

**BYLAWS OF THE (*Insert AMSA Chapter's full name*) CHAPTER
OF THE AMERICAN MEDICAL STUDENT ASSOCIATION;
hereafter known as "The Chapter".**

ARTICLE I. FEES AND DUES

Sample Options (choose one):

- ☐ The Chapter has chosen to collect local dues. They will collect dues in the amount of ____ per member on a **rolling yearly basis**. The privileges are outlined in [AMSA's Constitution and Bylaws](#).
- ☐ The Chapter does not collect local dues, any member that joins National can also join the chapter at no additional cost. The privileges are outlined in [AMSA's Constitution and Bylaws](#).

ARTICLE II. MEETINGS

- A. Ample notification shall be given to all local members regarding meetings held by the Chapter Board.
- B. General membership meeting shall be held at the set location(s).
- C. Annual election meeting: The annual election meeting shall be held in April and shall be executed by the Chapter President and Chapter Finance Officer. Only active members may vote. Candidates receiving a simple majority of the votes shall be declared victorious.
- D. Special meetings can be called by any member of the Chapter Board or any five members of the general membership. The purpose of any special meeting shall be stated in the announcements of the general meetings.
- E. Chapter Board meetings:
 - o The Chapter Board shall be required to meet in the second week of each month.
 - o The Chapter Board may consist of the Chapter President, Chapter Finance Officer, Chapter Membership Officer, and the Chapter Advocacy Officer, and any other positions the chapter wishes to create.
 - o Quorum at the Chapter Board meetings shall consist of 50 percent of the voting members of the Chapter Board.

ARTICLE III. APPOINTED OFFICERS

At the request of the Chapter Board, the Membership Director shall be an affiliate member of The Chapter, and an ex-officio member of the Chapter Board. The advisor shall oversee the

Chapter Board and general membership of the organization on matters relevant to the purposes set forth in these bylaws.

ARTICLE IV. ELECTIONS

Nomination shall be taken two (2) weeks before election day by ballot and made public for everyone's awareness. If the nominee chooses to accept the nomination, he/she will give a 5-minute speech on the day of election. The annual election meeting shall be held at the general membership meeting in April. Persons may not nominate or second themselves. If only one name is submitted for a position, the vote may be taken vocally. In other events, names shall be written on ballots and counted immediately. Candidates receiving a simple majority of votes cast shall be declared winner. At least two-thirds of the votes must be attained to win a run-off. Chapter Board members are not allowed to vote in elections, and only the Chapter President is allowed to break ties. The newly elected members of the Chapter Board must meet with the previous Chapter Board members for transition of The Chapter functions.

ARTICLE V. PARLIAMENTARY PROCEDURE

The rules contained within the current edition of Robert's Rules of Order shall govern The Chapter in all cases to which they are applicable, in cases to which Robert's Rules of Order opposes the Bylaws and Internal Affairs of The Chapter, the Bylaws and Internal Affairs will supersede.

ARTICLE VI. AMENDMENTS OF BYLAWS

Amendments to these bylaws may be adopted at any general membership of the organization by a majority vote, provided the amendment proposed has been submitted in writing to The Chapter President and is posted at least two (2) weeks prior to meeting.

The Chapter acknowledges the terms above.

Chapter Officer Name: _____

Chapter Officer Title: _____

Date: _____