

American Medical Association
Physicians dedicated to the health of America



Medical Student Section

**Chapter
Guidebook**

**Starting
Reviving
Running
an Effective
AMA-MSS Chapter**

Table of Contents

1.....	Introduction
2.....	The Effective AMA-MSS Chapter
5.....	Components of a Chapter
6.....	Membership
8.....	Taking Action: Resources and Ideas That Your Chapter Can Use
10.....	Planning A Great Year: Calendar
15.....	Appendix One - Model Bylaws
17.....	Sample Chapter Bylaws
24.....	Appendix Two - Key Contacts

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Introduction

The American Medical Association's Medical Student Section (AMA-MSS) is dedicated to representing medical students, improving medical education, developing leadership, and promoting activism for the health of America.

Since 1972, when the AMA House of Delegates adopted bylaws language that created the "Student Business Section," medical students have had the opportunity to participate as full members of the AMA. At that time, medical students gained a voting member in the AMA House of Delegates, were given a means through which to submit resolutions to the AMA House, and were granted full rights and privileges of AMA membership at a substantially reduced dues rate. Medical students currently have full voting representatives on the AMA Board of Trustees and all of the AMA Councils.

The AMA-MSS is the largest growing segment of the Association, and has over 49,000 members representing students from 144 accredited allopathic and osteopathic medical schools across the country. By joining the AMA-MSS, medical students become part of the American Medical Association, the country's most influential physician organization.

The Guide is intended to help you create a strong AMA-MSS chapter at your medical school – one that will be visible on your campus and in your community, with the organization and motivation to maximize your involvement in the AMA. The Guide provides easy-to-use ideas and resources to help coordinate chapters, and there are many ideas that might help even the most established chapters.

The Effective AMA-MSS Chapter

What Makes an Effective Chapter?

The basic building block of AMA-MSS membership is the chapter. Each Liaison Committee on Medical Education or American Osteopathic Association accredited medical school with AMA medical student members is considered a chapter. In the eyes of the AMA-MSS, a “chapter” exists whether it is organized or not, but having an organized chapter allows you and your fellow AMA-MSS members to make the most of your AMA membership.

Chapters serve as the primary unit for membership recruitment and retention, representation in the AMA-MSS policy-making process, and grassroots activity. The AMA Membership Group maintains regular contact with the chapters’ membership liaisons to facilitate recruitment and retention activities, and relies on student leaders at each chapter to serve as AMA “ambassadors” on their campuses. (See “Membership” on page 6 for more details.) In addition, medical students are encouraged to work with others in their chapter to develop resolutions for consideration by the AMA-MSS Assembly. Each chapter receives a minimum of one delegate to represent the chapter’s concerns in the AMA-MSS Assembly. Schools with satellite or multiple campuses receive an additional delegate.

Generally speaking, an effective chapter is one that functions as a unit, where the AMA-MSS members at the medical school come together in a well planned manner to promote AMA goals, coordinate participation in AMA activities, champion AMA membership, and be a visible presence on campus. Effective chapters are likely to be active at the local level, organizing activities that are relevant to their campuses and communities, and at the national level, participating in national meetings and keeping abreast of the issues being addressed by the AMA as a whole.

Why Should We Be Organized?

Being part of an organized group has several benefits. As a group you are more likely to be able to respond effectively to the needs of your community. AMA-MSS chapters regularly develop and implement activities that fill a niche at their schools: gross anatomy “prep sessions” for first-years, board review sessions for second-years, residency selection and planning workshops for third-years, moving and relocating tips for fourth-years. The chapter can secure speakers, meeting space and often food to help make these events a success.

An organized chapter also can play an active role in its larger community. Chapter members regularly staff free clinics, conduct health screenings, and conduct presentations at local schools. The credibility of the AMA, and the professionalism of an organized group, allow chapters to pursue opportunities and achieve results that students, as individuals, could not accomplish on their own.

What Do We Need to Do and Where Should We Go for Help?

First and foremost, starting or reviving a chapter requires energy and commitment. If you want to get your AMA-MSS chapter up and running, you need to be organized and ready to educate and motivate the other AMA members at your school. You'll need information about Organized Medicine in general, opportunities for involvement in the AMA and at state and local medical associations, and the support, or at least concurrence, of your school's administration to organize a group that may be active on campus.

1. Get to know Organized Medicine.

The AMA, state, local and specialty medical societies collectively are known as "Organized Medicine". Each of these groups has a role to play in shaping the future of medicine, and there is a role for medical students in most of these societies.

The AMA and the AMA-Medical Student Section

The AMA Department of Medical Student Services has a wealth of expertise, information, booklets, grants, leadership opportunities, internships, and discounts on goods and services of which your chapters could take advantage. The AMA-MSS Web site (www.amaMedStudent.org) will provide you with information on Policy Promotion Grants to fund activities, latest AMA legislative activity, as well as ideas for great chapter activities and the resources for carrying them out successfully. The AMA-MSS Listservs, which can be accessed through the AMA-MSS Web site as well, are great resources to help you and your chapter stay connected.

State and Local Medical Societies

State and local medical associations also play a critical role in introducing students to the world of Organized Medicine. Many state medical associations are actively involved with student member recruitment, and may have a budget for projects and meetings, or offer recruitment grants for medical student chapters. In addition, many state associations offer medical students a chance to hold leadership positions or serve as delegates from their chapters to vote on policy. Also keep in mind that most health policy in this country is formed and implemented at the state level. Medical student involvement in policy making means getting involved with lobbying the state legislature. Visit your state and local medical societies' Web sites, talk to the staff, and learn how they can help support your chapter. (A listing of state medical societies is located in Appendix Two – Key Contacts.)

