

**NORTH CAROLINA STATE UNIVERSITY**  
**Minority Association of Pre-Medical Students**

**Constitution**

Established: June 07, 2008

Ratified: TBA

**Article I-General**

Section 1: The official name of the student organization will be Minority Association of Pre-Health Students (MAPS).

Section 2: MAPS will operate as a non-profit organization.

Section 3: MAPS will abide by the applicable rules and policies of North Carolina State University

Section 4: MAPS exist for the following purposes:

- Provide pre-health resources regarding admissions and academic advising.
- Promote an increase of minority undergraduate students pursuing careers in the pre-health profession.
- Help minority undergraduate students explore the pre-health profession through interaction with health professionals, graduate institutions, and the community.
- Coordinate events to help minority pre-health students explore the health profession.
- Increase awareness about health issues around the world.
- Serve North Carolina State University and local community.

**Article II-Membership**

Section 1: Only members of MAPS will have voting rights.

Section 2: Membership for MAPS is open to students, alumni, faculty, and staff of North Carolina State University. Membership is open to all students without regard to race, religion, color, sex, national origin, disability, age, veteran status, creed, marital status, public assistance status, or sexual orientation.

Section 3: In order to become a member of MAPS, one must fill out and submit an application form. In addition one must pay chapter and national dues.

Requirements for maintaining membership:

- Minimum of 3 meetings each semester for a total minimum of 6 meetings for the academic year.
- Attend at least one volunteer event and one pre-health event each semester.
- \*Must be a member of website
- \*Must be a member of one of the standing committees
- Help plan at least one event/activity for an academic school year.
- Annual dues are required of all members

**Article III-Impeachment**

Section 1: An officer may be impeached for the following reasons:

- Incompetence
- Failure to fulfill requirements of office
- Frequently absent from executive board meetings and general body meetings

Section 2: Any active member may call for the impeachment of an officer if substantial evidence is presented.

Section 3: Two-third of the general body must vote on the impeachment of an officer.

Section 4: A quorum of active members must be established to deliberate on these accusations.

Section 5: The impeached officer will be given an opportunity to defend him/herself to the general body.

**Article IV- Officers and Elections**

Section 1: The core officers of this organization shall consist of (1) President, (2) Co-Presidents, (1) Vice-President, (2) Secretaries (Recording and Corresponding), (1) Treasurer and Webmaster/Historian.

Section 2: All officers must be currently enrolled students at North Carolina State University and registered for at least twelve credits. Exceptions to the requirement are permitted for graduate students upon receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing

a degree.

Section 3: Any University student that has been a MAPS member and fulfilled the minimum requirement according to Article II, Section 3 for one academic year may become a core officer.

Elections:

- A candidate may nominate him/herself or may be nominated by other members.
- A member has the right to refuse a nomination.
- Elections will be carried out with online voting system.
- Elections shall be held annually in March/April of the academic school year and officers will serve for a one year term.
- If a core officer position becomes vacant, a special election meeting will be held to fill the position.

Section 4: Each core officers' duties are as follows:

General Duties of Core Officers:

- Attend executive board meetings
- Document and record all activities
- Contribute to the year end report
- Be responsible for the administration and supervision of the organization
- Create committees to assist each core officer in fulfilling duties for this organization.
- Induct elected members and facilitate transition

#### **Presidents:**

- Shall be responsible and accountable for the overall success
- Shall lead/regulate meetings and discussions
- Shall assist officers of the executive board
- Shall communicate effectively with all members
- Shall attend majority of events
- Shall set up and organize agenda for meetings
- Shall delegate work to committee members in an orderly fashion to ensure that programs are successful

NOTE:

- o *If MAPS meetings are not productive or if MAPS is inactive in general and functioning poorly, the president's position will be assumed by the 1<sup>st</sup> Co-President and the position of the 1<sup>st</sup> Co-President will be assumed by the 2<sup>nd</sup> Co-President, the position of the 2<sup>nd</sup> Co-President be assumed by a member of the body, with approval of ¾ of the membership and executive board*

