

# ASSOCIATION OF NATIVE AMERICAN MEDICAL STUDENTS

## By-Laws

(Last updated 2009)

### I. MEMBERSHIP

- A. Membership shall be determined as specified in the Constitution.
- B. Any Native American graduate health professions student, as specified in the Constitution, may apply for membership in ANAMS by completing an ANAMS application and submitting adequate documentation to the Executive Council.
- C. Criteria and Procedure for Regular Membership:
  - 1. Proof of membership in a Native American, Alaska Native, or Canadian Indian Tribe or Proof of Indian Descent.
  - 2. Self-identification as a Native American graduate health professions student.
  - 3. Complete application with appropriate documentation.
  - 4. Approval by the Executive Council by a two-thirds (2/3) majority vote.
  - 5. Certificate of membership issued.
- D. Final decisions regarding membership eligibility shall be the sole decision of the Executive Council.
- E. Adequate proof will consist of at least one of the following:
  - 1. A Certificate of Degree of Indian Blood (CDIB) from the Bureau of Indian Affairs of Tribal entity.
  - 2. An official letter on letterhead stationery, with the official tribal seal, from the President of the respective tribe, or their authorized representative, stating that the individual is a member of that tribe.
  - 3. Genealogical evidence with documentation which indicates Native American, Alaskan Native, or Canadian Indian blood.
  - 4. Other documentation may be considered by the Executive Council.
- F. This organization is empowered to assess dues in an amount decided upon by the voting membership. However, if an individual cannot pay dues because of hardship, a letter requesting a waiver of the membership dues may be submitted to the Executive Council including the reason for said request.

- G. There will be a one-time collection of dues in the amount of forty dollars (\$40) for 4 years, thirty dollars (\$30) for three years, twenty dollars (\$20) for two years and ten dollars (\$10) for one year upon the approval of an application for membership. If you are a dual degree student (M.D./Ph.D., M.D./M.P.H., M.D./M.B.A., or M.D./J.D.), you only have to pay \$40. This dues structure will provide ANAMS with the necessary funds to conduct regular business in order to maintain the organization to the fullest capacity and to accomplish the goals of the association as a whole. This dues structure will provide ANAMS with the necessary funds to conduct regular business in order to maintain the organization to the fullest capacity and to accomplish the goals of the association as a whole.

## II. OFFICERS

- A. Officers of ANAMS shall consist of a President, President-elect, and a Secretary / Treasurer.
- B. The Executive Council will consist of elected officers.
- C. As stated in the Constitution, the Executive Council shall be composed entirely of medical student members of ANAMS.
- D. The Executive Council shall function with primary responsibility in all areas unless specifically prohibited by the voting membership.
- E. The Executive Council shall be elected as the Constitution prescribes.
- F. There shall be two (2) alternate positions to the Executive Council to become effective upon the resignation or termination of an Executive Council member. These positions shall be nonvoting until such time as the termination or resignation of an Executive Council member occurs. Alternate Executive Council positions shall be filled by those nominees obtaining the two (2) highest shares of the popular vote after determination of the seven (7) Executive Council members.
- G. There shall be elected a DVOPPP (Dentistry, Veterinary Medicine, Optometry, Pharmacy, Podiatry, and Public Health) representative which would serve to *foster* order and communication between the various disciplines represented within ANAMS. The DVOPPP representative would be unable to hold the office of President or President-elect and will not be entitled executive council voting privileges.

## III. DUTIES and RESPONSIBILITIES

- A. Officers of ANAMS shall have such powers and perform duties consistent with the ANAMS' Articles of Incorporation, Constitution, and By-Laws, unless specifically prohibited by the voting membership.

