

Student National Medical Association
The West Virginia University School of Medicine

CONSTITUTION

Article I

Name

The name of this organization shall be the West Virginia University School of Medicine - Morgantown Chapter of the Student National Medical Association (WVUSOM SNMA).

Article II

Purpose

The purposes of the West Virginia University School of Medicine Chapter of the Student National Medical Association (WVUSOM SNMA) are:

1. To create an atmosphere wherein professional excellence and moral principles can find full expression
2. To promote the dissemination of information relative to minority issues in the field of medical education.
3. To promote sponsorship of programs for underrepresented youth, to thereby encourage their entrance into health professional programs.
4. To take the necessary steps to encourage and aid underrepresented health professional students throughout their training at the West Virginia University School of Medicine.

Article III

Relation to Other Organizations

Section 1. Relation to the Regional Office of the Student National Medical Association.

- The WVUSOM SNMA Chapter shall represent official views/positions of the SNMA Region Eight.

Section 2. Relation to the National Office of the Student National Medical Association.

- The WVUSOM SNMA Chapter shall represent official views/positions of the chapter as Delegates at the SNMA National Convention.

Section 3. Relation with the WVU Minority Association of Pre-Health Students (MAPS).

- A. The MAPS Liaison will serve as a liaison between the WVUSOM SNMA Chapter and MAPS.
 - (a) Through the years 2020 (fall) to 2023 (spring), as WVUSOM transitions to a new curriculum for incoming first year medical school students, it will be further discussed as to the necessity of two liaisons (one for each respective curriculum), to ensure the best mentorship opportunity for aspiring medical school applicants.
- B. WVUSOM SNMA Chapter members will serve as mentors to pre-health professional undergraduate students.

Section 4. Relation with Region 8 SNMA Chapters.

- The WVUSOM SNMA Chapter will attempt to have one joint activity per year with the other Region 8 SNMA Chapters.

Section 5. Relation with WVUSOM SNMA Campus Chapters.

- The WVUSOM-Morgantown SNMA Chapter shall establish ongoing communications with the SNMA Chapters of the WVUSOM Charleston and Eastern campuses as these chapters are organized in the coming years.

Section 6. Relation with Other WVU Student Organizations.

- A. The Medical School Curriculum (MSC) Representative is responsible for fostering relationships among the WVUSOM SNMA Chapter and the medical school curriculum committee, other university committees and other student organizations/interest groups.
 - (a) Through the years 2020 (fall) to 2023 (spring), there will be two appointed MSC representatives, as WVUSOM transitions to a new curriculum for incoming first year medical school students.
 - i At the beginning of the 2023-2024 school year, it will fall onto the discretion of the executive board as to if more than one MSC representative is needed to fulfill the roles of this title.
- B. The MSC Representative will inform other WVU Student Organization of our projects, learn of their projects, and find opportunities to work together on joint projects -- be they educational, charitable, or social.
- C. Alternatively, the President of the WVUSOM SNMA Chapter will inform other WVU Student Organization of our projects, learn of their projects, and find opportunities to work together on joint projects -- be they educational, charitable, or social.

Article IV

Membership

Section 1. Members of the WVUSOM SNMA chapter shall be considered Active, Associate, Inactive or Honorary members.

- A. Active Membership shall be granted, upon payment of the SNMA National dues, to any medical student (any student matriculating into a medical school in ultimate pursuit of an MD), resident, or fellow who recognizes the need for the existence of SNMA, and who believes in the ideas, aims, and pursuits upon which it was founded.
- B. Associate Membership shall consist of persons interested in promoting the goals of the SNMA who are associated with health-related fields or the MAPS program. Associate members do not have voting privileges, cannot hold offices, and can be asked to leave meetings during discussion at the discretion of the President.
- C. Inactive Membership shall be defined as a past members who have not paid annual dues and do not participate in WVUSOM SNMA sponsored events or meetings.
- D. Local, Honorary Membership shall be granted, upon recommendation of the Executive Board, to persons having made notable and outstanding contributions to enhance the purpose and objectives of SNMA.
 - a. Current members, who actively participate in WVSOM SNMA sponsored events or meetings, but have not paid national dues also have honorary membership
 - i. As the WVUSOM SNMA Chapter is in its infancy, national dues will not be mandatory for actively participating members, in order to be considered active within our chapter.
 - 1. Although this is our chapter's current policy, active national membership will require payment of the national dues.

Article V

Organization

Section 1. Executive Board.

- A. There shall be an Executive Board.
- B. The Executive Board shall be comprised of the following:
 - i. Voting Members
 - a. The President

- b. The Vice President (or Co-Vice Presidents, including the Executive Vice President as well as the Committee Chair Vice President)
 - c. The Treasurer
 - d. The Secretary
 - e. The Constitution Chair
 - ii. Non-Voting Members
 - a. The MSC Representative(s)
- C. The Executive Board shall be empowered to run the daily business operations of the WVUSOM SNMA Chapter.
 - i. All decisions of any member of the Executive Board shall be subject to approval by the Executive Board.
- D. Accurate minutes shall be kept of the meetings of the Executive Board, by the Secretary.
- E. A quorum of the Executive Board shall consist of two-thirds of its members.
- F. All Members of the Executive Board shall receive at least a one-week notice of Executive Board via email, GroupMe, and/or phone, at which their attendance is required.
- G. All members of the Executive Board shall receive at least a one-week notice of the General Board meeting via email, GroupMe, and/or phone, at which their attendance is required.
- H. A report of the Executive Board's actions of decisions shall be given to the general body. at each chapter meeting, following the Executive Board meeting in which the decision was made.
 - i. The voting membership shall at that time be able to amend, ratify, and/or reject any decisions made by the Executive Board.

Section 2. Committee Board.

- A. There shall be a Committee Board.
- B. The Committee Board shall be comprised of the following Members:
 - i. The Vice-President (voting member)
 - ii. The Education and Mentorship Chair(s)
 - iii. The MAPS Liaison(s)
 - iv. The Community Service Chair(s)
 - v. The Historian
 - vi. The Social Chair(s)
 - vii. The Publicity Chair(s)

- viii. The Grant Writing Chair
- ix. The Political Advocacy Chair
- x. The Fundraising Chair(s)
- xi. The Webmaster
- xii. The Banquet Chair(s)

- C. Accurate minutes shall be kept of the meeting of the Committee Board, by the Historian.
- D. All Members of the Committee Board shall receive at least a one-week notice of meetings of the Committee Board via e-mail, GroupMe, and/or phone, at which their attendance is required.
- E. All members of the Committee Board shall receive at least a one-week notice of the General Board meetings via email, GroupMe, and/or phone, at which their attendance is required.
- F. A report of the Committee Board's actions, or decisions shall be given at each Executive Board meeting following the Committee Board meeting in which the decision was made.
 - i. The Executive Board shall at that time be able to amend, ratify, or reject any decisions made by the Committee Board.

Article VI

Funds

Section 1. Dues

- A. Each Active Member shall be assessed Annual Dues.
 - i. Annual Dues (National), of an amount to be determined by the House of Delegates at the National Convention.
 - (a) National Dues are to be paid by at least two participants of the WVUSOM SNMA Chapter, in order for the chapter to be recognized.
 - i. At this time, it is necessary for all members of the Executive Board to pay their national dues -- if this is not possible due to limiting factors, exceptions will be made on a case by case basis.
- B. The assessment, method of collection, and disposition of Local Dues is at the discretion of the Executive Board of the WVUSOM SNMA Chapter.
 - i. As the WVUSOM SNMA Chapter is in its infancy, local dues will not be mandatory at this time, in order to be considered active within our chapter.

Section 2. Budgets and Disbursements.

- A. Means of raising funds shall be determined on the recommendation of the Treasurer and shall be accountable to the Executive Board.
- B. Disbursements shall be made as provided in the Bylaws, on the basis of Budgets recommended by the Executive Board.
 - i. Budgets shall be allowed for the fulfillment of SNMA Chapter Policy and objectives of the Executive Officers and/or the special standing committees which they chair.
 - a. The Treasurer shall authorize all disbursements.

Article VII

Attainment to the Office of Member of the Executive Board

Section 1. The President, the Vice-President (or Co-Vice Presidents), the Treasurer, the Secretary, the Constitution Chair, and the MSC Representative.

- A. Only Active Members of the WVUSOM SNMA Chapter are eligible for the Offices of the aforementioned positions.
 - i. Eligibility for the Offices of President and Vice President (or Co-Vice Presidents) shall also include one or more years of executive board and/or committee board experience in WVUSOM SNMA.
- B. The election of the aforementioned positions will be held in March at which time all candidates will present to the Executive Board and the General Body a brief speech of their candidacy.
- C. Voting will include only the Active and Honorary Members of the WVUSOM SNMA Chapter.
- D. Voting must be by roll call, voice vote, or by secret ballot, which will be the duty of the Constitution Chair to accurately count and record the results.
- E. A majority vote will determine an election provided that fifty percent (50%) of the Voting Membership plus the Chair are present.
 - i. If no candidate receives the majority vote, as in the case of a tie, a runoff for that position between the top two candidates is required.

Article VIII

Standing and Special Committees

Section 1. The WVUSOM SNMA Chapter shall have the following Standing Committees:

- A. Community Service
- B. Education and Mentorship
- C. Banquet
- D. Grants and Proposals
- E. Social
- F. Fundraising

Section 2. All WVUSOM SNMA Chapter members are eligible to be members of a committee. However, only Active or Honorary Members of the WVUSOM SNMA Chapter are eligible to be Chairpersons of the above-mentioned committees.

