



Student National Medical Association Minority Association of Pre-medical Students (MAPS)  
Bylaws Defining National Associate (Pre-medical) Affiliation Last Update November 2002

## **INTRODUCTION**

These bylaws define the structure and function of SNMA-MAPS at the national level. They are intended to provide fundamental guidelines for the development, organization and operations of Minority Association of Pre-medical Students (MAPS) chapters. The SNMA-MAPS network of Associate Chapters shall consist of two components; undergraduate, postgraduate pre-medical students (MAPS) and graduate medical (SNMA chapters

### **Definitions:**

MAPS Chapter - Refers to group of pre-medical students with at least 2 SNMA members.

MAPS Member - Refers to a pre-medical student member of SNMA or a member of a MAPS chapter. MAPS members must pay national SNMA dues to become SNMA members.

MAPS Protocol - Activities sponsored by host SNMA chapter for MAPS chapter or other pre-medical students.

Associate Chapter - Refers to a group of associate members as outlined by the constitution

SNMA Host chapter - SNMA chapter affiliated with MAPS chapter.

SNMA Member- Refers to active SNMA member (medical students), associate members (pre-medical students), and organizational/institutional members.

Executive Board – Refers to the board of the MAPS Chapter containing elected MAPS members.

General Body – Refers to the group of MAPS members. Also includes the Executive Board when elections are held.

## **ARTICLE I: NAME**

This affiliation of minority pre-medical student organizations shall be known as the SNMA-MAPS Network of Associate Chapters. The individual names of the undergraduate pre-health organizations do not need to be altered to attain affiliation (i.e. chapters do not have to specifically state “Student National Medical Association”, “SNMA”, or “MAPS” in their names). These associate chapters of SNMA must comply with all rules, regulations and mandates of SNMA.

## **ARTICLE II: PURPOSE**

The purpose of this affiliation is to provide under represented pre-medical students with

knowledge, skills and experiences that are both prerequisite and concomitant to professional participation in health care fields. Through development and augmentation of Regional and Associate Chapter programming, it shall endeavor to enhance recruitment of underrepresented students into health care, enrich the academic and professional development of these students, and produce competitive candidates for professional health related programs who are knowledgeable of the admissions processes. This affiliation endeavors to increase the matriculation of these students into such programs [the goal is to increase minority participation in all professional health related programs with an emphasis on medicine]. This affiliation shall also augment the opportunities for community service. We as an associate chapter of SNMA recognize that service to our community is not only an essential part of the medical school application process, but a willingness to serve and compassionate attitude are essential characteristics of a skillful physician or health practitioner. For this reason we will provide opportunities to serve in such Pittsburgh-area programs as the Shuman Juvenile Detention Center, the East End Men's Shelter Soup Kitchen, Medical Explorers, Westinghouse Boys and Girls Programs, and the Big Sibling/Little Sibling Programs. As we follow the function of the national organization of SNMA-MAPS in encouraging the development and success of minority pre-health students, we also feel it is important to provide programs during the Hispanic Heritage and Black History months. This affiliation shall facilitate interaction between its pre-health membership and the educators and administrators of the institutions training health professionals, for recruiting activities, the exchange of pertinent information and materials, and the identification of resources and mentors. It shall also provide a means to address the concerns of its membership or those involved in MAPS development.

*Mission Statement the MAPS Chapter at Carnegie Mellon University:* To prepare students for health professional careers through cultural, leadership and service experiences.

### **ARTICLE III: MAPS BENEFITS (AT A GLANCE)**

- Information on admissions to health professional schools
- Communication with other pre-health and medical students
- Communication with administrators and admissions and financial aid officials of medical schools
- Information on summer and post baccalaureate programs for pre-health students
- Guidance on test taking and study skills
- Opportunities to affect the health care of minorities
- Opportunities to be involved in policies of medicine
- Full benefits of SNMA membership

### **ARTICLE IV: MEMBERSHIP/REGISTRATION & OBLIGATIONS**

#### *Section 1: Associate Chapter Membership*

It will be the responsibility of each associate chapter to register annually with the National Office who will in turn forward a copy of the membership information to the Pre-med Board Member and Regional Director. In addition, each SNMA medical school chapter must register

its associate chapters with its Regional Pre-medical Coordinator. The process of registering an associate chapter(s) requires the completion of a MAPS membership form obtained through the National Office. Associate chapter recognition is dependent upon the receipt of the individual SNMA membership forms for the President and Vice-President of the undergraduate chapter, in addition to the MAPS membership form for that associate chapter, chapter email address, faculty advisor name and email address. Note: Although the President and Vice-President are the only members required to have National SNMA membership, all other members of an associate chapter are strongly encouraged to become associate members of the SNMA in order to fully access all benefits of membership (see Article III).

