



# **amsa**

American Medical Student Association



## **INTERNATIONAL CHAPTER BYLAWS AND CONSTITUTION.**

WRITTEN BY: AMSA EXECUTIVES (SEPTEMBER 2017 TO APRIL 2018)

LED BY: VICTOR OGUNJOBI

## **LIST OF AMSA EXECUTIVES (SEPTEMBER 2017 TO APRIL 2018)**

- 1. VICTOR OGUNJOBI - PRESIDENT**
- 2. VERONICA BAMISAYE - VICE-PRESIDENT**
- 3. TOMISIN OLAPOJU - SECRETARY**
- 4. OSA-EGONWA ROSE - TREASURER**
- 5. OKUNLOLA SEMILORE - VICE-PRESIDENT (PRE-MED)**
- 6. PRECIOUS BAIYERE - HEALTH FAIR COORDINATOR**
- 7. KHALIFA GIDADO - ASST. HEALTH FAIR COORDINATOR**
- 8. MAUREEN ONYISHI - EVENT COORDINATOR**
- 9. WILLIAMS MINIMA - RECRUITING OFFICER**
- 10. HERSH WAZIR - PUBLIC RELATIONS OFFICER**
- 11. ADESHINA ADEJUMOKE - ASSISTANT SECRETARY**

**CHIEF AMSA FACILITATOR**

**DR. ADEGBENRO FAKOYA**

**ASSISTANT AMSA FACILITATOR**

**DR. OLHA PUZYRENKO**

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### **Mission Statement**

The Medical School's central mission is to educate and produce compassionate, competent and socially responsible healthcare professionals who are capable of providing the best care possible to the global community and are able to assume leadership position in their field of specialty.

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**AMERICAN MEDICAL STUDENT ASSOCIATION**

**ARTICLE 1.        NAME**

The name of this Association shall be the American Medical Student Association All Saints University School of Medicine International Chapter.

**ARTICLE 11.        MISSION STATEMENT**

The mission of the local chapter shall be:

- To provide an environment that supports the creative ideas of Physicians-In Training.
- To promote, encourage, and maintain a cohesive relationship with the student organization of All Saints University School of Medicine, and other international chapters.
- To serve as a forum for discussion of health issues and develop a policy agenda for Physicians In-Training through clinics, seminars and community services.
- To Maintain its status as an independent organization.
- To promote and maintain programs which enhance the quality of health care in the community.
- To be financially accountable and maintain a stable financial base.
- To increase knowledge of Health information among members and the general public.

**CONSTITUTION AND BYLAWS**  
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**AMERICAN MEDICAL STUDENT ASSOCIATION**

**ARTICLE 111.      OBJECTIVES**

The objectives of the Association shall be as follows:

- To be committed to the improvement of the Health care and Health care delivery.
- To promote the active improvement of the medical education of students of All Saints University School of Medicine.
- To involve its members in the social, moral, and ethical obligations of the profession of Medicine.
- To assist in the improvements and understanding of world Health problems by conducting medical research.
- To contribute to the welfare of students and professors in All Saints University School of Medicine.
- To work to ensure that medicine reflects the diversity of the student's society, with diversity including but not limited to differences in Age, Culture, Race/Ethnicity, Sexual orientation and Gender Identity, Gender and Disability.

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**AMERICAN MEDICAL STUDENT ASSOCIATION**

**ARTICLE IV.      MEMBERSHIP**

**SECTION 1.    ELIGIBILITY**

Students in All Saints University (Pre-Med, MD, and Clinicals) who are willing to be financial members can join AMSA All Saints University School of Medicine International Chapter.

**SECTION 2.    NON-ELIGIBILITY**

Students on probation (disciplinary, financial and academic probation).

The registration form should be duly filled by the members and the stipulated amount also paid on time. Members of the above name organization shall be accepted without discrimination on basis of race, religion, national origin, disability, sex, sexual preference, age, creed, marital status, parental status or veteran status. Furthermore, it is understood that members of the above organization will not at any time engage in hazing.

**SECTION 3.    PRIVILEGES**

Members shall have the right to attend all meetings and participate in all AMSA activities both locally and internationally based on their financial commitment.

**SECTION 4.    DUES**

For international membership: USD 75, which is a one-time payment. This payment expires when you are done being a medical student.



