

Constitution and Bylaws of the Missouri State Medical Association Medical Student Section

(07/2010)

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Article I. Name

The name of this organization shall be the Medical Student Section (MSS) of the Missouri State Medical Association (MSMA) referred to as MSMA-MSS.

Article II. Purpose

The purpose of the MSMA-MSS is

(1) to encourage and support the active participation of medical students in the American Medical Association (AMA), the Missouri State Medical Association (MSMA), and the Component Medical Societies (CMS);

(2) to promote and maintain programs which enhance the quality of health care in the community;

(3) to provide a forum for, and a representation of, student opinions and ideas in state and national levels of organized medicine;

(4) to promote and develop leadership in the medical community;

(5) to further enhance medical education; and

(6) to reevaluate periodically the above objectives and ensure that they are carried out in proper fashion.

Article III. Membership

A. Eligibility

The MSMA-MSS shall be composed of AMA and/or MSMA student members of the component medical societies of the six Missouri medical schools. Any medical student enrolled in the accredited school of medicine may seek membership in the MSMA-MSS, and speak issues before the MSMA-MSS. Only members of the MSMA-MSS shall have the right to vote on matters before the Association, be able to hold office in the MSS, and be eligible for appointment as student members of and/or committees of the AMA, MSMA, or CMS. All members who represent the MSMA-MSS at the national level shall be required to be a member of the AMA prior to the Annual Convention.

B. Recruitment

AMA membership shall be encouraged. Literature concerning the benefits of student membership in the AMA distributed to the MSMA-MSS through the delegates shall be utilized to assist chapters in the recruitment of new AMA members.

Article IV. Governing Council

A. Membership

The Governing Council shall be composed of a Chairperson, a Vice-Chairperson, a Past-Chairperson, a Councilor to the MSMA, a Vice-Councilor to the MSMA, the MSS Alternate Delegate to the AMA from the MSMA, and a Secretary/Treasurer elected on an annual basis. The Chairperson, Vice-Chairperson, and the Secretary/Treasurer shall compose an Executive Committee that is charged with implementing the basic functions of the MSMA-MSS Governing Council.

B. Election

1. Election of officers shall take place on an annual basis at a scheduled business meeting of the Section during the Annual MSMA Meeting, except for the: Councilor, Vice-Councilor, and the MSS nominee for AMA Alternate Delegate from the MSMA, who may be elected prior to the MSMA Annual Meeting.

2. Elections shall be by individual office in the order of Alternate Delegate, Councilor, Vice-Councilor, Chairperson, Vice-Chairperson, Secretary, and Treasurer.

a. Nominations for each office will be accepted from the floor and shall not be closed until immediately prior to casting ballots for that office. Only members of the MSMA-MSS can run for and hold office.

b. The body will be permitted by motion to discuss candidates in the following format: Pro, Con, Pro, Con, Con, Pro. The discussion can consist of fewer points as long as discussion ends with a Pro. Discussion can be expanded by motion and will consist of: Pro, Con, Con, Pro.

bi. Discussion regarding the candidates will be confidential and candidates will not be permitted in the room during discussion.

c. There shall be up to three votes per school, voters being designated by that school. No one person may cast more than one vote.

d. A majority of those members present casting ballots shall be required for election. A secret ballot shall be taken. Abstentions shall not be counted as a cast ballot. Voting by proxy will not be allowed.

di. In the event that no candidate achieves a majority, a secondary election will be held between the top two vote-receiving candidates. If a tie exists for the second vote-receiving position, all candidates who are tied shall remain in the election.

dii. If no one receives a majority in the secondary election, the decision shall be made by the members of the current Governing Council, including its ex-officio members, excluding any member who is or was a candidate for that official.

e. Elected officers shall take office at the close of the Annual Business meeting of the MSMA-MSS. All elections shall be for the period of one year with the exception of the Alternate Delegate position, which will be elected for two years.

C. Duties

1. The Chairperson shall

a. Preside over all business meetings of the MSMA-MSS and of the MSMA-MSS Governing Council;

b. Be responsible for executing the directives of the Governing Council or the MSMA-MSS Membership;

c. Report to the MSMA-MSS Membership regularly via electronic communications;

d. Coordinate and facilitate communication with MSS in other states, and the AMA-MSS;

e. Call Meetings of the Section MSMA-MSS and MSMA-MSS Governing Council as provided for in Article VI; and

f. Perform or delegate any other reasonable duties necessary for the carrying out of the business of the MSMA-MSS.

