# Constitution

The constitution should be simple, yet comprehensive, and difficult to amend, leaving any specific procedural rules to be included in the by-laws. When amending the constitution, as with the by-laws, previous notice of any proposed changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

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

***Section 1: Name***: Advocates for Trauma-Informed Care

***Section 2 - Purpose:*** Organizations should take care to include a complete statement of purpose and objectives including what the target membership includes and what type of programs that will be delivered. Programs sponsored by the organization must comply and be consistent with the organization’s stated purpose and objectives.

*Purpose Statement*

This organization’s purpose is as follows: to advance medical students’ ability to provide trauma-informed care to survivors of sexual violence, including sexual assault and intimate partner violence. To work with faculty and physicians to improve the medical school curriculum, making it survivor-centered and trauma-informed. To train students and physicians in the art of providing resources and supporting survivors, in the clinic and beyond. To educate on rape culture, how to identify and intervene as a bystander, and how to stop the cycle of violence.

*Objectives*

This organization is committed to the following objectives:

1. To improve staff and student knowledge of and access to resources, so that they are better equipped to help survivors.
2. To work with faculty in medical education to make the program more survivor-centered and trauma informed, and in doing so to generate more compassionate and knowledgeable students who are confident intaking survivors in a clinical setting.
3. To develop and improve curriculum offered to students outside of the medical education, including selective courses, seminars and talks which allow students to engage with survivors and community advocates.

***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.

*Sexual Misconduct Policy:*

As a student organization at The Ohio State University, Advocates for Trauma-Informed Care 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)

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at [http://titleIX.osu.edu](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. 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***

III.a. If a 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 through a majority vote of the officers in consultation with the organization’s advisor.

III.b. 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.c. 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, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV - Organization Leadership:*** *Titles, terms of office, type of selection, and duties of the leaders.* Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization’s voting membership. The titles of organization leaders, the length of terms, specification as to which leaders are elected or appointed and by whom, and the general duties of each leadership position should be clearly specified.

Required leadership positions:

Primary Leader (President). Duties: Oversee meetings, elections, changes to organization byl

Secondary Leader

Treasurer

Advisor

There shall be three officers on the board, consisting of a Primary Leader (President), Secondary Leader (Vice-President) and Treasurer. Their duties are as follows: The primary leader shall convene regularly scheduled board meetings, shall preside or arrange for other members of the Executive Committee to preside at each meeting in the following order: vice-president, secretary, treasurer. The vice-president shall chair committees on special subjects as designated by the board. The treasurer shall make a report at each board meeting. The treasurer shall chair the finance committee, assist in the preparation of the annual budget, help develop fundraising plans, make financial information available to board members and the public and ensure that appropriate financial records are maintained. The Advisor shall stay in communication with the organization and attend meetings as needed.

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

Elections will be held in the fall, with nominations starting the following spring. There is no designated criteria for eligibility, although participation in advocacy, community outreach or familiarity with the Organization’s goals and participation in Organization activities will be considered. Elections will be carried out by popular vote.

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

Advisors of student organizations 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.

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

1. Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

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

1. 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.***

1. 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-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

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

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.By-Laws

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

*Article 1 – Parliamentary Authority*

 “The rules contained in the Constitution and Bylaws of Advocates for Trauma-Informed Care 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*

New members shall be elected by a majority of current members present at such a meeting, provided there is a quorum present. Directors so elected shall serve a term beginning on the first day of the next academic term.

There are no member dues, and members may serve for as long as they are contributing to the organization. If there are issues with a member, they can be voted out by a majority vote (*see Article III – Methods for Removing Members and Executive Officers*).

*Article III- Election / Appointment of Government Leadership*

Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

*Article IV - Advisor/Advisory Board Responsibilities*

Advisor is expected to communicate reliably with the organization and to stay current with training, as is required by the University to remain in an Advisor position.

*Article V - Meeting Requirements*

The board shall meet at least yearly, at an agreed upon time and place. An official board meeting requires that each board member have written notice at least three weeks in advance.

*Article VI - Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).