American Medical Association Medical Student Section

LOCAL CAMPUS SECTION GUIDE
WELCOME!

This guide is designed to assist and inspire American Medical Association members like you, our next generation of leaders, in building a successful AMA Medical Student Section (MSS) at your medical school.

As medical students know that the AMA is your powerful ally in maximizing life in medical school and in preparing you, as future physicians, to tackle public health challenges and continue to move medicine forward.
How do I start? What do I need to do?

AMA local campus sections make a difference

Whether you are a new member looking to start a section at your medical school or you are transitioning into residency and about to pass the torch to the next wave of student leaders, this guide provides the insights and building blocks needed to help ensure your local campus section members have an impact on campus and in your community.

An active medical student section at your school provides multiple opportunities to participate and engage in meaningful activities at three important levels:

**LOCALLY**

Locally where you can develop and host numerous educational activities throughout the year that raise awareness about public health issues, policy and medicine-related topics important to you and fellow medical students. You can also engage in community-based service efforts that aid in making our nation healthier.

**REGIONALLY**

Regionally where you can work with nearby states to coordinate advocacy and service efforts, help organize a Physicians of the Future Summit, and further discuss policy development tailored to each region and its membership.

**NATIONALLY**

Nationally where your section plugs into the full AMA policy-building process, complete with voting privileges, through the AMA-MSS assembly held twice a year at our annual and interim meetings. As a delegate, you help shape the way the AMA-MSS communicates its priorities in the AMA House of Delegates. Each meeting also provides medical students the opportunity to lead and participate in educational programs available to all section members and to network with like-minded students passionate about health policy.

Through the AMA you are joining an organization committed to promoting the art and science of medicine and the betterment of public health—and it’s the efforts of local campus sections like yours that bring this promise to life.

Contact mss@ama-assn.org with any questions.
What are the benefits of AMA membership?

The AMA is a nationwide membership organization that empowers medical students, residents and physicians in patient care, advocacy, innovation and education. The AMA-MSS supports medical students at accredited MD and DO schools across the nation. Becoming part of this powerful organization early in your career connects you to resources, education and networking opportunities all along the cutting edge of medicine.

» Programming bring in compelling speakers to address relevant topics in health care, organize educational workshops, and generate networking opportunities with other students and physicians

» Socializing interact with fellow medical students for social and career networking

» Policy-writing work with other students at your school to develop and write resolutions and review resolutions from around the country (We strongly encourage this type of participation by our local sections—it’s how you make your voice heard. It is your input and views that our AMA-MSS delegate and alternate delegate can then take forward for formal discussion during our national AMA-MSS assembly meetings.)

» Presenting interact with other AMA members by presenting research at national meetings

What are the benefits of a local AMA-MSS campus section?

There are countless activities your local campus section can execute. Successful programming from current local campus sections include:

» 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

Students in any year of their medical training can benefit from a strong local campus section. Effective local campus sections:

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<tr>
<th>FOSTER EDUCATION</th>
<th>PARTICIPATE IN COMMUNITY SERVICE</th>
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<td>COORDINATE ACTIVE PARTICIPATION IN NATIONALAMA MEETINGS</td>
<td>PROVIDE VISIBLE PRESENCE ON CAMPUS</td>
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Contact mss@ama-assn.org with any questions.
Key steps

**STEP 1**

Register as a student organization on your medical school campus.
A critical step to establishing a section is to become recognized as an official club by your medical school's administration. In some cases, this may be a simple formality; in other cases, registering your section with your administration is required before obtaining support for your group. You also may need to provide some documentation to your school’s dean of student affairs that describes your section's goals and organizational structure, as well as information about the AMA-MSS’s work and presence at the national level.

**STEP 2**

Identify a faculty or administration member who can advise your section.
The relationships you build with the faculty and administration at your medical school are extremely important to the health of your section. A faculty advisor will offer continuity for students during transition periods. A local campus section mentor can also bring general organizational knowledge and institutional memory to your section’s efforts and structure, and help new student leaders get up to speed with current issues and priorities important to the AMA.

Dealing with setbacks. If the administration at your school is averse to an AMA-affiliated student organization, it is important to articulate the benefits a local campus section can provide.

