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

**Section 1: Name**: Mentor Me at The Ohio State University College of Medicine (Mentor Me OSUCOM)

This Organization is an affiliate chapter of iCare Healthy Communities, Inc. a not for profit organization committed to decreasing health disparities through programs aimed at educating and supporting underrepresented minority communities.

**Section 2 - Purpose:** To provide support, advice, and exposure to underrepresented high school students interested in medical careers through longitudinal mentoring, educational, and social programming. Target membership includes medical students and medical professionals committed to increasing the presence underrepresented within the medical profession.

**Section 3 - 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.*

Additionally, your organization is also encouraged to include the following statement regarding the University’s Sexual

Misconduct Policy:

*As a student organization at The Ohio State University, Mentor ME! MD to Be 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*](https://hr.osu.edu/public/documents/policy/policy115.pdf)*)*

***Article II - Membership: Qualifications and categories of membership.***

**Section 1** – Voting membership will be limited to students at The Ohio State University College of Medicine. Others non- student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

**Section 2-** As a member of the organization students are eligible to hold organizational offices distinguishing them from non-members or guests.

***Section 3-*** *As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.*

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

***Section 1 -*** *Officers may be impeached and, if convicted, removed from office by a two-thirds majority of the voting members on the basis of not fulfilling their duties as outlined in the Mentor Me OSUCOM Constitution.*

***Section 2 –*** *Members may be impeached and, if convicted, may be expelled from membership by a two-thirds majority of the voting members on the basis of not fulfilling the mission of Mentor Me OSUCOM.*

***Section 3 –*** *Advisors may be impeached and, if convicted, removed from their position by a two-thirds majority of the voting members on the basis of not fulfilling their duties as described by this Constitution.*

***Section 4 –*** *Any individual who is impeached shall be given full notice of the allegations against them and shall have an opportunity to respond to the allegations.*

***Section 5 –*** *Any member of the organization may initiate investigative proceedings.*

***Article IV - Organization Leadership****.*

**Section 1** – Mentor Me OSUCOM will be led by students at The Ohio State University College of Medicine regardless of year in program who are interested in improving access, exposure, and matriculation of underrepresented minority students in the medical profession. Duties will include, but will not be limited to, the following:

a. Organizing organization events, meetings, and discussions.

b. Maintaining the group as a successful student organization.

c. Recruiting new members.

d. Maintaining a record of group activities.

e. Applying for funding opportunities for the current/following academic year.

F. Maintain affiliate organization requirements.

**Section 2-** The Executive Board- *composition, title, duties and term*

**Primary Leader (President)**

* Duties include: maintaining organizational compliance via necessary registration, training and affiliate organizational requirements.
* Appointment of Committee chairs
* Presides over executive committee and organizational meetings

**Secondary Leader (Vice President)**

* Duties include: support president in maintaining organizational compliance via necessary registration, training and affiliate organizational requirements.
* Serve in the president’s absence.
* Serve as communications chair in the absence of appointed member.

**Treasurer**

* Will serve for one academic year
* Duties include:
  + Maintaining organizational financial compliance via necessary registration, training and affiliate organizational requirements
  + Provide budget reports for executive committee meetings

***Article V- Election / Selection of Organization Leadership***

**Section 1:** New leaders will be selected by outgoing leaders based on interest, commitment to the group, and passion for increasing underrepresented minority admission to medical professional schools. Discussion and debate should assist in decision-making. The consensus of those present at the meeting shall be the final decision. Those unable to be present at a meeting must express their thoughts via a member who will be present

**Section 2:** In the event of resignation of any other executive board member a new officer shall be appointed by the current President.

**Section 3:** Impeachment of any officer shall only be approved by majority vote of executive committee for reasons as described in Article III of the constitution.

***Article VI - Executive Committee: Size and composition of the Committee.***

The Executive Committee will consist of elected and appointed executive board members and committee chairpersons.

***Article VII - Standing Committees: Names, purposes, and composition.***

These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. Executive committee chairpersons will be appointed by the President. Additional Committees will be added or removed each academic year by the President.

**Communications Committee**

* Responsible for communication to members, mentees, parents, and other volunteers
* The committee will be comprised of members and appointed chairperson
  + Will provide reports of activities and plans to executive board during Executive committee meetings.

**Activities Committee**

* Responsible for the planning and execution of organizational social and educational activities
* The committee will be comprised of members and appointed chairperson
* Will provide reports of activities and plans to executive board during Executive committee meetings.

***Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.***

**Section 1** – A Faculty Advisor shall be appointed by a majority of the voting members.

**Section 2** – The Faculty Advisor shall be a member of the Executive Committee.

**Section 3** – The duties of the Faculty Advisor shall be to:

a. Act as consultant for projects and special committees.

b. Attend academic and social activities sponsored by Mentor Me OSUCOM.

c. Maintain Student Union training.

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

***Section 1 –*** *Meetings will be scheduled on an as needed basis. Announcements of upcoming meetings and events will be made via email. The executive board will determine which member will be responsible for room reservations and agendas.*

***Section 2*** *– Special meetings of the organization may be called by the President, or by the Executive Committee, or upon the written request of five (5) members of the organization.*

***Article X – Attendees of Events of the Organization: Required events and their frequency.***

*The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.*

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

***Section 1*** *– Amendments to this Constitution shall be proposed by any voting member of the organization.*

***Section 2*** *– Proposed amendments shall be approved by a two-thirds majority of the voting members or submission of a petition unanimously signed by the rest of the executive committee and chairs.*

***Article XII – Method of Dissolution of Organization***

Mentor Me OSUCOM may be dissolved by a two-thirds majority vote of voting members present at any business meeting, provided that specific notice of the proposed dissolution has been given in the call for the meeting and that such call has been distributed in writing (email is acceptable) to all members at least fourteen (14) days prior to the meeting during which voting is to take place.