

# **Constitution of the Texas A&M Pre-Medical Society**

## **Article I: Name**

The name of this organization shall be the Texas A&M Pre-Medical Society. The organization is also known as:

- Pre-Med Society
- TAMU Pre-Med Society
- TAMU Pre-Medical Society

## **Article II: Purpose and Goals**

### **Section I: Purpose**

The purpose shall be to produce the most competitive applicants for medical school and to educate students about opportunities for them at Texas A&M University, in medical school, and in the medical field.

### **Section II: Goals**

1. To educate and advise students on undergraduate, medical school, and career options in the medical field;
2. To serve the community through various projects done as an organization and individually;
3. To work closely with Professional School Advising to prepare pre-medical students to be competitive applicants for medical school;
4. To educate and inform members of the current state of medicine; 1
5. And, to provide a social forum to facilitate the interaction of pre-medical students.

## **Article III: Membership and Dues**

### **Section I: Membership Qualifications**

Membership shall be open to all students who have indicated their intention to enter medical school and who support the constitution of the Society. The members must be in good standing with the University. Students from the Texas A&M-Blinn “Transfer Enrollment at A&M” (TEAM) Program shall be allowed full membership. Membership shall be open to students who attend Blinn College and are not affiliated with the Texas A&M-Blinn TEAM Program, but will be restricted from earning points and attending Society field trips.

### **Section II: Honorary Membership**

Honorary membership may be awarded by the Texas A&M Pre-Medical Society to an individual or group by a majority vote of a quorum.

### **Section III: Attendance**

Attendance to the Texas A&M Pre-Medical Society meetings shall be mandatory by officers only. Honored, Distinguished, and Exemplary membership shall be bestowed on members who meet the earned point thresholds for that academic year.

### **Section IV: Removal of Members**

Members shall be removed if they are deemed hostile or harmful to the society. Incidences of such events should be brought to the primary advisor of the society who will have the final say of removal. Members will be notified of their potential removal and shall be allowed an appeal to the officers and advisor(s). If removed from the Society, the member’s dues will not be refunded.

## **Section V: Dues**

Dues for the society shall be determined for each academic year by the Executive Committee and advisor(s), and shall be collected from all members of the Society, including members of the Executive Committee. Membership status will not be granted until an individual's dues have been collected. There will be no deadline for students to pay dues within the academic year. Officers must pay dues by the start of the academic year. Funds may be secured via assessment or by contribution. A portion of each member's dues will go towards the Texas A&M Pre-Medical Society's membership in the Executive Council of Health Organizations (ECHO) as well as the Alzheimer's Association. Membership dues are non-refundable.

## **Section VI: Committees**

Any member may qualify to apply for a committee, including those from Blinn College and the Texas A&M-Blinn TEAM program. The induction qualifications shall be facilitated by the officer in charge of the committee, and applicants will only be inducted by a 2/3 majority vote from all officers. Removal of committee members must also be approved through a 2/3 majority vote from all officers. All committee members must pay dues at the point of induction to be considered full members and allowed to maintain their elected role.

## **Article IV: Officers**

### **Section I: Officer Qualification**

The officers of this organization must meet the qualifications that are stated for members (Article III, Section I). Additionally, officers of the society must:

1. If an undergraduate student: Have at least a 3.00 cumulative grade point average and at least a 3.00 grade point average (GPA) in the semester immediately prior to election/appointment, the semester of election/appointment, and for all semesters during the term of office. In order for this provision to be met, at least six hours must have been taken for that semester. In one limited circumstance, summer hours may be applied to this provision. In order for summer coursework to qualify towards a GPA prior to election/appointment, at least six hours must have been taken during the course of either the full or two summer session(s). The officers of the society must be in good standing with the university and enrolled in at least six credit hours (unless fewer credits are required to graduate in the fall or spring semester) during the term of office. The president will send the Primary Advisor the officer list with first and last names and UINs at the end of the fall semester for the Primary Advisor to check for eligibility status. The Primary Advisor will ensure that the above requirements are met by each current officer. New or continuing officers report their current GPA during the application process.
2. If a graduate student: Have at least a 3.00 cumulative grade point average. In order for this provision to be met, at least four hours (half-time credits) must have been taken for the semester under consideration. In one limited circumstance, summer semester hours may be applied to this provision. In order for summer coursework to qualify toward a grade point average prior to election/appointment, at least four credit

hours must have been taken during the course of either the full or two summer session(s) unless fewer credits are required as they complete the final stages of their degree. The officers of the society must be in good standing with the university and enrolled in at least four credit hours (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.

