

**MINORITY ASSOCIATION OF PRE-MEDICAL STUDENTS**  
**OFFICIAL BYLAWS OF THE**  
**UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY – SCHOOL OF OSTEOPATHIC**  
**MEDICINE**  
(Created April 2006)

**ITEM I: MEMBERSHIP**

Membership in the University of Medicine and Dentistry of New Jersey – School of Osteopathic Medicine Chapter of the Minority Association of Pre-Medical Students hereby referred to as MAPS-SNMA/SOM, will be defined as a dues paid member of the national as well as local organization.

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**ITEM II: DUES**

- A. Each new student interested in becoming a member of the organization will have the option of completing a Student national membership application and submit it with its appropriate financial obligation to the national office. Upon receiving a valid membership number.
- B. The dues shall be five dollars with the ability to increase, which will cover membership for a period of 1 year. Money should be submitted to the Chapter Treasurer.
- C. Dues must be paid by appointed deadline. This due date shall be recognized without exception.

**ITEM III: CHAPTER OFFICERS AND DUTIES**

**PRESIDENT**

**1. LOCAL**

- Shall serve a term of one-year being elected during the spring semester prior.
- Shall represent the chapter by attending all regional meetings.
- Is considered directly responsible for asserting, cultivating and continuing to develop the mission of the MAPS throughout Triad Area.
- Shall establish contacts and facilitate relationships with other professional school organizations and the administration of SNMA.
- Responsible for organizing chapter meetings and preparing the meeting agenda.
- Familiarize self with the national, regional and chapter constitution and bylaws.
- Shall keep the chapter abreast of changes in the SNMA on the Regional and National level.
- Shall prepare and make available to all chapter members a report of all past, present and future

**VICE PRESIDENT**

**2. LOCAL**

- Assist the President in completing local duties. Preside in the absence of the President.
- Oversee chapter committees and protocols.
- Coordinate membership roster with the Treasurer.

**3. TREASURER**

**LOCAL**

- Maintained the integrity of the chapter bank account and tax identification number.
- Maintain organization and familiarization with monthly financial statements from the bank. Account statements should be updated and maintained in a fashion that will facilitate comprehensible passage to the next Treasurer.
- Physically contact the bank to verify the mailing address and update the account signature card.
- Sign and distribute checks in accordance with Section 4, “Bank Account Transactions.”
- Prepare and maintain a balanced budget for the chapter. The budget for chapter projects should be approved by each of the executive officers prior to the issuance of checks.
- Maintain an adequate supply of checks and deposit slips for the chapter account. Chapter checks must have two separate signature lines.
- Develop and implement a strategy for fundraising and solicitation of funds from the community and local businesses.
- Collect chapter dues.

- Prepare a financial report to present at chapter meetings once each semester. The report should include an updated budget and a summary of account activity since the last report.

#### BANK ACCOUNT TRANSACTIONS

- All checks should be signed by the Chapter President and Treasurer. In the case of extenuating circumstances, the second endorser may be the Chapter Secretary or Vice-President provided the executive officers approve of the expense.
- A Request for Funds Form must be submitted to the Treasurer in a timely manner and maintained on file with the receipts for all account transactions.
- Expenses that are within the constraints of the approved chapter budget only require authorization from the Treasurer prior to issuance of a check. However, all expenses that exceed the limitations or fall outside of the scope of the direct line items in the budget must receive prior approval from the President **and** Treasurer.

#### SECRETARY

##### 4. LOCAL

- Maintain an accurate record of each chapter members' attendance at meetings and other activities. Give an attendance report at each meeting.
- Be present to record minutes at ALL chapter general body meetings
- Chapter minutes should be read in meetings and maintained on the chapter website so that members in the future will have a reference of chapter activities.
- Maintain a chapter scrapbook with achievements, photos and other interesting paraphernalia regarding chapter members.
- Create a chapter phone, address and e-mail list to disseminate to members of the chapter.
- Maintain a file of all chapter correspondence.  
Inform members of all chapter meetings and activities.

#### COMMUNITY SERVICE CHAIR

##### 5. LOCAL

- Organize and coordinate community service events
- Provide direction and oversight for all MAPS community service related events.
- Prioritize and allocate resources from UMDNJ-SOM, GSBS, and surrounding organizations and institutions
- Monitor and evaluate program events and make recommendations for program improvement.
- Serve as the point of contact for organized community service related events
- Report directly to MAPS leaders and SNMA leaders
- Maintain records and contacts of all community service events

#### ITEM IV: ELECTIONS

- A. Elections shall be held in the spring of the outgoing academic year no later than four weeks prior to the end of the semester.
- B. A 2/3 majority of the membership must be present for elections to take place.
- C. Any financial member can be nominated and must accept or decline his or her nomination.
- D. Members must be present during the election to be nominated.
- E. Voting shall be by secret ballot only.
- F. The process is to be conducted utilizing Parliamentary Procedure.

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#### ITEM V: ATTENDANCE & VOTING

- D. Financially active members are expected to attend a majority, as defined by the current executive committee, of the chapter's activities. Chapter activities include, but may not be limited to, chapter meetings, community service projects and fundraising activities.

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#### ITEM VIII: AMENDMENTS TO THE BYLAWS

- A. Any financially active member of the local chapter can propose an amendment to the chapter bylaws provided the change reflects a conservative effort to keep the chapter evolving in a progressive manner.
- B. The proposed amendment should be prepared using revision markings that clearly demonstrate differences from the existing version of the bylaws
- C. All amendments must be accompanied by appropriate justification.
- D. Amendments must be submitted to the Chapter President and distributed to all members no later than one month prior to the meeting in which it shall be considered for adoption.
- E. The amendment should be presented during one of the chapter's regular business meetings.

- F. Amendments pass into adoption by a 2/3 majority vote of a quorum of financially active members.
- G. During the voting process, the wording of an amendment may be changed, but not the intent. If the intent is changed, the amendment must be withdrawn and submitted as a new amendment.
- H. The bylaws should be updated immediately to reflect accepted changes and disseminated to the membership.