



**Association of
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Central Group on Student Affairs
Association of American Medical Colleges

B Y L A W S

I. Name

The name of the organization shall be the Central Region Group on Student Affairs (CGSA) of the Association of American Medical Colleges (AAMC).

II. Purpose

The purpose of the organization shall be to encourage communication among members of the Group on Student Affairs (GSA) in the Central Region and to provide a forum for discussion of matters to be acted upon at national GSA meetings. The activities of the CGSA shall be consistent with the GSA mission to advance medical education, and shall be responsive to the unique needs, problems, and resources of the Central Region. Specifically, the CGSA shall represent the interests of medical schools and medical students in the areas of student affairs, admissions, financial aid, minority affairs, and student records.

III. Membership

A. Members of the CGSA shall be of three types:

1. Institutional members who are appointed annually by the deans of medical schools that are institutional members of the AAMC (hereinafter referred to as member medical schools) and who shall serve at the pleasure of their respective deans. Each member medical school shall have five institutional members, one in each of the five GSA areas of interest and expertise: student affairs, admissions, financial aid, minority affairs, and student records. In some instances, the dean of a member medical school may appoint an additional institutional member, a member-at-large, who shall be an administrator in one of the five areas of the GSA's interest and expertise.
2. Individual members may be self-nominated or nominated by other GSA members. They shall be administrators who work in one or more of the five areas of GSA's interest and expertise at member medical schools.
3. Affiliate members who may be appointed:
 - a. by the deans of medical schools that are affiliate institutional members of the AAMC (i.e. the Canadian medical schools).
 - b. by the deans of medical schools that are provisional institutional

members of the AAMC (i.e. newly developing schools).

B. Medical schools holding institutional membership in the CGSA within the AAMC shall be entitled to one vote. This vote shall be cast by the person designated as the voting representative by the dean of each member medical school. This vote shall represent a consensus among the members of the GSA delegation at that school.

IV. Meetings and Quorums

A. Meetings of the CGSA membership shall be held annually in the spring and at other such times as may be appropriate (i.e. the national AAMC meeting); notification of such meetings to members must occur at least thirty (30) days prior to the meeting date. Additional meetings may be called by the Steering Committee or by the voting representatives of 25 percent of member medical schools. A meeting may be canceled or postponed by a majority vote of the voting representatives at member medical schools, either by mail, email, or at a previous meeting.

B. A majority of the CGSA voting representatives from member medical schools shall constitute a quorum. The responsibilities of the voting representative from member medical school may be transferred to another CGSA member from that school, in the event of the voting representative's absence.

C. Formal actions may be taken at meetings in which a quorum is present. At such meetings, decisions and actions shall be made by a majority vote of members present.

D. The CGSA Chair will conduct meetings and will make all parliamentary decisions. These decisions may be appealed by members present; a two-thirds majority of members present is needed to nullify the Chair's original decision.

V. Officers

A. In accordance with AAMC National Group on Student Affairs bylaws, eligibility for CGSA offices will be limited to institutional GSA members, as defined in section III.A.1. These offices include the Regional Chair, Chair-Elect, Vice Chair, and Immediate Past Chair, as well as Committee Chairs and the Regional Chair and Chair-Elect of the Minority Affairs Section.

B. The CGSA officers shall include a Chair, a Chair-Elect, a Vice Chair and an Immediate Past Chair.

1. The Chair presides at regional meetings of the CGSA and at regional meetings of the CGSA Steering Committee. The Chair in consultation with the CGSA officers, also nominates CGSA members for vacancies on the GSA National committees and submits names for the position of GSA National Vice Chair.

2. The Chair-Elect presides in the absence of the Chair and serves as the program chair for the next spring regional meeting.

3. The Vice Chair assists the Chair-Elect with plans for the next spring meeting and coordinates the plans for the meeting two years later.

4. The Immediate Past Chair serves as Chair of the Nominating Committee and as a member of the GSA Exemplary Service Award Committee.

C. The person selected as Vice Chair shall serve a four-year term of office under the assumption of automatic progression through the office of Vice Chair (one year), Chair-Elect (one year), to the office of Chair (one year), to the office of Immediate Past Chair one year).

D. If a vacancy occurs during the term of office of the Chair, the Chair-Elect or the Vice Chair, each succeeding officer will advance to fill the opening, and a new interim Vice Chair will be selected by the Steering Committee of the CGSA to serve until the next spring meeting. At the spring meeting, the Nominating Committee will have the prerogative of forwarding the name of the interim Vice Chair as Chair-Elect.

VI. Elections

A. The terms of office for the CGSA elected officials shall extend from the end of the closing session of the annual CGSA regional meeting, at which time they assume office, to the end of the closing session of the next annual regional meeting.

B. The Nominating Committee of the CGSA will provide a minimum of two names annually to the membership for the purpose of selecting a Vice Chair. The names, biographical information, and goals and purposes for his/her tenure as an officer regarding each candidate will be publicized in advance of the election and the spring meeting.

C. All voting for Vice Chair shall be cast by the voting institutional representative by either written or electronic balloting. Biographical information regarding each candidate shall be provided to the CGSA membership in advance of the spring meeting. Ballots shall be made available to voting representatives who will vote after consultation with the full CGSA delegation at their medical school. A place for a write-in candidate will be available on the ballot. Ballots will be due to the Nominating Committee chair no later than one week prior to the spring meeting. Results of the election shall be publicly announced at the spring meeting.

D. Election to the Steering Committee of two members at large for two-year terms shall be held annually at the CGSA spring regional meeting with voting by each institutional and individual member of the CGSA present.

E. Elections will be decided by simple majority vote of ballots cast. In the event of the necessity of run-off elections, members present at the spring business meeting shall determine whether these will be by ballots to all schools immediately following the meeting or if further attempts to elect shall be made at the meeting.

VII. Committees

A. Standing Committees of the CGSA shall include a Steering Committee and a Nominating Committee. Other standing committees may be appointed by the Chair in consultation with the Steering Committee. The Standing Committees and their functions shall be reviewed annually by the Steering Committee, and those committees no longer needed may be dissolved by the Chair in consultation with the Steering Committee.

B. The Steering Committee shall consist of the regional officers of the CGSA and four members elected at large for staggered two-year terms. The Steering Committee will also include the Chair of the CGSA Minority Affairs Section, the CGSA representatives to the GSA Committees (COA, COSA, COSR, COSFA), the Chair of the Central Region Organization of Student Representatives or designee, and the Executive Secretary/Treasurer of the CGSA. Ex-Officio non-voting members of the Steering Committee will include Chairs of any existing Ad Hoc Committees, the local chairs for the next two CGSA spring meetings, and any CGSA members serving as GSA Committee Chairs.

C. The CGSA Steering Committee shall have the normal duties of an executive committee and shall be responsible for the planning and implementation of CGSA programs at the regional and national meetings. When planning meetings, the Steering Committee shall determine program content and scheduling after soliciting advice from and discussing with representatives of related groups that may meet in conjunction with the CGSA (The Central Association of Advisors for the Health Professions, the Central Region Organization of Student Representatives, the Central Region Group on Educational Affairs, and other GSA Regions). The Steering Committee shall determine the site and date of each spring regional meeting and appoint a member of the CGSA from the host school (or each of the co-host schools) to serve as the local chair or co-chairs for the meeting.

D. To assist in operations of the CGSA, the Steering Committee will appoint a member of the CGSA to the position of Executive Secretary/Treasurer for a term of five years. The Executive Secretary/Treasurer will serve as the treasurer for the CGSA and will be responsible for taking minutes during regional meetings, maintaining CGSA records and the membership mailing address and email address list, and performing other duties as requested.

E. The Nominating Committee shall consist of the four members elected at large for the Steering Committee and shall be chaired by the Immediate Past Chair who shall vote only to break a tie.

F. The Nominating Committee shall solicit nominations from the membership and shall work with the Chair to conduct an orderly election process to fill the position of Vice Chair and the Member At Large positions on the Steering Committee and to fill other vacant positions as needed. They shall also serve as the CGSA Outstanding Service Award Screening Committee and bring the names of finalists to the Steering Committee for selection of award recipients.

G. Ad hoc committees may be appointed by the Chair acting on advice of either the Steering Committee or the membership as appropriate. The function and structure of ad hoc committees shall take into consideration the function and structure of existing GSA sections and committees and, specifically, the areas of interest delineated in the Purpose of the CGSA.

VIII. Finance

A. The Steering Committee will determine the registration fee and any special function fees for the annual spring meeting based on consideration of funds needed to meet expenses.

B. All contracts must be signed by the Chair or Chair Elect. Expenses in excess of amounts anticipated by the Steering Committee must be approved by the Chair before being reimbursed by the Secretary/Treasurer. Other anticipated and routine expenses may be reimbursed by the Secretary/Treasurer, but must be detailed in the annual Secretary/Treasurer's report.

C. No resources of the organization may inure to the financial benefit of its members.

IX. Parliamentary Authority

Robert's Rules of Order shall be the authoritative source for all items not specifically discussed in these Bylaws.

X. Amendments to Bylaws

Subject to approval of the GSA Steering Committee, these Bylaws may be amended by either written or electronic ballot cast by the institutional voting representatives specifying the proposed change. A two-thirds majority of ballots received thirty (30) days following ballot distribution will be required to amend, provided that the total number of votes cast for the changes constitute a majority of the voting representatives.

Adopted 1982; Revised: 1986; 1988; 1991; 1997; 2000; 2004