

### **Article I. American Medical Women's Association (Pre-Medical Chapter)**

The organization shall be called American Medical Women's Association (Pre-Medical Chapter) at UC San Diego.

### **Article II. Statement of Purpose**

The American Medical Women's Association aims to foster an enriching environment for women in science and the medical profession. We hope to give back to the community through a variety of events spreading awareness about women's health issues.

### **Article III. Nonprofit Statement**

The American Medical Women's Association (Pre-Medical Chapter) at UC San Diego is a non-profit student organization.

### **Article IV. Requirements for Membership**

1. Any undergraduate student at UC San Diego pursuing a pre-health degree or other degree is eligible for membership.
2. Active membership is considered to be 50% attendance at group meetings and participation in the American Medical Women's Association sponsored mentoring, service activities, and other activities.
3. A list of active principal members will be submitted to the Center for Student Involvement at UC San Diego each year.
4. To be considered an active member of the American Medical Women's Association (Pre-Medical Chapter) at the National level itself, a \$30 one-time membership fee is due to the national American Medical Women's Association organization. This membership fee is not required to act as a member of this chapter at UC San Diego.
  - 4.1. In the case that an individual becomes a primary member of the UC San Diego chapter, this membership will become mandatory (according to the guidelines set by the American Medical Women's Association).

### **Article V. Frequency of Organization Meetings**

1. The American Medical Women's Association (Pre-Medical Chapter) at UC San Diego shall hold at least three to four meetings or activities per academic quarter in addition to weekly Executive Board meetings.
2. Minutes will be taken at official meetings.

## **Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

1. Only registered undergraduate UC San Diego students may hold office in the organization. Only registered undergraduate UC San Diego students may vote in elections for the selection of the organization's officers.
2. Officers shall be elected in June for the upcoming year.
  - 2.1. All officers shall be elected by secret ballot.
  - 2.2. Positions will be awarded to the candidate with the highest number of votes. No member shall be permitted to vote in an election in which he or she is nominated. In the event of a tie, either the vote may be retaken between the two candidates with the most votes, or the advisory members in attendance will choose the officer for the position in question.
  - 2.3. It is acceptable to reserve some executive board positions to be filled in October by the incoming class of students.
3. Elected officers will assume active duty in the Fall term.
  - 3.1. Each officer's term will be for the duration of one year.
4. Removal of Officers
  - 4.1. In the event that any officer other than President resigns or is removed from office, the President and community advisor(s) will appoint a person, from whichever class they deem necessary, to fill the position.
    - 4.1.1. An officer may be removed by secret ballot of the remaining officers and the advisory members at a meeting called for that purpose.
    - 4.1.2. An officer may be removed for failing to fulfill the responsibilities of the office, Honor Code violation, refusal to resign if no longer qualified as a member or an officer, or other egregious acts.

## **Article VII. Officers and Duties**

1. The officers of the American Medical Women's Association shall be President, Vice-President, Secretary, Treasurer, Recruitment Chair, Public Relations Chair, Events Chair, and any other positions deemed necessary. The Executive Board shall be responsible for developing mentor groups, facilitating communication with faculty sponsors, and developing other programs on an as-needed basis.
  - 1.1. President – The President is charged with the overall operation of the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego. This person must ensure the continuance of programs that benefit the members of the organization. Furthermore, the President must communicate frequently with the faculty advisor, serve as the resident liaison representative to the Student Governing Council, the Presidents'

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Round-Table, and designated contact persons within any other internal or external organizations which have common goals to the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego. Finally, the president must promote the interests of the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego within the university. This person is responsible for ensuring American Medical Women's Association (Pre-Medical Chapter) at UC San Diego events are adequately staffed by members.