For local registration in Dominica: EC 50 for old members, and EC 60 for new members joining the association. The fees are to be paid every semester by financially capable members

For local registration in Chicago and Atlanta: USD 40 for old members, and for new members joining the association the fee shall be 50 USD. The membership status is to be renewed after six (6) months by financially capable members.

Note that this amounts are subjects to change.

#### SECTION 5. PENALTY FOR NON-PAYMENT

Any eligible member that fails to pay dues will lose membership status and benefit

# LEADERSHIP

## ARTICLE V. OFFICES

### SECTION 1. QUALIFICATION OF THE OFFICERS AND TRUSTEES

All officers/executives and trustees must be medical students of the All Saints University school of medicine, for the duration of their term, unless otherwise noted.

The President-Elect will be a medical student member of the Association during the year in which they will hold the position

The president Elect will be a member of the previous Executives prior to the election period.

The Health-Fair coordinator must be a member of the previous Executives prior to the election period.

### SECTION 2. TERMS OF OFFICE

- The terms of office for all executives of the Association shall be for eight (8) months.
- No executive shall be elected to the same position more than twice.
- No executive who has held an office for more than 2/3 of that office's term in which the office was vacant, shall be elected to that position more than once.
- All executives will serve a total of eight (8) months, as the final month will be used as Elections and preparation for handing over.

### SECTION 3. DISCIPLINE OF THE EXECUTIVE COUNCIL.

All members of executives should be disciplined and carry-out their official duties efficiently and with strict adherence to the constitution laws passed by the Board of Trustees.

However, a disciplinary action shall be taken against any erring members of the executive in accordance with the provisions of this article.

The President should be referred to the Board of Trustees when he errs by a letter written and endorsed by the simple majority vote of the Board of Trustees; if he or she is found guilty of the following offenses:

1. Absence from executive meetings to which he is duly notified for three occasions without the permission of the president.
2. Absence from an executive meeting with the Board of Trustees to which he or she is duly notified three occasions without permission of the Board's Chairman.
3. Misappropriation of funds.

The duration of the suspension shall be determined by the Board of Trustees.

Any member of the executives shall be removed from office by two-third vote (2/3) of the Board of Trustees; if he or she is found guilty of any of the following offences

- i. Embezzlement of funds.
  - ii. Dereliction of duty.
  - iii. Constitutional breach.
- 
- If an executive misses a meeting without the approval of the President, the absentee must pay EC 50.
  - If any executive is absent for more than two (2) meetings in a semester, such executive shall be sanctioned.

The length of the suspension shall be determined by the president.

#### SECTION 4. DISMISSAL OF OFFICERS

The board of Trustees shall be empowered to dismiss any executive who has failed in performing his or her Duties.

- Any executive who has failed in his/her duties, providing that the person in questions shall have the opportunity to answer charges against him or her in writing or in person before the Board of Trustees votes on the question of dismissal.
- A vote of at least two-third (2/3) of the voting members shall be necessary for such dismissal.
- Before bringing an executive to the disciplinary panel/Board of Trustees, the president must quarried such executive at least twice.

## SECTION 5. BOARD OF TRUSTEES

This shall be the legislative arm of the association.

In accordance to the rules, ethics, norms, conduct, and professionalism of AMSA NATIONAL, and All Saints University School of Medicine

They shall perform the following duties;

- The Board of Trustees will meet at a minimum of three (3) times in a semester.
- Emergency meetings of the Board of Trustees shall be held if two-third of the executives agrees.
- The Board of Trustees shall upon request from the President ask about the Financial Affairs of the Association.
- It shall be the responsibility of the Board of Trustees to see that policies determine at the National Level is being carried by the local chapter.
- The Board of Trustees shall not amend or change AMSA's constitution and Bylaws by creating interim policies for the Association.
- The Board of Trustees shall be Authorized by 2/3 vote to create new policies for the Association.

The Board of Trustees shall consist of the following people.

- Dean of Academics.
- Dean of student's Affairs
- AMSA Faculty Advisor
- The serving President
- The immediate past President
- One (1) MD5 student that is a member of AMSA both internationally and locally.
- One Clinical student that is a member of AMSA both Internationally and locally.

#### SECTION 6. FACULTY ADVISOR

The Faculty Advisor of AMSA All Saints University School of Medicine International Chapter shall be a non-voting member of the executive committee

He/she must have a sincere interest and commitment of the welfare of the Association.

The Faculty Advisor must be a staff member of All Saints University School of Medicine.

