



Latino Medical Student Association

Chapter Blueprint

A guide on how to create and strengthen
your local chapter

Adapted from Northeast

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LMSA Goals

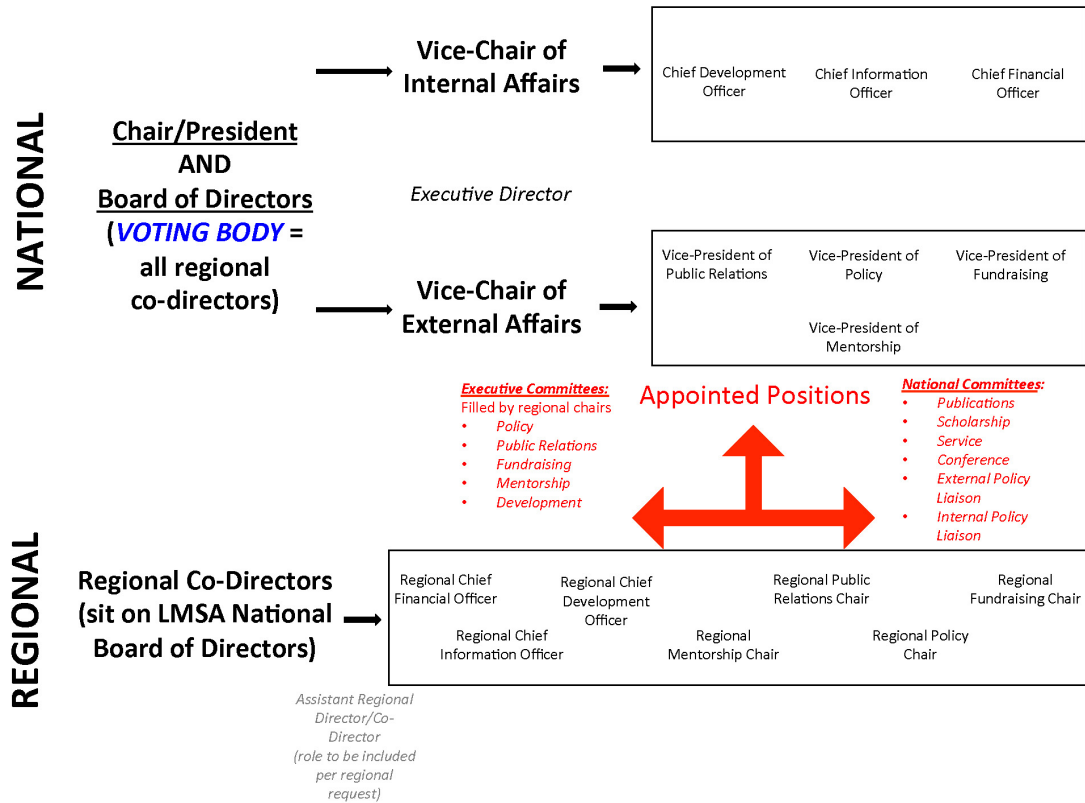
Immediate Goals

- To recruit and admit Latin-American scholars who exhibit the potential to benefit their community through the health professions.
- Retaining our members in health professions programs by supporting academic and social support activities and by fostering close ties among members.
- Educating ourselves in areas of concern to our communities which may not be part of the health profession or allied health school curricula, ie: preventive and community medicine, politics of health care systems, mechanics of urban city primary care, family practice, etc...
- Orientation of our members towards actively accepting our principles of unity and aims of our organization.
- Community involvement for the purpose of strengthening working relationships with community groups and the overall aim of benefiting the community. A means of mutual education.
- Support and encourage prospective health professions school applicants throughout the admissions process.
- Writing and circulating our ideas and fostering the refinement and development of research skills among our members.
- Encourage the development of courses which better prepare our members to become high quality health care providers serving our community.
- To educate and sensitize the entire Medical Community to the specific needs and differences of the Latino regarding health and human well being.

Long Term Goals

- Improve the health care delivery to Latino communities.
- Advocate for the rights of Latino patients.
- Participate in the planning and implementation of research activities designed to identify the health care needs of our community.
- Network with other organizations at the local and national levels to achieve common objectives.