- i. The Chairperson of the Education and Mentorship Committee, however, must be an upperclassman.

Section 3. The Standing Committees shall have such powers and responsibilities as provided in Chapter Six of the Bylaws.

Section 4. Special Committees may be created by the Executive Board.

- i. The Chairpersons of such committees shall be filled on a volunteer basis, subject to approval by the Executive Board.

Section 5. All actions of Committees, Standing or Special, shall require review by the President and Co-Presidents, as well as approval by the Executive Board.

Article IX

Amendments

Section 1. Any portion of the WVUSOM SNMA Chapter Constitution and bylaws may be amended

Section 2. An Amendment to the Constitution or Bylaws of the WVUSOM SNMA Chapter goes into effect immediately upon its adoption.

Section 3. Proposed Amendments must be forwarded to the Executive Board.

- i. Such proposals shall then be recorded and reviewed by the Executive Board and sent to all Members of the WVUSOM SNMA Chapter.

Section 4. At the subsequent General Body meeting, the Motion to Amend must be properly recorded in the minutes for the General Body Meeting of that respective month.

Section 5. To vote on an Amendment to the Constitution, a quorum of fifty percent (50%) of the Active and Honorary Members plus the Chair must be present.

- i. For adoption, an Amendment must receive fifty percent (50%) plus one of the votes of the Active Members.

Article X

Impeachment

Section 1. Failure to perform the duties of Office as prescribed in the Constitution and Bylaws or conduct detrimental to the good of the WVUSOM SNMA Chapter shall constitute grounds for impeachment.

Section 2. Impeachment proceedings are in order upon submission of a petition by any Member of the WVUSOM SNMA General Body, Executive Board, and/or Committee Board.

Article XI

Resolutions

Section 1. Definition of a Resolution.

- A resolution is the vehicle through which the General Body or the Executive Board establishes WVUSOM SNMA Chapter policies and regulations.

Section 2. Proposed Resolutions

- A. Proposed resolutions may only be submitted by Active (and Honorary) Members of the WVUSOM SNMA Chapter.
- B. Proposed resolutions may be submitted at any time to the Executive Board, who will be instrumental in thorough evaluation of said resolution.
- C. To be considered:
 - i. Proposed resolutions should be submitted to the Executive Board.
 - a. Such proposals shall then be recorded and reviewed by the Executive Board and then sent to all Members of the WVUSOM SNMA Chapter.
 - ii. To vote for a resolution, a quorum of no less than fifty percent (50%) of the Voting Members plus the Chair must be present.
 - a. For adoption of a resolution, it must receive at least fifty percent (50%) plus one of the votes cast by the present Voting Members.

Article XII

Finances

Section 1. General.

- The purpose of this section is to delineate to the membership and any entity doing business with the WVUSOM SNMA Chapter, that no funds shall be expended, encumbered, or otherwise disbursed by the WVUSOM SNMA Chapter other than in accordance with the procedure for the authorization of expenditures or investments in this Constitution.

Section 2. Budget Process and Timetable.

- All budgets and proposals shall be submitted to the Treasurer no later than one month prior to the proposed use of any such funds or services.

Section 3. Budgetary Authority.

- All such proposals shall be submitted and reviewed by the Executive Board.
 - The Executive Board has the discretion to approve, reject, or amend any such proposals.

Section 4. Contracts.

- All entities providing services or funding accepted by the WVUSOM SNMA Chapter shall hold with the Chapter, a contract specifying the parameters of the agreed service or funding.

Section 5. Statement of Dissolution

- Should the WVUSOM SNMA Chapter be dissolved or disbanded at any time, no moneys, assets, or other holdings will be disbursed, given, forwarded, or entitled to any individual, regardless of relationship, unless it is in accordance with the law.

Student National Medical Association
The West Virginia University School of Medicine – Morgantown Chapter

BYLAWS

Chapter 1

Membership

A. Active Membership

- Member in good standing in the WVUSOM SNMA Chapter, who is entitled by the Treasurer to the Membership and Credentials Committee for Membership in the National Chapter of SNMA, on the basis of qualifications set forth in Article IV of the Constitution, shall become an Active Member of the National SNMA Chapter upon submission of prescribed application form to the National Office, approval of said form by the Executive Committee, receipt of the National Dues by the National Office, and receipt of the Local Dues by the Executive Board.
 - As the WVUSOM SNMA Chapter is in its infancy, national dues will not be mandatory for all actively participating members (except the Executive Board members), in order to be considered active within our chapter.
 - Although this is our chapter's current policy, active national membership will require payment of the national dues.

B. Associate Membership

- Associate Membership shall consist of persons interested in promoting the goals of the SNMA who are associated with health-related fields or the MAPS program.

