**Allergy/Immunology Interest Group**

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

Section 1 - Allergy/Immunology Interest Group at The Ohio State University College of Medicine

Section 2 - Purpose: To educate and inform students at The Ohio State University College of Medicine about residency and career options, opportunities, lifestyle, and other pertinent information about the medical specialty of Allergy/Immunology; to inform students about career and research opportunities; to involve residents and fellows at The Ohio State University Wexner Medical Center, Nationwide Children’s Hospital, and other institutions in the Columbus area; to help teach all involved about current medical knowledge and medical advancement in the field of Allergy/Immunology; and to connect medical students at The Ohio State University College of Medicine with residents, fellows, faculty, and other physicians at The Ohio State University College of Medicine, The Ohio State University Wexner Medical Center, Nationwide Children’s Hospital, and other locations for networking and career advancement of involved medical students, residents, fellows, faculty, and other physicians.

Section 3 - Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reason(s) 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 limited to currently enrolled students at The Ohio State University College of Medicine. Residents, fellows, faculty, and other physicians are welcome to be involved in all activities but are to be considered non-voting members.

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

Leaders of the Allergy/Immunology Interest Group include a minimum of a President, Vice-president, and Treasurer.

President – provides direction among the leadership and organization for planning and execution of meetings, activities, and organization-related initiatives. The President leads communication and action, through delegation or personal action, of official and unofficial business and activities of the organization.

Vice-President – assists the President with planning and execution of the organization’s events and initiatives. In the absence of the President, the Vice-President is to serve in the President’s role. If the President forfeits his or her position or will, within reason, be unable to carry out duties of the President, the Vice-President will become President. If a secretary is required for the organization, the Vice-President will also serve as Secretary.

Treasurer – maintains reasonable record of finances of the organization. The Treasurer is responsible for a budget, requesting funds when needed, requesting reimbursements when necessary, and reimbursing organization members for reasonable, approved expenses made by the individual for the organization.

*Article IV. – Executive Committee: Size and Composition of the Committee*

No Executive Committee will be established for the Allergy/Immunology Interest Group.

*Article V. – Standing Committee: Names, purposes, and composition*

No Standing Committee(s) will be established for the Allergy/Immunology Interest Group.

*Article VI. – Method of Selecting and/or Removing Officers and Members*

Section 1: Selection of Officers: All officers are to be chosen by election. The election can be done either during a meeting or electronically, based on the discretion of the organization’s leadership. The election for each of the positions will be held separately, in contrast to having only one election where the member with the most votes becomes President, the member with the second-most votes becomes Vice President, and the member with the third-most votes becomes Treasurer. Leaders of the Allergy/Immunology Interest Group are to be elected from the voting membership of the group. Any student involved in the Allergy/Immunology Group is eligible to vote. Students who are not reasonably involved in the organization and are involved in the voting process only for electing a friend or other fellow student for a reason other than merit are not eligible to vote. If a position has no candidates, those who comes in second in the election for another position will be given the open leadership position if the candidate accepts the position. The election is to be held during the last few months of the academic year. Leaders will hold their positions for one year unless they do not conduct themselves by the standards listed below.

Section 2: Removal of Officers: Elected and appointed leaders are expected to maintain standards and conduct themselves in a manner that follows those set forth by The Ohio State University College of Medicine and the medical profession. Additionally, elected and appointed leaders are expected to maintain standards and conduct themselves in a manner that reflects positively on the Allergy/Immunology Interest Group. If a leader must be removed from office because the above standards are not met, the removal is to be conducted by the faculty advisor or a two-thirds vote of the voting members. If the President is removed, the Vice-President will become the President. If either the Treasurer or Vice-President spots are left open, the new leader will either be appointed by the President or elected by members, at the discretion of the President. Any appointed leader will serve in the position until the next general election is held within a few months of the end of the academic year. The non-discrimination policy stated above protects elected and appointed leaders from removal based on listed statuses.

Section 3: Removal of a member: Members are expected to maintain standards and conduct themselves in a manner that follows those set forth by The Ohio State University College of Medicine and the medical profession. Additionally, members are expected to maintain standards and conduct themselves in a manner that reflects positively on the Allergy/Immunology Interest Group. If a member must be removed from office because the above standards are not met, the removal is to be conducted by consensus of the organization leadership with approval by the faculty advisor. The non-discrimination policy stated above protects members from removal based on listed statuses.

*Article VII. – Advisor*

Advisors of student organizations must be members of the University faculty or Administrative and Professional staff. Advisors are to serve as a resource for organization leadership and members, helping the organization to maximally carry out its stated goals. Additionally, the Advisor is involved in the selection or removal of members as stated in Article V.

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

Members can be involved with the organization as much or as little as they wish. There is no minimum requirement for meeting attendance. It is only required that for voting eligibility voting members be reasonably involved in the organization.

*Article IX. – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed. At another meeting, approval should require at least two-thirds of voting members present. Quorum must be present, which is at minimum 50% + 1 of total organization members, defined as the number of attendees typically at a meeting. The constitution should not be amended easily or frequently.

*Article X. – Method of Dissolution of Organization*

The Allergy/Immunology Interest Group will be dissolved if there are no students at The Ohio State University College of Medicine willing to take any of the leadership positions and if the faculty advisor determines that no such interest exists. All remaining funds will be returned to the organization the provided the money, such as The Ohio State University Student Council or The Ohio State University College of Medicine Student Council. Debt is not allowed. As such, no individual or institutional will be held responsible for debt upon dissolution.