

American Medical Student Association Chapter Charter

This Chapter Charter (“Charter”) sets forth the terms and understanding for the _____ *(Insert AMSA Chapter’s full name)* Chapter, hereinafter known as “The Chapter”, an affiliate of the American Medical Student Association (“AMSA”).

This Charter confirms that AMSA has conferred chartered chapter status upon The Chapter on the date of _____ *(Inserted by the Board upon Charter approval)*.

For the duration of this Charter agreement, the terms, and conditions of the relationship between AMSA and The Chapter include the following:

Purposes- This Charter agreement is arranged for the mutual benefit of The Chapter and AMSA members. The purposes of The Chapter must be in furtherance of the goals and initiatives of AMSA, and consistent with AMSA’s [governing documents](#), and with The Chapter’s governing documents which have been approved by AMSA. This Charter is intended to provide protection and guidance regarding each party’s rights and responsibilities.

Requirements of the chapter- The chartered Chapter must have a minimum of 5 current registered AMSA members and must always maintain that number of current members throughout to remain chartered. The Chapter must have, at a minimum, two Chapter Officers (a Chapter President and a Chapter Finance Officer). AMSA also encourages chapters to register a Membership and Advocacy liaison positions.

Chapter Officer Roles- AMSA will record up to four (4) Officers per chapter at any given time. The four officers will be the liaisons between AMSA National and The Chapter. The 4 roles available are as follows: Chapter President, Chapter Advocacy Officer, Chapter Membership Officer, and Chapter Finance Officer. The roles available for submission to AMSA National have been selected to best align The Chapter with AMSA National and each role has specific responsibilities and requirements. Make sure the members chosen the purpose and responsibilities of their role. More information can be found [online](#) on the AMSA website.

Chapter Officer Registration- The Chapter may submit new Chapter Officers to AMSA National during one of the two (2) Chapter Officer submission periods. Chapter Officer submission periods are the months of January and September, AMSA will not acknowledge new Chapter Officer submissions outside of these time periods. Submissions received outside of January and September will be held and entered when the next open period is available. All Chapter Officers must be current members of AMSA National and their local AMSA Chapter.

Separate Legal Existence of Chapter– The Chapter is a separate entity from AMSA. The Chapter may hold itself out to the public as a chapter affiliate of AMSA; but may not hold itself out as AMSA. The Chapter shall have autonomy with regard to all phases of its operation, subject to AMSA’s governing documents and instruments.

Separate Chapter Financials and Information and Tax Returns – The Chapter’s financials are separate from those of AMSA; and The Chapter is responsible for obtaining its own tax exemption and filing its own information and tax return as applicable by local law. US based chapters may refer to the [AMSA website](#) for more information about the Internal Revenue Service and its processes.

Chapter Membership Local Dues – All United States based chapters’ membership local dues must be paid through AMSA’s online membership join process. Chapters outside the United States that have an account with a U.S. based bank may also opt for The Chapter’s local membership dues to be paid via AMSA’s online membership join process. The Chapter shall be eligible to receive all local chapter membership dues that are paid directly to AMSA upon chapter member registration. The Chapter shall collect dues of \$_____ per member on a _____ basis (*indicate how dues are collected e.g., annually on a rolling basis*). AMSA has the right to withhold any chapter membership local dues if The Chapter is not acting in accordance with AMSA’s governing documents. If The Chapter decides to alter their dues or the basis on how dues are collected, they must notify AMSA immediately.

Chapter Governing Documents– The governing documents of The Chapter consisting of the Chapter Bylaws (if any) document, dated _____ (*leave blank if you are not submitting a Chapter Bylaws document*), are approved by AMSA and are not in conflict with AMSA’s governing documents. Amendments to such chapter governing documents shall not be effective unless and until approved by AMSA’s Board of Trustees who shall approve such amendments that are in accordance with AMSA’s governing documents.

Required Reporting by Chapter - The Chapter shall report to the AMSA Vice President of Membership or the chapters’ Trustee on a quarterly basis, at a minimum, as to the general activities and the engagement of The Chapter.

AMSA National’s Name, Acronym, Logo, and likeness – The Chapter shall abide by AMSA’s Style Guide when using AMSA’s brand and likeness. Chapters can access AMSA’s Style Guide [online](#).

AMSA National's exclusive partnerships - The Chapter agrees to adhere to AMSA's exclusive partnerships when looking for sponsors and should not enter a partnership with any party without consent from AMSA.

Membership Roster Information– AMSA and The Chapter shall be joint owners of member data for those individuals who are members of both AMSA and The Chapter. AMSA is the exclusive owner of member data of those individuals working within The Chapter's school who are only members of AMSA but not members of The Chapter (hereafter, AMSA Only Members). The Chapter can request from AMSA the personal contact information of AMSA Only Members affiliated with The Chapter's school for the sole purpose of promoting membership in the Chapter. Member data includes the names and contact information of members.

Withdrawal of Chartered Chapter Status – AMSA may withdraw The Chapter's status as a chartered chapter of AMSA, and terminate this Charter, for the reasons set forth in AMSA's governing documents as amended from time to time, including without limitation the request of The Chapter, in accordance with the procedures set forth in such AMSA governing documents. Upon the withdrawal of The Chapter's status as a chartered chapter of AMSA, The Chapter shall immediately cease using the name and initials of AMSA in the name of The Chapter and otherwise claiming any affiliation with AMSA.

Renewal- This Charter document must be reviewed by incoming chapter leadership upon registration on a yearly basis. Changes to the document will be submitted to the Board of Trustees for approval. If any questions arise, please email members@amsa.org.

American Medical Student Association

Name: _____

Title: _____

Date: _____

By signing this Charter, The Chapter acknowledges the terms above.

Name: _____

Title: _____

Date: _____