C. Inactive Membership

- Inactive Membership shall be defined as past or current members who have not paid annual dues and do not participate in WVUSOM SNMA sponsored events or meetings.
 - As the WVUSOM SNMA Chapter is in its infancy, national dues will not be mandatory for actively participating members, in order to be considered active within our chapter.
 - Although this is our chapter's current policy, active national membership will require payment of the national dues.

D. Local Honorary Membership

- Individuals who have made notable and outstanding contributions to enhance the purpose and objectives of the WVUSOM SNMA Chapter may be elected to receive Honorary Membership by the General Body or the Executive Board.
 - Recommendations may be made with justifications, in support of the nominees of their choice.
 - Current members who have not paid national dues also have honorary membership.

E. Rights of Membership

- Active Members have the right nationally:
 - i. To attend the open discussion of the House of Delegates
 - ii. To take part in the discussions of the open sessions
 - iii. To hold a national office
 - iv. To serve as Delegates to the National Convention

- a. These individuals have the right to attend closed, as well as executive sessions and vote at all meetings of the House of Delegates.
 - v. To vote at all meetings of the General Body
- o Other memberships comprise the right:
 - i. To attend all WVUSOM SNMA Chapter General Body meetings
 - ii. To take part in the discussions of the meetings
 - iii. To hold office upon payment of national dues and attendance of four chapter meetings (or under special considerations to be deemed appropriate by the Executive Board)
 - a. Individuals serving as chairpersons of the committees are not required at this time to pay the national dues in order to hold their position.

Chapter 2

Dues

- A. Annual Local Dues shall be paid by active members in amounts recommended and approved by the Executive Board.
 - a These dues, as the Chapter is in its infancy, will be not collected at this time.
 - i The Treasurer shall be charged with the collection of said dues.
- B. Honorary Members shall not pay dues to the WVUSOM SNMA Chapter at this time.

Chapter 3

Executive Board Meetings

- A. The meetings of the Executive Board shall include all elected voting members of the Executive Board as provided in Article V, Section 1-B of the WVUSOM SNMA Chapter Constitution.
- B. The Executive Board may meet in open or closed sessions.
 - Only those Active Members, who have paid the national dues, of the WVUSOM SNMA Chapter and have been elected by the Active (and Honorary) Members of the General Body shall be considered as Members of the Executive Board and entitled to:
 - a. Attend closed sessions of the Executive Board.
 - b. Engage in debate in closed sessions
 - c. Cast ballots on matters or business before the Executive Board.
- C. The Executive Board shall establish WVUSOM SNMA Chapter policies and regulations and shall determine allocation of chapter funds.

D. Adjournment Procedure.

- i. No motion to adjourn shall be in order unless the Executive Board- certifying that a quorum of two-thirds of the Voting Members of the Executive Board are present at the meeting- has verified, made part of the permanent record, signed, and announced the results of the various motions pertaining to Constitutional amendments and resolutions, as well as ensuring that each ratified Amendment and accepted resolution has obtained fifty percent of the votes.

Chapter 4

Rights and Duties of the Executive Board

- A. The Executive Board shall comprise the supreme judicial and policy-making body of the WVUSOM SNMA Chapter as provided for in Article V, Section 1 of the WVUSOM SNMA Chapter Constitution.
 - i. The Executive Board shall serve a period beginning at time of the election to office through the next academic year's elections.
 - ii. The Executive Board shall, during their first regularly scheduled General Body Meeting of the Fall Academic Semester, allow open elections for any Executive Board or Committee position that remains open subsequent to the previous academic year.
- B. The Executive Board shall recommend amendments to the local Constitution and Bylaws.
- C. The Executive Board shall be in charge of the property and financial affairs of the WVUSOM SNMA Chapter.
- D. The Executive Board shall approve the time and place of the Annual Banquet and Ceremonies, which are subject to the opinions of the chapter members and on the recommendation of the Banquet/Social Committees.
- E. Conduct of Business:
 - i. A quorum necessary for the conduction of any meeting of the Executive Board, in which conduct of official chapter policy is to be decided, shall consist of at least two-thirds (2/3) of Members of the Executive Board including:
 - a. The President, Executive Vice President, and appointed positions, inclusive of the Chapter 5 Bylaws.
 - b. The Committee Board Vice President.
 - ii. Meetings

- a. There shall be at least one regular Executive Board Meeting prior to the date of the General Body meeting.
- b. The Executive Board shall meet in open or closed sessions.
 - i. Open Sessions may be attended by any active and/or honorary member of the WVUSOM SNMA Chapter.
 - ii. Closed Sessions may be attended only by the Executive Board members and invited persons.
- c. The members of the Executive Board shall attend all regular meetings of the Executive Board.
- d. If a Member of the Executive Board shall find it impossible to attend a meeting, he/she must notify the President and Executive Board Vice President, at least one full day prior to the meeting and submit a written report a day prior if available.
- e. Special meetings can be called at any time by any member of the Executive Board.
- a. Executive Board Members and WVUSOM SNMA Chapter Members, who are required for attendance of special meetings, must be notified of such meetings by email, GroupMe, and/or phone, seven days prior to the meeting.
- b. The location or method for conducting a special meeting shall be determined by a polling of the Members who will be in attendance.

Chapter 5

Rights and Duties of the Officers of the Executive Board

A. The Rights and Duties of the President shall include:

- 1. The authority to act, with consent of the Executive Board and General Body members, in the name of the WVUSOM SNMA Chapter in all matters of record, expressed or implied, in the Constitution and Bylaws of the WVUSOM SNMA Chapter.
- 2. The responsibility to serve as Chairperson of the Executive Board and General Body, and therefore, has the responsibility to set the agenda at these meetings, alongside the Executive Board and Committee Board Vice President.
- 3. The responsibility to set and secure regular meeting times as well as locations to hold said meetings of the General Body.

4. The responsibility to invite guest speakers and health professionals to present topics of interest at general body meetings to chapter members, medical students, and prospective health care professionals.
5. The responsibility to serve as liaisons between the WVUSOM SNMA Chapter and the following organizations/institutions:
 - a. The Regional and National Bodies of the SNMA.
 - b. West Virginia University
 - c. The remaining SNMA Chapters at WVU campuses.
6. The responsibility to communicate all directives/decisions of the Executive Board to the General Body.
7. The responsibility of presenting the recipient(s) of the SNMA annual scholarship(s).
 - a. The Executive Board will assist in deciding on the recipient of the scholarship alongside the President.
8. The responsibility of ensuring the maintenance of the president's notebook, which shall include the following information: minutes, correspondence, and any computer disk, CD, flash drive, etc., which contains information pertinent to the duties of this position (including printed copies of the information).
9. The responsibility of preparing and presenting an Annual Report of both the Executive Board's and the WVUSOM SNMA Chapter's activities, which will be presented at the last General Body Meeting of the Academic Year.

B. The Rights and Duties of the Executive Vice President shall include:

1. The responsibility to assume the duties of the President, in their absence.
2. The responsibility to preside over General Body Meeting
 - a. This includes, but is not limited to:
 - The responsibility to convene and adjourn all meetings, regular or special.
 - Suspend and/or postpone further consideration of subject matter
 - Introduce new business, as defined in the meeting agenda
 - Introduce reconsiderations of suspended, postponed, or previously disposed subject matter.
3. The responsibility to invite guest speakers and/or health professionals to present topics of interest at Founders Day to Chapter members, medical students, and prospective health care professionals.

4. The responsibility to set the agenda for the meetings of the General Body, alongside the president.
5. The responsibility to plan and coordinate, in conjunction with the WVU Office of Diversity, celebratory, promotional, and/or informational activities and events during all months that recognize either a day or month of celebration of a minority group.
 - This will include, but is not limited to American history, as well as past/present relationships within the US healthcare system
6. The responsibility of ensuring the maintenance of the vice president's notebook, which shall include the following information: minutes, correspondence, and any computer disk, CD, flash drive, etc., which contains information pertinent to the duties of this position (including printed copies of the information).

C. The Rights and Duties of the Treasurer shall include:

1. The responsibility to manage all funds, which shall include the following duties:
 - a. The responsibility of preparing an annual budget.
 - b. The responsibility of preparing, and subsequent mailing of quarterly reports for the National Office of SNMA, to the SNMA regional treasurer.
 - c. Enforce the payment of national dues by local membership, if applicable, under the discretion of the executive board.
 - d. Maintain a list of all dues paid by active members
2. The responsibility of reporting the chapter's revenues, expenses, forward balance, and the balance of the previous month, at Executive Board and WVUSOM SNMA Chapter meetings.

D. The Rights and Duties of the Secretary shall include:

1. The responsibility of keeping an accurate record of the WVUSOM SNMA Chapter membership.
2. The responsibility of keeping an accurate record of attendance of both the Executive Board and General Body meetings.
3. The responsibility of keeping an updated and accurate record of minutes of both the Executive Board and General Body meetings.
 - If the Committee Board meets separately from either of these meetings, it will be the responsibility of the Historian (of the Committee Board) to accurately record the minutes of said meeting, then relay this information to the Secretary.

4. The responsibility to email the highlights of the General Body meeting, within one week of said meeting, to all WVUSOM SNMA Chapter members
5. Distribute an electronic document of all calendar events to WVUSOM SNMA Chapter members.
6. Distribute an electronic document containing an address list of all SNMA members to the WVUSOM SNMA Chapter members.
7. Acknowledge at every General Body meeting, the birthdays of WVUSOM SNMA Chapter members that occur within the month of the meeting.
8. The responsibility of ensuring the maintenance of the secretary's notebook (in hard copy and/or digital form), which shall include the following information: minutes, correspondence, and any computer disk, CD, etc, which contains information pertinent to the duties of this position (including printed copies of the information on the computer disk, CD, etc).
9. The responsibility of maintaining all correspondence to and on behalf of the WVUSOM SNMA Chapter.

