



Becoming a LMSA Chapter

Southwest LMSA Constitution & Bylaws

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ARTICLE I - NAME

The name of this organization shall be the Latino Medical Student Association – Southwest, hereinafter designated as the LMSA-SW. The LMSA-SW is a member of the Latino Medical Student Association, hereinafter designated as LMSA.

ARTICLE II - PURPOSE

The Corporation is organized primarily for such purposes as to be within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, with its primary purposes:

1. Recruitment and support of Latinos in Medical School who aim to improve the health care delivery to Latino communities.
2. Retaining our members in the health professions programs by supporting academia, social activities and fostering close ties among members.
3. Orientation of our members towards actively accepting our principles of unity and aims of our organization.
4. Educating ourselves in areas of concern to our communities which may not be part of the health profession or allied health school curricula, such as preventive and community medicine, politics of health care systems, mechanics of urban city primary care, and family practice
5. Involvement of community, local organizations and national organizations for the purpose of fortifying working relationships with community groups for the objective of addressing the needs and improvement of the community.
6. Encourage the development of courses which better prepare our members to become high quality health care providers serving our community.
7. To educate and sensitize the entire medical community to the specific needs and differences of the Latino regarding health and human well-being.
8. Advocate for the rights of Latino patients.
9. Promoting biomedical and health services research, including cultural competence and language issues, for members of the Hispanic community in the United States and to address the health care needs of this community
10. the conduct of any other activities related to the above-stated purposes, including the promotion of charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax laws. The Corporation may engage in such means as may be necessary and proper to accomplish the foregoing objectives and purposes. The Corporation is organized and operated exclusively for such purposes as to come within the meaning of IRC Section 501(c)(3) and such other sections of the Code regulating the activities of non-profit corporations established primarily for educational and charitable purposes.

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No part of the net earnings of the Corporation shall inure to the benefit of or be distributed to its Directors,

officers, other private individuals, or other organizations organized and operated for a profit (except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the provisions as herein above stated). No substantial part of the activities of the Corporation shall be carrying on of propaganda or otherwise attempting to influence legislation.

The Corporation, however, shall be empowered to make the election authorized under IRC Section 501(h). The Corporation shall not participate in nor intervene in (including the publication and distribution of statements) in any campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provisions contained herein, the Corporation shall not carry on any activities not permitted to be carried on by any organization exempt from federal income taxation under IRC Section 501(a) as an organization described in Section 501(c)(3).

ARTICLE III – MEMBERSHIP

SECTION 1. The membership of the LMSA-SW shall consist of individuals whose interests are consistent with the objectives and who meet the requirements for membership as provided by the Bylaws. SECTION 2. Membership in the LMSA-SW also provides membership in LMSA.

SECTION 3. Members of any classification may be dropped from membership for non-payment of dues, or for conduct that can cause detriment to, adversely affect the reputation of, or contradict the objectives of LMSA-SW or LMSA.

SECTION 4. Any person interested in the objectives of LMSA-SW or LMSA shall be eligible for membership of a class for which he or she is qualified in accordance with the Bylaws.

SECTION 5. The amount and method of collection of dues of the members shall be as provided in the Bylaws.

SECTION 6. This organization supports the principles of equality, equal opportunity, and equal treatment under the law. This organization opposes discrimination in any form.

This organization is open to all persons, regardless of race, creed, color, national origin, or any other arbitrary method of classification. This organization does and will abide by all governmental regulations relating to equal opportunity and non-discriminatory practices.

ARTICLE IV – REGIONAL EXECUTIVE COUNCIL

SECTION 1. Affairs of LMSA-SW shall be managed by the Regional Executive Council, hereinafter designated as the Council, under such rules as the Council may determine and subject to the specific conditions of this Constitution and Bylaws.

SECTION 2. The functions of the Council are:

1. To define the specific LMSA-SW objectives,
2. To establish the strategic plan of the LMSA-SW,
3. To acquire the resources necessary to execute the strategic plan, and
4. To approve the LMSA-SW operating plan and make it available to the membership.

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SECTION 3. The Council shall consist of the following officers: Co-chairs (two), Co-Chair Elects (two), Treasurer, Secretary, Parliamentarian, Membership Chair, Webmaster, PALS coordinator, Fundraising/Marketing and Conference Chair(s) (two). They shall be elected by the membership of the LMSA-SW as specified in the Bylaws.

SECTION 4. The Council shall develop annual operating plans that execute the strategic plan. SECTION 5. The Council shall take the necessary actions to provide for the day-to-day operations and management of the LMSA-SW.

SECTION 6. The Council members shall serve terms in office as defined in the Bylaws.

SECTION 7. The Address of the Regional Council and the Regional Executive office will be at a specific, designated P.O. Box until further notice. It is the Council's responsibility to notify the House of Delegates of any Address change. This should be submitted to the House of Delegates within thirty (30) days of change of Address.

ARTICLE V – OFFICERS

SECTION 1. The Co-Chairs shall have general supervision of LMSA-SW affairs. The Co-Chairs shall preside at the LMSA-SW meetings and at meetings of the Council. The Co-Chairs shall represent the LMSA-SW at national LMSA meetings. The Co-Chairs shall convene and preside over all meetings of the Council and shall be Ex officio members of all committees of the Executive Council. The Co-Chairs may also create committees as necessary, subject to the approval of the Council.

The Co-Chairs will be recognized as the spokespersons of the Executive Council. Position statements made by the Co-Chairs will be a result of a consensus of opinion of the Council. The Co-Chairs will submit annual reports to the House of Delegates and an Annual Report for the entire Organization.

SECTION 2. The Co-Chair Elects shall assist the Co-Chairs and shall succeed to the position of the Co-Chairs upon the completion of the Co-Chairs' term. The Co-Chair Elects shall have a transition period of twelve (12) months during which they will work closely with the present Co-Chairs. The Co-Chair elects will have voting power on the council.

Note: Transition periods can vary in length according to when the House of Delegates convenes for elections.

SECTION 3.

The Treasurer shall be responsible for the financial affairs of the LMSA-SW.

The Treasurer shall:

- a) receive all funds paid to the LMSA-SW and shall approve payment of all bills incurred by the LMSA-SW as approved by the Council.
- b) prepare an annual report on the financial affairs of LMSA-SW.
- c) keep and maintain records of all financial transactions of the Executive Council.
- d) see that all necessary signatures and items related to the banking affairs of the organization are current and up to date.
- e) ensure that all deposits are made in a timely manner (no more than five business days) and are in agreement with the amounts that should have been deposited;

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f) pay monies out only upon receipt of a written voucher signed by the Co-Chairs and Secretary or an approved invoice

g) submit to the membership monthly and annual reports which show all monies collected and deposited, amounts disbursed and balance on hand

h) submit records for auditing at the end of each year and at any other time designated by the Co-Chairs. i) require up to two (2) signatures on checks, and no bank transfer shall be made without a check being drawn.

SECTION 4.

The Secretary shall:

- a) prepare minutes of all meetings of the LMSA-SW and the Council,
- b) maintain all permanent records, and record attendance at each meeting.
- c) ensure that all Constitution, By-laws and resolutions of the LMSA-SW (both National and Local) are recorded and filed properly.
- d) record and file reports of all committees and task forces.
- e) maintain virtual records/reports and file them appropriately at a designed location specified by the Council
- f) be responsible for setting up, informing members, and establishing the medium of communication used for meetings
- g) shall inform Council of meetings within five business days

SECTION 5.

The Membership Chair shall:

- a) be responsible for maintaining a listing of all-current members and chapter contacts
- b) serve as a contact person for new chapters.
- c) provide communication between the Council and LMSA-SW membership by maintaining the official LMSA-SW listserv and acting as the moderator of that listserv.
- d) ensure registration of members at LMSA-SW and national LMSA

SECTION 6.

The Parliamentarian shall:

- a) be responsible for certifying quorum at each meeting of the Council
- b) ensure that all decisions are in accordance with the Constitution and By-Laws of the organization. c) learn Robert's Rules of Order and apply them to the meetings of the Council and annual conferences.
- d) call the roll at each meeting

SECTION 7.

The Webmaster is responsible for:

- a) maintaining the official LMSA-SW website
- b) upgrading the website as needed or agreed by the Council
- c) maintaining the official LMSA-SW logo.

SECTION 8.

The PALS coordinator is expected to:

- a) maintain a list/contact information for Pre-Medical Associations of Latino students in the SW region

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- b) assist in the identification, and recruitment of future Latino medical students into the organization c) coordinate logistics, contact and attain speakers specific to the regional Conference "Pre-Medical workshops" d) coordinate and serve as a liaison with Conference Chairs, and representatives at conference sites e) develop, maintain, update and research information about resources available to Latino Pre-Medical students. f) collaborate with the Webmaster so that the items mentioned in Section 8 part e are accessible at the LMSA regional website.

SECTION 9.

The Conference Chairs shall be responsible for:

- a) acting as a liaison between LMSA-SW and representatives at the conference site
- b) reserving conference facilities, and organizing conference events.
- c) coordinating logistics, contacting and attaining speakers, and recruiting high schools, colleges, medical schools, and residency programs for medical school/residency fairs. The Conference Chair(s) shall create a budget and maintain records of transactions in relation to the conference, and will furnish these to the Executive Council, especially the Treasurer. The Conference Chair(s) will be expected to attend all Executive Council Meetings.

SECTION 10.

The Fundraising/Marketing chair shall be responsible for:

- a) creating, researching and updating contact leads for the purpose of outreach, fundraising or as deemed necessary by the Council
- b) creating a bi-annual newsletter and collaborating with different LMSA-SW Chapter representative(s) for the purpose of developing/drafting article(s), brief(s) and/or update(s) to be featured in newsletter c) assist the Webmaster in updating the regional website with regards to news, updates, and articles relating to i LMSA-SW Chapters
- d) leading internal and external fundraising efforts

ARTICLE VI – ADVISORY BOARD

SECTION 1. The Advisory Board will complement the Council and the House of Delegates in the delineation of the policies for the Organization.

SECTION 2. The Council will identify and invite members of its community to serve as advisors in aiding in the creation and implementation of policies for the LMSA-SW.

SECTION 3. When expertise from fields other than those of the members of the Advisory Board is required, the Council may invite experts to serve as resource persons to the Council and/or to committees on an ad hoc or temporary basis.

SECTION 4. The advisors shall be selected and named by members of the Council by presenting names and the curriculum vitae of the candidates at the first meeting of the elected Council or as soon thereafter as possible.

SECTION 5. During the first meeting of the newly elected Executive Council, the Secretary will send a letter to the different LMSA-SW Chapters requesting candidates for the Advisory Board.

SECTION 6. Professional advisors shall be designated from the following professions: Medicine, Medical Student, Health Educator, Community Based Health Care Professional, Other Health Care professionals, M.S.W., RN, Lab

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technician, Public Health Professional, Mental Health Professional, Nutrition, Pharmacy and any other profession deemed adequate by the Executive Council.

SECTION 7. The Advisory Board shall communicate with the Executive Council at least two (2) times per year or more, as deemed necessary.

SECTION 8. The advisors should attend the Regional Convention.

SECTION 9. The members of the Advisory Board shall notify the Council in writing if they are no longer available to participate as advisors.

SECTION 10. Advisors shall serve a minimum of one year and may be re-appointed on an annual basis.

ARTICLE VII - HOUSE OF DELEGATES

SECTION 1. The House of Delegates is the overall governing body of the LMSA-SW. It has the ultimate authority and responsibility to govern the organization.

SECTION 2.

a) Each chapter has the right to two voting representatives at each House of Delegates meeting. b) If only one representative is present, the chapter shall have only one vote.

i) If a Delegate must leave the room due to involvement in the election, that Delegate may leave a "proxy" vote with the other delegate from their chapter or with to the Regional Parliamentarian.

ii) Proxy-votes via e-mail are allowed if submitted by to the Regional Parliamentarian. c) If no

representatives are present from a given chapter, the chapter shall have no votes. SECTION 3. The LMSA-SW House of Delegates will meet at least twice a year. The regional Co-Chairs, in accordance with the National constitution and by-laws, shall convene meetings.

SECTION 4. Elections will take place at the regional convention of the House of Delegates as specified in the Bylaws.

SECTION 5. The House of Delegates shall approve all policies of the Organization, Constitution, and Bylaws and ratify appointments made by the Council.

ARTICLE VIII - CHAPTERS

SECTION 1. Any group of at least one (1) student in the health professions wishing to form a chapter may do so as specified in the Bylaws.

SECTION 2. Chapters may be formed in the southwest region of the United States as described in the LMSA Constitution and Bylaws.

ARTICLE IX - ELECTIONS

SECTION 1. Officers shall be elected by the House of Delegates as specified in the Bylaws. ARTICLE X – BYLAWS

SECTION 1. The Council shall not make Bylaws in conflict with either the LMSA-SW or LMSA Constitution.

SECTION 2. The Bylaws may be amended by the Council in the manner provided in the Bylaws.

ARTICLE XI – AMENDMENTS TO THE CONSTITUTION

SECTION 1. Amendments to this Constitution may be introduced at any level of the organization.

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SECTION 2. Proposed amendments must be clearly stated and forwarded in writing to the Council at least thirty (30) days in advance of the convention. The council will then distribute copies to the general membership.

SECTION 3. Ratification of the amendment must be approved by two-thirds (2/3) vote of registered members during the subsequent LMSA-SW regional convention.

SECTION 4. A review and consideration of update to this Constitution and the Bylaws shall be completed as deemed necessary by the Council. The Council may appoint a Constitution Committee and provide guidance for this planned review and consideration of update to the Constitution and the Bylaws.

ARTICLE XII – DISSOLUTION OF THE LATINO MEDICAL STUDENT ASSOCIATION-SOUTHWEST SECTION

1. The LMSA-SW shall only use its funds to accomplish the objectives and purposes specified in this Constitution and Bylaws and no part of its funds shall inure to or be distributed to the members, or officers of the LMSA-SW. On dissolution of the LMSA-SW, the net assets remaining after payment of all debts shall be used for charitable and educational purposes under Section 501 (c) (3) of the U. S. Internal Revenue Code as it now exists or as may be amended.

SECTION 2. Dissolution may occur as specified in the Bylaws.

BYLAWS

BYLAW I – ACTIVITIES

SECTION 1. The Latino Medical Student Association – Southwest, hereinafter referred to as LMSA-SW, shall encourage conferences, workshops, seminars and courses, and may sponsor or cosponsor such events as appropriate.

SECTION 2. The LMSA-SW may provide its members with a membership listing and will initiate newsletters, bulletins, and utilize electronic communications, to improve the dissemination of information among its members.

SECTION 3. The LMSA-SW will support and implement the goals and objectives of the National Network of Latin American Medical Students, hereinafter referred to as LMSA, provided there is no conflict with the objectives outlined in this Constitution and Bylaws.

BYLAW II – MEMBERSHIP

SECTION 1. The Membership Chair shall be elected by the LMSA-SW regional board for the purpose of soliciting applications for membership in the LMSA-SW and concurrent membership in LMSA.

SECTION 2. The LMSA-SW is open to individuals, regardless of race, gender, age, or creed, that share a common commitment to the recruitment and retention of Latinos into higher education and the health professions, as well as a commitment to improving Latino health. The LMSA-SW supports the principles of equality, equal opportunity and equal treatment under the law. The LMSA-SW opposes discrimination in any form. The LMSA SW is open to all persons, regardless of classification.

SECTION 3. The Membership Chair and Regional Executive Council shall comply with the following membership procedure:

1. establish a membership form including pertinent information about prospective members 2. establish a membership fee (dues) on a stated purpose to be determined by the Council on an annual basis

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3. members in good standing are defined as those who have paid membership dues
4. members shall receive a token of membership in exchange for their dues
5. membership dues shall go the LMSA-SW treasury
6. membership lists shall be forwarded to national officers

SECTION 4.

a) Chapters may pay one set of dues for all of its members provided that a membership roster is made available. b) Individuals may pay individual dues which may vary according to their classification. c) Due fees are subject to change according to the Council.

SECTION 5. The classification of members is as follows:

1. Full membership:

a) Medical Students

2. Provisional membership:

a) Physician and Dentist, actively practicing

b) Other Health Professionals

c) Residents

d) Graduate Students

f) Undergraduate Students

SECTION 6. Both membership classification are entitled to all benefits from LMSA-SW with the exception of leadership occupation at the regional level. The rights and duties of holding office as a LMSA-SW chair is reserved as the sole distinction of full membership.

SECTION 7. The membership year shall be from August to July (one academic year). Each chapter should submit the agreed amount and a roster which includes name, job/specialty/school year, title of leadership with in LMSA chapter, Email address, mailing address and phone number to the specific designated P.O. Box no later than November 1 of that academic year. Payment of dues for all active members is required for membership and voting privileges. Only paying members may vote on behalf of their chapter with no exceptions. SECTION 8.

Annual membership in the LMSA-SW and the obligation for dues will continue from year to year unless the member's signed resignation is received by the LMSA-SW, prior to the end of the membership year for which dues have been paid. Any person in arrears for dues for three months shall cease to be a member of the LMSA-SW.

A member whose resignation was received, or who has been dropped from the LMSA-SW due to nonpayment of dues, may be reinstated as an active member by the Organization upon the member's request for reinstatement and payment of the member's current dues.

BYLAW III - CHAPTERS

SECTION 1. Any group of at least one (1) interested student wishing to form a chapter of LMSA-SW must submit a copy of their proposed structure, and they must adopt parts I, II, and III of the National Constitution. Their Constitution should reflect the needs of their particular region and local community. Their constitution should be filed with the National Delegation and be officially recognized by the National Convention. In the event an

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undergraduate institution wishes to form a chapter, it must do so under the auspices of a medical school chapter as defined in the LMSA constitution and bylaws.

SECTION 2. Specifically, a chapter's constitution is composed of parts I, II, and III of this National Constitution, followed by a structure of their own design, which can accomplish the goals of the Latino Medical Student Association-Southwest.

SECTION 3. The Executive Council will approve a newly formed chapter subject to ratification by the National

Delegates at the next duly convened meeting of the House of Delegates.

SECTION 4. A chapter of the LMSA-SW must perform the following duties at a minimum:

1. Submit Bylaws consistent with the National Constitution and Bylaws
2. Submit a list of Officers
3. Submit a list of Members
4. Submit an official address
5. Select two (2) delegates in accordance with the National Constitution and Bylaws. a. A list shall be submitted to, and filed with the Executive Council.
6. Submit dues in accordance to National Bylaws, excluding the chapter's first year in existence.. 7. Send a representative to all LMSA-SW and Council meetings, unless dire circumstances do not allow 8. If a chapter is unable to send a representative, they must communicate this and explain why. BYLAW

IV - MEETINGS

SECTION 1.

- a) Meetings of the LMSA-SW general assembly will be held once a year as a minimum. The dates of these meetings and scheduling of any meetings shall be the responsibility of the Council.
- b) All meetings of the LMSA-SW shall be conducted according to Robert's Rules of Order, Revised, except where there is a conflict with the Constitution and Bylaws.
- c) At meetings of the LMSA-SW, a quorum for the conduct of business shall consist of a simple majority of the total delegate membership.
- d) In the case that a chapter cannot send its delegates, that chapter must send to the Council their vote on the submitted resolutions in writing five (5) days before said meeting.
- e) The title, objective, and agenda of this national convention will be overseen by the executive council. f) The regional Convention shall be held annually, and may not be held at the same site for two (2) consecutive years.

SECTION 2.

- a) Meeting of the LMSA-SW Council will be held monthly as a minimum. The dates of these meetings and scheduling of any meetings shall be the responsibility of the Council.
- b) All meetings of the LMSA-SW Council shall be conducted according to Robert's Rules of Order, Revised, except where there is a conflict with the Constitution and Bylaws.
- c) At meetings of the Council, a quorum shall consist of a simple majority of the total Council. Quorum must be met within 15 minutes of the scheduled meeting time.

BYLAW V - NOMINATIONS AND ELECTIONS

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SECTION 1. Nominations for Officers may be made by any member of the LMSA-SW in good standing.

Nominations may be made orally, via mail or electronic communication prior to and during the regional convention. Nominees must be members in good standing with the Organization in order to run for a position.

Nominees should also be prepared to address the House of Delegates during the annual conference. SECTION 2.

The Officers shall be elected by a majority of the House of Delegates at the annual convention. There will be two separate rounds of voting for the Co-Chair Elects with the candidate winning the majority of each round elected.

The candidate winning the majority in the first round shall be announced before the second round of voting begins. (The same group of nominees will be voted upon twice)

SECTION 3. All elected positions are for a one (1) academic year term, with the exception of the Co-Chair Elects.

The Co-Chair Elects serve a two (2) year term, the first year serving as Co-Chair Elects and the second year as Co-Chairs. The Immediate Past Co-Chairs will continue as an ex-officio member of the Council for one year.

SECTION 4. All officers and any others in leadership positions must be members of the LMSA-SW. BYLAW VI - VACANCIES

Vacancies, to complete a term of office, shall be filled by nomination of the Co-Chairs and approval of the

Council.

BYLAW VII – RESIGNATIONS AND REMOVAL

SECTION 1. Any member of the Council that wishes to resign must submit a resignation in writing to the Secretary. The resignation must be accepted by the Council.

SECTION 2. Any member of the Council who has not been granted a leave of absence and been absent for three consecutive meetings or four non-consecutive meetings in one fiscal year, either regular or special meetings, shall be subject to an immediate vote regarding his/her continuing status as a member of the Council. Removal of the member will occur with only a simple majority vote of the Council. If a fourth consecutive meeting is missed with no granted leave of absence, the member of the Council will be removed immediately with no vote and subsequently notified.

SECTION 3. Any member may be removed from the Council by a 2/3 vote of the Council membership at a regular meeting or special meeting convened for this purpose. Notice of such proposed removal and the cause hereof must be furnished to the member who is being challenged and to the entire membership, including the Co Chairs, no less than twenty (20) days prior to said meeting.

BYLAW VIII – LEAVE OF ABSENCE

Any member who anticipates not being able to attend more than three consecutive meetings because of illness, temporary absence from the region, or other extraordinary reasons may request a leave of absence for a fixed period of time, and upon a favorable majority vote by the Council, may be granted a leave of absence. BYLAW IX – COMPENSATION

The Officers, Advisory Board, and Committee Members shall serve without pay.

BYLAW X – NON-PROFIT STATUS

The LMSA-SW shall be organized as a non-profit organization.

BYLAW XI – FINANCES

SECTION 1. The fiscal year of the CC shall be from August 1 to July 31, inclusive.

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SECTION 2. All instruments for the payment of money by the LMSA-SW shall be drawn in the name of the LMSA SW, and co-signed by either Treasurer or either of the Co-Chairs, of the LMSA-SW. The co-signing shall, in no event, be done by the same person. All payments must be approved by the Council.

SECTION 3. The Advisory Board shall approve and establish for each fiscal year, a budget of estimated expenditures and receipts.

SECTION 4. The Treasurer is authorized and empowered on behalf of the LMSA-SW to receive by devise, bequest, donation, or otherwise, either real or personal property, and to hold the same absolutely or in trust, and to invest, reinvest, and manage the same and to apply said property and the income arising therefrom to the objectives of the LMSA-SW. The Treasurer shall also have the power to allocate funds for the purposes of carrying out the objectives of the LMSA-SW. The Treasurer, however, must report these intentions to accomplish the above actions to the Co-Chairs; and, he/she can only complete these actions with the approval of at least one (1) of the Co-chairs.

SECTION 5. The newly elected Co-Chair may create an Audit Committee, to conduct an audit of the previous year's LMSA-SW financial records.

BYLAW XII – AMENDMENTS TO THE BYLAWS

These Bylaws may be modified, altered, or amended at any regularly scheduled meeting of the LMSA-SW by the affirmative vote of a simple majority of the House of Delegates in good standing, but not at any special meeting, unless notice of such intention shall have been included in the notice of such special meeting. Amendments must be submitted in writing to the Council and to members of the LMSA-SW at least twenty (20) days prior to the meeting at which they are to be voted upon, and must be distributed to the delegates at least seven (7) days prior to the meeting.

BYLAW XIII – COMMITTEES

The Council may establish committees such as Publication, National Convention, Constitution and Bylaws, Planning and Development, and necessary standing or special committees on an as-needed basis. BYLAW

XIV – GOVERNMENT

SECTION 1. General policies of the LMSA-SW shall be controlled by the House of Delegates through its powers to initiate changes in this Constitution and Bylaws, to establish budget policies, and to review the reports of the officers.

SECTION 2. The determination of operating policies and the control of the affairs, property and funds of the LMSA-SW shall be vested in the Council, except as otherwise provided by this Constitution and Bylaws. SECTION

3. All questions coming before the LMSA-SW, its governing body and committees, shall be decided by a majority of the votes cast, except as otherwise provided in this Constitution and Bylaws. SECTION 4. Ballots shall be used when recommended by the Council in Voting on the LMSA-SW matters. Unless otherwise specified in this Constitution and Bylaws or by the Council, vocal or “show-of-hands” voting shall be used in meetings and is preferred.

SECTION 5. All individual members not in arrears for dues, and otherwise in good standing, may be present and participate in the discussions or proceedings of any of the regular, annual or special membership meetings, and may vote on all questions and in all elections in such meetings.

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SECTION 6. Each member shall be entitled to one vote on all questions submitted to the membership.

SECTION 7. Robert’s Rules of Order -Revised shall determine the conduct of business in all meetings of the LMSA-SW, its governing body and committees, except when inconsistent with this Constitution and Bylaws.

SECTION 8. Policies and procedures defined by the Council require approval by a majority vote of the House of Delegates (in good standing) within one week of implementation.

SECTION 9. Matters needing approval (such as new policies or procedures) that do not require the physical meeting of the Delegates or a Teleconference can be voted upon via Email or Survey (eg. Survey Monkey.com®) organized by the Parliamentarian or the Secretary.

SECTION 10. Policies and Procedures decided by the Council may be implemented immediately, but cannot exist past one week or without the approval of the Delegates.

SECTION 11. To allow efficient re-creation of the LSMA-SW organization, the Council may operate temporarily without the approval of a House of Delegates until it is established.. The house of delegates must be established, however, by the first of January of the academic year. From this date forward, all policies and procedures must be approved by the House of Delegates.

BYLAW XV – DISSOLUTION OF THE LATINO MEDICAL STUDENT ASSOCIATION-SOUTHWEST In the event that the House of Delegates of the Latino Medical Students Association-Southwest considers the dissolution of the organization, the following procedures must be observed:

1. All members of the House of Delegates and the Executive Council must receive notification of intent to dissolve at least sixty (60) days prior to the date of the proposed dissolution.
2. The Executive Council must sponsor hearings on the matter at least thirty (30) days prior to the date in which a vote for dissolution of the Organization is taken. Hearings must be held publicly and participation must not be limited to members of the House of Delegates.
3. A unanimous vote of the House of Delegates in favor of dissolution will constitute sufficient basis for dissolution.
4. The motion presented for a vote in order to dissolve the Organization must contain within its language at minimum the following items:
 - a. Reasons for dissolution of the organization.
 - b. Identification of assets and liabilities.
 - c. How the assets will be disposed of and how liabilities will be settled.

