



M.D.s Constitution

September 10, 2003
Amendment: July 2004

Preamble

We, the students of the University of Delaware, do hereby form the organization known as Making Doctors or M.D.s for the purpose of providing premedical students and those pursuing a health career profession with knowledge in the field of medicine and the support of their peers.

Articles

- I. The organization shall be known as the M.D.s organization, standing for Making Doctors.
- II. This organization will accomplish providing premedical students and future health care professionals with knowledge in the field of medicine by having meetings that are outlined in detail later in the constitution. Executive Board Members will be responsible to research past medical history and current and recent issues in medicine, which will be openly discussed at the organization's meetings. By meeting three times a month, members of the organization will be able to interact with peers with the same ambitions in a community-oriented, friendly environment (that will be encouraged at meetings) and will provide members with the peer support that they need.
- III. M.D.s is affiliated with Region VIII of SNMA, as a branch of their M.D.s' program, and is affiliated with the NUCLEUS program of the University of Delaware.
- IV. Those who qualify for membership are full time, matriculated undergraduate students at the University of Delaware who agree with the purpose and object of this group and are *considering* or going to medical school and/or interested in a health career profession.

Section 1: A member is defined as the one who abides by all articles of the M.D.s' constitution, participates in at least one M.D.s' meeting per month, attends *a total of five meetings* in a semester, and has paid membership dues. A person is considered a full-time member after attending an *entire* M.D.s' meeting.

There are no limitations on the organization's group size.

Section 2: Membership Status and Hierarchy: A member becomes a member after attending one meeting, signing the sign-in sheet, and paying membership dues. Continuing members are to pay dues each fall. At the end of the year, before nominations, an evaluation will be done by President and Executive Board Staff of the member's participation. A Membership Hierarchy has been established in order for Executive Board nomination. The Membership Hierarchy is as follows.

Gold Member: If a member attends 2-3 meetings a month, participates actively in discussions (proving that they have read the articles assigned for that meeting), and fulfills all obligations listed in the Article VI, Section 1 or through out the constitution, they are considered to have gold status.

Silver Member: If a member attends 1-2 meetings per month and participates sometimes or not at all, they will be considered a member that holds silver status.

Member: If a member attends 1 meeting per month and only fulfills the minor requirements for membership, than they will have no status and be considered only a member of the organization.

See Article X, Section 7a for more information

- V. The organization agrees to adhere to all policies and procedures of the University and all local, state, and federal laws. Members will become acquainted with policies and procedures in the Official student handbook and other policies and procedures provided by the University. This is a viable, functioning organization; composed of at least six full time undergraduate students and we do not discriminate on the basis of race, creed, color, gender, age, religion, national origin, veteran, handicap status, or sexual orientation.
- VI. As a member of M.D.s, we expect that members participate and contribute to the organization as whole. The member's obligations and duties to the organization are as follows...

Section 1: Members are expected to...

- Abide by and follow all articles and regulations set up by the constitution
 - Participate actively in one M.D.s' meeting per month and attend a total of five M.D.s' meetings a semester (this does not include activities sponsored by NUCLEUS)
 - Sign in at all M.D.s' meetings or activities attended
 - Read assigned articles prior to a M.D.s' meeting in order to be involved in discussion
 - Participate in one volunteer activity sponsored by our organization
 - Contribute to discussions and participate in activities sponsored by the organization
 - Contact the President or Vice President if they are unable to attend a meeting.
 - Participate by voting in all Executive Board elections
 - Read and sign the constitution
 - Respect the advisor, leaders, and other members of the group
 - Voice complaints, concerns, and suggestions concerning the way the organization is run or if there are problems with those holding office in the organization.

If there is a complaint concerning an Executive Board Member (i.e. President) the member is to contact the advisor.

Section 2: Member Privileges: All members who abide by the constitution will be able to attend trips sponsored by the organization. Overall, members will be better prepared for the application process to medical school.

VII. There are no non-voting or representing members to date.

VIII. To be a member of this organization, all members are expected to follow the absence policy. Members will be informed of the absence policy upon entrance into the organization

Section 1: Absence Policy- The organization's absence policy is as follows...