LMSA leadership structure



The purpose of this Blueprint is to provide all LMSA chapters with stepwise guidance on how to create an LMSA chapter and to guide existing chapters towards greater productivity and regional/national alliance. This is the first year that we are offering this manual and we will be updating it every successive year. We hope that you find this material helpful. Once again, if there is anything we can do for your local chapter, please do not hesitate to contact your Regional Membership Chair. They will serve to represent all local chapters and address your needs.

We thank you in advance for providing us with feedback and suggestions of ways to improve this manual.

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Chapter 1: How to create a new local LMSA Chapter at a medical school or undergraduate institution

1. Those interested in creating a local chapter:
 - a. Contact your school student council and inquire about the rules and regulations that exist to create a local chapter. Follow the instructions given by your student council. Inquire about:
 - i. the number of members that are needed to become an official chapter
 - ii. the requirements that must be met by the local chapter to get funding and how much funding will be provided if any
 - iii. The minimum requirements needed to remain an active chapter and to continue to be funded
 - b. Contact your institution's student affairs and ask for assistance.
 - c. Contact executive boards of other student organizations and ask for guidance (i.e. Student National Medical Association (SNMA) chapters are present at most if not all institutions and they typically fall under the same umbrella as LMSA).
 - d. Contact your institution's office of minority affairs and inquire about:
 - i. assistance on how to create the chapter.
 - ii. financial assistance (some institutions have funding allocated to minority student organizations).
 - e. Contact your LMSA REGIONAL MEMBERSHIP CHAIR FOR HELP!
 - f. Become familiar with the LMSA Regional constitution and By Laws.
 - g. Look for a faculty advisor:
 - i. This person will attend your E-Board and membership meetings as he/she can and will be accessible for guidance.
2. Send out an email to all students:
 - a. Medical schools – make sure you email students in other health professional schools on campus such as nursing, public health, physical therapy, respiratory therapy, physician assistants, graduate students, masters in science students, post- baccalaureate students. There are always many students in these schools that would be interested in joining and may have more flexible schedules to help with local LMSA events.
 - b. Undergraduate schools – Make sure you email post-baccalaureate students. If there is a medical school affiliated with your undergraduate institution, they may have an LMSA chapter and will be willing to help.

i. Medical & undergraduate schools – In the email, inform them that you will be creating a local LMSA chapter and in the email provide a very brief description of the organization. You can attach some of membership packet materials that the national executive council will be providing to you. HIGHLIGHT INCENTIVES in the email to increase the interest and attention from the student body.

3. Once you've contacted your student council, the office of minority and student affairs, and have sent out an email to all students:

a. Organize a meeting:

i. Invite the faculty advisor to the first meeting. This is very important. If you are organized and professional you will impress other students and they will be more willing to join.

ii. Possibly create a short power point describing LMSA and our mission.

iii. Make sure you provide this to all members at the first meeting. You can use the LMSA regional constitution and/or the example constitution found in Part IV in this manual for guidance. Make sure it describes the responsibilities of all potential local chapters executive positions (this can always be modified once the local chapter executive board is established).

iv. Schedule another general meeting to have an election for a President, VP, Secretary, Treasurer/Fundraiser, Community Service Chair, International Affairs Chair, Hispanic Heritage Month Coordinator, National Conference Chair Assistant, etc. – It is really up to each institution to decide the number and types of positions that will be offered. From experience, the more available positions in the E-Board, the more efficient the organization will be because you are able to delegate responsibilities to more people.

v. Create a LMSA email list of all your members (use yahoo or gmail to create an LMSA chapter email account).

vi. Provide all of the membership material that the national executive council has provided to you for all members. Officially register board members (President, Vice President, Secretary, Treasurer, and Service) from your school on the National LMSA website, www.lmsa.net. Make sure to register at least 1 member and to register under your respective region and pay at least one year of dues. Your chapter will need a signed commitment to National LMSA constitution and Regional LMSA constitution by an officially registered LMSA member at your school, preferably by the chapter's founder. Additionally, your chapter will need a signed sponsor form by the Faculty sponsor of your school.