For example, in addition to bringing its own unique flare to organized medicine, a local AMA-MSS campus section can help educate students about non-clinical topics that complement their medical school's core curriculum. A local campus section can also contribute to improving public health in the community and to enabling medical student representation at the national level. The AMA-MSS leadership and staff are a valuable resource for students who would like guidance before speaking with their deans or school administrators about establishing a local campus section.

**How do I write or revise the bylaws?**

Bylaws outlining roles and responsibilities can serve as the foundation for running a fair and effective section. Model bylaws are included in this guide and can be tailored to the needs of your local campus section board. With a constructive set of bylaws, you can identify leadership positions and corresponding responsibilities.

These bylaws should be used as a model. This document represents an ideal AMA-MSS local campus section; it is not intended that all provisions in the bylaws be used by each local campus section. The model is generic and can serve as a framework for local campus sections to modify or implement their own set of bylaws to increase local campus section strength.

Contact mss@ama-assn.org with any questions.
Recruitment and engagement opportunities

The AMA supports local campus sections in maximizing their impact on campus. Your local campus section may apply for recruitment grants to support both membership recruiting in general and to your AMA-MSS governing board.

Local campus recruitment and engagement

As leaders in your medical school community, you know how to best reach M1’s and other medical students who are interested in AMA membership and becoming involved in local campus section leadership. A few recruitment events examples are listed here, however, brainstorm unique ways to contact and connect students with your governing board’s efforts and vision.

» Host a networking event
» Host a faculty speaker
» Host a community service event
» Host a table at your school’s recruitment fair or orientation

Medical student engagement energizes, supports, and empowers a local campus section’s presence and profile at your school by bringing sponsoring meaningful events or projects.

Organize a project that addresses topics relevant to public health, medical education, medical practice, patient safety or community outreach. Engagement grants can be used for event-related expenses such as food or venue costs.

Your state medical society can help

Many state and county societies have a state medical student section and a state governing board composed of student leaders. Each of these groups, like your own, meets regularly and may host meetings near your school.

By contacting your state’s medical student section leadership, you might find areas of mutual interest that you can bring to your campus and community. The state society leadership can be helpful with jump starting programming or raising awareness for speakers or other optional events that are relevant to your local campus section. Reach out to your state society leadership directly to see how they can potentially facilitate student involvement.

Contact mss@ama-assn.org with any questions.
# How should your local campus section be organized?

How your section is run—i.e., how decisions are made, how ideas are generated, how members get involved—depends largely on the size of your medical school and your local campus' needs. Bylaws outlining roles and responsibilities can serve as the foundation for running a fair and effective section. Model bylaws are included in this guide and can be tailored to the needs of your local campus section board. With a constructive set of bylaws, you can identify leadership positions and corresponding responsibilities. The following are potential leadership positions and duties (feel free to modify position responsibilities as appropriate to fit your local campus section's needs):

- **Chair or president** ensures the section is recognized as a club on campus and coordinates all section activities on campus; the chair is the certifying officer for your delegation

- **Vice chair or vice president** handles section duties when the chair or president is absent; the vice chair might coordinate local campus section committees

- **Delegate and alternate delegate** are the section's voting representatives at national AMA-MSS annual and interim assembly meetings (In their official capacities, your AMA-MSS delegates represent the interests of your local section nationally and communicate the actions taken at every national meeting back to your local section.)

- **Community service coordinator** is responsible for coordinating service activities on campus and/or in your community

- **Secretary and/or treasurer** maintain(s) the section's documents, materials and finances

- **Outreach leader** serves as the liaison to the [AMA Medical Student Outreach Program (MSOP)](https://www.ama-assn.org/main) and coordinates membership recruitment and retention activities on campus (This position is a critical connection to the larger organization and should also register with the AMA LINK.)

You may find your local campus section needs additional leadership. You are welcome to add additional members to your section board to meet the need of your campus.

Also, as you develop your local campus section leadership and/or turn over leadership annually, please register your leaders using the following [link](https://www.ama-assn.org/main).