#### *Section 2: Associate Chapter Status*

SNMA Regional Networks should also petition the SNMA national HOD to charter their pre-health organizations as SNMA affiliate chapters. The Regional Director or the Regional MAPS Liaison must submit petitions to the Pre-med Board Member. The SNMA BOD/HOD according to SNMA policy shall declare these organizations candidate organizations pending acceptance. Associate chapters will receive letter of recognition denoting status of SNMA associate chapter membership.

#### *Section 3: Associate (Student) Membership*

SNMA membership is open to anyone interested in eliminating disparities in healthcare and improving the health and welfare of under-served communities. SNMA/MAPS does not discriminate in any of its programs or activities on the basis of race, color, national origin, sex or handicap.

#### *Section 4: Quarterly Reports*

Quarterly reports to the Regional MAPS Liaison will be required from each associate chapter. These reports should detail the activities of the MAPS and/or host SNMA chapter during that quarter. Each regional coordinator in a quarterly report to the National Pre-Med Board Member should then compile these reports. These will be incorporated into the report of the Pre-Med Board Member to the SNMA Board of Directors. These reports will be used to determine the successfulness of the program. Details of these activities may be included in the SNMA Newsletter or Journal of the Student National Medical Association, which are distributed to the general membership to keep them abreast of national happenings and activities of other chapters. Guidelines for quarterly reports will be set by the Pre-med Board member and distributed by the Regional MAPS Liaisons.

#### *Section 5: Community Service Report Forms*

MAPS chapters should complete community service report forms for all community service activities that chapter participates in. Community service activities include volunteering and completing SNMA national protocols. MAPS chapters are not eligible for completing the MAPS Protocol.

#### *Section 6: Chapter email accounts*

MAPS chapters are required to subscribe and utilize a chapter email account. This account is to be checked by the MAPS chapters on a regular basis and will serve as the main conduit of information from SNMA on a regional and national level. MAPS chapters are responsible for

providing email account information to the local pre-health coordinator, regional MAPS liaison and the national office.

## **ARTICLE V: ACTIVITIES**

### *Section 1: MAPS Associate Conference (Pre-Medical Forum)*

This conference will be held annually, concurrently with the SNMA National Convention. This event will be organized in cooperation with the SNMA Convention Committee and the host SNMA and associate chapters. This conference shall include:

- Organizational workshops focusing on associate chapter function, duties of officers, strategies to improve services to its members and network functioning.
- Pre-matriculation workshop focusing on the admissions process for graduate and professional health related programs. This shall include financial preparation, MCAT testing, the personal statement, interviewing skills, and one-on-one dialogue with current medical students. This shall also include an overview of enrichment and post-baccalaureate level programs available.
- Recruiting stations providing interaction between students and educators/administrators of health care institutions and professional societies will also form an important component of the national Pre-Health Forum. In addition to the Pre-Health Forum held at the national Conference, it is the responsibility of each Regional MAPS Liaison to ensure that a Regional Pre-Health Forum is held in conjunction with or in addition to each Region's conference. MAPS Chapters are encouraged to send at least one representative to the Regional and National Pre-health forum.

### *Section 2: MAPS Directory of Associate Membership*

There will be an annual directory of MAPS associate chapters compiled by the Pre-Med Board Member, which will be available through the National Office. The chapters shall be classified by SNMA region with the names, addresses and email address of the Regional Director, and the Associate Chapter President. Each listing shall also include the host medical school, the contact data for that organization, the Minority Student Affairs Officer and email address at the host medical school, and the Minority Student Affairs Officer and email address at the undergraduate institution.

### *Section 3: MAPS Resource Directory*

A directory of the resources available for MAPS programming will be published annually. This shall include a directory of enrichment programs, research fellowships, and financial aid programs. This directory shall be posted on the MAPS Website. This information will also be included in the SNMA premedical handbook, "So You Want To Be A Doctor?" which will be distributed at the Pre-Health Forums and will also be available through the National Office.

### *Section 4: "So You Want To Be A Doctor?"*

To assist pre-medical students, the handbook, "So You Want To Be A Doctor?" will be published (focusing on undergraduate matriculation into medical school). The information included in the guide will be -compiled from surveys distributed to associate chapters, which will determine their needs concerning the admissions process.

## **ARTICLE VI: ORGANIZATION**

The Pre-Med Board Member shall be elected according to SNMA bylaws and is a voting officer of the SNMA Board of Directors. He/She shall coordinate the activities of the Associate chapters on a national level. The Pre-Med Board Member shall report annually to the national HOD and quarterly to the BOD according to SNMA policy. Regional MAPS Liaisons shall be elected by their regional HOD at the National Convention and will report quarterly to the Pre-Med Board Member as outlined above (Article IV, Section 4; Article V, Section 1). He/She shall be responsible for coordination of MAPS activities on a regional level and shall act as the main contact person for new chapters, shall update the regional MAPS database, and shall be involved in planning the regional pre-health forum. Local pre-health coordinators address the concerns of pre-health students, coordinate the activities of pre-health students locally and work with host SNMA chapter to complete MAPS protocol. SNMA host chapters are responsible for providing resources and programming for their MAPS chapters and pre-health students using the MAPS protocol as a guideline for programming. Host chapters are responsible for electing a member to serve as advisor to the MAPS chapter and pre-health coordinator. MAPS Chapters are responsible for programming activities for their members that will meet the goals and purposes set forth by the SNMA-MAPS network of pre-health students. MAPS chapters are encouraged to utilize the host SNMA chapter as a resource, and utilize the various resources at their undergraduate institution and surrounding community to address their stated goals. MAPS chapters will elect their own officers and report them to the appropriate host SNMA chapter. MAPS chapter officers are responsible for re-registering with the national office on or before November 15th of each year.

## **ARTICLE VII: FUNDING**

Funding for individual associate chapter events is the responsibility of that chapter. The responsibility for local dues is at the discretion of the MAPS and host SNMA chapters.

## **ARTICLE VIII: AUTHORITY**

The SNMA HOD and Board of Directors reserve the right to act in all matters contrary to SNMA policy and bylaws. In all other matters, the SNMA shall assume a role of guidance. The Pre-Med Board Member shall have full authority over the MAPS network in all matters. However, when feasible he/she shall assume a role of guidance to encourage the development of autonomy by our associate chapters. The Pre-Med Board Member reserves the right to act on all matters contrary to MAPS or SNMA policy and bylaws regardless of its origin. In matters of conflict between the SNMA, Pre-Med Board Member, and associate chapters, the Pre-Med Board Member shall review the issue and is responsible for presenting a suggested resolution to the BOD. A written report detailing the area(s) of conflict and the approved resolution shall be sent to all parties concerned.

## **ARTICLE IX: LEADERSHIP POSITIONS**

## *Section 1: Executive Board Positions and Expectations*

*President* - Supervises the entire organization and ensures the achievement of the goals set forth by the organization; creates the agenda for Executive Board and General Body meetings; leads Executive Board meetings; works with the Vice President to plan all regularly scheduled General Body meetings and MAPS events; oversees all committees & other Executive Board members; knowledgeable about the financial status of the MAPS chapter; serves as the liaison between affiliate MAPS chapters as well as DOCS, POMS, and SNMA; works on events with the Vice President to publicize MAPS and the mission of MAPS.

*Vice President* - Oversees the planning of large-scale events organized by the Events Committee (including confirming the attendance of Guest speakers, organizing midterms and finals study sessions, workshops, etc) in conjunction with the President, plans all General Body meetings with the President, organizes General Body meeting topics for Medical Mondays along with the Events Committee, insures that the Executive Board & General Body Meetings stay on track with the set agendas

*Treasurer* - Manages all monetary funds given to the organization, collects dues, assists in the fundraising process with the Fundraising Committee, manages the budget, completes the JFC process, writes grant proposals; Creates and maintains a yearly budget and appropriately allocates funds for current and future events; completes and authorizes all monetary charges and payments, works with the Secretary to pay for the posters of MAPS events

*Secretary* - corresponds with other organization as well as individuals interested in partnering with MAPS, oversees the promotion of mutual relationships with other campus organizations such as DOCS; NSBE; COMPASS; EMS; and CMARC, provides information about MAPS to inquiring parties, publicizes all MAPS events (through email and the Facebook group) and works with the Treasurer to advertises MAPS campus wide events (on posters and in The Tartan), follows up with all guest speakers for future reference and sends letters of appreciation to those who have helped MAPS, retains communication with all MAPS alumni, records the minutes of Executive Board Meetings and makes them available for Executive Board Members, and research summer programs and internships for the members. In charge of taking E-board minutes and appropriately distributing them, sending emails to General Body members, updating the MAPS D-list and sending members information about MAPS scholarship and conference opportunities.

All Executive Board Members are expected to take an active, consistent role in the organization and event planning process. They are also expected to attend all MAPS events and conferences unless there is an acknowledged educational conflict presented to the President. The liaison for the Service Committee will be decided by the Executive Board in the first meeting of the Academic Year.

In the event that the President or Vice President needs to step down from their position(s), it will be presented to the Executive Board and a self-nominated successor will be asked for from the remaining Executive Board members. If a successor for the Vice President cannot be

found within the remaining Executive Board members, the opportunity will be presented to the Chair/Co-Chairs of the Events Committee. If the Treasurer needs to step down, the secondary authorized signer of the oracle account will temporarily assume the financial responsibility of the organization until a permanent successor is found in the Executive Board or the MAPS General Body.

In the event that an Executive Board position becomes available before official elections in April and there are two candidates, an emergency election will be held and voting will be open to all MAPS members.

### *Section 2: Committee Responsibilities and Expectations*

Fundraising Committee – Works with the Treasurer to organize fundraisers (minimum of two fundraisers per semester)

Events Committee – Works with Vice Presidents to organize MAPS events outside of General Body meetings (minimum of three events per semester)

Service Committee – Coordinates all MAPS service events that are in conjunction with the goals of the organization and the community service protocols of the SNMA (minimum of one service project a month)

All Committee Members, Chairs and Co-Chairs are expected to take an active, consistent role in the organization and support other committees in any way possible (including tabling with the Fundraising Committee, setting up with the Events Committee and attending service projects organized by the Service Committee). They are also expected to attend all MAPS events and conferences unless there is an acknowledged educational conflict presented to the Executive Board.

In the event that the Chair or Co-Chair of a Committee needs to step down from their position for any reason, a successor will be chosen ideally from the committee by the Committee liaison and approved by the Executive Board.

### *Section 3: Election Process*

#### Executive Board Elections

These elections are held in April during a General Body Meeting. All new candidates and returning candidates will have the option to give a brief speech detailing their goals and plans for their desired positions and MAPS. All MAPS members in attendance will complete a ballot with the positions and the candidates running for each position and turn it in to the advisor who will tabulate the results and email the results to the General Body members. Exiting Executive Board members will successfully transition and prepare the newly elected Executive Board into their new positions between April and May. The exiting (or current) President will organize and oversee the transition process.

#### Committee Co-Chair Elections

At the first General Body Meeting of the academic year, MAPS members will be presented with the Co-Chair applications and deadlines for each committee. All applications will be reviewed

and voted on by the Executive Board. Once the Co-Chairs are elected, the committee members will be selected by the Co-Chairs and approved by the Executive Board and/or the liaison of the Committee.

*Section 4: Advisor*

The Advisor of MAPS is responsible for maintain the records of the organization including the MAPS Charter. The advisor is also consulted for guidance in major decisions affecting the organization and has the tie breaking vote in all Executive Board decisions. In the event that the current Advisor has to step down for any reason, the exiting Advisor and Executive Board members will work together to find a suitable successor.

**ARTICLE X: AMENDMENT OF BYLAWS**

Proposals for amendments of this protocol and bylaws must be submitted to the Pre-Med Board Member for further research and development. The BOD and national HOD prior to their incorporation into MAPS bylaws must ratify proposals. SNMA HOD voting shall follow SNMA policy. The Pre-Med Board Member may implement proposals on a trial basis between meetings of the HOD. In matters contrary to SNMA policy, the BOD approval is required for this procedure. The organization will abide to Carnegie Mellon University's Statement of Assurance ([www.cmu.edu/policies/documents/SoA.html](http://www.cmu.edu/policies/documents/SoA.html))

Preparing students for health professional careers through cultural, leadership and service experiences at Carnegie Mellon University since 2003.