2. Get to know your administration and faculty.

One of the most "formal" steps in establishing a chapter is becoming recognized as an official "club" by the administration at your medical school. In some cases, this may be a formality. In others, registering your AMA-MSS chapter with your administration may be a critical step in obtaining financial and organizational support for your group. You may need to provide some documentation to your Dean of Student Affairs that describes your AMA-MSS chapter's goals, the organizational structure, as well as information about the AMA-MSS at the national level.

In addition to securing chapter status from your medical school, the relationships you build with the faculty and administration at your medical school are extremely important to the health of the AMA-MSS chapter. The strength or efficacy of a chapter can be highly dependent on the chapter leaders, and there is often very little continuity among the students whose schedules may make it difficult to stay active longer than one or two years, and who will graduate in four years. Identifying a faculty or administration member with a strong commitment to Organized Medicine to advise the chapter will offer continuity that the students cannot manage on their own. A “Chapter Mentor” also can bring general organizational knowledge and institutional memory to the chapter, and can help new student leaders get “up to speed” with the wealth of products, services and activities the AMA and local medical societies can offer their members. The specific nature of the relationship will vary, but generally chapter mentors assist chapter leaders in identifying and obtaining useful AMA resources, planning chapter projects, organizing chapter activities, and learning the “ins and outs” of Organized Medicine. By working closely with your administration or securing a Chapter Mentor, you can increase the likelihood that your chapter will have consistent support through the years.

3. Get to know your community.

Your community can be defined in many ways. Within your medical school, figure out ways your chapter can make a difference and fill a void that no other group can fill. Is your curriculum short on information about end of life care? Use the AMA’s extensive resources to organize a series of mini-courses to supplement the curriculum. Need to blow off steam at exam time? Your chapter can organize a picnic, a relay race or a kite-flying contest to help students regain a little sanity.

Learn about your wider community, the individuals and families who live and work where you go to school. What do they need? Education on public health issues? Health screenings and follow up treatment? Could schools benefit from visits from medical students who could serve as mentors and educators on a variety of health issues?

Community service activities are great ways to motivate and unite your chapter. The more you know about your community, the more successful and meaningful your chapter’s activity will be.

Components of a Chapter

How Should Our Chapter be Organized?

You'll need to decide how you'd like the chapter to run, i.e. how will decisions be made, how will ideas be generated, how can members get involved. To some extent this will depend on the size of the medical school and number of AMA-MSS members in your chapter.

A set of bylaws outlining structure, rules, roles and responsibilities serves as the foundation for the running of a fair and effective chapter. A sample set of bylaws is located in Appendix One for your reference. You will want to define membership eligibility, meeting processes and structures, and leadership positions and responsibilities. A few common leadership positions and duties include:

Chair. The chair is responsible for coordinating the activities of the chapter and serving as a liaison to the national AMA-MSS leadership.

Delegate. The delegate is the chapter's voting representative on items of business at the AMA-MSS national Assembly meetings. The delegate represents the interests of all of the AMA-MSS members at your school, and is responsible for communicating the actions at national meetings back to the chapter. Each chapter is eligible to send one delegate and alternate delegate to the Assembly meetings.

Secretary/Treasurer. The secretary/treasurer is the general record keeper and financial manager of the chapter and its activities.

Community Service Coordinator. The community service coordinator is primarily responsible for coordinating community service activities and chapter development initiatives.

Membership Liaison. The membership liaison is responsible for coordinating membership recruitment and retention initiatives on campus in addition to being the main liaison to the AMA Membership Group.

In addition to a group of students who coordinate the chapter's general activities, many chapters have found it useful to establish committees to manage various functions unique to their chapter. Some of these might include, membership recruitment and retention, community service activities, legislative action, fund raising, and publicity.

Membership

The AMA MSS Outreach Program

What is it?

The AMA Medical Student Section Outreach Program (MSSOP) is a great opportunity for you to get involved in the AMA and make a difference within your chapter. Created in 1986, its goal is to gain and retain student members and increase the strength and voice of the AMA's Medical Student Section. MSSOP is a collaborative program that involves the AMA, AMA medical school chapters, and state and county medical societies. For the chapter's membership achievements, the chapter will receive monetary rewards that your chapter can use toward chapter activities, the Annual Meeting, the Interim Meeting, and more.

How does it work?

The MSSOP recruits throughout the school year for all student non-members. The Fall Student Recruitment begins in June for incoming first-year students. The Winter Recruitment gives you the opportunity to recruit non-member students, as well as encourage renewing students to retain their AMA membership using appropriate lists given to your chapter. Spring Resident Recruitment offers interested chapters the opportunity to recruit residents eligible for membership in the AMA Resident & Fellow Section.

What are the benefits?

In addition to strengthening the voice of the AMA-MSS, membership is vital to the strength of your individual chapters. Membership allows chapters to build power through numbers in their community project endeavors. The role you play in recruiting and retaining members also will increase the funds to your chapter. Monetary rewards are credited to your chapter for every membership generated at your school through the MSSOP.

Strategies for Membership

Membership includes recruitment and retention efforts to attract potential members and retain current members. There are many different ideas and tips a chapter can use to build a strong member base and maintain involvement and participation. The following are just a few ideas:

Recruiting Tips:

- Get a head start. During the summer, gather home addresses of incoming medical students and send them a personalized letter to join the AMA-MSS.
- Make sure your chapter has an AMA membership booth during medical school orientation. Display AMA materials, along with pictures from past AMA-MSS chapter events.
- Stuff school mailboxes with brochures and applications.

- Sponsor informational lunches or picnics to educate students on Organized Medicine and meet other medical students.

