

CONSTITUTION OF
LATINO MEDICAL STUDENT ASSOCIATION
SAN JOAQUIN DELTA COLLEGE STUDENT CHAPTER

SAN JOAQUIN DELTA COLLEGE

ARTICLE I

NAME OF ORGANIZATION

The name of the organization shall be the Latino Medical Student Association (LMSA) San Joaquin Delta College Student Chapter.

ARTICLE II

PURPOSE/ OBJECTIVE

1. The recruitment, retention, and academic advancement of future Latino healthcare professionals.
2. Improving the delivery of health care services to Latinos and medically underserved populations.
3. Developing a network of Latino students and healthcare professionals through which mentorship, consultation, and exchange of ideas about the path to medical careers can take place.
4. Fostering Latino students' research, community service, and academic interests that will lead to the improvement of healthcare for underserved communities.

ARTICLE III
ASSOCIATION

SECTION 1. AFFILIATION

The San Joaquin Delta College student chapter will be an affiliated chapter of the Latino Medical Student Association. (LMSA) The organization possesses the right to adopt its own rules and procedures within the framework of LMSA's rules and regulations and San Joaquin Delta College's rules and regulations. This student chapter will be a part of the "local" as defined by the Regional Vice-President.

SECTION 2. NON-DISCRIMINATION

No person shall be denied membership in this organization because of race, color, sex, handicap, nationality, sexual orientation, religious affiliations, health, belief system, or academic major, even though the name of our club was chosen.

ARTICLE IV
MEMBERSHIP

SECTION 1. REGULAR MEMBERSHIP

Regular/Active members shall be:

- A. Students whom are pursuing an Associates of Science degree at San Joaquin Delta College and;
- B. Students who attend a minimum of two meetings per month as recorded by the Secretary or;
- C. Students who participate in a minimum of one meeting per month and participate in one LMSA event per month as recorded by the Secretary.

SECTION 2. ASSOCIATED MEMBERSHIP

Associated members shall be:

- A. Any student studying at San Joaquin Delta College.

SECTION 3. HONORARY MEMBERS

Honorary members shall be:

- A. Any business organization, corporation entity, nonprofit group or individual that fiscally supports our chapter with other resources, or;
- B. Any member of the community at large who decides to dedicate capital resources to the mission of our club, but is unable to devote their time to the chapter's goals and objectives.

ARTICLE V

OFFICERS/ EXECUTIVE BOARD

SECTION 1. EXECUTIVE BOARD

Officers shall consist of a President, Vice President, Secretary, Treasurer, Community Outreach Coordinator, Historian and a Interclub Representative (ICC). The term of office for each is one academic year.

SECTION 2. PRESIDENT

As the chief executive officer of the chapter, the President shall:

1. Chair all officer, general, and special meetings.
 - a. Preserve an environment of dignity and respect during officer, general and special meetings.
 - b. Prepare an agenda along with the appropriate officers prior to a (general, special, officer) meeting.
2. Supervise LMSA's activities (including officers and members activity)
 - a. Create, delegate and divide responsibilities among fellow officers and members while considering the advice and opinions of other officers and members
3. Serve as the primary representative and spokesperson of the chapter.
 - a. Communicate with faculty advisors at San Joaquin Delta College.
 - b. Manage the day-to-day affairs of the chapter with Faculty advisors, officers, and members.
4. The President shall have full power in the management and business of the chapter and shall set and establish all policy of the chapter and activities under the direction of this chapter.
5. Encourage members to actively participate and volunteer in their specific areas of interest.

SECTION 3. VICE PRESIDENT

As the officer second-in-command of the chapter, the Vice-President shall:

1. Assume and undertake the Presidential duties if he/she is unable or unwilling to perform his/her duties.
 - a. Be knowledgeable about all club activities as the president.
2. Must work along with officers to ensure the goals of LMSA are met.
 - a. Create, delegate and divide responsibilities among fellow officers and members while considering the advice and opinions of other officers and members

3. Acquire a meeting location for officer, general, and special Meetings as well as notify the Secretary of the location prior to the meeting.
4. Assist the president carrying out task LMSA order of business such as conferences or any other special events.
5. Communicate to all members of the group regarding regular and special meetings.

SECTION 4. SECRETARY

As the record keeper and communications representative of the chapter, the Secretary shall:

1. Preside over LMSA meetings in the absence of the President and Vice- President.
2. Maintain an official minutes record for every meeting (officer, general, and special) and for all activities/programs organized by the chapter
3. Complete annual LMSA chapter forms mandated by the San Joaquin Delta College (i.e. updating the chapter's registration at the beginning of every semester, & turning in the faculty advisor forms.)
4. Be responsible for tallying election votes.
5. Maintain an up- to- date LMSA membership list.
6. Maintain strong communication with President and Vice President regarding LMSA business.

SECTION 5. TREASURER

As the financial administrator and budget manager of the chapter, the Treasurer shall:

1. Prepare a comprehensive semester budget (fall and spring semesters) and present it, for approval, to the officers at the beginning of each semester.
2. Represent and oversee the financial affairs of the LMSA chapter.
3. Plan, manage and chair along with the Secretary any fundraising events and or committees
4. Receive, record and deposit all LMSA funds
5. Manage the monetary policies of the chapter ensuring that all rules are followed in the expenditure and collection of chapter funds.
6. Be knowledgeable of the rules and procedures required to use chapter funds prior to entering their term of service.

