Constitution
As amended by the 2016 House of Delegates

ARTICLE I
Name

The name of this organization shall be the Student National Medical Association.

ARTICLE II
Purpose

The purposes of the Student National Medical Association are:
1. To create an atmosphere wherein professional excellence and moral principles can find fullest expression;
2. To promote the dissemination of information relative to minority issues in the field of medical education;
3. To take necessary and proper steps to eradicate practices in the field of health profession education that compromise the goal of providing a quality education to minorities and women;
4. To promote the development of workable programs for the implementation of better urban and rural health care;
5. To provide national leadership in the promulgation of legislative policies for the provision of enhanced access to better health care;
6. To promote the sponsorship of programs for minority youth to encourage their entrance into the health professions;
7. To promote increases in the levels of minority student recruitment, admissions, and retention in schools training health professionals.
8. To encourage and promote the development of minority faculty in order to increase the presence of minority mentors and biomedical researchers in academic health centers.

Mission

The Student National Medical Association (SNMA) is committed to supporting current and future underrepresented minority medical students, addressing the needs of underserved communities, and increasing the number of clinically excellent, culturally competent and socially conscious physicians.
Vision

The SNMA commits to the empowerment of its members to take proactive steps to address minority health issues through advocacy and community service. As such, SNMA works to promote the professional development of its members, so that they may have the potential for being the underrepresented minority (URM) health leaders of tomorrow.

SNMA commits to providing URM pre-health students with knowledge, skills and experiences that are both pre-requisite and concomitant to professional participation in the health care industry.

SNMA commits to actively engaging in health advocacy to address inequities in medical education; racial/ethnic health disparities; and injustices in U.S. domestic and foreign health policy. SNMA will work to ensure equity in health care, serve as community health advocates, succeed as leaders in academic medicine, and direct health policy change.

We encourage our membership to embody the ideals of the organization while maintaining leadership roles within SNMA; other professional organizations; and minority and underserved communities. We continue to advance the culturally competent URM medical student and future physician to achieve equal opportunity and health care for all.

ARTICLE III

Relation to Other Organizations

Section 1. Relation to the National Medical Association

Realizing that the Student National Medical Association (SNMA) will, in all probability, be the National Medical Association (NMA) of tomorrow, the SNMA:

A. Establishes equitable affiliation through its Board of Directors with the NMA;
B. Recognizes informed counsel from, to and/or with the NMA while maintaining internal integrity to deliberate that counsel;
C. Allows official SNMA representation on the Board of Directors, and all other positions open in the NMA where this participation: (1) does not endanger the integrity of SNMA and (2) facilitates the proper delivery of health care, the education of health professionals, the status of health as these items relate to minorities and other medically underserved groups.
D. Establishes an Official Delegate to the NMA House of Delegates subject to certifying credentials to be issued by the appropriate Official(s) of the National Medical Association. Said Delegate shall:

i. Represent official positions of the SNMA within the NMA House of Delegates;

ii. Be appointed by the President of the SNMA;

iii. Provide a report to the President within thirty (30) days of the close of the NMA's House of Delegates; and

iv. Be restricted to a two-year term as Official Delegate.

Section 2. The SNMA reserves the following rights:

A. The right of self-government;

B. The right to shape and/or reshape the aims, objectives and priorities of the SNMA;

C. The right to define, publish and influence the spirit and direction of medicine consistent with its purpose and objectives; and

D. All other rights not mentioned or prohibited above.

ARTICLE IV

Membership

Section 1. The Members of the SNMA shall be Active, Associate, Supporting Physician/Patron, Honorary, and Organizational/Institutional, lifetime, and emeritus.

Section 2. Active Membership shall be granted, upon payment of prescribed Dues, to any medical student (any student matriculating at a medical school in ultimate pursuit of an M.D. or D.O.), resident, or fellow who recognizes the need for existence of the SNMA, and who believes in the ideas, aims and purposes upon which it was founded.

Section 3. Associate Membership shall be defined as:

A. Any pre-medical student (any student matriculating at an undergraduate institution or a post baccalaureate program who is enrolled in a pre-health professions curriculum).

B. Any undergraduate or graduate allied health student, health professions student or anyone who is interested in the mission and understands the purpose of the SNMA who does not fit into any other membership category of Article IV of the SNMA Constitution.

i. Such membership shall be granted, upon payment of prescribed Dues, to any student belonging to the aforementioned categories who recognizes the need for existence of the SNMA, and who believes in the ideas, aims and purposes upon which it was founded.
Section 4. Honorary Membership shall be granted to persons having made notable and outstanding contributions to enhance the purpose and objectives of SNMA, upon recommendation of the Board of Directors or the House of Delegates at the Annual Medical Education Conference.

Section 5. Any organization/institution which chooses to enhance the purposes and objectives of the SNMA through the payment of Dues shall be granted Organizational/Institutional Membership. Membership in this category shall be elected by the House of Delegates or the Board of Directors.

Section 6. Supporting Physician Membership shall be granted, upon payment of prescribed Dues, to any individual holding a doctorate in allopathic or osteopathic medicine who recognizes the need for the existence of the SNMA and who believes in the ideas, aims and purposes upon which it was founded. Patron Membership shall be granted, upon payment of prescribed Dues, to any professional or other individual who recognizes the need for the existence of the SNMA and who believes in the ideas, aims and purposes upon which it was founded.

Section 7. Any corporation which chooses to enhance the purposes and objectives of the SNMA through the payment of Dues shall be granted Corporate Membership. Membership in this category shall be elected by the Board of Directors or the Executive Committee.

Section 8. The honor of “emeritus” shall be awarded to distinguished past members of the National Board of Directors who, in the opinion of the House of Delegates or the Board of Directors, have made outstanding and notable contributions to the Student National Medical Association. These individuals should have exhibited exemplary service to the organization in their position and embody and promote the ideals and mission of the Student National Medical Association.

Section 9. Lifetime Membership shall be granted, upon payment of prescribed dues to any medical student, resident, or fellow who recognizes the need for the existence of the Student National Medical Association, and who believes in the ideas, aims and purposes upon which it was founded.
Section 2. All chapters and regions shall adopt self-governing constitutions which shall not conflict with that of the national organization. All chapter and regional constitutions and policies are subject to review by the SNMA BOD.

ARTICLE VI

Organization

Section 1. House of Delegates
A. The House of Delegates shall reflect the Active Members of each SNMA Chapter in proportion to the number of each chapter’s Active Members.
B. The House of Delegates shall transact the business of the SNMA not otherwise specifically provided for in the Constitution and Bylaws and it shall elect the Executive Officers except the Chairperson of the Board of Directors, the National Treasurer and the National Secretary to be elected by the Board of Directors.
C. The House of Delegates shall receive and have the power to act upon the various reports and recommendations of the Board of Directors, Committees and Officials of the SNMA.
D. The House of Delegates shall have the power to rescind any policy of the Board of Directors upon a two-thirds (2/3) vote of the present voting delegates.
E. The House of Delegates shall have the power to rescind any action of the Board of Directors and Executive Committee upon approval of two-thirds (2/3) of the present voting delegates.
F. A quorum of the HOD shall consist of two-thirds (2/3) of the present voting delegates.

Section 2. Board of Directors
Board of Directors (BOD) shall serve as the supreme judicial and policy-making body of the SNMA during those times at which the HOD is not in session.
A. The Board of Directors shall be comprised of the following:
   i. Voting Members
      a. The Regional Board Member (Regional Director) of each region
      b. The nationally elected President
      c. The nationally elected Vice-President
      d. The Premedical Board Member
      e. Up to four (4) Professional Board Members
   ii. Nonvoting Members
      a. President-Elect
      b. Executive Direct
      c. Immediate-Past Chairperson and Immediate-Past President, serving immediately following his/her expired term
      d. Chairpersons of National Committee
Section 3. Executive Committee
Executive Committee (EC) shall be empowered to oversee the daily business operations of the SNMA, including supervision and management of the National Headquarters staff and other personnel. All decisions of the Executive Committee shall be subject to approval by the BOD and/or the HOD.

A. The Executive Committee shall be comprised of the following Members of the Board of Directors:
   i. Voting Members
      a. The President
      b. The Vice-President
      c. A Professional Board Member
      d. A Regional Director
      e. Premedical Board Member
   ii. Non-voting Members
      a. The Chairperson (he/she may vote to create or break a tie in the voting)
      b. The President-Elect
      c. The Treasurer
      d. Executive Director
   iii. The Treasurer and the President-Elect may vote by proxy for one of the other Members of the Executive Committee.

B. The selection of the Professional Board Member and Regional Director to serve as Members of the Executive Committee shall be by simple majority vote of the Board of Directors. These Representatives to the Executive Committee shall represent the concerns of the other Professional Board Members and Regional Directors, respectively.

C. The Executive Committee shall have the authority and responsibility to delegate certain responsibilities to the Executive Director and National Headquarters Staff, as appropriate, for the successful conduct of organizational affairs but not in conflict with this Constitution.

D. A quorum of the Executive Committee shall consist of three (3) Voting Members.
Section 4. Strategic Planning Council

Strategic Planning Council (SPC) shall be responsible for the strategic planning and the continuity and accountability of the leadership of the SNMA. The SPC shall present an annual report to the HOD which shall outline the completion of short-term goals by the outgoing BOD and officers and any progress made towards completing long-term goals.

Section 5. Regions

A. Region I shall be: Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington
B. Region II shall be: Illinois, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Wisconsin, Wyoming.
C. Region III shall be: Arkansas, Colorado, Louisiana, Mississippi, New Mexico, Oklahoma, Texas.
D. Region IV shall be: Alabama, Florida, Georgia, North Carolina, South Carolina and the Caribbean.
E. Region V shall be: Indiana, Michigan, Ohio.
F. Region VI shall be: District of Columbia, Maryland, Virginia.
G. Region VII shall be: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.
H. Region VIII shall be: Delaware, Pennsylvania, West Virginia.
I. Region IX shall be: New Jersey, New York.
J. Region X shall be: Kentucky, Tennessee.

ARTICLE VII

Chapters

Section 1. SNMA Chapters may be granted charter at any allopathic or osteopathic accredited medical school campus at which there is at least one Medical Student or Lifetime member enrolled, upon approval by the House of Delegates.

A. There shall be only one SNMA Chapter per medical school campus.
B. All officers and members of SNMA Chapters shall be national dues-paying members of the SNMA.
C. Each SNMA Chapter shall be represented in the House of Delegates by a number of delegates in proportion to the number of the said chapter's Active Members.
D. Each SNMA Chapter shall submit all proper and required documentation to secure the said Chapter's specified number of delegates at least four (4) weeks prior to the annual meeting of the House of Delegates.
Section 2. Minority Association of Premedical Students (MAPS) chapters may be granted charter at any post-secondary institution or program at which there are at least two Associate members enrolled, upon approval by the House of Delegates.
   A. There shall be only one (1) MAPS Chapter per institution or program.
   B. At least two (2) officers of a MAPS Chapter shall be National dues-paying Associate members of the SNMA.
   C. MAPS Chapters, upon proscribed annual registration, shall receive one vote each in the election of the Premedical Board Member.

ARTICLE VIII

Meetings

A. There shall be an Annual Medical Education Conference (AMEC).
B. There shall be an annual convening of the House of Delegates, taking place at the Annual Medical Education Conference.
C. There shall be an annual Regional Conference in each of the regions of the SNMA.
D. There shall be quarterly meetings of the Board of Directors.
E. There shall be quarterly meetings of the Strategic Planning Committee.
F. There shall be regular meetings of the Executive Committee, at least once a month.

ARTICLE IX

Officers

Section 1. The BOD shall, during their last regularly scheduled business meeting, (i.e. the third quarter meeting preceding the Annual Medical Education Conference), elect a Chairperson of the BOD; the procedure for said election to be at the option of the Members of the BOD.
   A. To be eligible for the Office of Chairperson of the BOD a candidate must:
      i. Have served a year as a member of the BOD prior to installation as Chairperson of the BOD;
      ii. Be an Active Medical Student Member.
   B. In the event that a Regional Director is elected Chairperson before completing his/her term, he/she shall be relieved of all regional duties.
      i. The affected region shall select a replacement who shall carry out the duties and powers granted by the vacated position.
   C. Prior to installation as the Chairperson of the BOD, the elected officer shall complete a formalized transition process, the components of which shall be determined by the Members of the BOD.
i. Submit a letter of intent prior to the Annual Medical Education Conference;
ii. Present a platform to an open session of the House of Delegates.

Section 2. President-Elect, President, Vice President and Premedical Board Member

A. Only Active Medical Student Members of SNMA are eligible for the Offices of President-Elect, President and Vice President.
B. Active Medical Student Members and Associate Members are eligible for the Office of Premedical Board Member.
C. The election of the President Elect, Vice-President and Premedical Board Member will be held at the Annual Medical Education Conference.
   i. Each candidate will present to the Board of Directors, each Region separately, and to the House of Delegates.
D. The President-Elect shall assume the Office of President after having served in the former for one (1) term.
E. Only Official Delegates at the Annual Medical Education Conference may vote for candidates for the respective positions, with the exception of the pre-medical board member, in which each MAPS chapter may carry one vote as stipulated by the MAPS by-laws.
F. Voting must be by roll call, voice vote, or by secret ballot.
G. Fifty percent (50%) plus one (1) vote will determine an election provided that two-thirds (2/3) of the House of Delegates are present.
   i. If no candidate receives fifty percent (50%) plus one (1) vote a runoff, for that position between the two (2) top candidates is required.
H. Candidates must submit a Letter of Intent, Curriculum Vitae, and Letter of Good Academic Standing from the Dean, Registrar, or other official of their University at least four (4) weeks prior to the opening of the Annual Medical Education Conference.
   i. If less than four (4) Curriculum Vitae per office have been received by the deadline, other candidates' credentials will be accepted until the close of the first session of the House of Delegates.

Section 3. Regional Directors

A. Only Active Medical Student Members shall be eligible for the Office of Regional Director.
B. The Regional Directors of the SNMA will be elected by their respective Regional constituents.
   i. New Regional Directors must be elected by the close of the last session of the House of Delegates at the Annual Medical Education Conference.
C. The procedures to be followed in the election of the Director shall be determined by their respective Regional Bylaws.
D. The Directors of Regions I, III, V, VII, and IX assume Office in odd-numbered years and the Directors of Regions II, IV, VI, VIII, and X assume Office in even-numbered years.
E. Regional Directors must submit a Curriculum Vitae and Letter of Good Academic Standing from the Dean, Registrar, or other University Official within four (4) weeks after their election.

F. Each Regional Director shall provide the National Headquarters with the names and addresses of all Regional Officers within four (4) weeks after their installation.

Section 4. Professional Board Members
A. Professional Board Members will be elected at the Annual Medical Education Conference.
B. Procedure for selection will be as follows:
   i. Candidates may be submitted to the Board of Directors by any Member, Chapter, or Region of the SNMA.
   ii. Each candidate must submit to the Board of Directors:
       a. A complete Curriculum Vitae detailing biographical data, education, career milestones, community service activities, organizational memberships and/or citations;
       b. A descriptive account of his/her perceptions of SNMA and its goals and directions.
   iii. Efforts should be made to select Professional Board Members, including but not limited to physicians, with expertise in the following areas: health policy, legal affairs, medicine, and business/finance.
   iv. The Elections committee will review and compile formal recommendations to the Board of Directors.
   v. The candidates receiving recommendation by the Elections committee will present to the Board of Directors, each Region separately and to the House of Delegates.
   vi. Only Official Delegates at the Annual Medical Education Conference may vote for candidates for the respective positions.
       a. Each official delegate shall vote to fill up to the number of positions available.
   vii. Voting may be by roll call, by voice vote, or by secret ballot.
   viii. Fifty percent (50%) plus one (1) vote will determine an election provided that two-thirds (2/3) of the House of Delegates are present.
   ix. The Board of Directors and the House of Delegates reserves the right to remove Professional Board Member status from any individual.

Section 5. Speaker of the HOD
A. The Speaker of the House shall be elected at the Annual Medical Education Conference, by the House of Delegates, and shall serve as Chairperson of the House of Delegates during the Annual Medical Education Conference one year later.
B. Candidates will submit the proper credentials to the Elections Committee, and present to the Board of Directors, each Region separately and the House of Delegates.

C. In the event that a Speaker is not elected prior to the Annual Medical Education Conference, the Speaker shall be elected at the Opening Session of the Annual Medical Education Conference.

D. Members of the Board of Directors shall not be eligible for the Office of Speaker of the House.

E. If the elected Speaker cannot carry out his/her duties, for some reason, there will be a special election to be held at the next House of Delegates meeting.

Section 6. Parliamentarian

A. The Parliamentarian shall be elected at the Annual Medical Education Conference, by the House of Delegates, and shall serve as Parliamentarian throughout the following academic year as well as at the Annual Medical Education Conference one year later.

B. The Parliamentarian shall also oversee the Constitution, Constitutional amendments adopted by the House of Delegates, and all proposed amendments during term of office.

C. Candidates will submit the proper credentials to the Elections Committee, and present to the Board of Directors, each Region separately and the House of Delegates.

D. In the event that a Parliamentarian is not elected prior to the Annual Medical Education Conference, the Parliamentarian shall be elected at the Opening Session of the Annual Medical Education Conference.

E. If the Parliamentarian cannot carry out his/her duties, for some reason, there will be a special election to be held at the next meeting of the House of Delegates.

F. The Parliamentarian will serve as the Alternate Speaker for the Speaker of the House in his/her absence as the need arises.

Section 7. Terms of Office/Removal

A. Members of the Executive Committee shall serve terms of Office of one (1) year's duration and shall not serve more than two (2) terms in the same position, unless the Professional Board Member position would otherwise go unfilled.

B. Board of Directors:
   i. The Chairperson of the BOD shall serve a term of one year, with no more than two (2) terms in succession.
   ii. The President, Vice-President, President-Elect, and the Premedical Board Member shall serve terms of Office of one year's duration.
   iii. The Professional Board Members shall serve alternating terms of two (2) years' duration and shall not serve more than two (2) terms of Office in succession (provided no vacancy remains in any of the four [4] Professional Board Member positions).
iv. The Regional Board Members shall serve terms of two (2) years' duration and shall not serve more than two (2) terms of Office in succession. Terms of Office begin at alternate times as prescribed in Article VIII, Section 2, Paragraph D.

C. Removal of Members of the Board of Directors:
   i. Removal of nationally elected Officers prior to the end of their terms of Office shall be accomplished according to Article XII (Impeachment) of the Constitution.
   ii. Regional Directors are subject to removal from Office by and under the procedures established by Active Members of the SNMA within their respective Regions or by three-fourths (3/4) majority vote of the House of Delegates in the Annual Medical Education Conference.
   iii. Officers of the Board of Directors may be removed by majority vote of seven (7) of the ten (10) Regional Directors.

CI. The Chairpersons of National or Special Committees, or other appointees of the BOD, may be removed by their appointing Officer or by a simple majority vote of the Members of the BOD that are present at a BOD meeting.

Section 8. Vacancies
A. Any vacancy of office elected by the House of Delegates, excluding the Speaker of the House and Parliamentarian, shall be appointed by the National President.
   i. The selected individual will serve in an acting capacity once ratified by a two-thirds vote by the Board of Directors.
B. The Chairperson of the BOD shall appoint any vacancy of office elected by the Board of Directors.
   i. The selected individual will serve in the appointed office once ratified by a two-thirds vote of the Board of Directors.
C. Appointees must meet qualifications for office in question.
D. Appropriate notice of nominee for office is to be given prior to the Board of Directors meeting in which they are to be ratified.
E. Notice of appointment shall be distributed to all chapters within two weeks.

ARTICLE X

National and Special Committees

Section 1. The SNMA shall have the following National Committees, namely:
   A. Academic Affairs
   B. Community Service
   C. Convention
   D. Diversity Research Committee
   E. Elections
   F. External Affairs
Section 2. All National Committee Chairpersons and subcommittee coordinators, excluding the Elections, Finance and MAPS committees, shall be appointed by the President-Elect (or the President if such appointments are made after the installation of the new officers) and ratified by the Board of Directors, after a formal presentation to the Board of Directors. Each newly appointed national committee chairperson will provide a rank list of committee members whenever possible.

Section 3. The National Committees, excluding the Elections Committee, shall have such powers and responsibilities as designated by the President, subject to the approval of the Board of Directors, and/or the House of Delegates in the Annual Medical Education Conference.

Section 4. The Elections Committee shall consist of the President-Elect, President, Vice-President, Speaker of the House, and Immediate-Past President. It shall be empowered to certify that all candidates’ credentials are in order before the elections and to certify the results of national elections as delineated by the Constitution and Bylaws, subject to the approval of the House of Delegates and/or the Board of Directors.

Section 5. The Elections Committee shall be responsible for announcing openings in HOD and BOD elected positions through communications, such as chapter mailings, newsletters, and the national website. The chair of the Elections Committee shall be responsible for obtaining and verifying the credentials of all candidates for National Headquarters.

Section 6. The Chair of the Elections Committee shall:
   A. Collect credentials for candidates running for Board-elected positions and forward them to the Chairperson of the Board of Directors upon receipt.

Section 7. Special Committees may be created by the Board of Directors and/or the House of Delegates. The Chairpersons of such committees shall be appointed by the President in consultation with, and subject to the approval of, the Board of Directors and/or the House of Delegates.
Section 8. All actions of Committees, National or Special, shall require review by the President, and approval by the Board of Directors, or the House of Delegates.

Section 9. The National Treasurer shall serve as chairperson of the Finance Committee. The Premedical Board Member shall serve as Chairperson of the MAPS committee.

ARTICLE XI

Amendments

A. Proposed amendments to this Constitution must be forwarded to the National Headquarters no later than two (2) weeks prior to the meeting of the BOD and at least eight (8) weeks prior to the annual meeting of the HOD.

B. Within fourteen (14) days of consideration for endorsement by the BOD, the proposals shall then be forwarded to all Chapters.

C. Before an amendment is presented to the HOD, it must be endorsed by the BOD, a Chapter or Region; a Chapter or Regional endorsement must be received by National Headquarters at least four (4) weeks prior to the annual meeting of the HOD.

D. An amendment must receive approval of two-thirds (2/3) of the votes of the HOD.

E. Amendments to this Constitution go into effect immediately upon their adoption.

ARTICLE XII

Impeachment

Section 1. Failure to perform the duties of Office as prescribed in the Constitution and Bylaws or conduct detrimental to the good of the SNMA shall constitute grounds for impeachment.

