

PRE-MEDICAL ASSOCIATION  
at the University of Hawai'i at Mānoa



Est. 1974      Rev. October 2012

PREAMBLE

We, the members of the Pre-Medical Association at the University of Hawai'i at Mānoa having common interests in medical education and medical careers, do hereby establish this Constitution for the Pre-Medical Association at University of Hawai'i at Mānoa.

CONSTITUTION

Article I: Name

This organization shall be known as the Pre-Medical Association at the University of Hawai'i at Mānoa, or PMA.

Article II: Objective

- A. To develop and stimulate a realistic understanding of healthcare professions.
- B. To expand our knowledge of admissions policies and our acceptance potential to health programs.
- C. To unite pre-health students of the University of Hawai'i system through a unique social and intellectual fellowship.
- D. To nurture a sense of humanity through community involvement.

Article III: Membership

Section 1. Defined

- A. General membership. All pre-healthcare students of the University of Hawai'i System are eligible for general membership in the Pre-Medical Association at the University of Hawai'i at Mānoa, with membership effective upon payment of dues.

- B. Honorary membership. Students, faculty or community leaders who have furthered the cause of pre-medical education in Hawai'i are eligible for honorary membership with approval of the majority executive member vote.

### Section 2. Members' Rights

- A. A general member shall have the rights to access the PMA constitution, view officers' meeting agendas and minutes, vote, serve on committees, and can serve as a chair person or an officer.
- B. Honorary members and faculty advisors shall not vote or serve as chair persons or officers, but may serve on committees.

## Article IV: Positions of Leadership

### Section 1. Executive Board Members

- A. There shall be a President.
- B. There shall be a Vice-President.
- C. There shall be a Secretary.
- D. There shall be a Treasurer.
- E. There shall be a Director of Community Service.
- F. There shall be a Director of Medical Education.
- G. There shall be a Director of Student Relations.
- H. There shall be a Webmaster.
- I. There shall be at least one faculty advisor for PMA.

### Section 2. Election of Leaders

- A. Election of officers shall be held annually at the earliest in February and at the latest by April. All Executive Board positions are open to members of PMA who have achieved at least one semester of active status prior to the semester of their nomination.
- B. The officer of each standing committee may appoint a chair person, or persons, at the first committee meeting of each semester.
- C. The term of the Executive Board shall begin two weeks after the last day of finals week. It will continue until 2 weeks after the last day of finals week of the subsequent spring semester.
- D. The faculty advisor shall be nominated and approved, by majority vote, each fall by the incoming Executive Board.

### Section 3. Powers and Duties

- A. The Executive Board shall uphold the Constitution and Bylaws of the PMA, be an advisory and liaison group to the President, ratify all non-elective committee chair person appointments, and make nominations for the faculty advisor. The Executive Board shall act, within the following prescribed limits, for the whole organization during periods between meetings.

1. It shall assist the President in preparing the agenda for all general and special meetings of the membership, recommending new and old business.
  2. It shall handle routine business and minor details involving appropriations not in excess of \$20.00. The President may, in an emergency act for the Board and ask for ratification later. All appropriations over \$20.00 must be approved by majority vote of the executive board.
  3. It shall have the power to set membership and any additional fees with majority vote of the executive board.
  4. It shall have such other powers and duties as are provided for in this Constitution and its Bylaws, as assigned to it by the membership, and shall be able to excise other powers when deemed necessary with approval from the current faculty advisor.
- B. The President shall preside over all general and special meetings; shall preside over and coordinate the work of the Executive Board and carry out its recommendations; shall assign additional duties to the committees and officers.
- C. The Vice-President shall assume the duties of the President in case of the temporary absence or disability of the latter; shall be responsible to the President for the coordination of all committees; shall assist the President in coordinating the work of the Executive Board; shall perform such tasks asked by the President.
- D. The Secretary shall be responsible for recording and preserving the minutes of all membership, special and Executive Board meetings; shall attend to all written correspondence; shall prepare, mail or otherwise notify the membership and/or officers of meetings; shall work with the Director of Student Relations in creating recruiting and advertising material; shall create and write the Vital Signs, official newsletter of the Pre-Medical Association; shall perform such other tasks as delegated by the President.
- E. The Treasurer shall be responsible for all organization funds and the proper disbursement thereof; shall maintain complete records of income and expenditures of the organization; shall be responsible for filing taxes; shall notify the Executive Board of any member's prolonged indebtedness; shall prepare and present a complete and current financial report, including an accurate account of all receipts and expenditures, at each Executive Board meetings and membership meetings; shall research and coordinate fundraisers; shall perform such other tasks as delegated by the President.
- F. The Director of Community Service shall be responsible for research, planning, executing, and directing community service events, "drives," and other service learning events; shall work with the Director of Medical Education and Director of Student Relations to appropriately accommodate time conflicts with respect to event scheduling; shall communicate frequently with the Webmaster in order to give members the most updated information available; shall perform such other tasks as delegated by the President.
- G. The Director of Medical Education shall work toward expanding the club's knowledge of healthcare opportunities via guest speakers and events; shall be responsible for researching opportunities, internships, etc. and planning events related to healthcare professionals for the members; shall work closely with the Director of Community Service in order to appropriately accommodate time conflicts, with respect to event scheduling; shall perform other tasks as delegated by the President.

