

Bylaws Amendments Approved by the General Body 2/10/2021

BYLAWS OF THE MARY SUSAN MOORE MEDICAL SOCIETY OF HOUSTON

Our mission is to be an example of medical excellence as well as to encourage and empower future African-American female physicians.

4.5 Student members

4.5-1 Rights of Student Members

(a) Students may be active participants in the Mary Susan Moore Medical Society meetings and activities.

(b) A student from UT Health McGovern Medical School, UT Medical Branch, Baylor College of Medicine, University of Houston College of Medicine, Sam Houston State University College of Osteopathic Medicine will be invited/appointed to serve as a liaison to the executive board.

Article Six: General Officers

6.1 General Officers of the Mary Susan Moore Medical Society of Houston

6.1-1 Identification

The general officers of the Mary Susan Moore Medical Society of Houston are:

- (a) Immediate Past President
- (b) President
- (c) President-Elect
- (d) Vice-president
- (e) Recording Secretary
- (f) Corresponding Secretary
- (g) Treasurer
- (h) Historian
- (i) Parliamentarian-appointed by President and approved by Executive Committee.
- (j) Social Media Manager

6.5 Duties of Officers

The responsibilities and authority, including specific functions and tasks, of the society are set forth below.

6.5-1 Duties

(g) Treasurer The treasurer shall be the Chief Financial Officer of the Mary Susan Moore Medical Society, and shall have custody of all funds and securities. She shall keep a full and accurate account of all receipts and expenditures, and shall make disbursements. She shall prepare and submit an annual budget for the fiscal year to the Executive Committee and General membership for approval. The Treasurer shall present a financial report to the Executive Committee at each meeting and at other meetings when requested by the President. The Treasurer shall be responsible for the maintenance of books of account and records, and shall be bonded at Mary Susan Moore Medical Society's expense. She shall bill members for their dues, receive payment thereof, and maintain the ledger of each member's account. She shall perform other duties relating to the financial affairs of the organization as voted upon by the body. The Treasurer shall chair the Budget Committee. She shall comply with all applicable Texas filing regulations. In the absence of the Treasurer, duties may be assumed by the Vice-President of the society or Recording Secretary.

(h) Historian The Historian shall be appointed by the President, and approved by the body. She will maintain all records, such as a scrapbook, the written history of the chapter, videos, photographs, newsletters, and articles. She will display these materials appropriately at Mary Susan Moore Medical Society events as deemed appropriate. The historian shall highlight the society's works, achievements, and accomplishments and readily share this information with the social media manager. She shall perform such other duties as may be assigned to her by the Executive Committee.

(j) Parliamentarian The Parliamentarian shall be appointed by the President, and approved by the body. She shall be knowledgeable of Robert's Rules of Order, shall handle all official sanctions appropriately. She shall chair the bylaw's committee unless otherwise specified by the President.

(j) Social Media Manager The purpose of this position is to increase the society's visibility via social media platforms and to keep the public informed of medical topics and planned events. The Social Media Manager shall oversee the curation of materials which spotlight the society's works, achievements and accomplishments to be shared on social media platforms. She shall also coordinate accurate and timely updates to the website. In addition, she will promote exposure with local media and other organizations on their prospective social media networks.

(k) Student liaisons A student liaison shall represent Mary Susan Moore Medical Society on their respective campuses. They shall be appointed by their peers at the Fall general body meeting. Student liaisons are to attend two executive board meetings per year.

7.3 Mary Susan Moore Medical Society of Houston Executive Board

7.3-1 Composition The Executive Board consists of:

- (a) President
- (b) President-elect
- (c) Vice-president
- (d) Recording Secretary
- (e) Treasurer
- (f) Historian
- (g) Corresponding Secretary
- (h) Parliamentarian
- (i) Social Media Manager
- (j) All Committee Chairpersons

Bylaws of Mary Susan Moore Medical Society of Houston

Approved by the Executive Committee on January 21, 2021

CERTIFICATION OF ADOPTION AND APPROVAL ADOPTED BY THE MARY SUSAN MOORE MEDICAL SOCIETY ON February 10, 2021

Amya Herrington Mitchell M.D., President of the Mary Susan Moore Medical Society of Houston

Nichole Brathwaite-Dingle M.D., Chairperson, Bylaws Committee