Retention Tips:

- Have active members call new members welcoming them and answering any questions regarding the AMA-MSS and getting involved.
- Send reminder emails on applicable benefits students should utilize (i.e., reminder of travel discounts for residency interviews to 3rd and 4th year members).
- Encourage members who need to renew their membership to renew!
- Assign different members specific duties and tasks at chapter events.
- Send thank you cards to members participating in or helping with a project.

Resources for the Membership Liaison

The Membership Liaison should utilize several resources to enhance your chapter's efforts and ensure your chapter is up-to-date on current MSSOP happenings.

- ***Student Membership Handbook*** Be sure you have an updated version of the Handbook. This is included in the Fall Recruitment Kits, which are mailed to the chapters or Federation societies each summer. It contains a wealth of information to help the Membership Liaison understand the membership process and procedures to ensure a strong membership year.
- **MSSOP Web site** (www.ama-assn.org/go/mssop) This Web site is specifically for the Membership Liaisons providing up-to-date information on events, flyers and presentations to download, contact information and more. By going online, chapters can submit the new membership contact information, request additional materials, and find additional resources to augment their efforts. Membership Liaisons can submit their membership materials for inclusion on the Web site too!
- **MSSOP Listserv** (mssoprec@unity.ama-assn.org) The Listserv is comprised of all the Membership Liaisons in the country. Be sure the AMA Membership Group has your current email address in order to receive membership numbers and other membership status updates. Use the Listserv to communicate with other chapters for ideas on membership.
- **AMA Membership Group** The AMA Membership Group is ready to assist your chapter at any time. Please see Appendix Two for staff e-mail address and phone numbers.

Taking Action: Resources and Ideas That Your Chapter Can Use

As your chapter evolves, you'll be brainstorming about great activities in which to get involved. Community service projects, participation at meetings, and pursuing leadership opportunities through the AMA-MSS at the local and the national level are great ways to get involved and make the most of your AMA membership.

More information about all of these opportunities is available on the AMA-MSS Web page: www.amaMedStudent.org. Here are some things to keep in mind:

Policy Promotion Grants (PPG)

These grants are available to medical student chapters to help fund local projects and activities that further AMA policy or strengthen chapter activities. Chapters are eligible to receive two PPG awards per calendar year, and funding levels range from \$150 to \$500 based on the type of project.

MSS Idea Book

The *MSS Idea Book* compiles abstracts of community service projects and educational programs that chapters coordinated in the past. From AIDS education and domestic violence to medicine beyond the curriculum, the book provides a brief description, budget, and other useful information for any chapter looking to develop their own program.

National Assembly Meetings

The AMA-MSS hosts two meetings per year that feature policy making, educational sessions, and community service activities. These meetings, typically held in June and late November, provide AMA-MSS members from around the country the opportunity to interact and exchange ideas, and to provide input and help set the agenda for the Section. Chapter delegates participate in the policy making process, while other attendees have the opportunity to gain new ideas about chapter development, community outreach, and various issues related to medical education.

National Service Project

Highlighted at each National Assembly Meeting, the AMA-MSS' National Service Project sets the stage for a coordinated effort by AMA-MSS members to make a difference in their local communities. The topic is selected by the AMA-MSS Assembly, and remains the Section's community service focus for two years.

Leadership Opportunities

In addition to leadership opportunities at the chapter level, students can pursue national AMA-MSS leadership positions. As one of seven elected members on the Governing Council, a student directs and facilitates Section activities. Or students can get involved with one of the Section's national committees such as Legislative Awareness, Computers and Technology, Membership Recruitment and Retention, that help manage initiatives for the Section. Students also hold positions on all seven AMA Councils (Medical Education, Ethical and Judicial Affairs, etc.), the AMA Board of Trustees, as well as several other AMA committees. The AMA also has student representatives on the National Board of Medical Examiners, the National Resident Matching Program Board, the American Medical Political Action Committee Board, and the Liaison Committee on Medical Education.

Government Relations Internship Program (GRIP)

Coordinated in conjunction with the AMA's Washington Office, students can apply to participate in the "GRIP" program, which offers a stipend to students seeking health policy experience in Washington, DC.

Planning A Great Year: Calendar

Carefully planning your year can make the difference between an effective chapter and an enthusiastic but disorganized one. Below is a “year at a glance” of key AMA-MSS activities and deadlines to help you plan for what’s ahead.

A first step to using these tools is to get the fixed dates for your year. These include your school activities such as the dates of vacations and major exam blocks, any state medical society or AMA meetings that have been planned. The current national AMA-MSS dates and deadlines are on the AMA-MSS Web page. Your bylaws may also describe dates for holding elections and other activities.

Once all of this information has been compiled, your chapter can then plan activities around everything else that is happening. Below is a guideline of the national AMA-MSS activities and deadlines that occur each month to further assist in your planning. More information and applications can be found on the AMA-MSS Web site:

www.amaMedStudent.org

June

- AMA-MSS Annual Meeting in Chicago.
- MSSOP kickoff at the Annual Meeting.
 - △ Membership Liaison contact information for each AMA-MSS chapter is collected.
 - △ Fall Recruitment Kits distributed depending on Membership Liaison’s request date, beginning at the end of June.

July

- Application deadlines for:
 - △ AMA-MSS Committees and
 - △ National Board of Medical Examiners Liaison Committee
- Collect MSSOP membership applications and dues from prospective members. Send the membership information weekly to the AMA Membership Group.

August

- Collect MSSOP membership applications and dues from prospective members. Send the membership information weekly to the AMA Membership Group.

