

**By-Laws of the  
Rowan-Virtua  
School of Osteopathic Medicine  
Local Chapter of the  
American Physician Scientists Association  
As Modified December 28, 2023**

**Article One**

**Chapter Goals**

- I. The Rowan-Virtua School of Osteopathic Medicine (SOM) local chapter of the American Physician Scientists Association (APSA) is established in recognition of the interest in the SOM and School of Translational Biomedical Engineering and Sciences (TBES) communities in the field of medical research.
- II. The primary goals APSA is to:
  - A. Unite all members of the SOM and TBES communities: students, administrators, faculty, staff interns, and residents to participate in interactive functions pertaining to both the medical and general community.
  - B. To educate the general SOM and TBES communities on medical research, particularly opportunities available for medical research.
- III. Towards these goals the APSA shall strive to:
  - A. Invite speakers to provide information pertaining to the goals in Article II from the Constitution.
  - B. Develop contact with local and national American Physician Scientists Association organizations to better serve the entire SOM community.

**Article Two**

**Members and Meetings**

- I. Members: American Physician Scientists Association membership is open to any full time student in SOM and/or TBES's DO/PhD programs without discrimination based on sex, age, race, creed, or religion. No students from outside the SOM and TBES cohort can hold office, but outside members such as "premedical" students, master's students and PhD students can be "associate" members
- II. Voting: Voting on American Physician Scientists Association business shall be decided by a majority vote by active members of the elective club at the meeting when the issue is presented and voted upon. However, any vote to modify APSA By-laws or Constitution shall be decided by a two thirds majority vote and can be initiated by any board member.
- III. Meetings: APSA meetings shall be held on SOM campus and/or Webex with time and place announced at least 48 hours in advance. Meetings will be convened on an as needed basis determined by the officers comprising the Executive Board. The members of the Executive Board shall meet as needed to discuss American Physician Scientists Association related issues and events. Any non-Executive

Board member of APSA may attend but advance notice of Executive Board meetings to the general membership is not required.

### **Article Three**

#### **Executive Board**

- I. Officers: The elected officers shall consist of: 1) President 2) Vice-President 3) Secretary 4) Treasurer 5) School of Osteopathic Medicine Liaison.
  - A. No person shall hold more than one office concurrently.
  - B. No students from outside the SOM and TBES DO/PhD programs can hold office
  - C. The executive board can be made-up of D.O. and D.O./Ph.D students, but the majority of the leadership should consist of SOM students.
- II. Election and Term of Office: Officers shall be elected annually by a vote of active members of the APSA during a general meeting in December to be determined by the sitting Executive Board.
  - A. Each officer shall hold office until his/her successor has been installed.
- III. Removal: Any elected officer may be removed by the Executive Board whenever it is decided by a two third majority vote that the best interests of the APSA would be served by such action.
- IV. Vacancies: In the event that an office should be vacated prior to annual elections, an active member may be appointed to the position by the Executive Board. If no suitable candidate is available for the position, an office vacancy may be filled by an Executive Board member for the remainder of the term.
- V. Responsibilities of Officers of the Executive Board
  - A. President: The President shall be responsible for presiding over general and Executive Board meetings and affairs; ensuring all chapter by-laws are enforced; reporting to the membership on all aspects of chapter business; and serving as liaison between the American Physician Scientists Association, faculty, and administration of SOM.
  - B. Vice-President: The Vice-President shall assist the President in the orderly conduct of chapter affairs. The vice president will act in the President's place when the President is not in attendance at any general or Executive Board meetings. In addition, the Vice-President shall be a liaison between the Executive Board and community service and general program committee chairpersons. Furthermore, any contact made with outside associations shall be coordinated through the Vice-President.
  - D. Secretary: The Secretary shall be responsible for organizing and maintaining the minutes of all APSA and Executive Board meetings, maintaining a record of such minutes, and forwarding a copy to Executive Board members and the faculty advisor. The secretary shall also assist in organizing APSA events.
  - E. Treasurer: The treasurer shall be responsible for maintaining financial assets, paying all debts, and reporting such matters at each Executive

Board meeting. The treasurer will also be responsible in helping to coordinate all fundraising events.

- F. School of Osteopathic Medicine Liaison: This position will be filled by an APSA Chapter member actively enrolled in the SOM, but not the DO/PhD program. The representative will be charged with the duty of ensuring that APSA maintains a strong relationship with the SOM and is a visible organization for all aspiring physician-scientists at Rowan-Virtua SOM.
- G.. All Officers: All officers shall be responsible for assuming leadership roles in the planning and coordinating of events over the course of the school year and may be assigned to an event by the president.

## **Article Four**

### **Committees**

- I. Membership on any committee shall be open to any active APSA member. A committee may be formed for a specific event or subspecialty within the field of medical research. A chairperson will be selected by the Executive Board from those who volunteer for the position. The chairperson will report to the Vice-President and Treasurer whenever applicable. Should an event not have a chairperson, a member of the Executive Board will serve as chairperson.

## **Article Five**

### **Membership Dues**

- I. Dues: To gain membership to the Local Chapter of the American Physician Scientists Association at Rowan-Virtua SOM there will be no membership fee, but to be a part of the National Organization, it is up to the students' discretion as to whether they choose to pay the National Membership Fee.