



NATIONAL ARAB AMERICAN MEDICAL ASSOCIATION  
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**NAAMA**  
Health Education Gateway

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## Guidelines for NAAMA Student Chapters

### Background

1. NAAMA student chapters are considered student societies in the university and college where they are established. As such, University or college regulations supersede these guidelines where conflicts arise.
2. NAAMA student chapter must have an advisor who is a faculty member at the school or college of medicine where the chapter is established
3. NAAMA student chapters must report to the closest chapter of the association and may have a representative assigned to the board of that chapter. If no local chapter exists, then the student chapter reports to the vice president of the national association.

### Membership

1. Any graduate student in any discipline of the health sciences is eligible to be a member of the student chapter
2. To be eligible for chapter membership, a student must qualify and be a member of NAAMA in good standing
3. There will be at least one general meeting of the all the members of the chapter every year

### Governance

1. Unless contravened by university or college regulations, the NAAMA student chapter will have a **board of directors** consisting of:
  - a. President
  - b. Past president (after the first term of existence)
  - c. Vice president
  - d. Treasurer
  - e. Secretary
  - f. 4 members
  - g. Advisor (non-voting faculty member)
2. **Nominations:** Under the direction of the advisor, nominations are solicited for open positions on the board between the months of September and November of every election year

3. **Eligibility:** to serve on the board, a member must not be under any disciplinary action and must have a satisfactory academic record as ascertained by the advisor
4. **Elections:** by secret ballot are held in December of the year preceding the start of the term. A simple majority is needed to be elected.
5. **Term in office:** all officers will serve a term of one year, renewable once
6. **Meetings:** The Board of Directors must meet at least twice quarterly. A simple majority will constitute a quorum
7. **Minutes:** Minutes of the meetings will be kept by the secretary and approved by the advisor

## Functions

1. Student chapter provide its members a forum for getting together, exchanging experiences and networking.
2. It provides a platform for social activities.
3. It helps to maintain our heritage and aids the new generation in developing an identity and pride in their roots.
4. It projects a positive image in the local community through participation in cultural and civic affairs.
5. It sets an example to the rest of the Arab community, and can lead their philanthropic and humanitarian drives.
6. It sponsors educational and community service activities.
7. Student members must plan to remain active in the association during school, training and practice
8. A representative of the student chapter may serve on the local chapter board and advise the local and national boards of activities and accomplishments

## Founding Board

1. Where no chapter exists, a faculty advisor may convene a group of students who are eligible and interested in a general meeting
2. Nominations are solicited from the attendees or proposed by the advisor
3. Elections by simple majority for all board members are held
4. The board selected in this manner will be the founding board
5. The Founding Board will serve until the end of the next December when a new board elected as described above will take over.