



**Association of
American Medical Colleges**

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**BY-LAWS
Northeast Group on Student Affairs
Association of American Medical Colleges**

I. NAME

The name of the organization shall be the Northeast Group on Student Affairs (NEGSA) of the Association of American Medical Colleges (AAMC).

II. PURPOSE

The purpose shall be to encourage communication among members of the Group on Student Affairs (GSA) in the northeast region and to provide a forum for discussion of matters to be acted on at national GSA meetings. The activities of the NEGSA shall be consistent with the GSA mission to advance medical education and specifically, to represent the interests of medical schools and medical students in the areas of admissions, student affairs, preparation for graduate medical education, financial aid, minority affairs, and student records.

III. MEMBERSHIP

A. Any institutional, individual, or affiliate GSA member who has received the permission of the dean of a medical school in the northeast region at which he/she holds an administrative position in one or more areas of the GSA's interest and expertise shall be eligible for membership in the NEGSA. The types of GSA membership are defined as follows:

1. Institutional members who are appointed annually by the deans of medical schools that are institutional members of the AAMC and who shall serve at the pleasure of their respective deans. Each member school shall have five institutional members, one in each of the five of GSA's areas of interest and expertise. In some circumstances, 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 the 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 (e.g., newly developing schools).
- B. Institutional members from member medical schools shall be entitled to vote and there shall be only one vote per member medical school. This vote shall be cast by the institutional member so designated by the dean of each member medical school (hereinafter referred to as the "voting representative") or his/her designee.

IV. MEETINGS AND QUORUMS

- A. Meetings of the NEGSA shall be held annually in the spring and at such other times as may be appropriate (e.g., the national meetings of the AAMC). All NEGSA members shall be notified of the dates and location of regional meetings at least thirty days prior. A meeting may be canceled or postponed by a simple majority vote of the voting representatives at the member institutions located in the region, either by mail or at a previous meeting.
- B. A majority of the voting representatives of NEGSA institutions shall constitute a quorum.
- C. Formal actions may be taken at meetings at which a quorum is present. At such meetings, decisions will be made by a simple majority vote of voting representatives present.
- D. In the conduct of meetings, the order of business shall be under the direction of the NEGSA Chair who shall make all parliamentary decisions. The Chair's decisions may be reversed by a two-thirds majority of voting representatives present.

V. OFFICERS

- A. The officers of the NEGSA shall include a Chair, Chair-Elect, Secretary, and Treasurer. The Chair shall preside at NEGSA regional meetings and at meetings of the NEGSA Executive Committee. The Chair-Elect shall preside in the absence of the Chair and serve as program Chair for the spring regional meeting.

The Treasurer shall prepare an annual report for the spring regional meeting. All terms of office shall be for one year extending from the end of the regional meeting at which the election or appointment takes place to the end of the regional meeting held one year hence. The usual and customary procedure shall be for the Treasurer to advance to the position of Secretary, for the Secretary to advance to the position of Chair-Elect and for the Chair-Elect to advance to the position of Chair.

- B. No two officers may represent the same institution.
- C. The NEGSA nominating committee shall provide at least two nominees annually to the membership at large for the purpose of selecting a NEGSA Treasurer. Nominees shall be chosen from among the institutional members of NEGSA. The names, brief biographies, photographs, and personal statements of nominees shall be mailed to all NEGSA institutional members to familiarize them with each nominee's goals and purposes for his/her tenure as an officer. One ballot containing the names of nominees provided by the nominating committee and a place for any write-in candidates will be mailed to the NEGSA voting representative at each member medical school. The NEGSA voting representative will vote after consultation with the full NEGSA delegation at his/her medical school. Election to the position will be by simple majority of voting representatives. Balloting will be completed three weeks prior to the annual spring meeting. The results of the election will be announced at the spring NEGSA business meeting and shall be recorded in the minutes of that meeting.
- D. If a vacancy occurs during an officer's term of office, those officers holding positions will be advanced to fill the vacancy. A Treasurer will be selected by the NEGSA Executive Committee to serve until the next NEGSA business meeting, at which time the NEGSA Nominating Committee will either forward the name of the interim Treasurer as a nominee or nominate two other candidates for the position of NEGSA Treasurer.

VI. COMMITTEES

- A. Committees of the NEGSA shall include an Executive Committee, a Nominating Committee, and sufficient additional committees to adequately reflect the function and structure of existing GSA sections and committees and, specifically, the areas of interest delineated in the Purpose of the NEGSA (Article II), as authorized by the Executive Committee.
- B. The Executive Committee shall include the four officers of the NEGSA, its immediate past-Chair, the northeast regional chairs of any GSA sections, the Chair of the Northeast Organization of Student Representatives (NEOSR), and the Chairs of NEGSA committees. The Executive Committee will be responsible for

the planning of NEGSA regional and national meetings with the Vice-Chair providing planning leadership for the regional meeting and the Chair planning leadership for the national meeting.

- C. The Nominating Committee shall consist of the immediate Past-Chair and two additional Past-Chairs. They shall solicit nominations from the membership and shall work with the Chair to conduct an orderly election process to fill vacant positions as needed. They shall also solicit at least two nominations each year for the position of GSA Vice-Chair, which shall be forwarded to the GSA Nominating Committee.
- D. Additional committees may be appointed by the Chair with the approval of the Executive Committee as appropriate.
- E. Chairs of committees shall be institutional GSA members appointed by the Chair of the NEGSA with the consultation of the Executive Committee. Terms of office shall extend for two years and shall be subject to renewal.
- F. Members of committees shall be appointed by the Chair of each committee or by the Chair of the NEGSA with the approval of the committee Chair. Committee members may be institutional, individual, or affiliate members of GSA who have the permission of the dean of the member medical school at which they hold administrative positions in one or more areas of the GSA's interest and expertise. Committees may invite the participation of NEOSR representatives as suits their respective missions.
- G. The Chair of NEGSA shall appoint representatives to GSA committees with the consultation of the Executive Committee. In considering such appointments, the relationship between GSA committees and NEGSA committees shall be taken into account. Individuals nominated for membership on GSA committees may be institutional or individual members of GSA who have the permission of the dean of the member medical school at which they hold administrative positions in one or more areas of the GSA's interest and expertise.
- H. Minutes shall be kept of all committee meetings and circulated to committee members and to others appropriately concerned.
- I. All committees, except the Nominating Committee, shall be advisory to the NEGSA Executive Committee. Accordingly, they shall obtain approval for any major projects from the NEGSA Executive Committee and, as appropriate, from the GSA Steering Committee or the AAMC.
- J. NEGSA components of GSA sections shall operate in accordance with national section by-laws that have been approved by the GSA Steering Committee and

shall elect officers, conduct meetings and recommend representatives to national committees in accordance with said by-laws. NEGSA sections shall be known by the acronym "NEGSA-" followed by the section acronym and shall have status on the NEGSA Executive Committee equivalent to NEGSA committees.

VII. FINANCES

- A. Ordinarily, registration fees will cover the cost of organizing and presenting the regional meeting. A surcharge, to be decided by the Executive Committee, may be assessed to support additional programs that have been formally presented to and approved by the NEGSA membership.
- B. All expenses must be approved and contracts signed by the Chair.
- C. No resources of the organization may accrue to the financial benefit of any of its members.

VIII. PARLIAMENTARY RULES

For matters not covered in these rules and regulations, the parliamentary authority shall be Roberts' Rules of Order.

IX. AMENDMENTS TO BY-LAWS

Subject to approval of the GSA Steering Committee, these by-laws may be altered repealed, or amended or new by-laws adopted by a two-thirds vote of the voting representatives present at any meeting of the NEGSA membership for which 30 days written notice of the proposed by-laws change has been given, or by mail ballot, provided that the total number of votes cast for the changes constitute a majority of the voting representatives.

Adopted: April 25, 1998