year. If the Internship Position has been approved during any other time frame not listed above, it will be considered for the election process of the following year.

X. Article X: Amendments

- a. **Section 1:** Amendments must be proposed to the officer board prior to addition to the constitution and must be unanimously agreed upon. This policy also applies to the removal of statements from the constitution.
- b. **Section 2:** Proposals must be presented during OM and final decisions must be made by the following OM.

XI. Article XI: Town Hall Meetings

- a. **Section 1: Schedule**
 - i. Town Hall Meetings should be held during weeks without GBM's or every other week.
 - ii. Changes to the schedule may be made by the Community Advisor should they see fit.
- b. **Section 2: Structure**
 - i. Meetings should be kept within 60 minutes without deviating from the agenda.

- ii. A 5 minute introduction will go over the agenda and allow participants to fill in any empty time slots if available.
 - 1. Anyone who wishes to propose a new idea must arrive 5 to 10 minutes early to the meeting
 - iii. Following the introduction will be a series of 5 and 10 minute time slots that participants must apply for prior to the meeting.
 - 1. Assignments will be up to the discretion of the Community Advisor
 - iv. In the interest of time, a form of live anonymous feedback or questions must be available to allow all participants to have their voice heard
 - c. **Section 3: Roles and Expectations**
 - i. The President and Vice President will cooperate with the Community Advisor to mediate discussions and provide input
 - ii. The Secretary will take meetings notes with the following requirements:
 - 1. Name of person proposing the program or starting the discussion
 - 2. Topic
 - 3. Discussion Points
 - a. Name of the person must also be recorded
 - 4. Conclusion
 - d. **Section 4: Post-Meeting Responsibilities**
 - i. The Community Advisor will work with the secretary to maintain a running tally of the amount of meetings each officer and member attends
 - ii. The secretary will summarize all talking points into a Google Document
 - iii. The Community Advisor will send an email to thank all attendees for participating along with the next meeting time and a link to a feedback form

XII. Article XII: Tax Exemption

a. Section 1: Fund Allocation

- i. 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 described in section 501(c)(3). No substantial part of the funds will be appropriated for purposes that are not in furtherance of one or more exempt purposes described in section 501(c)(3).

b. Section 2: Dissolution Clause

- i. Upon dissolution of the organization, all funds and assets will be used for one or more tax exempt purposes described within the meaning of section 501(c)(3) of the Internal Revenue code.