#### **1<sup>st</sup> Co-President:**

- Shall resume the duties of the President if he/she is absent
- Shall assist the President and other Coordinators
- Shall be the Chair of Committees
- Shall maintain interpersonal communication
- Shall be the prime spokesperson of MAPS
- Shall communicate effectively with all members

NOTE:

- o *If Committees are not up and running or fails to properly represent MAPS or assist the President by **November**, then this officer will be replaced by another member, with approval of ¾ of the membership*

#### **2<sup>nd</sup> Co-President:**

- Shall resume the duties of the President if he/she is absent
- Shall resume the duties of the 1<sup>st</sup> Co-President if he/she is absent

- Shall be the Service Co-Chair
- Shall network with other organizations
- Shall relay messages and assist members
- Shall communicate effectively with university faculty
- Shall communicate effectively with all members

NOTE:

- o *If Service Activities are not properly implanted or person does not work with 1<sup>st</sup> Co-President by **November**, then this officer will be replaced by another member, with approval of ¾ of the membership*

**Vice-President:**

- Shall resume the duties of either Co-Presidents if he/she is absent
- Shall be the Programs Co-Chair
- Shall secure presenters to speak on topics surrounding medicine
- Shall provide members with academic resources available
- Shall communicate effectively with all members

NOTE:

- o *If presenters are not secured in a timely fashion by the end of the semester (**December**), then this officer will be replaced by another member.*

**Recording Secretary:**

- Shall resume the duties of the Vice-President if he/she is absent
- Shall record minutes of every meeting and sending them to the webmaster to be placed on the website
- Shall organize meeting times and dates
- Shall be responsible for keeping a current directory of all MAPS members including age, class, and major
- Shall be responsible for assembling and distributing membership folders
- Shall be responsible for applying for Fall & Spring Appropriations
- Shall be responsible to meet with Appropriations Chair
- Shall communicate effectively with all members

NOTE:

- o *If minutes are not recorded and sent to the Webmaster accordingly to be placed on the website, meeting dates and times are not set on time or membership directory is not well established by the end of the semester (**December**), then this officer will be replaced by another member.*

**Corresponding Secretary:**

- Shall resume the duties of the Recording Secretary if he/she is absent
- Shall be the Research Co-Chair.
  - Must compile a list of university professors accepting students for research and the requirements and must also lead and organize a meeting about research opportunities to be held no later than January (may be disbursed with Chair)
- Shall provide up-dates and follow-ups on important information
- Shall create a email list-serve of all members and keep them informed
- Shall be responsible for all NCSU-MAPS publicity
- Shall network with other organizations
- Shall be responsible for securing registrations for Conference
- Shall communicate effectively with all members

NOTE:

- o *If members are not well informed, MAPS is not publicized or if no information is gathered about research opportunities by the end of the semester (**December**), then this officer will be replaced by another member.*

### **Treasurers:**

- Shall be the Finance Chair.
- Shall be responsible for the financial state of the organization
- Shall be responsible for making sure that members are registered and paid national members
- Shall assist in applying and finding grants
- Shall coordinate fundraisers
- Shall keep detail record of transactions
- Shall actively communicate with SNMA liaisons to raise money for both the national and regional conferences and health care disparities initiative
- Shall give update at every meeting
- Shall prepare an annual budget
- Shall attend all grant hearings and financial workshop
- Shall be trained by the Student Body Treasurer
- Shall assist in applying for appropriations
- Shall communicate effectively with all members

#### **NOTE:**

- o *The amount of funds available for MAPS activities is a direct reflection of this officer.*
- o *If there is no revenue generated, there will be an opportunity to replace the treasurer with another member at the end of Fall Semester.*

### **Historian/Webmaster:**

- Shall be responsible for creating a portfolio of all MAPS activities and events for the year (pictures and detailed descriptions are required)
- Shall be responsible for creating a PowerPoint presentation for the annual MAPS Banquet
- Shall be responsible for posting MAPS events, announcements, and minutes on the site as needed.
  - Site should be maintained and updated weekly
  - Site should contain all announcements from the regional and national MAPS/SNMA branches
  - Site should contain a list of all volunteer and research activities that are compiled by the 2<sup>nd</sup> Co-President and Corresponding Secretary
- Shall develop an active forum for members