Contact [mss@ama-assn.org](mailto:mss@ama-assn.org) with any questions.
Leadership opportunities

Separate and distinct from those leadership positions associated with your local campus section, the AMA also offers a wide array of national leadership opportunities that are available to our medical student members. National opportunities include:

**AMA-MSS Governing Council positions**

**AMA-MSS standing committees**

**AMA Government Relations Advocacy Fellowship**

**Food and Drug Administration Professional Affairs and Stakeholder Engagement Internship**

**AMA council** leadership positions (seven separate councils offer medical student appointments)

**AMA Board of Trustees** (medical student member)

**AMA Foundation** (medical student member)

**American Medical Political Action Committee** (medical student member)

**National Board of Medical Examiners Advisory Committee for Medical School Programs** (medical student member)

**Liaison Committee on Medical Education**

**National Resident Matching Program**

Regional leadership

For application materials or to learn more information, visit [Medical student leadership opportunities](https://www.ama-assn.org). Contact [mss@ama-assn.org](mailto:mss@ama-assn.org) with any questions.
Planning a productive year

Below is a section calendar guide, which includes suggested deadlines to keep you and your team organized. Tailor your calendar to include your school’s mandatory curricular activities, such as major exam blocks, so your events do not conflict. Conducting monthly check-ins with your section’s board members, either virtually or in person, is a useful way to ensure your section is being productive and addressing any outstanding issues or needs.

SECTION CALENDAR GUIDE

September

- For new sections, register your section chair, vice chair and outreach leader (visit the medical student leadership opportunities page)
- Meet as a section board and begin identifying the areas of interest in the realm of policy, both among your peers and those associated with the needs in your community
- Develop educational and/or community service activities to host during the year that fill these gaps and needs
- Identify a plan of action (e.g., delegate responsibilities, AMA Section Involvement Grant funding, and the need for administrator involvement)
- Certify your school’s delegate by the established deadline
- Register for the AMA-MSS Interim Meeting

October

- Host one section activity on campus, which could be participation in AMA National Advocacy Conference
- Review the AMA-MSS Interim Meeting handbook
- Confirm receipt of “Delegate and Alternate Delegate Application” to mss@ama-assn.org

November

- Attend the AMA-MSS Interim Meeting
- Share learnings from the meeting with local campus section members
- Identify leaders in your local campus section who are enthusiastic about leadership and would like to become a local campus leader
- By this time in the academic year, host at least two section activities on campus or in your community, one of which can build on the AMA National Service Project activity hosted at the AMA-MSS Interim Meeting

December

Contact mss@ama-assn.org with any questions.
January
- Welcome new members to your section
- Revisit plan of action for the year, make adjustments (e.g., delegate responsibilities to new members, add in new activities ideas provided by new members)
- Host at least three section activities on campus or in your community by this time
- Register for the Medical Student Advocacy and Region Conference
- Host elections at your local campus section
- Elect new section officers, if current officers are graduating
- Attend the Medical Student Advocacy and Region Conference in Washington, D.C.
- Certify your school’s delegate by published deadline
- Register for the AMA-MSS Annual Meeting
- Complete section officer transitions, if officers are graduating
- Review the AMA-MSS Annual Meeting handbook
- Attend the AMA-MSS Annual Meeting
- Share learnings from previous AMA-MSS Interim Meeting with section members
- Celebrate your successful year as an AMA section!

February
- Host at least three section activities on campus or in your community by this time
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May
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June
- Attend the AMA-MSS Annual Meeting
- Share learnings from previous AMA-MSS Interim Meeting with section members
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AMA-MSS LOCAL CAMPUS SECTION EVENT CHECKLIST

One month before event
- Pick a date and location for your event
- Delegate tasks among your local campus section board so all members have a clear understanding of their responsibilities and timeline to get tasks completed
- Reserve a room on your campus for the event

Two weeks before event
- Advertise your event! This point cannot be stressed enough. Ensure your event is visible on your university’s event website. Spread the word using Facebook, WhatsApp, GroupMe or any other frequently used communication channels. Get your fellow classmates excited about this AMA-MSS hosted event!
- Order necessary supplies or plan food or drink at least two weeks in advance of the event
- Verify the address of the event and provide any necessary directions to meeting attendees

Contact mss@ama-assn.org with any questions.
### Week of event

- Create an RSVP contact list to plan for the appropriate amount of food, number of chairs, or to contact attendees if there is a change in plans.