Section 2. Impeachment proceedings are in order upon submission of a petition by eight (8) of the ten (10) Regional Directors or two-thirds (2/3) of the Chapter Presidents.

ARTICLE XIII

National Headquarters and Subsections

Section 1. There shall be a National Headquarters.

A. This headquarters shall be located in Washington, DC.

Section 2. Function of the National Headquarters

A. Maintain official files and records of the SNMA's business activities.
B. The National Headquarters shall receive and distribute all official correspondence of the SNMA.
C. To serve as a clearinghouse for all information pertinent to the Membership of the SNMA.
D. Disseminate information relating to proceedings and actions of the Board of Directors and Executive Committee.
E. To inform Chapters of time and place of the Annual Medical Education Conference of the SNMA.
F. To implement official business of the Board of Directors, National Committees, and Executive Committee.

Section 3. Staffing
A. There shall be an Executive Director who may be an employee of the SNMA or a consultant to the SNMA.
B. The National Headquarters shall be charged with the responsibility of insuring implementation of the SNMA’s purpose and functions as outlined in Article II.
C. The Executive Director shall be empowered to obtain a staff commensurate to his/her needs subject to the Board of Directors’ approval of those needs.
D. All contractual arrangements between the Executive Director and the SNMA shall be negotiated by the Board of Directors.

ARTICLE XIV
SNMA Publications

Section 1. The Official Publications of the SNMA shall be a National Newsletter and the SNMA Journal.

Section 2. The National Newsletter shall provide a vehicle:
A. For reporting of current activities by Local Chapters and National activities; and
B. To introduce the philosophy and programs of the SNMA.

Section 3. The SNMA Journal shall provide a vehicle:
A. For the interchange of ideas on medicine and other related aspects of health care and delivery; and
B. To expound on the philosophy and programs of the SNMA; e.g., report progress.

Section 4. The Editor of the National Newsletter shall be appointed by the National President subject to the approval of the Board of Directors and shall perform his/her duties subject to the review of the President and the approval of the Board of Directors.
Section 5. The Editors shall be empowered to select his/her immediate staff and shall be provided with adequate funds to fulfill the responsibilities of this office, subject to approval by the Board of Directors.

Section 6. The Editor of the Newsletter shall have the responsibility for publication of:
   A. All judicial proceeding pending before the Board of Directors;
   B. Notification of enrollment of new Chapters; and
   C. All other such matters as prescribed by the various Articles and Chapters of the SNMA Constitution and Bylaws.

Section 7. The Editor of the SNMA Journal shall be appointed by the National President or be contracted out to an independent publisher who publishes:
   A. The proceedings of the Annual Medical Education Conference and reports thereto;
   B. All other notice of general interest to the Membership as may be deemed necessary by the Board of Directors; and
   C. All other such matters as prescribed by the various Articles and Chapters of the SNMA Constitution and Bylaws.

ARTICLE XV

Resolutions

Section 1. Definition of a Resolution
A resolution is the vehicle through which the House of Delegates or the Board of Directors establishes SNMA policies and regulations.

Section 2. Proposed Resolutions
   A. Proposed resolutions may only be submitted by Active Members of SNMA.
   B. Proposed resolutions may be submitted at any time for consideration by the Board of Directors.
   C. To be considered by the House of Delegates:
      i. Proposed resolutions should be submitted to the National Headquarters at any time up to 15th of December prior to the Annual Medical Education Conference.
         a. Such proposed resolutions shall then be recorded and sent to all Members of the Board of Directors.
         b. Such proposals shall then be reviewed for consideration at the next meeting of the Board of Directors.
      1. Within fifteen (15) days of consideration by the Board of Directors, the proposals shall then be forwarded to all Chapter Presidents.

SNMA NATIONAL HEADQUARTERS • 5113 GEORGIA AVENUE NW, WASHINGTON, DC 20011
(202) 882-2881 • WWW.SNMA.ORG
ii. The House of Delegates reserves the right to consider emergency resolutions provided that such proposals are submitted at least sixty (60) days in advance of the Annual Medical Education Conference and are approved for consideration by a two-thirds (2/3) vote from a quorum of two-thirds (2/3) of the Registered Delegates.
   a. Such emergency resolutions must be sent to all Members of the Board of Directors and Chapter Presidents at least thirty (30) days in advance of the Annual Medical Education Conference.

iii. To vote on a resolution, a quorum of no less than two-thirds (2/3) of the Registered Delegates must be present. For adoption of a resolution, it must receive at least two-thirds (2/3) of the votes cast by the Voting Delegates.

A. The Board of Directors shall establish a Policies and Procedures Manual with explicit instruction for the performance of duties for all Members of the Board of Directors and all regular functions of the SNMA.
B. No decision of the Executive Committee or Board of Directors shall contradict the Policies and Procedures Manual except through the formal Amendment process.
C. The Policies and Procedures Manual shall be amended upon approval of two-thirds (2/3) of the BOD.

Section 4. Governing Rules
For smooth operation of the organization, all items not accounted for in this Constitution shall be referred to Robert's Rules of Order.

ARTICLE XVI

Finances

Section 1. Dues
A. Each Active, Associate, and Patron member of the SNMA shall be assessed national annual dues in an amount reflecting the financial situation of the organization, to be determined by the HOD.
B. The assessment, method of collection, and disposition of regional and local dues is at the discretion of the Regions and Chapters, respectively.

Section 2. An operating budget shall be approved by the BOD by a simple majority vote.

Section 3. The Treasurer, Chairperson of the BOD, and Executive Director shall have the authority to establish and close deposit accounts and to withdraw funds from such accounts within the constraints of the operating budget.
Section 4. The SNMA shall make no general distribution of monetary or property assets to officers or members of the SNMA. All gains realized shall be devoted solely to the implementation of the mission, vision, and purpose of the organization.

ARTICLE XVII

Limitations of Liability

No officer or member of the SNMA shall have authority or power to obligate legally the SNMA without the express authorization of the BOD. No officer or member shall be personally liable to the creditors of the SNMA for indebtedness incurred through the SNMA; and any and all creditors shall address only the assets of the SNMA for payment. SNMA shall indemnify any officer of the SNMA for actions taken during performance of duties on behalf of the SNMA whenever said actions are in accordance with the mission, vision, and purpose of the SNMA as determined by the BOD. The SNMA shall not be responsible for indebtedness nor obligation of any Chapter or any member without express prior authorization by the BOD.

Article XVIII

Dissolution

Recommendation for dissolution must be brought to the HOD by a two-thirds (2/3) vote of the BOD. The SNMA shall be dissolved by three-quarters (3/4) vote of the HOD provided quorum is met. Should the SNMA be dissolved, the property of the SNMA shall be distributed to such non-profit, tax exempt organization as may be selected by the membership. The assets of the SNMA shall in no event be distributed to any of its officers or members.
Conflict of Interest Statement

I am a trustee, officer, or member of a committee with Board delegated powers, or have been nominated to serve in any such capacity, with SNMA or as a member of the Board of Directors. I hereby affirm and acknowledge that I have received and understand the SNMA Conflict of Interest Policy and agree to comply with the policy. Further, I understand that the SNMA is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities, which accomplish one or more of its tax-exempt purposes.

I hereby certify that if I, or a member of my household, have the following interest in any organizations with which the SNMA has, or might reasonably in the future enter into, a relationship or a transaction in which I may have Financial or conflict of Interest I will disclose this interest and complete and submit to the Executive Director to file at the SNMA National Headquarters a Conflict of Interest Policy Affirmation and Disclosure Form.

“Conflicting Interest” shall mean “any proposed contact between the SNMA and a person or a party with which a person has a family, social or business relationship, or significant financial interest, directly or indirectly” that either:

a. Competes with SNMA or any Affiliate, or

b. Is involved or is likely to become involved in any litigation or adversarial proceeding with SNMA or any Affiliate.

c. “Financial Interest shall mean a person has a financial interest if the person has, directly or indirectly, through business, investment or household, either:
   • And ownership or investment interest with which the SNMA has a transaction or arrangement, or arrangement, or
   • A compensation arrangement with an entity or individual with which the SNMA has a transaction or arrangement, or
   • A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the SNMA is negotiating a transaction or arrangement.

“Household” shall mean spouse, parents, children, siblings, and/or in-laws, wherever they reside, as well as any person(s) sharing the same living quarters within an intimate, personal relationship that could affect business decisions in a manner that conflict with the intent of this policy.

I hereby certify that the above information is true, correct and complete to the best of my knowledge, information and belief. I understand that if I violate this policy, I may face legal or disciplinary action according to applicable law or Board of Directors policy.
Membership

Categories
A) Active Membership
   i. A medical student, resident, or fellow at a medical institution, who is certified by the National Headquarters, on the basis of the qualifications set forth in SNMA Constitution, shall become an Active Member of the SNMA upon: submission of prescribed application form to the National Headquarters; and receipt of prescribed National Dues by the National Headquarters.

B) Associate Membership
   i. A pre-medical, allied health, or health professions student, who is certified by the SNMA National Headquarters on the basis of the qualifications set forth in SNMA Constitution, shall become an Associate Member of the SNMA upon submission of prescribed signed application form and receipt of prescribed national dues by the National Headquarters.
   ii. Any allied health or health professions student shall be affiliated with an Active Chapter of the SNMA

C) Honorary Membership
   i. Individuals who have made notable and outstanding contributions to enhance the purpose and objectives of the SNMA may be elected to an Honorary Membership by the House of Delegates or the Board of Directors; recommendations may be made with justifications, in support of the nominations of their choice. Not more than two (2) persons shall be elected to Honorary Memberships at any one National Convention.

D) Lifetime Membership
   i. A member who has been in good standing as a medical student, resident, or fellow, shall become a Lifetime Member of the Student National Medical Association upon: submission of a prescribed application form to the National Headquarters; approval of the said form by the Executive Committee; and receipt of prescribed Lifetime Membership Dues by the National Headquarters.

E) Patron/Physician Membership
F) Organizational/Institutional

Rights of Membership [SNMA Bylaws]
A) Active Members:
   i. May form a chapter hereby called the Student National Medical Association (SNMA) Chapter
   ii. Shall receive all pertinent SNMA membership benefits
   iii. May attend the open discussions of the House of Delegates
   iv. May take part in the discussions of the open sessions
   v. May hold national office
vi. May serve as Delegates to the National Convention, who have the right to attend closed and executive sessions and vote at all meetings of the House of Delegates.

B) Associate Members:
   i. May form a chapter hereby called the Minority Association of Pre-medical Students (MAPS) Chapter
   ii. Shall receive all pertinent SNMA membership benefits
   iii. May attend open sessions of the House of Delegates and Board of Directors
   iv. Shall not vote in official National proceedings except for the election of Pre-medical Board Member as described in the SNMA Constitution
   v. Shall not hold National office except in the case of Pre-medical Board Member
   vi. Shall not vote in SNMA Chapter or Regional proceedings.

C) Lifetime Members:
   i. Shall receive a Lifetime membership Certificate signed by the Chairperson of the Board of Directors
   ii. Shall receive a Lifetime membership pin
   iii. Shall receive all pertinent SNMA membership benefits
   iv. Shall be named in the SNMA Annual Report
   v. Shall be announced at the Board of Directors Banquet in the year that membership is obtained

D) Patron/Physician
   i. Shall receive all pertinent SNMA membership benefits
   ii. May attend open sessions of the House of Delegates and Board of Directors
   iii. Shall not vote in official National proceedings
   iv. Shall not hold National office
   v. Shall not vote in SNMA Chapter or Regional proceedings.

E) Organizational/Institutional Members
   i. The headquarters of said organization/institution or corporation shall receive a single copy of SNMA publications. The Member must pay for any additional copies of all publications requested other than one (1) complimentary copy.
   ii. The organization/institution may send a representative to the Annual Medical Education Conference, provided that the appropriate registration fee has been paid.
   iii. Upon invitation by the Board of Directors, any representative may observe open sessions of the House of Delegates.

F) Emeritus Member Policy (BOD Sept 2006, replacing prior 2004 policy; BOD Amended April 2007)

   Section I. Attainment to the Emeritus Member Status
The Emeritus status may be awarded by the House of Delegates (HOD) to distinguished past members of the Board of Directors (BOD). The Emeriti status may also be awarded by the BOD to distinguished past members of the BOD that served in offices not elected by the HOD. Motions to award the Emeritus status may only be entertained during BOD and HOD sessions during the Annual Medical Education Conference (AMEC). Following an official motion to award the Emeritus member status, discussion will take place in closed session, and voting will take place by secret ballot. The Emeritus status will be awarded by a 2/3rds vote of the respective body.

Section II. Roles and Privileges
The Emeritus status is the highest status bestowed upon an individual for past service on the SNMA Board of Directors. In bestowing such an honor upon an individual, the SNMA establishes the role of Emeriti and the standards by which Emeriti may maintain this distinction. Upon accepting such an honor, Emeriti commit themselves to fulfilling this role and meeting these standards. In recognition of Emeriti contributions to the SNMA, the SNMA may also grant privileges as deemed available and appropriate.

The Emeritus status is bestowed based upon excellence in past service to the Board of Directors. Thus, the status of emeritus does not grant de facto appointment to future Board of Directors, House of Delegates nor other leadership bodies within the SNMA.

1. Emeritus members shall conduct themselves with the utmost integrity and decency. They shall uphold the Constitution and Bylaws of the SNMA, and promote the following values of the SNMA:
   a. Strong student leadership
   b. Academic excellence
   c. Professional integrity

2. Emeritus members shall have the right to participate in open session of the Board of Directors (BOD) and meetings of the Strategic Planning Committee (SPC). Emeritus members shall be considered invited guests of all open sessions of the House of Delegates.
   a. As Emeritus members may serve as historical resources for the SNMA, they are often called upon for advice and counsel. As such, it is the expectation of the SNMA that Emeritus members keep abreast of the evolution of the most current policies, actions, and agendas of the organization when providing counsel and advice.
   b. Emeritus members who wish to be given notice of upcoming BOD and SPC meetings shall contact the national office
annually, via verbal or written communication, prior to the first Board of Directors meeting following the AMEC.

c. Emeritus members may be extended, but are not entitled to, privileges granted to members of the Board of Directors. This is at the discretion of the Chairperson of the Board of Directors.

d. In accordance with the Constitution and Bylaws, Emeritus members may not attend closed sessions of the Board of Directors unless concurrently holding an elected or appointed position on the Board of Directors.

3. With the exception of the position of “Professional Board Member”, Emeritus members may not hold any local, regional, or national positions nor serve as members of the SNMA Board of Directors unless they are concurrently serving as an Active Member (dues paying medical student, resident, or fellow).

4. Emeritus members shall be formally recognized at all major events of the SNMA. This shall include, but will not be limited to, the opening session of the House of Delegates at the AMEC, the first quarter meeting of the BOD, the BOD banquet at the AMEC, and Regional Conferences. Emeriti who are present at the AMEC will always be invited to process at the BOD Banquet and President’s Luncheon. Special seating for Emeriti at the BOD Banquet will be determined by the Chairperson in either reserved seating or on the dais. Special seating for Emeriti at the President’s Luncheon will be determined by the President in either reserved seating or on the dais. Special seating for Emeriti at the Pre-medical Luncheon will be determined by the Pre-medical Board Member in either reserved seating or on the dais.

   a. At said events, Emeritus members shall alert the respective presiding member (MC, Speaker of the House of Delegates, regional director, etc) to their attendance before the opening of the event. The presiding member will then state an appropriate introduction: (e.g. “The Emeritus member status is the highest honor bestowed by the SNMA and is given to former Board members based on their exemplary service to the SNMA. Please join me as we recognize the following Emeritus members in attendance.”) The presiding member shall then read the name of all Emeritus members present. Emeritus members will be instructed to stand when their names are called.

Section III. Policy Distribution
The Chairperson of the Board of Directors shall distribute this policy to all Emeritus members upon acceptance and revision.
Tenure of Membership
A) Active Memberships shall be for four years commensurate with National Dues. Additional years of Active Membership following the initial four-year membership shall be for another four years, for two years (2019HOD), or on a yearly basis commensurate with National Dues. Active Membership shall continue so long as the individual Member is matriculated in a medical school program or institution.
  i. Active Membership in the SNMA shall continue only so long as the individual is a Member in good standing of a Chapter, or in the event he/she is matriculating or serving in an internship or clerkship outside the jurisdiction of a Chapter, so long as he/she is certified to be in good standing by the Executive Committee.
  ii. Any Active Member or Associate Member who has failed to pay his/her Annual Dues for the current Membership year shall forfeit his/her Active Membership or Associate Membership in the SNMA after the expiration of a grace period to be specified by the Board of Directors.
B) Associate Membership shall be for one or two years commensurate with National Dues.
C) Patron/Physician, Organizational/Institutional, and Corporate Memberships shall be for one year commensurate with National Dues.
D) Lifetime and Honorary Memberships shall continue indefinitely at the discretion of the House of Delegates.
E) The title of “Emeritus” in the SNMA shall continue indefinitely, at the discretion of the House of Delegates or the Board of Directors.

Dues
A) Submission of Dues
  i. Annual Dues shall be paid by Members in amounts recommended by the Board of Directors and approved by the House of Delegates.
  ii. The Local Chapters are charged with the collection and forwarding of the National Dues for each of their Members to the National Headquarters who shall issue by direction of the Board of Directors current Membership Cards. Membership Dues shall include subscription to the SNMA Publications.
  iii. Honorary Members shall not pay Dues to the SNMA and shall not receive the SNMA Publications, except by personal subscription.
  iv. Emeritus Members shall pay dues annually, or may pay a lifetime membership fee, according the category of membership under which they fall, i.e., Active or Patron/Physician. The title is not an honorary membership.
  v. Lifetime Members shall pay dues one time only. The dues shall be determined by the Board of Directors and ratified by the House of Delegates. Lifetime membership dues shall be twenty (20) times the
annual dues of the membership category under which the member currently falls or a donation in a greater amount.

vi. The official date for payment of Dues is on or before November 15th of each year. A late registration fee may be applied between November 15th and January 1st, so that late-paying Members may obtain voting privileges at the Annual Medical Education Conference.

a. All Dues received in the National Headquarters on or after July 1st will be considered Dues for the Membership year that begins November 15th. All Dues received before July 1st will be considered Dues for the current Membership year ending November 15th.

B) Reinstatement

i. Any former Active Member who has been dropped for nonpayment of Dues and who retains the qualifications for Active Membership shall be reinstated on payment of his/her Dues and assessments for the current year.

Application and Recruitment

A) SNMA supports recruitment of minority pre-medical student members to become involved in the SNMA in order to initiate and perpetuate the early commitment to the organization necessary to sustain the continued credibility and existence of the SNMA (1981HOD)

B) National Headquarters annually shall mail out membership applications to every financial member individually on record from the current year, on or before September 1, 1989. Applications for seniors who have graduated should be mailed to their permanent address on file. BOD December 17-18, 1989

C) Categories included in the SNMA national application form should read as follows (in alphabetical order): EC November 2000

• American Indian/Alaskan Native
• Asian/Pacific Islander
• Black/African American
• Hispanic/Latino (non-white)
• White/Caucasian
• Other (please specify) _________________

D) The national membership application shall include an option to pay by check and the information on how to submit the application to national headquarters. BOD January 21-23, 2005

E) The membership application shall not include a request for Social Security Number. BOD April 12-16, 2006

F) The national membership application shall include a separate category for National Medical Association (NMA) membership. SNMA would be responsible for collection of these dues and transferring collected revenue to the NMA.
Likewise, the board approves the inclusion of contributions to the SNMA on NMA's membership application. BOD December 17-18, 1989

**Membership Benefits**

A) Every member of the Association shall be entitled to a copy of the Constitution once during every four years without charge. That beginning fiscal year 1991-1992 an organizational priority for funding the printing of our Constitution for membership distribution exists annually. This policy does not prevent the securing of outside funding for printing. Only changes would go out yearly to members who have copies.

B) Each SNMA member will be provided a membership package consisting of educational materials geared to each grade level (an instructional video, guide to clinical skills, etc.) BOD June 20-22, 1997

C) Each MAPS member will be provided one copy of “So You Want to be a Doctor.” BOD June 1999.

D) Any member, chapter president or regional director reporting a problem in receiving benefits submit such report in writing – listing the names of the individuals involved, the name of the chapter, and the date of payment. The National Office will respond in writing to such inquiries and copy the regional director. BOD December 19-20, 1987

E) SNMA shall recognize losses and other significant events in members’ lives. BOD June 18-19, 1988

F) SNMA will keep its membership up to date on current issues and developments regarding affirmative action and the elimination of programs in support of Affirmative Action (1997HOD)

**Membership List**

A) SNMA can sell selected portions of the SNMA membership list at the discretion of the Executive Director, at a rate to be determined by the finance committee (1997HOD)

B) A list of all pre-registrants of National Convention will be distributed to exhibitors each year. BOD September 25-27 1992

**Registration at Annual Medical Education Conference**

A) Only Members in good standing and the invited guests of the SNMA shall be permitted to register and to take active part in the meetings of the Annual Medical Education Conference.

   i. Attendees must be members of SNMA in some membership category, in all categories of registration, with exclusion of guests. BOD June 2001

B) A Member shall not be permitted to take part in any of the meetings of the Conference until he/she has completed his/her registration.

   i. Persons owing money to the SNMA may not attend the convention. EC January 17, 1989
All registrants for the Annual Medical Education Conference must pay in advance or on site – no credit is allowed. EC January 17, 1989

Each registrant must provide credit card (to the hotel) for incidentals. EC February 9, 1989

C) The SNMA refund procedure shall be clearly stated in the conference brochures, with a deadline of three weeks prior to the conference for honoring a possible refund. EC May 10, 1993

D) Members who are registered for the Conference may be assigned by the Membership Committee as Delegates or Alternate Delegates of their respective chapters during the House of Delegates proceedings.

E) The registration of a Member who is also a prospective Delegate or Alternate Delegate of the House of Delegates, shall include the approval by the Membership Committee of his/her certificate signed by the Secretary and under the Seal of his/her Chapter. The credentials of a Delegate or Alternate shall include:

i. The submission directly to the Office of the Executive Director of his/her name as a Delegate or Alternate Delegate by the Chapter concerned not later than thirty (30) days prior to the first meeting of the House of Delegates, and

ii. The certificate sent to him/her, bearing the signature and Seal as described herein.