#### **NOTE:**

- o *This position may be divided among two people*
- o *If Historian/Webmaster has not established a portfolio that can be easily updated as new activities are completed by **December**, this officer will be replaced*
- o *If Historian/Webmaster fails to maintain the site by **October**, this officer will be replaced. The president is responsible for finding someone to maintain the website by the end of November.*

### **Article V- Committees**

Section 1: Committees will be divided into three subgroups: Select, Standing and Special

Section 2: Standing Committees will be self-governed but spearheaded by the 1<sup>st</sup> Co-President. Standing Committees will operate year round.

Section 3: Special Committees will be self-governed, established by executive board upon necessity and will operate for special occasions for no period of time exceeding 2 months unless stated in the Bylaws.

## **Article VI- Select Committees**

Section 1: Shall be as follows: MCAT Prep, AED, and SNMA

Section 2: Shall be unofficial executive board members

Section 3. Chairs will be designated by executive board members

Section 4: The duties of each respectively are as follows:

### **o MCAT Prep Liaison Chair**

- Shall be responsible for gathering information and lists of resources on MCAT preparation.
- Shall be responsible for planning a meeting on MCAT Preparation which must be held by the end of January
- Shall be responsible for gathering information from Kaplan and negotiating reduced rates for interested members.
- Shall work with Pre-Health office in gathering free MCAT test information

NOTE:

- o If the MCAT Prep Coordinator does not have the details of the MCAT prep meeting in place by December 1<sup>st</sup>, then this officer will be replaced by another member who then must resume planning for the MCAT meeting.*

### **o AED(Alpha Epsilon Delta, Pre-Med Honor Society) Liaison Chair**

- Shall be responsible for attending all AED meetings and reporting relevant information to MAPS members.
- Shall be able to bring ideas to MAPS to help better the chapter in terms of programming and seminars that currently held by AED.
- Shall be responsible for getting MAPS members to attend and become part of AED in order to obtain valuable pre-med information.

NOTE:

- o If the AED Liaison misses more than 2 AED meetings during the Fall semester, is not reporting information to MAPS, or is not encouraging MAPS members to join AED, then the Liaison will be replaced by another member who will continue the functions of the AED liaison during the next semester*

### **o SNMA Liaison Chair**

- Shall be responsible for contacting neighboring Medical Schools (UNC/DUKE/Wakeforest/ECU) and finding out who the SNMA presidents are for the upcoming school year.
- Shall be responsible for informing the SNMA chapter of meetings and inviting them to attend
- Shall be responsible for attending 2 SNMA meetings per semester (negotiable)
- Shall be responsible for finding information about SNMA volunteer project per semester

NOTE:

- o If the liaison to SNMA is not communicating effectively with SNMA and fails to have the chapter establish a relationship with SNMA by the end of December, then this person will be replaced by another MAPS member*

### **Article VII- Standing Committees**

Section 1; Shall be as follows: Program, Service, Fundraising and Research.

Section 2: Officers for each committee shall be determined by the Chair and Co-Chair

Section 3: Committees must meet at least once a month and must have a report for each meeting.

### **Article VIII- Meetings**

Section 1: Board meetings will be held bi-weekly and general meetings shall be held at a minimum of once a month. Weekly updates will be communicated via the chapter website.

Section 2: A quorum shall be present in order to conduct official business of the club. A quorum shall consist of 50% of the voting membership plus one.

Section 3: Decisions of the organization shall be enacted by a majority vote of the voting membership plus one.

### **Article IX- By-Laws**

Section 1: A By-Law can be proposed by any voting member and voted for at the general meeting with the quorum present.

### **Article X- Amendments**

Section 1: An amendment to the constitution shall be presented to the board by any voting member in written format.

Section 2: The amendment must have a three-fourths vote within the board. The proposed revision, if approved by the board, will be ratified by three-fourths of the voting members.