

Student National Medical Association
University of Rochester School of Medicine and Dentistry
Chapter BY-LAWS

Updated 12 April 2010

ARTICLE I

NAME

The name of the corporation is Student National Medical Association, University of Rochester School of Medicine and Dentistry Chapter, Region IX.

ARTICLE II

PURPOSE

Section 1. Purpose

The purpose of this Corporation shall be as set forth in the Articles of Incorporation.

Section 2. Implementation

In order to carry out and implement said purposes, the Corporation shall have the authority to exercise all powers incidental to or desirable or necessary to carry out said objectives and purposes in furtherance of and not in limitation of the general powers conferred by the laws of STATE with respect to non-stock, non-profit corporations and in furtherance of and not in limitation of the business and purposes of this Corporation.

ARTICLE III

A NON-PROFIT CORPORATION

A Non-Profit Organization

Pecuniary profit gain, or private advantage is not and shall not hereafter be the purposes of this Corporation, the incorporators, Board of Directors, officers, or members, and all the powers of this Corporation hereinabove conferred shall be subject to this exception.

ARTICLE IV
EXECUTIVE BOARD

Section 1. Powers of the Executive Board

The affairs of the Corporation shall be conducted by the Executive Board, between meetings of the General Body voting assembly. The E-Board shall have authority to invest all of the powers, duties, and responsibilities of management and direction of the corporate affairs in an executive committee, a manager, executive secretary or agent, and may enter into management contracts with any person or persons, firm, partnership, or corporation for such purposes.

Section 2. Number and Election of Executive Board Members

- a) The Executive Board shall consist of: Chapter President(s), Chapter Vice President, Chapter Treasurer, Chapter Secretary, Chapter Community Service Chair(s), Chapter MAPS Liaison(s), Chapter Recruitment Chair, Chapter Parliamentarian, and Chapter Historian voted to these offices by the SNMA General Body.
- b) Any E-Board candidate shall submit the following credentials to the current Chapter President by email at least 1 week prior to the Election meeting: current Curriculum Vitae and a Letter of intent. The election committee, consisting of current E-Board members shall verify candidate credentials and election results. The final results shall be certified by the Chapter President.
- c) The election of Chapter President, Chapter Vice President, Chapter Treasurer, Chapter Secretary, Chapter Community Service Chair, Chapter MAPS Liaison, Chapter Recruitment Chair, Chapter Parliamentarian, and Chapter Historian will be held at an Election Meeting or via an agreed upon electronic mail process. The election of Chapter E-Board officers shall be passed if affirmed by fifty percent (50%) plus one additional affirmative vote provided that quorum has been established.
- d) Elected officials will officially assume office upon the completion of the academic year as mandated by the University of Rochester School of Medicine and Dentistry.
- e) The E-Board Committee Advisor shall be an individual experienced with conducting business at the local, regional, and national level.

Section 3. Executive Board Meetings

The Executive Board shall meet on a monthly or as needed basis. Meeting minutes shall be taken by the E-Board Secretary and distributed to all officers within 1 week of the meeting.

Section 4. Quorum

A majority of the members of the Executive Board shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum is present at said meeting a majority of the Board present may adjourn the meeting from time to time without further notice.

Section 5. Manner of Acting

The act of the majority of the Board present at a meeting at which a quorum is present shall be the act of the Executive Board, unless the act of a greater number is required by law or by these By-Laws.

Section 6. Chapter President

The Chapter President(s) shall:

- a) Be responsible for implementing the directives of the corporation on a local level.
- b) Coordinate and provide support for the activities of chapter officers in accomplishing their goals and objectives.
- c) Serve on the Board of Directors as a voting member and is, therefore, responsible for ensuring adequate regional representation where his/her presence is required
- d) Submit a written report quarterly to the Board of Directors outlining the plans and activities of the region
- e) Maintain correspondence with the national Office and with other regions.
- f) Work closely with regional representatives to National Committees.
- g) Submit articles of interest to the Journal of the SNMA (JSNMA) that are pertinent to that office.
- h) Outline goals for each Chapter officer and monitor progress throughout the year.

Section 7. Chapter Vice President

The Chapter Vice President shall:

- a) Officiate for the Chapter President in his/her absence or at his/her request.
- b) Assist the Chapter President when and where necessary
- c) Provide support for activities of officers in accomplishing their goals and objectives.
- d) Recruit and maintain members to the organization.

Section 8. Chapter Treasurer

The Chapter Treasurer shall:

- a) Help develop and implement plans for ensuring the financial security of the chapter.
- b) Advise officers on financial matters.
- c) Maintain accurate records of the chapter.
- d) Identify and establish contact with outside sources willing to provide support for the regular activities and special projects of the chapter.

Section 9. Chapter Secretary

The Chapter Secretary shall:

- a) Attend all E-Board meetings, and prepare and distribute minutes of these meetings within 1 week of the meeting.
- b) Maintain contact with the various chapters and keep an updated list of all chapter officer, members, and a list of chapter activities.

- c) Serve as the webmaster of the Regional website, and maintain its accuracy of information.

Section 10: Chapter MAPS Liaison(s)

The MAPS Liaison(s) shall:

- a) Coordinate MAPS activities on a local level.
- b) Act as the main contact person for MAPS groups.
- c) Maintain communication with the Pre-medical Board members and other national officers in regards to MAPS business and issues.
- d) Collect quarterly reports from MAPS groups for submission to Regional Director and Pre-Medical Board member.
- e) Coordinate the planning of a pre-health forum at the regional conference.

Section 11: Chapter Community Service Chair(s)

The Chapter Community Service Chair(s) shall:

- a) Serve as a resource to the chapters on how to properly carry out and document community service activities.
- b) Serve as a resource to the Chapter President and Vice President, ensuring proper documentation on a local level and reporting on both positive and negative results from protocol and non-protocol events.
- c) Collect chapter ARFs and compile them into a quarterly report to be submitted to the National Community Service Co-chairs and the Regional Director
- d) Develop and execute local community service projects within the scope of the national agenda and/or projects.
- e) Attend chapter community service events, when possible, and the Regional Conference

Section 12: Chapter Community Recruitment Chair

The Chapter Community Recruitment Chair shall:

- a) Serve as a connection between and an assistant to both the Chapter MAPs Liason(s) and Community Service Chair(s).
- b) Communicate with CACHED and Admissions in order to alert the SNMA body of when diversity applicants are interviewing.

Section 13: Chapter Parliamentarian

The Chapter Parliamentarian shall:

- a) Act as an authoritative power in ensuring that both E-board and general meetings run efficiently and effectively through the use of Robert's Rules.
- b) Ensure that all SNMA members are familiar with and implement Robert's Rules during official meetings.
- c) Assist any other E-board member with SNMA planning and coordination of activities at his/her request.

Section 14: Chapter Historian

The Chapter Historian shall:

- a) Attend and document all SNMA sponsored and co-sponsored events via taking photos, collecting fliers, and any other methods he/she deems necessary. If he/she isn't able to attend an event, then he/she is responsible for getting the necessary materials.
- b) Organize all event documentation in an album that can be used to assist in applying for grants or awards and in supplementing required Regional documentation
- c) Assist the Secretary in the webmaster role to maintain an updated and accurate website.

ARTICLE V

CHAPTERS

Section 1. Chapters

The University of Rochester School of Medicine and Dentistry has met all the qualifications set forth in the constitution for a charter and will uphold and maintain the by-laws set forth in this document.

Section 2. Dues

Annual dues of the amount of \$20.00 shall be paid by all chapter members unless otherwise noted by the E-Board. Dues will be paid by November 1st of each year.

Section 3. Mission Statement

The Student National Medical Association at the University of Rochester School of Medicine and Dentistry has prided itself on its members' commitment to working with underserved communities and to establishing meaningful support networks with current and aspiring medical students of color. As a part of a national front supporting diversity within all aspects of medicine, the members of the Rochester SNMA Chapter are dedicated to the purpose of achieving these goals, focusing our efforts at the local community level.

ARTICLE VI

FISCAL YEAR

The fiscal year of the Corporation is in line with that of the National Body of the Student National Medical Association.

ARTICLE VII

AMENDMENTS TO BY-LAWS

These By-laws may be altered, amended, or repealed and new By-Laws may be adopted by a majority of the Chapter E-Board at any E-Board meeting, provided that the amendment is received by the Chapter President and the Chapter Secretary by the close of business at prior meeting. Proposed amendments to these By-Laws may be submitted by any Chapter SNMA member. The Chapter Secretary shall collate and correct all amendments properly received and forward copies to all SNMA members 1 week prior to the meeting at which they will be addressed. All accepted amendments will be in effect on approval as 1 week after their adoption.