

Constitution

CHARTER OF THE LOMA LINDA UNIVERSITY SCHOOL OF MEDICINE MEDICAL STUDENT CHAPTER OF THE AMERICAN ASSOCIATION OF NEUROLOGICAL SURGEONS

Article I

Name

The name of this organization shall be the Loma Linda University School of Medicine Medical Student Chapter of the American Association of Neurological Surgeons, hereafter referred to as LLUSM Medical Student Chapter of AANS.

Article II

Purpose

Section 1. Aims

The aims of this LLUSM Medical Student Chapter of AANS are to:

1. Provide early support and leadership training to medical students exploring a career in neurological surgery.
2. Provide a forum for students to organize professional, educational, and research activities related to neurosurgery.
3. Foster opportunities to be mentored by and develop professional relationships with the neurosurgery residents and faculty members.

Section 2. Accountability

The LLUSM Medical Student Chapter of AANS shall operate within the policies of the School of Medicine and University as set forth in the Student Handbook and other statements of policy and procedure adopted by the School and/or University. The Assistant Dean for Career Advisement is the official liaison between the Dean's Office and all School of Medicine Medical Student Chapters.

Article III

Membership

Section 1. Eligibility

Membership eligibility in AANS Medical Student Chapters will be limited to students at accredited allopathic medical schools in the United States, Mexico and Canada. Membership in individual chapters will not be limited in number. All students with interest in neurosurgery will be granted access. It will be the responsibility of the chapter President and Secretary to document annual membership as a component of the annual report (Appendix B of the AANS Medical Student Chapter Rules and Regulations). Chapter members can be submitted for AANS Medical Student membership by the Chapter Faculty Mentor with the submission of their name, contact information, and anticipated graduation and upon approval by the AANS Board of Directors. Meetings will be open to any members and their guests.

Section 2. Chapter Dues

The initial application fee for the creation of an AANS Medical Student Chapter will be \$50, paid to the AANS. Annual chapter dues will be \$25, paid to the AANS, to be invoiced at the beginning of the calendar year. This will offset some of the AANS administrative costs, monetary awards, and subsidize discounted AANS Medical Student registration for all members of the AANS Medical Student Chapter.

Section 3. Chapter suspension

The minimum number of members necessary to apply for and maintain a charter will be three (3). Existing chapters that cannot maintain the membership minimum will be considered inactive for a period not to exceed two years. At the end of this time, if no new members present, the Chapter Charter will be revoked. A new chapter may be formed at any time following the guidelines listed in the AANS Medical Student Chapter Rules and Regulations.

Article IV

Organization

Section 1. Qualifications for Office

Each officer must be a student of LLUSM in good standing

Section 2. Governing Committee

1. President: The Chapter President will be responsible for convening each meeting in a manner consistent with procedures outlined in the most recent

- edition of Roberts Rules of Order. He/She, along with the chapter Secretary, will be responsible for the creation and submission of the "Annual Chapter Activity Report" (Appendix B of the AANS Medical Student Chapter Rules and Regulations) which may be uploaded to the AANS website. The chapter President may propose the formulation of new committees and may appoint committee chairs.
2. Vice President: The Vice President will assist the President where requested and will assume the duties of the President in his/her absence. The Vice President will also be the chair of the chapter Journal Club Committee.
 3. Secretary: The Secretary will be responsible for maintaining chapter minutes and will assume the responsibilities of the Vice President in their absence. The Secretary will, in conjunction with the President, be responsible for the creation and submission of the "Annual Chapter Activity Report".
 4. Treasurer: The Treasurer will be responsible for the collection and recording of chapter dues and will assume the responsibilities of the Secretary in his/her absence. The Treasurer will provide to the Secretary and President relevant chapter financial activity for the annual report.
 5. Faculty Mentor: The Faculty Mentor will give guidance and oversight to the chapter and its officers. They will be responsible for reporting to the AANS any concerns that cannot be resolved at a local level. Should there be a tie in any election or vote, they may cast the tie-breaking vote.

Section 3. Additional Committees

AANS Medical Student Chapters will have one standing committee, the Journal Club Committee, which will automatically be chaired by the chapter Vice President, and will:

1. Meet no less than once every quarter
2. Meet to discuss relevant neurosurgery literature
3. Be coordinated in conjunction with and mentored by the chapter Faculty Mentor

Section 4. Sponsor

1. The LLUSM Medical Student Chapter of AANS shall be sponsored by the Neurosurgery Department.
2. The Faculty Mentor will be appointed by the Department Chair and the Dean's Office

Article V

Elections

Section 1. Procedures

Officer elections should be held annually at the start of the academic year. Special elections may be held at any time for vacancies that occur. In the event of medical student graduation or voluntary resignation, succession will occur as Vice President to President, Secretary to Vice President, Treasurer to Secretary and will remain valid until the next official election. In the event of succession, the President and Faculty Mentor may appoint the Treasurer from the chapter membership. The position of Treasurer and Secretary may be combined. Nominations will be accepted at the election meeting, and voting will be by secret ballot of the members present. A simple majority of votes cast will determine the winner of each position. In special cases, with prior approval of the assistant dean for career advisement and/or the faculty mentor, voting may be done online.

Section 2. Notification

Within two weeks after elections, the President-elect shall file an updated list of officers with the Office of the Assistant Dean for Career Advisement.

Article VI

Administration

Governance of the AANS Medical Student Chapters:

1. The overall governance of the AANS Medical Student Chapters will be the responsibility of the YNC Medical Student Task Force Chair. He/She will:
 - A. In coordination with the YNC Chair, designate AANS YNC quadrant representatives who will help review Chapter applications and annual reports.
 - B. Create a concise annual report, which will be provided to the AANS YNC Chair consisting of newly created AANS Medical Student Chapters, quadrant, and state based medical student membership in existing chapters and highlights of specific individual chapter activities.
 - C. With the YNC Chair, select specific medical student chapters to highlight in article format within issues of the *AANS Neurosurgeon*.
 - D. Identify exceptional education, mentorship, or leadership activities of individual chapters for meritorious awards and scholarships.
2. The AANS Executive Office will provide administrative support as it pertains to the creation and maintenance of the online chapter application, supporting

documents, and annual report. The YNC Medical Student Task Force Chair will have administrative access to electronic materials submitted by individual chapters and will be responsible for all reports.

Article VII

Professional Conduct

All members of the AANS Medical Student Chapters will be held to the high professional standards expected of a neurosurgeon. All actions, including word, deed, and social media, should be carefully considered to insure that the individual and organized neurosurgery are perceived with the respect they are due.