It shall be the responsibility of the Faculty Advisor to advice the executives on the best way to plan activities.

A weekly report of the Association's Affairs shall be written to the Faculty Advisor by the President of the Association.

#### SECTION 7. DISCRIMINATION

Neither the Executives or the Board of trustees, may refuse membership on the basis of race, religion, color, gender, sexual orientation, gender identity, national origin, creed or disabilities.

**INTERNAL AFFAIRS**

**OF THE**

**AMERICAN MEDICAL STUDENT ASSOCIATION**

## **ARTICLE VI.**

## **ELECTIONS**

### **SECTION 1. ELECTION PROCEDURES**

The Electoral committee shall preside over the Activities of the election period

Voting shall be done by casting votes with ballot papers, which delegates entitled to cast one (1) vote for each office to be held.

Elections shall be conducted on the 3<sup>rd</sup> Block of the last semester of the present Serving executives.

Candidate elections forms shall be distributed by the electoral committee to eligible candidates running for different offices.

No candidate shall run for two (2) positions at the same time.

Upon elections, no student shall vote by proxy.

Upon election, no student shall vote more than once

All voting must be decided by a single majority of those present to cast the votes.

All candidates seeking positions must deliver speeches for not less than 3 minutes.

A written manifesto shall be written and submitted to the Electoral Committee 3 days prior to the election.

Election dates and time shall be decided upon by the electoral committee.

### **SECTION 2. ELIGIBILITY TO RUN FOR POSITIONS**

Any member of AMSA, All Saints University School of Medicine International Chapter are eligible provided that he/she:

- Has good academic standing with the university as approved by the Dean of Academics.
- Has met the financial demands of the university.
- Has a good behavioral standing with the disciplinary committee.

- Is a member of the National AMSA, and also at least one semester prior to the election period.
- He/she has met the electoral to be duly informed of the desired office, obtained the candidate form, scrutinized, interviewed and deem fit for the position.
- Any clinical student who wants to run for the election must be present on the island during the time of office.

### SECTION 3. ELECTORAL COMMITTEE

The electoral committee shall consist of up to 7 members:

1. Chairman
2. Vice-Chairman
3. Secretary
4. With 4 committee members or more
  - The committee members must include one Pre-Med Student
  - One (1) MD student
  - A student that as served as an executive of any association in or outside the school.

The electoral committee shall be in possession of all electoral materials.

The Electoral committee shall set out control measures to ensure that there is a smooth Campaign run.

The electoral committee shall organize form sales to eligible candidates.



#### SECTION 4. CODE OF ELECTION CONDUCT.

No distribution of campaign materials personally to students by eligible candidates. The electoral committee with the help of the President will determine how candidates will identify themselves as such.

The electoral committee shall decide and authorize what forms of publicity will be used during the candidate's campaign.

The candidates shall submit all forms of publicity materials for inspection by the electoral committee.

Candidates shall publicly address the membership only at times designated by the electoral committee

Receptions or hospitality shall not be used for promotion of an individual candidate.

No member of AMSA shall recklessly or negligently disseminate information on behalf of a candidate about another AMSA member or candidate.

In addition, no AMSA member shall take any action to unduly positively or negatively affect the election outcome of any candidate, not limited posts on Facebook, Twitter, or any other social media or blogs. If this occurs any knowing individual is obligated to notify the electoral committee in writing immediately preferably before the election, so if necessary the elections can be postponed for the electoral committee to review such allegations.

If the allegation of misconduct is found to be valid or will discredit the organization, the electoral committee shall determine the best course of action. If the allegation is submitted after the election for that office, the electoral committee shall determine the best course of action which includes, but not limited to re-opening election for that office.

The President shall advise the electoral committee on the best course of action on such matters.

If the President is a candidate for an office again, then he/she shall recuse himself/herself from the oversight of the electoral committee and all decisions related to the elections in which they are candidates

## SECTION 5. ELECTED OFFICES

1. President
2. The vice President
3. Vice President Clinicals
4. Vice President Pre-med
5. The Secretary
6. Assistant Secretary
7. Treasurer
8. Event coordinator
9. Health Fair coordinator
10. Assistant Health Fair Coordinator
11. Recruiting officer
12. Legislative officer
13. Public Relations officer

Based on the discretion of the President, more offices can be created.

The Vice President clinical

They shall oversee the affairs of AMSA members in Clinical Rotations in the United States.