October

- AMA Interim Meeting deadlines
 - △ Submit resolutions for the Interim Meeting.
 - △ Convention Committees applications are due.
 - △ Register for the Interim Meeting.
- Application deadlines for:
 - △ Chair-Elect
 - △ Student Board of Trustees
 - △ Regional Delegates/Alternate Delegates
- MSSOP
 - △ Collect MSSOP membership applications and dues from prospective members. Send the membership information weekly to the AMA Membership Group.
 - △ Membership applications to be applied to first round membership monetary rewards are due.

November/December

- AMA-MSS Interim Meeting.
- MSSOP
 - △ Membership incentive rewards are mailed to the appropriate parties.
 - △ Kickoff of the Winter Recruitment takes place at the Interim Meeting.
 - △ Collect MSSOP membership applications and dues from prospective and renewing members. Send the membership information weekly to the AMA Membership Group.

January

- AMA Membership officially begins
- Application deadlines for:
 - △ AMA Councils
 - △ Liaison Committee on Medical Education
 - △ National Resident Matching Program.
- MSSOP
 - △ Membership Liaisons should sign up for Spring Resident Recruitment by contacting student_membership@ama-assn.org.
 - △ Collect MSSOP membership applications and dues from prospective and renewing members. Send the membership information weekly to the AMA Membership Group

March

- The AMA's National Leadership Conference.
- Match Day!
- MSSOP
 - △ Spring Resident Recruitment Kits are mailed to participating chapters.
 - △ Membership applications to be applied to second round membership incentive rewards are due.
 - △ Collect MSSOP membership applications and dues from prospective and renewingmembers. Send the membership information weekly to the AMA Membership Group.

April

- Government Relations Internship Program applications are due.
- Annual Meeting Activities
 - △ Submit resolutions for the Annual Meeting
 - △ Convention Committee applications for the Annual meeting are due.
- MSSOP
 - △ Membership incentive rewards are mailed to the appropriate parties.
 - △ Collect MSSOP membership applications and dues from prospective and renewingmembers. Send the membership information weekly to the AMA Membership Group.

May

- Register for the Annual Meeting.
- Applications for the Governing Council are due.
- MSSOP Wrap-Up.

Hopefully, this guide has been useful as a starting point for getting your chapter up and running, or as a “refresher” for how to bring new energy to your chapter. Members of the AMA-MSS Governing Council are always happy to provide assistance or answer individual questions to help you best organize your chapter. An updated leadership roster is available on the AMA-MSS Web page at www.amaMedStudent.org.

Appendix One - Model Bylaws

Explanation of Model Bylaws Provisions

These model bylaws were developed by the Committee on Long Range Planning, introduced as Governing Council Report 1, and approved by the AMA-MSS at the 1988 Annual Meeting. The MSS Programs and Activities Committee made appropriate updates to these bylaws in 2002.

The Model Bylaws should be used as a model. The document represents an ideal chapter; it is not intended that all provisions in the Bylaws be used by each chapter. The model is generic, and it can serve as a framework for chapters to modify or implement their own set of bylaws for the purpose of increased chapter strength.

Purpose/Membership

Although the purpose of the AMA-MSS is to represent ALL medical students, in order to be part of the MSS students must seek membership in the AMA. Individual chapters may want to develop their own membership requirements with respect to their state medical society and the AMA for students involved in the MSS.

Chapter Governing Board

The Governing Board described is with reference to chapters of the AMA-MSS only. Due to the widely varying structures of state medical societies, county medical societies, and the MSS of state medical societies in which individual MSS chapters participate, it is difficult to develop a set of bylaws which delineates the responsibilities of the MSS Governing Board with respect to these various groups which could be used by every MSS chapter. In some situations, it would be appropriate to add additional members to the Chapter Governing Board in order to fulfill additional responsibilities at the county and state levels.

Communication

It is imperative that the membership be informed about the MSS and its various activities and opportunities through a newsletter published at least four times a year. If the MSS is part of a state medical society with a strong MSS which governs all of the MSS activities, a newsletter published by the state medical society's MSS will meet this requirement.

In order to ensure the knowledge of MSS activities at the level of the AMA-MSS, it is necessary that each chapter submit a report after its annual meeting. The report is to include the results of elections and information on activities during the preceding year. Information in this report can be used by the AMA-MSS to gain a understanding of the strengths and weaknesses of chapters, as well as to assist in the creation of new ideas on chapter development.

In the initial version of these Model Bylaws, a section was included about the maintenance of a library by each chapter governing board. The information stored in this library was to include information about the AMA-MSS operating procedures, the AMA Constitution and Bylaws, and other AMA and AMA-MSS publications. These documents are available on the AMA-MSS Web site at www.amaMedStudent.org and can be accessed through links off of this page; therefore, the necessity of a physical library has been eliminated.

Meetings

The Annual Meeting of each chapter should take place prior to March 15th. The Department of Medical Student Services needs the results of these elections at this time to ensure an effective transfer of information from the AMA-MSS prior to the Annual AMA-MSS meeting.

Chapters should have a minimum of two general meetings a year. These meetings will provide opportunity for members to keep abreast of AMA-MSS and MSS activities. The meetings can be used to facilitate the active involvement of students in the MSS, and issues concerning the AMA-MSS and the local chapter MSS should be discussed.

Elections

Elections of the Governing Board officers should take place at the Annual Meeting of the chapter. Terms of office should be for one year. A Governing Board with full membership should be in place during the summer months. If elections take place after summer, it is possible that Governing Board positions might be vacant due to graduating members. A Governing Board, which is in place for one year without a change in membership, allows for a more effective leadership. Delegates and Alternate Delegates should also maintain their offices for one year, which will allow for greater continuity at the AMA-MSS meetings.

There may be concern that elections prior to March 15th eliminate freshmen students from the positions of delegate and alternate delegate. This is true; however, they can have involvement in the MSS through various ongoing projects and committees. In order to preserve continuity, it is more important to ensure full leadership through the summer than to have elections at the end of the summer to allow freshmen to be elected to the offices of delegate and alternate delegate.

Committees

There are no specific committees named in these bylaws. [See “Components of a Chapter” in this guide].

Sample Chapter Bylaws

Name

The name of this organization shall be the American Medical Association-Medical Student Section (AMA-MSS) of *Name of Medical School*.

Core Purpose

The American Medical Association Medical Student Section (AMA-MSS) is dedicated to representing medical students, improving medical education, developing leadership, and promoting activism for the health of America.

Article III. Envisioned Future

The AMA-MSS strives to be the medical students' leading voice for improving medical education, advancing health care and advocating for the future of medicine.

Article IV. Objectives

With projects, programs, and activities, the AMA-MSS will pursue being:

- The leading medical student organization for advancing issues of public wellness, community service, ethics, and health policy;
- The principal source for obtaining and disseminating information for medical students regarding medical education, residency training, and medical practice;
- The most representative voice and influential advocate for medical students and their patients;
- A dynamic organization that provides value to its medical student members.

Article V. Core Values

- **Advocacy:** Caring advocates for our patients, our profession, and our medical student members.
- **Leadership:** The stewards of the future of medicine.
- **Excellence:** Commitment to provide the highest quality service, products, and information for our members.
- **Integrity:** Ethical behavior forms the basis for trust in all our relationships and actions.

Article VI. Membership

A. Eligibility

The AMA-MSS of *Name of Medical School* shall be composed of American Medical Association (AMA) and/or State Medical Society (SMS) members of *Name of Medical School*. Any medical student enrolled in the accredited school of medicine may seek membership in the AMA-MSS of *Name of Medical School*, attend meetings of the AMA-MSS of *Name of Medical School*, and speak to issues before the AMA-MSS of *Name of Medical School*. Only members of the AMA-MSS of *Name of Medical School* shall have the right to vote on matters before the society, be able to hold office in the AMA-MSS of *Name of Medical School*, and be eligible for appointment as student advisors to councils, committees, and/or boards of the County Medical Society (CMS), SMS, or AMA. Any and all members who represent the AMA-MSS of *Name of Medical School* at the national level shall be required to be members of the AMA prior to attending any national convention.

B. Recruitment

AMA membership shall be encouraged. Literature concerning the benefits of student membership in the AMA distributed to the AMA-MSS of *Name of Medical School* shall be utilized to assist the chapter in the recruitment of new AMA members.

Article VII. Governing Board

A. Membership

The Governing Board shall be composed of a Chairperson, a Vice-Chairperson, a Delegate to the AMA-MSS, an Alternate Delegate to the AMA-MSS, and a Secretary/Treasurer, elected on an annual basis. All officers of the Immediate Past Governing Board (who are still enrolled at *Name of Medical School*, but not currently serving in a Governing Board Position) as well as other officers, either appointed or elected for the purpose of conducting the business of the AMA-MSS of *Name of Medical School*, may serve as ex-officio members of the Governing Board, but shall not have a vote in Governing Board business, unless specifically provided for in other parts of these Bylaws.

B. Election

1. Election of officers shall take place at the first scheduled business meeting of the AMA-MSS of *Name of Medical School* following the AMA-MSS Interim Meeting for that academic year, but shall in no circumstances, occur later than March 15th.
2. Election shall be by individual office in the order presented in Section A.
 - a. Nominations for each office will be accepted from the floor and shall not be closed until immediately prior to casting ballots for that office. Only members of the AMA-MSS of *Name of Medical School* can run for and hold office.

- b. A majority of those members present casting ballots shall be required for election. A secret ballot shall be taken. Abstentions shall not be counted as a cast ballot.
 - i. In the event that no candidate achieves a majority of the votes cast, a secondary election will be held between the top two vote-receiving candidates. If a tie exists for the second vote-receiving position, all candidates who are tied shall remain in the election.
 - ii. If no one receives a majority in the secondary election, the decision shall be made by the members of the current Governing Board, including its ex-officio members and excluding any member who was or is a candidate for that office.
3. Elected officers shall take office two months prior to the AMA-MSS Annual Meeting.

C. Duties

1. The Chairperson shall:
 - a. Preside over all business meetings of the AMA-MSS of *Name of Medical School* and the Governing Board;
 - b. Be responsible for executing the directives of the Governing Board or the AMA-MSS of *Name of Medical School* membership;
 - c. Represent the AMA-MSS of *Name of Medical School* at all inter-organization and intra-school affairs;
 - d. Coordinate and facilitate communication with the AMA-MSS chapters at other schools within the state (if any), the SMS, and organizations and administrations within the school;
 - e. Call meetings of the AMA-MSS of *Name of Medical School* and the Governing Board as provided for in Article IX; and
 - f. Perform or delegate any other reasonable duties necessary for the carrying out of business of the AMA-MSS of *Name of Medical School*.
2. The Vice Chairperson shall:
 - a. Preside over all business meetings of the AMA-MSS of *Name of Medical School* and the Governing Board in the absence of the Chairperson;
 - b. Attend meetings or functions which the Chairperson is to attend in the absence of the Chairperson;
 - c. Assist the Chairperson in the performance of his or her duties;
 - d. Coordinate committees of the local chapter; and
 - e. Serve as Parliamentarian at meetings of the AMA-MSS of *Name of Medical School* and the Governing Board.