2. The Vice-Chairperson shall

a. Preside over all business meetings of the MSMA-MSS and of the MSMA-MSS Governing Council in the absence of the Chairperson;

b. Attend meetings or functions that the Chairperson is to attend in the absence of the Chairperson;

c. Assist the Chairperson in the performance of his/her duties;

d. Coordinate committees of the MSMA-MSS;

e. Coordinate special projects/programs for the MSMA-MSS; and

f. Serve as parliamentarian at meetings of the MSMA-MSS and the MSMA-MSS Governing Council.

3. The Past-Chairperson shall

a. Pass on necessary printed and electronic materials related to the Chairperson's duties; and

b. Serve as an ad-hoc advisor to the Chair person.

4. The Councilor to the MSMA shall

a. Represent the MSMA-MSS to the MSMA Assembly at all Meetings held during the term of office, and be responsible for introducing any resolutions authored/sponsored by the MSMA-MSS;

b. Keep abreast of any state legislative initiatives that may be important to medical students, and coordinate any response deemed appropriate by the Governing Council;

c. Report to the MSMA-MSS Membership regularly via electronic communications; and solicit opinions of the MSMA-MSS Membership and MSMA-MSS Governing Council on the proposed MSMA reports and resolutions;

d. Serve as the MSMA-MSS representative on MSMA's Nominating Committee that meets during the MSMA Annual Convention.

5. The Vice-Councilor to the MSMA shall

a. Represent the MSMA-MSS to the MSMA Assembly at all Meetings held during the term of office, and be responsible for introducing any resolutions authored/sponsored by the MSMA-MSS in the absence of or under the direction of the Councilor;

b. Assist the Councilor, as necessary, in carrying out his or her responsibilities; and maintain the MSMA-MSS Library, and assist each component medical school society as needed.

6. The Alternate Delegate to the AMA from the MSMA shall

a. Have attended at least one national AMA-MSS or AMA-HOD meeting prior to the time of elections.

b. Be elected when he/she has at least two years remaining as a member of the MSMA-MSS. In the event that no eligible candidate is available for a two year term, a junior member who fulfills all other requirements may run for a one year term.

c. Attend all MSMA Council meetings (5) and the MSMA Annual Meeting.

d. Attend the Annual and Interim Meetings of the AMA House of Delegates (HOD).

e. Attend all meetings of the MSMA-MSS.

f. Attend the Annual and Interim Meetings of the AMA-MSS, except when the AMA-HOD meetings may conflict (Missouri Delegation and Heart of America Caucus).

g. Review the AMA-HOD handbook (resolutions and reports prior to the Interim and Annual meetings, paying special attention to the AMA-MSS authored resolutions, Missouri delegation authored resolutions, and reports/resolutions pertaining to medical student issues.

h. Be prepared to report to the Missouri Delegation on an assigned reference committee (typically reference committee C, focusing on medical education), and educate the Missouri delegation about the AMA-MSS authored resolutions in particular.

i. Attend ALL of the caucuses scheduled by the AMA-MSS and the AMA-MSS House Coordination Committee held daily during the AMA-HOD.

7. The Secretary shall

a. Maintain and update the email listserv member database;

b. Update the MSMA website's medical student leadership contact page once per year with the assistance of the MSMA staff contact;

c. Keep all membership records and work in the State and AMA divisions of Membership (as required);

d. Record and distribute minutes of all Governing Council and MSMA-MSS meetings; and

e. Prepare a report to be included in the designated area of Missouri Medicine on the proceedings of the MSMA-MSS on a regular basis.

8. The Treasurer shall

a. Keep all financial records;

b. Be responsible for the development of an annual budget;

c. Communicate regularly with the MSMA staff contact regarding the state of the budget; and

d. Be responsible for the disbursement of MSMA-MSS funds with the assistance of the MSMA staff contact.

9. The Governing Council shall jointly

a. Coordinate the activities of the MSMA-MSS;

b. Create and make appointments to MSMA-MSS Ad-hoc committees;

- c. Make appointments to MSMA-MSS Standing Committees;
- d. Conduct at least 3 meetings a year;
- e. Oversee preparation of materials for submission in Missouri Medicine regarding MSMA-MSS activities;
- f. Produce a yearly report for the AMA and MSMA Department of Medical Student Services including information on elections and chapter activities; and
- g. Assist each medical school component society with the recruitment of AMA members.

