

Student National Medical Association Region VIII, Inc.
Local Bylaws: West Virginia University School of Medicine

ARTICLE I

NAME

The name of the organization is Student National Medical Association Region VIII.

ARTICLE II

PURPOSE

Section 1. Purpose

The purpose of this Organization shall be to:

To raise the levels of minority student recruitment, admissions, and retention in schools training health care professionals

To sponsor programs for minority youth to encourage their entrance into the health professions

To eradicate prejudicial practices in the medical education and health care delivery

To provide national leadership in the promulgation of legislative policies for the provision of better health care

To eliminate health disparities among minority communities by disseminating information about general health maintenance and disease prevention.

Section 2. Implementation

- a) In order to carry out and implement said purposes, the Organization shall have the authority to exercise all powers incidental to, or desirable, or necessary to carry out the objectives and purposes in furtherance of, and not in limitation of, the general powers conferred by the laws of the STATE with respect to non-stock, non-profit organizations and in furtherance of, and not in limitation of, the business and purposes of this Organization.

Section 3. Activities

- a) SNMA will fulfill the goals and purpose through education, community service and community outreach.

ARTICLE III

MEMBERS

Section 1. Eligibility

Any person enrolled in an allopathic or osteopathic school of medicine belonging to an SNMA chapter within the states of Pennsylvania, West Virginia or Delaware is eligible for membership in Region VIII, SNMA as defined in the national constitution and bylaws, and shall be considered a member if they have met all the qualifications set forth in his/her respective chapter bylaws. Any student of West Virginia School of Medicine is eligible to for membership in the West Virginia University SNMA chapter regardless of national membership status.

Section 2. Duties, Rights and Responsibilities

Dues paid members shall:

Conduct themselves in accordance with the regulations set forth by their chapter and regional bylaws, National SNMA constitution and bylaws and the laws of the state in which their chapter is established.

Remain in good academic standing. Failure to do so shall make a member ineligible to hold regional office, positions, chair regional committees, represent their chapter and/or vote at regional meetings.

Support the region in attaining the annual goals and fulfilling the purpose set forth in the regional bylaws.

Dues paid members shall have the right to:

Represent their chapters and/or vote at regional meetings.

Hold a regional office, position or chair regional committees.

Including associate members (i.e. MAPS members)

Any and all benefits conferred to eligible members in the bylaws herein or according to national SNMA protocol.

Section 3. Official Chapter Officers

Article IV

Officers

Section 1. Dues

- a) Annual dues shall be paid by all official chapters in the region in an amount recommended by the region. Dues will be paid by the first Regional Conference following of the fiscal year. A bill for collection of regional dues shall be sent to each chapter at least four weeks prior to the due date. Chapters who have not paid regional dues shall not have a vote at regional meetings. This will remain in effect until dues are paid.

Section 2. Responsibilities

The chapters shall:

Keep members abreast of all SNMA activities and encourage participation in local, regional, and national events.

Complete one national community service protocol per year.

Pay annual regional dues as stipulated in Section 1.

Submit chapter reports in writing to the Regional Director on a quarterly basis.

Submit Quarterly Financial Statements to the Regional Treasurer.

Have representation at all Regional activities and the National Convention.

Chapters unable to attend must notify the Regional Director at least one week in advance.

All elected chapter officials must be national dues paying members of SNMA

Participate in regional fundraising efforts and activities

APPENDIX B

BEST PRACTICES

REGION



Region VIII Best Practices

Welcome to the Best Practices section of the Bylaws Manual. This section documents many of the practices implemented in the past and that are currently being used to facilitate the effective operations of Region VIII. Information contained herein is a collection of past regional officers experiences, and as such is unique to Region VIII's culture and environment. This section is intended as a guide and should thus be used along side Region VIII Bylaws. It is recommended that all regional officers familiarize themselves with its contents. The last section of this document is a formulator – a collection of templates used in the daily correspondence between Region VIII and its external associates.

