ISPSO Local Organization Constitution Guide

*Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.*

Section 1: Name: Independent Study Program Student Organization (ISPSO)

Section 2 - Purpose: To provide a catalogue of books and other resources for independent study medical students to utilize in their academic pursuit

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

*Article II - Membership: Qualifications and categories of membership.*

Voting membership is defined as limited to currently enrolled Ohio State students. Members must have successfully completed a 70% average during Anatomy and applied for membership status through the ISP office.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

There is a president and a treasurer for this organization whose duties are as follows.

President:

* Know and familiarize fellow officers with the primary goals and priorities of the organization.
* Learn to delegate responsibilities effectively.
* Work closely with the ISPSO advisor and with others who might help with the organization.
* Look to faculty and administration for assistance and support.
* Be the primary contact for the organization to faculty, staff, students, and administration.
* Prepare a master plan for the semester's activities early.
* Have a clear idea of the goals to be accomplished.
* Carry out the group's decisions and wishes, not personal agendas.
* Serve as the representative for the organization at the university meetings.

Treasurer:

* Be aware of all policies regarding the disbursement of funds.
* Obtain advisor/president signatures on all documents as required.
* Keep track of all transactions and know the status of the organization's accounts.
* Prepare a current budget and present at every monthly meeting.
* Pay all bills promptly.
* Keep copies of all receipts, etc.
* Spearheading and creating fundraising opportunities.

The terms of office are for one year beginning in April. The selection process is that of nomination by self or other to the advisor and election by the general membership follows. The votes are taken and tallied by the advisor and the majority rules. In case of a tie the advisor will be the deciding vote.

*Article IV - Executive Committee (if needed): Size and composition of the Committee.*

None needed

*Article V - Standing Committees (if needed): Names, purposes, and composition.*

None needed

*Article VI – Method of Removing Officers and Members.*

General members and elected or appointed leaders should be expected to meet certain standards and conduct themselves in a way that reflects well on the organization. In the event that a member or leader does not meet those expectations, the said person will be referred to the Honors and Professionalism Council. Their case will be reviewed and their status as an executive officer will be evaluated.

*Article VII – Advisor(s) or Advisory Board: Qualification Criteria.*

Advisors of the ISPSO will be both knowledgeable and non discriminatory. They will be requested from members of the Independent Study Program (ISP) Staff that is already set in place.

*Article VIII – Meetings of the Organization: Required meetings and their frequency.*

One meeting per year is required for the ISPSO and the day and time of this meeting is set forth by the ISP staff and the ISPSO advisor.

*Article IX – Method of Amending Constitution: Proposals, notice, and voting requirements.* Proposed amendments must be in writing, will not be acted upon but read in the general meeting in which they are proposed. Written notice of the proposed amendment is given to each member thirty (30) days prior to the date the meeting is to be held. They will be read again two subsequent general meetings and the general meeting in which the votes will be taken. Approval requires at least two-thirds of voting members present.

*Article X – Method of Dissolution of Organization*

Should this organization dissolve all profits, assests and proceeds will go to the ISP office in B0412A Graves to be used for subsequent independent students at the discretion of the ISP staff and ISPSO advisor.