



The Vision and Voice of Women in Medicine

## University of California, Riverside Branch Constitution

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### ARTICLE I.

Section 1. The name of this organization shall be the American Medical Women's Association at the University of California, Riverside.

Section 2. The purposes shall conform to those of the American Medical Women's Association: To bring together those in medicine and health-related fields to promote women's health and to support members' professional and personal development. Additional purposes specific to the University of California, Riverside Branch include the following: To aid in sculpting the future generation of female physicians and to bring awareness and support to the female population going into all departments of medicine including but not limited to M.D, D.O, P.A, Pharmacy, and Nursing; To ensure the full commitment of organization members to health-care and health-care delivery; To provide philanthropic opportunities for participants to become active members of the community.

### ARTICLE II.

Section 1. Membership classes

Active membership is open to all who share AMWA's concerns for the improvement of the health of women and those in support of women in medicine. **Active membership of this student organization shall be chosen without discrimination on the basis of race, religion, sex, sexual orientation, color, disability, national origin, age, or marital status, except in cases of fraternity and sorority organization which are exempt by federal law from Title IX regulations concerning discrimination on the basis of sex. Active membership should also be composed of at least 50% UCR Students (undergraduate or graduate).**

- 1) Active. Members consistently participate in AMWA meetings, pay branch dues, and participate in on and off-campus events. Active members have the ability to run for Executive Office, Committee Chair, and Committee Member.
- 2) Associate. Members who are unable to attend general AMWA meetings due to conflicting course or work schedules but have paid their branch dues and regularly attend AMWA events and activities off-campus when their schedule permits. Meeting minutes can be provided to associate members who request them in order for members to stay up to date with AMWA proceedings. Associate members may run for Committee Member positions.
- 3) Inactive: Members who have not paid branch dues and have stopped participating in AMWA meetings, activities, and events. Inactive members may become active by regularly attending general meetings and paying branch dues. Inactive members cannot run for any type of office or committee position.

Section 2. Withdrawal or removal of members

To request the removal or withdrawal of the AMWA member, person must notify the AMWA President or Vice President by email. Grounds for removal include sexual harassment, disorderly conduct, inappropriate behavior, prejudice or slurs of offense towards sexual orientation, race, ethnicity, culture, that has been formerly reported to the President or VP with the intent that the offender should be considered for removal from the AMWA. The use of AMWA funds or tax-exemption for personal use or gain will lead to immediate removal from the AMWA without chance of rejoining.

#### Due Process

- 1) Charges or complaint brought against an individual to the President
- 2) President must arrange an Executive board meeting that shall function much like a trial
- 3) The President shall present the problem to the Executive members in the presence of the individual being examined
- 4) Evidence to support complaint is presented
- 5) Individual given an opportunity to argue a defense

- 6) Vote is taken amongst executive officers (This same process should be replicated under impeachment of officers)

If members wish to impeach the President the Secretary shall present the problem and evidence. The Vice President shall not vote; however, in the event that there is a tie, the Vice President has the authority to break it.

The National AMWA along with University of California, Riverside faculty and staff, active, and associate members have the right to request the removal and withdrawal of a member. Inactive members cannot suggest the removal of an active or associate member

Section 3. National voting eligibility is limited to those in active membership classes.

Section 4. No person shall be in good standing or qualified to exercise any privileges of membership in the branch or in the national association when in default of dues payment.

### **ARTICLE III.**

Section 1. The officers shall be President, Vice President(s), Secretary, Treasurer, Historian, Events Chair, Recruitment Chair, and Volunteer Chair.

The Executive Board shall consist of the elected officers and the chairpersons of standing committees

The office positions and officer responsibilities are listed below:

#### President

- Liaison to the American Medical Women's Association (AMWA)
- Schedule and facilitate quarterly AMWA Open-Houses and bi-weekly AMWA meetings
- Create meeting agendas
- Responsible for over-seeing officer duties, delegating tasks, and communicating with fellow officers and general body
- Facilitate members ideas and relay student-concerns throughout the organization
- Support in the transition of newly elected President

#### Vice President

- Liaison to the AMWA regional director
- Work with President to organize and plan AMWA meetings
- Stand-in when President is unavailable
- Stand-in facilitator during AMWA meetings
- Responsible for communicating AMWA members' concerns to the President
- Work with President to seek fundraising opportunities
- Assist President in oversight of officers' duties and help actualize ideas
- Support in the transition of newly elected Vice President

#### Secretary

- Record and distribute minutes of meeting to members and officers
- Maintain email and lists; including sign-in sheets, emailing members, etc.
- Maintain member profiles
- Support in the transition of newly elected secretary

#### Treasurer

- Responsible for organization's finances
- Responsible for maintaining a budget
- Responsible for the AMWA's bank account; in charge of deposits, withdrawals, and reimbursements
- Support in the transition of newly elected treasurer

#### Historian

- Maintain and update Facebook and Instagram
- Document events including pictures, socials, and other AMWA activities, etc.
- Support in the transition of newly elected historian