### Day of event

- Send a reminder to attendees, advertise on your campus for last minute attendees
- Enjoy the programming of your event and interact with your fellow medical students

### Week after event

- Provide a paper or electronic brief survey for comments on the event or suggestions for improvement, feedback helps your local campus section board plan an even better event next time!
How do I transition my responsibilities to the next officer?

Section officer transition guidance
It is important that once you have established a section board, new AMA members to the board become aware of the history and future plans for your section. Use the questions below as a guide to the leadership transition process after your section board completes elections.

Officer discussion questions
1. What events did our section host during the previous year?
2. What is the status of current projects, if any, that new leadership should know about?
3. Who are the key contacts (i.e., advisor, campus administrator, etc.) new leadership needs to meet?
4. Who was our school’s delegate in the AMA-MSS assembly at our annual and interim meetings?

Be sure to update contact information for your new section board members using this form.

Section discussion questions
1. Discuss successes. “Definitely do this again …”
2. Discuss opportunities for growth. “Here’s what I would change …”
3. Brainstorm ideas. A goal you didn’t have the chance to accomplish or ideas for further programming. “I didn’t get around to …”
4. Offer suggestions. “Skip this, to focus on this …”

Contact mss@ama-assn.org with any questions.
How do I run an effective meeting?

Effective meetings require planning and organization. A successful agenda for a meeting or phone conference prepares attendees for the content of the meeting, sets time expectations, and defines clear actions for discussion or completion. Meeting agendas should clearly define the objectives and provide guidance on what materials attendees should prepare ahead of time. A meeting agenda template is included in this guide. The following agenda design tips will help ensure your meeting is productive and efficient:

1. Allow a few days before the start of the meeting to begin planning your agenda. When possible, include members of the board or council in development of the agenda. Ask members, “What topics matter most to you?”
   a. While the chair of the meeting cannot make any promises regarding meeting content, attempt to gain insight into what topics the council deems important and incorporate this information into the agenda.

2. Clearly define a meeting objective with a brief description of the main points of action to be discussed during the allotted time.

3. Allocate appropriate time. Be thoughtful of meeting topics and budget time in the agenda.
   a. A note on meeting order: Place short and straightforward elements at the beginning of the agenda in order to complete easy tasks and build momentum. Place most important or difficult elements of the meeting in the middle. Be mindful and do not place these important topics too close to the end of the meeting time in case your time goes over.

4. Provide brief and detailed descriptions of agenda items. Try using questions that indicate exact information to gather. Examples: What challenges occurred in planning for X meeting? How can we address these challenges?

5. Distribute the meeting agenda a day prior to the scheduled meeting. The advance notice allows participants to prepare necessary discussion points based on the proposed agenda content.

6. Encourage all participants to take notes during the meeting, this practice promotes active listening. There should always be a designated participant who keeps detailed minutes of the conversation and distributes these minutes in a timely manner after the meeting concludes.

7. If extended time is needed for topics scheduled in the meeting agenda, allow participants to finish their thoughts in a separate forum (such as through an electronic list or email to the chair) after the conclusion of the meeting.

8. Solicit feedback from the meeting through anonymous and non-anonymous surveys. Feedback allows meetings to evolve and best suit the needs of attendees.

Contact mss@ama-assn.org with any questions.
Glossary

Have you found it hard to keep all the terms and lingo of the AMA straight? There are many terms to keep in mind, however, this glossary is a reference to keeping these names in order.

**Board of Trustees (BOT):** elected officers of the AMA who are responsible for implementing AMA policy.

**Certification:** conducted by the local campus chair or president to designate the voting representation (delegate and alternate delegate) for each campus at AMA-MSS assembly meetings.

**House of Delegates (HOD):** develops policy for the organization according to rules imposed by the AMA Bylaws and established by tradition.

**Journal of the American Medical Association (JAMA):** a leading peer-reviewed medical journal which publishes reviews, editorials and research on topics in biomedicine.

**Local campus section:** the medical school’s student organization on campus supported nationally by the AMA-MSS.

**Marketing and Membership Experience (MMX):** the AMA business unit dedicated to supporting and maximizing medical student, resident and physician involvement in advocacy and membership.

**Medical Student Section (MSS):** the section of the AMA which supports MD and DO medical student members.

**Medical Student Outreach Program (MSOP):** a group of student recruiters who recruit and retain their peers as members of the AMA through their local campus section. Recruiters earn financial rewards for their local campus section to use toward student activities, community events, travel to the AMA Annual Meeting, Interim Meeting and more.

**AMA-MSS Annual Meeting** (abbreviated as “A-20” to reflect year): assembly meeting held annually in June in Chicago; AMA-MSS members can develop policy, host and attend programming sessions, and networks with physicians and medical students from across the country.

**AMA-MSS Interim Meeting** (abbreviated as “I-20” to reflect year): assembly meeting held annually in November in a location that rotates throughout the United States; AMA-MSS members can develop policy, host and attend programming sessions, and networks with physicians and medical students from across the country.

Contact mss@ama-assn.org with any questions.
Additional materials

If you need more information, or would like to know more about the structure and operation of the AMA Medical Student Section and American Medical Association, there are online resources available to you. The AMA-MSS Internal Operating Procedures details the bylaws of members of the AMA Medical Student Section. The AMA also has Constitution and Bylaws that explain the framework for governance of the AMA.

Contact information

If you have any questions while setting up your local campus section or at any time during the year, contact mss@ama-assn.org for assistance.

For additional information or questions about the AMA Medical Student Outreach Program (MSOP), email MSOP at msop@ama-assn.org.

Begin messages with “Attn: Director or Program Administrator”
Shane P. McGoey, PhD
Director, AMA Medical Student Section
Shane.Mcgoey@ama-assn.org

Contact mss@ama-assn.org with any questions.
Local Campus Local Campus Section Model Bylaws
AMA Medical Student Local Campus Section at Name of Medical School

Explanation of Local Campus Section Model Bylaws
These bylaws should be used as a model. This document represents an ideal local campus section; it is not intended that all provisions in the Bylaws be used by each local campus section. The model is generic and can serve as a framework for local campus sections to modify or implement their own set of bylaws to increase local campus section strength.

1. Name
The name of this organization shall be the American Medical Association Medical Student Local Campus Section (AMA Medical Student Local Campus Section) at Name of Medical School. This organization serves medical student members of the AMA.

2. Purpose and Principles
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.

2.1 Although the purpose of the AMA-MSS is to represent ALL medical students, students must seek membership in the AMA to be a part of the MSS.

2.2 Local Campus Sections may want to develop their own membership requirements using bylaws from your state medical society and the AMA-MSS.

3. Objectives of the AMA-MSS
The projects, programs, and activities, the AMA-MSS will pursue being:

3.1 The leading medical student organization for advancing issues of public wellness, community service, ethics, and health policy;

3.2 The principal source for obtaining and disseminating information for medical students regarding medical education, residency training, and medical practice;

3.3 The most representative voice and influential advocate for medical students and their patients;

3.4 A dynamic organization that provides value to its medical student members.

4. Core Values of the AMA-MSS

4.1 Advocacy: Caring advocates for our patients, our profession, and our medical student members.

4.2 Leadership: The stewards of the future of medicine.

4.3 Excellence: Commitment to provide the highest quality service, products, and information for our members.
4.4 Integrity: Ethical behavior forms the basis for trust in all our relationships and actions.

5. Membership

5.1 Eligibility. The AMA Medical Student Local Campus Section at Name of Medical School shall be composed of American Medical Association (AMA) and/or State Medical Society (SMS) members of Name of Medical School.

5.1.1 Any medical student enrolled in an accredited school of medicine may seek membership in the AMA Medical Student Local Campus Section at Name of Medical School, attend meetings of the AMA Medical Student Local Campus Section at Name of Medical School, and speak on issues before the AMA Medical Student Local Campus Section at Name of Medical School.

5.1.2 Only members of the AMA Medical Student Local Campus Section at Name of Medical School shall have the right to vote on matters before the local section, be able to hold office in the AMA Medical Student Local Campus Section at 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.

5.1.3 Any and all members who represent the AMA Medical Student Local Campus Section at Name of Medical School are required to be members of the AMA prior to attending any national convention.

5.2 Recruitment. AMA membership shall be encouraged. Literature concerning the benefits of student membership in the AMA distributed to the AMA Medical Student Local Campus Section at Name of Medical School shall be utilized to assist the Local Campus Section in the recruitment of new AMA members.