Alumni

A) There shall be an Alumni Member Network. BOD September 2006

B) SNMA will track members from medical schools through residency, thus allowing for old members to help attain the designed residencies for new members (1992HOD)

C) There shall be an annual SNMA residency list, pending removal of contact information (i.e. remove email address and phone numbers in order to keep information current) to be turned in to the Membership Committee via the chain of command from the chapter presidents in April before the Annual Medical Education Conference. BOD September 2000

Awards

A) There shall be a member of the year award to be given to one non-board member (2000HOD)

B) SNMA will offer ten (10) qualified Associate Members certification for the President Student Service Awards. The Membership and Community Service National Committees will organize such certification. BOD January 2002

Multicultural Issues

A) Member (for whom there is a concern) should submit a written report to the chapter President of the issue and cc to the Regional Director.
B) Chapter president should consult with the advisor and submit written report to the regional representative.
C) Should the issue be resolved at this level, RD should submit a report to the Multicultural Task Force (MCTF).
D) Acknowledgement from the Chairs of the Task Force should be made to RD, chapter president and member.
E) Should the issue not be resolved at this level (3), RD/Representative should meet with the Chapter President and member, draft a written report then consult with the MCTF chairs and advisors.
F) MCTF may determine action and inform the Chairperson and NHQS.
G) All letters from the MCTF chairs to officials will be submitted to the BOD Chairperson for approval from the EC.
H) Full report of conclusion of issue or necessary further action approval will be presented to the BOD at the next BOD meeting (1997HOD)
House of Delegates (HOD)

1) Role
   A) It shall transact the business of the SNMA not otherwise specifically provided for in the Constitution and Bylaws and it shall elect the Executive Officers. [SNMA Constitution]
   B) The HOD shall receive and act upon the various reports and recommendations of the Board of Directors, Committees and Officers of the SNMA. [SNMA Constitution]
   C) The HOD shall oversee the establishment of SNMA policies and regulations and allocation of SNMA National funds.

2) Composition
   A) Delegate apportionment will reflect the numbers of dues-paid Medical Student Members representing chartered SNMA chapters as of February 1 prior to the Annual Medical Education Conference.
   B) Delegate apportionment will be granted as follows:
      a) 1 vote for each established, active SNMA chapter,
      b) 1 vote for the range of up to 10 national dues paying members, and
      c) 1 vote for every multiple of 10 national dues paying members over 10 chapter members. [BOD policy, as of 2003]
   C) A single Delegate, from a Chapter whose Active Membership entitles it to at least two (2) Delegates, shall have the right to cast two (2) proxy votes in all business before the HOD, or in its committees. [SNMA Bylaws]
      a) Delegates entitled to cast such proxy votes, as described herein, must register for the review and approval of Delegate Certification during specified certification periods at which they choose to exercise that right.
      i) Such proxy votes must be cast in person, and only by the Delegate authorized to do so by the appropriate committee as described herein.
   D) “An eligible delegate is one who has paid dues before the deadline for delegate apportionment.” Special cases must be presented to the Board of Directors before the annual conference. BOD March 15-16, 1975. Special cases for eligibility must be presented to the Board of Directors before the annual meeting of the HOD. Dispositions of special requests will be made at the board meeting preceding the annual conference, and it is the responsibility of the regional director to inform all chapters involved of the Board decision. [HOD March 15-16, 1975]
   E) In the event that a quorum is not reached within fifteen minutes after the set time for the HOD meeting, there will be a fine of $1 placed on each region in
accordance with the number of members missing, the proceeds of which go to the National SNMA Treasury (1982HOD)

F) SNMA chapters will be fined $15 for each time a delegate/delegates are not present in the HOD within 10 minutes of the scheduled start of the meeting, having checked in with their regional directors (1994HOD)

G) There must be quorum of (voting) BOD members including regional directors at the HOD sessions while the HOD is in session. (2016HOD)

3) Meetings

A) The HOD may meet in open or closed sessions. [SNMA Bylaws]
   a) Open sessions may be attended only by Active or Associate Members and invited guests.
   b) Only those Active Members of SNMA who have been certified as Delegates or Alternate Delegates by the Membership Committee shall be considered as Members of the HOD and be entitled to:
      i) Attend closed sessions of the HOD,
      ii) Engage in debate in closed sessions, and
      iii) Cast ballots on matters or business before the HOD.

B) Voting
   a) Voting procedures in the HOD will include having a single form with the names of the medical schools, proxies and delegates (1991HOD)
   b) The Membership and Credentials committee begin each HOD session with new mandatory delegate apportionment. (1995HOD)
   c) The Membership and Credentials committee will issue different color proxy or vote cards, with apportionment to occur only once for each chapter (1996HOD)

C) Speaker of the HOD shall automatically recess at the scheduled time in the convention program. This policy shall be presented to the HOD for approval at the time of the approval of the agenda. BOD December 6-8 1996

D) Regional Seating arrangements in the HOD will be rotated on an annual basis. (1994HOD)

E) HOD Official Observer Status
   a) National student organizations may apply to the SNMA Board of Directors & HOD for observer status.
   b) Applications for official observer status must demonstrate compliance with the guidelines approved by the SNMA HOD, the BOD would then recommend the organization to the HOD concerning their application and then the HOD would have the final determination in conferring or continuing official observer status.
   c) The criteria is that the applying organization and the SNMA must have already established some type of informal relationship and have worked together for at least one year prior to actually submitting the application. Also the national president and the external affairs committee can affirm that this
relationship does exist. The applying organization must be national in scope, that the applying organization must support the mission and goals of the SNMA and that a representative of the organization must have attended at least one national meeting of the SNMA prior to conferral of official observer status.

d) Their (the applying organization) rights would be that they would receive an invitation to send one representative to observe the deliberations of the HOD at the annual meeting of the SNMA, they would have the right to speak and debate on the floor of the HOD upon invitation and recognition from the Speaker of the House and then they would have the right to attend all open sessions of the HOD. They would not be allowed to attend the closed sessions of the HOD, not have the right to introduce business, introduce an amendment or resolution, to make a motion or vote, nor can they speak on behalf of the SNMA.

e) In order to maintain their official observer status, they cannot miss more than two consecutive national meetings and those who loose their status will have to re-apply for their status.

f) The SNMA will reserve the right to remove official observer status from an organization (2001HOD)

4) Reports
A) All reports of the HOD shall be placed as submitted on the SNMA website 30 days prior to the meeting of the HOD, excluding financial reports (1997HOD)
B) Reports shall be five (5) minutes with three (3) minutes of discussion unless stated otherwise prior to HOD session. (2016HOD).
C) Majority School reports from Charles C Drew, Howard, Meharry, and Morehouse shall be given at the Annual Medical Education Conference. (1987HOD)
D) All projects ratified by the HOD at its annual meetings shall be distributed to a representative of each chapter that is present at the Annual Medical Education Conference. The National Headquarters shall forward copies of all such projects to the chapter presidents of those chapters not represented at the Annual Medical Education Conference within two weeks. BOD December 19-20 1987

5) Adjournment
A) Adjournment Procedure of the HOD: [SNMA Bylaws]
   a) No motion to adjourn the HOD shall be in order until the following tasks have been completed:
      i) The Elections Committee and the Chairperson of the Board of Directors must have verified, made part of the permanent record, and signed, the election results and tally for all nationally-elected Officers, thereby certifying that two-thirds (2/3) of the HOD is present, and that each winner has obtained a simple majority of the votes.
(1) The tally shall not be announced unless there is an objection from the HOD; if this occurs, there will be an announcement of the tally.

ii) The Elections Committee, the Parliamentarian, and the Chairperson of the Board of Directors must have verified, made part of the permanent record, signed, and announced the results with tally of the various motions pertaining to Constitutional Amendments and resolutions, thereby certifying that two-thirds (2/3) of the HOD is present, and that each ratified Amendment and accepted resolution has obtained a simple majority of the votes.

b) The Adjournment Procedure must be listed by the Speaker of the HOD as the final order of business for the HOD.
Board of Directors (BOD)

Section 1) Role
A) The BOD shall comprise policy-making body of the SNMA during those times that the HOD is not in session. [SNMA Constitution]
B) The BOD of the SNMA shall reflect the national character of SNMA giving full and proper representation along regional lines. [SNMA Bylaw]

Section 2) Term
A) The BOD shall serve a period beginning the first scheduled business meeting following the close of the HOD at the Annual Medical Education Conference through the close of the next HOD. [SNMA Bylaws]
   i) Voting rights of outgoing Regional Directors only shall be retained for the first regularly scheduled meeting unless given by written proxy to the new Regional Director or duly appointed representative.

Section 3) Duties
A) The BOD shall during its first regularly schedule business meeting, preceding the opening of the Annual Medical Education Conference elect a Treasurer, Secretary, a Regional Director Member of the Executive Committee, and a Professional Board Member of the Executive Committee. [SNMA Bylaws] (2016 HOD).
   a) The BOD shall, during its third regularly scheduled business meeting, elect a Chairperson of the BOD (2016 HOD).
B) A quorum of the BOD members is required at all HOD sessions. BOD April 20, 1984
C) The BOD (especially professional members) shall assist the corporate affairs committee with obtaining corporate contacts to increase SNMA's database and networking potential. BOD September 1315, 1996
D) The BOD shall be responsible for providing each Chapter President the following information concerning contracts and programs approved: [SNMA Bylaws]
   i) The agency or sponsor from whom the contract or program was obtained;
   ii) A detailed description of the contract or program obtained including an abstract of the contract or program;
   iii) The financial stipulations involved within the contract or program. This will include:
      (a) Subcontracts awarded to any other business or agency;
      (b) Total amount of funds involved and their classification (i.e., restricted or unrestricted;
      (c) Eligibility; and
      (d) The date of attainment.
iv) Information concerning the contract or proposal is to be provided within fourteen (14) days after the procurement of the contract or program to each Chapter President.

Section 4) Authority
A) The BOD shall recommend Charters to the HOD. Only the HOD shall have the power to grant, deny, or rescind Charter, provided that two-thirds (2/3) of the Registered Delegates are present and fifty percent (50%) plus one of the Delegates approve. [SNMA Bylaws]
B) The BOD shall have charge of the property and financial affairs of the SNMA and maintain their headquarters at the National Headquarters of the SNMA. [SNMA Bylaws]
C) The BOD shall provide for and shall superintend the publication of the SNMA Publications and all proceedings, transactions and memoirs of the SNMA. [SNMA Bylaws]
D) The BOD shall determine the time and place of the Annual Medical Education Conference subject to the approval of the HOD and on the recommendation of the Internal Affairs Committee. [SNMA Bylaws]
E) No decision of the Executive Committee or BOD shall contradict the Policies and Procedures Manual except through the formal Amendment process.
F) The BOD must approve the operational budget. BOD March 10, 1979
G) All grants and contracts must be approved by the BOD. BOD March 10, 1979
   i) A prospective contract or program shall be available to each nationally-elected Officer and Voting Member of the BOD prior to approval. [SNMA Bylaws]

Section 5) Meetings
A) There shall be at least three (3) regular meetings of the BOD between Annual Medical Education Conferences. [SNMA Bylaws]
B) The BOD shall meet in open or closed sessions. Open sessions may be attended by Officers and by others whom the BOD may invite to appear before it. Closed sessions may be attended solely by the Members of the BOD. Additional invitations to closed sessions may be extended at the discretion of the Chairperson of the Board of Directors. [SNMA Bylaws] (2016 HOD)
C) Scheduling
   a) Dates for the following year’s BOD meetings shall be set at the Sunday post-conference BOD meeting, and that 30-day confirmation/notification of BOD meeting city and other events that may be relevant to BOD member travel plans will be given. BOD September 30 – October 1, 1989
D) Special Meetings
   a) Special meetings must be called upon the request of any five (5) Members of the BOD within fourteen (14) days of email notification. [SNMA Bylaws] (2016 HOD)
b) Special meetings may be called at any time by the Chairperson of the BOD. [SNMA Bylaws]
c) The location or method for conducting a special meeting shall be determined by polling the Regional Directors. [SNMA Bylaws]

E) Attendance
a) The Members of the BOD shall attend all regular meetings of the BOD or submit a written report at least fourteen (14) days in advance of the meeting. [SNMA Bylaws] If a Member of the BOD shall find it impossible to attend a meeting, he/she shall notify the Chairperson in advance. [SNMA Bylaws]
b) A BOD member is allowed to carry up to two proxy votes and that these votes can only be passed along by the individual to whom it actually belongs. Proxies must be submitted in writing to the secretary. BOD April 3, 1988
c) BOD members, when they enter the meeting, shall check in with the secretary. BOD September 30 – October 1, 1989

F) The Executive Committee and Voting Members of the BOD that are late for BOD meetings, not related to travel/arrival, be fined $5.00 for every 15 minutes late to the BOD meetings. This fine would be paid prior to the start of the next session of the BOD or voting privileges would be suspended. BOD 1994, HOD 1995.
  a) Funds collected from late BOD members be directed to the Building fund. (BOD 4/16/95)
  b) The Chairperson will report to the HOD those members in violation and who have not paid their fines (1995HOD)

G) Meeting Sponsorship
  a) SNMA will formally seek to have at least 50% of its meetings sponsored every year with a process that is initiated by the EC via a Request For Proposal in January of the year previous to the start of the fiscal year, with final decision made on choices of meeting locations by the EC and subject to BOD approval at the conference meeting. BOD September 24-25, 2005
  b) There should be a place on the confirmation form for the BOD meetings where one can place his/her name on a list to share a hotel room with another BOD member. BOD June 17-18, 1995

Section 6) Email Role Call Votes [BOD September 24-25, 2005]
A) Motions must be urgent and time-sensitive and reserved for those actions that must be completed before the next BOD meeting.
B) All attempts should be made to present motions that are not controversial and will not generate excessive discussion.
C) Motions must be sent directly and exclusively to the Chairperson between 3 weeks after the previous BOD meeting and 3 weeks before the next BOD meeting with rationale, including the urgency and time-sensitive nature of the motion. In extreme cases, motions may be presented to the BOD at the discretion of the Chairperson outside of that timeframe.

D) Motions for consideration may only be sent to the BOD e-mail listserv by the Chairperson, at which time the Chairperson will ask that it be seconded. (ex: “The BLANK committee has submitted the following motion and rationale. Is there a second to this motion?”) All motions must be seconded by a member of the BOD within 24 hours of the send time. The respondent shall respond to the whole listserv with a second.

E) The BOD shall await the Chairperson’s acknowledgement of the second and call for discussion. Discussion shall occur during two conference call sessions lasting up to 30 minutes. And the Chairperson will appoint a representative to record minutes from the call. Minutes from the call will be posted to the list serve within 24 hours of each call. Voting will be allowed up to 48 hours after discussion time has elapsed. (ex. “The motion has been moved and properly seconded. Discussion will occur Saturday 4pm and Sunday at 2pm at which time votes will be accepted by voting members by Tuesday, at 2pm. Votes must be sent to the Chairperson and the SNMA National Secretary.

Section 7) Agenda and Minutes
A) All agenda items shall be submitted, in writing, to the Chairperson 10 days prior to the convening of the BOD. BOD April 3 1994
   a) The Chairperson should consider revising the agenda in the following manner to conduct BOD meetings in an issues-oriented manner and devoid of informational reports: ie The Agenda (may include) Convention, regional programming, budget adjustments, national office activities, membership services, Foundation support and activities, new business. Any reports should follow these action-oriented agenda items. BOD June 18-19, 1994

B) BOD shall record or transcribe all BOD meetings (2016 HOD)

C) All BOD minutes shall be sent to the National Headquarters within three weeks prior to meeting. BOD September 26-28, 1997

Section 8) Reports
A) BOD reports shall be submitted by dates specified, and items submitted after deadline will only be entertained at the discretion of the Chairperson. (2016 HOD)

B) All reports of the BOD shall be placed as submitted on the SNMA website 30 days prior to the meeting of the BOD, excluding financial reports (1997HOD)

C) A list of mandates will be distributed by the Internal Affairs committee two weeks after each BOD meeting and the Annual Medical Education Conference. BOD June 10-12, 1998.
D) End of the Year Reports  
a) Each BOD member shall be responsible for distributing their own reports and recommendations if not received by the Speaker of the HOD by February 1. The Speaker of the HOD will forward a memo stating this decision within seven days. The Speaker of the HOD will note any materials not received on time. The financial statement and other items will be considered exceptions to the rule at the discretion of the Chairperson. (2016 HOD)

Section 9) Oath [SNMA Bylaws]  
A) The Oath of Office shall be as follows. A Bible must be present. The person taking the Oath must place their right hand on the Bible and raise his/her left hand. The person(s) attesting must hold the Bible.

“I [State your name], in the presence of Almighty God and the Membership of the Student National Medical Association here assembled do solemnly swear that I will faithfully execute the duties of my Office [State your Office] to the best of my ability; that I will preserve, protect and defend the Constitution and Bylaws of the Student National Medical Association so help me God.”

B) The Oath of Office may be altered to suit the religious beliefs of the person taking the Oath.

C) Before declaring the Member(s) duly elected, the person administering the Oath shall charge each to a dynamic and progressive term of office for the betterment of the Student National Medical Association.

D) The Oath of Office shall be taken by all Voting Members of the BOD, President-Elect, the Chairperson of the BOD, the Treasurer, and the Secretary. They shall have voting rights where appropriate immediately after they have been administered the Oath of Office as specified. Nothing in this Section shall prevent the Oath of Office from being administered at additional times should a vacancy occur, as determined by the Members of the BOD.

E) The President shall be given the Oath of Office at the President's Luncheon of the Annual Medical Education Conference, administered by the Speaker of the HOD, and attested by the Chairperson of the BOD and the outgoing President.

F) The President-Elect, the Vice-President, the Premedical Board Member and Professional Board Members shall be given the Oath of Office at the final Banquet of the Annual Medical Education Conference, administered by the Speaker of the HOD, and attested by the Chairperson of the BOD and the President.

G) The Chairperson of the BOD shall be given the Oath of Office on or before the first regularly scheduled business meeting of the BOD immediately after the close of the Annual Medical Education Conference. The Oath shall be
administered by the outgoing Chairperson of the BOD and attested by the President and Vice-President. (2016 HOD)

H) Regional Directors, the Treasurer, and the Secretary shall be given the Oath of Office as the final order of business of the first regularly scheduled business meeting of the BOD, after the Banquet of the Annual Medical Education Conference. The Oath of Office shall be administered by the newly elected Chairperson of the BOD and attested by the President and Vice-President.

Section 10) Academic Support Program

A) There shall exist a BOD Academic Support Program, which includes the following: a professional Board Member designated (if not available, emeriti or other physician member) for assistance and confidential communication, the requirement of a letter of good academic standing, and the availability of a Kaplan scholarship for any BOD member who fails USMLE Step 1. BOD January 2007

B) BOD members may be considered eligible for academic scholarships, and that selection criteria include but shall not be limited to test eligibility, community service, financial need, and that the ultimate selection of scholarship recipients to be made by a body independent of the SNMA. In the event that an independent body cannot be found, the BOD will be allowed to take part in the selection process, however BOD members would no longer be eligible for said scholarships (1999 HOD)

Section 11) Eligibility of Participation

A) BOD members owing money for convention fees, registration, or membership dues will not be allowed to participate in any BOD or HOD activities until receipt of payment. An individual’s status will be assessed before each BOD or HOD activity and special circumstances will be considered at that time. BOD April 3, 1988

B) The financial credentials or status of BOD members will also be checked before the individual checks into the hotel for the Annual Medical Education conference. Special circumstances will be considered at that time. BOD April 19, 1988
Board of Directors Giving Policy

“Each member of the board shall make an annual cash donation to the organization. Board members will be expected to give to the best of their means, at a level they would consider generous. Donations will be accepted starting at the beginning of the new fiscal year. Board members will have until Sunday of the January National Leadership Institute (NLI) to make their contribution. For those individuals who do not meet this expectation they will have their Board of Directors (BOD) registration rate for the Annual Medical Education Conference (AMEC) revoked. BOD members will then be required to either pay the full SNMA member rate or pay the difference if they have already registered as a BOD member prior to the January NLI. 100% of the collected donations from board members will be allocated to the annual giving fund and will therefore be unrestricted general operating dollars.”

All prospective board members will be given a copy of this policy.

This policy is to be reviewed by the board on an annual basis.
Officers

1) Attainment to Office
   A. Eligibility
      1. All Nationally elected or appointed officers must be Active Members in good academic standing
      2. Professional Board Members must be Active Members in residency or fellowship or Patron/Physician Members.
      3. The Pre-medical Board Member must be an Associate or Active Member in good academic standing.
      4. All Regional Directors must be Active Medical Student Members in good academic standing.
      5. Emeritus and Lifetime Members meeting the criteria above may hold office.
   B. National Candidate Requirements
      1. All candidates for National office shall be Members in good standing
      2. All candidates shall submit to the National Headquarters a candidate application, letter of intent, curriculum vitae, and other required materials by the deadline set by the Elections Committee.
      3. All student candidates, including Regional Director candidates, shall submit to the National Headquarters an official letter of “good academic standing” from their respective academic institutions by the deadline set by the Elections Committee, but no later than four (4) weeks after election or appointment. The Elections Committee shall verify receipt of letters for all officers. Failure to submit a letter may result in removal from office.
      4. The Professional Board Member from the field of medicine must have been granted the MD/DO degree and have a license to practice medicine (1989HOD).
   C. The SNMA shall seek to fill at least two of its professional board member seats with persons accomplished in fields other than medicine (i.e., law, business) (1987HOD).
   D. All Officers shall be elected or appointed by the appropriate governing body.
      1. The following officers shall be elected by the simple majority of BOD
         a. Chairperson of the BOD
            a. Must have served as a voting member of the BOD for at least one year
         b. Regional Director to the EC
            a. Must be a current Regional Director
c. Professional Board Member to the EC
   a. Must be a current Professional Board Member
2. The following officers shall be elected by simple majority of the HOD:
   a. President-Elect
   b. Vice President
   c. Premedical Board Member
   d. Treasurer
   e. Parliamentarian
   f. Speaker of the House
   g. Professional Board Members
3. Regional Directors are elected according to the procedures established by the Active members in their regions.
4. National Committee Chairpersons are appointed by the National President at the end of the elect year or during the year of presidency. All appointments must be ratified by a two-thirds (2/3) vote of the BOD.
5. Upon attainment of office and request, within 3 months post-Conference, a letter may be sent from the National Headquarters to the schools of all BOD members informing the administration of the students’ positions and asking the administration for support.

BOD June 19-21, 1992

2) Officer Standards
   A. All Chapter, Regional, and National officers shall be SNMA Members in good standing throughout their terms.
   B. All Officers shall attend at least half of the BOD meetings in an administrative year.
   C. All Officers shall submit at least two (2) written BOD reports during an administrative year.
   D. Officers shall submit and maintain current contact information with National Headquarters. BOD September 25-27, 1992
   E. Officers shall have e-mail addresses and use them for primary communication. (BOD 6/14 - 16/96)
   F. Officers are not allowed to fill positions as temporary office staff. BOD September 26-27, 1987
   G. Officers must pre-register for the Annual Medical Education Conference. BOD April 19, 1988

3) Training
   A. SNMA shall provide a training program for its newly elected officers, including the offices of National Chairperson, Regional Directors and committee chairpersons. SNMA’s national leadership will meet with the
newly elected officials at a specified date and site to explain the duties of the respective positions, forward job-related documents, and to express the best ways to create a better SNMA for the future (1991HOD, 1992HOD)

B. The first order of business of all Sunday post-convention meetings shall be that the newly elected officers are to be told of their duties, how best to implement them and SNMA’s measures of accountability. BOD September 10-11, 1988

C. At the June BOD meeting, a workshop shall be held that reviews the contents of the PPM, emphasizing the newly adopted amendments (2016).

D. Newly elected officers shall read a description of their duties in the SNMA Constitution and the PPM, and that if they have any questions, they go to their outgoing counterpart or another BOD member. BOD March 26, 1989

E. All outgoing members of the BOD shall draft a “Transitional Document.” This document will be used by the incoming replacement member to that particular position as an orientation package. This document shall include but not be limited to: a) Position responsibilities as stated in the SNMA Constitution, b) Completed objectives of the past year, c) Future objectives for the upcoming year. BOD December 14-16, 1990

4) Removal from Office

A. In the case of the Chairperson’s removal by resignation, illness, death or other cause.

1. The Immediate-Past Chairperson will assume the duties and powers of Chairperson for a maximum duration of fourteen (14) days. In the event that the Immediate-Past Chairperson is unable to fulfill this role, the National treasurer shall assume the position of the Chairperson of the BOD for a maximum of fourteen (14) days.

2. In the latter case, the National Treasurer will not be authorized to be the sole signer of the General nor the investment SNMA bank accounts, as outlined in the SNMA Constitution.

3. The Parliamentarian shall convene the voting members of the BOD for a meeting (emergency or scheduled) within fourteen (14) days of notification of the vacancy, in the position and chair a meeting in which a new Chairperson of the BOD will be elected.

B. Regional Directors are subject to removal from Office by and under the procedures established by Active Members of the SNMA within their respective Regions or by three-fourths (3/4) majority vote of the HOD.

C. The Chairpersons of National or Special Committees, or other appointees of the BOD, may be removed by the Officer that appointed them or by a
simple majority vote of the Members of the BOD that are present at a BOD meeting.

5) Impeachment Proceedings
   A. Petitions for Impeachment must be in writing and state the specific charges upon which the Petition is based.
   B. Petitions for Impeachment must be submitted to the National Headquarters which shall:
      1. Within five (5) days notify the Petitioner of receipt of the Petition for Impeachment.
      2. Within five (5) days forward copies of said Petition to all Members of the BOD, the Executive Committee and Chapter Presidents.
      3. Send an accompanying notice to all those noted above that the Petition for Impeachment will be the first order of business at the next meeting of the BOD at least thirty (30) days after the Petition was received in the National Headquarters.
   C. Upon receipt of the Petition for Impeachment, the voting members of the BOD must meet within fourteen (14) days for preliminary consideration of their Merit.
   D. The voting members of the BOD shall determine if the Petition has Merit. If the Petition is found to have Merit, the Accused shall be suspended and enjoined from further performance of duties and an Acting (Replacement) Officer shall be appointed by the Voting Members of the BOD. After consideration of the Petition, the Voting Members of the BOD shall immediately forward, by express mail, a copy of the Petition for Impeachment, together with a Statement of their Findings, to the Accused, who shall upon its receipt:
      1. Be requested to reply within eight (8) days of the postmark of the express mail letter.
      2. Be informed that failure to give written reply will result in an automatic removal from Office.
   E. Impeachment proceedings are initiated as the first order of business at the next BOD meeting at least thirty (30) days after the original receipt of the Petition for Impeachment in the National Headquarters. At this time, all Members of the BOD must be provided with the Petition, the findings of the Voting Members of the BOD, copies of all proof of mailings, copies of all other relevant documentation, and any written Reply from the Accused.
   F. The BOD shall, on receipt of the Reply of the Accused, reconsider the Petition for Impeachment and may either:
      1. Move for a dismissal of the Charges.
      2. Order a Hearing of the Charges:
         a. Open to all Active Members of the SNMA.
b. Each side at the Hearing shall have the right to be represented by Counsel from within the SNMA as long as that individual is not a Voting Member of the BOD.

G. In the absence of a reply received from the Accused within ten (10) days, that individual will be automatically removed from Office and notified of his/her removal by certified letter provided that the original notification of a Petition for Impeachment was sent to the most current mailing address for that Officer.

H. Hearings of the Charges shall:
   1. Be initiated by majority vote of the BOD
   2. Take place at the site of the meeting of the BOD in an area accessible to all parties involved
   3. Be moderated by a neutral party designated by the Chairperson of the NMA's Liaison Committee for the SNMA, who shall function as judge
   4. Be heard before a Panel of the nine (9) Active Regional Directors (excluding the Accused's own Regional Director), who shall sit in the capacity of jury.

I. The Findings of the Hearing Panel shall be final, and binding upon all parties and:
   1. The Panel must reach a Finding of Guilty by a two-thirds (2/3) vote of its Members.
   2. The Panel shall have the right to impose Penalties at its own discretion, within the limitations of the SNMA Constitution and its Bylaws.
   3. The Panel shall deliver its Findings orally, at the time of the Hearing and shall forward copies of its Findings, in writing, to the Accused and to the BOD of the SNMA within ten (10) days of the conclusion of the Hearing.

J. The Chairperson of the BOD shall, through his/her Executive Director:
   1. Forward copies of the Petition for Impeachment to the Editor of the National Newsletter, who shall publish said Petition within thirty (30) days in the issue of the National Newsletter next ensuing following its receipt, or in a Special Newsletter;
   2. Forward copies of the Findings of Merit, Reply of the Accused and all subsequent BOD actions to the Editor of the National Newsletter, to be published within thirty (30) days in the issue of the National Newsletter next ensuing or in a Special Newsletter;
   3. Ensure adequate arrangements for executing the various Sections of this Chapter of the Bylaws;
   4. Ensure accurate minutes of the Hearing of Charges, along with complete and accurate records of its proceedings.
K. The Active Membership reserves the right to override the finding of the Hearing Panel by vote of two-thirds \((2/3)\) of the Active Membership of the SNMA, such vote to be followed by a Hearing of Charges, under considerations specified herein.

L. Executive Committee members, voting and non-voting members of the BOD, and paid office staff of the SNMA are ineligible to receive gain from SNMA contests that involve monetary gain or products. (1995 HOD)

6) Officers
   A. Chairperson
   B. National President
   C. National President-Elect
   D. National Vice President
   E. Pre-medical Board Member
   F. Regional Director
   G. Regional Director to the Executive Committee
   H. Professional Board Member
   I. Professional Board Member to the Executive Committee
   J. National Treasurer
   K. National Secretary
   L. Speaker of the House of Delegates
   M. National Parliamentarian
   N. Immediate-Past Chairperson
   O. Immediate Past President
   P. Executive Director

7) Chairperson of the Board of Directors
   Term of Appointment: 1 year
   A. General

   1. Shall be informed of and in agreement with all decisions regarding the SNMA and shall be in communication with and have equal access to all important ancillary personnel such as the organization’s lawyer and tax accountant (1987HOD).

   2. Shall instruct the Treasurer regarding what checks to sign. After the Treasurer signs the checks, the Chairperson will sign the checks and send them to the National Headquarters where they will be entered into the computer as paid expenses before, when possible, being sent out to the appropriate entity.

   3. Shall participate in the negotiation of and sign all contractual agreements.

   4. Shall meet with the Immediate-Past Chairperson immediately following the post-convention BOD meeting to discuss upcoming year and any previous commitments.
5. Shall communicate, prior to each BOD meeting, with Professional Board Members as to their desired involvement. BOD June 18-19, 1994

6. Shall present a joint plan annually at each June Board of Directors Meeting to the BOD of how the SNMA shall be represented at the NMA Annual Convention and Scientific Assembly. BOD September 29-30, 1990

7. Shall, with the President and Speaker of the House, complete the following so that the HOD may adjourn:
   a. Verify and announce the elections results;
   b. Shall ensure verification and announcement of the item by item tally for constitutional amendments and resolutions; and,
   c. Affix his/her signature to the minutes of the House.

8. Shall give a speech at the BOD Banquet at the Annual Medical Education Conference.

9. Shall work closely with Convention Planning Committee throughout the year up through the Convention. The Chairperson shall be empowered to make all non-financial decisions regarding the Convention during this time.

10. Shall assist in the development of an Annual Report along with other officers and National Headquarters Staff. (1991 HOD)

11. Shall have the authority to contract services for no more than $2000 with approval of the EC. No more than 3 contracts per year may be authorized by this method. Contracts may not exceed three (3) months in duration.

12. Shall perform other functions as may be deemed by the BOD and the HOD to be required to implement the Constitution of the SNMA and its Bylaws and to fulfill directives of the House during the Annual Medical Education Conference.

B. Board of Directors Meetings

1. Shall convene, preside and adjourn all meetings of the BOD.
2. Shall vote only to break a tie.
3. Shall ensure that a policy manual be presented to the incoming BOD detailing the decisions from the previous year.
4. Shall ensure that written notice of all BOD meetings be sent to all BOD members thirty (30) days in advance of the meeting.
5. Shall ensure that BOD members be notified of deadlines for BOD reports thirty (30) days prior to their deadlines. BOD reports shall have a deadline of fourteen (14) days in advance of the BOD meeting.
6. Shall work with the Executive Director to design the agenda and logistics of the BOD meetings.
7. Shall ensure that accurate minutes, containing all decisions and transactions of all EC and BOD meetings, are maintained and distributed.

8. Shall present a report of all activities at each BOD meeting.

9. Shall designate an acting Chair whenever the Chairperson has to leave the meeting.

10. Shall present the Chair’s agenda at the first BOD meeting following the close of the Annual Medical Education Conference (2016 HOD).

11. Shall prepare an annual report of the BOD’s activities for presentation to the HOD.

C. Executive Committee

1. Shall preside over and participate in all meetings of the Executive Committee.

2. Shall call all meetings and provide notice of meetings at least one week in advance.

3. Shall present a report of activities at each Executive Committee meeting on all areas which the Chairperson oversees.

4. Shall forward a copy of the report of activities to the National Headquarters within twenty-four (24) hours before the Executive Committee meeting.

5. Shall present a report of all Executive Committee decisions at the next BOD meeting and shall present an annual report of the Executive Committees activities to the HOD.

6. Shall be the official liaison between the Executive Committee and the National Headquarters and deliver all directives to the National Headquarters from the Executive Committee.

7. Shall ensure that accurate minutes of the Executive Committee meeting minutes are provided and report the same to the BOD.

D. Headquarters

1. Shall ensure that all official documents are filed with the appropriate government offices.
   a. Instruct National Headquarters to send our annual financial report (Income Statement) to the accountant by August 1st. Final form (990) is due to the IRS by October 15th.
   b. Annual forms for incorporation in District of Columbia shall be submitted with the appropriate fee in April.
   c. Instruct the National Headquarters to file our form 1099, due February 28th of each year.

2. Shall ensure that the National Headquarters sends all pertinent materials to members of the BOD or the Executive Committee for their consideration in a timely manner.
3. Shall communicate at least weekly with the Executive Director to
discuss office management.
4. Shall meet with the President and the Executive Director for one
weekend at the National Headquarters to transition into the
position and become familiar with office operations and the
computer system. The SNMA shall fund this travel.
5. Shall ensure that the National Headquarters sends thank you
letters to all contributors from the past year no later than thirty
(30) days after the Annual Medical Education Conference.
6. Shall update this document annually with any changes made by
the House Delegates or the BOD for presentation at the HOD.
7. Shall be empowered to manage a $50 petty cash fund.
8. Shall be empowered to approve up to $250 in expense for trips of
the Executive Director provided receipts and a report are
provided.
9. Shall co-sign and have official charters prepared for newly
chartered chapters.
10. Shall oversee day-to-day operations of the National
     Headquarters, including employee contract negotiations, external
     consultancy relationships, and financial matters.
11. Shall have the authority to hire at-will employees for no longer
    than 3 months with approval of the EC.

Reference:
House of Delegates

8) National President
Term of Appointment: 1 year + Elect-term
   A. General
1. Shall be informed of and in agreement with all decisions regarding
   the SNMA and shall be in communication with and have equal
   access to all important ancillary personnel such as the
   organization’s lawyer and tax accountant (1987HOD).
2. Shall meet with the Executive Director and the National
   Chairperson for one weekend at the National Headquarters to
   transition into the position and to become familiar with office
   operations and the computer system. This travel shall be funded
   by the SNMA.
3. Shall attend or delegate attendance at meetings where SNMA’s
   representation has been approved by the HOD or BOD when the
   House is not in session, or the Executive Committee when the
   BOD is not in session. The SNMA will pay for all such travel.
4. Shall serve as the primary national spokesperson of the SNMA by attending events and meetings of importance to the Association within its financial capabilities as designated by the BOD. BOD April 7, 1985
5. Maintain and strengthen relationships between the SNMA and other partner organizations, particularly through representation in alliance relationships.
6. Shall teach the President-Elect his/her responsibilities for the following year.
7. Shall have primary responsibility for the implementation of mandates and resolutions accepted by the HOD. BOD April 7, 1985
8. Work with the Executive Committee and national committee chairpersons to increase involvement, enthusiasm, and diversity of the medical student, premedical student, and professional membership of SNMA.
9. Submit recommendations for action to the BOD and to the HOD at the meeting of the Convention.
10. Communicate with membership on a monthly basis via President’s Newsletter, and with the inclusion of the Regional Directors, communicate on an intermittent basis through emails, conference calls and other feasible means.
11. Implement the Executive Agenda, with the input and assistance of the Chairperson and the Executive Director.
12. Work closely with the Chairperson of the BOD on the corporate and programmatic structure and needs of the organization.
13. Shall communicate, prior to each BOD meeting, with Professional Board Members as to their desired involvement. BOD June 18-19, 1994
14. Shall present a joint plan annually at each June Board of Directors Meeting to the BOD of how the SNMA shall be represented at the NMA Annual Convention and Scientific Assembly. BOD September 29-30, 1990
15. Shall assist in the development of an Annual Report along with other officers and National Headquarters Staff. (1991 HOD)
16. Shall, with the Chairperson and Speaker of the House, complete the following so that the HOD may adjourn:
   a. Verify and announce the elections results
   b. Shall ensure verification and announcement of the item by item tally for constitutional amendments and resolutions; and,
   c. Affix his/her signature to the minutes of the House.
17. Shall co-sign charters for newly chartered chapters.
19. Shall preside and give the inaugural address at the formal opening meeting of the SNMA Convention.
20. Shall give a farewell speech at the Presidents Luncheon at the Annual Medical Education Conference.
21. Shall deliver an annual report to an open session of the HOD.

B. National Committees
1. Shall appoint, subject to ratification, all National Committee Chairpersons and present those appointments to the BOD for their ratification at the closing session of the BOD meeting of the Annual Medical Education Conference, and as terms expire or vacancies occur.
2. Take primary responsibility for the fulfillment of committee goals and objectives and the implementation of programs administered by National Committees, as approved by the BOD and/or the HOD.
3. Serve as an ex-officio member of all committees.
4. Shall review the responsibilities of each committee chairperson with them before their appointment.
5. Shall communicate with all committee chairpersons on a regular basis to discuss the progress of each committee’s goals and objectives.
6. Shall either present a report on committee progress at each Executive Committee meeting or shall delegate the task to the National Vice-President (2016 HOD).
7. Shall inform all committee chairpersons of any decisions made by the HOD, BOD or Executive Committee that pertains to that committee.

C. Executive Committee
1. Shall serve as a voting member of the Executive Committee.
2. Shall act as Vice-Chairperson of the Executive Committee, if the Chairperson of the BOD is unable to be present.
3. Shall report to the Executive Committee on progress of the National Committees and all other areas which the President oversees.
4. Shall relay all decisions of the Executive Committee regarding a particular committee to that committee’s chairperson.

D. Board of Directors Meetings
1. Is a voting member of the BOD.
2. Must attend all BOD meetings and submit a quarterly report detailing their activities since the last BOD meeting.
3. Shall present all Presidential appointments to the BOD for ratification. If it is between BOD meetings, such proposed appointees must be confirmed by the Executive Committee before assuming the proposed post.

4. Shall work with the Chairperson of the BOD and the Executive Director to design the agenda and logistics of the BOD meetings.

E. Interchanging duties of the President and President-Elect
   1. Serve on the NMA Board of Trustees as Student Trustee. BOD June 20-22, 1997
   2. Serve as a member of the BOD of the National Medical Fellowships.

Reference:
House of Delegates

9) National President-Elect
   Term of Appointment: 1 year
   A. Board of Directors Meetings
      1. Must attend all meetings of the BOD.
      2. Is a non-voting member of the BOD.
      3. Shall present a quarterly report detailing his/her activities and presenting any recommendations for action by the BOD.
      4. Shall serve as Chairperson of the Elections Committee.
   B. Executive Committee
      1. Shall serve as a non-voting member of the Executive Committee.
      2. Shall attend all meetings of the Executive Committee without specific voting privileges except by a proxy mechanism as established by the BOD.
      3. Shall serve as Secretary of the Executive Committee. And, as such, shall record and distribute for review and approval all minutes of all official Executive Committee meetings/conference calls.
   C. General
      1. Serve as Chairperson of the Elections Committee.
      2. Serve as Secretary of the Executive Committee and assure the distribution of the minutes in a timely manner (2016 HOD).
      4. Assist the President in the implementation of the current Executive Agenda.
5. Shall use the year-long term as President-Elect to develop an Executive Agenda to be implemented during his/her term as President.

6. Shall present to the BOD a tentative Executive Agenda at the meeting prior to the Annual Medical Education Conference.

7. Shall present an Executive Agenda to the HOD at the Annual Medical Education Conference prior to installation as National President. BOD December 19-20, 1987

8. Shall prepare to fulfill the President's committee appointments at the Annual Medical Education Conference upon or before becoming President.

9. Shall learn from the President regarding efficient satisfaction of the President's responsibilities.

10. Assist and monitor the work and progress of national committees as determined by the President.

11. Shall coordinate travel and SNMA representation at external conferences/events with the National President and Vice President.

12. Shall maintain a calendar of events and document the highlights of the current administrative year. BOD December 17-18, 1988, BOD September 25-27, 1992

Reference:
Matthews, K. Executive Agenda, 2005-2006

10) National Vice President
   Term of Appointment: 1 year
   A. General
   1. Work with the President and President Elect in the implementation of the Executive Agenda.
   2. Work closely with the Community Service Committee to provide support to the regions and chapters regarding implementation of national protocols and programs.
   3. Compile a statistical report of chapters performing protocol and non-protocol projects, with the assistance of the national committees. (2002 HOD)
   4. Along with the Diversity Research Committee, coordinate the Annual Dr. Wilbert C. Jordan Research Forum at the Annual Medical Education Conference.
   5. Along with the Community Service Committee, coordinate the National Community Service Forum at the Annual Medical Education Conference.
   6. Shall serve as a member of the Elections Committee.
7. Shall officiate for the President in his/her absence or at his/her request.
8. Assume the duties and powers of the President for the remaining term in the case of the President’s removal by resignation, illness, death or other cause.
10. Submit articles, updates, and other information pertinent or of potential interest to the general SNMA membership to issues of the President’s Newsletter (2016 HOD).

B. Board of Directors Meetings
   1. Is a voting member of the BOD and is required to attend all BOD meetings.
   2. Shall provide a typed report at each BOD meeting detailing their activities during the past quarter and any progress or complications regarding the national projects.

C. Executive Committee
   1. Is a voting member of the Executive Committee.
   2. If delegated by the President, the Vice President shall present a report on committee progress at each Executive Committee (2016 HOD).

Reference:
*House of Delegates*
SNMA Constitution and Bylaws, 2002
Matthews, K. *Executive Agenda, 2005-2006.*

11) Pre-medical Board Member
*Term of Appointment: 1 year*

A. General
1. Assist the President in the implementation of the Executive Agenda as it pertains to pre-medical students
2. Serve as Chairperson of the MAPS Committee
3. Respond to information inquiries from pre-medical students
4. Serve as a resource for the Community Service Committee regarding pre-medical enrichment programming by SNMA chapters and to ensure that the PMED Protocol reflects the needs of the pre-medical membership.
5. Shall implement and maintain new established projects for the betterment of the pre-medical membership.
6. Participate in the planning and ensure the execution of the Strategic Plan for the SNMA.
7. Oversee the activities, documentation, and leadership of MAPS chapters.
8. Work with the Membership Committee and Headquarters to maintain an up to date active MAPS chapter roster and promote an associate membership drive.
9. Shall act as an advisor to the Regional MAPS Liaisons including serving as a resource for pre-medical student conference planning.
10. Shall coordinate the Pre-medical Forum at the Annual Medical Education Conference, with the assistance of the Convention Planning Committee.
11. Continue to seek and update the history of MAPS as it relates to current policy and operations
12. Shall submit regular articles to the Journal of the SNMA.
13. Submit articles to relevant publications that are available to pre-medical members and students.
14. Shall communicate with the MAPS membership via a regular MAPS Minutes publication submitted quarterly (2016 HOD).
15. Shall ensure that the "So You Want to Be a Doctor" document is updated with pertinent information and seek ways to distribute it to all pre-medical SNMA members.
16. Shall strive to achieve optimal communication with pre-medical members, Regional MAPS Liaisons and MAPS Committee
17. Shall be appointed a professional advisor to assist with the above responsibilities. (1991 HOD)

B. Board of Directors
   1. Is a voting member of the BOD
   2. Shall provide a quarterly report detailing his/her activities to the BOD in time for distribution before the BOD meeting.
   3. Shall represent the interests of pre-medical members and communicate feedback on policies to the BOD.

C. Executive Committee
   1. Shall serve as a voting member of the Executive Committee.

12) Regional Director
   Term of Appointment: 2 years
   A. General:
      1. Shall relay all BOD activities and decisions to their respective regions.
      2. Develop and coordinate projects and programs for the region.
      3. Shall ensure that there is at least one Regional meeting per year.
4. Be responsible for implementing the directives of the national organization at the regional level and promoting these directives on the local level.

5. Shall promote the National President’s Executive Agenda to local chapters throughout the administrative year.

6. Coordinate and provide support for the activities of the various chapter officers in accomplishing their goals and objectives.

7. Shall ensure that a workshop is offered on parliamentary procedures and the SNMA Constitution before each Annual Medical Education Conference. BOD September 10-11, 1988.

8. Shall provide all committee chairpersons with regional appointments for their respective committees upon request and shall work closely with those regional representatives in order to implement national programming.

9. Shall maintain regular correspondence with the Executive Director as to their regional calendar.

10. Shall ensure the appropriate use of financial and corporate documents within the region.

11. Shall submit a copy of their regional newsletters, conference booklets and agendas, and other documentation to National Headquarters.

12. Shall provide the National Headquarters with the names and addresses of all regional officers within four (4) weeks after their installation.


14. Shall act as the liaison to the NMA within their region or appoint a representative to each of the local NMA chapters within their region. BOD September 1999.

15. Shall be the contact for regional conference involvement for national contracts. EC May 1990.

B. Board of Directors Meetings

1. Are voting members of the BOD.

2. Must attend or ensure representation from their region at all BOD meetings.

3. Shall provide a quarterly report to the BOD detailing the plans and activities of their region and their included chapters.

4. Shall provide insight to the BOD regarding the regions feedback on national policies or performance.

5. Serve on an assigned National Committee as informational resource, representative of local chapters and, representative of BOD voting members.

Reference:

SNMA NATIONAL HEADQUARTERS • 5113 GEORGIA AVENUE NW, WASHINGTON, DC 20011
(202) 882-2881 • WWW.SNMA.ORG
13) Regional Director to the Executive Committee  
*Term of Appointment: 1 year*

A. General  
1. Shall transition incoming Regional Directors (RDs) into their new position.  
2. Maintain correspondence with the other Regional Directors and keep them informed as to Executive Committee action items and sentiments, within 15 days of the meeting. EC January 17, 1989.  
3. Shall confirm regional mandates and requests made during Executive Committee and BOD meetings and distribute them to the RDs.  
4. Shall be continuously accessible and available for RDs’ questions and/or concerns.  
5. Shall assist the Chairperson and President as needed.  
6. Shall serve as the chairperson of the Internal Affairs Committee.  
7. Shall coordinate the BOD meetings with the Chair.  
8. Shall assist in or coordinate the collection of materials from the Regional Directors for other officers of the BOD.

B. Executive Committee  
1. Shall be a BOD-elected, Regional Director representative on the Executive Committee.  
2. Shall serve as a voting member of the Executive Committee and attend all meetings.  
3. Shall represent the interests and raise the concerns of the Regional Directors.  
4. Shall facilitate communications of the Executive Committee members with the Regional Directors.

Reference:  
*Article V, Section 3-C Student National Medical Association Constitution and Bylaws, 2003.*  

14) Professional Board Member  
*Term of Appointment: 2 years*  

A. Board of Directors  
1. Is a voting member of the BOD  
2. Shall submit a quarterly report detailing his/her activities to the BOD in time for distribution before the BOD meeting.  
3. Shall act as a mentor to the BOD members, sharing his/her expertise and experience.
4. Shall serve as an advisor in BOD operations and decisions.
5. Shall serve on a National Committee(s) as per the Presidential appointments.

B. General
1. May serve a maximum of two terms in succession (provided no vacancy remains in any of the four positions).
2. Shall stay versed in the SNMA national agenda and operations to cast an informed vote.
3. Shall promote SNMA externally (examples include seeking advertisers for the Journal of the SNMA and seeking exhibitors or sponsors for the Annual Medical Education Conference).

Reference:

15) Professional Board Member to the Executive Committee

Term of Appointment: 1 year

A. Executive Committee
1. There shall be a BOD-elected, Professional Board member representative to the Executive Committee.
2. Shall serve as a voting member of the Executive Committee.
3. The Professional Board member to the Executive Committee shall address the HOD at the Annual Medical Education Conference, informing the HOD of the activities of the Professional Board Members during the year.

Reference:

16) National Treasurer

Term of Appointment: 1 year

A. General
1. Provide guidance and make recommendations on financial matters affecting the organization.
2. Collaborate with the Chairperson of the BOD and the Executive Director to prepare and adhere to the organization's budget.
3. Collaborate with the regional treasurers to collect and review quarterly financial statements from the SNMA regions and chapters.
4. Shall notify the Chair of the Membership committee of the status of all finance reports no more than two (2) weeks after the deadline date for chapter submissions to the National Treasurer (1997 HOD)
5. Ensure proper management of the organization's bank and investment accounts.
6. Ensure adherence of the organization to the financial stipulations of the 30-year business plan.
7. Maintain adequate documentation for the organization’s finances and finance-related materials.
8. Coordinate with the Executive Director to manage reimbursements of the national officers, BOD and national committees.
9. Collaborate with the Chairperson, national headquarters and national finance committee to establish and maintain financial support for the organization from individual and corporate donors.
10. Conduct a Treasurer’s Workshop at the Annual Medical Education Conference.
11. Serve as Chairperson of the National Finance Committee.
12. Serve as a member of the Convention Planning Committee. EC May 11, 1989
13. Shall collaborate with the Executive Director to keep and maintain the SNMA checking account.
14. With the Executive Director and the Chairperson, the Treasurer shall ensure that the bills get paid.
15. Shall have signing authority on the SNMA petty cash account maintained by the Executive Director.
16. Shall present a financial report to the HOD listing all financial activity since the start of the new fiscal year and presenting a list of all accounts receivable and accounts payable.

B. Board of Directors Meetings
1. Is a non-voting member of the BOD.
2. Shall report quarterly to the BOD detailing the present financial condition of the organization, including:
   a. Year-to-date income statement detailing all expenditures and received revenues
   b. All accounts payable and accounts receivable
   c. Present bank balance
   d. Separate account of all national debts.
3. Shall present a proposed budget for the fiscal year to the BOD at the September BOD meeting for approval.
   a. Shall present a final fiscal year report for the previous year
   b. Shall review bank statements of previous years and report on management of accounts to the BOD.
4. Executive Committee:
   a. Shall serve as a non-voting member of the Executive Committee.

Reference:
House of Delegates
17) National Secretary  
*Term of Appointment: 1 year*

**A. General:**

1. Ensuring the HOD minutes are transcribed, edited, and distributed to the BOD members by the summer BOD meeting.
2. Summarize both BOD and HOD minutes, with the exception of all motions, which are to be recorded verbatim.
3. Record exact, verbatim motions, i.e., action items, at each BOD and HOD meeting, along with the maker and second of the motion.
4. Assisting the Chairperson and President with BOD national correspondences.
5. Shall assist the President in the compilation of the monthly President’s newsletter, if requested.
7. Shall assist in the collection of chapter reports.
8. Shall notify the chair of the Membership committee of the status of all chapter reports two weeks after the deadline date for chapter submissions to the national secretary.

**B. Board of Directors meetings**

1. Is a non-voting member of the BOD.
2. Shall keep written minutes of the BOD meetings and shall maintain audio recordings of said minutes, ensuring upload of audio recordings no less than 30 days prior to the following BOD meeting with timestamping of relevant discussion to correlate with audio recording.
3. Shall ensure the summary of the BOD minutes with all transcribed motions and recommendations in their full form and correct format, and submit them to Chairperson, President, and RD-to-the-EC for review. After completing of editing, shall submit the minutes to the National Headquarters for distribution no less than 30 days prior to the following BOD meeting.
4. Shall compile all recommendations submitted to the BOD within BOD reports and distribute them to the BOD members as the Chairperson distributes the meeting agenda.
5. Shall maintain a roll of all BOD members in attendance at each BOD meeting.
6. Shall manage the BOD listserv for the distribution of quarterly committee and officer reports.

Reference:
SNMA Officer Handbook, Section XI. National Secretary, Items A. Board of Directors and B. General.

18) Speaker of the House of Delegates
Term of Appointment: 1 year
A. General
1. Serve on the Internal Affairs Committee.
3. Maintain communication with the Parliamentarian regarding the SNMA Constitution.
6. Has working knowledge of Robert’s Rules of Order
B. House of Delegates
1. Chairs HOD Business Meetings at the Annual Medical Education Conference.
2. Set concise and thorough agendas for the HOD business meetings conducted at the Annual Medical Education Conference.
3. Conduct business meetings at the Annual Medical Education Conference in an orderly and parliamentary correct fashion.
4. Shall distribute all documentation including but not limited to the HOD workbook to the Regional Directors, chapters and respective delegates (2016 HOD).
5. Have an in-depth knowledge of those issues and recommendations to be considered at the National HOD Meeting
6. Educates and provides information for all Active Members during the administrative year in preparation for the HOD.
7. Is able to reference the written HOD Policies and enforces them throughout the proceedings.

Reference:

19) National Parliamentarian
Term of Appointment: 1 year
A. General
1. Oversee the Constitution, its interpretation, and its amendment.
2. Chair the Constitution and Bylaws Subcommittee of the Internal Affairs Committee.
3. Maintain correspondence with the National Headquarters and with Regional Parliamentarians.
4. Incorporate amendments adopted by the HOD into the existing Constitution.
6. Develop and coordinate Parliamentary Procedure Workshops (PPW) for the national and regional level.
7. In the case of the Chairperson’s removal by resignation, illness, death or other cause, the Parliamentarian shall convene the voting members of the BOD for a meeting (emergency or scheduled) within fourteen (14) days of notification of the vacancy in the position and chair a meeting in which a new Chairperson of the BOD will be elected.
8. Prior to the first BOD meeting, shall initiate a review process of all regional constitutions and bylaws that have undergone revision during the prior administrative year to ensure compliance with Constitution of the national organization.
9. Shall report the results of the above review process at the first BOD meeting of the administrative year.

B. Board of Directors
1. Serve as a non-voting member of BOD.
2. Submit a written report quarterly to the BOD outlining the plans and activities

C. House of Delegates
1. Present and obtain an HOD vote for all proposed amendments during term of office
2. Serve as the Alternate Speaker for the Speaker of the House in his/her absence and as the need arises

References:
SNMA Constitution and Bylaws, 2002

20) Immediate-Past Chairperson
Term of Appointment: 1 year
A. General
1. Serve as a non-voting member of the BOD.
2. In the case of the Chairperson’s removal by resignation, illness, death or other cause, including per the Chairperson’s request, the Immediate-Past Chairperson will assume the duties and powers of Chairperson for a maximum duration of fourteen (14) days.
3. Complete tasks and/or projects at the request and direction of the Chairperson of the BOD.
4. Assist in the resolution of financial matters from the administrative year in which the individual served as Chairperson.
6. Serve as Co-Chair of the Annual Fund Campaign.
7. Partake in recruitment efforts for alumni.

References:
SNMA Constitution and Bylaws (revised 4/2002)

21) Immediate-Past President
   Term of Appointment: 1 year
   A. General
      1. Serve as a member of the Elections Committee.
      2. Complete tasks and/or projects at the request and direction of the National President.
      4. Serve on the SNMA/David E. Satcher MD Research Fellowship Selection Committee.
      5. Assist with the planning of the National Leadership Institute.
      6. Serve as Co-Chair of the Annual Fund Campaign.
      7. Partake in recruitment efforts for Alumni.

References:
SNMA Constitution and Bylaws (revised 4/2002)

22) Executive Director
   Term of Appointment: Contractual (See Section 5.0 National Headquarters Manual)
   A. BOD Administration and Support
      1. Supports operations and administration of the BOD by advising, informing and interfacing with BOD members on policies affecting the operation of Headquarters.
      2. Serves as an advocate for efficiency of the BOD and SNMA as an organization.
      3. Ensures the short-term and long-term stability, planning, and development of SNMA as an organization based upon prior experience.
      4. Actively participates, upon request, on appropriate National Committees and task forces, especially when establishing and maintaining partnerships through up-to-date memorandums of understanding (MOUs).
      5. Act as a liaison between the SNMA and its legal and financial counselors as directed by the Chairperson of the BOD.
      6. Formulates policies and planning recommendations for consideration by the Chairperson of the BOD.
7. Decides or guides courses of action taken by staff in concert with the Chairperson of the BOD.
8. Organizes and publicizes all BOD meetings.

B. Membership Support
1. Oversees and manages membership records, documents, and other papers of the SNMA, including the Constitution and Bylaws, their Amendments, and the annual proceedings of the HOD.
2. Circulates publication and mailings of all periodic communications, official documents and brochures among the BOD, SNMA chapters, and the membership.
3. Provides all materials related to the Annual Medical Education Conference and other SNMA programs, products, and services relative to membership benefits to all SNMA chapters and regions.
4. Directs the selection and monitors the performance of outside service providers for both general services and for the planning and administration of the Annual Medical Education Conference in concert with the Chairperson of the BOD.

C. Program, Product and Service Delivery
1. Assists in the design, marketing, promotion, delivery and quality of SNMA programs, products and services, taking into account the needs and desires of the organization as defined in its short-term and long-term strategic and business plans.
2. Seeks change opportunities relative to the expansion and/or strengthening of the organization’s programs, products, and services, and relays these in the form of recommendations to the Chairperson of the BOD.

D. Community and Public Relations
1. Assures the organization and its mission, programs, products, and service are consistently presented in a strong positive image to the community, medical schools, organizations, governmental agencies, and the media.
2. Develops and maintains good working relationships with regional decision-makers, public interest groups, businesses, community leaders, and the media, assuring that a consistent and technically accurate source of information is provided; responds to requests for information.
3. Provides organization with experience and knowledge of the non-profit industry, the health care industry, community service, and advocacy.

E. Fiscal Management
1. Assists the National Treasurer in the development of recommendation of an annual budget for BOD approval.
2. Prudently manages organization’s resources within those budget guidelines according to current SNMA policies and federal and state laws and regulations.

3. Ensures that, in concert with the National Treasurer, an annual audit is conducted.

4. Oversees planning and implementation, including identifying resource requirements, researching funding sources where appropriate, establishing strategies to approach sources, submitting proposals and provide assistance in the administration fundraising records and documentation.

F. Facilities Management
1. Oversees the overall management of the facilities of the organization and the day-to-day activities of the Headquarters in concert with the Chairperson of the BOD.

G. Human Resource Management
1. Effectively manages the human resources of the organization according to authorized personnel policies and procedures that fully conform to current SNMA regulations.

2. Maintain authority in conducting the management and administration of SNMA employees within the constraints imposed by the SNMA Constitution, prevailing BOD policies, and approved budgets.

3. Oversees the selection and hiring of staff under budgetary restraints and taking into account the needs of National Headquarters.

4. Assists biannual evaluation of all employees, including the Executive Director.

5. Develops and makes recommendations to the BOD that support staff development, motivational activities, and training.

6. Successfully identifies and solves problems, effectively communicates, and skillfully organizes the activities of the National Headquarters.

7. Demonstrates strong leadership and the tools for effective collaboration, creativity and independent thinking.

References:
National Committees

General Responsibilities – All Committee Chairpersons

A. Serve on the Board of Directors as the representation of the respective National Committee and shall take all possible care to attend quarterly Board of Directors meetings.

B. Coordinate the activities of the committee in accordance with directives from the policy-making bodies of the SNMA.

C. Regularly recruit members to serve on the committee.

D. Prepare committee’s goals and action items for the year to be presented at the June Board of Directors (BOD) meeting/National Leadership Institute.
   i. This agenda should be written in conjunction with committee coordinators and members-at-large and should incorporate input from the National President, the National Vice President, and the National Chairperson of the Board of Directors as necessary.

E. Submit recommendations for activities to the Executive Committee, Board of Directors, or House of Delegates.
   i. Internal committee actions generally do not require approval; however, committees should consult the National Chairperson and/or National President for a determination of need for approval.

F. Submit a proposed budget to the National Treasurer for consideration as a line-item within the National budget at the June BOD meeting.
   i. This budget should be inclusive of the needs/requests for all committee coordinators, members-at-large and/or liaisons, and should be compiled in consultation with the National President.

G. Prepare a document that presents the names and contact information of all committee coordinators, members-at-large, regional representatives, and external resources.
   i. This document should be available for distribution prior to the September BOD meeting.

H. Submit quarterly Project and Action Item Reports (PAIRs) before each quarterly BOD meeting with any recommendations for further projects or actions.
   i. These reports should be a compilation of all input from coordinators’, members-at-large, and/or liaisons’ activities during the previous quarter.
   ii. The document should be maintained at all times in order to provide regular updates to the National President during the interim between BOD meetings.

I. Submit an end-of-the-year report, detailing the activities of the committee and providing resolutions for the future activities of the committee, for inclusion in the National President’s Report to the House of Delegates.

J. Maintain regular contact with the National President, all coordinators, members-at-large and/or liaisons.
K. Compile a computer disk with reports, updated protocols, and other pertinent information to be distributed to the incoming committee chairpersons within two (2) weeks of their selection and approval by the BOD.

L. Submit articles to the *Journal of the Student National Medical Association*, the President’s Newsletter, and Communication/Internet Development Committee discussing issues relevant to the committee’s objectives.

M. The right for removal of a committee chair is reserved in case of lack of effort or inability to serve.

*Reference:*

**General Responsibilities – All Protocol Chairs, Liaisons, Coordinators, and Other Members-At-Large**

A. Shall be appointed by the National President with the input of the respective Committee Chairperson and shall make up the membership of the respective National Committees.

B. Submit quarterly reports to the respective National Committee Chairperson for inclusion in the Committee PAIR prior to each BOD meeting with any recommendations for further projects or actions.

C. Maintain regular communication and take part in regular meetings (i.e. conference calls) with the respective National Committee chairperson on the progress of assigned projects and activities.

*Reference:*

**The National Committees**

I. **Academic Affairs**

*Goals:* Develop and maintain SNMA resources designed to assist members in their educational endeavors, keep members abreast of changes in national medical education, and maintain resource handbook of internships, fellowship/research opportunities, research electives, and scholarships.

*Objectives*

1. Educate members on the dynamics and purposes of the ACE-IT protocol and continue to update the information provided through surveys and collection of best-practice models from chapters.

2. Investigate, compile, and distribute a list of frequent announcements of major summer internships, visiting clerkships, electives, or rotations, and scholarship opportunities and forward these listings to the National President for inclusion in the monthly President’s Newsletter.

3. Inform members of the format and any changes to the USMLE and COMLEX exams.
4. Assist Regional Directors and the Convention Planning Committee in coordinating Kaplan, NBME, and NBOME representation at regional conferences and the Annual Medical Education Conference, respectively.

5. Work with the Finance Committee to identify companies to sponsor reprinting of the Clinical Skills handbook, Academic Excellence pocket cards, and other academically oriented resources.

6. Solicit/compose case reports, disease reviews, and other academic articles for inclusion in the *Journal of the Student National Medical Association*.

### II. Community Service

**Goals:** Oversee the implementation and publicity of the SNMA’s community service protocols and community outreach efforts and oversee accurate tracking and documentation of protocols and other projects.

**OBJECTIVES**

1. Serve as a resource for local chapters and regions in the implementation and documentation of national protocols and other community outreach projects.

2. Work with the National Vice President on the compilation of the statistical report of chapters performing national protocols and other community outreach projects.

3. Develop and implement a comprehensive package describing the national protocols and refocusing their purpose towards aspects of prevention and well-being promotion.

4. Organize educational campaigns on the national protocols and other community outreach projects in order to assure chapter awareness of protocol structure and responsibilities.

5. Assist the Convention Planning Committee in coordinating the Community Service displays and the Community Service project at the Annual Medical Education Conference.

6. Assist the National President with the implementation of joint community service projects with other member organizations of the Alliance of Black Student Professionals.

7. Assist the National President and Headquarters staff in the development, growth and support of Pipeline Mentoring Institute.

8. Select chapters to be featured in the *Journal of the Student National Medical Association*, the President’s newsletter, on the website, or through other media as examples of excellent protocol implementation or outreach activity.

9. Advertise and award community service grants to chapters which have submitted Community Service Reports through a quarterly drawing.

**Committee Structure**

*Pipeline Protocol Subcommittee*

*Minority Association of Premedical Students (MAPS)*

---

SNMA NATIONAL HEADQUARTERS • 5113 GEORGIA AVENUE NW, WASHINGTON, DC 20011
(202) 882-2881 • [WWW.SNMA.ORG](http://WWW.SNMA.ORG)
Health Professions Recruitment Exposure Program (HPREP) Youth Science Enrichment Program (YSEP) 
Brotherhood Alliance for Science and Education (BASE)

OBJECTIVES
1. Assist the regional Community Service Liaisons and chapter presidents in the implementation of the MAPS, HPREP, and YSEP protocols through nationwide education campaigns and distribution of resources.
2. Assist the National Vice President in data collection surrounding the pipeline protocols, their audiences, and their evaluation.
3. Work with the National President, Premedical Board Member and the MAPS Committee to expand the premedical audience to Historically Black College and University campuses and post-graduate programming through outreach, event planning, speaking engagements, and information distribution.
4. Investigate, compile, and distribute best-practice models of premedical and science enrichment activities.

Health Education and Prevention Protocol Subcommittee
Healthy People 2010 Health Fairs
Mental Health Awareness (TAP-IT!)
Sexual Health Awareness
Smoking Cessation and Prevention
Tissue and Organ Donation Education Recruitment Program (TODER)
Violence Prevention

OBJECTIVES
1. Assist the regional Community Service Liaisons and chapter presidents in the implementation of the health education and prevention protocols through nationwide education campaigns and distribution of resources.
2. Assist the National Vice President in data collection surrounding the health education and prevention protocols, their audiences, and their evaluation.
3. Encourage chapters to involve MAPS members and members of organizations of the Alliance of Black Student Professionals to participate in national protocols.
4. Solicit agencies, organizations and companies for collaboration, donation, and support of local implementation of the protocols.
5. Coordinate displays of local protocol implementation at the Annual Medical Education Conference Community Service Forum.
6. Collaborate with the Health Policy and Legislative Affairs Committee in joint community service and advocacy efforts surrounding prevention and health disparities.
III. Convention Planning

Goal: Serve as the primary logistical and program organizers of the Annual Medical Education Conference while keeping the Board of Directors and National Office informed of all progress, work in conjunction with other key National Committee and Executive Committee members to coordinate conference plenary sessions and fundraising efforts, and form and oversee convention-planning subcommittees to be composed of local SNMA membership.

OBJECTIVES
1. Select a committee consisting of members from each local school and members of the past Convention Planning Committee, and form the appropriate subcommittees (fundraising, speaker/workshops, social, logistics, etc.).
2. Select a theme and logo for the Annual Medical Education Conference.
3. Communicate regularly and/or meet with the Chairperson of the Board of Directors, National President, appropriate Regional Director, and National Headquarters to inform them of monthly progress and to solicit ideas.
4. Work with National Headquarters staff on the coordination of scheduling, room assignments, workshops, events, and programs to be held at the Annual Medical Education Conference.
5. Work with National Headquarters staff and Regional Directors to distribute advertising material to the chapters, potential sponsors, and potential exhibit hall participants.
6. Work with the Community Service Committee to coordinate the Community Service Forum and the national community service project at the Annual Medical Education Conference.
7. Work with the Diversity Research Committee to coordinate the Annual Dr. Wilbert C. Jordan Research Forum.

Committee Structure

Suggested local sub-committees are:
- Workshops
- Logistics
- Entertainment
- Pre-Med Forum
- Marketing & Correspondence
- Sponsorship/Fundraising

Each subcommittee chair will report directly to the Conference Co-Chairs, but the subcommittees can run semi-autonomously. This will limit the amount on micromanagement necessary for the Co-Chairs although they are still responsible for all parts of the conference as described above.
Pre-Conference Planning Committee

1) This is a group loosely composed of members of the Executive Committee, conference Co-Chairs, Executive Director, and other selected BOD members, as deemed necessary by the Chair.

2) This team becomes fully active as a team when it meets on-site, ideally during the January BOD meeting, to make all final decisions regarding program implementation.
   a. From the point of this meeting until the end of the conference, this group shares responsibility for carrying out all aspects of the conference plan.

References:

IV. Diversity Research

Goal: Serve as the research assessment committee to further the work efforts of the SNMA in addressing the need for increased support for and investment in underrepresented minority premedical students, medical students, and future physicians. In particular this committee is dedicated to increasing the amount of research specifically reflecting the experiences and concerns of minority medical students, while contributing important data with which to strengthen arguments supporting the need to achieve racial parity in the physician workforce.

OBJECTIVES

1. Assist past national officers in the further completion of the Obstacles and Opportunities Initiative.

2. Assist all Committees in the tracking and data collection of chapter activities and participants, including but not limited to community service protocols, academic enrichment activities, policy education, voter registration, and membership benefit use.

3. Assist any officer or Committee with the creation, distribution, and collection of surveys on any topic of interest in order to gather member opinion on specified goals, events, and/or strategies.

4. Investigate and increase membership awareness of academic medicine and health care research programs and grant opportunities.

5. Develop and implement the longitudinal plan and implementation of the SNMA/David E. Satcher, MD Research Fellowship.

6. Assist the National Vice-President with the Annual Dr. Wilbert C. Jordan Research Forum at the National Medical Education Conference and subsequent publication of the winning abstracts in the Journal of the Student National Medical Association.
Committee Structure

Regional Research Liaisons
Regional Research Liaisons, appointed or elected on a regional basis, compile information from their respective regions and report to the DRC, disseminate national research fellowship and forum opportunities, assist in the distribution and collection of national surveys, coordinate the activities of the regions to further regional and national goals in regards to research, and serve as a resource for regions and chapters.

V. Elections
Goal: Encourage, cultivate, and mentor future SNMA leaders; compile description of elected positions for publication; solicit applications and credential submissions to National Headquarters for review; be available for questions regarding the HOD and BOD elected positions; and refer potential candidates to those currently holding or who have previously held the office they are interested in seeking positions.

OBJECTIVES
1. Update and present for BOD approval an annual Elections Policy outlining the procedures to be taken for the upcoming national elections.
2. Advertise available officer and committee positions to the membership.

Committee Structure

Committee Chair
“The Chair of the Elections Committee is responsible for obtaining and verifying the credentials of all candidates for National Office and forward them to the Chairperson of the Board of Directors upon receipt. The chair should create a nominating committee aimed at identifying qualified candidates for the office of Professional Board member. The nominating committee shall be responsible for soliciting candidates to fill these positions and shall review the credentials of said candidates.”

Committee Members
“The Elections Committee consists of the President-Elect, President, Vice President, Speaker of the House, and Immediate-Past President. It shall be empowered to certify that all candidates' credentials are in order before the elections and to certify the results of national elections as delineated by the Constitution and Bylaws, subject to the approval of the House of Delegates and/or the Board of Directors.”

References:
1 Article IX, Section 4, SNMA Constitution, 2003.
VI. **External Affairs**

**Goals:** Address issues concerning SNMA’s interaction with other organizations; improve the public awareness of SNMA through media, collaborations with external organizations, and other mechanisms; and advise SNMA liaisons and coordinate their external communication efforts on important current SNMA initiatives, programs and policy positions.

**OBJECTIVES**

1. Serve as the public relations arm of the organization and assist the National President in strengthening the voice and brand of the SNMA.
   a. Maintain official SNMA materials (logos, publicity language, etc.) for video documentary, public service announcements, and media kits.
   b. Establish media contacts and identify organizations for advertisement and support of the 2006 Annual Medical Education Conference.
2. Investigate opportunities to strengthen SNMA’s voice and brand that are applicable to diversity, mentorship, medical student opportunities, cultural competence, and global awareness.
3. Research and identify organizations with which SNMA would benefit from endorsement and/or partnership and recommend these organizations to the Board of Directors.
4. Submit articles regarding SNMA to external publications, with approval of the National President.
5. Publicize and secure increased subscription and sponsorship for the *Journal of the Student National Medical Association* at universities and academic programs.

---

**Committee Structure**

**Liaisons to Partner Organizations**

**Goal:** Facilitate the exchange of information between SNMA and the respective organization and serve as main point of contact between the leadership of the SNMA and the respective organization.

**OBJECTIVES**

1. Prior to attaining liaison position, be a full and active member of the respective organization.
2. Attend at least one national meeting of the respective organization/association during their tenure in the position.
3. Send a letter of introduction to the organization’s leadership or main contact and maintain regular communication.
4. Draft and present a preliminary schedule of the affiliate organization’s meetings for the upcoming academic year at the June BOD meeting.
5. Keep detailed documentation on the organization’s activities and events and advertise that information to the SNMA membership.
6. Submit articles, with the review of the National President, to the respective organization’s newsletters and/or journals to highlight SNMA activities, events, etc.
7. Submit articles to the Journal of the Student National Medical Association and the President’s Newsletter discussing issues relevant to current happenings in the respective organization.

VII. Finance

Goals: Serve as the primary committee addressing the financial needs and growth of the organization. This committee is under the direction of the Chairperson of the Board of Directors and receives specific objectives from the Chairperson of the Board of Directors. In his/her capacity as co-chair of this committee, the National Treasurer is also responsible for developing budget and providing guidance to the Board of Directors on matters related to expenditures by any entity of the SNMA.

OBJECTIVES
1. Develop and present budget for at the June BOD meeting and the mid-year budget at the January BOD meeting.
2. Review and advise on all budgets submitted by national committees.
3. Provide guidance and make recommendations to the BOD on any expenditures.
4. Collect and review quarterly financial reports.
5. Maintain a list of possible corporate and agency sponsors and oversee the application for corporate funding.
6. Secure consistent funding and/or marketing sources for printing and distribution of the Journal of the Student National Medical Association, “So You Want to Be A Doctor?” and the “Intro to Clinical Medicine” publications.
7. Ensure proper documentation of William E. Hines Regional Endowments.

Committee Structure

Corporate Affairs
Goal: Assist the Chairperson of the Board of Directors, the National Treasurer, and National Headquarters staff in establishing relationships with external institutions, businesses, and corporations for the purpose of sponsorship and corporate membership and devise mechanisms of securing the necessary revenue to support national SNMA activities.
OBJECTIVES
1. Develop and/or update a corporate outreach plan at the beginning of each fiscal year, with annual evaluation at the June BOD meeting. (1997 HOD)
4. Lead the sponsorship drive and forward potential sponsors to the Chairperson of the Board of Directors and National Headquarters staff.
5. Identify professional grant writers and arrange a possible grant-writing workshop at the Annual Medical Education Conference.
6. Work with regional representatives to assist in the national coordination of corporate fundraising. (1994 HOD)

Campaigns
Goals: Oversee campaign fundraising efforts.

OBJECTIVES
1. Maintain and update the respective campaign documentation and ensure its availability and distribution to regions and chapters.
2. Make available to regions and chapters all possible fundraising opportunities and information.

VIII. Health Policy and Legislative Affairs
Goals: Spearhead SNMA advocacy efforts; educate members about legislative and policy developments affecting medical education and health care; and seek opportunities to increase the SNMA’s voice, brand, and influence in health care and education.

OBJECTIVES
1. Establish regional liaisons and provide programming support for advocacy and educational efforts planned at the local and regional levels.
2. Identify key legislation and court cases/decisions in areas, such as medical education, health care reform, healthcare access for the underserved, and minority and women’s health. Coordinate the drafting and distribution of policy briefs pertaining to this information to the SNMA membership.
3. Compile, maintain, and distribute to the membership a list of internships, electives, and opportunities focusing on health policy and political involvement.
4. Develop and strengthen partnerships with other organizations and officials that specialize in issues affecting education, health care, and minority and women’s health policy.
5. Assist the Convention Planning Committee in planning at least one health policy/legislative session at the Annual Medical Education Conference.
6. Coordinate the SNMA’s participation in the Congressional Black Caucus’ Health Braintrusts and other political events, both of national and statewide scope.
7. Assist the National President in collaborative advocacy efforts of the Alliance of Black Student Professionals.

Committee Structure

Political Advocacy Liaisons
Political Advocacy Liaisons, appointed or elected on a regional basis, coordinate the activities of the regions to further national goals, serve as a resource for regions and chapters, plan regional advocacy efforts, and provide information and instruction on “hot topics” in education/health policy.

IX. Internal Affairs
Goals: Seek ways to ensure efficiency in BOD operations, address issues sensitive to the internal operations of SNMA, assist Chairperson of the Board of Directors and the National President in handling National Headquarters operations and/or addressing any concerns associated with National Office operations, monitor the progress and growth of the organization as a whole, and ensure SNMA’s compliance with protocols and national documents, such as the 30-Year Business Plan.

OBJECTIVES
1. Maintain and update the SNMA BOD and HOD policies and all other official documentation.
2. Assist the Chairperson of the Board of Directors and National Headquarters in reviewing hotel contracts and the city rotation schedule for future Annual Medical Education Conferences.
3. In consultation with the Chairperson of the Board of Directors, review and update, if necessary, employment contracts and respective benefits of the National Headquarters staff.
4. Assist the Chairperson of the Board of Directors and the Executive Director in addressing any concerns of National Headquarters operations.
6. Plan and implement the National Leadership Institute.
Committee Structure

Constitution/Ways and Means

Goals: Ensure Executive Committee, BOD, and HOD actions are in compliance with the Constitution and oversee the proper format and presentation of all constitutional amendments.

OBJECTIVES
1. Become familiar with the Constitution, Bylaws, Officer’s Handbook, SNMA Board Policies, and minutes of the BOD and Executive Committee meetings.
2. Revisit and make recommendation for revision of the SNMA Constitution and Bylaws.
3. Manage all proposed constitutional amendments for submitted for consideration by the House of Delegates.
4. Ensure the revised Constitution is available to all BOD members and chapters.
5. Under the direction of the Chairperson of the Board of Directors and National President, review the Officer’s Handbook in consultation with the respective officers.
6. Conduct a brief workshop discussing the Constitution and newly adopted amendments at the June BOD meeting/National Leadership Institute.

National Leadership Institute

Goals: Continue the long-term development of the National Leadership Institute and execute the National Leadership Institute with the help of the previous NLI Coordinators.

OBJECTIVES
1. Finalize speakers, workshops, and registration, in collaboration with National Headquarters.
2. Compile post-NLI surveys from attendees and present findings at the September Board of Directors meeting.
3. Strategize and develop the structure and purpose of the National Leadership Institute, in collaboration with the National Chairperson of the Board of Directors, the National President, and the Finance Committee.

X. International Affairs

Goal: Expose members to the international gravity of health care disparities, emphasize the necessity of approaching health issues in a cultural context and to allow members to appreciate the essential elements of a successful health intervention, inform the membership of international health opportunities, educate the membership of international health crises, and provide close oversight for
revisions to medical mission trip programming, site selection and mission statements.

**OBJECTIVES**
1. Develop and plan the international medical missions, with presentation to the Board by January of the travel year.
2. Research international health opportunities for members including away rotations, electives, and study abroad programs.
3. Identify international health crises and/or issues and inform the membership.
4. Incorporate roles for MAPS members and other health care professionals and students into current medical mission and international health activities.
5. Continue to investigate, strategize, and coordinate a rural health mission.
6. Amend and implement a pre-mission/international health training module.
7. Continue to develop ties with other international health-focused organizations and agencies, identifying new opportunities for SNMA members.
8. Assist the National President in collaborative efforts of the Alliance of Black Student Professionals.

**Committee Structure**

**Mission Coordinators**

*Goal:* Develop and plan respective missions, advertise and collect applications for participation, and serve as main point of contact and leadership for the respective trip abroad.

**OBJECTIVES**
1. Keep detailed documentation on planning and execution of the respective trip abroad.
2. Maintain constant communication with National Headquarters and National Treasurer concerning financial and contractual commitments in the planning of the respective trip abroad.
3. Submit a formal post-travel report to the National President and National Headquarters.

**XI. Minority Association of Pre-medical Students**

*Goals:* Serve as an extension of the Pre-Medical Board Member and inform the BOD and the membership of pre-medical student concerns.

**OBJECTIVES**
1. Work with the Membership Committee in updating the MAPS chapter roster and in coordinating the associate membership drive to increase the number of MAPS chapters and members.
2. Work with the National President and the Pre-medical Board Member to expand the premedical audience through outreach, event planning, speaking engagements, and information distribution.

3. Maintain regular communication with MAPS chapters through mailings, newsletters, and electronic resources, and oversee the collection of MAPS chapter reports and other documentation.

4. Facilitate the continued distribution of the “So You Want to Be A Doctor” publication to associate members.

5. Ensure associate membership awareness of the MCAT awards, scholarships, events and other premedical opportunities.

6. Research and identify non-SNMA sponsored pre-medical conferences, events, and publications in which SNMA representation would be beneficial.

General Responsibilities

- Membership Education/Recruitment
- Professional Recruitment
- Allied Health Student Liaison Recruitment
- Pre-med Forum Planning and Logistics
- MAPS Newsletter
- Pre-medical Section of the SNMA Website
- Pre-medical Minority Enrichment and Development Protocol Evaluation and Recommendations

References:

XII. Membership

Goals: Respond to membership needs, incite enthusiasm in the membership for the organization and its purpose, inform membership of available membership benefits, document the history of the SNMA, ensure SNMA membership reflects the ethnic diversity in U.S. medical schools, and devise delegate apportionment formula and staff the delegate certification booth at the Annual Medical Education Conference.

OBJECTIVES
1. Spearhead a membership drive for all categories of membership.
2. Advertise membership benefits to the membership.
3. Along with the National President, assist the National Headquarters in addressing membership concerns and/or requests.
4. Assist the Chairperson of the Board of Directors and the Finance Committee with the investigation and maintenance of membership benefit contracts.
5. Coordinate delegate apportionment at the Annual Medical Education Conference, in consultation with the National Treasurer, and issue
appropriate vote and proxy cards, with apportionment to occur only once per chapter (1996 HOD).

6. Serve as a consultant on all matters brought to the national level regarding racism, discrimination, and sexual harassment at medical schools and undergraduate institutions.

Committee Structure

Alumni Affairs

Goals: Establish and maintain a mechanism for exchange of information and support between past members (SNMA "alumni") and current members of the SNMA.

Objectives
1. Assist the National Headquarters in the maintenance of the SNMA residency database. Maintain and update a residency survey for distribution to graduating SNMA members.
2. Solicit recent SNMA graduates, encouraging continued SNMA membership as physician/patron members or life members, and participation in the Alumni 50/50 Club.

SNMA Historian

Goals: Document the history of SNMA, maintain a system for recording events and initiatives of the SNMA, and educate the membership on the history and founding principles of the SNMA.

Objectives
1. Serve as the official historian of the SNMA: documentation of all national events and programs, collection of documentation of major regional and chapter events.
2. Continue to research and chronicle the past history of the SNMA, interviewing members/officers of the early organization years and utilizing resources from the National Headquarters.
3. Present a historical narrative of SNMA in the JSNMA periodically and at the Annual Medical Education Conference.

Multicultural Affairs

Goal: Strive to ensure that the national programs, leadership and membership of the SNMA reflect the ethnic diversity of underrepresented populations, improve SNMA partnerships with other multicultural medical student associations/association subcommittees, and coordinate SNMA collaborations with and support of other multicultural student organizations. (1996 HOD)
OBJECTIVES
1. Work to increase the ethnic diversity of the SNMA membership, targeting in particular Latino and Native American students.
2. In conjunction with the External Affairs Committee, research and identify other minority organizations with which SNMA would benefit from possible collaboration and recommend these organizations to the National President.
3. Assist the Convention Planning Committee in identifying speakers and developing workshops/plenary sessions representative of the ethnic diversity of the underrepresented minority population.
4. Enhance the visibility of the ethnic diversity within the SNMA through the JSNMA and Newsletter articles and increased participation at regional and national levels.

XIII. Osteopathic Schools
Goals: Formally integrate the osteopathic focus into SNMA operations, address concerns and needs of osteopathic members, and educate medical and undergraduate students about osteopathic medicine.

OBJECTIVES
1. In conjunction with the External Affairs Committee, establish and/or maintain liaison positions or other communicative relationships with key osteopathic organizations, such as the American Osteopathic Association (AOA), American Association of Colleges of Osteopathic Medicine (AACOM), National Board of Osteopathic Medical Examiners (NBOME), National Osteopathic Medical Association (NOMA), and National Osteopathic Student Caucus.
2. Contact and establish relationships with osteopathic medical schools and residency programs in an effort to increase Journal advertisement and member participation at regional conferences and the Annual Medical Education Conference.
3. In collaboration with the Academic Affairs Committee, investigate and plan a mock COMLEX exam at the Annual Medical Education Conference.
4. Assist regions and the Convention Planning Committee with incorporating osteopathic presence into premedical conferences, regional conferences and the Annual Medical Education Conference, respectively.
5. Assist the Chairperson of the Board of Directors and the Finance Committee in identifying possible osteopathic member benefits, such as COMLEX prep course scholarships.

Reference:
XIV. Pipeline Mentoring Institute

Goals: Provide support to students in elementary, middle, and high school with a focus on improving general study skills and standardized test-taking skills; preparing students for coursework in science; and promoting age-appropriate, cross-culturally humble experiences as well as facilitate students’ exposure to health careers and professional meetings in their chosen field of interest.

OBJECTIVES
1. Provide a framework for SNMA’s K-12 pipeline efforts.
2. Strengthen the educational pipeline that flows from elementary school into the health professions.
3. Increase the number of culturally sensitive and capable health professionals.

Committee Structure

Advisory Council
Goal: Serve as the primary programmatic planning body for the PMI by developing and revising the Academy guidelines and curricula, offering suggestions and advice for individual programs, and maintaining regular communication with the PMI Chair. The Advisory Council will include, but is not limited to:
- Regional Director Representative
- National Vice President
- National Pre-medical Board Member
- Kaiser Permanente Fellow
- Community Service Committee Co-Chair
- Professional Board Member (if desired)
- Future Leadership Project Fellow(s) (if applicable)

Research/Quality & Improvement Subcommittee
Goal: Coordinate with the Membership, Diversity Research, and Community Service Committees to evaluate pipeline work across the SNMA.

Strategic Planning Subcommittee
Goal: Work closely with the National President, Pre-medical Board Member, and MAPS leadership to set a strategic plan for each administrative year.

Academy Oversight Subcommittee
Goal: Offer Region- and Chapter-based support for the Academy programs (YSEP, HPREP, and BASE) through trainings and education around the PMI as a whole and the Academy programs.
XV. Publications

Goal: Serve as the primary literary body responsible for written distribution of information in the SNMA via the *Journal of the Student National Medical Association*.

OBJECTIVES
1. Produce quarterly issues of the *Journal of the Student National Medical Association*.
2. Create and publicize a submission schedule for the year.
3. Work with Headquarters staff, the External Affairs Committee, and potential outside contractors to oversee the marketing and advertising initiative for the JSNMA.

Committee Structure

Editor-in-Chief, JSNMA

Goal: Coordinate the production of four issues, utilizing the format outlined in the 30-Year Business Plan, with the help of an editorial board, the Headquarters staff, and the publishing company.

Executive Editors, JSNMA

Goal: Assist the editor-in-chief in the production of the JSNMA.