3. The Delegate to the AMA-MSS shall:

- a. Represent the AMA-MSS of *Name of Medical School* to the AMA-MSS Assembly at the Annual and Interim Meetings held during the term of office, and be responsible for introducing any resolutions authored and/or sponsored by the AMA-MSS of *Name of Medical School*;
- b. Keep abreast of any state or national legislative initiatives that may be important to medical students, and coordinate any response deemed appropriate by the Governing Board;
- c. Solicit opinions of the AMA-MSS of *Name of Medical School* Membership and Governing Board on the proposed AMA-MSS reports and resolutions;
- d. Present AMA-MSS activities at AMA-MSS of *Name of Medical School* meetings and Governing Board meetings; and
- e. Prepare a report to be distributed to the local chapter on the proceedings of the AMA-MSS after the Interim and Annual AMA-MSS Meetings.

4. The Alternate Delegate to the AMA-MSS shall:

- a. Represent the AMA-MSS of *Name of Medical School* to the AMA-MSS Assembly at the Annual and Interim Meetings, and be responsible for introducing any resolutions authored and/or sponsored by the AMA-MSS of *Name of Medical School* in the absence of or under the direction of the Delegate; and
- b. Assist the Delegate, as necessary, in carrying out his or her responsibilities.

5. The Secretary/Treasurer shall:

- a. Keep all financial records;
- b. Be responsible for the development of an annual budget;
- c. Be responsible for the disbursement of AMA-MSS of *Name of Medical School* funds;
- d. Keep all membership records and work with the State and AMA Divisions of Membership (as needed); and
- e. Record and distribute minutes of all Governing Board and AMA-MSS of *Name of Medical School* meetings.

6. The Governing Board shall jointly:

- a. Coordinate the activities of the AMA-MSS of *Name of Medical School*;
- b. Create and make appointments to AMA-MSS of *Name of Medical School* Ad-hoc committees (as needed);
- c. Make appointments to AMA-MSS of *Name of Medical School* Standing committees;
- d. Conduct at least three (3) meetings a year;

- e. Oversee publication of a newsletter for AMA-MSS of *Name of Medical School* membership regarding Local Chapter, SMS, AMA-MSS, and AMA activities;
- f. Produce a yearly report for the AMA Department of Medical Student Services including information on elections and chapter activities; and
- g. Coordinate the recruitment of AMA members.

D. Recall of Governing Board Members

1. If a person is deemed derelict in his or her duties, a recall election for any elected Governing Board member shall be called upon petition of one-fifth of the membership of the local chapter or upon a two-thirds majority other membership of the Governing Board, including its ex-officio members.
2. A recall vote shall require a two-thirds majority of those members casting ballots in the recall election in order to remove the elected Governing Board member from office.

E. Vacancies

Vacancies in an elected Governing Board position shall be filled at the next scheduled business meeting following the vacancy, but no later than six weeks after the vacancy occurs, with the following stipulations:

1. A vacancy in the position of Delegate to the AMA-MSS shall be filled by the Alternate Delegate to the AMA-MSS, and the position of Alternate Delegate shall become vacant.
2. A vacancy in the position of Chairperson or Alternate Delegate shall be filled in the same manner as described in Article VII., Section B.2., with the remaining members of the current Governing Board, including any ex-officio members, and excluding any member who is or was a candidate for that office, deciding any secondary election resulting in a tie.
3. The person elected to fill a vacancy shall take office immediately upon election or whenever the term of office begins, whichever is later.

Article VIII. Communication

A. Chapter

The AMA-MSS of *Name of Medical School* shall distribute, at least four times a year, a bulletin to all members that may include highlights from the proceedings of the AMA-MSS annual and interim meetings, SMS meetings, and local chapter activities.

B. National

The AMA Department of Medical Student Services shall be given a yearly report of chapter activities and the results of officer elections.

Article IX. Chapter Meetings of the AMA-MSS

A. Time

The AMA-MSS of *Name of Medical School* shall hold a business meeting at least twice annually. The annual meeting shall be convened prior to March 15th at which time Governing Board elections shall be held. The interim meeting shall be held approximately six months after the annual meeting. The Governing Board shall be empowered to call additional meetings of the AMA-MSS of *Name of Medical School*.

B. Purpose

At its meetings, the MSS shall:

1. Address internal resolutions;
2. Address resolutions to be submitted to the SMS House of Delegates or the AMA-MSS Assembly;
3. Receive reports from the Governing Board, School Representatives, and SMS Committee members;
4. Elect officers of the Governing Board; and
5. Conduct any other business.

C. Meeting Notice

The membership shall be notified at least fourteen (14) days prior to all called meetings. Notice shall be given to all members detailing the time, place, credentialing process, resolution program, election procedures, and educational programs for the meeting.

D. Rules of Order

For those matters not covered by these Bylaws or the Internal Operating Procedures of the AMA-MSS, Davis' Rules of Order shall be the guide for the conduct of business.

Article X. Committees

Committees deemed necessary must be enacted by the membership and shall be appointed by the Governing Board after soliciting letters of interest from the membership. Committees shall submit an annual report to the membership and maintain regular contact with a Governing Board liaison.

Article XI. Amendments

These bylaws may be amended by the chapter membership at any of its meetings provided the amendment shall have been proposed and publicized to the entire membership not less than thirty days prior to the meeting. The amendment requires a two-thirds majority vote of those members in attendance to pass.

Article XII. Policy

The AMA-MSS Internal Operating Procedures and Digest of Actions shall guide policy.