5.3 The Local Campus Section Governing Board. The Governing Board of the Local Campus Section shall be composed of a Chair, a Vice-Chair, a Delegate to the AMA-MSS, an Alternate Delegate to the AMA-MSS, a Membership and Recruitment Chair, 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 Medical Student Local Campus Section at 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.

6. Governing Board
6.1 **Chair.** The Chair shall:

6.1.1 Preside over all business meetings of the AMA Medical Student Local Campus Section at *Name of Medical School* and the Governing Board.

6.1.2 Be responsible for executing the directives of the Governing Board or the AMA Medical Student Local Campus Section at *Name of Medical School* membership.

6.1.3 Represent the AMA Medical Student Local Campus Section at *Name of Medical School* at all interorganizational and intra-school affairs.

6.1.4 Coordinate and facilitate communication with the AMA Medical Student Local Campus Sections at other schools within the state (if any), the SMS, and organizations and administrations within the school.

6.1.5 Call meetings of the AMA Medical Student Local Campus Section at *Name of Medical School* and the Governing Board.

6.1.6 Perform or delegate any other reasonable duties necessary for the carrying out of business of the AMA Medical Student Local Campus Section at *Name of Medical School*.

6.2 **Vice Chair.** The Vice Chair shall:

6.2.1 Preside over all business meetings of the AMA Medical Student Local Campus Section at *Name of Medical School* and the Governing Board in the absence of the Chair.

6.2.2 Attend meetings or functions which the Chair is to attend in the absence of the Chair.

6.2.3 Assist the Chair in the performance of his or her duties.

6.2.4 Coordinate committees of the Local Campus Section.

6.2.5 Serve as Parliamentarian at meetings of the AMA Medical Student Local Campus Section at *Name of Medical School* and the Governing Board.

6.3 **AMA Delegate.** The AMA-MSS Delegate shall:

6.3.1 Represent the AMA Medical Student Local Campus Section at *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 Medical Student Local Campus Section at *Name of Medical School*.

6.3.2 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.

6.3.3 Solicit opinions of the AMA Medical Student Local Campus Section at *Name of Medical School* Membership and Governing Board on the proposed AMA-MSS reports and resolutions.

6.3.4 Present AMA-MSS activities at AMA Medical Student Local Campus Section at *Name of Medical School* meetings and Governing Board meetings.

6.3.5 Prepare and distribute a report to the Local Campus Section on the proceedings of the AMA-MSS after the Interim and Annual AMA-MSS Meetings.
6.4 **AMA Alternate Delegate.** The Alternate Delegate to the AMA-MSS shall:

6.4.1 Represent the AMA Medical Student Local Campus Section at *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 Medical Student Local Campus Section at *Name of Medical School* in the absence of or under the direction of the Delegate.

6.4.2 Assist the Delegate, as necessary, in carrying out his or her responsibilities.

6.4.3 Both the delegate and alternate delegate may also serve as another position on the Local Campus Section Governing Board in addition to the Chair or Vice Chair.

6.5 **Secretary and Treasurer.** The Secretary/Treasurer shall:

6.5.1 Keep all financial records.

6.5.2 Develop an annual budget.

6.5.3 Disburse AMA Medical Student Local Campus Section at *Name of Medical School* funds.

6.5.4 Keep all membership records and work with the State and AMA Divisions of Membership (as needed).

6.5.5 Record and distribute minutes of all Governing Board and AMA Medical Student Local Campus Section at *Name of Medical School* meetings.

6.6 **Membership and Recruitment Chair.** The Membership Recruitment and Retention Chair shall:

6.6.1 Plan and coordinate membership events for first year medical students at orientation.

6.6.2 Contact all new students over the summer prior to first year to encourage them to join the AMA-MSS.

6.6.3 Work with faculty on campus to be more involved in overall orientation activities.

6.6.4 Work with the AMA’s Medical Student Outreach Program (MSOP) to increase membership on campus.

6.6.5 Submit membership applications from the Local Campus Section to the relevant state society or directly to the MSOP.

6.7 **Governing Board.** The Local Campus Section Governing Board shall jointly:

6.7.1 Coordinate the activities of the AMA Medical Student Local Campus Section at *Name of Medical School*.

6.7.2 Create and make appointments to AMA Medical Student Local Campus Section at *Name of Medical School* Ad-hoc committees (as needed).