#### Events Chair

- Communicate on-campus/off-campus news and propose events
- Make reservations, establish dates and times, coordinate carpools, collect RSVPs
- Promote events and circulate fliers
- Maintain communication with Treasurer about allocated funds for the event
- Recruits and selects an Events Committee through an application process

- Delegates tasks to Events Committee and ensures tasks get done
- Support in the transition of newly elected Events Chair

#### Volunteer Chair

- Finds philanthropic opportunities for AMWA members to participate in
- Works with secretary in maintaining member profiles
- Recruits and selects a Volunteer Committee through an application process
- Delegates tasks to Volunteer Committee and ensures tasks get done
- Maintains professional relationships between AMWA and professional organizations

#### Recruitment Chair

- Promotes AMWA on and off campus
- In charge of AMWA table during new student and transfer orientations, rush week, etc.
- Support in the transition of newly elected Recruitment Chair

Section 2. Officers shall be elected in spring of each year through an election process.

#### 1) Nominations.

- Active general members can nominate other active general members
- Active general members can self nominate
- No associate/inactive members can nominate either themselves or others
- Nominations will begin at the beginning of Winter Quarter

#### 2) Elections.

- Elections will be held in the beginning of spring quarter every year.
- Only Active and Associate members can vote.
- Current officers may not vote.
- Candidates shall make a 1-3 minute speech regarding their interest and goals for the branch.
- Voting will commence immediately after all speeches are made.

#### 3) Ballot.

- The President shall provide the ballot.
- Ballots will be turned in to Secretary
- Secretary, Treasurer, and Historian shall count votes and report results to President
- President will then report results and present new officers to general members

#### 4) Qualifications for Office.

Students must have the following qualifications to run for executive office:

- UCR student
- Active Member
- At least 3.0 GPA for President and Vice President
- Junior or Senior class standing for President and Vice President

#### 5) Terms of Office.

- Each officer shall hold her position for one academic year.

Section 3. Active members will have a special election for filling vacated seats the week following elections

Officers shall assume the duties of their respective offices at the end of the meeting at which they are elected. The names of officers and committee chairs shall be forwarded to the Regional Director immediately after election has taken place and appointments made.

**ARTICLE IV.** There shall be at least fifteen meetings each year. Meeting minutes shall be recorded and distributed by Secretary. Officers shall be elected, chairperson named and ratified, and the business of the branch transacted. Special meetings may be called at any time by order of the president, or at the written

request of executive officers and chairwomen. At all meetings, fifty-one percent of members shall constitute a quorum.

**ARTICLE V.** Committees

The Events, Volunteer, Fundraising, and Recruitment chairs shall recruit their own committees. Committees shall consist of more than three active general members but shall not exceed more than seven active general members. Committee Chairs are responsible for coming up with their own committee applications.

**ARTICLE VI.** Student AMWA branches are officially registered with their university as an organization. The organization can therefore choose their own banking system. Each individual AMWA local branch is not permitted to use the national AMWA tax-exempt identification for financial purposes.

**ARTICLE VII.** It is permissible to conduct email voting on emergency matters in between meetings of the branch.

**ARTICLE VIII.** To be eligible for membership in the American Medical Women’s Association, a branch must have a minimum of 5 active members of the American Medical Women’s Association.

**ARTICLE IX.** The rules contained in Robert’s Rules of Order, Newly Revised, shall govern the actions of this branch in all cases in which they are not inconsistent with these bylaws and the Constitution and Bylaws of the American Medical Women’s Association.

**ARTICLE X.** These Bylaws may be amended at any regular meeting by a majority vote of the members present, provided a quorum is present, and provided that notice has been given to members at least 30 days prior to the meeting. Branch Bylaws may be changed by a vote of 2/3 of members present if a quorum is established. **All amendments shall be in agreement with University regulations and policies and are not approved until reviewed by a Student Life official. Organizations must notify their Organization Advisor in Student Life once the new document has been uploaded into the system for review.**

These Bylaws duly shall be sent to the National Office for approval of the Student President of the American Medical Women’s Association, Inc. One copy shall be returned to the branch and one copy retained in the National Office for permanent records.

The University of California, Riverside Branch of the American Medical Women’s Association on this, adopted these Bylaws the 1 day of September, 2014.

Executive Board:

Branch President: Juana Morales, jmorales6406@live.com

Branch Vice-President: Caroline Chong, cchon007@ucr.edu

Branch Vice-President: Jennifer Maradiaga, jmara003@ucr.edu

Branch Secretary: Dyala Alameddine, dalam001@ucr.edu

Branch Volunteer Chair: Pegah Rashidi, prash001@ucr.edu

**Please return this form to [president@amwa-student.org](mailto:president@amwa-student.org), [recruitment@amwa-student.org](mailto:recruitment@amwa-student.org), and your Regional Director (listed online at [www.amwa-doc.org/leadership](http://www.amwa-doc.org/leadership)).**

APPROVED FOR AMWA – Office Use Only

Branch Number:

Approved by:

Date: