

BYLAWS of the JOINT ADMISSION MEDICAL PROGRAM COUNCIL

As approved by the JAMP Council on November 14, 2001

Last amended by the JAMP Council on February 10, 2010

ARTICLE I

AUTHORITY

The Joint Admission Medical Program (JAMP) derives its authority from Senate Bill 940 of the 77th Legislature, which added Section 51.821 et seq to the *Texas Education Code* and any amendments which may be made in the future.

ARTICLE II

MISSION

The Joint Admission Medical Program Council is to:

1. Provide services to support and encourage highly qualified, economically disadvantaged students pursuing a medical education;
2. Award undergraduate and graduate scholarships and summer stipends to those students; and
3. Guarantee the admission of those students who are qualified to at least one participating medical school.

ARTICLE III

COMPOSITION OF COUNCIL

The participating medical schools shall jointly establish the JAMP Council consisting of one full time faculty member representing each of the participating medical schools. The Council shall select one of its members to serve as Council Chair for a term of two (2) years.

ARTICLE IV

PARTICIPATING MEDICAL SCHOOLS

The participating medical schools are:

- The medical school at The University of Texas Health Science Center at Houston;
- The medical school at The University of Texas Southwestern Medical Center at Dallas;
- The medical school at The University of Texas Health Science Center at San Antonio;
- The medical school at The University of Texas Medical Branch at Galveston;
- The medical school at Texas Tech University Health Sciences Center at Lubbock;
- The medical school at Texas Tech University Health Sciences Center at El Paso;
- The Baylor College of Medicine;
- The College of Osteopathic Medicine at the University of North Texas Health Science Center at Fort Worth;
- The medical school at The Texas A&M Health Science Center.

ARTICLE V

OFFICERS

1. Officers of the JAMP Council include the Chair, Chair-Elect and immediate or former Past Chair.
2. The Chair, Chair-Elect and such other officers as may be necessary are to be elected every other year or when a vacancy occurs. The replacement officer will then serve the remainder of the unexpired term. Officers are permitted to serve their full terms of office as long as they remain employees of their respective institutions.
3. The duties of the Chair include convening and conducting Council meetings; enforcing the Council By-Laws and established operational procedures and generally representing the Council to its constituents and outside parties.
4. The Chair-Elect serves as the Chair when the Chair is unavailable.
5. The duties of the immediate or former Past Chair include advising the Chair in the operation of the program and generally representing the Council to its constituents and outside parties as directed by the Chair.

ARTICLE VI

STANDING COMMITTEES

1. The following standing committees are charged with the responsibilities outlined below:
 - A. The Finance and Budget Committee shall advise the Council concerning overall financial performance and general financial activities of the JAMP program. The Committee will meet as needed at the direction of the Chair of the JAMP Council. The membership will consist of at least two Council members and at least one non-Council member to be appointed by the Council Chair.
 - B. The Research and Development Committee shall advise the Council regarding research opportunities, new educational technologies, and JAMP program utilization. The Committee will meet as needed at the direction of the Chair of the JAMP Council. The membership will consist of at least two Council members and at least one non-Council member to be appointed by the Council Chair.
 - C. The Academic Affairs Committee shall advise the Council regarding the recruitment, retention and development of JAMP candidates and participants. The Committee will meet as needed at the direction of the Chair of the JAMP Council. The membership will consist of at least three Council members and at least two non-Council members to be appointed by the Council Chair.
 - D. The Executive Committee is delegated the authority to make decisions consistent with Council policies and practices in situations where there is extreme urgency for Council action and Council is unable to timely meet. The Committee will meet as needed at the direction of the chair of the JAMP Council. The membership consists of Council Chair, the Council Chair Elect, and the immediate or former past Council Chair.
2. Standing Committees will deliver a brief summary report on committee meetings to the Council relative to recommendations, actions, and informational items.
3. The Chair of the JAMP Council and the JAMP Program management will serve as support staff to the Standing Committees
4. Standing Committees may appoint subcommittees as necessary.

ARTICLE VII
AD HOC COMMITTEES

Ad hoc committees comprised of Council members and others may be appointed to help the Council with its work. Ad hoc committee organization and constituency should be determined by the nature of the task. The following guidelines should be observed:

1. The Council must approve the creation of an ad hoc committee.
2. The Council Chair makes appointments to ad hoc committees.
3. At least one member of an ad hoc committee must be a member of the Council.
4. Ad hoc committees are committees of the Council, report to the Council, and should submit written reports to the Council, as directed by the Council Chair.
5. Expenditures to support the activities of ad hoc committees must be approved by the Council.

ARTICLE VIII
DUTIES

The Council shall:

1. Recruit eligible undergraduate students for admission to the program;
2. Establish an application process for admitting eligible undergraduate students to the program;
3. Evaluate applicants for admission to the program;
4. Monitor the implementation of the program;
5. Assist in developing services to support and encourage the pursuit of a medical education by participating students;
6. Establish a process for participating students to:
 - A. be matched to summer internship programs;
 - B. be matched to any required undergraduate mentoring program;
 - C. be evaluated by the Council for continued participation in the program;
 - D. apply for admission to participating medical schools;
 - E. be matched to a participating medical school; and
 - F. enroll in that school.
7. Award to participating students undergraduate scholarships and summer stipends, including a summer stipend for a student who is required to participate in a medical school pre-matriculation program;
8. Award graduate scholarships to participating students;
9. Enter into an agreement with each student admitted to the program, each student admitted to the program as an alternate, each participating medical school, and each participating general academic teaching institution or private or independent institution of higher education;
10. Take any other action necessary to implement the program.
11. From each general academic teaching institution, the Council annually shall select for admission to the program at least two (2) eligible undergraduate students who are enrolled as sophomores at that institution.

From each private or independent institution of higher education, the Council annually shall select for admission to the program one eligible undergraduate student who is enrolled as a sophomore at that institution. The Council shall allocate the remaining program openings to participating institutions as the Council determines to be appropriate. If there are insufficient program openings to accommodate two students from each general academic teaching institution and one student from each private or independent institution of higher education, as appropriate to achieve the purpose of this subchapter, the Council shall select for admission to the program eligible sophomore-level students who are enrolled in the participating institutions, with not more than 15 percent of the total program openings for any year to be allocated to eligible sophomore-level students who are enrolled at private or independent institutions of higher education.

12. The Council shall match each participating student with appropriate internship programs offered by participating medical schools during the summers immediately following the student's sophomore, and junior years.
13. The Council shall establish a process to provide appropriate mentoring by the medical schools and undergraduate schools to the participating students.
14. During a participating student's senior year, the Council shall match the qualified student with an appropriate participating medical school as necessary to fill the percentage of enrollment capacity set aside by each medical school under the program. To the extent possible, the Council shall accommodate the preferences of qualified students regarding medical school placement.
15. A participating medical school will not make an offer of admission to a qualified student outside the JAMP match.
16. A participating medical school to which a participating student is matched may require the student to participate in a pre-matriculation program.

ARTICLE IX

POWERS

The Council has the power and authority to:

1. Enter into agreement with any party as necessary;
2. Make any payments necessary for the operation of the Council and the program in the fiscal year;
3. Delegate performance of Council's administrative functions, including its matching functions, to the Texas Medical and Dental Schools Application Service operated through The University of Texas System;
4. Take any action necessary to implement and administer the program; and
5. Solicit and accept gifts and grants from any source.

ARTICLE X

MEETINGS

1. The Council shall meet in regular session a minimum of ~~four~~ three times each year.
2. Notice of meetings shall be posted as required by the Open Meetings Law and shall be sent to the membership before each meeting.
3. A majority of Council members, or their alternates, (5 members) must be present for a meeting of the Council to convene and conduct business. (An alternate is a person appointed to stand in for the member by the president or the president's designee from the same medical school as the Council member. An alternate may participate in Council discussions and is permitted to vote if standing in for the member.)
4. A simple majority of the attending members or alternates is required to approve any item of business that comes before the Council.

ARTICLE XI

REPORTS

The Council shall deliver a report on the program to the Governor, the Lieutenant Governor, and the Speaker of the House of Representatives not later than December 31 of each even-numbered year. The report must contain detailed information regarding:

1. Any problems the Council identifies in implementing the program, with recommended solutions for those problems;
2. The expenditure of any money received under this subchapter, including Legislative appropriations; and
3. The number of students who are admitted to the program and who are enrolled in each year of a baccalaureate, graduate, or professional degree program offered by a general academic teaching institution, a private or independent institution of higher education, or a participating medical school, as applicable.

ARTICLE XII

AMENDMENTS

Proposed amendment(s) to the Council By-Laws should be provided to the membership in writing (or electronically) at least thirty (30) days before the Council meeting at which the vote on the amendment(s) is (are) to be voted on.

ARTICLE XIII

FISCAL YEAR

The fiscal year is September 1 through August 31 of every year.