6.7.3 Make appointments to AMA Medical Student Local Campus Section at *Name of Medical School* Standing committees.

6.7.4 Conduct at least three (5) meetings a year.
6.7.5 Oversee publication of a newsletter for AMA Medical Student Local Campus Section at Name of Medical School membership regarding the Local Campus Section, SMS, AMA-MSS, and AMA activities.

6.7.6 Produce a yearly report for the AMA Department of Medical Student Services including information on elections and Local Campus Section activities.

6.7.7 Coordinate the recruitment of AMA members.

7. Recall of Governing Board Members

7.1 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 Campus Section or upon a two-thirds majority other membership of the Governing Board, including its ex-officio members.

7.2 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.

8. Vacancies

8.1 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:

8.2 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.

8.3 A vacancy in the position of Chair or Alternate Delegate shall be filled in the same order described in 5.3, 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.

8.4 The person elected to fill a vacancy shall take office immediately upon election or whenever the term of office begins, whichever is later.

9. Elections. Elections of the Governing Board officers should take place at the Annual Meeting of the Local Campus Section. Terms of office should be for one year. A Governing Board with full membership should be in place during the summer months. 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.

9.1 Election of officers shall take place at the first scheduled business meeting of the AMA Medical Student Local Campus Section at Name of Medical School following
the AMA-MSS Interim Meeting for that academic year, but shall in no
circumstances, occur later than March 15th.

9.2 Elections shall be by individual office in the order presented in 5.3.

9.3 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
Medical Student Local Campus Section at Name of Medical School can run for and
hold office.

9.4 A simple majority (Quorum = 50+1) must be present for an election to take place. A
secret ballot shall be taken. Abstentions shall not be counted as a cast ballot.

  9.4.1 If 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.

  9.4.2 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.

9.5 Elected officers shall take office two months prior to the AMA-MSS Annual
Meeting.

10. Duties Each Local Campus Section may choose to appoint additional leadership
positions, as necessary, (such as Committee Chairs) on the Local Campus Section
Governing Board.

11. Communication

11.1 Local Campus Local Campus Section. The AMA Medical Student Local Campus
Section at 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 Campus
Section activities.

11.2 National. The AMA Medical Student Local Campus Section shall be given a yearly
report of Local Campus Section activities and the results of officer elections.

12. Local Campus Section Meetings of the AMA-MSS

12.1 Time. The AMA Medical Student Local Campus Section at 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 Medical Student Local Campus Section at Name of Medical School.

12.2 Purpose. At its meetings, the AMA Medical Student Local Campus Section at Name of Medical School shall:

12.2.1 Address internal resolutions.

12.2.2 Address resolutions to be submitted to the SMS House of Delegates or the AMA-MSS Assembly.

12.2.3 Receive reports from the Governing Board, School Representatives, and SMS Committee members.

12.2.4 Discuss its agenda for programming initiatives on campus for the coming months.

12.2.5 Elect officers of the Governing Board.

12.2.6 Conduct any other business.

12.3 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.

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

13. Committees

13.1 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.

13.2 There are no specific committees named in these bylaws. We recommend membership recruitment and retention, advocacy and legislation, community service, and publicity committees for each Local Campus Section.

14. Policy

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

15. Amendments

These bylaws may be amended by the Local Campus Section 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.
Meeting Agenda Template

Meeting Title: 

Location: 

Date: 

Time: 

Attendees: 

Chair: 

Minutes: 

Objective: 

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<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00-11:05am</td>
<td>Old Business [5 minutes]</td>
<td></td>
</tr>
<tr>
<td>11:05-11:20am</td>
<td>New Business [15 minutes]</td>
<td></td>
</tr>
<tr>
<td>11:20-11:30am</td>
<td>Action Items: [10 minutes]</td>
<td></td>
</tr>
<tr>
<td>11:30-11:50am</td>
<td>Next Steps: [20 minutes]</td>
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</tr>
<tr>
<td>11:50-11:55am</td>
<td>Delegation of Tasks [5 minutes]</td>
<td></td>
</tr>
<tr>
<td>11:55am-12:00pm</td>
<td>Closing [5 minutes]</td>
<td></td>
</tr>
</tbody>
</table>

Pre-meeting Documents:

Notes: