

ACMG Student Interest Group Handbook



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INTRODUCTION

This handbook is intended to serve as a guide for ACMG Student Interest Groups (SIGs). The material in this handbook contains suggestions for organizational structure and activities for student interest groups. ACMG SIGs may adapt this information to their specific needs.

What is an ACMG Student Interest Group (SIG)?

The American College of Medical Genetics and Genomics (ACMG) Student Interest Group Program is designed to help medical, graduate and genetic counseling students expand their knowledge and interest in the field of medical genetics. Involvement in the ACMG SIG Program provides groups access to unique educational resources, opportunities for networking, and information about careers in medical genetics.

Why should my institution start an ACMG Student Interest Group (SIG)?

Join a growing network of SIGs and medical genetics professionals to help promote awareness of the field of medical genetics and genomics!

- Receive recognition from a national organization (ACMG) that may help secure group status and activity funding from your institution.
- Access to speaker resources
- Free access to Student level genetics and career pathway education.
- Options for free ACMG Student Membership which provides additional ACMG Members Only resources (including online access to *Genetics in Medicine*, salary and benefits data, and ACMG communications on innovation and issues in the medical genetics and genomics field)

How can I establish an ACMG SIG at my institution?

- Identify a SIG Advisor (must be an employee of your institution)
- Identify group leaders (group officers) and select a group contact person
- Complete the ACMG Student Interest Group Program Application
- Submit the completed application by mail, fax, or email to:

American College of Medical Genetics and Genomics (ACMG)

7101 Wisconsin Avenue, Suite 1101 Bethesda, MD 20814

Fax: 301-381-9370

Email: membership@acmg.net

- Have your group members [apply for individual Student membership](#) to receive additional ACMG benefits.

ACMG Student Interest Group (SIG) Advisor Guidelines

Who can be a SIG Advisor?

- Full-time faculty, administrator, or staff member at the affiliated institution

What are the expectations of the SIG Advisor?

- Administrative responsibilities:
 - Approve Annual Report to ACMG (in October) including an updated list of all Chapter members including designations of all officers and their contact information, a summary of meetings/ activities, and operational issues
 - Report to ACMG any changes to SIG student leadership
 - Forward to ACMG any adverse notices or other correspondence received from the affiliated institution or any governmental agency (e.g., Internal Revenue Service, Secretary of State, or other agency)
 - Ensure the continuity of the student group by overseeing the annual selection and installment of new student leadership
 - Primary election cycles are to take place near the beginning of the fall semester each calendar year
 - Oversee an annual orientation for new student leadership including a review of the SIG handbook
- SIG Advisor will be contacted by the ACMG membership committee every 3 months to confirm group status (active/ inactive) and inquire about recent activities/ events
- Sponsor and conduct programs and activities that further the group members' interest in and knowledge of medical genetics
 - Partner with ACMG Membership Committee and ACMG Education Committee to disseminate information about available events and activities

**Constitution of an American College of Medical Genetics and Genomics (ACMG)
Student Interest Group (SIG) Program**

Updated: _____

Article I. Name of Student Interest Group (SIG)

This organization shall be named “ACMG Student Interest Group” at **[institution name]**.

The name of the organization may also be referred to as “ACMG SIG”

Article II. Statement of Purpose

Section 1. Mission statement

The American College of Medical Genetics and Genomics (ACMG) Student Interest Group (SIG) Program is designed to help medical, graduate, and genetic counseling students expand their knowledge and interest in the field of Medical Genetics. Membership in an ACMG SIG Program provides groups access to unique educational resources, opportunities for networking, and information about careers in Medical Genetics.

Article III. Responsibility

1. The relationship between ACMG and the SIG is and shall at all times remain that of independent contractors. Nothing herein shall create any joint venture, partnership, or agency relationship of any kind between the parties.

