



American Medical Association Medical Student Section

LOCAL CAMPUS SECTION GUIDE

Leadership / Research / Advocacy / Match



WELCOME!

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

If you have questions or need assistance, we encourage you to contact the AMA-MSS staff. **Email us** with a brief description of your question or request, and we will respond.

Remember ...

The AMA is here to help your local campus section and fellow medical students succeed—during school and training, in preparing for residency, and in shaping the future of medicine.

It's because of individuals like you and local campus sections like yours that the AMA's mission, resources, and advocacy efforts come to life in ways that matter and make a difference.

We thank you sincerely for your commitment to join us in moving medicine forward and protecting your future.

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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 a current member 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 AMA medical student section will provide your group with multiple opportunities to engage in meaningful activities at the local, regional and national levels. These include:

LOCALLY

You can develop and host numerous educational activities throughout the year that raise awareness about public health issues, policy initiatives 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

Opportunities often present themselves to work with nearby states to coordinate advocacy and service efforts, or simply to band together to discuss policy developments tailored to each region and its membership.

NATIONALLY

Ultimately, 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. This is your pathway to helping shape how the AMA-MSS communicates its priorities in the AMA House of Delegates. Each meeting provides medical students the opportunity to network with like-minded students passionate about health policy and to participate—even lead—educational programs available to all section members.

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WHAT ARE THE BENEFITS OF AMA STUDENT MEMBERSHIP?

The AMA helps students stand out and distinguish themselves for residency.

By joining the AMA, students get access to leadership, research, advocacy and resources for the Match, including:

- Full access to the JAMA Network™ (print journal, online and audio subscription)
- 1,000+ leadership positions at national, regional and local levels
- Leadership education modules to help you develop as a leader
- Search over 13,000 programs on FREIDA™, the AMA Residency & Fellowship Database® with access to save, rank, take notes, download and compare programs, and plan ahead for application and Match fees with FREIDA's Residency Calculator
- Advocacy training and opportunities to meet with legislators on Capitol Hill
- AMA Research Challenge to showcase your research with \$10,000 prize
- AMA Poster Showcase to present your work on a variety of topics, including leadership, health equity, advocacy and policy, and more
- Laurel Road's team of student loan specialists to help you understand your repayment and forgiveness options with a no-cost consultation
- Study prep discounts on UWorld, Amboss, Sketchy Medical, UpToDate and more, saving you hundreds of dollars

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WHAT ARE THE BENEFITS OF A LOCAL AMA-MSS CAMPUS SECTION?

There are countless activities your local campus section can execute, many of which already have roadmaps that the AMA-MSS is ready to share. Successful programming from other local campus sections include:

- **Anatomy prep sessions** (first-years)
- **Board review sessions** (second-years)
- **Residency selection and planning workshops** (third-years)
- **Moving and relocating tips** (fourth-years)

Local sections are also well-positioned to deliver:

- **Programming** to bring in compelling speakers to address relevant topics in health care; organize educational workshops; generate networking opportunities with other students and physicians
- **Socializing opportunities** to interact with fellow medical students for social and career networking
- **Policy-writing** work with students at your school to develop and write resolutions and review resolutions from around the country (We strongly encourage this type of participation—it's how you and your local section make your voice heard, and how your input and views gain the potential to move forward for formal discussion during our national AMA-MSS assembly meetings.)

Students in any year of medical training can benefit from a strong local campus section that:

- **Fosters** education
- **Participates** in community service
- **Coordinates** active participation in national AMA meetings
- **Provides** visible presence on campus

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KEY STEPS FOR STARTING A LOCAL CAMPUS SECTION AT YOUR SCHOOL

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 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 success 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. View the [Faculty Advisor Guide](#) for more information and resources to provide your faculty advisor.

STEP 3

Write or revise bylaws. Bylaws outlining roles and responsibilities can serve as the foundation for running a fair and effective local campus 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. (Note: these bylaws, which represent an ideal AMA-MSS local campus section, should be used as a model. It is not intended that all provisions in the model bylaws be used by each local campus section. The model offers a generic framework that local campus sections can modify or implement to best suit their local campus section needs and strengths.)

STEP 4

Set up bank account. As a new chapter, you may be interested in setting up a bank account to receive [Section Involvement Grant Funding](#), as well as commissions, should your chapter become eligible to receive them. The first step to set up a bank account is to speak with a staff member on your campus, typically someone who works in the Office of Student Affairs or Student Life. Each campus has different guidelines and instructions on how to set up an account, and speaking with your administration is the first step.

Typically, your local campus section treasurer or outreach leader will set up the bank account. When speaking with your school's administration, it's helpful to have a bank account name already in mind. The bank account name should

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be no longer than 50 characters and include <<SCHOOL NAME>> and <<AMA-MSS>>. This may mean you need to use an abbreviation of the school name. Account names should also be evergreen—i.e., do not use current class year as part of the account name. An acceptable account name example is “Alabama Coll of Osteo AMA MSS”. An improper name would be something like “UKCOM Class of 2022” (University of Kentucky College of Medicine) or just “AMA MSS Chapter” (with the school name excluded).

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 local campus section, 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.

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RECRUITMENT AND ENGAGEMENT OPPORTUNITIES

As you build your local campus section, you'll find there are many roles and responsibilities that must be filled. The Outreach Leader role is a critical student leader role that is part of the [Medical Student Outreach Program](#) (MSOP). MSOP is a peer-to-peer recruitment program that recruits first-year medical students to join the AMA. Although the Outreach Leader is the liaison with AMA staff on recruitment responsibilities, all local campus section student leaders should encourage peers to join the AMA and be active in your local section's efforts and activities.

Build membership and engagement on your campus

The more AMA members at your school, the stronger your local campus section will be.

As a reward for recruitment performance, AMA local campus sections can earn commissions based on the number of four-year student memberships achieved throughout the recruitment year. The higher the percentage of M1 class size recruited for membership, the more commission dollars your section receives. When your local campus section is successful in growing membership through MSOP, you'll have access to funding—funding that you can reinvest in your campus section's growth through things such as creative recruiting programs, section development, travel to AMA meetings, community service and other professional events.

Students interested in serving as an Outreach Leader and learning more about MSOP can email studentops@ama-assn.org.

Section Involvement Grant Program

The AMA is proud to support local initiatives through its medical student leaders. The [Section Involvement Grant](#) (SIG) program is available to local campus section leaders at all medical schools to assist local AMA student recruitment and engagement efforts throughout the school year. Examples of SIG events include:

- Student organization fair or orientation event
- Lunch and learns or coffee chats
- AMA information session
- Lunchtime lecture on a public health topic
- White coat headshots for student members
- Social events such as a trivia night or speed networking
- Travel to national AMA events

[Learn more](#) and work with your local campus section to apply for a grant.

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HOW SHOULD YOUR LOCAL CAMPUS SECTION BE ORGANIZED?

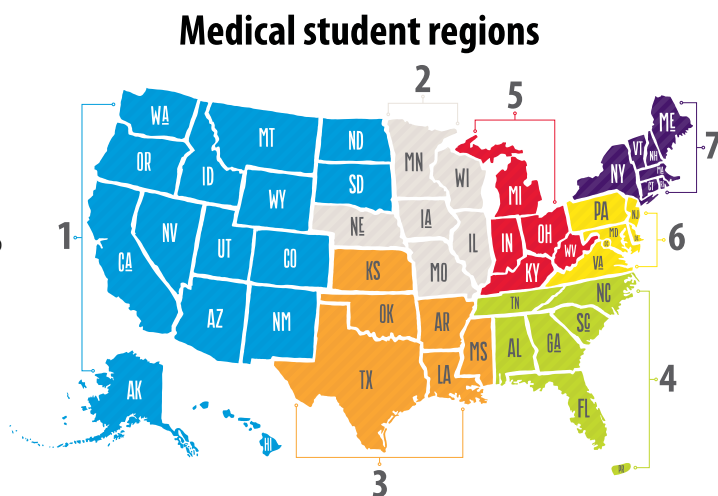
How your section is run—i.e., how decisions are made, how ideas are generated, how members get involved—depends largely on the size of your medical school and your local campus' needs. Bylaws outlining roles and responsibilities can serve as the foundation for running a fair and effective section. [Model 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 \(MSOP\)](#) and coordinates membership recruitment and retention activities on campus. This position is a critical connection to the larger organization.

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](#).

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



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LEADERSHIP OPPORTUNITIES

Separate and distinct from the 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 Fellow](#)

[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](#).

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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	<ul style="list-style-type: none"> <input type="checkbox"/> For new sections, register your section chair, vice chair and outreach leader <input type="checkbox"/> 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 <input type="checkbox"/> Develop educational and/or community service activities to host during the year that fill these gaps and needs <input type="checkbox"/> Identify a plan of action (e.g., delegate responsibilities, AMA Section Involvement Grant funding, and the need for administrator involvement) <input type="checkbox"/> Certify your school's delegate by the established deadline <input type="checkbox"/> Register for the AMA-MSS Interim Meeting
October	<ul style="list-style-type: none"> <input type="checkbox"/> Host one section activity on campus, which could be participation in Advocacy in Action Workshop <input type="checkbox"/> Review the AMA-MSS Interim Meeting handbook <input type="checkbox"/> Confirm receipt of "Delegate and Alternate Delegate Credentialing Form" to mss@ama-assn.org
November	<ul style="list-style-type: none"> <input type="checkbox"/> Attend the AMA-MSS Interim Meeting <input type="checkbox"/> Share learnings from the meeting with local campus section members <input type="checkbox"/> Identify leaders in your local campus section who are enthusiastic about leadership and would like to become a local campus leader
December	<ul style="list-style-type: none"> <input type="checkbox"/> 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

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January	<input type="checkbox"/> Welcome new members to your section <input type="checkbox"/> 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)
February	<input type="checkbox"/> Host at least three section activities on campus or in your community by this time <input type="checkbox"/> Register for the AMA Medical Student Advocacy Conference <input type="checkbox"/> Host elections at your local campus section
March	<input type="checkbox"/> Elect new section officers, if current officers are graduating <input type="checkbox"/> Attend the AMA Medical Student Advocacy Conference in Washington, D.C.
April	<input type="checkbox"/> Certify your school's delegate by published deadline <input type="checkbox"/> Register for the AMA-MSS Annual Meeting
May	<input type="checkbox"/> Complete section officer transitions, if officers are graduating <input type="checkbox"/> Review the AMA-MSS Annual Meeting handbook
June	<input type="checkbox"/> Attend the AMA-MSS Annual Meeting <input type="checkbox"/> Share learnings from previous AMA-MSS Interim Meeting with section members <input type="checkbox"/> Celebrate your successful year as an AMA section!
July–August	<input type="checkbox"/> Work with your Outreach Leader to help support peak recruitment season and recruit M1s to join the AMA and become involved in your local campus section. The more AMA members you have at your school, the stronger your local campus section will be.

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!

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- ☐ 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

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

Post-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!

AMA NAME/LOGO APPROVAL

- 1. Use of AMA name/logo approval:** Use of the AMA name and/or logo for policy, advocacy or education events must be preapproved in writing by the AMA. This preapproval requirement extends to the use of the AMA local campus section name <Medical School, Local Campus Section> or <Local Campus Section, Medical School>. Use of commission payments from the AMA or AMA Section Involvement Grant funding does not supersede the need for approval of AMA name and logo use.
- 2. Approval process:** To seek approval for the use of the AMA name and/or logo in conjunction with an AMA local campus policy, advocacy or education events, please send the following information through [this form](#) no later than three weeks before the event.
 - a. Date of event
 - b. Title of event
 - c. Sponsors (and any co-sponsors) of event
 - d. Target audience for event
 - e. Event speakers
 - f. Brief description of the content to be presented

If approval to use the AMA name and/or logo has not been given through the above channels, the AMA may require immediate removal of the name and logo from all materials related to the event.
- 3. Event guidelines:** Before planning an event related to policy, advocacy or education, students should be familiar with the AMA's most recent actions and statements and align their event accordingly. Events that are held at local campus sections that are not aligned with current AMA policy may be asked to remove the AMA name and/or logo.

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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 ..."

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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.

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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 that 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.

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-23" 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-23" 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.

