

**BY-LAWS OF THE:  
Fellowship of Student Anatomists (FOSA)  
(UPDATED 3.08.2016)**

**ARTICLE I: NAME AND PURPOSE**

Section A: Name

The name of this organization shall be known as the Fellowship of Student Anatomists (FOSA).

Section B: Affiliation

FOSA is not affiliated with any National or State organization. FOSA is affiliated with the Ohio State University Division of Anatomy.

Section C: Purpose

1. To promote education, involvement, and leadership within the Division of Anatomy at OSU.
2. To promote Anatomy on the OSU campus.
3. To provide social and professional interaction with anatomists and related professionals.

**ARTICLE II: MEMBERSHIP AND DUES**

Section A: Eligibility

Membership shall be open to anyone who is in the Division of Anatomy graduate academic program.

Section B: Restrictions

1. The members shall be OSU students.
2. This organization is prohibited from discriminating on the basis of age, race, color, religion, handicap, national origin, or sex.

Section C: Dues

There shall be an no annual dues for members.

**ARTICLE III: OFFICERS**

Section A: Officers

The officers shall consist of a president, vice-president, a secretary, a treasurer, a public relations and community service coordinator, a graduate students committee student representative, a memorial services representative, a doctoral student representative, and a first year student representative. They shall be known as the Executive Board.

Section B: Eligibility

The Executive Board must be current OSU students in the Anatomy graduate program.

Section C: Election

The Executive Board shall be elected by simple majority of the membership present when a quorum exists in the spring semester. Election will be by ballot vote. Members will have one week following nominations to vote.

Section D: Term

The officers shall serve for one year and their term shall commence at the end of the academic spring semester. Students may hold the same executive board position for no more than two (2) consecutive years.

Section E: Vacancy

If a vacancy occurs in the Executive Board there shall be a special election within two weeks of the vacancy. Nominations will be taken from the floor and a general election shall take place by ballot.

Section F: Removal

In the event it becomes necessary to remove an officer or member because they are not meeting the expectations agreed upon and set forth in this document, the executive board will convene to discuss potential remedy or removal of the officer or member. If a unanimous vote is reached, the executive board will submit a formal recommendation to the advisor for removal. The advisor will make the ultimate decision to remove the officer

or member. 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. This discrimination policy will be firmly adhered to during the removal process.

#### **ARTICLE IV: DUTIES OF THE EXECUTIVE BOARD**

##### Section A: Duties

**President** – Serves as the chief executive officer of the organization, presiding at all executive board and general member meetings. The President will also hold the following responsibilities:

- I. Provide leadership and direction to all activities of the organization.
- II. Communicate directly with the Faculty Advisor all organizational matters.
- III. Serve as a liaison between the Faculty Advisor and student members.
- IV. Coordinate all monthly meetings; running meetings when appropriate
- V. As an official Ohio State University Executive Board Title, the President is **required** to attend a one (1) hour training session at the Union each year.

**Vice President** – Serve as the second in command executive officer of the organization. The Vice President will also hold the following responsibilities:

- I. Serve as the acting President, should the President-Elect be unavailable.
- II. Coordinate all monthly meetings; scheduling guest speakers when appropriate.
- III. Establish and lead a social events committee
  - A. Plan and organize “Post-Exam” celebrations for new graduates (M.S. or PhD).
  - B. Plan and organize at least one (1) “social” event for faculty and students each semester.

**Treasurer** – Oversees and manages the organization’s financial matters. The Treasurer will also hold the following responsibilities:

- I. Report monthly finances at each meeting
- II. Establish and lead a fundraising committee
  - A. Find fundraising opportunities on and off campus
  - B. Plan at least one (1) fundraising event each academic year (may be in collaboration with Anatomy Memorial Services representative)
- III. Responsible for all deposits, withdrawals, and reimbursements associated with the organization.
- IV. As an official Ohio State University Executive Board Title, the Treasurer is **required** to attend a one (1) hour training session at the Union each year.

**Secretary** - Serve as the scribe for all organization meetings and official keeper of all records (electronic or written). The Secretary will also hold the following responsibilities:

- I. Record and distribute proceedings of each Executive Board and General Membership meetings.
- II. Reviews, maintains, and updates the organizational By-Laws.
- III. Creates and updates the Hamilton Hall “Anatomy Information” display case. (west wall - across from 279).
- IV. Organize and maintain Graduate Student Mentorship Program.

**Public Relations and Community Service Coordinator** - Maintains the organization's website and social media page in order to promote various service and social activities. The Public Relations and Community Service Coordinator will also hold the following responsibilities:

- I. Maintain the official FOSA website established through the Ohio Union.
- II. Create and oversee the organization's Facebook page.
- III. Develop marketing materials to help promote organizational events and activities.
- IV. Establish and lead a volunteer committee.
  - A. Plan at least one (1) volunteer opportunity each academic year
  - B. Gather and dispense information on volunteer opportunities.

**Doctoral Student Representative** - Represent the current doctoral students at every Executive Board and General Membership meeting.

- I. Serve as the official liaison for doctoral students and the executive board.
- II. Address any issues or concerns that may arise from doctoral students.
- III. Coordinate the "New Student Social" and other aspects of "Welcome Week" for the following year. (Coordinate with First Year Student Representative)
- IV. Works with doctoral students and transitioning masters students on advancement in the program (Candidacy, etc.)

**First Year Student Representative** – Represent the current first year cohort at every Executive Board and General Membership meeting. (This appointment will be determined after Fall semester has begun, and run until the next First Year Student Representative is elected).

- I. Serve as the official liaison for first year students and the executive board.
- II. Address any issues or concerns that may arise from first year students.
- III. Coordinate the "New Student Social" and other aspects of "Welcome Week" for the following year. (Coordinate with Doctoral Student Representative)

**Graduate Studies Committee Student Representative** – Represent the students enrolled in the Anatomy Graduate program at Graduate Studies Committee meetings.

- I. Attend all Graduate Studies Committee meetings
- II. Contribute to decisions made concerning the Anatomy Graduate Program.
- III. Provide new and innovative ideas to the Graduate Studies Committee.
- IV. This position **must** be held by a full-time graduate student

**Anatomy Memorial Services Representative** – serve as one (1) of two (2) graduate school coordinators for the Annual Anatomy Memorial Services.

- I. Attend all Anatomy Memorial Service (AMS) meetings.
- II. Collaborate with the College of Medicine and College of Dentistry representatives to plan the annual AMS.
- III. Plan and organize at least one (1) fundraising event (may be in collaboration with Treasurer)
- IV. Serve as the liaison between the AMS and graduate students.

**Council of Graduate Students (CGS) Anatomy Delegate** – Represent the students enrolled in the Anatomy Graduate program at Council of Graduate Students

- I. Attend all delegate meetings
- II. Sit on at least one CGS internal committee
- III. Sit on at least one external University Committee

- IV. Serve as a liaison between CGS and graduate students

#### **ARTICLE V: FACULTY ADVISOR**

##### Section A: Selection

There shall be a faculty advisor, who will be selected by the Executive Board. The nominated advisor must accept the offered position.

##### Section B: Duties

The advisor's role within the organization is negotiable between the advisor and student leaders. An effective advisor should talk with the leaders of the organization and come to a mutual understanding about how much or how little the advisor will be involved.

However, the Faculty Advisor will hold the following responsibilities:

- I. Explain university policies when relevant to the discussion.
- II. Recommend programs, speakers, seminars, etc.
- III. Objectively mediate conflicts that arise within the organization.
- IV. Approve the organization's online registration. (yearly)
- V. Review and approve an organization's annual goals. (yearly)
- VI. Sign off on operating and programming funding requests.
- VII. Sign off on reservations of university space and equipment, as requested by the university department granting the reservation.
- VIII. Be listed as a signatory on the organization's checking account.
- IX. Attend an advisor certification training session. (every two years)

##### Section C: Term

The selected advisor will serve a two (2) year term. A faculty advisor may hold any number of consecutive terms.

#### **ARTICLE VI: EXECUTIVE COMMITTEE MEETINGS**

##### Section A: Responsibility

Management of the FOSA shall be vested in this committee, and they are responsible to the entire membership to uphold the By-Laws.

##### Section B: Membership

This committee shall consist of the officers as listed in Article III, and the faculty advisor as listed in Article V.

##### Section C: Meetings

The Executive Committee shall meet prior to the first regular meeting of the organization, and whenever necessary throughout the year to plan the agenda for the following meetings.

##### Section D: Quorum

A quorum shall consist of 2/3 members of the Executive Committee if possible.

#### **ARTICLE VII: MEETINGS OF THE MEMBERSHIP**

##### Section A: Meetings

The Executive Board will call regular meetings with dates and times posted at least one week in advance. These meetings shall be to conduct the necessary business of the organization and to have a presentation or guest speaker. (Meeting Example in Section E, Article VII)

##### Section B: Special Meetings

1. May be called by the Executive Board.
2. May be called by the President at the request of any member.

##### Section C: Quorum

A quorum shall consist of 2/3 of the members in good standing.

##### Section D: Parliamentary Authority

Robert's Rules of Order Newly Revised, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws.

Section E: Example Meeting Agenda

Meetings would take place once a month, with time and date to be determined by the current members. A typical meeting would have the following format:

- I. General Membership Announcements
  - A. Department News and Updates (from Graduate Studies Committee Student Representative)
  - B. Finance Report (Treasurer)
  - C. Upcoming Events
    1. Memorial Service (Memorial Services Representative)
    2. Social Events (Vice President)
    3. Academic Events (Vice President)
    4. Other
  - D. Student Updates; all members are welcome to share news, events, and achievements
- II. Guest Speaker (approximately 30-45 minutes)
  - A. Research based (Faculty, student, outside researchers)
  - B. Professional development (UCAT, STAR, etc)

**ARTICLE IX: AMENDMENTS**

Section A: Vote

These By-Laws may be amended by a 2/3 majority vote of the members in good standing.

Section B: Notice

All members shall receive advance notice of the proposed amendments in writing at least five days prior to the meeting of the members.

**ARTICLE X: 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.