- B. It shall be the duty of the President-Elect to conduct meetings of the Association at the specific request of the President and perform the duties assigned by the President.
- C. It shall be the duty of the Secretary / Treasurer to maintain accurate financial and other records at all times, and to surrender all such records to the Corporation upon request. Acceptable documentation shall be limited to written form, computer disks, or taped recordings.
- D. From time to time, the duties of the Secretary / Treasurer may be delineated as the responsibility of two council members, one acting as secretary and one acting as Treasurer, if deemed necessary. Such separation will be subject to a majority vote of the Executive Council.
- E. The Association shall have five standing committees to carry out duties and activities including but not limited to those listed below, or as may be designated by the Executive Council. All actions of the standing committees or other committees of the organization must be approved by the Executive Council. The standing committees shall consist of the following:
  - 1. Constitution Committee: to create / review resolutions and to propose or review amendments to the Constitution as may be required from time to time.
  - 2. Finance Committee: to organize fund raising activities for the Corporation, and to advise in matters of the financial accounts of the Corporation. The Finance Committee shall be chaired by the Secretary/Treasurer, or the Treasurer if these duties are separate.
  - 3. Public Relations Committee: to promote the visibility of the organization through personal contacts and the ANAMS Newsletter, and to oversee the proper relations of the organization with all outside agencies utilizing all media and other resources available.
  - 4. Membership Committee: to promote the recruitment and retention of Native American graduate health professions students into the organization.
  - 5. Agenda Committee: to organize the ANAMS annual meeting.
- F. Each Executive Council member shall be assigned by the President to chair or co-chair a standing committee which shall be designated by the Executive Council. If the council member so designated is unable for any reason to fulfill the duties of committee chair, the council member may request to be excused from the position of committee chair. The President may request that the council member make such a request if, in the judgment of the President, the duties of committee chair are not being adequately carried out.

- G. Written notification that a majority vote of the Executive Council has effected a termination of office not less than fourteen (14) days following such action.
- H. Participation herein is defined as involvement in monthly conference calls or other verbal or written communication with the Executive Council. If there are not two (2) elected alternates to the Executive Council, the Executive Council replacement will be appointed by the President with approval by two-thirds (2/3) vote by the Executive Council.
- I. In the event that the President shall be unable *to* attend national meetings or monthly meetings of the Executive Council, the President-Elect shall assume responsibility and conduct business in accordance with the Constitution and By-Laws of the organization.
- J. Should the President become incapacitated through death or illness, the responsibility of leadership of the organization shall be bestowed upon the President-Elect.
- K. Should the President-Elect be unable to assume responsibilities of leadership due to death or illness, and in the absence of an existing President, at the next annual meeting the position of President shall be assigned by the Association of American Indian Physicians —ANAMS Liaison, pending approval by a two-thirds (2/3) majority vote of the remaining Executive Council members.

## V. ELECTIONS

- A. A President-elect shall be elected by the voting members as defined by ANAMS Constitution at each annual meeting.
- B. Immediately following the election of the President-elect, the remainder of the Executive Council shall be elected by the voting members as defined by ANAMS Constitution.
- C. At the first Executive Council meeting, the members of the Executive Council, will vote among themselves to elect a Treasurer and Secretary, if these are separate positions.
- D. To be eligible for President-elect or Executive Council office, the member shall be:
  - 1. A member for at least six months prior to the elections,
  - 2. Have attended at least one annual meeting,
  - 3. Demonstrated interest in the organization by active participation at the local level.

## VI. MEETINGS

- A. A minimum of one (1) meeting a year of the Executive Council shall be conducted.
- B. The President or President-elect can call a meeting with the Executive Council.

## VII. CONDUCT OF BUSINESS

All meetings may be conducted according to Robert's Rules of Order. (Latest Ed.)

## VIII. RESIGNATIONS

All resignations must be made in writing and presented to the Executive Council for consideration. Resignations will be discussed at the next National Conference, or Executive Council conference call, whichever occurs first.

