

Pre-Medical/AMSA Club Charter

Article I: Name

The name of this club will be the Pre-Medical/American Medical Student Association (AMSA) club.

Article II: Objectives

To be committed to the improvement of health care and health care delivery to all people; to promote the active improvement of medical education; to involve its members in the social, moral, and ethical obligations of the profession of medicine; to assist in the improvement and understanding of world health problems; to contribute to the welfare of all members, including premedical students, medical students, interns, residents, and post-M.D./D.O. trainees; to advance the profession of medicine; and to work to ensure that medicine reflects the diversity of society, with diversity including but not limited to differences in age, culture, race/ethnicity, sexual orientation, gender identity, gender, and disability.

Article III: Leadership

All officers must be enrolled at Santa Barbara City College in at least 6 units. The term of office for all officers shall be for one school year, or until their successors are duly elected

Article IV: Membership

Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status.

Article V: Meetings

Meetings will be held bi-monthly. Any other meetings or related activities shall be subject to the discretion of the

president and officers. There shall be at least one officer's meeting per month.

Article VI: Executive Board

A. This organization will maintain an American Medical Student Association executive board of seven elected officers and shall consist of:

- a. President(s)- the chief officers of the American Medical Student Association and shall preside over meetings and manage overall operations of the organization. Duties of the Presidents include but are not limited to: attending all meetings; scheduling organization meeting dates; scheduling topics/speakers for each meeting; scheduling office meetings; answering members' questions before and after meetings; staying updated with national AMSA information (including events, conferences, and news); checking in with the National AMSA representative every semester; registering AMSA for fall, spring and summer (if available) activities fairs/orientations
- b. Vice President- the primary officer in charge in the absence of the President. The duties of the Vice President include but are not limited to: directly overseeing the remaining elected officers as the primary committee head; assisting the President in any matters deemed necessary and tending to the daily functions of the organization; setting an example for fellow officers and AMSA members to follow, including attendance, promptness, courteousness, and proper attire; assisting the President in purchasing items for meetings and events; finding physicians and speakers for meetings; answering members' questions before and after meetings and via e-mail; assisting other officers with tasks; attending all officer meetings; attending all AMSA general meetings; attending all AMSA events.

- c. Secretary- the primary officer in charge of writing and distributing meeting minutes. Duties of the Secretary include but are not limited to: updating the club roster; storing and organizing all membership applications; attending all AMSA meetings (both general body meetings and officer meetings) and taking detailed notes on all information discussed at meetings; sending out meeting minutes to AMSA; running the sign-in process for each meeting; inserting member application information into online membership database; assisting other officers with tasks; setting an example for fellow officers and AMSA members to follow including attendance, promptness, courteousness, and proper attire; and attending all AMSA events.

- d. Treasurer- the primary officer in charge of managing the organization's financial information and sponsorship funding. Duties of the Treasurer include but are not limited to: accounting for all money received to or spent from the club's account; keeping and preserving financial records; finding financial discounts for refreshments; ordering, picking up, and purchasing pizza (or other food) and refreshments prior to AMSA meeting and event; assisting in cleanup of the facility at the finish of meetings and activities; setting an example for fellow officers and AMSA members to follow including attendance, promptness, courteousness, and proper attire; assisting other officers with tasks; attending all general body meetings; attending all officer meetings; and attending all AMSA events.