Appendix Two - Key Contacts

American Medical Association

Department of Medical Student Services

Phone:

800 262-3211 ext. 4746

Email:

e-mail: mss@ama-assn.org

Web:

www.amaMedStudent.org

AMA Membership Group – MSSOP

Phone:

800 262-3211, extension 4617

Email:

student_membership@ama-assn.org

Web:

www.ama-assn.org/go/mssop

AMA Address

American Medical Association
515 North State Street
Chicago, IL 60610

Member Relations Center

800 621-8335 or

e-mail: msc@ama-assn.org

State Medical Societies

Alaska State Medical Association

4107 Laurel St
Anchorage, AK 99508
Phone: 907-562-0304
Fax: 907-561-2063
Society E-mail: asma@alaska.net

Medical Association of the State of Alabama

19 S Jackson St
Montgomery, AL 36102-1900
Phone: 800-239-6272
Fax: 334-269-5200
Internet Address: www.MASALINK.ORG

Arkansas Medical Society

10 Corporate Hill Dr Ste 300
Little Rock, AR 72205
Phone: 501-224-8967
Fax: 501-224-6489
Internet Address: www.arkmed.org
Society E-mail: ams@arkmed.org

Arizona Medical Association

810 W Bethany Home Rd
Phoenix, AZ 85013
Phone: 602-246-8901
Fax: 602-242-6283
Internet Address: www.azmedassn.org

California Medical Association

221 Main Street
San Francisco, CA 94120-7690
Phone: 415-541-0900
Internet Address: www.cmanet.org

Colorado Medical Society

7351 Lowry Blvd
Denver, CO 80230
Phone: 720-859-1001
Fax: 720-859-7509
Internet Address: www.cms.org

Connecticut State Medical Society

160 St Ronan St
New Haven, CT 06511
Phone: 203-865-0587
Fax: 203-865-4997
Internet Address: www.csms.org

Medical Society of the District of Columbia

2175 K Street NW Ste 200
Washington, DC 20037-1809
Phone: 202-466-1800
Fax: 202-452-1542
Internet Address: www.msdc.org

Medical Society of Delaware

131 Continental Dr Ste 405
Newark, DE 19713
Phone: 302-658-7596
Fax: 302-658-9669
Internet Address: www.medsocdel.org
Society E-mail: info-msd@medsocdel.org

Florida Medical Association Inc

113 E College St
Tallahassee, FL 32301
Phone: 800-762-0233
Fax: 850-224-6627
Internet Address: www.fmaonline.org
Society E-mail: info@medone.org

Medical Association of Georgia

1330 W Peachtree St NW Ste 500
Atlanta, GA 30309-2904
Phone: 404-876-7535
Fax: 404-881-5021
Internet Address: www.mag.org

Hawaii Medical Association

1360 Beretania St 2nd Fl
Honolulu, HI 96814
Phone: 808-536-7702
Fax: 808-528-2376
Internet Address: www.hma-assn.org

Iowa Medical Society

1001 Grand Ave
West Des Moines, IA 50265
Phone: 515-223-1401
Fax: 515-223-8420
Internet Address: www.iowamedical.org

Idaho Medical Association

305 W Jefferson
Boise, ID 83702
Phone: 208-344-7888
Fax: 208-344-7903
Internet Address: www.idmed.org
Society E-mail: mail@idmed.org

Illinois State Medical Society

20 N Michigan Ave Ste 700
Chicago, IL 60602
Phone: 312-782-1654
Fax: 312-782-2023
Internet Address: www.isms.org

Indiana State Medical Association

Canal Level
322 Canal Walk
Indianapolis, IN 46202-3268
Phone: 317-261-2060
Fax: 317-261-2076
Internet Address: www.ismanet.org
Society E-mail: ismanet.org

Kansas Medical Society

623 SW 10th Ave
Topeka, KS 66612
Phone: 785-235-2383
Fax: 785-235-5114
Internet Address: www.kmsonline.org

Kentucky Medical Association

4965 US Highway 42 Ste 2000
Louisville, KY 40222-6301
Phone: 502-426-6200
Fax: 502-426-6877
Internet Address: www.kyma.org
Society E-mail: member@kyma.org

Louisiana State Medical Society

6767 Perkins Rd
Baton Rouge, LA 70808
Phone: 800-375-9508
Fax: 225-763-6122
Internet Address: www.lsms.org

Massachusetts Medical Society

860 Winter St
Waltham, MA 02451-1411
Phone: 800-322-2303
Fax: 781-893-9136
Internet Address: www.massmed.org
Society E-mail: info@massmed.org

MedChi, The Maryland State Medical Society

1211 Cathedral St
Baltimore, MD 21201
Phone: 410-539-0872
Fax: 410-547-0915
Internet Address: www.medchi.org

Maine Medical Association

Association Drive
PO Box 190
Manchester, ME 04351
Phone: 207-622-3374
Fax: 207-622-3332
Internet Address: www.mainemed.com

Michigan State Medical Society

120 W Saginaw
East Lansing, MI 48826-0950
Phone: 517-337-1351
Fax: 517-337-2490
Internet Address: www.msms.org

Minnesota Medical Association

3433 Broadway St NE Ste 300
Minneapolis, MN 55413 -1760
Phone: 612-378-1875
Fax: 612-378-3875
Internet Address: www.mnmed.org

Missouri State Medical Association

113 Madison St
Jefferson City, MO 65102
Phone: 573-636-5151
Fax: 573-636-8552
Internet Address: www.msma.org

Mississippi State Medical Association

PO Box 2548
408 W Parkway Pl
Ridgeland, MS 39157
Phone: 800-898-0251
Fax: 601-853-6746
Internet Address: www.msmaonline.com
Society E-mail: msmaonline.com

