



Pre-Student Osteopathic Medical Association at UCLA Constitution

Article I. General Provisions

Section 1: Organization Name

The name of this organization shall be Pre-Student Osteopathic Medical Association, here forth referred to as Pre-SOMA at UCLA.

Section 2: National Recognition

Pre-SOMA at UCLA is a charter of the National Pre-SOMA organization. The national organization oversees our club. Pre-SOMA chapters must complete all necessary forms in order to be recognized by National Pre-SOMA.

Section 3: Quorum

Quorum shall be defined as more than half (51%) of the active members present. This quorum will serve as the number of members necessary to allow valid meeting proceedings to occur.

Section 4: Financial Disclaimer

The financial records of this organization shall be made available to university administrators upon request.

Section 5: Non-Discrimination Statement

Pre-SOMA at UCLA does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. This also prohibits sexual harassment.

Article II. Mission and Purpose

Section 1: Mission

The mission of Pre-SOMA at UCLA is to promote and inform the public about osteopathic medical philosophy, to increase the number of applicants to osteopathic medical schools, and to prepare our members for entrance into colleges of osteopathic medicine.



Section 2: Purpose Statement

The purpose of Pre-SOMA at UCLA is to provide pre-medical students a direct pipeline into the osteopathic community. This includes resources to enter medical school, mentoring with medical students, as well as networking with osteopathic physicians.

Article III. Membership

Section 1: National Membership

National membership to Pre-SOMA shall be open to any person currently in/has completed an accredited high school, undergraduate college or university program, and/or in the preparation process for applying to osteopathic medical school.

Section 2: Chapter Membership

Membership of this local chapter is limited to any UCLA student enrolled in a degree-seeking program as an undergraduate, graduate, or postgraduate student.

Section 3: Membership Requirements

An active member of this organization is defined as one who attends at least half (50%) of the events for any given quarter.

Section 4: Voting Rights

Only active student members are eligible to vote (See Article III Section 3).

Section 5: Membership Dues

Requirement for local Pre-SOMA dues will be left to the discretion of the executive board as deemed necessary for chapter maintenance.

- a. Dues collected by local Pre-SOMA chapters should be kept in a university or college-approved bank account. Use of these funds should abide by all university or college rules and regulations.
- b. Chapter funds should only be used for projects or activities which promote the purpose of Pre-SOMA, and support the members of the local organization in the pursuit to reach their goals.



Article IV. Organization/Officers

Section 1: Eligibility

Potential officers must meet the minimum membership requirements outlined in Article III Sections 2 and 3. In addition, potential officers must maintain active status for a minimum of one quarter prior to applying for a position.

Section 2: Additional Requirements

Potential candidates for the President position must have been an active student member of Pre-SOMA for at least one (1) academic year prior to nomination. The requirements of this section may be waived by a two-thirds (2/3) affirmative vote of active student members.

Section 3: Titles and Duties

The executive board of this organization shall include a team of officers consisting of a President, Vice President, Treasurer, Secretary, Publicity Coordinator, and Interns (2-3). No officer will be permitted to hold more than one officer position at a time, unless appointed to an interim position.

The President shall:

- Begin the planning process for meetings and events for the upcoming school year, starting during the preceding Spring Quarter.
- Make room reservations for General Body Meetings and scheduled events.
- Organize and preside over all meetings.
- Maintain contact with National SOMA and Pre-SOMA directors.
- Report chapter activity to SOLE advisor.
- Delegate responsibilities to officers; keep consistent communication with all officers to make sure their duties are being fulfilled in a timely manner.
- Collaborate with all officers in order to successfully carry out the goals of Pre-SOMA (see Article II).
- Provide assistance to executive and/or general board members upon request.
- Fill out all chapter documents and forms for National Pre-SOMA and UCLA SOLE.
- Enforce all rules set forth by the constitution.
- Keep a copy of the constitution and have it available for any member upon request.

The Vice President shall:

- Perform the duties of the President in the case of their absence.
- Attend meetings with UCLA SOLE advisor alongside the President.
- Organize guest speakers to present lectures on campus.



- Plan Pre-SOMA related trips such as retreats, conferences, etc.
- Organize fundraising events in coordination with the Treasurer.
- Maintain relationships/communication with local SOMA affiliates.
- Fill out all chapter documents and forms for National Pre-SOMA and UCLA SOLE.
- Provide assistance to executive and/or general board members upon request.
- Keep a copy of the constitution and have it available for any member upon request.

