

Article I. Association of Pre-Medical Students

This Club will be known as the Association of Pre-Medical Students.

Article II. Purpose of Club

The goal of the Association of Pre-Medical Students is to educate University at Buffalo undergraduates who have the ambitions of attending medical school about the healthcare field and the pre-medical journey. As resources allow, we provide this through our shadowing program, medical student mentoring program, guest speakers, and many events throughout the year.

Article III. Qualification of Membership

Section 1:

Any undergraduate student of the University at Buffalo may become a member of the club. This club honors the Student Association full participation policy of undergraduate students.

Section 2:

A. Voting Member

1. Only undergraduate University at Buffalo Students may be voting members of the club.
2. In order to become a voting member one must attend at least:
 - i. One (1) general body meeting so long as attendance is recorded. Club events do not contribute to voting membership. Volunteer activities do not contribute to voting membership.

B. Non-Voting Member

1. Any undergraduate and graduate University at Buffalo Students and faculty members may be non-voting members of the club.
2. In order to become a non-voting member one must attend at least one (1):
 - i. Any club meeting, event, or community service activity so long as the attendance is recorded.

Article IV. Officers

Section 1:

Only full-time undergraduate University at Buffalo students may be an officer of the club. **All officers must be in academic good standing according to the University at Buffalo to be come and stay officers of this club.**

Section 2:

A. President

1. Be the chief executive of the Club
2. Call as well as preside over meetings of the Club
3. Serve as the liaison between the Club and the SA administrative offices
4. Call special meetings of the Club
5. Take care that this constitution and the laws of the student body are faithfully executed
6. Perform any administrative power or duty not provided for in this constitution

B. Vice President

1. Exercise presidential office upon absence
2. Assume presidential office upon vacancy
3. Assist with club website
4. Maintain official club email
5. Assist Treasurer and President in sbi tickets or fundraisers as needed

C. Treasurer

1. Keep complete and accurate account of the Club's funds
2. Put in requests for use of Club funds
3. Prepare the annual budget request packet with the President
4. Report to the President on all relevant financial matters

D. Secretary

1. Take minutes at Club meetings
2. Maintain complete and accurate records of all Club meetings
3. Report to the President
4. Manage listserv and club notifications sent through it, and UBLinked

E. Chief Shadowing Coordinator

1. Coordinate shadowing for members for all specialties except ER
 - a. Must coordinate with both the students and the physicians/physicians' secretaries
2. Keeps records of the shadowing
3. Works to expand/improve the shadowing program
4. Works with President, Vice President and Emergency Department
5. Shadowing Coordinator to assign duties for new shadowing programs.

F. Emergency Department Shadowing Coordinator

1. Coordinates emergency room shadowing at ECMC
2. Keeps records of the shadowing
3. Works to expand/improve the shadowing program
4. Works with President, Vice President and Chief Shadowing Coordinator to assign duties for new shadowing programs.

G. Public Relations Coordinator

1. Advertises for the club
 - a. Designs flyers, banners, etc.
 - b. Coordinates officers to pass out flyers and chalk-board for upcoming events
2. Helps design club apparel
3. Coordinates with website designee officer
4. Acts as social media designee and coordinates social media presence
5. Help with meeting with other clubs
6. Table for events along with other officers

H. Volunteer Coordinator

1. Coordinate volunteering events
2. Organize community service events
3. Email club members on volunteering opportunities
4. Report to President on new volunteering opportunities

Article V. Government

Section 1: Meetings

3. There are two types of meetings:
 - a. General membership meeting (General Body meeting)
 - b. Special meetings
3. General membership meetings:
 - a. Inform members of upcoming events and changes in the club
 - b. Must occur at least once a month
3. Special meetings
 - a. Include but not limited to amendment changes, vacant officer positions, impeachment hearings, re-elections, and/or elections
3. Quorum for special meetings must be fifty percent of voting membership
 - a. Quorum must be met for all special meetings

Section 2: Elections

1. Only voting members of the Club may be allowed to nominate, run for office, and vote in the Club election.
2. Officer elections MUST take place before the last day of classes of the spring semester of that year.
 - a. In the event an election is taken place after the last day of classes of the spring semester, the officers who were elected will remain as the officers for the summer, however, a new election must take place by the first of October of the upcoming fall semester.
3. A nomination period is to the discretion of the presently elected executive board.
 - a. Candidates may be nominated for multiple positions, but only be an officer of one position.
4. The election will preside in this order:
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
 - e. Chief Shadowing Coordinator
 - f. Emergency Department Shadowing Coordinator

- g. Public Relations Coordinator
 - h. Volunteer Coordinator
5. The candidate will be elected based on most votes received. Therefore there will be no run-off votes.
 6. The newly elected E-board will take office no later than the last day of classes of the spring semester of that year.
 - a. This exact date must lie between the first day of April and the last day of classes of the spring semester, and will be decided by the current E-Board
 - b. In the event a special election is called (such as a position vacancy), following SA guidelines, the remaining E-Board will establish an election in a timely manner.

Section 3: Impeachment/Removal Process

1. Grounds for removal of an officer are as follows:
 - a. Violation of the Undergraduate Student Association (SA) policies
 - b. Violation of the rules and regulation set forth in the current University student rules and regulations
 - c. Failure to perform the duties of the office as set forth in the constitution and bylaws of the Club
 - d. Failure to uphold the provisions of this constitution and bylaws
2. The procedure to call for removal are as follows:
 - a. The Club must notify their Council Coordinator as well as the Student Association Elections and Credential Chair.
 - b. A petition with at least twenty percent of the clubs voting membership signatures must be submitted to an executive board officer
 - c. The officer will call a special meeting, which will occur one week after the petition has been submitted.
 - d. At this meeting the charges against the offending officer will be presented, as well the offending officer will present their defense either in person or in writing.
 - e. At the same meeting, the voting membership with a two-thirds (2/3) majority vote shall decide the removal of the offending officer.
 - f. If the offending officer is removed the guidelines in this constitution under officer vacancy are to be followed.
 - g. All documentation regarding the removal of the offending officer must be submitted to the Student Association administration for further review.

Section 4: Resignation/Vacancy of Office

1. In the event an officer wishes to resign:
 - a. The resigning officer must inform the current executive board
 - b. The resigning officer must inform the Student Association administration so that officer information can be updated

2. In the event an officer position becomes vacant:
 - a. If the President position becomes vacant, the Vice-President shall fill such vacancy.
 - b. If the Vice-President, Treasurer, and/or Secretary position become vacant two options can be followed:
 - I. A special election will be called. The special election will follow the exact guidelines of Section 2: Elections

 - OR

 - II. The President may appoint the new officer with the approval of the voting membership.

1. The nomination process will be as follows:
 - a. The President appointment must be a voting member of the Club.
 - b. The President will call a special meeting within a week of the announcement of the appointment. Quorum must be met.
 - c. The appointed position must gain at least fifty percent of the voting membership's approval.
 - d. Upon approval the appointed position will be effective immediately.
 - e. Upon disapproval the guidelines for a special election will be followed.

Article VI. Amendments

- A. Any voting member may propose an amendment to the Club Constitution.
- B. An amendment can be voted on after one week it has been presented.
- C. A two-thirds vote must be gained for the amendment to be passed
- D. The amendment will put into effect during the beginning of the next academic semester.
- E. Amendments to this constitution and by-laws may not violate any Student Association, University at Buffalo, Student Mandatory Activity Fee Guidelines, New York State, or Federal rules, regulations, or laws.
- F. Once passed amendments and an updated constitution must be turned into the Student Association Office and the Council Coordinator for review and approval.
- G. Amendments