

**BYLAWS [Student National Medical Association- SNMA]**  
**at**  
**California Northstate University College of Medicine**

**ARTICLE I NAME**

Section 1: The name of this SIG shall be the Student National Medical Association at California Northstate University.

**ARTICLE II MISSION STATEMENT**

Section 1: The mission statement of this SIG is to supporting current and future underrepresented minority medical students, address the needs of underserved communities, and increase the number of clinically excellent, culturally competent and socially conscious physicians.

**ARTICLE III AUTHORITY**

Section 1: This Student Interest Group (hereon referred to as SIG) is a recognized by the California Northstate University and adheres to all rules and obligations of California Northstate University Student Organization Leadership Council (hereon referred to as SOLC). This includes, but is not limited to, the completion and submission of an update form to SOLC each year or within two weeks of an officer change. If the update form is not submitted to the SOLC within two weeks of an officer change, the SIG is at risk of dissolution.

Section 2: At the end of each semester, this SIG will submit a list of their held events, attendance logs of each event (including speakers), and spending records, to SOLC for a biyearly audit. This will be done through Microsoft Forms. The purpose of this audit is two-fold: 1) ensure that this SIG is completing all of the requirements in order to remain an active SIG at California Northstate University and 2) to identify difficulties this SIG may have in meeting these requirements so that SOLC may assist in determining a solution to any difficulties that may have arisen.

Section 3: [If applicable: This SIG is affiliated with [Name of National or Affiliated SIG] and adheres to the [National or Affiliated SIG Bylaws or Governing Document(s)].

Section 4: This SIG may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at a SIG meeting where a quorum is present (advance notice is not required).

**ARTICLE IV MEMBERSHIP**

Section 1: Membership in the SIG shall be open to those enrolled at California Northstate University students who are eager to aid in serving underrepresented populations and addressing the needs of these communities in order to become more culturally competent healthcare providers.

Section 2: Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The SIG shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability.

Section 4: This SIG may establish Standing Rules to govern administrative and procedural matters (such as time and location of meetings, etc.). Standing Rules shall not conflict with these bylaws. Standing Rules may be adopted, amended, or temporarily suspended by a majority vote present at a SIG meeting where a quorum is present (advance notice is not required).

#### ARTICLE V OFFICERS

Section 1: The officers of the SIG shall be the [(Co)-President(s), Secretary, Treasurer]. All officers must be in good academic standing with the College of Medicine. Additional officers/leadership positions may be created with the caveat that no more than six leadership positions can be created. SOLC must approve the created positions in order for the position to be recognized. Lastly, one person may not hold two leadership positions in the same SIG OR hold leadership positions in more than three SIGs.

Section 2: Powers and Duties of Officers:

a. The President shall serve as the chief executive officer of the SIG, shall preside at all meetings of the SIG and shall prepare the agenda for meetings. The President shall be the official spokesperson of the SIG, representing the policies, views, and opinions of the SIG in its relations with the campus and community at large. The President shall have such further powers and duties as may be prescribed by the SIG.

b. The Secretary shall take minutes at all meetings of the SIG, keep these on file, and submit required copies to all SIG members. The Secretary shall be responsible for all SIG correspondence and shall keep copies thereof on file. The Secretary shall maintain membership records for the SIG.

c. The Treasurer shall handle all financial affairs and budgeting of the SIG, maintain all necessary accounting records, and prepare monthly financial reports for the membership. Said records shall be maintained in accordance with generally accepted accounting principles. The Treasurer shall collect and deposit all dues and fees. The Treasurer shall maintain bank accounts in the SIG's name, requiring signatures of both the Treasurer and President for authorized disbursements. The Treasurer shall request additional funds through submitting budget and Additional Funds Order Form to California Northstate University College of Medicine Student Affairs Office.

Section 3: Qualifications necessary to hold office in this SIG are as follows: California Northstate University policies require that to be eligible for office, candidates must be in good standing and regularly enrolled students at California Northstate University.

## **ARTICLE VI SELECTION OF OFFICERS**

Section 1: The co-presidents, secretary, and treasurer are elected annually by the previous cabinet.

Section 2: Officers shall assume office on April 1, 2021 and shall serve for 12 months beginning on the date they assume office.

Section 3: [Optional] Officers may be recalled from office for cause. To initiate a recall election, a petition signed by [specify number, such as one-third of the total number of voting members] must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.

Section 7: If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

## **ARTICLE VII MEETINGS**

Section 1: Regular meetings shall be scheduled monthly during the academic year.

Section 2: Special meetings may be called by the President or a majority of the Executive Committee. All members must be given a minimum of 24 hours of notice prior to the meeting time.

Section 3: Members must be present (in person or via telephone, Zoom, etc) to vote. Absentee or proxy voting is not permitted.

Section 4: In order to vote, a member must be in good standing. To remain in good standing, one has to uphold good academic and professional standards with the university.

## **ARTICLE VIII ADVISOR(S)**

Section 1: The SIG shall appoint at least one faculty member by California Northstate University College of Medicine to serve as an advisor to this SIG as required by the SOLC. Auxiliary staff and student assistants are not eligible to serve as primary advisors. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2: The faculty/staff advisor will never have control of the SIG or its finances.

Section 3: [Optional] The SIG shall also appoint a community advisor. [Specify qualifications, such as being an alumni member, a representative of the affiliated SIG, etc.]