2. Unless prohibited by university policy, the Group may refer to itself as an ACMG Student Interest Group at _____ University. The Group may not use the ACMG name, acronym, logo, or any other intellectual property belonging to ACMG without prior written approval from ACMG.
3. The Group is strictly prohibited from incurring any liability, obligation, or expense on behalf of ACMG, from using ACMG's monetary credit in conducting any activities, and from representing to any third party that the Group is an agent of ACMG. On all agreements to which it is a party, and on all other documents which could result in contractual obligations or tort liability, the Group shall display prominently the following statement: "(Group Name) is not a partner or agent of the American College of Medical Genetics and Genomics (ACMG). The ACMG does not review or control and is not responsible for, any obligations (Group Name) may incur or any liabilities (Group Name) may be subject to".
4. The Group and Institution warrant that the Group shall conduct its activities in full compliance with all rules, policies, purposes, laws, and guidelines of the Institution and all applicable federal, state, and local laws, regulations, and other legal standards, and that the Group will maintain at all times all permits, licenses, and other applicable governmental approvals.
5. The Group and Institution acknowledge and agree that ACMG assumes no liability for claims of damage of any kind or claims of injury to any person in connection with the activities of the Group, including but not limited to claims made by member participants, recipients of the Group's services, or any affiliated organizations.
6. The group and institution agree that the decision as to whether the group qualifies, or continues to qualify, for membership in the ACMG Student Interest Group program rests solely and exclusively with the Board of Directors of the ACMG.

Article IV. Membership

Section 1. General Membership (add additional information as needed to comply with institutional policies)

Membership of an ACMG SIG shall be open to all [institution name] students in good academic standing. An ACMG SIG shall not discriminate based on race, ancestry, sex, gender identity, sexual orientation, age, disability, or political or religious affiliation in any of its

policies, procedures, or practices. Non-voting memberships may be extended to the ACMG SIG Advisor(s), interested faculty, administrators, staff members, and alumni of the institution.

Article V. Leadership Positions

Section 1. Required Positions and Organization Structure

1. Oversight position: ACMG SIG Advisor (full-time faculty, administrator, or staff member at [institution name])
 - a. Advisor Role:
 - i. Oversee the functions of ACMG SIG and provide mentorship
 - ii. Oversee all monetary accounts, planning of events/endeavors, elections, and officer transitions. The SIG Advisor's presence is encouraged but not strictly required for an ACMG SIG event to proceed, including elections.
2. Primary leadership position: President (student)
 - a. President Role:
 - i. Direct group operations
 - ii. Design and execute events in conjunction with the Event Coordinator
 - iii. Serve as the primary point of contact between the institution and the organization regarding any official matters or inquiries
 - iv. Serve as the primary point of contact for the Advisor regarding general group function and direction of the organization
 - v. Oversee operations of Secondary Leadership Positions of the organization (see section 3) to ensure a smooth flow of operations

The following are suggested guidelines and are not mandatory positions; tailor to your institutional needs.

Section 2: Optional and Suggested Positions

1. Oversight position: SIG Director (typically the Past President)
 - a. SIG Director Role:

- i. Guide the sitting president (and other officers as needed) on organization function. Guidance should be focused on broader concepts such as alignment with group mission and direction.
 - ii. Attend mandatory quarterly SIG officer meetings
 - iii. Schedule and lead quarterly President-SIG Director check-in meetings
- 2. Secondary leadership positions: Event Coordinator, Treasurer, Secretary (students)
 - a. Event Coordinator Role:
 - i. Event Planning
 - 1. Email guest speakers to set up events
 - 2. Provide the speaker with a list of dates that work best for the students
 - 3. Book venues needed for events
 - 4. Serves as the primary point of contact for finding and connecting with appropriate speakers for events or otherwise acquiring resources for events as needed
 - ii. Updating and maintaining the institution's student calendar with ACMG SIG events
 - iii. Make public announcements regarding organization events, new resources, and updates, in conjunction with the President
 - b. Treasurer Role:
 - i. Document event attendance in coordination with the Secretary, as this is **often necessary for obtaining funding for an ACMG SIG** (if there is no Treasurer, this role should be completed by the SIG Advisor or President)
 - ii. Track and monitor finances and purchases for the organization. See appendix for a sample budget.
 - 1. Finances
 - a. Total remaining funds and expenditures for each event should be tallied at the end of each event and updated at this time to reflect the most current state of affairs
 - b. Receipts should be collected for documentation with student affairs and stored in the interim by the Treasurer
 - 2. Purchases
 - a. Purchasing food or other items for events is the responsibility of the Treasurer, although they can request help in advance from those in primary and/or secondary leadership positions
 - c. Secretary Role:
 - i. Record meeting minutes and distribute to all ACMG SIG members following a meeting

- ii. Update and monitor the ACMG SIG website and social media accounts (if applicable)
 1. Coordinate with other student organizations to set up combined events
 2. Document attendance at each event via organization excel sheet (directly or indirectly via transcription of a written sign-in sheet)

Section 3: Suggested Officer Procedures and Election Policies

1. Election process, primary functional positions (President, Event Coordinator, Treasurer, and Secretary)
 - a. Any current or prospective member of an ACMG SIG can apply for any of the four leadership positions during the election process
 - b. The application itself may include the following components which are subject to change at the discretion of the organization
 - i. Name:
 - ii. Year:
 - iii. Specialty of interest:
 - iv. Genetic topics of interest:
 - v. Experience with organizations:
 - vi. Leadership position of interest:
 - vii. Reasons for seeking a leadership position in the ACMG SIG:
 - c. Once applications are finalized, the current officers and Advisor will hold a special election meeting to discuss which applicants to select for each position
2. Election cycle
 - a. Primary election cycles are to occur annually in the fall semester or per [institution name] SIG policies
3. Director appointment – this is a suggested but not mandatory position
 - a. The SIG director is a position reserved for the past president of the organization to offer their input and advice as designated in their role description above
 - i. If the past president does not wish to perform this role or is unable to, the current SIG director will appoint one of the three prior officers
4. Officer meeting policies
 - a. Required officer meetings are to be held at least quarterly
 - b. All officers are required to attend the officer meetings unless unable to do so for legitimate reasons (exam, family emergency, etc.)
 - c. Suggested agenda items include:

- i. Tentative events for the next 3-month segment
- ii. State of the current array of resources – social media accounts, website, calendar, and website resources with an emphasis on functionality
- iii. State of current finances (How much total funding is left? How much is being spent at each meeting in the last segment? Anything unexpected?)
- iv. Other:
 1. Any topic is open to discussion at these meetings, provided the above are addressed

Article V. Recommendations on getting started

Section 1: Create an Annual Activity Plan:

1. Introduce the group to your institution and find additional members by creating an event, fundraiser, website, blog, or newsletter
2. Choose activities for your quarterly events
3. Plan a fundraising event, if needed
4. Choose dates
5. Secure speakers or event leaders
6. Secure a location
7. Decide if you want (or can afford) to provide food and beverages
8. Publicize your event (post on social media, send emails, post flyers, update website, etc.)
9. Have a sign-up of some sort for interested students so that you can contact them in the future

Section 2: Activity suggestions:

1. Use the ACMG Find a Member Directory to see if you can find a local geneticist to speak to the group or help plan a field trip
2. See if there is a Medical Genetics training program or laboratory at your institution and inquire about learning activities your group could participate in
3. Utilize pre-recorded content from ACMG Genetics Academy or Careers in Medical Genetics and Genomics series on YouTube for your event
4. Contact other ACMG SIGs to see what they are planning and if a joint broadcast event can be setup

Appendix I: Sample SIG Budget

Sample Operating Budget		
Income:		
Source(s) of Funds	Amount Expected	Amount Received
Institution Allocated Funds		
Fund Raising (if any)		
Total Funds Received		

Expenses:				
Events	Projected Attendance	Amount Budgeted	Source(s) of Funding	Amount Spent
Total Funds Spent				

American College of Genetics and Genomics (ACMG) Reporting Policy for Student Interest Groups (SIGs)

In order for a SIG to maintain an active status with ACMG, a SIG Report Form must be submitted annually to the ACMG Membership Committee. The purpose of the Annual Report is to keep ACMG updated on current SIG leadership contact information, the number of SIG members, SIG members' names/contact information, and events and activities organized by the SIG.

- Reports should be submitted to ACMG annually, due every October (see Appendix I for the SIG Report Form).
- Failure to submit annual reports will lead to inactive status and removal from the ACMG website.
- ACMG Membership Committee staff will send email reminders one month and two weeks prior to the due date.
- Please submit reports to Denise Calvert at dcalvert@acmg.net.

Appendix 2: ACMG Student Interest Group Annual Report Template

ACMG Student Interest Group annual reporting must be reviewed and approved by the SIG Advisor prior to submission. This report template may be accessed and the requested information submitted online from the [ACMG Student Interest Group webpage](#).

ACMG STUDENT INTEREST GROUP (SIG) REPORT FORM

SIG Name/Institution:

SIG Advisor (name, phone and email address):

SIG President (name, phone and email address and term dates of office):

SIG Officers (name and email address and terms date of office):

Number of current SIG members:

Number of SIG meetings held since the last report:

List of SIG events and activities since the last report:

Please list any changes to SIG leadership since the last report (i.e., new Faculty Advisor or President):

List of current SIG members (Please attached an excel spreadsheet with First Name, Last Name, and email address of each group member):

Report prepared by:

Signature of SIG Advisor

Date submitted: