BY-LAWS OF THE: Anatomy Memorial Service Student Committee

UPDATED: March 2nd, 2020

**ARTICLE I: NAME AND PURPOSE**

**Section A: Name**

The organization “The Body Donor Memorial Service”, here by referred to as the **Anatomy Memorial Service (AMS)**.

**Section B: Affiliation**

AMS is not affiliated with any National or State organization. AMS is affiliated with the

Ohio State University Division of Anatomy, College of Dentistry, and College of Medicine.

**Section C: Purpose**

Our purpose is to honor, on a yearly basis, the generous individuals who have donated their bodies to the Ohio State University Medical Center through the Body Donor Program for use in research and education. We strive to engage students, staff, and faculty in the planning of a yearly memorial service to commemorate and thank these individuals in the presence of their family and friends.

**ARTICLE II: MEMBERSHIP**

**Section A: Eligibility**

Membership as an officer on the Executive Board shall be open to anyone who is in an academic program within the Division of Anatomy, College of Dentistry, and College of Medicine graduate programs (Specific Eligibility Requirements found in Article). Membership outside of an officer role is open to outside of an officer role and will consist of any interested, currently enrolled OSU undergraduate and graduate students who wish to engage in planning of the annual memorial service.

**Section B: Restrictions and Non-Discrimination Policy**

1. The members shall be current OSU students.
2. Officers must be current OSU students within the Division of Anatomy, College of Dentistry, and College of Medicine.

In accordance with the non-discrimination policy of the Ohio State University, its Medical Center and College of Medicine, this organization and its members shall not discriminate based upon age, color, ethnicity, race, sexual orientation, gender, gender identity, national origin, religion, or veteran status in its application, admission, or enrollment practices.

**Section C: Dues**

There shall be no annual dues for members of the AMS.

**ARTICLE III: Leadership and Method of Selecting Leadership**

**Section A: Officers**

The organization is to be led by elected officers. The elected officers shall consist students from the following graduate programs: The Division of Anatomy, College of Dentistry, and College of Medicine. At least two students from each of the aforementioned programs will serve as co-chairs for the Anatomy Memorial Service Committee. These officers must have completed or are currently engaged in the anatomy curriculum. The elected officers will make up the “Executive Board” (See Article III Section C for Election Process).

**Section B: Eligibility**

The Executive Board must be current OSU students in the Anatomy graduate program. The Executive Board officers shall consist of at least two (2) elected individuals from The Division of Anatomy, The College of Dentistry, and The College of Medicine.

**Section C: Election**

The Executive Board shall be elected by an application process. The application process will follow each year’s memorial service and election should be completed no later than two (2) months following the event. The outgoing officers will transition incoming officers by November of that year. The outgoing officers and current staff advisors have the authority to choose the individuals who will serve as officers within their own department. The officers reserve the right to structure the organization as they choose in order to best fulfill its purpose.

**Section D: Term**

The officers shall serve for one (1) year and their term shall commence at the end of the semester that the annual memorial service commences. 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, the exiting member’s role and responsibilities will be reassigned to remaining executive board members. If necessary, nominations for a replacement member will be taken from the current Executive Board and faculty advisors from the department of vacating student.

**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 Officers**

**Section A: Duties**

The following Executive Board officer position will be filled by the current AMS Vice-President or, if Vice-President is unable to assume the role, the incoming President shall be elected from current AMS members who is a student within The Division of Anatomy, The College of Dentistry, or The College of Medicine.

1. **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:
2. Provide leadership and direction to all activities of the organization.
3. Communicate directly with the Faculty Advisor all organizational matters.
4. Coordinate all monthly meetings; running meetings when appropriate
5. 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.

The following three (3) Executive Board officers shall be elected from incoming AMS members who are students in Division of Anatomy, The College of Dentistry and The College of Medicine.

1. **Vice President** serves as the second in command executive officer of the organization. This role requires a two-year commitment since the Vice President will assume the role of the President for the following year. The Vice President will also hold the following responsibilities:
2. Serve as the acting President, should the President be unavailable.
3. Train under the President to uphold the standards and procedures of the AMS student committee.
4. **Treasurer:** Oversees and manages the organization's financial matters. The Treasurer will also hold the following responsibilities:
5. Report monthly finances at each meeting (as needed)
6. Coordinate with designated COM and COD co-chairs regarding their college’s current bank account balances
7. Assist fundraising chair with any relevant tax information and other account items needed for fundraiser events
8. Responsible for all deposits, withdrawals, and reimbursements associated with the organization.
9. Assist committee with any possible funding opportunities from the OSU Student Organization/Student Activities resources
10. 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.
11. **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:
12. Record and distribute proceedings of each Executive Board and General Members hip meetings.
13. Reviews, maintains, and updates the organizational By-Laws.

The Executive Board officers will consist of remaining nominated AMS members who are students in Division of Anatomy, The College of Dentistry and The College of Medicine. These officers will be known as **Co-chair Executive Board Members** from their respective College.

**ARTICLE V: Advisor(s)**

**Section A: Selection**

There shall be an advisor selected from the Division of Anatomy, College of Medicine, and College of Dentistry.

**Section B: Duties**

The advisor’s role within the organization is negotiable between the advisors 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 advisors will hold the following responsibilities:

1. Explain university policies when relevant to the discussion.
2. Recommend programs, speakers, seminars, etc.
3. Objectively mediate conflicts that arise within the organization.
4. Approve the organization’s online registration. (yearly)
5. Review and approve an organization's annual goals. (yearly)
6. Sign off on operating and programming funding requests.
7. Sign off on reservations of university space and equipment, as requested by the university department granting the reservation.
8. Be listed as a signatory on the organization’s checking account.
9. 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 advisors

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:

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

**ARTICLE VIII: Amendments**

**Section A: Vote**

These By-Laws may be amended by a two-thirds (2/3) majority vote of all current Executive Board officers in good-standing.

**Section B: Notice**

All members shall receive notice of the proposed amendments in writing at least

five (5) days prior to the meeting of the members.

**ARTICLE X: Non-Discrimination Policy**

*This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.*