#### **ARTICLE IX EXECUTIVE COMMITTEE**

Section 1: The Executive Committee shall consist of the elected and appointed officers, with the advisor(s) serving as non-voting member(s).

Section 2: The Executive Committee shall meet monthly during the academic year. Special meetings may be called by the President or a majority of the Executive Committee. All members must be given 24 hours of notice of the meeting. A quorum shall consist of a majority of the Executive Committee members.

Section 3: [Optional] When necessary, Executive Committee business can be conducted via email or via online meetings.

Section 4: The Executive Committee shall have general supervision of the affairs of the SIG between meetings and is authorized to take action when action must be taken prior to the next meeting.

Section 5: The Executive Committee shall report to the membership all actions taken between meetings. Except when it is too late to do so (such as when a contract has been executed), any actions taken by the Executive Committee may be rescinded or modified by the membership by a majority vote.

#### **ARTICLE X Subdivision of SIG**

Section 1: A subdivision of the parent SIG (hereon referred to as a Sub-SIG) may be created by three active members of the main SIG. The Sub-SIG must be related to the parent SIG by some degree. The relatedness between the Sub-SIG and SIG can be any of the following:

- a) Subspeciality as recognized by the AMA
- b) Scope of practice falls under the description of the SIG

Section 2: The Sub-SIG may create their own set of bylaws with the caveat that they abide by the bylaws of the parent SIG. The Sub-SIG may also elect their own officers as well; however, the elected officers will be overseen by the executive committee of the parent SIG.

Section 3: The Sub-SIG's budget is entirely at the discretion of the executive committee of the parent SIG. Sub-SIGs are strongly encouraged to develop their own budgets, in so that a portion of funds granted to the main SIG are set aside for the Sub-SIG.

Section 4: In the event that a Sub-SIG desires to become a SIG, they must: submit a completed Bylaws Form, an interim list of their executive committee, and a proposal of the events they plan to hold in the next semester to SOLC.

## **ARTICLE XI FINANCES**

Section 1: This SIG will receive \$150 from the California Northstate University College of Medicine Office of Student Affairs at the beginning of each academic year. The Executive Committee shall propose an annual budget to be voted upon no later than the second regular meeting of the academic year. Any unbudgeted expenditures shall be approved in advance by the Executive Committee. If the Executive Committee wishes to request more funds, they must do so by submitting their annual budget along with an Additional Funds Request Form to the SOLC no later than one month prior to when the Executive Council requires the funds. The SOLC will vote on the request at their subsequent meeting. A majority vote is required for approval of the additional funds request. After the majority vote, the additional funds request will be sent to Student Body Council for review.

Section 2: There shall be no membership dues collected unless the Treasurer submits a formal Membership Dues Request Form to the SOLC. The SOLC will vote to approve or deny the request at the next SOLC meeting date. A majority of SOLC must vote "Yes" in order for the request to be approved. Membership dues shall be no more than \$10 per year.

Section 3: Dues shall be paid by [Specify due date, such as "second week of the second block."]  
[Optional: There shall be a late fee of [\$XX]. The late fee cannot exceed \$10. If a member cannot pay their membership dues, they may request funds from the SIG Executive Committee. The SIG Executive Committee can vote "yes" or "no" on granting the funds with a "yes" being a majority vote.

Section 4: Members who have not paid their dues or special assessments by the due date shall be considered as not being in good standing and shall lose all membership privileges, including voting, until the dues are paid.

Section 5: [Optional] If in the event this SIG grows to having 1 or more Sub-SIGs, then they may request additional funds for their Sub-SIGs. A budget and an Additional Funds Request Form must be submitted two weeks prior to when the Executive Council requires the funds. The SOLC will vote on the request at their subsequent meeting. A majority vote is required for approval of the additional funds request.

## **ARTICLE XII DISCIPLINE OF MEMBERS**

Section 1: [Optional] When a member believes that another member has engaged in conduct that is detrimental to the SIG, a written charge may be filed to the Executive Committee. The Executive Committee shall review the charges and may conduct a preliminary investigation if deemed appropriate. If the preliminary investigation concludes that misconduct appears to have occurred, the Executive Committee shall conduct a hearing on the matter. The member alleged to have engaged in the misconduct shall be given at least 72 hours of notice of the hearing and be given an opportunity to present a defense. By a majority vote, the Executive Committee shall determine whether misconduct occurred. If it determines that misconduct did occur, the Executive Committee shall prepare a report to the membership of its findings and recommended sanctions, which may include expulsion, suspension, or lesser sanction(s) including, but not limited to, a reprimand, removal from office, a fine or corrective remedy.

### **ARTICLE XIII AMENDMENTS**

Section 1: Proposed amendments to these bylaws shall be presented to the Executive Committee, in writing, one meeting prior to the meeting where the amendment will be voted upon. [Optional: The Executive Committee shall review and make recommendations on all bylaw revisions prior to consideration by the membership.]

Section 2: Bylaw amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3: A copy of any amendments to these bylaws must be submitted to SOLC within two weeks after the amendment(s) is/are voted on. The SOLC will then vote on the ratification of the amendment(s). Ratification requires a majority vote. If/when the majority vote is reached, then the bylaws must state that there was a revision on [date amendment(s) was/were ratified].