- 1.2. Vice-President – The vice president must communicate frequently with both the president and the faculty advisor and will focus more on the day-to-day workings of the club. As above, the vice president must promote the interests of the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego within the university. This person is also responsible for ensuring American Medical Women's Association (Pre-Medical Chapter) at UC San Diego events are adequately staffed by members. She will also take on the role of National Liaison and will be responsible for communicating with National AMWA branches and updating our organization with news and feedback from National AMWA, ensuring American Medical Women's Association (Pre-Medical Chapter) at UC San Diego is registered nationally.
- 1.3. Secretary – The secretary will take minutes of all meetings of the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego. The secretary will also be in charge of reminding members of upcoming meetings and will be responsible for maintaining a list of active members with current contact information.
- 1.4. Treasurer – This treasurer will record and maintain the records of expenditures for the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego, including submission of forms necessary to request funds.
- 1.5. Recruitment Chair – The recruitment chair will be responsible for recruiting members and Main purpose is to help AMWA gain members and increase membership retention throughout the academic year. Responsible for planning/organizing Big/little Mentorship program with UC San Diego SOM. Maintain and update a spreadsheet of current AMWA members, national status, contact info, etc. Completing a major outreach campaign each quarter, and working closely with the secretary and public relations officer for communications needs.
- 1.6. Public Relations Chair – The public relations chair will be responsible for maintaining and increasing the number of members of the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego. The PR Chair will be in charge of creating and publishing media to our

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social media platforms to attract new members and help keep current members involved. They will also be in charge of relaying information sent to the organization on social media platforms to the President and Vice President and responding accordingly.

- 1.7. Events Chair – The events chair will be responsible for planning and organizing quarterly events for AMWA, including socials, panels, etc. Additionally, they will be responsible for completing the required TAP forms for these events.

**Article VIII. Risk Management**

1. American Medical Women's Association (Pre-Medical Chapter) at UC San Diego is a registered student organization at University of California, San Diego, but not part of the University itself.
2. American Medical Women's Association (Pre-Medical Chapter) at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

3. In Case of:
  - 3.1. Interaction with Minors and/or the Elderly
    - 3.1.1. American Medical Women's Association (Pre-Medical Chapter) at UC San Diego is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). American Medical Women's Association (Pre-Medical Chapter) at UC San Diego will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.
  - 3.2. The Provision of Medical Assistance
    - 3.2.1. In the event that American Medical Women's Association (Pre-Medical Chapter) at UC San Diego 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.
  - 3.3. International Travel
    - 3.3.1. American Medical Women's Association (Pre-Medical Chapter) at UC San Diego recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important.
    - 3.3.2. International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen

destination because most USA Health Plans are not valid in foreign countries.

3.4. Handling of Hazardous Chemicals, Material, Equipment, and/or Machinery

- 3.4.1. American Medical Women's Association (Pre-Medical Chapter) at UC San Diego recognizes that all student organization activities must be conducted safely, in accordance with all applicable federal, state and local laws. Additionally, American Medical Women's Association (Pre-Medical Chapter) at UC San Diego will abide by UC San Diego requirements for students in labs, including policies for minors in UC laboratories, and ensure members receive safety training regarding the use of chemicals and/or machinery before entering the lab. Members must follow any best practices and lab safety protocols for the use of such chemicals, research equipment or machinery, including the appropriate use of Personal Protective Equipment, and should work under close supervision of those trained in the handling of chemicals/use of research equipment or machinery.

**Article IX. Community Advisor**

1. The community advisor will be selected through a decision by the primary members of the organization, and will serve as long as they are able and willing **or** until the primary members decide to find a new advisor.
  - 1.1. Their role will be to serve as a mentor and act as a guiding figure as the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego expands and takes on new responsibilities. They will also act as the link between the previous and current leadership, and will be able to provide input when necessary.

**Article X. Affiliations With Other Groups**

1. The American Medical Women's Association (Pre-Medical Chapter) at UC San Diego is affiliated with and a branch of the National American Medical Women's Association. This means that the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego upholds the expectations, guidelines, and mission of the National American Medical Women's Association. National membership for pre-medical students requires a one-time fee of \$65. National membership is not a requirement for membership of the American Medical Women's Association (Pre-Medical Chapter) at UC San Diego.

**Article X. Current Positions**

*Advisor*

Christanne Coffey, MD, FACEP

*President*

Sarah Mirsaidi-Madjdabadi

*Vice Presidents*

Claire Lee and Gabrielle Shapiro

*Secretary*

Prerana Vishwanath

*Treasurer*

Christine Le

*Public Relations*

Fatima Zehra Ansari

*Recruitment Chair*

Devika Rao

*Events Chair*

Kylee Shin