## IX. EXPULSION

- A. Any member whose expulsion has been proposed and duly considered may be effected by two-thirds (2/3) vote of the full Executive Council. Any member whose expulsion has been proposed is entitled to a personal hearing before the Executive Council. However, said member shall waive his/her right of representation by outside counsel at this hearing. Written notice of any proposed expulsion, with appropriate justification, must be delivered in person or by mail to the member not less than two (2) weeks prior to any further proceedings that may be taken in the proposed expulsion of that member.
- B. A recommendation of expulsion by the Executive Council may be appealed not more than once before a special grievance committee composed of the Executive Council and three (3) non-council members chosen by random selection. The recommendation of this committee shall be final.

## X. GRIEVANCES

Formal grievances by any members for any reason will be heard by a minimum of two-thirds of the Executive Council, which will take appropriate action.

## XI. QUORUM

A quorum of this organization is designated as consisting of at least eight (8) voting members as defined by the Constitution present at an AAIP sponsored event at a meeting called by the Executive Council as states in section VI of the ANAMS Constitution

## XII. AMENDMENTS

- A. An amendment may be presented by any member for consideration at a meeting of this organization that meets quorum requirements listed in section XI above.
- B. Proposed amendments must be post-marked, or electronically dated if utilizing e-mail, a minimum of three (3) months prior to the annual meeting of this organization.
- C. Proposed amendments must be submitted in typewritten form.
- D. The Executive Council shall mail the proposed amendment to the voting members as defined by the Constitution a minimum of 30 days prior to the annual meeting.
- E. Amendments may be effected by two-thirds majority vote at the annual meeting following the procedure outlined above.

## XIII. RESOLUTIONS

Members may present resolutions to the membership at any meeting at which meets the requirements for quorum as stated under section XI. Such resolutions must be in written form and will require a two-thirds (2/3) majority vote for approval.

## XIV. ASSETS

Upon the dissolution of this Corporation all of its remaining assets, after the payment of all liabilities and fulfillment of other legal obligations, shall be transferred to one or more educational organizations which are then qualified for exemption from Federal income taxes under Section 501 (c) (3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law).

## XV. PARTISAN POLITICAL ACTIVITY

This organization is prohibited from engaging in partisan political activity in municipal, county, state, or federal organizations and from the endorsement of any candidate for political office.

## XVI. ADOPTION of CONSTITUTION and BY-LAWS

This Constitution and By-Laws will be placed in effect upon its ratification by two-thirds (2/3) vote of voting members attending a public meeting with a quorum.

ANAMS shall create the following regional chapters:

#### XVII. REGIONALIZATION

- Region 1: Washington, Oregon, Idaho, Montana, Wyoming, Utah, Nevada, California, Arizona, Alaska, Hawaii.
- Region 2: Nebraska, Colorado, Kansas, Arkansas, New Mexico, Oklahoma, Texas, Missouri, Louisiana.
- Region 3: North Dakota, South Dakota, Minnesota, Iowa, Michigan, Wisconsin, Illinois, Indiana, Ohio.
- Region 4: Kentucky, West Virginia, Virginia, Tennessee, North Carolina, South Carolina, Georgia, Alabama, Mississippi, Florida.
- Region 5: Maine, Vermont, Connecticut, Rhode Island, Massachusetts, New Jersey, New York, Pennsylvania, Maryland, District of Columbia.

These regions shall exist for the purposes of encouraging regional participation, and recruitment for ANAMS.

Each region shall have one (1) member selected as Regional President. This position shall be a coordinator for activities within the area, as well as the liaison with the ANAMS executive council. This person shall report to the Executive Council quarterly on current activities, upcoming events, and requests for assistance. Each regional President shall be selected by each regions committee at the annual conference. This position will have a voting seat on the Executive Council. At the annual conference each regional President will give a report on the years accomplishments and recognize outstanding persons in their region.

One of the Executive Council positions will take the responsibility of obtaining the quarterly reports from each region and will present them during Executive Council conference calls or meetings and will keep written records of said quarterly reports. Some money will be made available for activities within each region each year.