3. If a professional student: Have at least a 2.50 cumulative and semester grade point average.
4. Have been a member of the society for one semester.
5. Have the academic statues of U2 (sophomore) at the time of election/appointment, with the exception of the President and Vice-President, who must both have attained the academic status of U3 (junior). Additionally, the President must have served as an officer for at least one year prior.

**\*\*An officer will be subject to removal by the advisor(s) and President if they are not able to maintain all of the requirements as prescribed in this section, or commits an act or acts considered grievous to their position as well as the society (Article IV, section IV).**

## **Section II: Executive Committee and Duties thereof**

Officers of the Texas A&M Pre-Medical Society must attend all officer meetings as well as all general society meetings. The duties listed below include some, but not all, of the specific responsibilities for each officer:

- **President:** Shall preside over all executive and general meetings, and communicate with each officer and the advisor(s) on all matters. The President is also responsible for the smooth functioning of all executive and general meetings. The President will schedule all general meetings, and the rooms in which they are held and acquire any special equipment required for all general meetings. The President must attend all ECHO meetings. Shall be responsible for representing the society at all general meetings, sponsored activities, and the executive meetings, for the Executive Council of Health Organizations. The President shall oversee the Texas A&M Pre-Medical Society's responsibilities, as assigned by ECHO, for the annual Health Symposium. The President has final say on all Society decisions, and manages the online marketplace store with the Treasurer.
- **Vice President:** Shall assist the President, and in the temporary absence of the President, shall perform the duties of the President. The Vice President will be responsible for contacting and scheduling persons in or relating to the medical field to act as speakers for the general society meetings. The Vice President shall also manage and ensure MCAT scholarships and discounts from the various MCAT prep companies. The Vice President is in charge of managing and selling Pre-Medical Society fleeces.
- **Secretary:** Shall be responsible for taking minutes during the general and executive meetings. The Secretary shall produce *TheCaduceus* (the official newsletter of the Texas A&M Pre-Medical Society), receive any articles or notes regarding any officially recognized student organization or ECHO business from the other members of the executive committee, and will provide articles regarding the current state of medicine for the general membership. The Secretary may form committees to assist in the making and distribution of *TheCaduceus* at

their discretion. The Secretary shall work closely with Professional School Advising to produce a list of workshops available, produce a list of recommended classes to prepare for the MCAT and medical school, and provide comprehensive assistance towards all academic issues by consulting Professional School Advising, including distributing information regarding the academic opportunities and programs available to help facilitate the production of competitive applicants to medical school. Shall also be responsible for ordering and picking up food for Society meetings, but in the event that the Secretary is unable to do this, the responsibility will be passed to another officer who is able to do so. The Secretary may form committees to distribute information regarding the Society. The secretary is responsible for maintaining member communication networks including but not limited to Listserv, Flare, and GroupMe.

- Treasurer: Shall collect dues, pay bills, purchase officer name tags and polos, purchase Society t-shirts, oversee all other monetary transactions, and prepare a bimonthly budget for the Society. The Treasurer is also responsible for updating the signature card and files at the MSC Student Organization Finance Center. The Treasurer maintains online order fulfillment through Marketplace.
- Events Coordinator: Shall be responsible for the planning and preparation of at least two to three social functions per semester, in addition to the Society's annual banquet at the conclusion of the spring semester. The Events Coordinator shall also be responsible for planning Society field trips and developing risk management plans for them. Shall also be responsible for supplying drinks and eating ware for the general meetings, but in the event that the Events coordinator is unable to do this, the responsibility will be passed to another officer who is able to do so. The Events coordinator is in charge of the selection process for the co-chair position and a member can be chosen

as co-chair with a 2/3 vote from the officer team. The co-chairs role will be to help plan and coordinate socials during the year.

