

Philippine Medical Association

Constitution and Bylaws

September 14, 2022

Article I: Organization

The organization shall be known as “Philippine Medical Association” at Rosalind Franklin University of Medicine and Science, hereafter can also be referred to as “PMA”.

Article II: Mission

Philippine Medical Association is an interprofessional organization composed of medical, nursing, pharmacy, podiatry students, and allied health professionals. As a medical-based organization, at our core, we aim to engage with the Filipino and Filipino-American community and the local community in Lake County. We bring our medical knowledge and our respective discipline as the foundation of our practice. We strive for the Filipino spirit and hospitality and uphold the Rosalind Franklin University vision of being community-engaged in service, discovery, and leadership.

Article III: Purpose

The specific and primary purposes of PMA are:

1. To promote closer personal and interprofessional relationships and better understanding among PMA members.
2. To encourage continued professional growth and development of the members through continuing medical education activities.
3. To promote Filipino and Filipino-American social, cultural, academic, and charitable services to the Rosalind Franklin University community and the Lake County community and more specifically to establish programs for the continued growth and development of the Filipino-American community.
4. To maintain a relationship with other universities and branches of PMA.

Article IV: Membership Qualifications

1. Membership is open to all RFUMS students, faculty, alumni, and staff.
2. If the member is an actively enrolled student they must be in good academic standing without probation and absent from any disciplinary actions taken by the university or affiliates or risk privileges or see termination as members of this organization.
3. It is the policy of the University and this organization not to engage in discrimination or harassment against any person because of race, color, religion, sex, pregnancy, disability, national origin, citizenship status, ancestry, age, order of protection status, genetic information, marital status, sexual orientation, gender identity, arrest record status, unfavorable discharge from the military, or status as a protected veteran and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations; failure to uphold these may result in termination of the individual from this organization.

Membership Commencement Regalia

Participating in tradition with universities around the world, students who maintain at least 6 quarters of active membership (consecutive or unconsecutive) either as general members or executives are eligible for a commencement stole. This is handed during the Senior Send-off prior to the commencement for each year. Commencement Regalia can also be given to active members who are graduating that quarter who do not meet the above requirement but have submitted an official appeal to the executive board as to why they are deserving. A majority of 50% + 1 where ties are decided by the President is needed to qualify through this route.

Whereas those who are dismissed or terminated by PMA or are not in good-standing with the university are not qualified regardless of meeting the 6 quarter criteria.

Article V: Elections

Elections for Philippine Medical Association with regards to all executive positions shall take place annually as defined by the school year of Rosalind Franklin University

Executive Board

(In descending rank order)

President

Vice President - Internal

Vice President - External

Treasurer

Secretary
Medicine Chair
Cultural Advocacy Chair
Social Chair

Majority Vote, Ties, Double-Filled Positions

The Majority Vote is defined in this organization as 50% + 1 and in case of ties and deadlocks, the President has the authority to swing the Majority Vote as an additional issued vote of confidence on behalf of the association.

Dual-Filled Executive positions may be delegated with the same executive rank for that year (Example two Co-presidents) at any point during the tenure however the second member must get an 80% approval on a general vote of confidence. If already knowing that there will be a Dual-Filled Executive position during elections, this must be explicitly written out and must still get 80% approval before the ballots are cast. The maximum number of people for any executive position at any given time is 2.

New Position Proposals

A new position in the executive board may be proposed anytime throughout the year until three weeks before the election.

1. An executive or general member can propose a new position.
2. The member must present their reasoning for why the position is necessary to the executive board.
3. A majority vote (>50%+1 or ties broken by the President) of the current board will be needed to approve the creation of the proposed position.
4. If created, the position will be announced to the members of the Philippine Medical Association, allowing any member to run for the position so long as they meet the qualifications of that position
5. Each officer in the executive board will serve a one-year term, starting on the first of June in the year they are elected and ending on the last day of May in the year proceeding. Prior to the first of June, elections and a turnover must occur. All executives can only hold one executive title within this organization.

Qualifications & Requirements of Executive Candidates

Whereas the candidates for President and Vice Presidents (Internal & External) positions must hold active PMA membership for at least two consecutive quarters at Rosalind Franklin University as full-time students on good academic standing and without any standing violations to the PMA as well as having at least three more quarters left in their respective university program as full-time students during the time of elections unless it is a double-filled position. Alumni, non-members, faculty, and staff are not eligible to run for any PMA executive board positions.