General Responsibilities

- Select individuals for the Publication Committee with the approval of the National President.
- Coordinate the production of the JSNMA.
- Solicit and obtain complete and relevant articles for the JSNMA.
- Proofread and critique submissions
- Establish and meet deadlines for publication in conjunction with publisher and SNMA staff.
- Ensure approval of each issue by Chairperson or National President prior to publication

References:
*Article XIII. SNMA Publications.*
*SNMA Constitution, 2003.*
Executive Committee

1) Authority
   A) No decision of the Executive Committee shall be considered official until approved by the Board of Directors unless the Board has explicitly given authority to the Executive Committee to make an official decision.
   B) Executive committee shall be prohibited from altering, changing, or in any way, making exceptions to policy decisions of the full board. However, nothing in this statement restricts the ability of the executive committee from making policy for the SNMA where none existed before, subject to the usual procedure of ratification by the full board. BOD December 17-18, 1988
   C) A report of the Executive Committee's actions approved by the Board of Directors shall be given at each Annual Medical Education Conference to the House of Delegates by the Chairperson of the Board or other Member of the Executive Committee. [SNMA Constitution]
   D) The executive committee shall be directed not to meet and convene while the BOD is in session. BOD June 13-14, 1987
   E) All directives from the executive committee to the national office be delivered by one person, the chairperson of the board. BOD September 26-27, 1987
   F) SNMA EC and Corporate Affairs Committee develop a business plan at the beginning of each fiscal year, and that this strategy and related budget be approved, implemented and annually evaluated at the June BOD (1997HOD)

2) Meetings
   A) All Members of the Executive Committee shall receive a two (2) week written notice of meetings, in which their attendance is required, and a seventy-two (72) hour written or verbal notification of conference calls. [SNMA Constitution]
   B) Executive Committee shall meet at 9pm on the evening prior to all scheduled BOD meetings, and the Executive Committee submit an agenda for meetings in advance, and that this agenda be included in the report to the BOD. BOD September 26-27, 1987
   C) The chairperson may convene EC meetings if unable to contact the VP. However, the VP will still be responsible for obtaining and maintaining all EC minutes and will report on the EC to the HOD. EC January 17 1989
   D) The National Headquarters will send out the required notification of the meeting, received reports and the agenda from the chairperson 7 days before the meeting. EC October 30 1989
   E) The Chief Planning Council Member shall receive a two (2)-week written notice of meetings, and a seventy-two (72)-hour written notification of conference calls. HOD Spring 2008
3) **Reports**  
   A) EC members to send written reports to Chairperson 48 hours before EC conference call meetings. Only action items and important announcements should be presented. EC April 26 1996  
   B) The office is to collect information in individual member packets between E.C. meetings. EC October 30 1989  
   C) That all new/old business items submitted to EC for conference calls be placed in a summary report to be distributed separately with reports by the respected presenter. EC January 2001

4) **Minutes**  
   A) Accurate minutes shall be kept of meetings of the Executive Committee or conference calls. [SNMA Constitution]  
   B) EC minutes shall be sent to the national office by hard copy three weeks prior to meeting. BOD September 26-28 1997
Strategic Planning Council

The Strategic Planning Council (SPC) shall serve as the chief advisory Council of the SNMA, that shall act as a recommending body to the SNMA as it pertains to the Strategic Plan.

The SPC shall primarily be responsible for the strategic planning of the organization and for the continuity and accountability of the leadership of the SNMA as it pertains to familiarity with and the implementation of the Strategic Plan. The SPC is generally responsible for the long-range planning and progression of the organization and also for generating new planning as needed.

I. The Strategic Planning Council shall be comprised of the following:
   A. Voting Members
      i. One (1) Chief Planning Council Member
      ii. Four (4) Associate Planning Council Members
   B. Non-Voting Member
      i. One (1) Corporate Planning Council Member
   C. Ex-Officio Members (Non-Voting)
      i. Chairperson of the Board of Directors – if there is a tie in the voting, he/she becomes the tie-breaking vote
      ii. President-Elect
      iii. Executive Director

II. Quorum
   A. Quorum for all meetings requires the:
      i. Chief Planning Council Member
      ii. At least 3/5 of the voting members of the SPC
      iii. Either the National Chairperson or the National President-Elect

III. Members
   A. Associate Planning Council Member
      i. Eligibility
         1. Only outgoing or past members of the Board of Directors are eligible for the office of Associate Planning Council Member
         2. All elected persons must be SNMA Members in good standing
         3. Emeritus and Lifetime Members meeting the criteria above may hold the position
      ii. Candidate Requirements
         1. All candidates shall be Members in good standing
         2. All candidates shall submit to National Headquarters and the President-Elect the following materials:
a. Candidate application  
b. Letter of Intent  
c. Curriculum Vitae  
d. All other required materials by the deadline set by the Elections Committee

3. If less than four (4) candidate packets have been received by the deadline, other candidate packets will be accepted until the opening of the first regularly scheduled business meeting of the House of Delegates

iii. Elections
1. The candidate shall present to the BOD at the first regularly scheduled business meeting of the Board of Directors
2. The election of new Planning Council Members will take place during the first regularly scheduled business meeting of the Board of Directors
3. No more than two (2) members should be elected each year
4. Members shall be elected by simple majority vote of the BOD

iv. Member Standards
1. Elected members shall serve three (3) year terms, for a maximum of two (2) terms
2. Associate Planning Council Members are eligible for title of Chief Planning Council Member in the final year of their term

B. Chief Planning Council Member
i. Eligibility
1. The elected member must be an SNMA Member in good standing
2. Only outgoing or past members of the Board of Directors are eligible for the office of Chief Planning Council Member
3. Must have served at least two (2) years as an Associate Planning Council Member and must be in the final year of their term
4. The Strategic Planning Council Members shall select the new Chief Planning Council Member by the close of the last session of the House of Delegates at the Annual Medical Education Conference

ii. Candidate Requirements
1. All candidates shall be members in good standing
2. All candidates shall submit to National Headquarters and the President-Elect a curriculum vitae and any other materials as requested by the BOD

iii. Member Standards
1. The elected member shall serve one (1) year as Chief Planning Council Member for one elected term

2. The Chief Planning Council Member is responsible to:
   a. Convene Council meetings at least twice quarterly
   b. Create meeting agendas and run the meetings
   c. Submit a written quarterly Council report to the BOD
   d. Lead the development of workshops for BOD officers on leadership development and strategic planning
   e. Present the Interim Annual Report to the BOD
   f. Present the Annual Report to the HOD
   g. Lead the creation of a new Strategic Plan or Long-Range Plan in the designated year

C. Corporate Planning Council Member
   i. Eligibility
      1. Any person who meets the position qualifications is eligible for office
   ii. Candidate Requirements
      1. The candidate must demonstrate substantial corporate experience in strategic planning
      2. All candidates shall submit to National Headquarters and the President-Elect the following materials:
         a. Candidate application
         b. Letter of Intent
         c. Curriculum Vitae
         d. All other required materials by the deadline set by the Elections Committee
   iii. Appointment
      1. The Corporate Planning Council Member shall be appointed by the newly elected National President during the first regularly scheduled business meeting of the Board of Directors
      2. The Member shall be approved by two-thirds (2/3) vote of the BOD
   iv. Member Standards
      1. Elected Members shall serve a one (1) year, with eligibility for reappointment, for a maximum of three (3) terms

IV. The Strategic Planning Council and Planning Council Members have responsibilities as follows:
   A. Duties of the Strategic Planning Council:
i. Be responsible for the strategic planning and continuity and accountability of the leadership of the SNMA as it pertains to familiarity with and the implementation of the Strategic Plan

ii. Shall address specific annual objectives as pertaining to the long-term planning of the organization which shall be determined through a collaborative effort between the SPC and the BOD

iii. Create a new Long-Range Plan every ten (10) years, and modify, with HOD approval, the current Long-Range Plan as needed

iv. Create a new Strategic Plan every three (3) years, and modify, with HOD approval, the current Strategic Plan as needed

v. Present an Interim annual report on the Annual Operating Plan to the BOD as pertaining to strategies that remain to be accomplished and how such strategies might still achieve the goals and objectives within the Strategic Plan and the Long-Range Plan

vi. Present an annual report to the HOD on the progress made toward strategic planning goals and objectives.

1. The report will address the completion of proposed strategies by the outgoing BOD and officers as described in the Annual Operating Plan and any progress made towards fulfilling goals and objectives as outlined in the current Strategic Plan and the Long-Range Plan.

vii. Meet regularly, no less than twice a quarter, and shall make minutes from such meetings available to the BOD and the HOD upon request

viii. Shall present quarterly reports to the Board of Directors in accordance with the BOD report submission guidelines

ix. Serve as a resource to the Executive Committee, Committee Chairpersons, Regional Directors, Members of the Board of Directors, and the National Headquarters

x. Shall advise the National President-Elect and the Chairperson of the BOD on the development of their Executive and Corporate Agendas, respectively

B. Standards for the Planning Council Members:

i. Members shall have “@snma.org” email addresses and use them for primary communication

ii. Members shall submit and maintain current contact information with National Headquarters

iii. Members shall attend at least one (1) quarterly Council meeting

iv. Members shall approve official action items by simple majority of voting Council members

v. Members are encouraged to attend BOD meetings

vi. Members shall contribute to the written Council report for each BOD meeting
vii. Members shall contribute to the Interim Annual Report presented to the BOD
viii. Members shall contribute to the Annual Report presented to the HOD
ix. Members shall contribute to the creation of a new Strategic Planning or Long-Range Plan (in the appropriate year)

C. Communication
i. Any communication or recommendations from the Council shall be coordinated with the designated board officers as outlined in accordance with the Strategic Plan
ii. All official communication shall reference the Strategic Plan when communicated with the Board of Directors or the House of Delegates

D. Council Vacancies
i. In the event of a vacancy in the office of the Chief Planning Council Member, the title will be temporarily assumed by the Associate Planning Council Member that holds the seat closest to the end of the term
ii. In the event of a vacancy in the office of an Associate Planning Council Member, a new Associate Planning Council Member shall be elected by the Board of Directors at the next convened BOD business meeting
iii. In the event of a vacancy in the office of the Corporate Planning Council Member, a new Corporate Planning Council Member shall be appointed by the National President and approved by the Board of Directors at the next convened BOD business meeting

V. Position Description
A. General
i. Is as a voting member on the Strategic Planning Council
ii. Shall join Strategic Planning Council meetings at least once quarterly
iii. Shall address specific annual objectives as pertaining to the long-term planning of the organization
iv. Shall advise the National President, Chairperson of the BOD and National Treasurer on the development of the Executive Agenda, Corporate Agenda and Annual Budget, respectively
v. Shall advise the Executive Director on the development of the Annual Operating Plan
vi. Shall serve as a resource to the Executive Committee, Regional Directors, Committee Chairperson and the National Headquarters
vii. Shall review and modify the Strategic Plan as needed and create a new Strategic Plan every three years
viii. Shall review and modify the Long-Range plan as needed and create a new Long-Range Plan every ten years

B. Board of Directors Meetings
i. Shall attend BOD meetings and serve in an advisory capacity in BOD business matters
ii. Shall design workshops for BOD officers on leadership development or strategic planning
iii. Shall contribute to the quarterly Strategic Planning Council report detailing his or her activities during the past quarter and any progress on the Strategic Plan or challenges regarding long-range planning
iv. Shall present an Interim annual report on the Annual Operating Plan to the BOD

C. House of Delegates
i. Shall present an Annual Report at the HOD
ii. Shall attend HOD sessions and serve in an advisory capacity to HOD business matters

Approved Amendments:
1. The BOD mandated the LTP committee to develop a guideline booklet for hotel selection for the annual conference. BOD June 14-16, 1996
2. Board of Directors endorse the creation of a Strategic Planning Council as outlined in the submitted constitutional amendment by Kafui Dzirasa. BOD April 12-16, 2006
Chapters

This Chapter Policy contains the mutual rights and responsibilities as it pertains to becoming a Chapter of the Student National Medical Association (SNMA) and maintaining that status. A Chapter may be designated as a “SNMA Chapter” or “MAPS Chapter” as stipulated by the SNMA Constitution and Bylaws.

1) PURPOSE OF CHARTER
   a) The primary purpose of the Chapter shall be to pursue the mission statement and goals as set forth in the Constitution, Bylaws and Policies of SNMA. The Chapter shall observe and abide by the provisions set forth in this policy and shall operate in compliance with the Constitution, Bylaws and Policies of SNMA.

2) JURISDICTION
   a) To attain Chartered status with SNMA, a student group shall attest that it is officially recognized by a local academic institution as an active organization with bylaws and that all members are at least part-time students at the same institution. The signature of a school official is required on all Chapter Charter applications and update forms.

   b) Groups must obtain regional certification by the appropriate SNMA Regional Director upon submission of a Chapter Charter application. Chapters are expected to partake in regional activities as designated by their respective regional Bylaws. Regional certification may require meeting certain criteria as designated by the regional bylaws. Regional certification alone does not achieve SNMA Chartered status. Regional charters may not be established and will not be recognized by SNMA.

   c) The Chapter shall have the right to represent SNMA in its designated geographic region as defined by the SNMA Constitution and shall be known as a Chapter of SNMA. The Chapter agrees that it will operate only in its established regional jurisdiction and abide by its regional bylaws and the Constitution, Bylaws and Policies of the SNMA.

3) RELATIONSHIP OF THE PARTIES
   a) SNMA and the Chapter agree that their relationship is defined by this policy. The Chapter recognizes its primary obligation to represent, promote and sponsor SNMA activities, programs and services.

   b) This policy acknowledges a Chapter’s right to act independently, but not in violation of SNMA governing documents. The Chapter shall have no right
or authority to assign responsibility or liability to the national or regional organizations for any action of the Chapter.

c) MAPS Chapters are established as a pipeline program of the SNMA to support minority pre-medical students in their endeavor to enter medical school and to ensure longevity of the SNMA. SNMA Chapters and MAPS Chapters are expected to maintain a mutually interactive relationship built on mentorship.

d) SNMA shall provide Chapters with the current Constitution, Bylaws, and Policies. (1984 HOD)

e) In the event the Chapter enters into any contracts or other agreements with any third party in connection with the Chapter's programs and activities, the Chapter agrees that it shall be solely responsible and liable for such contracts and agreements unless the Chapter has first obtained the written review and written approval of the national Board of Directors SNMA.

f) SNMA shall, by the terms of this policy, market and distribute SNMA services, programs and/or activities to be shared with Chapter members and the general public (as appropriate) in cooperation with the Chapter President, including the SNMA Operations Manual containing official documents, policies, and presentations. The Chapter agrees that its President is responsible for maintaining contact with the national and regional organization via Chapter contact information. Personal contact information of officers will not be acceptable on behalf of the Chapter. This includes mailing addresses and e-mail addresses.

g) The Chapter shall have a nonexclusive, royalty free license to use SNMA (and SNMA-owned) names and logos solely in connection with its activities and services which are acceptable for use by SNMA and in accordance with its principles, policies, and procedures. The Chapter agrees that all use of logos shall conform to the usage established by SNMA. The Chapter shall not use any SNMA name or logo in any circumstance that misrepresents the mission and goals of SNMA, defames or denigrates the SNMA, or otherwise puts SNMA at legal risk.

h) Chapters shall comply with all applicable antitrust and tax laws and other laws, regulations and ordinances that may apply. Chapters may elect and shall be governed by their own Executive Officers consistent with their respective Bylaws, but not in violation of or in conflict with the SNMA national or regional Constitution and Bylaws.
i) Only groups attaining Chartered status shall be permitted certain benefits. These include:

   i) Voting privileges, upon meeting eligibility requirements
   ii) Eligibility for participation in nationally and regional funded/sponsored programs
   iii) Receiving Chapter mailings/communications from SNMA National Headquarters

4) ATTAINING AND MAINTAINING CHARTER
   a) SNMA House of Delegates (HOD) may grant Chartered status to any group meeting the following criteria:
      i) For SNMA Chapters, be a student group at an allopathic or osteopathic medical program.
      ii) For MAPS Chapters, be a student group at a college or university.
      iii) Have the minimal number of SNMA national members in the appropriate membership category
      iv) Submit a Chapter Charter Application
   b) SNMA Chapters shall consist of a minimum of one (1) Active member. MAPS Chapters shall consist of a minimum of two (2) Associate members. Only one (1) Chapter may be established at an undergraduate campus or by an allopathic or osteopathic medical school program. Chapters seeking Chartered status outside of this description must submit an appeal to the SNMA Board of Directors.
   c) Any group applying for SNMA Charter shall submit a completed Charter application along with a Regional Certification Form to SNMA National Headquarters. The application shall include the name of the school at which the Chapter is being formed and shall certify by name and address each Officer and/or Member of the Chapter. Complete applications will be forwarded to the SNMA Executive Committee (EC) for review. The application for Charter shall be examined with care by the Executive Committee, assessed to the extent necessary, and rejected or taken under advisement. If rejected, a registered letter detailing the reasons thereof shall be forwarded by the Executive Director to the applicants, with the advice to reapply if indicated. If taken under advisement, the application shall be submitted to the Board of Directors for their recommendation to the House of Delegates for inclusion as a Chartered Chapter of the SNMA. The Chairperson of the Board of Directors will present endorsed applications received by February 1 at the following HOD convention. Applications received after February 1 may not be
d) Only the HOD has the authority to grant Chartered status. Chartered status will be granted by a majority vote of the HOD. The Chapter shall be informed in writing by the Board of Directors that it has been accepted as a Chartered Chapter of the SNMA and upon receipt of the prescribed dues for each of its Members, the Chairperson of the Board shall have an Official Charter prepared. The Chairperson of the Board of Directors shall cause to be printed, in the issue of the national publication next ensuing following notification of acceptance, announcement of the new Chapter.

e) Chapters attaining Chartered status may vote at HOD proceedings one year following their attainment of Chartered status provided they have met all the requirements.

f) Official Charters of the SNMA, duly authorized by its Board of Directors, signed by its Chairperson, affixed with the Official Seal, and bearing the name of the Chapter, will be tendered to the newly Chartered Chapter at the Annual Medical Education Conference next ensuing following notification of acceptance. A Chapter shall receive a Certificate of Charter from SNMA National Headquarters for each year of Chartered status.

g) SNMA Charter does not substitute for Chartered or active status recognition from the Chapter’s academic institution. Groups must seek Charter or active recognition with their local institutions separately before they are eligible for SNMA charter.

h) The official Charter period is defined as June 1st to May 31st. Chapter charters shall expire on May 31st of each year after the Chapter has received its Charter from SNMA. Thereafter, a yearly Chapter Update Form must be submitted to maintain starting February 2nd and due no later June 1st. Regional certification is not required to maintain Chartered status. On the Chapter Update Form, a signature by a representative of the university office of student affairs (or equivalent) or chapter advisor may serve as official certification by the university.

i) Chapter Update Forms are to be submitted electronically to National HQ (memberinfo@snma.org) and the National Secretary (secretary@snma.org). Chapters are encouraged to cc their Regional Director and Regional Secretary on electronic submission.
i) Chapter Presidents may be required to complete a series of leadership modules before applying for and/or updating a chapter charter.

j) No Chapter shall bear the name “SNMA” or “MAPS” without officially establishing Chartered status. Groups attaining charter status may retain their original group name but must also designate the name of their local academic institution along with the “SNMA” or “MAPS” name. For example, “ABC University MAPS”, “ABC Medical School SNMA”, “Group Name ABC College MAPS”, “Group Name ABC School of Medicine SNMA” are acceptable designations.

5) MEMBERSHIP AND DUES

a) Membership in SNMA is required of all members and officers of the Chapter. Membership is defined in the SNMA Constitution and Bylaws. Only Active members at a medical school program and Associate members at an undergraduate institution shall assemble as an SNMA Chapter or MAPS Chapter, respectively. SNMA reserves the right to verify the enrollment of any member with an academic institution. Members shall pay to SNMA nationally prescribed dues in the appropriate membership category. Special circumstances, such as voluntary leave of absence or pursuit of another degree, may require an official letter to the SNMA Board of Directors from the academic institution.

b) Chapters are expected to actively recruit new members at the respective college or university. SNMA Chapters may also host recruitment efforts attracting pre-medical students for membership in their respective MAPS Chapters.

c) The Chapter may establish its own local membership dues structure in addition to national dues. Chapter Presidents collecting nationally prescribed dues and applications must forward them to SNMA National Headquarters. Local dues shall be collected by the Chapter and should not be sent to SNMA National Headquarters. Regional dues may be collected from Chapters in their respective regions. The payment of
regional dues alone shall not maintain Chartered status. Regions shall not prescribe individual membership dues nor establish regional charters.

d) SNMA has primary responsibility for accumulating and maintaining the SNMA membership database. The Chapter President shall assist SNMA in updating all membership data by forwarding any changes of address, phone, fax, e-mail or other pertinent information to the Membership Coordinator at National Headquarters.

e) If SNMA terminates, cancels or suspends any person's membership or if a person allows his or her membership in SNMA to lapse, SNMA may notify the member's Chapter President of such events. Upon such notice from SNMA, the Chapter may terminate, suspend or cancel the person's affiliation with the Chapter. The Chapter shall remove such person from all Chapter offices or positions which he or she may hold. The Chapter cannot suspend, terminate or revoke the membership of any Chapter member without the prior review and approval of SNMA House of Delegates.

6) PROGRAMS

a) The Chapter is encouraged to implement SNMA national Pipeline programs and community service protocols on the local level. The Chapter may develop procedures to sustain membership growth and programs that will appeal to its members including publications and other media services, educational events, member meetings, expositions, research, and scholarship.

b) It is recognized that a program, activity or service designed and initiated by the Chapter may have potential use by other Chapters and/or SNMA. The Chapter may choose to make the program, activity or service available to other Chapters and/or SNMA on a cooperative non-profit basis at its own discretion. Chapters may join together to sponsor such programs if they so choose. When such services, programs or activities are undertaken, SNMA must be notified in writing of the arrangements by which such programs are to be offered or jointly sponsored. SNMA will cooperate and assist in encouraging these activities which are of benefit to the general membership of SNMA.

c) Chapters are eligible to host both national and regional programs, activities, and events at their local sites, including Board of Directors meetings, Regional Conferences, and nationally funded community programs. SNMA is responsible for the planning of any national activities in coordination with the local Chapter. Regions are responsible for the
planning of any regional activities in coordination with the local Chapter. Chapters are strongly encouraged to participate in regional or national training sessions for individual programs.

d) Chapters are eligible to participate in or compete for any funding, programming opportunities, or awards that may be provided by the SNMA, including nationally funded programming, community service grants, Community Service Forum, and Chapter awards.

7) POLICIES AND POSITIONS
   a) SNMA Board of Directors shall have the primary responsibility for representing SNMA and its members to the public and the media, as outlined in the Public Relations Policy, concerning issues which may have national or international impact on issues affecting SNMA, its members, underrepresented minority medical and pre-medical students, healthcare disparities. SNMA shall inform the Chapter of such activities whenever possible. The Chapter shall use its best efforts to coordinate and encourage state and local supplementation of SNMA communication efforts.