- **Membership Director:** Shall keep track of member attendance, points, and status for all society functions via an official membership roster. The membership director will head the merchandise efforts in designing the society T-shirt. Shall also assist in distributing official merchandise. The Membership Director is also in charge of the distribution of old shirts upon member purchase. The Membership Director is responsible for creating the certificates of membership to be awarded to Distinguished, Honored, and Exemplary members at the annual banquet. The Membership Director shall be the chair of the Peer Mentorship Committee.
- **Peer Mentorship Chair:** Shall act as Chair of the Pre-Medical Society Peer Mentorship Committee. They will work to develop connections with medical school students across Texas, organize program socials and events throughout the semester, and manage program involvement.
- **Historian:** Shall be responsible for the creation and maintenance of the Pre-Medical Society's scrapbook to be displayed at chosen events. The Historian is also responsible for the display and maintenance of the Pre-Medical Society's trifold to be displayed at chosen events, and any pamphlets necessary for distribution at events. The Historian shall also ensure pictures are taken of the speaker, the members, and officers at every general meeting, or other function of the society. In addition, the Historian is in charge of intramural sports for the Society, including registering the Society, notifying the members of the dates of the events, and functioning as the captain of the team for the Society.



- **Philanthropy Chair:** Shall coordinate at least one campus- or city-wide event in which the received funds will be donated to a health-related organization. The Philanthropy Officer will use their discretion as to whether or not subcommittees within the Society will be needed to effectively carry out this event. In addition, it is at their discretion if secondary events will be held to raise further funds for the same organization.
- **Community Service Chair:** Shall coordinate at least two official Society weekly community service activities per semester and maintain all sign-in sheets at major service locations. These forms should be given to the Membership Director for recording. The Community Service Chair is responsible for risk management during community service events.
- **Technology Chair:** Shall be responsible for the maintenance of the Society's official website, domain name ([www.aggiepremed.com](http://www.aggiepremed.com)), e-mail account, and social media. The Technology Chair shall forward all relevant e-mails to the appropriate officers from the official e-mail account. The Technology Chair shall also be responsible for converting and posting all printed media to electronic form to the official Society website.

### **Section III: Election Process**

Elections shall be held at the last Society meeting of the spring semester, allowing enough time for outgoing and incoming officers to communicate duties and responsibilities. Officer applications shall be available to members of the Society at least one week before applications are due. Interviews of the candidates shall be held by the outgoing officers not running for office. A review of the candidates' qualifications (Article IV, Section I) must be performed by the

advisor(s) prior to the interview process. On Election Day, the quorum vote by the Society members will account for 40% of the officer selection process, while the application and interview portions will account for 60%.

Newly elected officers will be announced at the annual spring banquet and will assume responsibility at the annual transition meeting. Any objection to an officer candidate must be taken up privately with the outgoing officers and the advisor(s) before the annual spring banquet.

#### **Section IV: Removal from Office**

An officer who fails to meet the proper requirements (Article IV, Section I), fails to adequately perform the duties of their office, or who is no longer acting in the best interest of the Society shall be removed by the advisor(s) and President. The said officer shall be notified of their potential removal and will have a 10 day grace period to defend their position and an opportunity to meet with the Executive Committee and the advisor(s). The President and the advisor(s) alone have the power to remove an officer, and the vote among them must be unanimous. The President along with the remaining Executive Committee will elect an interim officer by majority vote.

#### **Section V: Removal of a Member**

Members shall be removed if they are deemed hostile or harmful to the society. Examples include, but are not limited to, harassment, bullying discrimination based on religion, age, race, sex or disability, and/or committing acts of violence. Incidences of such events should be brought to the primary advisor of the society who will have the final say of removal. Members will be notified of their potential removal and shall be allowed an appeal to the officers and advisor(s). If removed from the Society, the member's dues will not be refunded.

