

The Pre-Medicine Club

The Ohio State University

Article I: Name, Purpose, and Non-Discrimination Policy

Section 1: The name of this organization shall be the Pre-Medicine Club.

Section 2: The purpose of the Pre-Medicine Club at The Ohio State University shall be: to offer academic support and encouragement to members, host events that better prepare members for acceptance into an accredited post graduate program, and give back to The Ohio State University and the surrounding community.

Section 3: The Pre-Medicine Club and its members shall not discriminate against any individual(s) on the basis of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.

Article II: Membership: Membership qualifications and categories of membership

Section 1: Membership shall be open to anyone interested in the field of medicine. A member must be associated and in good standing with the Ohio State University. A minimum GPA of 2.0 must be maintained.

Section 2: Each member shall be expected to pay an annual membership fee of \$20.00. Paid members shall be considered non-voting until they meet criteria under Section 3.

Section 3: Criteria of voting: must attend at least 3 club meetings a semester and 2 club activities a semester which may consist of fundraisers, service activities, and/or club events.

Section 4: Dismissal of Members or Officers

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, with the consultation of the advisor.

Article III: Organization Leadership: Titles, terms of office, type of selection, and duties of leadership

Section 1: Duties of Officers

- a) Officers shall be elected by majority vote of the active members during the second week of April for the following year. Officer positions shall consist of president, vice president, treasurer, fundraising chair, service chair, professionalism chair, social chair, and membership chair.

- b) All officer positions shall prepare and organize all of the information they used or obtained at the end of their term as officer or chair in a written report to pass on to the next elected person for that position. The written report should also be given to the president to include in his/her report as well.
- c) All officers organizing an event shall record membership attendance at events and report participation to membership chair.

Section 2: President

- a) The president shall be responsible for scheduling and presiding over all general member meetings.
- b) The president shall be responsible for scheduling and presiding over all executive board meetings.
- c) The president shall maintain a close affiliation between its members and advisor.
- d) The president shall be the main representative of the organization responsible for all external communications.
- e) The president shall oversee officer selection and transition at the end of the year.

Section 3: Vice President

- a) The vice president shall be responsible for taking attendance and recording Minutes of all general and executive meetings.
- b) The vice president shall be in charge of all outgoing correspondence for the organization to the members (i.e. minutes, upcoming events, meetings).
- c) In the case of presidential vacancy, the treasurer shall be interim president, for no more than three weeks, until the vacancy is filled

Section 4: Treasurer

- a) The treasurer shall be responsible, upon absence of the president, for presiding over meetings.
- b) The treasurer shall receive and transfer all funds of the organization.
- c) The treasurer shall keep an itemized account of all monetary transactions.
- d) The treasurer shall provide the president with a quarterly financial report.
- e) The treasurer shall submit a budget plan each quarter by the first executive meeting to be approved by the executive board.

Section 5: Fundraising Chair

- a) The fundraising chair shall develop and create ideas and events to raise funds for the organization.
- b) The fundraising chair shall preside over a fundraising committee.

Section 6: Service Chair

- a) The service chair shall seek out community service opportunities related to the medical field.

- b) The service chair shall formulate community out-reach and service opportunities.
- c) The service chair shall contact outside volunteer organizations and research projects.
- d) The service chair shall preside over a services committee.

Section 7: Professionalism Chair

- a) The professionalism chair shall schedule speakers and workshops that involve ethics and professionalism with an altruistic view of the medical field throughout the year.
- b) The professionalism chair shall oversee an ethics and professionalism committee.

Section 8: Social Chair

- a) The social chair shall update the website and obtain photographs of members participating in events and discussions.
- b) The social chair shall oversee public relations and marketing to Ohio State and the surrounding community, specific to the Pre-Med purpose.
- c) The social chair shall have a collaborative recruitment effort between events and membership.

Section 9: Membership Chair

- a) The membership chair shall keep records of membership status: voting and non-voting.
- b) The membership chair shall keep records of events and hours performed by each member.
- c) The membership chair shall oversee an application committee.

Article IV - Executive Board.

This Board represents the general membership and conducts business of the organization between general meetings of the membership and reports its actions at the general meetings of the membership. This Board is comprised of the organization leaders, and sometimes ex officio positions from related student organizations.

Article V – Officer Selection.

The election of officers shall take place during the second-to-last general member meeting of each spring quarter. Only voting members are eligible for nomination to candidacy. Voting members are eligible to run for any position. Only voting members shall make nominations. All nominations shall occur during the third-to-last general member meeting of spring quarter.

The club's advisor shall then choose a selection committee. The selection committee shall be responsible to select three candidates of all nominees from each position to deliver a speech. Selected candidates shall deliver speeches during the second-to-last general meeting of spring quarter. A majority vote of voting members shall determine officer selection, assuming quorum is present. Quorum shall be the majority of voting members. Voting members may cast absentee ballots electronically to the club's advisor if they are unable to attend the election meeting. Newly elected officers shall assume office during the last general member meeting of spring quarter.

Article VI - Standing Committees: Names, purposes, and composition.

These committees serve the organization leadership, Executive Committee, and general membership and are permanent and designed to carry out the basic functions of the organization. The committees shall consist of fundraising, service, social, professionalism, communications, and membership.

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

The advisor shall provide guidance and counsel and promote general welfare of the pre-medical club. The advisor shall attend executive board meetings and general member meetings and events as permitted by their schedule. The advisor shall help oversee officer transition each year.

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

General club meetings shall be biweekly at times and dates determined by the executive board before the beginning of each quarter. Executive board meetings shall be on opposite weeks of general meetings.

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

Proposed amendments to the constitution should be submitted to an executive board member before the next general meeting, at least a week before. The proposal shall be presented electronically via email to general membership. The proposal should be read at the next general meeting in which the issue will be discussed. Votes will be collected by the membership chair via email and will require a two-thirds majority of voting members of the organization. The committee for membership shall establish the timeline for receiving the votes electronically.

Article X – Method of Dissolution of Organization

Upon dissolution of the chapter for any reason whatsoever, after the discharge of its debts and settlement of its affairs, all assets and property of the chapter shall be conveyed to the Pre-medical club for use in the promotion of the objectives of the Club in the advancement of premedical education.