E. The Rights and Duties of the Constitution Chair shall include the responsibility:

1. To develop and update the Constitution and Bylaws for the WVUSOM SNMA Chapter.
2. To be charged with the interpretation and enforcement of the constitution and Bylaws of the WVUSOM SNMA Chapter and consequently, to advise all WVUSOM SNMA Chapter members when a proposal, plan, or agenda action item may potentially conflict with the guidelines imposed by the National or Chapter Constitution or Bylaws.
3. To be knowledgeable of Roberts Rules of Order, as specified by the Executive Board.
4. To set and adhere to the agenda for the Executive Board Meetings, alongside the Executive Board Vice President and President.
5. To preside over Executive Board Meetings, which includes the following responsibilities, but is not limited to:

- a. The responsibility to convene and adjourn all meetings, regular or special.
 - b. Suspend and/or postpone further consideration of subject matter
 - c. Introduce new business, as defined in the meeting agenda
 - d. Introduce reconsiderations of suspended, postponed, or previously disposed subject matter.
 - 6. To keep the chapter aware of changes in the National Constitution and Bylaws
 - 7. To chair impeachment proceedings as provided for in Chapter 8 of the Bylaws
 - 8. To chair election proceedings, which shall include the following:
 - a. The opening and closing of nominations.
 - b. The printing, distributing, collection, and counting of ballots.
 - c. The announcement of results of the election
- F. The Rights and Duties of the MSC Representative(s) shall include the responsibility:
- 1. To attend and voice WVUSOM SNMA Chapter concerns at various medical school curriculum and university committee meetings.
 - 2. To report at Executive Board and General Body meetings the issues presented and discussed at university committee meetings.
 - 3. To foster relationships between the WVUSOM SNMA Chapter and other WVU organizations.

Chapter 6

Rights and Duties of the Committee Board

- A. The Committee Board shall be comprised of the Standing and Special Committees as provided for in Article V, Section 2 of the Constitution.
- B. The Committee Board shall serve a period beginning at time of the election to office through the next academic year's elections.
- C. Meetings
 - i. The Committee Board shall meet in open or closed sessions.
 - a. Open Sessions may be attended by any Active (or Honorary) Member of the WVUSOM SNMA Chapter.

- b. Closed Sessions may be attended only by the Committee Board Members, Executive Board Members and invited persons.
 - ii. Any member of the Committee Board can call special meetings at any time.
 - a. Committee Board Members and WVUSOM SNMA Chapter Members, required for attendance of special meetings, must be notified of such meetings by email, GroupMe, and/or phone, seven days prior to the meeting
 - b. The location or method for conducting a special meeting shall be determined by a polling of the members who will be in attendance

Chapter 7

Rights and Duties of the Members of the Committee Board

- A. Committee Chairpersons have the responsibility to serve as Chairperson of their respective Committees, as specified for in Article VIII of the Constitution, which shall include the following duties:
 - i. The responsibility to convene and adjourn all meetings, regular or special, of the Committee and set the agenda at these meetings.
 - ii. The responsibility to set and secure regular meeting times, as well as locations of said meetings for the respective Committee.
 - iii. The responsibility to serve as liaison between the Committee and the Committee Board.
 - iv. The responsibility to communicate all directives/decisions of the Committee to the Committee Board.
 - v. The responsibility to schedule and implement respective Committee activities, as well as the responsibility
 - vi. For posting signs with the date, time, and place for all Committee activities.
 - vii. The responsibility of ensuring the maintenance of the personal committee chair's notebook, which shall include the following information: minutes, correspondence, and any computer disk, CD, flash drive, etc. which contains information pertinent to the duties of this position (including printed copies of the information).

- viii. The responsibility of submitting to the Committee Board Vice President, a written activity log within two weeks following each SNMA event/activity, which shall document the details from each event/activity.
- ix. The responsibility of having prepared an Annual Report of the Committee's activities to be presented to the Committee Board Vice-President, before the last Committee Board meeting of the Academic Year.

B. The Rights and Duties of the Committee Board Vice-President shall include:

- 1. The responsibility to serve as the Chairperson of the Committee Board, which shall include the following duties:
 - i The responsibility to convene and adjourn all meetings, regular or special, of the Committee Board and to set the agenda at these meetings, alongside the President.
 - ii The responsibility to set and secure regular meeting times as well as locations to hold said meetings of the Committee Board.
 - iii The responsibility to serve as liaisons between the Committee Board and the Executive Board.
 - iv The responsibility to communicate all directives/decisions of the Committee Board to the Executive Board.
 - v The responsibility of collecting a written activity log from each SNMA committee chair, within two weeks following an SNMA event/activity.
- 2. The responsibility of ensuring the maintenance of the vice president's notebook, which shall include the following information: minutes, correspondence, and any computer disk, CD, flash drive, etc., which contains information pertinent to the duties of this position (including printed copies of the information).
- 3. The responsibility of preparing and presenting an Annual Report of the Committee Board, including all of the committees, which will be presented at the last General Body Meeting of the Academic Year.