## **Article V: Meetings**

### **Section I: General (speaker) Meetings**

The Society shall meet at least twice a month during the fall and spring semesters. The officers and advisor(s) will decide the dates and times, not to conflict with ECHO events.

### **Section II: Officer Meetings**

The Executive Committee of the Society shall meet at least twice a month during the fall and spring semesters, in addition to the general meetings. The officers and the advisor(s) will decide the dates and times, not to conflict with ECHO events.

### **Section III: Socials**

Members of the Executive Committee shall be required to all social functions per semester, unless pardoned by both the President and Vice President. If the President or Vice President is unable to attend, they must be pardoned by a two-thirds vote of the Executive Committee of the Society.

### **Section IV: ECHO Meetings**

Members of the Executive Committee shall be required to attend all meetings sponsored by ECHO each semester. Exceptions must be approved by both the President and Vice President or two-thirds vote of the Executive Committee of the Society if it is the President or Vice President not able to attend.

### **Section V: Community Service**

Members of the Executive Committee shall be required to attend campus- or city-wide events organized by the Community Service Chair and the Philanthropy Chair.

## **Article VI: Finances**

All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Student Organization Finance Center and/or the Fiscal Office. All funds must be deposited within one business day after collection. The advisor(s) to this organization must approve and sign each expenditure before payment.

## **Article VII: Amendments and Revisions:**

### **Section I: Amendments**

This constitution may be amended by a two-thirds vote of the Executive Committee. Alternatively, the President and advisor(s) may bypass the Executive Committee, and amend the constitution as necessary. The constitution is reviewed annually and subject to the approval of the Department of Student Activities. Any amendments will be made available to members upon request.

### **Section II: Revisions**

This document must be reviewed every two years during the even numbered years by the President and the advisor(s). This document shall then be resubmitted to the Student Activities Office.

## **Article VIII: Advisor Expectations**

The advisor(s) expectations are in accord with the letter signed by said advisor during the yearly recognition process:

“When serving as an advisor to a registered student organization, you must be a Texas A&M University employee as defined by the Human Resources Department and must advise at level consistent with the categorization of the organization you advise. To advise a registered organization, you must be a faculty member, professional or associate

staff member, or graduate assistant. It is critical that you be familiar with the activities of the organization and have (or be willing to obtain) an appropriate level of experience, resources, and knowledge related to those activities and the mission of the organization.

You should meet with the officers of the organization you advise to discuss expectations for roles and responsibilities. In order to stay connected with the organization, you should regularly attend executive as well as general meetings and be available outside those meetings for advice and consultation related to the operations of the organization. Additionally, you should assist the organization in developing realistic goals for the academic year. This will contribute to the educational and personal development of the students involved.

As an advisor, you will perform your greatest service by facilitating opportunities for students to exercise initiative and judgment within a proper measure of autonomy when coordinating events and activities. In keeping with this approach, you should participate in event planning and attend events when possible or when identified as necessary through the planning process.

Recognized student organizations at Texas A&M University are required to coordinate financial transactions with the Student Organization Finance Center (SOFC). As an advisor you will regularly receive statements for the SOFC and should be aware of the organization's financial status via review of these statements and approval of expenditures. Valuable information regarding fiscal management procedures and guidelines can be accessed online at <http://sofc.tamu.edu>.

As an advisor, you should be aware of the University Student Rules and other institutional guidelines that establish expectations for student behavior and activities; you should ensure that the group and its officers know where rules and guidelines are published, what the rules are, why

they exist, and the consequences for choosing to operate outside their parameters. As an employee of Texas A&M University, you are expected to report all rule violations or potential violations to the appropriate university official. You should be familiar with the organization's constitution and all other governing documents, so that you may advise effectively.

All advisors are required to attend a developmental seminar during their tenure as an advisor. This seminar is aimed at enhancing your advising skills, introducing resources available to student organizations, and helping you meet the expectations outlined in this agreement. Topics addressed in the session include serving as a facilitator, event planning, University Student Rules governing organization operations, Student organization Finance Center services and procedures as well as strategies for success in your role.”

*President Signature & Date:*

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*Advisor Signature & Date:*

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