There shall be Two Vice Presidents, one in Chicago, and one in Atlanta

## SECTION 6. ELIGIBILITY FOR VICE- PRESIDENT CLINICALS

He/she must have been an AMSA Executive at least once in Dominica.

He/she must be in the United states during their Tenure in office.

Has met the financial demands of the university.

Has a good behavioral standing with the disciplinary committee.

## **ARTICLE VII**

## **DUTIES OF THE OFFICERS**

### **SECTION 1. RESPONSIBILITIES OF THE CHAPTER EXECUTIVES**

All duties and responsibilities for each of the executives are determined by the members of the Association. However, in order to maintain communication and facilitate activities of the association, requires certain minimal function to be accomplished by the chapter executives.

The function of the executives are as follows:

1. Provide ongoing feedback to the Regional Director and National offices on the concern of the chapter members relative to policy, programs and activities of the association.
2. Serve as the focal point for communicating local activities to the Regional Director.
3. Coordinate programs and activities at the chapter level;
4. Coordinate the annual membership drive;
5. Facilitate activity within the chapter and communicate through periodic chapter meetings to discuss and review issues of concern to medical students; and
6. Be members of the association in good standing at the time of or within 30 days of the election and during the term of office.

### **SECTION 2. RESPONSIBILITIES OF THE CHAPTER LIASION**

- A. The primary function of the chapter liaison are as follows:
  1. Serve as primary contact for the national office in the receipt and distribution of pertinent information and materials relating to the organization and issues of concern to medical students.
  2. Coordinate local chapter activities and work with other local chapter executives to accomplish responsibilities delineated above;
  3. Attend the chapter officers conference and the National Convention.

B. Purpose of the relationship

- To promote broad consideration of issues in medical education, health care and health care delivery;
- To promote the consideration of policy of the Association as set forth in the preamble, purposes and principles of the American Medical Student Association;
- To gather information concerning the purpose and activities of these organizations; and
- To facilitate the development of inter-organization and activities of mutual benefit.

SECTION 3. THE PRESIDENT

The position of the executive council President shall be given to the leading candidate of the contesting position for the presidency and securing a minimum of 60% of the total votes that were cast during the general election. If any of the candidates fail to garner the required 60% of the total votes, then the two leading candidates shall face another round of election on the same day. Of the general election. The candidate with the higher percentage of votes shall be declared ad the President of the AMSA All Saints University School of Medicine International Chapter.

Note: The Presidential candidates must be or will be in MD3 and above.

The candidates must be a member from the present serving executive.

The President shall:

- Preside at all general membership and special meetings.
- Appoint committees (chair-person and members)
- Assis Treasurer in the preparation of a budget for his/her term in office and oversee all financial planning relating to the organization.

- Carryout assignments and instructions to the office of the President.
- Serve as a chapter delegate to the international members caucus at AMSA's NATIONAL annual convention in March (or select a surrogate if he/she chooses not to attend).
- Have a working knowledge of the constitution along with the school code of conducts and the duties of other officers.
- Set measurable, realistic goals and objectives for the executive to be achieved in a specific time frame.
- Authenticate by signature all set, proceedings, and orders of the organization.
- Keep in contact with all other organizations affiliated with AMSA as the board

The Vice President shall:

- Be the deputy to the president
- Preside over every executive meeting in the absence of the president.
- In case of the absence or disability of the President, the Vice President shall assume the duties of the president.
- Oversee the coordination of all projects.
- Have a working knowledge of this constitution along with the school code of conducts and the duties of other officers.

The Vice President Pre-Med shall:

- Ensure that the Premedical student students are inclined to what is happening in the association.
- Ensure that information is well disseminated to the Pre-Medical Students.
- Ensure that the Pre-Medical students, are actively involved in the activities of the association
- Shall bring complains of the Pre-medical students to the Executive council to be acted upon.

The Treasurer shall:

- Present a budget and a tentative schedule of the suggested fund-raising activities for the finance of the chapter with the approval needed by the president and executive committee.
- See to the day-to-day expenditure of the chapter.
- Make sure the chapter doesn't have any liabilities.
- See to the best of his/her abilities that money used on behalf of the chapter is used wisely and in a manner, which suits the purpose of the chapter.
- Keep track and be held responsible for the financial situation of the organization.
- Process and conduct transaction with the approval of the President.

The Secretary shall:

- Keep a written record of all meetings (general membership meetings, executive, etc.) in order to provide the chapter with a record of issues discussed, problems posed, ideas raised and of the people who participated in the group discussion for the benefit of the chapter and its members.
- Recite or re-summarize the record of minutes for approval by the membership.
- Keep an up-to date phone and email list of all active members, executives and the other important contacts and have them prepared and ready when asked of by any member of the executive council, school administrator, faculty advisor or board of trustee.
- Make record minutes open to all members, if there was a general meeting held.
- In case of absence, have a substitute appointed that day by any member of the executive committee.
- Shall organize into groups in case of an occasion.
- Report any needed information and or services to the President/Vice President upon request.
- Make public AMSA events at least one week in advance of such events.

The Recruiting officer shall:

- Recruit new old member to the association.
- Have a proper documentation of registered members (hard and soft copy).
- Submit list of financial members with their phone numbers and email addresses to the secretary after the registration is closed.
- Work in collaboration with the secretary.
- Work with the Public relations officer for proper dissemination of the information to the member.
- Encourage students to join the Nation Chapter of the association.

The Legislative officer shall:

- Call all local chapter meetings to order, and shall adjourn each said meeting.
- See to it that all the activities taken by the chapter are in accordance with the bylaws of the constitution.
- See to it that all the members are given the chance to speak or be heard at general membership meetings.
- Work hand in hand with the election committee and see that things are carried out as set forth in the bylaws in a fair and just manner.
- Checkmate the other executives.

The health fair coordinator shall:

- Work effectively with the Presidency and the Secretary.
- Oversee all the clinics.
- With assistance of the secretary, put members into groups.
- Assign team leaders to lead seminars, clinics and other AMSA related activities.
- Oversee and plan for the health fair, and other occasions the association might have outside the school.
- Preside over the Health Fair committee
- Be accountable for every AMSA equipment and instruments.

The Assistant Health Fair coordinator shall:

- Be an aide to the Health Fair coordinator.
- In case of the absence or disability of the Health Fair coordinator, assume duties of the Health fair coordinator.

The Event Coordinator shall:

- Plan all events of the organization, which includes but not limited to setting up venues and provision of materials,
- Shall Presides over the planning committee of the association.
- Oversee all committees involved in the planning events.
- Work together with the members of the executive for a smooth operation of each event.
- Shall give report of each event to the President after every event carried out by the association.
- Take care of the welfare of the members in all AMSA executive meeting.
- Take care of the welfare of the facilitators and the entire membership during each meeting.
- Submit his/her budget for each event to the treasurer to be fully approved by the President.

The public Relations officer:

- Be in charge of the association's publications if there is any.
- Shall work hand in hand with the Chief Editor of the Association.
- Shall be the bridge between the AMSA editorial board, and the executive council.
- Work with the secretary and the recruiting officer to publicize of any AMSA event.
- Shall promote the association within the community and outside the school.
- Send out emails and messages for any AMSA programs on time.
- Receive complains, constructive criticism and ideas from the students and school administration on how make the association work better and more effectively.



## **ARTICLE VIII      ORGANIZATION OF EVENTS**

### **SECTION 1.      AMSA-SPONSORED ACTIVITIES.**

Environmental Health: to promote the highest quality of health for those attending AMSA events, AMSA sponsored regional or national meetings and programs will adhere to the following guidelines:

1. Use of tobacco products is not allowed during any AMSA program, within an environment under the temporary or permanent control of AMSA All Saints university school of Medicine. AMSA All Saints university shall promote a smoke free environment within the areas of AMSA control.
2. Weapons of any kind are not permitted at AMSA events unless special permission given by the Board of Trustees for a compelling reason or the individual is on duty as the law enforcement officer or active-duty personnel. Those possessing or carrying out weapons without permission will not be permitted to attend future AMSA event or participate in any AMSA leadership.
3. If noxious or harmful exposures are noted at an AMSA event, event organizers are accountable for informing attendees, and mitigating harm.
4. AMSA will specifically request recycling and other energy conservation services when booking any commercial meeting sites and contractors.
5. All AMSA Leaders and staff should minimize the amount of paper and copying for all activities, meetings and programming. Alternatives such as digital documents, online forms, shared programs, and recyclable materials are strongly encouraged.

SECTION 2. LGBT INCLUSION: To ensure that all AMSA events are accessible to LGBT members, AMSA meetings will adhere to the following guidelines:

1. All paper work and application material should include gender options beyond the male/female binary by either having a fill in space for LGBT, or a box to tick "prefer not to say"
2. Options for non-gender based room assignment, will be available at local meetings.

### SECTION 3. STRATEGIC PLANNING AND STRATEGIC PRIORITIES.

The President shall oversee a process of strategic planning for the Association every 8 months for external priorities and every 4 months for internal priorities or sooner, if deemed necessary by the Board of Trustees. During this time, the leadership shall designate strategic priorities of the Association. These priorities shall serve as issues around which AMSA shall focus its time, resources and energies. The Board of Trustees may supersede these regulations if deemed necessary. Updates on each strategic Priority shall be presented and reviewed at all meetings of the Board of Trustees.

### SECTION 4. AMSA CONFERENCES

In the fall of each year, the Executives, with the help of the Board of Trustees shall help the members with the necessary information and assistance needed for members to attend the national convention which Holds in Washington, USA. The conference shall involve members for the purpose of orienting them to the national and regional organization and presenting engaging and educational programming that promote AMSA's priorities. All efforts should be made to hold AMSA conferences at fully accessible locations, as defined by the American with Disabilities Act of 1990.

The Board of Trustees shall approve the location of the AMSA conferences.

## SECTION 5. REVIEW OF THE ASSOCIATION PRINCIPLES

- The responsibility for review and revision of Association Principles is a general one falling to all the members of AMSA. However, it shall be the Responsibility of the Board of Trustees to Review those principles, which might apply to them, and assure they reflect the current views of the membership.
- The Board of Trustees shall periodically review the principles for outdated terms and obsolete issues or entries. The secretary and the Executive Vice President shall update the association with the Approval of the Board of Trustees. These updates may include (but not limited) to the following:
  1. Substitution of the outdated terms with the up-to-date terms
  2. Deletion of principles that address issues that are obsolete.
- Any principle that are deleted for being obsolete shall be kept on the file by AMSA for historical purposes.

## SECTION 6. IFMSA

A. AMSA as the national member organization.

AMSA as the National Member Organization (NMO) representing medical at USA medical schools to the International Federation of Medical Student's Association (IFMSA)

1. AMSA shall be the official National Member Organization (NMO) representing medical students at USA medical Schools to the international Federation of Medical Student's Association (IFMSA).
2. AMSA's official title within the IFMSA shall be AMSA-USA.

3. There shall be an IFMSA advisory council charged with the facilitation of exchanges with oversight of relevant staff of BOT members, and which shall be AMSA's representatives to the IFMSA.

## SECTION 7. COPYRIGHT GUIDELINES

AMSA retains the right to copyright any materials or products published under the auspice of AMSA. Such products may be published and marked only by AMSA, unless otherwise agreed to by the Board of Trustees. The author(s) may continue to use and reproduce the product for personal use, and will retain proprietary rights other than copyright, provided that:

1. The copies are not used to imply AMSA endorsement;
2. The sources, AMSA, and the copyright date are listed;
3. The copies are not offered for sale.

## SECTION 8. DISCRIMINATION

Neither the Association, nor its chapters, may refuse membership on the basis of Race, Religion color, gender, sexual orientation, sexual identity, national origin, creed, or disabilities, but chapter shall otherwise determine the qualifications of their own members where not inconsistent with the constitution and Bylaws of the Association. Organization that discriminate in recruitment and for employment on the basis of race religion, color, gender identity, national origin, creed or disabilities maybe prohibited from recruitment.

## **ARTICLE IX.           INSIGNIA**

There shall be a seal, logo and other insignia adopted by the Board of Trustees, and these shall be recognized as the official insignia of the Association.

## **ARTICLE X.           AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

AMSA class Representatives shall meet for a proposed amendment to constitution and Bylaws and shall be considered by the executive council and sealed by the Board of Trustees. These proposals shall be submitted to the executive council at least two (2) weeks before the executive council shall act upon it. The Executive council shall submit the considerations and final decisions made to the Board of Trustees for Approval within a week. An affirmative vote of at least 2/3 of the Board of Trustees present and voting shall be necessary for the adoption of any proposed amendments.

For all resolution seeking to amend these constitutions and Bylaws, the actual vote counts shall be tabulated and maintained as part of the official record of that session of the Board of Trustees.