	LESSON
➤ How do I start? What do I need to do?	1
➤ What are the benefits of AMA student membership?	2
➤ What are the benefits of a local AMA-MSS campus section?	3
➤ Key steps for starting a local campus section at your school	4
➤ Recruitment and engagement opportunities	5
➤ How should your local campus section be organized?	6
➤ Leadership opportunities	7
➤ Planning a productive year	8
➤ How do I transition my responsibilities to the next officer?	9
➤ How do I run an effective meeting?	10
➤ Glossary	11
➤ Additional materials	12

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 the American Medical Association, online resources are available. 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.

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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

1 **6.1 Chair.** The Chair shall:

- 2 6.1.1 Preside over all business meetings of the AMA Medical Student Local
3 Campus Section at *Name of Medical School* and the Governing Board.
4 6.1.2 Be responsible for executing the directives of the Governing Board or the
5 AMA Medical Student Local Campus Section at *Name of Medical School*
6 membership.
7 6.1.3 Represent the AMA Medical Student Local Campus Section at *Name of*
8 *Medical School* at all interorganizational and intra-school affairs.
9 6.1.4 Coordinate and facilitate communication with the AMA Medical Student
10 Local Campus Sections at other schools within the state (if any), the SMS,
11 and organizations and administrations within the school.
12 6.1.5 Call meetings of the AMA Medical Student Local Campus Section at
13 *Name of Medical School* and the Governing Board.
14 6.1.6 Perform or delegate any other reasonable duties necessary for the carrying
15 out of business of the AMA Medical Student Local Campus Section at
16 *Name of Medical School*.

17
18 **6.2 Vice Chair.** The Vice Chair shall:

- 19 6.2.1 Preside over all business meetings of the AMA Medical Student Local
20 Campus Section at *Name of Medical School* and the Governing Board in
21 the absence of the Chair.
22 6.2.2 Attend meetings or functions which the Chair is to attend in the absence of
23 the Chair.
24 6.2.3 Assist the Chair in the performance of his or her duties.
25 6.2.4 Coordinate committees of the Local Campus Section.
26 6.2.5 Serve as Parliamentarian at meetings of the AMA Medical Student Local
27 Campus Section at *Name of Medical School* and the Governing Board.
28

29 **6.3 AMA Delegate.** The AMA-MSS Delegate shall:

- 30 6.3.1 Represent the AMA Medical Student Local Campus Section at *Name of*
31 *Medical School* to the AMA-MSS Assembly at the Annual and Interim
32 Meetings held during the term of office and be responsible for introducing
33 any resolutions authored and/or sponsored by the AMA Medical Student
34 Local Campus Section at *Name of Medical School*.
35 6.3.2 Keep abreast of any state or national legislative initiatives that may be
36 important to medical students, and coordinate any response deemed
37 appropriate by the Governing Board.
38 6.3.3 Solicit opinions of the AMA Medical Student Local Campus Section at
39 *Name of Medical School* Membership and Governing Board on the
40 proposed AMA-MSS reports and resolutions.
41 6.3.4 Present AMA-MSS activities at AMA Medical Student Local Campus
42 Section at *Name of Medical School* meetings and Governing Board
43 meetings.
44 6.3.5 Prepare and distribute a report to the Local Campus Section on the
45 proceedings of the AMA-MSS after the Interim and Annual AMA-MSS
46 Meetings.