- If a member misses all meetings for an entire month without contacting the President, Vice President, or Secretary then they will be contacted by the President and/or Vice President and receive a verbal "Warning of Membership".
 - "Warning of Membership" The President or Vice President will remind the member that they have not attended a meeting in the entire month, will state when and where the next meetings will be held in the following month, and bring to their attention the absence policy stated herein this constitution.)He or she is still considered to be a member.
- If a member misses all meetings the following month after the verbal "Warning of Membership", the member will be removed from all contact lists and no longer be considered a member of the organization.
- A member may regain membership status and all privileges of membership after participating in two consecutive meetings in a month.

IX. Policies and Procedures For Disciplining/Removing Members-

Section 1: If a member does not fulfill his or her duties as a member of the organization, then he or she will never reach the status of Gold Member, which would entitle them to run for office. If a member does not participate actively in the organization, then their membership status will remain the same, preventing them from being able to hold a position in the organization.

Section 2: Members may be removed from the organization in accordance to the absence policy, see Article VIII, Section 1, by the decision of the President or Vice President based on secretarial records.

Section 3: If a member is to ever act disorderly at an M.D.s meeting, activity, or event (volunteering, SNMA conferences, etc.) based on the decision of the

Advisor and President and/or Vice President, that member may be removed *permanently* from the organization

Section 4: Disorderly Conduct includes...

- being loud and obnoxious during a meeting or event
- not listening to members of the Executive Board in the event that direction(s) is/are given (Advisor, President, and/or Vice-President)
- smoking, drinking, or littering at meetings
- not following dress codes set for conferences, special meetings, etc.

Section 5: Member Removal Procedure- If a member must be removed due to disorderly conduct, the President must go before the Advisor.

X. Executive Board Duties

Section 1: President- The President is responsible of calling and running meetings and handling day to day affairs. The President shall be responsible for the registration of the Registered Student Organization and all required paperwork for the continuation of the organization, including the End of the Year report (Annual Report), Summer Contract Information, Annual Survey, and RSO Questionnaire. The President will receive all information from the Activities and Programs Office from an undisclosed email database. The president will help to appoint all standing and special committees.

- a. The President is expected to be in charge of one meeting a month, either Meeting 1 or 2 listed in the "M.D.s' Meetings Protocol".
- b. The President is expected to review all literature that is to be discussed at meetings.
- c. The President is expected to obtain information and run the Series "The History of Medicine and Minority and Women Contribution" with the assistance of the Vice-President.
- d. The President is responsible for planning the "Special" meetings, meeting 3 in the "M.D.s' Meetings Protocol".
- e. The President is responsible to maintain all records.
- f. The President is responsible to discuss with all Executive Board Members all new ideas or issues regarding the organization.
- g. The president is expected to keep all important business and any paperwork concerning the organization (Meetings' Minutes, Treasurer Ledgers, E-mails sent out, etc) in an organized binder notebook.

Section 2: Vice-President- The Vice-President shall serve the role of President if the President is absent, unable to serve the duties of President, or if the President resigns. The Vice-President is responsible for the checking the organization's mailbox and for disseminating information about other activities offered by the other Registered Student Organizations and business promotions.

- a. The Vice-President is expected to be in charge of one meeting a month, either Meeting 1 or 2 listed in the "M.D.s' Meetings Protocol".

- b. The Vice-President is responsible to maintain the organization's email account.
- c. The Vice-President is responsible for all articles and article assignments. If an article submitted by an e-board is not approved for discussion at a meeting, then the Vice President must contact the e-board member who submitted it and ask them to choose another article, or assign them a new article to discuss.

Section 3: Treasurers- There is to be two Treasurers that work together as a team to fulfill the duties below. The Treasurers are responsible for all group expenditures and revenues. The Treasurers shall sign any checks written by the organization for the purpose of the organization and maintain all group ledgers. The Treasurers are responsible for requesting funds from the allocation board. The Treasurers should also see that all checks are co-signed by the appropriate administrator.

- a. The Treasurers are responsible to give a copy of original ledgers and papers at the end of each semester to the President to be submitted in the official M.D.s notebook.
- b. The Treasurers are responsible to order food and reserve rooms for meetings.
- c. All receipts and funds should be recorded in the treasurer's book (submitted to the University) as outlined in the "Treasurer's Protocol".

Section 4: Secretaries- There is to be two Secretaries that work together as a team to fulfill the duties below. The Secretaries shall record the events of all meeting of this organization and shall maintain minutes of those meetings. The Secretaries shall take attendance of those present at group meetings as necessary. The Secretaries are also responsible for the membership list and e-mail database (assisting the Vice-President). The e-mail database should be checked two times a week, Monday and Thursday, and a report (listing e-mail business) should be e-mailed to the President and Vice-President.

- a. Secretaries should take minutes according to the "Secretary Protocol". All minutes should be typed and sent to the President via e-mail by attachment before Wednesday of the next meeting (group or Executive Board Meeting) unless asked for earlier by the President. All questions or issues that were unresolved during the meeting should be written down to be addressed at Executive Board Meetings.
- b. The Secretaries are expected to make sure all members know when meeting are and the location.
- c. Secretaries are to give a report to the President and/or Vice President at the end of each month of members who have not attended a meeting for an entire month.

- d. All paperwork concerning the organization must be submitted to the President.

Section 5: President's Assistant- The President's Assistant is responsible for any paperwork that the President asks them to handle. The President's Assistant will type e-mails dictated by the President, record and take down events or appointments, be responsible for Executive Board Members' Calendars and Group Members' Calendars, and any other assignment assigned by the President. The President's Assistant is the only Executive Board Member that can be elected to his/her position by the President. The President may decide on rather the position is filled upon his/her selection or through the election process as listed in Article X, Section 10 of the constitution.

Section 6: Historians- There is to be two Historians that work together as a team to fulfill the duties below. The Historians are responsible for keeping record of all activities of the organization and posting them on the web page. It is imperative that the Historians meet many times through out the year with the President and Vice President for web page suggestions. All articles that will be discussed at M.D.s' general meetings should be posted on the website one week previous to the meeting date. The Historians should take pictures at organization events and put them on the website.

Section 7: Volunteer Chairs and Committee- There is to be two Chairs that work together as a team to fulfill the duties below. The volunteer chair is responsible to sponsor two group volunteering event each academic year (1/semester). The volunteer activity should be in a hospital or medical setting. The volunteer chair may solicit the group's participation in other volunteering activities and it is recommended that the volunteer chairs contact other volunteer chairs in other organizations and support other volunteering activities. All plans must be discussed with the President and Vice-President. Members apart of this committee must be willing to work with the chairs and provide support and ideas for volunteer projects.

Section 8: Advertisement Chair and Committee- There is to be two Chairs that work together as a team to fulfill the duties below. The advertisement chair is responsible for all avenues of advertisement to the University and the community concerning M.D.s' events. Advertising chairs are also responsible to make all students of the University aware of our organization. Advertising chairs should follow the "Advertising Protocol." Members apart of this committee must be willing to work with the chairs and provide support and ideas for volunteer projects.

Section 9: All Executive Board Members- All members are responsible to attend 2 out of the 3 meetings a month. Meeting 3 is mandatory for all Executive Board Members. Executive Board Members will work on teams.

The President will work with a Treasurer and Secretary at their meeting they are in charge of (meeting 1 or 2); while the Vice-President will work with the other Treasurer and Secretary at the meeting they are in charge of (meeting 1 or 2).

- a. Each Executive Board Member is responsible to submit three recent/current medical articles the date the Vice President decides for meeting discussions.
- b. Each E-board Member should be prepared to present three articles at their General Meeting. (Please follow "Article Presentation Protocol")
- c. Each Executive Board Member must participate in evaluations of members and elections.
- d. Each Executive Board Member must attend all mandatory E-board meetings. If an Executive Board Member is unable to make an e-board meeting, than they must contact the President with a valid excuse (Validity is decided by the advisor). If an Executive-Board member misses they must contact the President concerning any important business they have missed.
- e. In the case that the Secretary and Assistant Secretary are absent, the Treasurer, Historian, then Committee Chairs (in that order) must fulfill the Secretary's role at that meeting.
- f. For special meetings or trips, E-board members should be there 20 minutes early.
- g. All officers must become members of the SNMA unless otherwise instructed by the Advisor.
- h. In the case there are none (or only a few) serving on the advertising committee, then executive board members must serve as the advertising committee and complete the responsibilities assigned by the advertising chairs.

Section 8: Qualifications for Executive Board Members- All Executive Board Members must be full time matriculated undergraduate students at the University of Delaware and a registered member of SNMA. Executive Board Members are expected to complete their full term, two semesters, and must be re-nominated in April in order to be re-elected. All Executive Board Members are expected to abide by the M.D.s' constitution and know and carry out *all* their responsibilities as an Executive Board Member. All Executive Board Members are allowed to voice a complaint to the Advisor if they feel that certain persons are not fulfilling their commitment as an Executive Board Member.

