**Reach Out Medical Student Mentorship Constitution**

Rev. 1 – 9/27/2021

**Article I**

Section 1: Name: Reach Out Medical Student Mentorship

I.a. This is the first iteration of Reach Out Medical Student Mentorship. Fundraising assets will be used at the discretion of the Executive Board.

Section 2 - Purpose:

I.b. Reach Out is a mentorship organization that pairs students at The Academy of Urban Scholars in Columbus, Ohio with mentors from The Ohio State University College of Medicine. In partnership with the preexisting African American Male Wellness – Men of Standard program, our program promotes the central mission of achieving student identified goals, including college enrollment, employment, trade schooling, military enlistment, and skilled certificate completion upon graduating high school. The program aims to reach students from predominantly black and disadvantaged backgrounds, many of whom have faced setbacks in school and/or the legal system. The long-term success of this program will be measured by the achievement of self-identified goals, demonstration of student satisfaction, and self-reported quality of the mentor-mentee relationship.

Section 3 - Non-Discrimination Policy:

I.c. Reach Out Medical Student Mentorship 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.

As a student organization at The Ohio State University, Reach Out Medical Student Mentorship 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.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at http://titleIX.osu.edu or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

**Article II - Membership: Qualifications and Categories of Membership**

II.a. Reach Out Medical Student Mentorship voting membership will be limited to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associates or honorary members.

II.b. All majors/professional programs are welcome to become involved in Reach Out Medical Student Mentorship, The organization's voting membership must also be enrolled at the Columbus campus. All members are expected to show sincere interest in diversity and inclusion, social change, and social justice, or simply its implications in one of the fields which it pertains to.

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

III.a. If a general body member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed/temporarily suspended through a majority vote of the executive officers in consultation with the organization’s advisor.

III.b. If an Executive Board officer engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the officer may be removed/temporarily suspended with a two-thirds majority vote of the other Executive Board members in consultation with the organization’s advisor.

III.c. Any elected officer of the chapter may be removed from their position for cause. Cause for 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 violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization’s advisor.

III.d. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the Executive Board will consult Ohio State’s Student Organization Services to plan a proper removal. Details of the situation will remain confidential.

**Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.**

IV.a. President - The president will serve one full academic school year, after the first president (and founder) has established a stable organization. The president will be voted on by current members of the executive board based on the applications that are received. The president must act as the figurehead of the organization. Responsibilities include, but are not limited to: general oversight of the organization and acting as a liaison between Reach Out Medical Student Mentorship Interest Group, The Ohio State University, and the general Columbus community. The President will also organize meetings, ensure all other officers complete tasks on time, and communicate with the faculty advisor.

IV.b. Vice President of Administration (Secondary Leader) - The Vice President of Administration will be voted on by current members of the executive board based on the applications that are received. The VP of Administration oversees the Treasurer, Outreach Coordinator(s), Event Coordinator(s), and Diversity Chair(s) as well as serving second in command to the president.

IV.c. Treasurer – The treasurer will apply for all Ohio State University provided funds as needed for the club, as well as managing funds raised through events. They will also be in charge of assuring that the club does not go over budget, as well as for reserving spaces and ensuring that refreshments are available for our events. The treasurer will be voted on by current members of the executive board based on the applications that are received

IV.d. Research Coordinator(s) – The research coordinators will be in charge of planning journal clubs, with duties including but not limited to journal selection, topic preparation, scheduling, and organization of other details regarding the journal club event as needed. There may be anywhere from 1-3 research planners, and they will be voted on by current members of the executive board based on the applications that are received.

IV.e. Event Coordinator(s) – The event coordinators will be in charge of planning events, with duties including but not limited to site coordination, pricing, scheduling, and organization of other details regarding the event as needed. There may be anywhere from 1-3 event planners, and they will be voted on by current members of the executive board based on the applications that are received.

IV.f. Secretary – The secretary will take notes at all meetings and send them out to all executive board members and the advisor via the club’s official google drive account or future website. Furthermore, the secretary will be in charge of sending emails out to the student body for recruiting and advertising events. The secretary will be voted on by current members of the executive board based on the applications that are received

IV.g. Outreach Chair(s) – In charge of recruiting members for the club, as well as advertising all events and fundraisers. The outreach chair(s) also are the main advertising source of the club, along with social media. They will be voted on by current members of the executive board based on the applications that are received.

IV.h. Diversity Chair(s) – The diversity chairs are in charge of ensuring that members of the club come from diverse backgrounds. This includes recruiting minorities in medicine, female medical students, and students of other health professions/professional programs. In addition, the diversity chairs will serve as a liaison between the other club members and the executive board. The diversity chair(s) will be voted on by current members of the executive board based on the applications that are received.

IV.i. Advisor - The advisor will oversee the functioning of the organization through direct consultation with the Executive Board. The advisor will act as a liaison between the organization and Ohio State and will fit other roles as needed.

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

V.a. The new executive board will be voted on by all of the current executive board members. Interested candidates will go through an application process. Each board member will serve one academic year and will be eligible for re-election at the next voting time.

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

VI.a. The executive board for Reach Out Medical Student Mentorship will consist of the president, the vice president of administration, the secretary, the treasurer, the event coordinator(s), the diversity chair(s), the outreach chair(s), and the research coordinator(s).

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

VII.a. The advisor must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor must be able to oversee and consult the executive board, adhere to University-outlined responsibilities, and have an interest in the organization’s purpose.

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

VIII.a. Attendance at one general meeting and at least one hosted event is required for membership each academic term except for summer.

VIII.b. Executive Board members are expected to attend every E-Board meeting, but excused absences are permitted.

**Article IX – Attendees of Events of the Organization**

IX.a. All members, students, and non-students are welcome to participate in public fundraisers and awareness events conducted by Reach Out Medical Student Mentorship.

IX.b. If any member, student or non-student, behave in ways that is disruptive or do not align with this organization’s constitution, the Code of Student Conduct, university policy, or federal, state or local law, he or she will be removed from the event and sanctioned at the discretion of the executive board committee and the Ohio State University. 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 X – Method of Amending Constitution: Proposals, notice, and voting requirements**

X.a. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a three-quarter majority of the entire voting membership of the organization, present or not.

**Article XI – Method of Dissolution of Organization**

XI.a. Upon the dissolution of the organization, should that be deemed necessary, all available monetary assets excluding University funding will be immediately transferred to OSUCOM. The organization’s bank account will be closed and any possible debts will be resolved through OSUCOM.

XI.b. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

**Reach Out Medical Student Mentorship By-Laws**

**Article I – Parliamentary Authority**

I.a. The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

**Article II - Membership**

II.a. All majors/professional programs at the Ohio State Columbus campus can join at any time. The membership of this organization is unlimited to provide access to a safe space for those who need it and to allow maximal participation in events.

II.b. Interested students can reach out to the executive board to join the organization. There are no dues for this organization but fundraising contributions are highly encouraged.

**Article III- Election / Appointment of Leadership**

III.a. The founding members of the executive board will serve for the first year active on campus (2020), as well as the following academic year until elections take place in November (2021). Official transition will occur January 7th of 2021.

III.b. The first election for a new executive board will be held in late November of 2021. Subsequent elections will occur every year, once a year in late November. The candidate with the most number of votes from the voting membership (executive board) will be awarded the position. All voting members are eligible.

III.c. Once a new executive board is elected, they will serve their pre-existing roles in the organization until April 14th while concurrently shadowing the relevant existing executive board member. This transition period ensures the success and stability of the next executive board.

III.d. The new executive board will officially take control on April 14th following the completion of the transition period. Old officers are eligible to serve again. The next executive board will be elected in late November of that fall semester and the cycle will continue.

III.e. In the event that an executive board member has to leave campus for an extended period of time (due to illness, career opportunities, personal reasons) not related to conduct, he or she will continue to serve his or her role remotely if he or she is able. Should the president leave campus, the Vice President of Administration will act as the figurehead on campus as a point of contact, but the president will resume all other responsibilities. Should the Vice President of Administration also leave, the Outreach Chair will act in this role. The secretary will then assume the treasurer role upon training completion.

III.f. In the event that an executive board member cannot continue his or her role for any reason, an immediate election will be held at the next general body meeting to fill that role. Only non-executive board officers are eligible candidates in this case.

III.g. The impeachment process for an officer based on performance will be as follows:

 III.h.i. Any voting member can file for an impeachment process.

 III.h.ii. The member must present a cause for impeachment to all officers. If the cause is protected by FERPA, the member must consult the Ohio State University for recommendation.

 III.h.iii. All officers must be present at the initial impeachment hearing and vote to continue the process. A three-fourths majority to continue proceedings is required.

III.h.iv. If proceedings continue, a statement from the targeted officer may be constructed to share at the next general body meeting. The executive board will also provide a statement summarizing the cause.

III.h.v. All voting members present at that meeting will then vote on impeachment. A three-fourths majority is required.

III.h.vi. Should the process prevail, an immediate election/appointment (E-Board vs. other officers) will be conducted.

**Article IV- Financial Procedures**

IV.a. The Treasurer, Charity Contact, and Secretary will ensure that Reach Out Medical Student Mentorship adheres to all operating and financial rules and procedures detailed in the Registration Guidelines for Student Organizations at Ohio State. Reach Out Medical Student Mentorship also accepts full responsibility for all activities that bear the organization’s name as official sponsor.

IV.b. The Council on Student Affairs Fiscal Coordinator has the right to audit the financial resources of the organization.

IV.c. Upon completion of the 13th week of each academic semester, the Treasurer for the upcoming semester will craft and propose a budget for the upcoming semester to the rest of the upcoming semester’s executive board. All of the upcoming semester’s executive board will have until the completion of the 16th week of that same semester to amend and approve the budget. The budget will be approved by a 2/3 vote from the upcoming semester’s executive board.

IV.d. The Treasurer is the only officer with permission to submit funding requests to the Council on Student Affairs.

IV.e. The President and Treasurer are the only two officers with permission to make financial transactions for the organization, as well as physically handle cash, checks, and other forms of moneys.

**Article V – Executive Members**

V.a. President - The president will serve one full academic school year, after the first president (and founder) has established a stable organization. The president will be voted on by current members of the executive board based on the applications that are received. The president must act as the figurehead of the organization. Responsibilities include, but are not limited to: general oversight of the organization and acting as a liaison between Reach Out Medical Student Mentorship, The Ohio State University, and the general Columbus community. The President will also organize meetings, ensure all other officers complete tasks on time, and communicate with the faculty advisor.

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V.i. Advisor - The advisor will oversee the functioning of the organization through direct consultation with the Executive Board. The advisor will act as a liaison between the organization and Ohio State and will fit other roles as needed.

**Article VI – Advisor Regulations**

The advisor must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor must be able to oversee and consult the executive board, adhere to University-outlined responsibilities, and have an interest in the organization’s purpose.

VI.i. It is preferable, though not required, that the advisor be a faculty member at The Ohio State University College of Medicine.

**Article VII - Method of Amending/Adding By-Laws**

VII.a. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-thirds majority of the entire voting membership of the organization, present or not.