

# **Columbus Free Clinic Medical and Social Wellness Fellowship**

## **Constitution**

### ***Article I – Establishment of Name, Purpose, and Non-Discrimination Policy***

#### Section 1: Name

The student organization being formed, as of the first day of August in the year two thousand and seventeen, will be known as the Columbus Free Clinic Medical and Social Wellness Fellowship.

#### Section 2: Mission and Vision

Our mission is to provide undergraduate fellows with the structure and support to gain valuable clinical experience at the Columbus Free Clinic as volunteers. The student organization will provide undergraduate fellows with the resources to draw connections with social determinants of health that impact the Franklin County Community.

Our vision is to empower undergraduate fellows to take initiative as a member of the student organization and as a volunteer at the Columbus Free Clinic. OSU students that are members of the Columbus Free Clinic Medical and Social Wellness Fellowship will gain clinical experience, work with medical professionals, and actively contribute to the delivery of health and social services offered by the Columbus Free Clinic.

#### Section 3: Non-Discrimination Policy and Sexual Misconduct Policy

The Columbus Free Clinic Medical and Social Wellness Fellowship 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, admissions, and employment.

As a student organization at The Ohio State University, The Columbus Free Clinic Medical and Social Wellness Fellowship expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here:

<https://hr.osu.edu/public/documents/policy/policy115.pdf>

### ***Article II – Membership: Qualifications and categories of membership.***

#### Section 1: Fellows

A fellow is any currently enrolled OSU student that has been admitted by a selection process by the Columbus Free Clinic Medical and Social Wellness Fellowship. Fellows

are required to complete volunteer training and fulfill their volunteer commitments, as well as attend organization meetings. All new Columbus Free Clinic volunteers are required to attend the first meeting.

### Section 2: Officers

An officer is an appointed member of the Columbus Free Clinic Medical and Social Wellness Fellowship chosen to utilize their expertise and passion to further develop the organization and enhance the experience of its members.

### Section 3: Columbus Free Clinic Medical Student Steering Committee (Honorary Members)

Members of the medical student steering committee at the Columbus Free Clinic are a driving force in operations and organization at the Columbus Free Clinic. Members of the medical student steering committee are currently enrolled students at The Ohio State University College of Medicine. The Columbus Free Clinic Medical and Social Wellness Fellowship was initiated by undergraduate students, is to be led by undergraduate students, and is to be run by undergraduate students. The relationship between the Columbus Free Clinic Medical and Social Wellness Fellowship and the Columbus Free Clinic was established with the understanding that the student organization will stand in good terms with the Columbus Free Clinic, its Board of Directors, the medical student steering committee, and its volunteers. Any member of the medical student steering committee at the Columbus Free Clinic is welcome in the Columbus Free Clinic Medical and Social Wellness Fellowship, as their expertise is beneficial to the student organization and its members.

## ***Article III – Methods for Removing Members and Executive Officers***

### Section 1: Member Dismissal

If a member conducts themselves in a manner that is detrimental to the organization, its members, or the Columbus Free Clinic, the member may be removed through a majority vote of the officers in consultation with the organization's advisor. Members may also be dismissed for violating this constitution, violating The Ohio State University's Code of Student Conduct, university policy, or federal, state, or local law. The dismissal of a member may be suggested by any presiding officer of the organization or the advisor of the organization. The advisor of the organization has the authority to dismiss any member of the organization, including officers.

### Section 2: Honorary Member Dismissal

Per the Guidelines for Student Organizations, may be dismissed through a majority vote of the officers with the approval of the advisor.

### Section 3: Officer Dismissal

Cause for officer removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violation of the Student Code of Conduct, university policy, or federal, state, or local laws. Removal of an officer will be at the discretion of the advisor.

### ***Article IV – Executive Board: Titles, terms of office, type of selection, and duties of the leaders.***

#### Section 1: Titles

The organization leadership will be comprised of four positions: the President, the Clinical Chair (Vice President), the Referrals Chair, and the Treasurer.

#### Section 2: Term Length

Officers are appointed for one full year term of service (two sixteen-week semesters and one summer term). The appointed officer can commit to additional terms of service, dependent on the following: (1) the officer notifies the advisor of this interest and (2) the officer is on good terms with the Columbus Free Clinic Medical and Social Wellness Fellowship and the Columbus Free Clinic.

#### Section 3: Type of selection

Prospective officers are appointed to the executive board by the standing officers of the organization, and are appointed to their prospective positions per the approval of the organization's advisor.

#### Section 4: Description of Officer Responsibilities

Titles and responsibilities of each officer position are outlined below. Each officer is held accountable to the Executive Board and the organization to carry out the duties below.

President: Responsibilities are to include, but are not limited to: presiding over all meetings of the organization; obtaining appropriate facilities for organization activities; preparing any documents required by The Ohio State University or the Columbus Free Clinic; maintaining contact with the Columbus Free Clinic medical student steering committee, all affiliated organizations, and the advisor; oversee all officer orientation and training; oversee all member orientation and training; remain fair and impartial during organization decision-making processes; stay up to date on any changes at the Columbus Free Clinic and communicate said changes to the organization members; create monthly sign-up sheets for volunteer responsibilities and keep track of status of organization members.

Clinical Chair (Vice President): Responsibilities are to include, but are not limited to: working with the executive board and members of the organization to determine areas of interest for lectures, workshops, and other organization events; schedule events and meetings (is responsible for scheduling a minimum of 1 event per semester); coordinate opportunities for members that will be valuable to their experience as a volunteer at the Columbus Free Clinic; communicate with other organizations, when necessary; demonstrate an interest in catering to the pre-professional interests of organization members.

Referrals Chair : Responsibilities are to include, but are not limited to: schedule a minimum of 1 event per semester, work with the executive board and members of the organization to determine areas of interest for lectures, workshops, and other organization events; coordinate opportunities for members that will be valuable to their experience as a volunteer at the Columbus Free Clinic.

Treasurer: Responsibilities are to include, but are not limited to: schedule a minimum of 1 event per semester, managing all funds, requesting funds, maintaining records, providing financial leadership, attend required training through the University; stay up to date on changes made to Columbus Free Clinic operations (as they apply to the members of this student organization); create a budget to best utilize funds; work with the President and fellows to come up with improvements and creative solutions to current volunteer procedures; work with the President to communicate changes and implement new practices in the clinic.

Above all, officers must ensure that the Columbus Free Clinic Medical and Social Wellness Fellowship stays true to its mission and vision.

## ***Article V – Selection of Executive Board***

### **Section 1: Eligibility**

Any current member of the organization is eligible for appointment. Appointments will be conducted by the executive board, with the approval of the advisor, when standing officers terms end, or there is a need for a newly appointed officer.

### **Section 2: Appointment of Officer-Elects**

President: The President-elect will be appointed the semester before their term of service begins. All applicants must submit their applications a month prior. Once the standing President completes their term of service, the President-elect will be appointed to the standing President position.

Vice President (Clinical Chair): The Vice President-elect will be appointed the week before spring break each academic year, and all applications for the position must be submitted to the executive board a month prior. Once the standing Vice President

completes their term of service, the Vice President-elect will be appointed to the standing Vice President position.

Referrals Chair: The Referrals Chair-elect will be appointed the week before spring break each academic year, and all applications for the position must be presented to the executive board a month prior. Once the standing Referrals Chair completes their term of service, the Referrals Chair-elect will be appointed to the standing Referrals Chair position.

Treasurer: The Treasurer-elect will be appointed the week before spring break each academic year, and all applications for the position must be presented to the executive board a month prior. Once the standing Treasurer completes their term of service, the Treasurer-elect will be appointed to the standing Treasurer position.

### Section 3: Procedure

Appointments for each officer position will be conducted via an application process. The application is created by the executive board in close consultation with the organization's advisor. Once submitted, applications are reviewed by the executive committee and the advisor. The executive board must come to a unanimous agreement when appointing an officer. Final approval of officer appointments will be at the discretion of the advisor.

## ***Article VI – Officer Resignation, Impeachment, and Replacement Process***

### Section 1: Officer Replacement

In the event an officer is no longer able to serve in the position, the remaining officers can appoint an interim replacement by a simple majority vote and approval from the advisor. The new officer will serve out the remaining term.

### Section 2: Officer Impeachment

In the event an officer is not fulfilling their duties, has blatantly wronged the organization through a heinous activity of theft, property damage, disregard for the rules set for in this Constitution or by The Ohio State University, or some equivalent action, the officer can be removed from the position. The executive board will meet with the advisor to discuss the removal of the officer in question. The decision to remove the officer in question will be made final by the advisor. Review Article V for the process of appointing a replacement.

## ***Article VII – Advisor Description***

The Advisor for the organization is Dr. Robert Cooper. The Advisor will serve as a contact between The Ohio State University, the Columbus Free Clinic, and the

Columbus Free Clinic Medical and Social Wellness Fellowship. The Advisor will oversee the organization, assist with organizational matters, and offer guidance, as needed.

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

Section 1: Executive Board

Members of the Executive Board are expected to meet once a week, including the bi-weekly general meetings. These meetings must have a duration of at least one hour.

Section 2: General Meetings

Members of the Columbus Free Clinic Medical and Social Wellness Fellowship are expected to attend bi-weekly general meetings. If a member of the organization has missed more than three meetings in a single semester, they will be put on probation. Probationary members will have a meeting with the President and another member of the executive board. If they continue to miss meetings they will be dismissed from the organization.

***Article IX – Constitution Amendment Procedures***

To amend the Constitution, a formal proposal must be given, in writing, to the President and Vice President. This can be done by any member of the organization. The proposal will then be read at the next general meeting. A supporter of the amendment will present the amendment to the general body. After the presentation, the floor will be open to any member or officer who wish to make a case for, or against, the amendment. At the end of the said meeting, following the open floor discussion, a majority vote of the executive board is needed to pass the amendment. The constitution should not be amended easily or frequently.

***Article X – Method of Dissolution of the Organization***

If there is ever a need to dissolve the Columbus Free Clinic Medical and Social Wellness Fellowship, the executive board and/or the advisor has the right to dissolve the organization. A unanimous decision is needed by both the executive board and the advisor. If the organization is decided to be dissolved, the officers will settle all debts. The officers will follow any procedures set forth by the Student Activities staff. Any remaining assets will be given to the Columbus Free Clinic in the form of a donation.