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.

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 comprehendible 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.

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.

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.