D. Recall of Governing Council Members If a person is deemed derelict in his or her duties, a recall election for any elected Governing Council member shall be called upon written petition of 1/5 of the membership of the MSMA-MSS, or upon a two-thirds majority of the membership of the Governing Council, a recall vote shall require a two-thirds majority of those members casting ballots in the recall election, in order to remove the elected Governing Council member from that office.

E. Vacancies

1. Vacancies in an elected Governing Council position shall be filled at the next scheduled business meeting following the vacancy, but no later than six weeks after the vacancy occurs.
2. A vacancy in the position of Chairperson shall be filled by the Vice-Chairperson and the position of Vice-Chairperson shall become vacant.
3. A vacancy in the position of Councilor shall be filled by the Vice-Councilor and the position of Vice-Councilor shall become vacant.
4. The person elected to fill a vacancy shall take office immediately upon election.

Article V. Communication

A. Library

1. Management • The MSMA-MSS shall be responsible for the maintenance of a central and accessible electronic database to receive AMA, MSMA, and AMA-MSS related materials, and inform the chapter members and the AMA and MSMA Department of Medical Student Services of this location of this database.
2. Purpose • The purpose of the library shall be to facilitate the transfer of information between chapter members, to provide resources to interested students, and to prevent the loss of valuable information generated by the AMA-MSS.
3. Content • The library shall include links to webpages that feature the AMA Constitution and Bylaws, the MSMA Constitution and Bylaws, Current Opinions of the AMA Council of Ethical and Judicial Affairs, other AMA-MSS publications, MSMA publications, and chapter MSS proceedings.

B. National • The AMA-MSS shall be given a yearly report of chapter activities and the results of officer elections.

Article VI. Section Meetings

A. Time • The MSMA-MSS shall hold a business meeting at least three times annually. The MSMA-MSS shall convene its Annual Meeting during the Annual MSMA meeting at which time the Governing Council

elections shall be held. The Governing Council shall be empowered to call additional meetings of the MSMA-MSS.

B. Purpose • At its meetings, the MSMA-MSS shall (1) address internal resolutions, (2) address resolutions to be submitted to the MSMA-HOD, (3) receive reports from the Governing Council, chapter representatives, and MSMA-MSS committee members, (4) elect officers of the Governing Council, and (5) conduct any other business.

C. General Voting • There shall be up to three votes per school on business issues before the MSMA-MSS. Voters shall be designated by each school. No one person may cast more than one vote. No proxy voting will be allowed. A simple majority vote shall be required to render a decision.

D. Meeting Notice • The membership shall be notified at least fourteen (14) days prior to all called MSMA-MSS meetings. Notice shall be sent to Governing Council members, and Delegates and Alternate Delegates and AMA-MSS chapter leaders from the component medical schools, detailing the time, place, credentialing process, resolution process, election procedures, and educational programs for the meeting. The Delegates and Alternate Delegate from each component medical school shall be responsible for the dissemination of this information to their constituents.

E. Rules of Order • For those matters not covered by the MSMA Constitution and Bylaws, and the MSMA-MSS Constitution and Bylaws, the current edition of Davis' Rules of Order shall be the guide for the conduct of business.

Article VII. Funding • Activities of the MSMA-MSS shall be financed by budget requests to the MSMA. Authorization for expenditures shall be by existing policy of the MSMA.

Article VIII. Committees

A. Formation Committees deemed necessary must be enacted by the MSMA-MSS Assembly and shall be appointed by the Governing Council. MSMA-MSS committees shall submit a annual report to the MSMA-MSS assembly and maintain regular contact with a Governing Council liaison.

B. Members • The chairperson of the MSMA-MSS, upon Governing Council recommendation, shall nominate members of the MSMA-MSS to committees. Each nomination shall be considered an official appointment unless objected to by a majority of the MSMA-MSS Assembly at the time of nominations. These nominees shall designate the chairperson of their respective committee.

C. MSMA Committees • The Governing Council shall appoint the Councilor to the MSMA Nominating Committee that meets during the MSMA Annual Convention. The Governing Council shall actively seek student representation on the MSMA committees and the MSMA organizational bodies.

Article IX. Amendments • These Bylaws may be amended by the MSMA-MSS at any of its meetings provided the amendment shall have been proposed and publicized to the entire membership not less than fourteen days prior to the meeting. The amendment requires a two-thirds majority vote of those members in attendance to pass.

Article X. Policy • The AMA-MSS Internal Handbook and Policy Manual shall guide policy.