SECTION 6. COMMUNITY OUTREACH COORDINATOR

As the individual responsible for general club publicity, the Community Outreach Coordinator shall:

1. Maintain and Report an updated database of programs (volunteering, scholarships, conferences, etc.) to LMSA board chapter and members about this opportunities that are available to them (including those offered by the San Joaquin Delta College, private sources, and state/federal governments).
2. Create and maintain an updated database of contact persons for each opportunity.

SECTION 8. HISTORIAN

As the person responsible for LMSA website, the Historian shall:

1. Create, coordinate, and maintain an updated website best representing the purpose of the chapter and providing necessary information to educate members regarding LMSA mission statement and any pre-health opportunities (volunteering, scholarships, conferences, etc.)
2. Be responsible for all content posted on the internet on behalf of the chapter.

SECTION 9. INTERCLUB CLUB (ICC) REPRESENTATIVE

As the LMSA representative on the ICC Board, the ICC Representative shall:

1. Attend ALL ICC Rep meetings and shall not miss any ICC meetings
 - a. ICC Representative is held responsible for ICC meetings dates and locations prior to the meeting.
2. Maintains strong communication with Student Activities Office and ASBG (Interclub Council)
3. Manage all formal correspondence between LMSA, Student Activities Office and ASBG.

ARTICLE VI

ELECTIONS/ VOTING

SECTION 1. NOMINATIONS

- 1.1 Elections are to be held Mid-March at a general membership meeting.
- 1.2 Regular/Active or Associate members who have a GPA minimum of 2.8 are eligible for nomination.
- 1.3 Regular/Active members may nominate any eligible individuals.
- 1.4 Candidates may run for multiple office positions but must select only one for which they will serve. If someone is elected for the position 1 and position 4 and chooses to serve the chapter in position 1, the 2nd place vote-getter for the position 4 election will serve in position 4.
- 1.5 A candidate who chooses to serve on the board shall commit to only this board position. They shall not hold another position within another club unless they choose to commit to that position, in which case they must submit a letter of resignation to LMSA as described in Article VIII Section 1.1 and 1.2.

SECTION 2. VOTING

- 2.1 Regular/Active members are only able to participate in voting, the date and time of which is detailed in Article VI Section 1.1.
- 2.2 Election Votes: Election voting will be conducted through secret ballots. Each voting member will be supplied with a piece of paper on which they will write the names of nominees that they will vote for.
- 2.3 Absentee ballots must be supplied via email to the Secretary prior to the 24-hour period that leads up to the election. Any absentee votes submitted after the approved time will not be counted, pending proof of some extenuating circumstances.
- 2.4 The Secretary will tally all of the votes and announce the winner at the same general meeting as votes tallied or by email the following day (whichever is appropriate).
- 2.5 Regular Voting: Non-election voting will take place by raising hands. Yay/nay votes will be counted by the number of raised hands. A majority vote will direct whether the motion is approved or denied. No absentee ballots will be accepted for regular voting. Only LMSA members may participate in this type of voting.

2.6 Winning candidates will take office in the final board meeting where outgoing officers will meet one-on-one with new officers to provide an in depth discussion and resources regarding their given position.

ARTICLE VII

MEETINGS

SECTION 1. BOARD MEETINGS

Mandatory board meetings shall be the 2nd and 4th week of the month. Board members may only miss one board meeting per semester. Dates may be rearranged to special circumstances if notified ahead of time.

SECTION 2. DEFINITION OF QUORUM

A Quorum (majority) shall consist of 50% +1 Active and Associate members present in the room. No officers are required to vote for a motion to pass.

SECTION 3. GENERAL MEETINGS

General membership meetings shall be held twice a month during the academic year. Each Executive Board must decide the date and time as per the collective schedules of the members.

SECTION 4. ELECTION MEETINGS

Elections will be held during the general meeting as described in Article VI Section 1.1

SECTION 5. SPECIAL MEETINGS

The Board has the privilege of calling special membership meetings to address any circumstances that they believe warrant such a meeting. Reasons can include office resignation emergencies, imminent paperwork issues, etc. These meetings can include any combination of Regular, Associated, or Honorary members as deemed appropriate by the Board.

ARTICLE VIII

RESIGNATIONS AND IMPEACHMENTS

SECTION 1. RESIGNATIONS

- 1.1 Any person willing to resign from office shall submit a letter of resignation at least a week before the next chapter meeting to the President.
- 1.2 During a meeting when a resignation is presented, nominations will be taken to fill the office. The group shall elect a person during the following week by secret ballot in the manner described in Article VI Section 2.3-2.5

SECTION 2. IMPEACHMENTS

- 2.1 When any member feels that an officer is not fulfilling his/her duties, he/she may call upon the rest of the officers to meet within the next week to discuss/resolve the matter.
- 2.2 During the impeachment proceedings, the case will be presented at a special meeting. The officer under investigation will be given the opportunity to present his/her defense before the officers' vote.
- 2.3 A 2/3 majority of the officers will decide whether the impeachment will be carried out. A new officer will be nominated and elected as described under Article V1, Section 1 and 2.

Article IX

AMENDMENTS TO BYLAWS

SECTION 1 AMENDMENTS

1.1 Proposed Amendments to the chapter bylaws shall be submitted in writing to the board at a general meeting.

1.2 Once the amendments are reviewed in a board meeting and will be brought forward in a general meeting for a discussion and a vote.

1.3 A favorable vote of $\frac{2}{3}$ of the members present at the meeting is required for the amendment passage.