Whereas the candidates for Treasurer, Secretary, Medicine Chair, Cultural Advocacy Chair, Social Chair positions must be full-time students on good academic standing and without any standing violations to the PMA as well as having at least three quarters left in their respective university program as full-time students during the time of elections unless it is a double-filled position. Alumni, non-members, faculty, and staff are not eligible to run for these positions

Election Process & Timeline

Elections within this organization shall satisfy the following requirements:

1. The President shall be in charge of co-facilitating each aspect of the electoral process including approval of potential candidates for all executive positions and is responsible for the final selection of the successive President, in cooperation with the Vice-President internal and Vice-President external.
2. Elections shall be scheduled and conducted at a time and place convenient to the most significant number of voting members. Voting members are all active PMA members (faculty and staff included).
3. Nominations will take place annually during the spring quarter for the following academic year. Students will express their interest in an executive position by contacting the Secretary and submitting a formal letter of intent addressing why they are fit for that role they are running for.
4. Applicants shall describe their rationale for applying, including their previous leadership experience, skills, attributes, and future plans for PMA.
5. Nominations for all positions must be approved by 50%+1 voting percentage with ties broken by the President by all present board members to continue their candidacy.
6. Voting shall be conducted anonymously via a digital election form to be distributed to all present voting members who include all active PMA members.
7. A candidate must receive >50%+1 of votes or ties broken by the President of the votes cast where in ties decisions are made final by the President to be confirmed to their intended office.
8. In case no candidate receives >50%+1 for that position, the top two candidates will have a runoff election where only those two will go through another round of voting until >50%+1 is achieved.
9. Results shall be formally announced once all the votes have been submitted and counted.
10. All officers shall be elected for a term of one year. All executive positions are capped at two term limits for that given position either consecutively or non-consecutively. They are free to run for other positions but are capped from the same position as two term limits.
11. In the case of a vacancy of any position, elections for that position will open during Fall quarter and the election process is followed as written. If certain qualifications for that position are not met by the individual running, a general

floor vote >50%+1 or ties broken by the President can waive the qualification requirements barring candidacy lasting only for that term.

12. The newly elected officer begins their term in executive office will all powers under their given duty as listed under Article VI of their respected position as described in this PMA constitution.

Article VI: Duties of the Executive Board

1. President

The President shall be responsible for:

1. Being the chairman of the Executive Board.
2. Seeing that resolutions of the Executive Board are implemented.
3. Presiding at the meeting of the Executive Board and general member meetings.
4. Executing on behalf of all Philippine Medical Association members the plans, meetings, and events that the Executive Board have authorized.
5. Coordinating with the Treasurer to keep track of security deposits and any deductions.
6. Keeping in contact and updating our faculty advisor.
7. Serving as the main liaison to all externally invited events.
8. Executing final decisions on ties in cases of 50.0% on voting.
9. Co-facilitating the electoral process for the selection of the incoming board.
10. Terminating members with the approval of the chapter sponsor who fail to uphold the constitution and mission of the PMA such as but not limited to representing the organization with unprofessionally deemed conduct or violating RFUMS policies and values after the Article VIII process is carried out.
11. Mediating any conflicts between two or more officers. If the President conflicts with another officer, the Chapter Sponsor takes up this duty.

2. Vice President-Internal

The Vice President-Internal shall be responsible for:

- a. Assisting the President with any duties that need to be fulfilled.
- b. Overseeing all internal activities within the organizations including, but not limited to:
 - i. Networking with other campus organizations
 - ii. Room reservations
- c. Sharing the responsibility of duties and tasks to accomplish individual projects and smaller events.

- d. Monitoring, managing, and overseeing other members to ensure that there are no problems or complications with assigned tasks.
- e. Ensuring monthly checks that all members are still eligible to keep their active status such as by maintaining their academic standing and being free of any university or PMA violations of conduct and report these findings to the President.
- f. Mediating any conflicts between two or more officers. If the Vice President-Internal is in conflict with another officer, the President takes up this duty.

3. Vice President(s)-External

The Vice President(s)-External shall be responsible for:

- a. Assisting the President with any duties need to be fulfilled.
- b. Overseeing all external activities within the organization including, but not limited to:
 - i. Being the co-liaison along with the President to the Philippine Medical Association of Chicago
 - ii. Keeping consistent contact with outside schools and organizations
 - iii. Coordinating off-campus events including arranging transportation/ accommodation for members to off-campus events
 - iv. Overseeing the PMA alumni list alongside the Secretary and in charge of creating alumni events
- c. Sharing the responsibility of duties and tasks to accomplish individual projects and smaller events.
- d. Monitoring, managing, and overseeing other members to ensure that there are no problems or complications with assigned tasks and helping with the Vice President-Internal as needed.

4. Treasurer

The Treasurer shall be responsible for:

- a. Obtaining and providing the President with proper records of Philippine Medical Association student status every month within the school account.
- b. Keeping charge of and being responsible for the maintenance of adequate books of accounts.
- c. Keeping charge and custody of all funds.
- d. Keeping charge and distributing stoles to graduating current and past executive members who have completed a full academic year on the executive committee

- e. Coordinating events with respective positions.
- f. Works as a lead extension of the executive board for any fundraising activities.
- g. Coordinating the t-shirt distributions or other PMA sales and orders with the Secretary.
- h. Performing all duties incidental to the office of the Treasurer and such other duties that may be assigned to them by the President and Vice President(s).

5. Secretary

The Secretary shall be responsible for:

- a. Recording and sending the minutes of all meetings to members.
- b. Coordinating t-shirt distributions or other PMA sales /orders with the Treasurer.
- c. Keeping records of all members and officers, especially noting if they are active.
- d. Keeping records of graduating members with their emails for an alumni newsletter or mentor matchups and relays this information to the Vice-President External.
- e. Issuing notices according to the bylaws and reporting this to the President and Vice-President Internal.
- f. Attending and drafting the report required monthly or as needed by the Executive Student Council.
- g. Serving as the head liaison to the Executive Student Council in cases where no higher ranked executives are available or present.
- h. Performing all duties incidental to the office of the Secretary and such other duties as assigned by the President and Vice President(s).

6. Medicine Executive

The Medicine Chair shall be responsible for:

- a. Acting as a main liaison of PMA for all guest and plenary speakers in conjunction with the President as needed.
- b. Plans speaker talks as well as writing and reading the introductory card to introduce the speaker before the talk.

- c. Plans with the President and Vice President Internal for other medical outreach services.
- d. Plans interprofessional events that students can participate with their disciplines scope of practice in mind.
- e. Recruits physicians and other licensed professionals to serve as mentors to members.
- f. Performing all duties incidental to the office of the Medicine Executive and such other duties that may be assigned to them by the President and Vice President(s).

7. Cultural Advocacy Executive

The Cultural Advocacy Chair shall be responsible for:

- a. Acting as head of the social media team and keeping members informed about cultural, political, and social issues that affect the members of Philippine Medical Association and the community.
- b. Planning and/or organizing workshops, outings, and events relating to the issues previously mentioned as well as general current events, Filipino history, and news circulation.
- c. Assisting with the cultural aspects of all future cultural events such as dances or cultural event showcase.
- d. Organizing charity/service events throughout the academic year.
- e. Advised to take part in Asian American Awareness (AAA) month with other organizations.
- f. Performing all duties incidental to the office of the Cultural Advocacy Executive and such other duties that may be assigned to them by the President and Vice President(s).

8. Social Coordinator Executive

The Social Coordinator shall be responsible for:

- a. Coordinating all social events and outings for Philippine Medical Association.

- b. Assisting any position in the Board of Directors in planning and/or organization of events.
- c. Organizing potlucks.
- d. Organizing formal events (booking event venues, planning restaurants, working with the RFU-based catering).
- e. Organizing the First Meeting of the Year and the Senior Send-off with graduation stoles.
- f. Performing all duties incidental to the office of the Social Coordinator Executive and such other duties that may be assigned to them by the President and Vice President(s).

Article VII: Requirements & Duties of Chapter Sponsor

Chapter Sponsor

The Chapter Sponsor Requirements:

- 1. The Chapter may have a Chapter Sponsor (or co-sponsors) who must be a faculty member at Rosalind Franklin University of Medicine and Science.
- 2. In the case of co-sponsors, a designated head sponsor must be chosen.
- 3. The Chapter Sponsor shall be proposed by the Executive board of the Chapter and shall be elected upon >50%+1 or ties broken by the President of the votes.
- 4. The Chapter Sponsor can continue serving as a sponsor without term limits.

