

PRE-MEDICAL SOCIETY CONSTITUTION AND GENERAL BY-LAWS

Title Page

- I. Name – Page 3 (Header)**
- II. Date of Creation and Revision – Footnote on all Pages**
- III. Legal Agreement Statement – Page 3 (Preamble)**
- IV. Membership – Page 3**
- V. Activities – Page 3**
- VI. Purpose Statement – Page 3**
- VII. Officers – Pages 5-7**
- VIII. Election of Officers – Pages 8-9**
- IX. Executive Committee and Procedures for Decision Making – Page 9**
- X. Committees – Page 6 Parliamentary Authority – Not Included**
- XI. Quorum for Meetings – Page 2 (Under Activities)**
Impeachment of Officers and Membership Expulsion – Page 11
- XII. Disbursement of Organization Assets – Page 11**
- XIII. Amendments – Page 11**
- XIV. Finances – Page 3 – Not Included**
- XV. Faculty / Staff Advisor – Not Included**

**CONSTITUTION AND GENERAL BY-LAWS
FOR
THE PRE-MEDICAL SOCIETY**

Preamble

We, The Pre-Medical Society, provide this framework within which the organization may function legally, honestly and efficiently. The function of the Pre-Medical Society shall be in accordance with all rules and regulations of the University of Texas at San Antonio (herein referred to as "UTSA") and agrees to abide by all University policies and local, state, and federal laws. We respectfully request that this document be held in the highest regard and be consulted and amended as needed in order to deal with unforeseen difficulties.

Statement of Purpose

The Pre-Medical Society has as its purpose to motivate, educate, and promote excellence in pre-medical scholarship and assist the student in the undergraduate experience for the medical school admissions process. In addition, the society acts as a support group for the educational and social interests of its members. The society encourages students to use their capabilities, skills, and intelligence to perform at their potential, develop as an individual and pursue a career in medicine to benefit the community and Mankind.

Membership

The Pre-Medical Society offers membership to all students enrolled at UTSA who are seeking a career in the healthcare profession. The basis of The Pre-Medical Society is for students seeking an M.D. or D.O degree; however, any UTSA student is welcome to become a member. All members are encouraged to maintain high academic achievement while attending the University. The minimum requirements to be considered an official member with all the benefits associated with membership to the organization will be determined annually by the Executive Committee.

Activities

The Pre-Medical Society shall engage in activities designed to motivate, enrich and prepare the student for the medical profession.

The Pre-Medical Society will organize several general and JAB meetings to discuss undergraduate course requirements, successful academic achievement, the medical school admissions process, the Medical College Admissions Test ("MCAT"), and the

medical school experience. In addition, these meetings will discuss various ethical issues related to choosing the health profession and what should be considered when making this career choice. General meeting dates will be determined by the executive committee before the beginning of each semester and will meet once every week. JAB meeting dates will be determined by the JAB Coordinators in conjunction with the President prior to each semester and will meet twice every week. In order for a meeting to be considered a general meeting, a minimum quorum of the President (or another executive officer in his/her absence) and two members must attend. In order for a meeting to be considered a JAB meeting, a minimum quorum of 1 JAB Coordinator must be in attendance (unless a substitute officer fills the role temporarily) and two members of the society.

The Pre-Medical Society shall offer a variety of guest speakers to inform and educate members on various aspects of medicine. Opportunities for open discussion will emphasize the importance of unique and diversified attitudes among our health professionals.

The Pre-Medical Society will participate in programs to gain clinical experience in medicine. This includes volunteer programs at area hospitals, nursing homes, and other healthcare facilities. The Pre-Medical Society will assist in providing members with information on mentoring programs at UTSA and area healthcare facilities.

The Pre-Medical Society shall provide services to assist pre-medical students to high academic achievement. These services may include learning skills and test taking workshops, tutor referral and advising.

The Pre-Medical Society shall maintain a library of information pertaining to professional schools including brochures and catalogues. Statistical information on grade point averages and MCAT scores shall also be available. The library shall be made available online.

The Pre-Medical Society shall provide social activities to develop beneficial relationships with students who share a common interest. This will consist of on-campus activities in accordance with University policy and does not exclude the option of off-campus events.

Organization

The Pre-Medical Society shall be governed by a President, a Vice-President, a Secretary, a Treasurer, a Fundraising Coordinator, a Historian, a Student Advisor, Academic Advisor, Public Relations Officer, two Volunteer Coordinators, and three JAB Coordinators. In addition, the President, (and any two returning officers if re-elected) Vice President, Secretary, and/or Treasurer will also serve as members of the Executive Committee. The President may appoint additional members as consultants of the committee as deemed necessary.