The Secretary shall:

- Record and disperse minutes at all executive board meetings.
- Keep track of officer/member attendance.
- Routinely check the Pre-SOMA email account and respond to any emails in a timely manner.
- Send out email updates regarding upcoming events and important information.
- Create Google forms to organize meeting times.
- Keep Pre-SOMA official documents organized.
- Fill out planned activities/end of the semester reports.
- Send in annual forms to the National Pre-SOMA office.

The Treasurer shall:

- Oversee the financial affairs of the organization.
- Manage the chapter bank account and handle the associated debit card.
- Create budgets for events and organizational needs.
- Meet with the SOLE advisor to plan funding for upcoming events.
- Apply for funding according to USAC regulations.
- Attend funding hearings to gain approval for planned events.
- Keep track of all organizational purchases, payments, and deposits.
- Organize fundraising events with the help of the Vice President.

The Publicity Coordinator shall:

- Create flyers and publicize upcoming events on all platforms.
- Manage the social media accounts (Instagram, Facebook, etc.)
- Regularly update the website to the most current information.
- Document and take pictures of events
- Keep track of the chapter's progress/accomplishments.
- Help to recruit new members.



The Interns shall:

- Shadow every officer position.
- Help promote the goals of the organization.
- Assist officers in planning events and completing tasks.
- Learn the inner-workings of Pre-SOMA at UCLA
- Develop skills to serve in executive officer positions.

Section 4: New Officer Positions

The local Pre-SOMA chapter may reserve the right to establish officer or committee positions as they see fit. Additionally, officer positions as described above may be altered so long as duties outlined in the above position description are completed by the officer structure of the local organization.

Article V. Elections

Section 1: Election Timeline

It is suggested that elections be completed during the winter quarter of a given school year. Applications for vacant positions shall be released during winter, with subsequent interviews of applicants. Applicants shall be elected by current board members using a two-thirds (2/3) affirmative vote.

Section 2: Term Length

Newly elected officers will be awarded the chance to shadow current officers during Spring Quarter. They will subsequently take leadership at the beginning of the following school term. Elected Officers may continue to serve until they step down or graduate; this requires a yearly vote of approval from two-thirds (2/3) of the executive board.

Article VI. Amendments

A constitutional amendment may be proposed to the general membership by any member. The proposed amendment must be made available to all members at least five (5) school days prior to voting. Any proposed amendment requires a two-thirds (2/3) approval.



Article VII. Ratification

Ratification of the local Pre-SOMA chapter's constitution shall become effective upon a two-thirds (2/3) quorum vote of the group.

Article VIII. Obtaining and Maintaining a National Pre-SOMA Charter

Section 1: Obtaining a National Pre-SOMA Charter

Obtaining a National Pre-SOMA Charter can be obtained by printing a copy of this National Pre-SOMA Constitution, affixing a signature of the local chapter's president and one additional officer, and mailing it to the National Pre-SOMA Office. Additionally, the local Pre-SOMA chapter applying for a charter should include a current membership list and a list of planned activities for the academic year/semester. The mailing should include a signed copy of the "Obtaining and Maintaining a National Pre-SOMA Charter" document and a signed copy of the "Verification of Student Organization Status" document, both available on the Pre-SOMA website. A chapter constitution must be drafted and submitted to National Pre-SOMA within six (6) months of the request for recognition as a Pre-SOMA chapter if there are any variations to the National Constitution.

Section 2: Maintaining an Active Chapter

Maintaining a National Pre-SOMA charter will require that the local chapter secretary or designee mails an annual Officer Update Form and End of Year Form by June 15th. A list of planned activities will be due annually by September 25th, and End-of-Fall Reports are due by January 15th for Fall semester to National Pre-SOMA (presoma@studentdo.org). An updated membership list should be included with each of the other required documents in order to track membership growth and decline.

Section 3: Failure to Comply

Failure to comply by the above requests will result in the local Pre-SOMA chapter not being recognized by the American Osteopathic Association, National SOMA, or UCLA SOLE. If requirements to maintain the charter are not met, the local charter will be revoked for one (1) academic year, and the local chapter may reapply for a charter the following academic year. In extenuating circumstances, please contact the National Pre-SOMA Director and this person will work with the local chapter to maintain the charter.



I agree to run the local Pre-SOMA organization in accordance with the above constitution.

President

Vice President