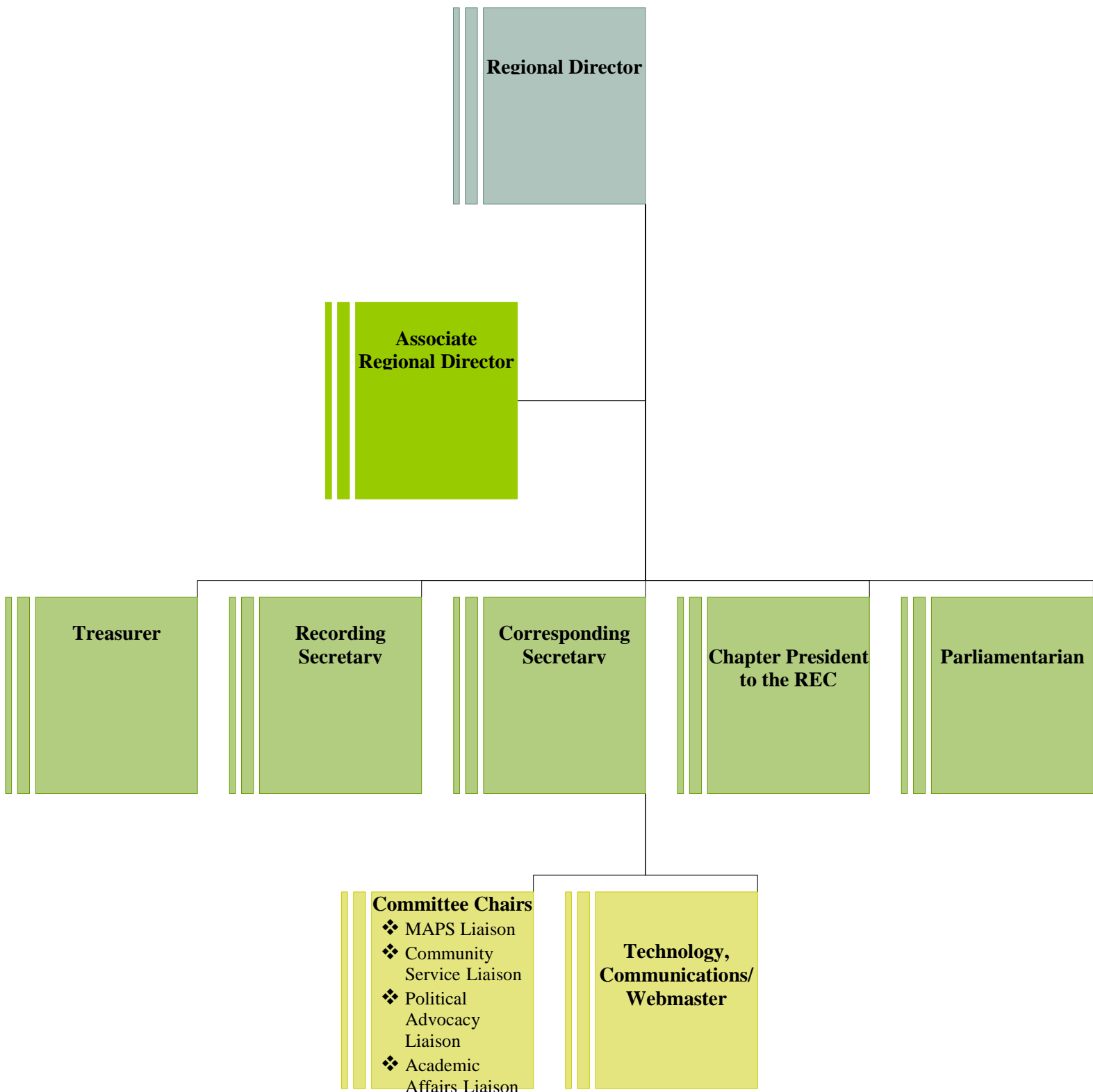
The Best Practices section is envisioned as a “work in progress” with each future Regional Executive Committee adding to this list of valuable practices. As a go to guide, this section is unique in its structure and tone. Reviews and revisions aim at adding to its contents other pertinent information that would aid future officers.

Revisions to this document must be voted upon by the Regional Executive Board, once all recommendations have been put forth to the Bylaws Committee and/or other governing body as so defined by the REC.

Contributors

A special *Thank You* to all the past officers and individuals who collaborated on this project.

Organizational Structure



Regional Officers Contact Information

Regional Director	region8director@snma.org
Associate Regional Director	region8ard@snma.org
Treasurer	region8treasurer@snma.org
Corresponding Secretary	
Recording Secretary	
Chapter President to the REC	
MAPS Liaison	
Political Advocacy Chair	
Academic Affairs Chair	
Parliamentarian	snma_reg8parliamentarian@yahoo.com
Media & Internet Chair/Webmaster	
Community Service Chair	region8community@snma.org

Websites

Region VIII	http://www.snma.org/region/eight/
Region VIII on Face book	SNMA Region VII
SNMA National	www.snma.org
Conference Call Services	FreeConference.com. (Has desktop sharing capabilities)

Best Practices

Meetings

The Regional Director held formal meetings with the Regional Executive Committee (REC) at least once a month. Additional meetings were held on an as needed basis and as dictated by upcoming regional events. These meetings were generally informal and served as progress reports for RDs/ ARDs and the REC. These informal meetings were also limited in participation i.e. they were between the RD and relevant committee chairs. Like wise, the RD also met with the Treasurer at least twice per month to keep abreast of the Region's financial position.

Majority of the meetings were held via conference calls. (*see the list of free conference call services above*). Face to face meetings were also held at regional events e.g. the regional leadership retreat. At this retreat, part of the agenda includes a meeting of the REC to share ideas, brainstorm as well as create a schedule of future projects and events.

The meeting agenda was sent out one to two weeks prior to the scheduled meeting date. A copy of the agenda was also attached to the email containing the conference call details.

A variety of meeting formats were utilized. Generally, each meeting included roll call, a review of the previous meetings minutes, officer and committee reports/updates, a review of old business, new business and a Q & A session at the end.

Matters addressed during regional meetings are considered confidential.

Events

There are three major meetings/events: Regional conference, MAPS conference and National conference. The Region also plans a leadership retreat for its new officers although attendance is open to all regional SNMA members.

**See the "Planning a conference" document*

Below is a timeline for planning the events.

Regional Conference –

Regional Conference is generally held in October following the Regional Leadership Retreat.

Planning begins at the regional meetings held during the National conference. At this meeting a host for Regional Conference is identified - individual chapters volunteer their schools then members vote for their school of choice. Ideally, each school within the Region is supposed to host this conference at least once. Dates - The REC then identifies and sends out a list of possible conference dates to the chapters and host school. A date is then picked based on projected maximum attendance of members.

Location - The REC works with the host school on logistics and identifying specific site requirements. It is recommended that the location be identified at least three months before the scheduled conference date.

Speakers and Workshops - The REC identifies speakers and workshops for the conference. Ideally, speakers and workshop facilitators should be identified at least four – six weeks prior to the conference date.

Travel and accommodation – for both conference attendees and speakers should be finalized and information disseminated at least two months prior to the event

Registration – It is recommended that this process begin one month prior to the conference date.

National Conference

Held in April and coincides with the Easter weekend.

The main preparation for this conference revolves around disseminating information to chapters and members to encourage maximum attendance, participation and learning.

Election of new officers i.e. the REC occurs during this meeting. Letters of Intent and current CV are due a month before the conference date. Dictated by the time factor, some candidates may be interviewed for their positions after the formal regional meeting or at a later date.

Newly elected officers (RD/ARD/Treasurer) are encouraged to attend the transition meetings held during this conference. These meetings serve as a good introduction and are training sessions for the respective positions.

MAPS Conference

Held in February and is generally overseen by the regional MAPS Liaison in collaboration with all the chapter liaisons.

*See information packet specific to this conference.

Success for all these conferences was overwhelmingly defined as;

Maximizing member attendance (at least 100 members for regional conference with 6-8 schools represented)

maximizing member participation in the BOD and HOD

generating a sizeable profit from regional conference (relative to budget)

Professional Relationships

Building healthy relationships and maintaining constant communication with the REC and Region VIII members were cited as the key ingredients in the success of Region VIII thus far.

Fostering relationships with the immediate past president, national executive committee, and other regional directors and emeriti board members have also proved invaluable.

Maintaining relationships with members of the National Medical Association, SNMA program sponsors and deans of various schools was also encouraged and recommended.

Professional and personal mentor – mentee relationships were also formed through these interactions.

On the Job

Training - National conference, officer transition packets, National Leadership Institute (NLI) and the regional leadership retreat served as the main training outlets for regional and chapter officers. Informal transition meetings between the outgoing and incoming officers were also very beneficial. The region recently instituted a practice requiring chapter and regional officers to document all necessary and key information to be passed on to the incoming officers during their transition meetings.

*Confidentiality - In a bid to maintain professionalism and to protect privacy, sensitive matters should be discussed with/by relevant parties only.

*Disciplinary Action –taken when policies have been violated, need to consider the gravity of the event or surrounding circumstances. An internal investigation can also be carried out by a committee or designated officers.

*Resignation and Exit Interviews

*Performance appraisal

*Evaluations

* See recommendations

Personal Outlook

This area focuses on officers' individual goals as relating to their position.

Regional officers have historically held chapter positions before holding regional ones. Their past experiences have thus helped shape their goals and expectations for their regional positions. In formulating and implementing their goals, regional officers have spent time talking and listening to members to see what they want and need from Region VIII.

In pursuing their goals, officers also reported working to unify members and rejuvenate member morale. Additionally, they have spent time creating awareness of SNMA national laws, highlighting the opportunities, benefits and programs available to members. Many officers report that being well acquainted with their job responsibilities, frequent self evaluations and their ability to execute helped them achieve their goals for Region VIII. Lastly, officers recognize the un-yielding support from their peers, mentors and past SNMA officers as key in accomplishing their goals.

Some of the goals past officers wished to accomplish included:

Increasing membership and member participation both at the regional and national level.

Keeping 3 and 4 year students involved in SNMA

Increasing community service

Increasing social interactions amongst regional schools and amongst regions

Increasing fund raising efforts

Position Pearls

Position	Practice
	Know & understand your job responsibilities
RD	<ul style="list-style-type: none">• Do a little SNMA work every day• Use all available resources• Delegate, delegate, delegate• Increase involvement within chapters
ARD	
Treasurer	DOCUMENT every dollar as you go. Its easy to lose track of where a particular deposit came from if you wait to document the source. Write it down before the deposit is made.
Corresponding Secretary	
Recording Secretary	Familiarize yourself with the agenda BEFORE the meeting.
Chapter President to the REC	
Parliamentarian	Familiarize yourself with the bylaws and Robert's Rules of Order before you apply for the position. Get feedback after every retreat/conference/convention and look for ways to make the bylaws more applicable or practical.
Political Advocacy	
MAPS Liaison	
Media and Internet Chair	Maintain a current web site by reaching out to all chapters especially those outside Philadelphia.
Academic Affairs Chair	

Formulator

Current regional contact list
Speaker Invitation Letter

Recommendations

These recommendations were derived from reviewing Region VIII's current protocol, as well as conversations held between past officers and myself. My belief is that if implemented, they will address current loop holes and better prepare the Region to address organizational issues.

- Protocol that addresses officers who are under performing in their positions – Clause should identify the steps to be taken e.g. verbal warning, written warning, probationary period, and then a formal request to step down. I would also recommend identifying a period over which these warnings ought to be served i.e. how many months between each warning as well as the duration of the probationary period.
- Quarterly performance evaluations for the REC and Region Committees- Serves as another way of identifying under performers. Ensures accountability and follow through on goals as well as allows REC to identify and address issues early on. Evaluations can be formal or informal. Designate a team or specific individuals to perform evaluations.
- Exit interviews and resignation protocols- Exit interviews would be especially beneficial in acquiring a status update of current projects/events and also serve as transition meetings. Resignation protocols ensure for a smoother transition for the REC and the Region.
- Permanent e-email accounts for regional officers allow for easy transitions, good record keeping and accessibility of information. Change passwords every two years to coincide with new REC.
- Training - have chapter presidents and treasurers attend regional leadership retreat. Possibly make their attendance mandatory at the retreat and the NLI.
- Minutes - set up a deadline (preferably one week after meeting) for when minutes should be sent to the entire REC. Consider a shorter deadline with regards to meetings and events. Create agenda and minute templates.
- Regional protocol for disciplinary action-reference National protocol and adopt regionally.
- Officers contact information- The list of current regional officers and their contact information is included in this manual. This contact information should be kept on file for at least two years post service. A list of the new REC and their contact information should also be included. This will allow for follow- up on any outstanding matters.
- Maintaining Best Practices Manual – Encourage all current and future REC's to contribute to the Best Practices Section of the Bylaws especially the Position Pearls and formulator. Remember it's a "work in progress!!"
The last quarterly performance review or during regional meeting at National conference would be an opportune time.