- a. Those who have never held an Executive Board Member position in the organization must have Gold Member Status (see Article IV, Section 2 for more details) in order to be nominated for an Executive Board Member position.

Section 9: Election of Executive Board Members- In order for a person to be in the pool of candidates for an Executive Board position they have to be nominated by a member of the organization and hold Gold Membership status.

Nominations will be held during the month of April. Members may nominate other members by stating the name of the member with the position they want to see that member fill. Nominations should be turned into the President, Vice-President, Secretary, or Advisor by e-mail or at the meeting during the month of April. Self-nominations are allowed.

Voting will take place during last week of April. Members may vote by ballot or e-mail. Ballots may be turned into the NUCLEUS office, collected at the Kiosk, or sent to the Advisor by e-mail.

Results will be sent out by e-mail and posted in the NUCLEUS office during the first week of May. New initiated Executive Board Members are to meet with previous Executive Board Members in order to go over their responsibilities and obtain records and all information pertaining to the organization. Newly elected Executive Board Members are to assume their active positions the first week of July after their election.

- a. ***In the case of a tie***, each members name will be placed in a hat. The member's name that is drawn will hold the organization's Executive Board position. The Advisor of the organization will conduct this drawing.
- b. ***In the case of a vacancy***; if there are no nominations for a certain position or positions, or an Executive Board Member's position remains vacant, than an election should be held at a M.D.s meeting (date decided by the President and Vice-President) during the following September after the May election to fill the vacancy. Both President and Vice-President should be in attendance. All members in attendance of this meeting can participate. Members are to nominate and vote during the course of the meeting. The voting procedure is to be conducted by the President and Vice President according to the procedures outlined in Article X, Section 8 of the constitution. The member or members nominated and with the most votes will assume their position and the responsibilities of their position immediately and must attend the Executive Board Member meeting conducted after the M.D.s meeting.

Section 10: Procedure for Disciplining/Removal of an Executive Board Member- If an Executive Board Member does not attend 2 meetings per month, does not fulfill his or her responsibilities as listed in Article X of the constitution, and/or does not follow other commitments as stated in the constitution, then they will be removed from their position by final decision of the Advisor. The member may participate in re-election for the same or different position only during the April election period held at the end of the term. With the new vacancy, a new member (with Gold Member status) may

be elected to the position following the procedure outlined in Article X, Section 9a.

Section 11: Resignations- If an Executive Board Member resigns, they must contact the President and/or the Advisor. The resigning board member must give a two weeks notice and train the member/officer that is taking their position. All responsibilities of the position must be fulfilled until the two weeks are up. This includes attending meeting, contributing articles, etc. If it is the President, the Vice President will take his/her place, if it is Treasurer, the Assistant Treasurer will take the vacant position, so on and so forth. All vacant positions will be filled according to Article X, Section 7b.

Section 12: Removal- In the case that an executive board member does not fulfill his/her duty as outlined in this constitution, the President or Vice-President must submit a log with the duties unfulfilled and dates to the advisor. The Advisor, President, Vice-President, and Board Member will then meet (at a time appointed by the advisor) each stating their case. Removal of the member will be decided at the discretion of the advisor.

- XI. Two meetings will be held per month following the "M.D.s Meeting Protocol" and one M.D.s' activity will be held per month. Meetings will be held at the Christiana Commons, Lamont Dupont Building, Trabant, or any location chosen by the Advisor and/or President and/or Vice President. Executive Board meetings will convene immediately after each member meeting and the President and Vice President are to meet with the Advisor of the organization once per month. If officers are not present at a location specified for a meeting by 4:15PM, then members may leave.
- XII. Dues will be collected at general meetings (a member may join the organization at anytime). The policies, activities, and finances of the organization are subject to the control of the majority of its voting membership. Dues can be paid by check or cash and any person trying to join the organization and refuses to pay dues will not be considered to be a member.
- XIII. By- Laws: If this constitution is to be amended at any time, a 2/3 vote or majority by all members of the organization must be reached. The Advisor and President can only make official changes to the constitution, after voting.
- XIV. Look to the rules contained in Roberts Rules of Order to govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or the special rules of order of this society.
- XV. There are no committees as of now for this organization. If a committee is to be made it is by the decision of the President.

- XVI. The Advisor of this organization will be the Advisor of the NUCLEUS program.
- XVII. The University of Delaware shall inherit the assets of M.D.s if the group becomes defunct.
- XVIII. The minimum number of members who have to be present at a meeting in order for business to be conducted is the Advisor and/or the President or Vice President and 30% of the members.
- XIX. A 2/3 ruling and approval by the Activities and Programs Office are needed to ratify this constitution.
- XX. In order to make an amendment to this constitution a 2/3 vote of the entire membership is needed and all members must be notified of the proposed change.

X Mesha R.D. Eaton
Organization President, Mesha Eaton

X Cherie Dotson
Organization Advisor, Dr. Cherie Dotson

X _____
Program Coordinator for Leadership Development,

M.D.s Meeting Protocol

There will be 3 meetings per month.

Meeting 1

Location: Lamont Dupont Laboratory

Purpose: To provide information concerning current event, discuss medical history, and provide support and camaraderie among peers.

Agenda*:

10 Mins. Food

5 Mins. Minutes Recap/Attendance

15 Mins. History of Medicine and Minority & Women Contributions

Series

60 Mins. Current Issues In Medicine/ Recent Issues In Medicine

25 Mins. Case Study/Book Club

5 Mins. Announcements

Meeting 2

Location: Christiana Towers Commons

Purpose: To provide information concerning current event, learn medical history, and provide support and camaraderie among peers.

Agenda*:

10 Mins. Food

5 Mins. Minutes Recap/Attendance

15 Mins. History of Medicine and Minority & Women Contributions

Series

60 Mins. Current Issues In Medicine/ Recent Issues In Medicine

25 Mins. Case Study/Book Club

5 Mins. Announcements

Meeting 3

Location: TBA

Purpose: Miscellaneous

Agenda: These meetings will consist of various activities.

Including...

seminars, panels, general information sessions (MCAT Prep, Registration Advice), "Medical Schools at a Glance", study sessions, physician/allied health guest speakers, etc.

*Agenda may change according to Advisor, President, and/or Vice President discretion.

Agenda Breakdown

The first 10 minutes will allow students to unwind, meet and greet peers, and obtain refreshments.

The President and/or Vice President will call the meeting to order at 4:09PM and the meeting will officially begin at 4:10PM. The secretary will address any questions from the previous meeting and take attendance.

Immediately following will be the Series: History of Medicine and Minority & Women Contributions conducted by the President or Vice President. (Two articles pertaining to Medical History and 1 article pertaining minority and/or women's contribution) A small answer and question period will commence after discussion of medical history articles. Members will be asked to try to learn the history for general knowledge and in preparation for medical school interviews and visits.

At approximately 4:45PM, the President and/or Vice President and Executive Board members will discuss the recent and current medical articles (3 article minimum). Members should practice taking a personal view and backing up their views with strong, unemotional arguments.

For the remainder of the meeting, case studies and the book of the semester will be discussed.

The secretary residing should make announcements the last 3 minutes of the meeting. Announcement will inform members of the following meeting and upcoming activities and events on campus and those sponsored by MAPS and/or NUCLEUS.

At 6:00PM, Executive Board members will meet in preparation for the next meeting.

*at this time, previously suggested topics can be addressed if is not under current medical issue or history of medicine categories.

Secretary's Protocol

E-board Meetings

Date

Meeting will be called to order at approximately (time) by (name).
Old minutes of previous meeting (date) were read by (name).
Mesha began discussing the outcome of Activities Night. Stefanie suggested next year that we _____. Pelumi then suggest that we _____.
Next the president discussed _____
Etc. Etc.

E-board Members not there... name and reason.

Name of E-board Members Present

The meeting came to a close at (time) and was dismissed by (name).

Normal Meeting

Date
Location

Meeting began at (time) by (name)

For our cool down we did an icebreaker that involved _____.
A recap was give of last weeks meeting
The president or vice-president (or whoever) taught the seminar "History of Medicine"
The discussion was on (topic)
The following questions were asked...

Next we discussed current issues in medicine. We discussed _____ (topics).
Etc. Etc.

Questions?

Number in attendance (members and board members only)

The meeting ended at (time) and was dismissed by (name)

Special Meetings

Date

Meeting began at (time) and was opened by (name)

If there is a guest speaker, name of speaker, where they are from, what they discussed (brief sentence)

If it is a panel, name of all panelists, major/occupation, company/school, and what the panel was about (brief sentence)

If it is a seminar, topics discussed during the seminar (listed in bullet form)

Whoever introduced who, etc.