8) GOVERNANCE
   a) The Chapter shall be governed according to its established and approved Chapter Bylaws. All officers of the Chapter shall be members of SNMA. Chapter Officers are not authorized to represent or act on behalf of national or regional SNMA without written authorization by the Chairperson of the Board of Directors, National President, or appropriate Regional Director, respectively.

   b) The Chapter shall maintain its own individual identity as an SNMA or MAPS Chapter by designating its academic institution or local Chapter name in addition to the SNMA or MAPS name (see Financial section below). The Chapter will assure that only SNMA members vote at meetings and represent itself to its members and the public as a distinct organization supporting the philosophy and policies of SNMA. The Chapter may take and be solely responsible for taking any steps necessary to obtain and maintain a corporate status or business determination including, but not limited to, filing Articles of Incorporation or the equivalent, with the applicable governmental authority; filing periodic reports with the applicable governmental authority and holding annual meetings as may be required by law. In no event shall the Chapter take any action or engage in any activity which would in any way jeopardize the tax-exempt status of SNMA.
c) The Chapter agrees that it shall operate and conduct its business affairs in accordance with the established policies of SNMA, as set forth in the Chapter Bylaws, the Chapter Guidelines and other documents that may be adopted from SNMA. SNMA shall have the right at any time to amend, change or add to such policies at its discretion. The Chapter shall have the opportunity to review and comment on any proposed policy changes prior to approval by the SNMA Board of Directors. Upon Board approval, such changes shall be promptly provided to the Chapter which agrees to be bound thereby.

9) FINANCE AND INCORPORATION
   a) SNMA shall report to the House of Delegates and all Chapters the financial standing of the organization on an annual basis. (1988 HOD)
   
   b) Chapters shall observe all pertinent policies and procedures as outlined in the SNMA Financial Policies.
   
   c) The Chapter shall be self-funded. Any banking or financial account created by the Chapter must not bear the “SNMA” or “MAPS” name alone. The account must designate the Chapter’s actual name.
   
   d) Funds shall be generated through Chapter programs, services and activities in accordance with the Chapter Bylaws. Under extenuating circumstances, the Chapter may request financial assistance in the form of a loan from SNMA not to exceed $300 per year for the purpose of Chapter operations. The request shall be in writing and state the intended purpose of the funding and describe the payback method and schedule. The SNMA Board of Directors reserves the right to accept or refuse any funding request and may adjust the provisions of this paragraph at its discretion.
   
   e) Chapters may be selected to receive funding via national programming initiatives (i.e. Community Service Grants).
   
   f) For the purpose of accurate financial reporting to the Internal Revenue Service, the Chapter shall not utilize the national or regional tax id numbers without prior written approval by the Chairperson of the Board of Directors or appropriate Regional Director, respectively. The Chapter’s affiliation with SNMA, a non-profit 501 (c) 3 corporation, does not qualify the Chapter as a non-profit under the SNMA incorporation, nationally or regionally. Unauthorized use of the regional or national tax id numbers may result in fines and/or loss of charter status, chapter rights, and privileges.
Chapter treasurers will forward quarterly financial reports to the respective regional treasurers. The regional treasurers will then submit said reports to the National Headquarters and the National Treasurer. (1997 HOD)

The Chapter’s affiliation with SNMA, a non-profit 501 (c) 3 corporation, does not qualify the Chapter as a non-profit under the SNMA incorporation, nationally or regionally. Chapters may incorporate independently or should consider obtaining permission for the use of their institution’s non-profit status if this option is available.

10) STANDARDS
   a) Chartered Chapters may be designated as “Active” by the following standards:
      i) Chapter Report Form (CRF) and Quarterly Financial Statement (QFS) should be submitted by their quarterly deadlines to be considered on time, and any form submitted after this deadline will be considered late. If a CRF or QFS is late due to unforeseen circumstances, it should be submitted within a month of the deadline. The deadlines for on time and late submissions are as follows:

      | On-Time Quarterly Deadlines | Late Quarterly Deadlines |
      |----------------------------|--------------------------|
      | April 15th at 11:59p EST   | May 15th at 11:59p EST   |
      | July 15th at 11:59p EST    | August 15th at 11:59p EST|
      | October 15th at 11:59p EST | November 15th at 11:59p EST|
      | January 15th at 11:59p EST | February 15th at 11:59p EST|

      b) CRF and QFS reporting periods are as follows:
         i) April 15th (reporting period: January 11th to April 10th)
         ii) July 15th (reporting period: April 11th to July 10th)
         iii) October 15th (reporting period: July 11th to October 10th)
         iv) January 15th (reporting period: October 11th to January 10th)

      c) The Chapter shall maintain the following standards in order to be designated “Active”, have voting privileges at House of Delegates, preserve their “Charter” status:
         i) Submit a Chapter Charter/Update Form by their designated deadlines.
         ii) Maintain a permanent mailing address and email address in the chapter’s name (1995 HOD, 1999 HOD)
         iii) Maintain a chapter membership list. Delegates are apportioned according to the chapter members as of February 1st before the Annual Medical Conference (1984 HOD).
iv) Participate in at least one (1) regional event or meeting, including conference calls, but not including the regional meeting(s) at the Annual Medical Education Conference, per year.

v) Submit all four (4) Chapter Report Forms (CRFs) and Quarterly Financial Statements (QFSs), with at least two (2) CRFs and two (2) QFSs submitted on time.

vi) At least one (1) Bank Account Form per fiscal year must be submitted to the National Treasurer by each chapter by February 1st.

11) INDEMNIFICATION

a) The Chapter and its officers agree to hold SNMA and its officers, directors, employees, or agents harmless from any claims arising from Chapter activities which are not in accordance with the terms and conditions of this policy or the Bylaws or policies of SNMA. In the event the Chapter and/or SNMA is named as a defendant in any legal action as a result of any activity by the Chapter, its officers or agents, which is the result of acts or omissions by the Chapter which are outside the scope of this policy or are in contradiction of this policy's terms and conditions, the Chapter and its officers shall indemnify SNMA, its officers, directors, employees or agents against any and all claims, lawsuits, damages or costs incurred in responding, including but not limited to reasonable attorney fees and costs of suit.

12) TERMINATION OF CHARTER

a) The SNMA Board of Directors shall have the authority to recommend to the HOD the termination of a Chapter Charter if the Board determines the conduct of the Chapter to be in violation of the conditions of this policy. Only the HOD shall have the authority to revoke a Chapter Charter.

b) The HOD has the authority to revoke a Chapter Charter for any reason. A Charter may be revoked by a two-thirds (2/3) vote of the HOD.
SNMA Chapter Charter Form

- New charter applications are due on February 1st and subject to approval by the SNMA House of Delegates.
- Chapter Renewal Forms are to be submitted no later than June 1st.
- All fields are required unless stated otherwise.

____ Applying for new charter  ____ Updating chapter information
Region #: ____________  Academic Year: ______-______
Chapter Type: ____SNMA or ____MAPS

SCHOOL INFORMATION

SCHOOL NAME

CHAPTER ADDRESS

______________________________________________________________________________
(Must be a campus-based address)

CITY_____________ STATE___________ ZIP ____________

CHAPTER EMAIL Address (ONLY for Chapter Renewal Application) ______________________________
(ex., myschoolSNMA@snma.org or myschoolMAPS@snma.org. Personal addresses will NOT be accepted.)
Check if chapter email address is on listserv: ____SNMA Presidents  ____MAPS Presidents  ____Unsure

OFFICER INFORMATION

Chapter President’s Name ___________________ Membership ID ___________________ Personal Email ___________________

Other Officer/Member (required for MAPS) ___________________ Membership ID ___________________ Personal Email ___________________

CHAPTER ADVISOR INFO:

Advisor’s Name ___________________ Department ___________________ Email address ___________________

Additional info for MAPS chapter charters only.

SNMA Host Medical School Chapter ______

OR

____ My group is NOT affiliated with an SNMA chapter.

____ I have contacted my Regional Director. He/she has granted Regional Certification, and this certification is submitted with this application.
(required for New Charter Application only)

We, the representatives of the above-named students, hereby request charter status / chapter renewal with the SNMA. We certify that we are national dues paying SNMA members. We have read the Chapter Charter Policy and recognize the chapter’s duties of involvement on both national and regional levels and of upholding the SNMA Constitution, Regional Constitution, and all policies and principles of the SNMA.

School Official’s Name (can be chapter advisor) ___________________ Date ___________________ School Official’s Signature ___________________

Chapter President’s Signature ___________________ Date ___________________

Other Officer/Member Signature (MAPS only) ___________________ Date ___________________

Email completed forms to memberinfo@snma.org and CC secretary@snma.org, your respective Regional Director (region#director@snma.org), and Regional Secretary (region#secretary@snma.org) # = region number
Regional Certification

I, ________________________, the Regional Director of Region _____, hereby certify that individuals at

________________________________________________________________________________

School Name

City ___________________________  State ______

have submitted appropriate documentation, have applied to become national members of the Student National Medical Association, and are in assembly to gain charter for a nationally recognized SNMA/MAPS Chapter. If granted an SNMA charter, the group understands its duties of involvement SNMA both nationally and regionally and of upholding the SNMA Constitution, Regional Constitution, and policies and principles of the Student National Medical

________________________________________________________________________________

Signature  Date

Email completed form to:
1. Membership and Chapter Services (memberinfo@snma.org)
2. National Secretary (secretary@snma.org)
3. CC to Chapter President and Chapter SNMA email
Regions

1) Each Regional Director maintain possession of at least one copy of the SNMA constitution and bylaws on an electronic storage device and that he/she ensure that each chapter receives such a copy as well and the chapters are then responsible for ensuring that all members receive a copy. (1992 HOD)

2) Regional Directors shall provide four (4) quarterly reports to be included in the quarterly newsletter. (1984 HOD)

3) A copy of the Regional Bylaws must be forwarded to the Constitution Committee prior to the December BOD meeting. BOD June 12, 1993

4) Liaisons
   A. Every region must provide a member to the constitution committee. BOD June 12, 1993
   B. Each region shall have regional representatives to the Corporate Affairs committee to assist in carrying out the business of the committee (1994HOD)

5) Finances
   A. All financial requests, in addition to national mandates, to the regions be submitted by the Summer Board of Directors meeting on an annual basis. (EC May 2001)
   B. SNMA shall establish an emergency loan policy and procedure for regions experiencing financial hardship to request support from the national organization. (BOD January 2003)
   C. That the Regions assume half the financial responsibility for the formation Regional Website(s). National Headquarters will pay 50% of the original cost. (BOD January 2007)
   D. Quarterly Financial Statements
      i. SNMA Regions are to submit all four (4), with at least two (2) submitted on time, QFSs approved by the National Treasurer by the annual quarterly deadlines (July 15th, October 15th, January 15th, and April 15th) to gain voting rights at the Annual Medical Education Conference. (2015 HOD)
      ii. If these required documents are not received by National HQ by the below “late” deadlines, the Region will be fined $5/missing form.

<table>
<thead>
<tr>
<th>On-Time Quarterly Deadlines</th>
<th>Late Quarterly Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 15th at 11:59p EST</td>
<td>May 15th at 11:59p EST</td>
</tr>
<tr>
<td>July 15th at 11:59p EST</td>
<td>August 15th at 11:59p EST</td>
</tr>
<tr>
<td>October 15th at 11:59p EST</td>
<td>November 15th at 11:59p EST</td>
</tr>
<tr>
<td>January 15th at 11:59p EST</td>
<td>February 15th at 11:59p EST</td>
</tr>
</tbody>
</table>
1. Any region that does not pay these fines by October 1st will lose HOD voting privileges at the next Annual Medical Education Conference.

iii. Chapter Treasurers will electronically submit their quarterly financial statements to the National Treasurer. A copy should also be forwarded to the Regional Treasurer. (2015 HOD)

iv. Regional Treasurers will electronically submit their regional quarterly financial statements to the National Treasurer. (2015 HOD)

E. Fees/Dues

i. SNMA regions shall be assessed $150 tax that would be restricted to the building fund and is due to the National Treasurer by January 15th of every year.
   1. Regions that are unable to comply with this mandate are required to submit a letter of hardship within thirty (30) days prior to the deadline.
   2. If said regions do not pay by the deadline or submit a letter of hardship, regions are to be penalized $50. (1995 HOD).
      a) This penalty can be retroactively enforced and applied to a maximum of two (2) previous fiscal years.

ii. The Executive Director will send an invoice to each Regional Director and Regional Treasurer for their regional tax at least one week before September NLI with an additional invoice reminder at least two weeks before the January 15th deadline if the payment has not been satisfied by then. (BOD September 26 – 28, 1997)
   1. For regions that remain financially noncompliant after the January 15th deadline, an updated invoice with the $50 late fee included will be sent to each Regional Director and Regional Treasurer by January 31st.

iii. Regions that fail to pay their dues by January 15th AND fail to provide reasonable documentation of financial hardship or other explanation(s) within thirty (30) days prior to the dues deadline will lose BOD voting privileges until dues are paid.
   1. Said regions have until the end of the fiscal year to become financially compliant. Otherwise, BOD voting privileges will be lost for a full administrative year.
      a) This penalty CANNOT be retroactively enforced, as it only corresponds to the current fiscal year.

iv. Standing, yearly contributions from each region towards the international medical missions, the maximum contribution amount to be presented each year, by the HPLA committee at the June BOD. (BOD June 2001)
6) Community Service
   A. SNMA encourages regional community projects, and a forum for these projects will be held at each Annual Medical Education Conference. (1984 HOD)

7) External Affairs
   A. Each region shall have regional NMA liaisons (1985 HOD)
   B. Each region or several regions combined where territories overlapped sponsor a booth at each regional scientific assembly of the NMA, wherever possible on an annual basis for the purpose of membership solicitation. (EC October 30, 1989)

8) Regional Conference
   A. There will be an open house session for elementary, high school, and college educators at the Regional and National conventions to inform them of the various protocols we have YSEP, HPREP, MAPS, Teen Sexuality, and SAVE. (BOD June 15 - 17, 1995)
   B. SNMA will endeavor to videotape all keynote and historical speakers at subsequent national conferences and workshops and encourage regions to engage in the same effort. (BOD December 6 - 8, 1996)
   C. Consideration should be given, when planning regional conferences, to collaboration with a Hispanic medical organization whenever possible to increase organ and tissue donation; furthermore, the regions should consider attending conferences given by these same organizations. (BOD September 1999)
Code of Conduct Policy

Overview: This policy outlines the Code of Conduct for the officers of the organization, and for those who have been granted the highest honor of the organization, the emeritus members.

Rationale: The Constitution and Bylaws clearly states that officers shall not be permitted to engage in conduct detrimental to the SNMA but does not define nor specify what actions constitute a violation of this guideline. This policy is written to address this gap.

Section I. Officers of the Board of Directors
Officers of the Board of Directors shall uphold the Constitution and Bylaws of the SNMA and promote the following values of the SNMA:

- Strong student leadership
- Academic excellence
- Professional integrity

1) Requirements
   a. The Officer of the Board must be a dues-paying member in the appropriate membership category. Failure to meet this criterion in a three (3) month period after receiving notification from the National Headquarters shall be grounds for removal from the board and/or of emeritus status.
   b. The Officer of the Board must uphold the constitution and bylaws and procedures and policies of the SNMA.
   c. The Officer of the Board must support the vision and mission of the SNMA.
   d. The Officer of the Board shall not be found to be in violation of local, state, or federal law.
   e. The Officer of the Board shall not commit an act deemed by the Board of Directors or the House of Delegates to be egregious, immoral, or unethical.
   f. Officers of the board shall submit a letter of good academic standing from their current institution upon application to become a member of the Board of Directors and at the third regularly scheduled meeting of the Board of Directors. These letters shall be submitted directly to the Elections Committee Chair/President-Elect. Bad academic standing shall in and of itself not constitute a violation of the Code of Conduct of the SNMA. However, if the bad standing of the Officer is a result of violation of the home institution’s Code of conduct/Honor code or there are 2 letters of bad academic standing within a 12-month period, this shall constitute a violation of the Code of Conduct Policy.
   g. The Executive Director, as an employee of the SNMA, shall be exempt from this policy. His/her actions shall instead be governed by the conduct...
policy contained within the employment agreement as well as the employee handbook.

2) Violation
   a. Any violations of this policy shall be handled according to the Conduct Policy Procedures in the PPM Section 2.8.2.1.

Section II. Emeritus Members
Emeritus members granted this status shall retain the status of Emeritus indefinitely in the absence of any violation of this policy.

1) Requirements
   a. The Emeritus member must concurrently be a dues-paying member in the appropriate membership category. Failure to meet this criterion in a one (1) year period shall be grounds for status removal.
   b. The Emeritus member must uphold the constitution and bylaws and procedures and policies of the SNMA.
   c. The Emeritus member supports the Vision and Mission of the SNMA.
   d. The Emeritus member must not be found to be in violation of local, state, or federal law.
   e. The Emeritus member must not intentionally commit an act that is egregious, immoral, or unethical.

2) Violation
   a. Any violations of this policy shall be handled according to the Conduct Policy Procedures in the PPM Section 2.8.2.1.

Section III. Policy Distribution
The Chairperson of the Board of Directors shall distribute this policy to all Officers of the Board and Emeritus members upon acceptance and revision.
Conduct Policy Procedures

A. Violations of the conduct policy are to be determined and initiated as defined by the Code of Conduct Policy (Section 2.8.2 of the SNMA Policies and Procedures Manual).
   i. Any active member or body (chapter, region, BOD) of the SNMA may bring forth an allegation of the Code of Conduct Policy violation and need not be directly affected by the violation.

B. The BOD or HOD shall appoint a committee of five (5) past BOD members for the occurrence of an alleged violation or on matters pertaining to the conduct policy.

C. An allegation asserting a violation of the Conduct Policy must be in writing and state the specific allegation(s) upon which the Violation is based.
   i. The allegation must identify the specific provision of the policy that was violated and detail the specific facts supporting the allegation.

D. Violations of the conduct policy must be submitted directly to the Appointed Committee who shall:
   i. Within two (2) days forward copies of said Violation, by registered mail, electronic mail (with receipt acknowledgment), or other means as defined by the Chairperson of the Board to all members of the Executive Committee.
   ii. Within five (5) days notify the Accused of receipt of the Violation of the conduct policy by registered mail, email (with receipt acknowledgment), or other means as specified by the Chairperson of the Board.

E. Within fourteen days after receipt of the allegation, the Appointed Committee shall convene a meeting to determine if the complainant presented sufficient credible facts that a violation of the Policy occurred.

F. If it is determined by majority vote, or in the event of a split decision, that sufficient evidence of a violation exists the Appointed Committee shall immediately forward, by express mail or electronic mail (with receipt acknowledgment), a copy of the initial alleged violation of the conduct policy, together with a Statement of evidentiary merit, to the Accuser, the Accused, and all members of the Board of Directors.

G. Upon receipt of notice of sufficient evidentiary merit, as deemed by the Appointed Committee, the Accused shall:
i. Be requested to reply directly to the Appointed Committee within seven (7) days of receipt of allegation, who shall immediately forward the reply to the Board of Directors

ii. Be informed that failure to give written reply will result in an automatic removal from Office.

H. The Board of Directors shall, upon receipt of all documentation pertaining to the violation in question, including, but not limited to, a reply from the accused, convene within thirty (30) days via email role call as outlined in Section 2.3.6 of the Policies and Procedures Manual or at the next regularly scheduled quarterly BOD meeting to reconsider the Violation of the conduct policy and may either:

   i. Move for a dismissal of the Charges.
   ii. Order a Hearing of the Charges:

I. If the officer fails to respond to the allegations within ten days after receipt of the allegations he/she will be immediately removed from office and notified of his/her removal by certified letter provided that the original notification of a Violation of the conduct policy was sent to the most current mailing address for that Officer. The Board of Directors shall have the right to impose Penalties at its own discretion, within the limitations of the SNMA Constitution and its Bylaws.

J. Hearings of the Charges shall:

   i. Be initiated by majority vote of the Board of Directors;
   ii. Take place at the site of the meeting of the Board of Directors in an area accessible to all parties involved;
   iii. Be heard before a seven (7)-member panel of members of the Board of Directors comprised of five (5) Regional Directors selected via mathematical parity with the current year (RDs 1, 3, 5, 7, and 9 in an odd-numbered year) while the remaining two (2) members of the panel will consist of a National Committee Chair and an Executive Officer selected by majority vote of these five (5) Regional Directors.

   iv. The panel will then vote to determine who among them will serve as Chair and moderate the proceedings.

   v. There are no formal rules of evidence.

   vi. Each member of the panel has an obligation to disclose any and all potential conflicts of interest they may have with the accused.

K. The findings of the Hearing Panel shall be final, and binding upon all parties and:

   i. The panel must reach a finding of guilty by a two-thirds (2/3) vote of its members.
   ii. The panel shall have the right to impose penalties at its own discretion, within the limitations of the SNMA Constitution and Bylaws.
   iii. The panel shall deliver its findings orally at the time of the hearing and shall forward copies of its findings, in writing, to the Accused and to the Board of Directors of the SNMA within ten (10) days of the conclusion of the hearing.
L. The Chairperson of the Board of Directors shall, through his/her Executive Director:
   i. Ensure adequate arrangements for executing the various Sections of this Chapter of the Bylaws;
   ii. Ensure accurate minutes of the Hearing of Charges, along with complete and accurate records of its proceedings.

M. Removal of Emeritus Member status
   i. Any Active member or body (chapter, region, BOD) of the SNMA may bring forth a motion to remove the emeritus member status from an Emeriti member suspected to be in violation of the Code of Conduct Policy.
   ii. Discussion shall take place in closed session of the HOD and shall focus only on the worthiness of holding status removal proceedings, and a majority vote shall determine if removal proceedings shall be undertaken by the House of Delegates.
   iii. A decision to hold removal proceedings shall not in and of itself remove the status of emeritus. The Emeritus member in question, if present, shall be given an opportunity to address the HOD in open session. Thereafter, removal proceedings shall take place in closed session of the HOD. A majority vote shall determine if the Emeritus member is found to be in violation of the Code of Conduct Policy.
   iv. In the event that an emeritus member is found in violation of the Code of Conduct Policy, the status of emeritus may be repealed by a two-thirds (2/3) vote of the House of Delegates.

N. All allegations of misconduct must follow the process outlined above.