C. The Rights and Duties of the Education and Mentorship Chair(s) shall include the responsibility:

- 1. To serve as Chairperson(s) of the Education Committee.
- 2. To oversee the operations of SNMA's Doctor's Mentorship Network (DMN) and match current medical students with appropriate mentors.
- 3. To prepare programming to meet all national education protocols.

4. To announce information and deadlines for upcoming educational opportunities and scholarships at General Body Meetings
5. To organize educational materials to supplement Peer Assisted Learning Service (PALS) tutorials.
6. To prepare and update SNMA Sole website, M1/M2 survival packets and SNMA Hard Drive.
7. To prepare mock practicals for M1 Histology, Anatomy, and Neuroanatomy courses.
 - i. Chair will be responsible for communicating with the MS1 Academic Council in order to coordinate the preparation of said practicals.
 - x. The responsibility of submitting to the Committee Board Vice President, a written activity log within two weeks following each SNMA event/activity, which shall document the details from each event/activity.
 - xi. Submit a written report to the Committee Board Vice President at least seven days prior to each Executive Board Meeting.

D. The Rights and Duties of the MAPS Liaison shall include the responsibility:

1. To facilitate communication with WVU and local undergraduate campus pre-medical organizations.
2. To devise ways in which SNMA can help provide support to undergraduate students interested in the medical field
3. To conduct at least two (2) cross-campus activities per semester.
4. To create programs that will help students successfully matriculate into the College of Medicine.
5. The responsibility of submitting to the Committee Board Vice President, a written activity log within two weeks following each SNMA event/activity, which shall document the details from each event/activity.
6. Submit a written report to the Committee Board Vice President at least seven days prior to each Executive Board Meeting.

E. The Rights and Duties of the Community Service Chair(s) shall include the responsibility:

1. To serve as Chairperson(s) of the Community Service Committee.
2. To organize SNMA Health Fairs
3. To organize and implement one major, ongoing community service project per academic year.
4. To organize and implement at least one additional minor community service event per semester.
5. The responsibility of submitting to the Committee Board Vice President, a written activity log within two weeks following each SNMA event/activity, which shall document the details from each event/activity.
6. Submit a written report to the Committee Board Vice President at least seven days prior to each Executive Board Meeting.

F. The Rights and Duties of the Banquet Chair(s) shall include the responsibility:

1. To serve as Chairperson(s) of the Banquet Committee.
2. To determine the date, time, and place of annual banquet.
3. To organize ticket and ad sales for the banquet.
4. The responsibility of submitting to the Committee Board Vice President, a written activity log regarding the details of the Annual Banquet, as they are determined by the Banquet Committee.
5. Submit a written report to the Committee Board Vice President at least seven days prior to each Executive Board Meeting.

G. The Rights and Duties of the Social Chair(s) shall include the responsibility:

1. To serve as Chairperson(s) of the Social Committee.
2. To plan and organize SNMA Annual Wine and Cheese and/or SNMA Annual Tea and “Biscuits”.
3. To organize and implement at least one interactive social event per semester.

4. The responsibility of submitting to the Committee Board Vice President, a written activity log within two weeks following each SNMA event/activity, which shall document the details from each event/activity.
5. Submit a written report to the Committee Board Vice President at least seven days prior to each Executive Board Meeting.

H. The rights and Duties of the Fundraising Chairs shall include the responsibility:

1. To serve as Chairpersons of the Fundraising committee.
2. To devise innovative methods to generate revenue for the WVUSOM SNMA Chapter
3. To plan SNMA Soul Food Fest.
4. To plan for the tentative SNMA Annual Service Auction, which will be discussed throughout the year, as to what this event will entail.
5. To assist the Social Chairs with Wine and Cheese and/or “Tea and Biscuits.”
6. The responsibility of submitting to the Committee Board Vice President, a written activity log within two weeks following each SNMA event/activity, which shall document the details from each event/activity.
7. Submit a written report to the Committee Board Vice President at least seven (7) days prior to each Executive Board Meeting.

I. The Rights and Duties of the Historian Shall include the responsibility:

1. To be knowledgeable regarding SNMA history locally and nationally.
2. To take pictures at all SNMA events.
3. Submit pictures to the Webmaster and Publicity Chair.
4. To submit each semester, an article to the National SNMA newsletter, which describes the programs that the WVUSOM SNMA Chapter has completed and/or is planning to do.

5. To prepare HPREP and/or community service displays for the SNMA National Conference.
 6. The responsibility of keeping an updated and accurate record of minutes of Committee Board meetings.
- J. The Rights and Duties of the Publicity Chair shall include the responsibility:
1. To publicize SNMA meetings and programs through signage and/or social media.
 2. To create and distribute signs and/or forward emails with the date, time, and place of all General Body meetings, at least 7 days prior to said meeting in all public areas and appropriate listservs.
- K. The Rights and Duties of the Grant Writing Chair shall include the responsibility:
1. Grant Writing:
 - i. Research grants using external and internal resources that will help support SNMA's mission to provide care and support to those in underserved populations.
 - ii. Research external and internal resources that will help fund student trips to local, regional, and national conferences.
- L. The Rights and Duties of Political Advocacy Chair shall include the responsibility:
1. To keep the chapter knowledgeable on any political issues that affect medical students and future practitioners by relaying those details at the General Body meeting.
- M. The Rights and Duties of the Webmaster shall include the responsibility:
1. To develop and/or maintain an official WVUSOM SNMA Chapter website for dissemination of announcements, photographs, calendar events, and promotional activities.

Chapter 8

Impeachment

- A. Impeachment proceedings are in order and may be initiated as defined in Article X of the Constitution.

- B. Petitions for Impeachment must be in writing and state the specific charges upon which the petition is based.
- C. Petitions for Impeachment must be submitted to the members of the Executive Board who shall:
 - i. Within five days, notify the Accused of receipt of the petition for Impeachment.
 - ii. Within five days, notify the Petitioner of receipt of the petition for Impeachment.
- D. Impeachment proceedings are initiated as the first order of business at the next Executive Board meeting, at least thirty days after the original receipt of the petition for the Impeachment by the Executive Board.
- E. The Executive Board shall, on receipt of the reply of the accused (if any), may either:
 - i. Move for dismissal of the charges.
 - ii. Order a hearing of the charges, which is open to all active members of the WVUSOM SNMA Chapter.
- F. Hearing of the charges shall:
 - i. Be initiated by majority vote of the Executive Board.
 - ii. Be moderated by the Constitution Chair or by the President of the Executive Board, if it is the Constitution Chair being impeached.
 - iii. Be heard before a panel of nine active members of the WVUSOM SNMA Chapter, who shall sit in the capacity of jury.
- G. The findings of the Hearing Panel shall be final, and binding upon all parties and:
 - i. The Panel must reach a finding of guilty by a two-thirds vote of its members.
 - ii. The Panel shall deliver its findings orally, at the time of the Hearing and shall forward copies of its findings to the Accused and the Executive Board within ten days of the hearing.
- H. Presidents are subject to removal from office by and under the above procedures, or by a three-fourths majority vote of the WVUSOM SNMA Chapter Active members.

- I. Chairpersons of Standing Committees, or other appointees, may be removed by a majority vote of the members of the Executive Board.

Chapter 9

Governing Rules

For the daily operations of the WUVSOM SNMA Chapter, all items not accounted for in the Constitution and Bylaws shall be referred to in Robert's Rules of Order.

- All members of the WVUSOM SNMA Chapter (Active or Honorary) are responsible for being familiar with Robert Rules of Order, which will be the guiding principle for all meetings, including Executive Board, Committee Board, and General Body.

SNMA Leaders for 2020/2021 Academic Year

i. Voting Members

1. The President – Uchenna Okakpu – upo0001@mix.wvu.edu
2. The Vice President – Laura Hernandez - lrh0024@mix.wvu.edu
3. The Treasurer – Perla Jimenez - pmj00001@mix.wvu.edu
4. The Secretary – Matthew Trotta - mrt00010@mix.wvu.edu
5. The Constitution Chair - Olivia Lohman - ol0008@mix.wvu.edu

ii. Non-Voting Members

The Medical School Curriculum (MSC) Representatives:

Imani Major (M1) (for new curriculum)

Lilian Gracia (M2) (for old curriculum)

The Committee Board is comprised of the following Members:

1. The Vice-President – Elizabeth Williams* (Voting member) - ecw0021@mix.wvu.edu
2. The Education and Mentorship Chair(s) – Lindsey Robinson
3. The MAPS Liaison – Killian Coyne
4. The Community Service Chair(s) – Aryana Jones
5. The Historian – Matthew Trotta
6. The Social Chair(s) – Aidan Flanagan
7. The Grant Writing Chair – Dylan Anderson
8. The Political Advocacy Chair – Olivia Lohman
9. The Fundraising Chair(s) – Aayushi Argawal
10. The Webmaster and Publicity Chair – Josh Ricket
11. The Banquet Chair(s) – Ololade Okunlola

Faculty Advisers:

1. Dr. Kerri Woodberry
2. Dr. Wallis Marsh