

Constitution of the American Medical Student Association (AMSA)

Updated: May 14, 2013

I. Mission Statement

The purpose of the MIT American Medical Student Association (AMSA) is to provide MIT premedical students with a set of resources to help them better understand the process of applying to medical school, learn about the possible career paths of physicians, connect with MIT alums who have attended medical school, and build a support network among current MIT premedical students.

II. Membership

Any member of the MIT community is eligible to become a member of this organization. One is considered a member in any given academic term if he/she has attended at least one event in the preceding or current term. The organization's membership will at all times consist of at least 5 MIT students and be comprised of more than half MIT students. This organization will not discriminate based on any characteristic listed in MIT's Nondiscrimination Statement. If this organization charges any monetary dues, there will be exceptions made for students who cannot afford these dues.

III. Officers

This organization will have up to nine officer positions. All officers must be MIT students or affiliated with MIT. The President and Treasurer must be current and distinct MIT students. Officers are expected to attend all events and meetings unless they have a scheduling conflict.

1. President
 - i. The President will be the official representative of AMSA to any other organization and to MIT.
 - ii. The President will preside over all meetings and determine when they are.
2. Vice President (VP)
 - i. The VP will be the official representative of AMSA should the President be absent for any reason.
 - ii. The VP will preside over all meetings should the President be unable to attend.
 - iii. The VP is responsible for attending all ASA meetings and relaying information back to the group.
3. Treasurer
 - i. The Treasurer will be responsible for the finances of the group. He/she will attend Finboard training and apply for allocations and appeals.
 - ii. The Treasurer is required to sign all checks/vouchers of the group.

4. Mentorship and Peer Advising Chair (M&PA Chair)
 - i. The M&PA Chair will be a liaison between the AMSA executive board and MIT Prehealth Office.
 - ii. The M&PA Chair will manage the MIT-Medical Student Mentorship Program.
 - a. Help organize mentor-mentee matches. Employ a matching system that provides mentors with the opportunity to choose their own mentees.
 - b. Meet with the MIT Prehealth Office on a monthly basis to provide updates about the mentorship program and ask for suggestions on improving the program and assistance with finding mentors.
 - c. Seek advice from the MIT Prehealth Office when any major changes to the mentorship program are planned. Major changes include contracting, expanding, dividing, reorganizing, renaming, or abolishing the mentorship program or changing the method through which matches are made. Ultimate authority on any issue related to the mentorship program resides with the AMSA executive board, but advice from the MIT Prehealth Office should be sought.
 - d. Conduct periodic surveys of mentor-mentee relationships (entry and exit surveys should be done at the very least). Provide any survey results to the AMSA executive board and MIT Prehealth Office.
 - e. Resolve any issues that program participants mention in emails or survey responses.
 - f. Send periodic emails to mentors and mentees to suggest activities or topics for conversation and provide any general updates about the program.
 - g. Actively recruit mentors and mentees throughout the academic year.
 - h. Organize at least one networking event with local mentors during the academic year.
 - iii. The M&PA Chair will manage AMSA Peer Advising.
 - a. Actively recruit peer advisors. Select peer advisors for every major with assistance from the AMSA executive board.
 - b. Work with peer advisors to schedule peer advising office hours once a month.
 - c. Be present for all peer advising office hours to ensure that they run smoothly and answer any questions about AMSA.
 - d. If unavailable for a given session of peer advising office hours, find another AMSA executive board member to attend office hours.
 - iv. Train the next M&PA Chair as soon as one is identified. Transfer all mentorship, peer advising, and MIT Prehealth Office contacts to the new M&PA Chair.
5. Community Service Chair
 - i. The Community Service Chair will be responsible for organizing at least one community service event every semester.

6. Publicity Chair and Secretary
 - i. The Publicity Chair and Secretary will be responsible for publicizing all AMSA-sponsored events to the MIT community.
 - ii. The Publicity Chair and Secretary will be responsible for taking minutes of every executive meeting and distributing the information to all members of the executive board.
 - iii. If unavailable for an executive meeting, find another member to take minutes.
7. Webmaster
 - i. The Webmaster shall be responsible for maintaining the AMSA website and keeping it updated with upcoming AMSA events.
8. Officer(s)-at-Large
 - i. Each Officer-at-Large is a freshman who will be responsible for assisting the AMSA executive board in organizing AMSA events.
 - ii. There will be up to two Officers-at-Large.

IV. Elections

Elections of officers will occur at the end of each school year except for Officer(s)-at-Large, who will be interviewed at the start of each school year by the executive board. Any member of this organization is eligible to run for office. Any member is elected if he/she wins a majority of the votes. If more than two people are running and no one wins a majority, the person with the fewest number of votes is dropped from the ballot and votes are recast.

The term of office runs for a full year, from the May elections of the previous school year to the next May elections of the current school year. Officers may be removed by a two-thirds vote of the executive board if they do not meet their responsibilities.

V. Executive meetings

Executive meetings will be held at least once a month. All officers are expected to attend unless they have a conflict. The meetings will be presided over by the president, unless he/she is absent, in which case the Vice President will preside. All decisions shall be made by a majority vote of all members present. Quorum for a meeting will be one-quarter of the officers.

VI. Constitutional amendments

Amendments may be presented by any member of the organization during an executive meeting. Amendments shall be passed by a two-thirds vote of the officers present. Quorum for amending this constitution shall be one-third of the officers of this organization.

VII. Compliance with the Association of Student Activities (ASA)

The American Medical Student Association (AMSA) agrees to abide by the rules and regulations of the Association of Student Activities (ASA) and its executive board. This constitution, amendments to it, and the by-laws of AMSA shall be subject to review by the ASA executive board to ensure that they are in accordance with the aforementioned rules and regulations.