4. Send out an email to all students and the faculty advisor about the election meeting. Attach a document with the description of responsibilities of each executive position. Make sure that all of those who will be running for a position create a 1-2 minute speeches describing:
 - a. Reasons for running a position.
 - b. Their vision for the organization.
5. Have a general election at next meeting.
6. Have at least monthly meetings with the E-board and monthly general members meetings.
7. E-Board meetings should follow the following format: (secretary must document this)
 - a. "Meeting in session" – Type start time.
 - b. Roll call (Pres, VP, etc -present/absent – excused or unexcused).
 - c. Minutes from previous meeting – Do all approve?
 - d. Officer reports.
 - e. Discuss what is on schedule to cover and vote on different issues discussed if necessary.
 - f. Delegate assignments to all. Provide due date of all assignments.
 - g. Agree on next meeting & time.
 - h. Meeting adjourned – type end time.
8. Advertise all general body meetings with flyers in different buildings plus emails. FREE Food always takes people's attention. Make sure to include the incentives to join on flyers. It always helps.
9. It is strongly encouraged for the president or VP to attend or to host the monthly LMSA Executive Council meetings. The purpose is to:
 - a. Represent your local chapter at the national meeting. This is your opportunity to present your local chapter's issues and have them addressed by the national council.
 - b. Learn about what is being done at the national level & inform the local chapters about it. This will encourage more members to become involved with LMSA.
10. Advertise yearly House of Delegates meetings, LMSA regional conference and LMSA National conference so that all members, especially local chapter executive members can attend. Attend the LMSA House of Delegates meeting for your Region. You will have to provide a 10-15 minute presentation on why you want to establish a chapter at your school and future plans. Inform members about the community service

and research scholarships offered by the national organization at the regional conference.

11. Collaborate with other campus organizations to increase interest from the student body and to get support from other organizations.

Chapter 2: Reactivating your LMSA Chapter

So you already have a recognized LMSA chapter on your campus, but you don't know how to get started this year. Below is a list of steps to help you organize an effective chapter at your school this year.

1. Submit an official list of Officers and an official chapter address to the LMSA Regional Membership Chair as soon as possible. The sooner they receive your information, the sooner they can forward you information about upcoming activities and events.
2. Meet with your LMSA Chapter board and draft an action plan, preferably before the beginning of the new academic year.
3. Recruit, Recruit, Recruit! The growth and life of your organization depends on the strength of its membership. It is a good idea to heavily recruit first-year students during their first month of medical school. For more details about membership benefits and dues, see Chapter 4.
4. Submit a chapter roster to the LMSA Regional Membership Chair by November 1. Membership requirements are outlined in Chapter 4. You can find a copy of the LMSA membership process at our website (www.lmsa.net) or page 7 of this manual.
5. Select two (2) representatives to the LMSA House of Delegates. Submit their names and contact information to the Regional Executive Council before the first general assembly.
6. Contact other LMSA chapters in your area. Introduce yourself to the LMSA regional leadership in your area and explore the possibility of co-sponsoring events and coordinating organizational efforts this academic year.
7. Re-acquaint yourself with the LMSA Constitution and Bylaws and distribute it to your members. [For a copy of the LMSA National Constitution check our website at www.lmsa.net.]
8. Become involved at the national level. You can influence the direction and future of LMSA, through your participation in the House of Delegates Meetings, different LMSA Regional Committees, and/or by running for a Regional Executive Council position. See Chapter 4 for more details.

Chapter 3. How to strengthen your local LMSA Chapter: (common problems with local chapters with solutions for each)

1. There are not enough LMSA members
 - a. Solution: Work with other campus organizations to have their members become LMSA members or to have both organizations recruit members together.
 - b. Offer membership to students in other health professional schools (See list in PART I SECTION 2a of this manual).
 - c. Use flyers to advertise in different buildings about incentives that LMSA offers to all members.
 - d. Create an alumni database and provide that information to the LMSA Regional E-Council so that they can be invited to networking dinners. These dinners are held to allow medical students to network with past LMSA members in areas of medicine that they are interested in for residency.
2. There are not enough Latino/a-s in our medical schools.
 - a. Solution: SEE SECTION 1a & b above.
 - b. Recruit non Latinos/Hispanics. Remember, you do not have to be Latino(a)/Hispanic to join the LMSA. We need everyone to recognize the disparities that exist and we need individuals who are willing to work together to fulfill the LMSA mission.
3. Some members pay SNMA membership and do not want to pay for two minority membership fees.
 - a. Solution: Ask your Office of Diversity/Minority Affairs to sponsor membership. Keep in mind that paying multiple membership fees at once lowers the cost per member.
 - b. Fundraise to pay for or subsidize member enrollment. This can be a joint venture with SNMA or other student organizations.
4. There is not enough funding for your chapter events.
 - a. Solution: Work with other organizations at the school and split the costs.
 - b. The president of your LMSA chapter should write a letter requesting funding from different departments of medicine, student affairs, minority affairs for specific events. (i.e: if you are having an event where you are having a panel of family physicians talking about a topic, request funding from the department of family medicine to help with costs).
 - c. Request funding from outside sources (community or other national organizations).

- d. If it is a large event, you can contact your Membership Chair, as we can help give ideas for fundraising or can contact organizations to help fund your event (specifically if it is community related).
 - e. Request funding from your student council.
 - i. Inquire from student council about the types of documentation needed to receive funding. Every school has different rules. Find out what they are ahead of time and what types of events they fund so you can apply and get funding.
5. You want to attend the LMSA regional conference or the LMSA but cannot afford it.
- a. Solution: Request funding from student council.
 - b. Speak to the director of minority affairs and offer to recruit students on the school's behalf. Usually they will fund most if not the entire trip. At the same time you can recruit more undergraduate minorities to your school and advise them on how to create a LMSA chapter at their undergraduate institution.
 - c. Contact your Regional Membership Chair, as there might be funding available. We can have you share a room with executive council members and arrange carpool to help share the costs.
6. How to recruit:
- a. Medical students:
 - i. See Part II Section 1a,b, c.
 - ii. Send welcome letters to all incoming medical students through the minority affairs office.
 - iii. Provide a welcome dinner for the incoming minority students during orientation week.
 - iv. If your institution allows you to post a table during the white coat ceremony, have a table with information available for the first year students after the white coat ceremony.
 - v. Offer free medical Spanish for members. Recruit students fluent in Spanish to teach the course. Offer events such as a food fair, salsa lessons, etc free of charge or at a reduced rate for members.
 - b. Colleges/Universities:
 - i. Schools that cannot come visit your medical school: Have local LMSA chapters visit a different school each semester. Prepare a short presentation about LMSA & what we have to offer to them. Have a Q/A medical student panel.
 - ii. Schools that can visit your medical school: Prepare a short presentation about LMSA & what we have to offer to them. Give a tour of the medical school. Have a medical student panel for Q/A. Make sure they have the

opportunity to meet the Dean of the school and/or Director of Admissions.

iii. Invite these same schools to the LMSA regional conference

c. High Schools:

i. Same as above for colleges/universities

ii. LMSA Regional will make an effort to provide transportation for local high schools attending our annual conference

iii. Have a table presenting LMSA at the Career Fair (where colleges/universities are invited to meet students)

iv. Inform them about the national youth leadership forum. Encourage them to apply. (See www.nylf.org for details)

iv. Provide a tutoring program for a local high school

v. Provide a mentorship program for a local high school

Chapter 4: List of past events held at different LMSA chapters

The purpose of this section of the manual is to provide a list of events that have been successful at different medical schools. This list can be used to give you an idea as to what is being done at other local chapters and provide you with ideas of other events (community related, recruitment, etc) that can be done at your institution (medical school or undergraduate institution).

- Meet and Greet Mentoring Lunches/Ice-cream Social with Minority Pre-Medical Students
 - In collaboration with SNMA, LMSA hosted informal meetings with underrepresented pre-medical students to answer their questions and give them academic guidance
- Medical School Admissions Workshop for Minority Pre-Medical Students
 - LMSA hosted a workshop for underrepresented pre-medical students outlining the medical school admission process and sharing our tips for success
- Lunch Talk about Bioethics of Contraception Experiments in Puerto Rican Women (co-sponsored with Med Students for Choice)
 - A faculty member, who is an OB/GYN from Puerto Rico, gave a talk to students about the controversial history of the development of the birth control pill, which involved experiments in impoverished Puerto Rican women in Puerto Rico without informed consent
- Dinner Screening of Salud (with the Global Health Interest Group)
 - We showed the film Salud and facilitated a discussion on the Cuban healthcare system
- Lunch Talk on Latino Immigration to the United States and its implications for Healthcare
- Minority Mentor Match Program
 - Set up a mentor-medical student “speed dating”. Short meetings with mentors will expose medical students to various mentors and help (mutually) select a good match. Students and mentors submit their ranks and are later notified when a match is made. Dinner is provided (paid for by the office of Diversity)
- A faculty member talk on the growth of the Latino population in the United States and how healthcare providers can address the many challenges involved in providing quality care to Latinos
- Community Outreach at local Latino Festivals. LMSA members who volunteer at the student-run clinics helped staff a booth at festivals to advertise the free clinic to the community and provide basic health information

- Shadowing program for High School Students—

- o Students will shadow a medical student for the day followed by lunch

Hispanic Heritage Month (HHM) events:

- Pan Latin Food Fair – used to introduce cultural food to the school and is used to fundraise money for LMSA
- Community Grand Rounds in October – a renowned Latino speaker is invited to talk about a topic related to health disparities and food is provided by the office of the Dean
- Salsa Dancing – we have students give lessons, followed by dinner and dancing at a Spanish club. The lessons are used as a fundraising event
- Display in Atrium – history of HHM, mission of LMSA, pictures of LMSA E-Board members, and calendar of events for HHM
- LMSA graduation dinner – host a dinner for graduating medical students who were LMSA members and provide them with a small gift

Other events:

- International Scholarship – fund a trip for students spending their summer serving a Spanish population in a Spanish speaking country
- Spanish lunches- meet with your fellow members during lunch every other week and practice your Spanish skills
- Group study sessions- Invite LMSA members to join a group study session
- Cultural show to raise money for AIDS prevention
- High school mentoring program, student panel for recruitment, Latin Quarters (night time going out), Museo del Barrio (poetry), movie night, health fair
- Basketball tournament for fundraising
- Anatomy review for medical students
- Diabetes walk (community service), Salud movie, working on Pa'Lante mentorship program and the minority benefit dinner
- Co-teaching at a local high school, community health fair with blood pressure and BMI screenings
- Work with Dean of Minority Affairs for future planning to recruit more minority students (survey, phone-a-thon, interactive video), happy hour to show minorities during interview day, movie night. Starting in spring: elementary, junior high and high school mentoring (follow SNMA protocol), program for faculty/ student mentorship between minorities

Chapter 5: LMSA Constitution Template

Article I NAME

Section 1 The name of the organization shall be the [insert chapter name].

Article II Purpose

Section 1 The purpose of [CHAPTER NAME] is to promote the interests and support of those students who identify themselves as underrepresented minority students of the [SCHOOL NAME] through social, cultural, educational, political and other activities.

Article III Relation to other organizations

Section 1 [CHAPTER NAME] shall be a recognized student organization of [insert school name].

Section 2 [CHAPTER NAME] shall be a recognized chapter of Latino Medical Students Association [LMSA). Any student of [SCHOOL NAME] may apply through [CHAPTER NAME] to be a member of LMSA in accordance with the rules and regulations of LMSA.

Section 3 [CHAPTER NAME] shall be a recognized chapter of the [Insert other affiliate, if any. Ex: Student National Medical Association (SNMA)]. Any student of [SCHOOL NAME] may apply through [CHAPTER NAME] to be a member of the [OTHER AFFILIATE], in accordance with the existing regulations of that organization.

Article IV Meetings

Section 1 A business meeting shall be held when necessary and announced at least one week prior to the scheduled meeting date to all members of [CHAPTER NAME]. Meetings shall include reports from the officers and committees in addition to scheduled agenda items. Meetings will be chaired by the Vice President in the absence of the President and by the Secretary in the absences of the President and Vice President.

Section 2 An Executive Committee meeting shall be held when necessary and announced at least one week prior to the scheduled meeting date to all members of the Executive Committee. Reports of the meeting of the Executive Committee shall be included in bimonthly reports of the secretary and in the report of the President at the regular business meeting.

Section 3 Official meetings shall be those at which a quorum is present, where a quorum is defined as not less than one third of the membership of [CHAPTER NAME]. The official business of [CHAPTER NAME] can be conducted only at official meetings.

Article V Election and Duties of Officers

Section 1 The Executive Committee shall consist of the officers of the Organization. The President shall preside over the Executive Committee.

Section 2 The general body of [CHAPTER NAME] will be asked to submit nominations to the Executive Committee at least one week prior to an election. All nominations must be seconded by a member of the general body and accepted by the nominee for the nominee to be placed on the ballot. Nominees may submit a statement and/or speech in support of their candidacy. Elections will be valid when at least a quorum participates. The winner will be the candidate who wins the majority of votes or, if unopposed, garners at least a quorum of votes. In the event of a tie, the general body will repeat the voting process for the tied candidates until one candidate receives the majority vote.

Section 3 The President shall be the senior elected officer of [CHAPTER NAME]. The president shall function to uphold the bylaws of [CHAPTER NAME], to act as the official representative of [CHAPTER NAME], to be responsible for relations with other organizations, to be responsible for all communication bearing [CHAPTER NAME]'s name and to coordinate and chair the meetings of the general membership and the Executive Committee.

Section 4 The Vice President shall function in place of the President in the President's absence. The Vice President shall serve as default chair of all chapter committees lacking an appointed or elected chair. The Vice President shall coordinate specific programs and activities as assigned by the President.

Section 5 The Secretary shall be responsible for all [CHAPTER NAME] correspondence; the dissemination of newsletters, agendas and other material related to the activities of [CHAPTER NAME] and its meetings; the minutes of all [CHAPTER NAME] meetings of the membership and the Executive Committee; and the maintenance of the records of [CHAPTER NAME]. The Secretary shall be responsible for submitting bimonthly reports of [CHAPTER NAME]'s plans and activities to the Regional Executive Council.

Section 6 The Treasurer shall maintain the treasury including deposits and withdrawals and shall provide regular financial reports at meetings. The Treasurer shall collect dues and coordinate fundraising activities.

Section 7 In the event that an elected officer is no longer able to fulfill the duties of the office, those duties shall be carried out by the President until a new election can be held. No office shall remain vacant for a period longer than two months.

Article VI Committees

Section 1 The [COMMITTEE NAME] shall act to [describe committee duties]. [Describe process for selection of chair and members. i.e. election, appointment, etc.]

[Suggestions for possible committees: Preclinical Review, Recruitment, Events, Community Service, etc]

Article VII Amendments

Section 1 These bylaws shall be amended by the affirmative vote of two thirds of the members at an official meeting of the members. The proposed amendments shall have been circulated by the Executive Committee to all members at least one month prior to the meeting at which the amendments are to be voted upon.

Section 2 The Executive Committee shall be responsible for the identification, review and drafting of all proposed amendments to the bylaws.

Section 3 The bylaws may be revised as deemed necessary by the Executive Committee. Approval of the revised bylaws must be granted by the same process as amendments detailed in Article VII Section 1 of this document.

APPENDIX Guidelines for the LMSA Chapter Constitution

The following outline and questions are designed to help you write a constitution for your organization. The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws.

PREAMBLE

This section should be a statement of the group's establishment and purpose of the Constitution.

ARTICLE I. NAME

Section 1. What is the exact title to be used in addressing this organization?

ARTICLE II. PURPOSE

Section 1. What is the purpose? Is it fostering a broad educational goal? Is it a social, cultural, or political organization? Why was the group founded? Section 2. This section should include a statement of the group's willingness to abide by established school and LMSA policies.

ARTICLE III. MEMBERSHIP

Section 1. Who is eligible for membership? Are there any restrictions? How does one become a member?

ARTICLE IV. OFFICERS

Section 1. How many officers are there? What are their titles and duties? Will the officers constitute an executive committee? Description of any standing committees should be included, probably in the by-laws. What are the duties of the faculty advisor?

ARTICLE V. OPERATIONS

Section 1. How are officers elected? What type of ballot? When are they elected (month), and for what period? Who is eligible for office? When do officers assume their positions? How may officers be removed? You may wish to clarify the role of your faculty advisor. Section 2. How are meetings conducted? When do meetings take place?

ARTICLE VI. FINANCES

Section 1. How will the organization finance its activities?

ARTICLE VII. AMENDMENTS

Section 1. How are amendments to the constitution made? How do proposed

amendments become effective?

ARTICLE VIII. REGISTRATION RENEWAL Section 1. In accordance with established registration procedures, this section should contain a statement that specifies a date for annual registration renewal. This date should be within one week after your organization's elections.

Appendix

LMSA National Contact Information

Websites: <http://www.lmsa.net>

National Membership Officer: membership@lmsa.net

MidWest Membership: CDO.Midwest@lmsa.net

NorthEast Membership: Membership@lmsa-ne.org

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