- 1
2 **6.4 AMA Alternate Delegate.** The Alternate Delegate to the AMA-MSS shall:
3 6.4.1 Represent the AMA Medical Student Local Campus Section at *Name of*
4 *Medical School* to the AMA-MSS Assembly at the Annual and Interim
5 Meetings, and be responsible for introducing any resolutions authored
6 and/or sponsored by the AMA Medical Student Local Campus Section at
7 *Name of Medical School* in the absence of or under the direction of the
8 Delegate.
9 6.4.2 Assist the Delegate, as necessary, in carrying out his or her
10 responsibilities.
11 6.4.3 Both the delegate and alternate delegate may also serve as another position
12 on the Local Campus Section Governing Board in addition to the Chair or
13 Vice Chair.
14
15 **6.5 Secretary and Treasurer.** The Secretary/Treasurer shall:
16 6.5.1 Keep all financial records.
17 6.5.2 Develop an annual budget.
18 6.5.3 Disburse AMA Medical Student Local Campus Section at *Name of*
19 *Medical School* funds.
20 6.5.4 Keep all membership records and work with the State and AMA Divisions
21 of Membership (as needed).
22 6.5.5 Record and distribute minutes of all Governing Board and AMA Medical
23 Student Local Campus Section at *Name of Medical School* meetings.
24
25 **6.6 Membership and Recruitment Chair.** The Membership Recruitment and
26 Retention Chair shall:
27 6.6.1 Plan and coordinate membership events for first year medical students at
28 orientation.
29 6.6.2 Contact all new students over the summer prior to first year to encourage
30 them to join the AMA-MSS.
31 6.6.3 Work with faculty on campus to be more involved in overall orientation
32 activities.
33 6.6.4 Work with the AMA's Medical Student Outreach Program (MSOP) to
34 increase membership on campus.
35 6.6.5 Submit membership applications from the Local Campus Section to the
36 relevant state society or directly to the MSOP.
37
38 **6.7 Governing Board.** The Local Campus Section Governing Board shall jointly:
39 6.7.1 Coordinate the activities of the AMA Medical Student Local Campus
40 Section at *Name of Medical School*.
41 6.7.2 Create and make appointments to AMA Medical Student Local Campus
42 Section at *Name of Medical School* Ad-hoc committees (as needed).
43
44 6.7.3 Make appointments to AMA Medical Student Local Campus Section at
45 *Name of Medical School* Standing committees.
46 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

1 shall be held. The interim meeting shall be held approximately six months after the
2 annual meeting. The Governing Board shall be empowered to call additional
3 meetings of the AMA Medical Student Local Campus Section at *Name of Medical*
4 *School*.

5
6 **12.2 Purpose.** At its meetings, the AMA Medical Student Local Campus Section at
7 *Name of Medical School* shall:

8
9 **12.2.1** Address internal resolutions.

10
11 **12.2.2** Address resolutions to be submitted to the SMS House of Delegates or the
12 AMA-MSS Assembly.

13
14 **12.2.3** Receive reports from the Governing Board, School Representatives, and
15 SMS Committee members.

16
17 **12.2.4** Discuss its agenda for programming initiatives on campus for the coming
18 months.

19
20 **12.2.5** Elect officers of the Governing Board.

21
22 **12.2.6** Conduct any other business.

23
24 **12.3 Meeting Notice.** The membership shall be notified at least fourteen (14) days prior
25 to all called meetings. Notice shall be given to all members detailing the time,
26 place, credentialing process, resolution program, election procedures, and
27 educational programs for the meeting.

28
29 **12.4 Rules of Order.** For those matters not covered by these Bylaws or the Internal
30 Operating Procedures of the AMA-MSS, Parliamentary Proceedings shall be the
31 guide for the conduct of business.

32 33 **13. Committees**

34 **13.1** Committees deemed necessary must be enacted by the membership and shall be
35 appointed by the Governing Board after soliciting letters of interest from the
36 membership. Committees shall submit an annual report to the membership and
37 maintain regular contact with a Governing Board liaison.

38 **13.2** There are no specific committees named in these bylaws. We recommend
39 membership recruitment and retention, advocacy and legislation, community
40 service, and publicity committees for each Local Campus Section

41 42 **14. Policy**

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

44 **15. Amendments**

45 These bylaws may be amended by the Local Campus Section membership at any of its
46 meetings provided the amendment shall have been proposed and publicized to the entire

- 1 membership not less than thirty days prior to the meeting. The amendment requires a
- 2 two-thirds majority vote of those members in attendance to pass.

Meeting Agenda Template

Meeting Title:		Location:	
Date:		Time:	
Attendees:		Chair:	
		Minutes:	

Objective:

Time	Agenda Item	Speaker
11:00-11:05am	Old Business [5 minutes]	
11:05-11:20am	New Business [15 minutes]	
11:20-11:30am	Action Items: [10 minutes]	
11:30-11:50am	Next Steps: [20 minutes]	
11:50-11:55am	Delegation of Tasks [5 minutes]	
11:55am-12:00pm	Closing [5 minutes]	

Pre-meeting Documents:

Notes: