



**Association of
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Bylaws of the Western Group on Student Affairs (WGSA)
Of the Association of American Medical Colleges

I. NAME

The name of the organization shall be “Western Group on Student Affairs” (hereinafter referred to as the AAMC).

II. PURPOSE

The purpose of the WGSA is to advance medical education and, specifically, to represent the interests of medical school and medical students in the areas of admissions, student affairs, financial aid, minority affairs, and student records. The functions of the WGSA are to provide a means of communication and mutual assistance among its members, with medical schools in other regions, and with the National Office and to provide a forum for discussion of matters to be acted on at national GSA meetings.

III. MEMBERSHIP

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

1. Institutional members who are appointed annually by the deans of medical schools which are members of the region 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 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 interest and expertise.
2. Individual members who may be self-nominated or nominated by other WGSA members. They shall be administrators who work in one or more of the given areas of the WGSA’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 in the Western Region
 - b. by the deans of medical schools that are provisional institutional members of the AAMC in the Western Region (e.g., newly developing medical 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.
- C. All members duly appointed by their deans shall be eligible to participate in all WGSa programs and activities as organized by regional and national officers.

IV. MEETINGS AND QUORUMS

- A. At least one meeting of the WGSa membership shall be held annually and at other times as may be appropriate (i.e., at the national meeting of the AAMC, or WGSa regional meeting), unless a simple majority of all the representatives vote (by mail or at a previous meeting) to postpone or cancel a meeting. All WGSa members shall be notified of the dates and locations of regional meetings at least thirty days prior.
- B. Representatives from a majority of WGSa institutions shall constitute a quorum.
- C. Formal actions other than the election of WGSa Chair officers may be taken at meetings in which a quorum is present, and decisions will be made by a simple majority vote of those present.
- D. Meetings shall be conducted by the WGSa Chair, who shall make all parliamentary decisions. The Chair’s decisions may be reversed by a two-thirds majority of representatives present.

V. OFFICERS/REPRESENTATIVES

- A. The WGSa officers shall consist of the WGSa Chair, and the WGSa Chair-Elect, and the Treasurer. The Chair will preside at the regional meeting and represent the Region on the GSA Steering Committee. The Chair-Elect shall preside in the absence of the Chair and serve as program chair for the regional meeting. The Treasurer shall present a financial report at the fall annual meeting. The usual and customary procedure shall be for the Treasurer to advance to position of Chair-elect and for the Chair-elect to advance to the position of Chair. All terms of office are for one year, extending from the end of the regional meeting at which the appointment takes place, to the end of the regional meeting held one year hence.
- B. The Chair-Elect shall be appointed from the established rotation of medical schools in the Western Region (see appendix A).

- C. Representatives from the WGSA to the National Committees (Student Affairs, Admissions, Minority Affairs) shall be appointed annually by the Chair.

VI. COMMITTEES

The WGSA shall appoint such committees as are necessary to carry out regional WGSA business. Institutional and individual WGSA members will be eligible for appointment to regional WGSA committees.

The executive committee shall include the three officers of the WGSA and its immediate Past-Chair. The OSR western regional chair shall be an ad-hoc member.

VII. FINANCES

- A. Registration fees will cover the cost of organizing and presenting the regional meeting.
- B. All expenses must be approved and signed by the Vice Chair.
- C. No resources of the organization may accrue to the financial benefit of any of its members.

VIII. PARLIAMENTARY AUTHORITY

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

IX. AMENDMENTS

Subject to the 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 members present at any annual meeting of the WGSA membership or by ballot response of two-thirds of the voting membership for which 30 days' written notice of the proposed bylaws change had been given, provided that the total number of votes cast for the changes constitute a majority of the voting representative.

Reviewed and approved by the GSA Steering Committee: (by/date) _____

Reviewed and approved by the Western GSA: (by/date) _____

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