Montana Medical Association

2021 Eleventh Ave Ste 1
Helena, MT 59601-4890
Phone: 406-443-4000
Fax: 406-443-4042
Internet Address: www.mmaoffice.com
Society E-mail: mma@mmaoffice.com

North Carolina Medical Society

222 N Person St
Raleigh, NC 27611-7167
Phone: 919-833-3836
Fax: 919-833-2023
Internet Address: www.ncmedsoc.org
Society E-mail: ncms@ncmedsoc.org

North Dakota Medical Association

1025 N Third St
Bismarck, ND 58502-1198
Phone: 701-223-9475
Fax: 701-223-9476
Society E-mail: staff@ndmed.com

Nebraska Medical Association

233 S 13th St Ste 1512
Lincoln, NE 68508-2091
Phone: 402-474-4472
Fax: 402-474-2198
Internet Address: www.nebmed.org
Society E-mail: nma@alltel.net

New Hampshire Medical Society

7 N State St
Concord, NH 03301-4018
Phone: 603-224-1909
Fax: 603-226-2432
Internet Address: www.nhms.org
Society E-mail: nhmed@aol.com

Medical Society of New Jersey

2 Princess Rd
Lawrenceville, NJ 08648-2302
Phone: 609-896-1766
Fax: 609-896-1371
Internet Address: www.msny.org

New Mexico Medical Society

7770 Jefferson NE Ste 400
Albuquerque, NM 87109
Phone: 505-828-0237
Fax: 505-828-0336
Internet Address: www.swcp.com/nmms
Society E-mail: nmms@nmms.org

Nevada State Medical Association

3660 Baker Ln Ste 101
Reno, NV 89509
Phone: 775-825-6788
Fax: 775-825-3202
Internet Address: www.nsmadocs.org
Society E-mail: nsma@nsmadocs.org

**Medical Society of the State
of New York**

420 Lakeville Rd
Lake Success, NY 11042-5404
Phone: 516-488-6100
Fax: 516-488-6136
Internet Address: www.mssny.org

Ohio State Medical Association

3401 Mill Run Dr
Hilliard, OH 43026
Phone: 800-766-6762
Fax: 614-527-6763
Internet Address: www.osma.org
Society E-mail: osma@osma.org

Oklahoma State Medical Association

601 NW Grand Blvd
Oklahoma City, OK 73118
Phone: 405-843-9571
Fax: 405-842-1834
Internet Address: www.osmaonline.org
Society E-mail: osma@osmaonline.org

Oregon Medical Association

5210 SW Corbett Ave
Portland, OR 97201
Phone: 503-226-1555
Fax: 503-241-7148
Internet Address: www.ormedassoc.org
Society E-mail: oma@ormedassoc.org

Pennsylvania Medical Society

777 E Park Dr
Harrisburg, PA 17105-8820
Phone: 717-558-7750
Fax: 717-558-7840
Internet Address: www.pamedsoc.org
Society E-mail: stat@pamedsoc.org

Puerto Rico Medical Association

PO Box 9387
San Juan, PR 00908-9387
Phone: 787-721-6969
Fax: 787-722-1191
Internet Address:
www.home.coqui.net/asocmed
Society E-mail: asocmed@coqui.net

Rhode Island Medical Society

106 Francis St
Providence, RI 02903
Phone: 401-331-3207
Fax: 401-751-8050
Society E-mail: rims@ids.net

South Carolina Medical Association

3210 Fernandina Rd PO Box 11188
Columbia, SC 29211
Phone: 803-798-6207
Fax: 803-772-6783
Internet Address: www.scmanet.org
Society E-mail: contacts@scmanet.org

South Dakota State Medical Association

1323 S Minnesota Ave
Sioux Falls, SD 57105
Phone: 605-336-1965
Fax: 605-336-0270

Tennessee Medical Association

2301 21st Ave S
PO Box 120909
Nashville, TN 37212-0909
Phone: 615-385-2100
Fax: 615-385-3319
Internet Address: www.medwire.org
Society E-mail: info@tma.medwire.org

Texas Medical Association

401 W 15th St
Austin, TX 78701-1680
Phone: 512-370-1300
Fax: 512-370-1633
Internet Address: www.texmed.org
Society E-mail: info@texmed.org

Utah Medical Association

540 E 500 South
Salt Lake City, UT 84102
Phone: 801-355-7477
Fax: 801-532-1550
Internet Address: www.utahmed.org
Society E-mail: uma@utahmed.org

Medical Society of Virginia

4205 Dover Rd
Richmond, VA 23221-3267
Phone: 804-353-2721
Fax: 804-355-6189
Internet Address: www.msv.org

Vermont Medical Society

134 Main St
Montpelier, VT 05601
Phone: 802-223-7898
Fax: 802-223-1201
Internet Address: www.vtmd.org

Washington State Medical Association

2033 6th Ave Ste 1100

Seattle, WA 98121

Phone: 206-441-9762

Fax: 206-441-5863

Internet Address: www.wsma.org

Society E-mail: wsma@wsma.org

Wisconsin Medical Society

330 E Lakeside St

PO Box 1109

Madison, WI 53701-1109

Phone: 608-257-6781

Fax: 608-283-5406

Internet Address:

www.wisconsinmedicalsociety.org

West Virginia State Medical Association

4037 MacCorkle Ave SE

Charleston, WV 25304

Phone: 304-925-0342

Fax: 304-925-0345

Internet Address: www.wvsma.com

Society E-mail: wvsma@aol.com

Wyoming Medical Society

1920 Evans

PO Box 4009

Cheyenne, WY 82001

Phone: 307-635-2424

Fax: 307-632-1973

Internet Address: www.wyomed.org

Society E-mail: info@wyomed.org

**American Medical Association
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