- H. The Director of Student Relations shall be responsible for planning, executing, and directing monthly social events, and creating short ice breakers and activities at meetings and socials; shall be the primary tracker and awarder of active status membership – the event and service attendance is reported to this person; shall work with the Treasurer to track membership, and the Secretary in creating, updating, and managing spreadsheet files for the club; shall work with the President and Vice-President for advertising and long-term recruiting; shall perform other tasks as delegated by the President.
- I. The Webmaster shall be responsible for constantly looking for new looks that the homepage may take; shall update the website weekly – if not semi-weekly; shall be responsible for requesting for event pictures and volunteers to take pictures; shall research online resources to share with the club and the public; shall keep in contact with the other officers to ensure that all information on the website and its calendars are up-to-date; shall perform other tasks as delegated by the President.
- J. The Faculty Advisor shall act as liaison between the University of Hawai‘i faculty and the PMA.
- K. The committee chair persons shall call committee meetings; shall preside over those meetings; shall make progress reports at each general membership meeting and otherwise keep the Executive Board informed. Committee chair persons shall be responsible for fulfilling the duties assigned to their committees by the President and shall have such other powers and duties as are provided for in this Constitution and its Bylaws.

#### Section 4. Removal from Office or Resignations

- A. To remove an officer from office, the Executive Board and the officer in question must have a meeting with the faculty advisor. After said meeting, a two-thirds majority vote of the general membership must approve removal. Actions that could potentially jeopardize the safety of a PMA member will lead to consideration of immediate removal.
- B. An officer may vacate their seat in office by submitting a signed letter of resignation to the remaining Executive Board and faculty advisor. After acceptance of the signed letter of resignation by both the Executive Board and faculty advisor, the Executive Board will have 2 weeks to appoint a member to take over duties for the vacated position until it is filled, as outlined in Article IV, Section 5.

#### Section 5. Filling of Vacancies

- A. Regardless of cause, if a vacancy of an office occurs, the Executive Board shall appoint temporarily from the general membership an officer to serve until a special election can be held. Notice of a vacancy shall be given at the first general meeting following its occurrence and a special election shall be held no later than the second general meeting following the vacancy. The term of office, in this case, shall be from the time of the announcement of the election results until the next regular elections.
- B. Regardless of cause, if a vacancy of a chairperson occurs, the Executive Board shall appoint temporarily a member from the Committee.

#### Section 6. Electoral Procedure

- A. All paid members may submit one secret ballot during times of election. One officer who is not on the ballot and a designated general member will assist the faculty advisor in counting votes. The results must be released the same day unless a situation, as deemed appropriate by the faculty advisor, leads to a delay in the release of the results.
- B. Special elections may only be held in the event that an officer is removed from office or resigns. They shall be held no later than the second general meeting after the opening of the vacancy. An election day, as specified in the following section may also be held earlier than the second general meeting.
- C. An election day may be announced to expedite the special election of a new officer, but must be done so after the first general meeting at which the vacancy is announced. Each candidate will submit a required video speech no later than 1 week after the announcement of the vacancy, to be posted on the PMA website. All general members will cast a secret ballot at a designated location on campus, determined by the Executive Board, preferably at the Pre-Health/Pre-Law Advising Center. The special election day must be on a school day no earlier than 1 week after the required speech video deadline, begin no earlier than 7:00am and end no later than 4:00pm that same day. The President or Vice President will assist the faculty advisor in counting votes. The general membership must be notified of the election results by email no later than 72 hours after the closing of voting.

## Article V: Meetings and Quorum

Section 1. There shall be no less than three general meetings of the membership per semester.

Section 2. Special meetings may be called by the President or by a majority vote of the Executive Board.

Section 3. Parliamentary Authority. Robert's Rules of Order, Revised shall govern the deliberations of this organization on all points not covered by this Constitution or its Bylaws. This organization shall maintain a copy of these rules of order which shall be given into the custody of the President as presiding officer.

Section 4. A quorum shall consist of 25% of the general membership and at least one officer. A quorum is required for all voting by the general membership.

Section 5. A quorum for executive board meetings shall consist of three-fourths of the executive board.

## Article VI: University of Hawai'i Policies and Procedures

The regulations governing recognized University of Hawai'i student organizations shall be followed by the Pre-Medical Association at the University of Hawai'i at Mānoa.

## Article VII: Dissolution

Before dissolution, state money and mandatory student fees revert back to the granting organization of the students. Other money should be divided as stated: they will be donated to a charity of the executive board and faculty advisor's choice. This shall take place immediately.

### Article VIII: Standing and Special Committees

Section 1. Standing committees shall be named by the Bylaws to function throughout the year to carry out specific objectives.

Section 2. Special Committees will be established to perform special tasks and will be dissolved when they have completed their duties.

### Article IX: Amendments

Section 1. This Constitution or its Bylaws shall be amended by a majority vote of the general membership at a general meeting. Any member or Executive Board member in attendance at a general meeting may propose an amendment of the Constitution.

Section 2. If an amendment is adopted, the Secretary shall notify the Student Life and Development not more than two weeks after the meeting at which the action took place.

Section 3. An open board meeting will be held each spring to review the Constitution.