The Chapter Sponsor Duties:

- 1. To act as a consultant to members and officers of the chapter on matters pertaining to PMA.
- 2. To provide continuity of the chapter's operations from one year to the next.
- 3. Officiating or being in presence to all necessary events and or activities deemed by Rosalind Franklin University as required.
- 4. Signing off on all official documents that are required as necessary.
- 5. Mediating any conflicts between two or more officers as necessary.

Article VIII: Committees

The formation of committees within this organization functions to delegate tasks related to an event or a special topic.

1. A new committee may be proposed by any active member of PMA.
2. The newly proposed committee must then be placed on the agenda where the member can speak about why a committee is needed. Afterward, it can be approved by a majority vote >50%+1 or ties broken by the President.
3. Once approved the head of the committee will be appointed by the Executive Board through another majority vote >50%+1 or ties broken by the President.
4. Members interested in joining the newly formed committee can then speak to the newly elected committee head.
5. The PMA constitution must then be amended adding the executive board powers given to that new position.
6. The committee will function if there are active tasks and agenda otherwise at the end of the school year the committee will dissolve and must be also reflected in the PMA constitution.

Article IX: Handling of Funds

1. All monies collected on/off campus associated with this organization, MUST BE DEPOSITED into the organization's account.
2. Only the President, Vice-President(s), Treasurer or Chapter Sponsors are authorized to handle financial transactions.
3. When withdrawals greater than \$100.00 are done there must be a unanimous approval by the President, Vice-President Internal and Treasurer.
4. Prior to the start of each year, the President, Vice-President(s), Treasurer and Chapter Sponsors must all attend training in how to handle and collect funds.
5. The treasurer is responsible for communicating with the respective division within RFU that handles monies for any questions or comments.
6. Only when absolutely deemed necessary by the President or Chapter Sponsor can other executives not listed in Article VII number 2 are allowed to collect funds.
7. General members are not entitled to handle or collect funds.

Article X: Resignation & Dismissal

Resignation Process

If a member of the board wishes to resign, the following process will occur:

1. A formal email must be sent to the President with an attached letter of resignation per position.
 - a. If a President wishes to resign, the person must email the next position in line as follows: Vice President Internal, Vice President(s) External, Treasurer, then Secretary along with the Chapter Sponsor.
2. An Executive Board meeting will take place at the next available instance to discuss the resignation at hand.
3. The President and Vice President Internal will host individual meeting(s) with the resignee(s) to further discuss the reasoning behind the resignation and inform them of the two-week resignation process.
4. The remaining board will be notified once the individual meetings have taken place.
5. The two week resignation process will only be deemed complete once:
 - a. The resignee(s) fulfills all finalized programming and general board duties to the date of the resignation notice, within the two-week time frame.
 - b. Any immediate duties of future processes, up to two weeks post-resignation process, are solidified and planned for the successor(s) to implement and transition smoothly into said position(s).
 - c. Any social media accounts, administrative accounts, and materials responsible under said position are returned.
 - d. Any affiliation with PMA executive board on official documentation across any medium and/or platform is removed.
6. Concludingly, resignee(s) will sign an official resignation statement that will be provided by the Executive Board, thus officially ending their term(s) in said position(s).
7. The complete procedure is ended as soon as they meet all the previous requirements stated here and being removed as a point of contact in Engage. The new appointee for that position does not have to be confirmed for them to resign as long as qualifications listed above are met.

Dismissal Process

Whereas the **member(s) of the executive board** were to be dismissed, the following trial process will occur:

1. A round table meeting must occur with the current Executive Board members including the person who is inquired along with all relevant members within the organization or outside who is part of the group in question to discuss the claim at hand as a closed meeting. Immediately starting this trial, the executive powers of the member are frozen until the conclusion of this trial. Failure for the questioned member to show up within an agreed upon timeframe by the Executive Board will result in automatic dismissal.
2. Once both parties have been heard, a private meeting will be held within the Executive Board excluding the person in question to discuss the course of action.
3. Voting by the Executive Board on the course of action excluding the member in question will be done.
 - a. A supermajority of **60% + 1** vote will rule in favor of the dismissal of the executive member(s) in question.
 - i. If the **60% + 1 vote does not follow through**, the following actions will take place:
 1. The executive member will be found not at fault and will end the hearing process for this case. Privileges under this constitution are immediately restored.
 2. The case can only be re-opened if there is substantial added evidence brought by petition with the unanimous agreement of the Chapter Sponsor and the President whereas it would be the Chapter Sponsor and the Vice-President Internal if the person in question is the President.
 - ii. If the **60% + 1 follows through with a supermajority**, the following actions will take place:
 1. The executive member will be dismissed and will end the hearing process for this case. That member will be stripped of their PMA affiliation and executive title and is not allowed to be a further part of this organization in any matter.
 2. In cases where there is damage to the university or the public, the case will be documented and reported to the university immediately.
4. Following the voting process, a meeting with the Executive Board and Board Member(s) in question will take place to discuss the course of action.
5. If the Board Member(s) in question is dismissed from the organization, the following must occur:
 - a. The Executive is dismissed immediately following the voting process.
 - b. Any immediate duties of future processes are designated to the Executive Board until the successor(s) of said position is elected.

- c. Any social media accounts, administrative accounts, and materials responsible under said position are returned.
- d. Any affiliation with the Philippine Medical Association board on official documentation across any medium and/or platform is removed.
- e. All social media affiliations are severed, with platforms including but not limited to: Facebook and all-affiliated pages, all Instagram accounts, Discord and other similar messaging networks, and all other platforms deemed associated with PMA.
- f. Denial of participation to all social events affiliated with the organization, including but not limited to: General Body Meetings, potlucks, formals, subgroup hosted events, PMA elections, conferences, and all other events deemed associated with the organization.
- g. In the occurrence of a dismissal of a President, the next succeeding Executive Board member that is a current student attending Rosalind Franklin University must be named as “President” under the *Engage* registry and acts within the Presidential scope of power until the elections for a successor.

Whereas a **general body member(s)** were to be dismissed, the following trial process must occur:

1. A round table meeting must occur with the current Executive Board members and the people in question to discuss the claim at hand. Immediately starting this trial, the people in questions rights to membership are frozen until the conclusion of this trial. Failure for the people in question to show up within an agreed upon timeframe by the Executive Board will result in automatic dismissal.
2. Once both parties have been heard, a private meeting will be held with the Executive Board to discuss the course of action.
3. A meeting with the Executive Board will occur to vote on the course of action.
4. A supermajority **60% + 1** vote will rule in favor of the dismissal of the general body member(s) in question.
 - a. If the **60% + 1 vote does not follow through** the following actions will take place:
 - i. The member will be found not at fault and will end the hearing process for this case. Privileges are immediately restored.
 - ii. The case can only be re-opened if there is substantial added evidence brought by petition with the unanimous agreement of the Chapter Sponsor and the President.
 - b. If the **60% + 1 follows through with a supermajority**, the following actions will take place:

- i. The general member will be dismissed and will end the hearing process for this case. That member will be stripped of their PMA affiliation and membership rights and is not allowed to be a further part of this organization in any matter.
 - ii. In cases where there is damage to the university or the public, the case will be documented and reported to the university immediately.
5. Following the voting process, a meeting with the Executive Board and general body member(s) in question will take place to discuss the course of action.
6. If the general body member(s) in question is dismissed from the organization, the following must occur:
 - a. The general body member(s) is dismissed immediately following the voting process.
 - b. Any affiliation with PMA on official documentation across any medium and/or platform is removed.
 - c. All social media affiliations are severed, with platforms including but not limited to: Facebook and all-affiliated pages, all Instagram accounts, Discord and other similar messaging networks, and all other platforms deemed associated with PMA.
 - d. Denial of participation to all social events affiliated with the organization, including but not limited to: General Body Meetings, potlucks, formals, subgroup hosted events, PMA elections, conferences, affiliated events, and all other events deemed associated with the organization.

Article XI: Amendment to the Constitution and Bylaws

The bylaws may be altered, amended, or repealed and new or other bylaws may be made and adopted at any meeting of the Executive Board with a majority vote (>50%+1 or ties broken by the President)

Article XII: Miscellaneous

In terms of rights and liabilities of members and officers, no member shall be held liable for the debts or obligations of the Philippine Medical Association. No part of the income or assets of the Philippine Medical Association shall incur to the benefit of any member. However, nothing in the bylaws shall prevent Philippine Medical Association

from reimbursing reasonable out-of-pocket expenses, incurred by any officer or member of the Philippine Medical Association.