Officers

All Executive Officers must maintain a cumulative GPA of 3.0 throughout their term. In regulation with University policies, all officers of a student organization must maintain a cumulative GPA of 2.25. In addition, all Executive Officers must be classified as a Junior or Senior (as per UTSA) for the term they are elected. Executive Officers and all other officers are expected to attend all meetings and functions as much as possible. All Officers are expected to maintain high academic achievement while holding their position. All officers are expected to perform their assigned duties in due time. Under special circumstances, if an officer is unable to complete an assigned duty he/she shall give an advance notice to the board.

The President shall preside over all meetings of The Pre-Medical Society. The President shall be the University liaison and represent The Pre-Medical Society's interests at University meetings and functions. The President shall make suggestions to assist the University faculty and staff to improve pre-medical education for our members. The President shall keep the Vice-President informed of all discussions and proceedings related to University meetings. The President shall plan and coordinate all activities of the Pre-Medical Society with the guidance and assistance of the Executive Committee. The President shall also oversee the management of all officers in order to maximize the productivity and enthusiasm of each officer. The President shall ensure the completion of appointed officer's duties. The President shall supervise the Treasurer in all financial matters and authorize expenditures over \$20.00. The President shall be the chief public relations officer and shall correspond with all guest speakers, University officials, medical professionals, medical school representatives, auxiliary agencies, and the media. The President, or his/her designee, shall process all paperwork required by the University.

The Vice-President shall preside over all meetings when the President is absent or relinquishes the chair. Should the office of the President become vacant, the Vice-President shall automatically assume the office of the President. The Vice-President shall assist the President in executive duties, which have been mutually agreed upon. The Vice-President shall represent The Pre-Medical Society at University functions

and serve as a public relations officer. The Vice-President shall give advice and opinions to the President about planning activities, policy and the general operation(s) of the society. It will also be the duty of the Vice-President to maintain records of attendance for all members of the society obtained at each general meeting and to provide the organized records to the Secretary. In addition to these responsibilities, the Vice-President will be responsible for scheduling Medical school tours with Admissions offices at various Medical schools across Texas to benefit members by providing insight, curriculum information, and tips to further members' chances to get into a prospective medical school. The Vice-President will be responsible for handling the sign-ups for tours, finances for trips in accordance with the President and Treasurer, and Carpooling with consent from all drivers.

The Secretary shall be responsible for the maintenance and publication of accurate and detailed records of all meetings and functions of The Pre-Medical Society (herein referred to as "meeting minutes"). The Secretary shall be responsible for all correspondence as directed by the President and Vice-President. The Secretary shall maintain an accurate record of all members, attendance at The Pre-Medical Society functions, as well as their classification and their current status at the University. The Secretary will also maintain meeting minutes of all officer meetings and, if deemed necessary by the President (on a case by case basis), of the Executive Committee meetings. The Secretary shall be responsible for assisting the Executive Committee for election procedures including receiving nominations. The Secretary shall assist the Historian and Public Relations officer in the production of newsletters, flyers, publications, invitations, advertising materials, handouts and educational materials. The Secretary shall assist in the distribution of materials on campus. Additionally, the Secretary shall be responsible for maintaining online records.

The Treasurer shall be responsible for maintaining detailed and accurate records of all transactions and the financial status of The Pre-Medical Society and shall comply with all University and legal requirements. The Treasurer shall be supervised by the President in all financial matters and must obtain authorization for expenditures over \$20.00 (or any expenditures the President states is restricted without consent.) The Treasurer shall be responsible for obtaining documentation such as sales receipts and appropriate approvals before disbursing funds. No disbursements shall be allowed without proper documentation. The Treasurer shall produce a financial report upon request by the President. The Treasurer shall make deposit of all funds within twenty-four (24) hours of receipt. No more than \$50.00 shall be left in the petty cash safe at any time, except during fundraising and sales activities or with prior approval of the President. The Treasurer shall plan and lead all fundraising and sale activities in conjunction with the Fundraising Coordinator.

The Fundraising Coordinator Officer shall be responsible for carrying out the functions and duties of overseeing the monthly Barbecue's on campus and other

fundraising events that take place off campus. In doing so, the Fundraising Coordinator will also be in frequent contact with the Treasurer as the the Fundraising Coordinator will also be responsible for collecting money and/or receipts at fundraising events. The fundraising coordinator must report the profits of every fundraising event at the weekly officer meetings and will be supervised by both the President and Treasurer.

The Historian shall be responsible for maintaining a record of The Pre-Medical Society's activities. The Historian shall photograph or videotape a portion of each event and maintain a scrapbook including captions. The Historian shall collect and maintain a book of all newspaper articles, historically significant letters and documents and other memorabilia. The Historian shall participate in public relations to inform students and others of the activities and services of The Pre-Medical Society. The Historian will produce newsletters, flyers, publications, invitations, advertising materials, handouts, and educational materials (with the assistance of the Student Advisor and PR). The Historian shall produce displays and brochures depicting the history of the society. The Historian shall produce slides or other audio-visual materials as directed by the President. The Historian shall keep all photographs, videos, and other materials in good condition to pass down to the next Historian.

The Student Advisor shall be responsible for providing information and advisement to the members of The Pre-Medical Society. The Student Advisor shall be familiar with the University course offerings, instructors and prerequisites related to fulfilling pre-medical requirements. The Student Advisor shall be familiar with admissions requirements and entering class statistics of the major medical schools, including all medical schools in Texas. The Student Advisor shall maintain a library of information, brochures, applications and catalogs of all Texas medical schools and must be familiar with the application process for both the TMDSAS and AMCAS the major medical schools and obtain new material as requested by members or the President. The library shall be housed in the Society “work space” as well as/or online via any method of cloud computing service (for e-docs) during the semester. The Student Advisor shall be available for consultation a minimum of two hours per week not including regular Pre-Medical Society meetings and functions. The Student Advisor shall also maintain the Test Bank to ensure all requests received are addressed in a timely manner, and to ensure the list of available tests is maintained on Blackboard.

The Academic Chair Officer shall be responsible for assisting members with enduring through the challenging courses they must take as a Pre-Medical Student. The Academic Chair will be held to a standard in which he/she provides possible tutoring sessions, notes, tips, tricks, and resources for members who are struggling with any courses while maintaining a professional relationship without academic dishonesty. The Academic chair will work closely with the Student advisor to familiarize

himself/herself with the requirements for prospective medical schools in order to fully benefit the members.

The Public Relations officer shall be responsible for representing the Pre-Medical Society as well as disseminating information via social media, advertisements, tabling, and extend outreach to prospective members. The Public Relations officer shall assist the Historian in the production of newsletters, flyers, publications, invitations, advertising materials, handouts and educational materials. With space arrangements made by the President, the Public Relations officer will be responsible for making sure that the organization's public image is maintained through posters and pictures across campus.

The Volunteer Coordinators shall be responsible for organization and management of volunteer activities of The Pre-Medical Society. They shall be responsible for the recruitments of members as volunteers including preparing and collecting sign-up sheets, calling and confirming participation, and assigning duties when necessary. The Volunteer Coordinators shall be responsible for keeping accurate logs of the attendance of members for all events and submit the information to the Secretary for final recording in the membership database. The Volunteer Coordinators shall be responsible for providing a list of regular volunteer activities to the members with the appropriate contact information. This information shall be readily available on any cloud computing service.

The Three JAB Coordinators shall be responsible for the preparation and conduction of the JAB meetings held twice a week (not on the same day as general meetings.) The JAB meetings will provide an opportunity for members to engage in discussion amongst their peers in regards to topics deemed to be fundamental to the field of medicine and healthcare at large. The JAB Coordinators are also responsible for providing the opportunity for members to expand their knowledge in current medical events. Furthermore, the JAB Coordinators have the option of choosing a book (prior to the semester beginning) to be read during the semester by the members. The JAB Coordinators will deem the book beneficial in furthering the members' understanding and perspective of medicine. All topics for every meeting (including the book presentation) must be approved by the President prior to presentation of the material to the membership.

Election of Officers

At the first meeting of the Spring Semester of each year, the President shall invite nominations for officers for membership. The invitation for nominations along with the date of the election shall be publicized on the organization's bulletin board and online. All candidates must be official members of The Pre-Medical Society; specifically, they must have fulfilled the requirements of an official member* at the time of the election. All candidates must go through a screening process and must be approved to run for election. The election must take place on or before the second to last general meeting of the Spring Semester. The officers not returning for an officer position the following year will conduct interviews and select candidates for said officer positions. The President will have a final say in candidates becoming officers. All cabinet officers will be elected through an application and interview process. The current JAB Coordinators shall determine the JAB Coordinator positions after a screening of the potential candidate(s) however, the Executive Committee will have final say on persons being elected for a JAB position. The current President shall determine the Presidency position. The Executive Committee shall determine the Treasurer position after reviewing the applications and conduction of interviews. If the Executive Committee fails to agree on a candidate for Treasurer then, the position will be assigned based on majority rule by the membership upon election.

*see Membership – page 3

**Defined by Executive Committee

Primordially, it's advised that the new President was a member of the officer cabinet; however, if the current President sees that no one of the cabinet is fit for the position, he/she is able to choose among the members who have completed their requirements and that are in good standing with The Pre-Medical Society.

All officer positions shall have a term of one (1) year, beginning and ending at the end of each Spring Semesters of every year. Nominees must refrain from running for a position if they are unable to commit for one year's service.

All officers shall be responsible for training and orientation of the newly elected officers who will be assuming their position for the year to come.

In the event the President is unable to complete his/her term of office, the Vice-President shall assume the responsibilities and powers of the Presidency. If the Vice-President is unable to assume the position of President, a special election shall be held within ten (10) days of the President relinquishing his/ her position.

In the event that any other officer position becomes vacant, the Executive Committee shall appoint a replacement officer from the membership of The Pre-Medical Society to serve for the remainder of the term.

The President may appoint a consultant or generate a committee, as he/she deems necessary. If this occurs, the consultant/committee will create a contract/syllabus detailing all activities to be conducted. Upon approval by the Executive Committee, the contract will become a by-law of the constitution and will expire one semester

from its acceptance. However, if the by-law is deemed to be fundamental in order for the society to continue to function for semesters to come, further evaluation/editing must be taken in order to determine whether the said by-law will become a permanent amendment to the constitution*.

*see amendments

The Executive Committee

The Executive Committee shall be composed of the President and any two or three of the following officers (at the President's discretion): Vice-President, the Secretary, and the Treasurer (returning officers are preferred.) Furthermore, the President may appoint members as consultants of the committee as deemed necessary.

The President shall call meetings of the Executive Committee as necessary to discuss and implement the activities and business of the society. All meetings in which a vote is to be taken shall have a quorum of all Executive Officers.

The Executive Committee shall determine the membership fee to be charged each member of the organization for the academic semester/year they serve. The fee must be determined prior to the beginning of the semester/year in question.

The Executive Committee shall make suggestions to the President on the management of the organization and University relations.

The Executive Committee shall approve any relationship or agreement with any organization or agency, either affiliated with the University or outside the institution, in accordance with University regulations.

The Executive Committee shall approve all expenditures over \$100.00.

The Executive Committee shall assign task and responsibilities to officers if deemed necessary*. The committee shall ensure the stability of the board and maintain a pleasant atmosphere during all meetings, functions and events.

*If no officer can volunteer or are unable to decide amongst themselves.

A simple majority vote shall approve a motion presented. In the event of a tie, the matter shall be reopened for discussion, the vote retaken, and if a tie still remains, the President shall have the deciding vote.

It is highly recommended that Executive Officers maintain this sole position and do not hold another “higher-cabinet” position with another organization on campus.

Impeachment of Officers and Membership Expulsion

Any officer may be impeached and any member may be expelled for misconduct, dishonesty, academic reasons, or any unsuitable act or behavior. Any officer or member that is placed on academic dismissal or has been on academic probation for two consecutive semesters shall be cause for impeachment or expulsion.

In the unlikely event that an officer or member of The Pre-Medical Society notes misconduct sufficient to cause an unfavorable image of the society and its members, the officer or member shall write the faculty advisor to request a hearing for the impeachment of the officer or the expulsion of the member. The faculty advisor shall attend the hearing for impeachment or expulsion for The Pre-Medical Society and all current officers. The hearing shall take place no later than thirty (30) days from the receipt of the request by the faculty advisor. The officer or member who submitted the request for hearing shall present the evidence and reasons for the action in question and the officer or member in question may present counter evidence and testimony for his/ her defense. The faculty advisor shall moderate the hearing and act as judge to determine the exact procedure and fairness of the hearing. If an officer's impeachment is in question, that officer may not vote. Upon impeachment, the officer in question must relinquish all titles they bear with the organization until a final decision is made regarding the said officer. In order for an impeachment or expulsion to be validated, it must be approved by three-fourths (3/4ths) of the officers including the faculty advisor.

Disbursement of Organization Assets

In the situation where The Pre-Medical Society at UTSA finds itself defunct and unable to continue business and serve the student population; the organization, requests all funds be withdrawn from both on-campus and off-campus accounts. Once withdrawn, the organization requests the funds be forwarded to the University Health Professions Office and they be donated to the Corazon Clinic, a health related 501(c) (3) non-profit. All physical assets, including but not limited to, shirts and storage containers be donated to the Corazon Clinic as well.

Amendments

This constitution may be amended as necessary by a majority of the Executive Committee officers.