Number in attendance (members and board members only)

Meeting ended at (time) closed by (name)

Secretary's Reminder

- ❖ Minutes should be typed and sent to the President and Vice President via e-mail by attachment **before the Wednesday** of the next meeting (group or e-board meeting) unless asked for earlier by the President and/or Vice President
- ❖ All questions or issues that were unresolved during the meeting should be written down to be addressed at E-board meetings (Please pay attention to be sure you don't miss questions that are asked)
- ❖ If you are unable to make a meeting, please contact the President or Vice President (whoever is in charge of your meeting). Also be sure to contact the other Secretary to see if they can fill your position. If he or she is unable to, please follow the chain of command

Chain of Command

- * Treasurers
- * President's Assistant
- * Historians
- * Committee Chairs

At no time should the President or Vice President have to take the minutes

- ❖ You are responsible for making sure all members know when meetings are, the location, and **details**. If there are going to be guest speakers, special activities, etc, this should be included in the e-mail.
- ❖ The **group e-mail** should be **checked twice a week** (Monday and Thursday) and any important information concerning a trip or a member's questions (etc.) should be addressed to the President and/or Vice President. If it is important, such as concerning a trip or something that needs immediate reply, notify them immediately.
- ❖ **Attendance (names) should be taken at every event, meeting, or trip.**
- ❖ **REMEMBER COMMUNICATION BETWEEN THE SECRETARIES IS KEY!!!!**

Notes

- ❖ All receipts for an event should be placed on the same event sheet
- ❖ **Weekly**, a report should be given to the President *and* Vice-President stating how much has been spent (in percentages) and how much is left (percentage and dollars). This report can be given by e-mail, over the phone, left on voicemail, etc.
- ❖ Be sure to collect all receipts from everyone (including the caterer, President and/or Vice President). This is your responsibility.
 - In the case someone buys something for the organization and does not keep the receipt, inform them that you are very sorry, but they cannot be paid back.
- ❖ **ALL MONEY ISSUES AND DECISIONS ARE TO BE HANDLED BY YOU!**

Advertising Protocol

In order to make all students aware of our organization, the following avenues should be taken...

- ❖ Activities Night
 - Advertising Chairs are responsible to make the “Making Doctors” table as attractive as possible

- ❖ General Organization Posters and Fliers
 - Posters about the organization should be posted continually during the first two months of the semester at each student dormitory commons, around buildings pre-med students will frequent, (i.e. Brown, McKinly, Wolf) Perkins, and Trabant. Posters should contain dates of general meetings, (first and second Friday of each month) location, and contact numbers
 - Please abide by the rules of advertising
<http://www.udel.edu/student-centers/AandP/forms/advertising.html#posting>

- ❖ Handbills
 - Handbills should be handed out to freshman science classes (either during their arrival or exit) containing information about our organization during the first month of the semester. (i.e. Chem 103 and 104, Bio 207 and 208, etc)

- ❖ Contact With Other Promoting Organizations
 - Any organization that may have members that may be interested in our organization (Beta Beta Beta, Medical Scholars Program, Med Tech Program, etc) should be contacted and an affiliation should be made (calendar of events to be passed out at there meeting, etc.) Please serve as a liaison and contact the president of each organization during the first month of the semester.

In the case of special events (i.e. Panels, Special Theme Parties/Meetings, Guest Speakers, Fundraisers, Volunteering Activity)...

- ❖ Huge Events (guest speaker, panel, volunteer activity)
 - please advertise by *all* avenues (newspaper, television, all websites, etc)

- ❖ Medium Events (panel by us, MCAT prep, Fundraisers, events in the Kiosk, Elections)
 - please advertise by fliers, newspaper, and our webpage

- ❖ Membership only Events
 - trips to medical schools, conferences, and social events are not to be publicly advertised
 - secretaries are to inform members only

Note: To have event broadcasted on our webpage, please contact the historian

Article Presentation Protocol

STEP 1: Executive Board members should present a brief synopsis of the article in detail.

Note: Please read your article and be able to answer any questions that members may have about the article.

STEP 2: Executive Board Members should define complex terms and give background information (if any) concerning the article.

Challenge yourself to find three interesting facts in relationship to the article.

STEP 3: Open the floor for discussion. Ask members to provide their background knowledge about the article.

Create an argument. Get people to talk. Remember, no one likes a boring meeting

STEP 4: Ask the question, "How does this article apply to us as future physicians/health career professionals?"