

## **Constitution**

### **Article I- Name, Purpose, Non-Discrimination Policy of the University**

#### **Name: Pediatrics Interest Group**

We are currently affiliated with Nationwide Children's Hospital, which provides most of our keynote speakers at events, houses our research opportunities, and funded us for one meal during our interest group introductory meeting this past year.

**Purpose:** To introduce medical students to the pediatric specialty through panels and discussions about the field's cutting edge, networking with physicians, coordinating shadowing and research experiences with Nationwide Children's Hospital, career development opportunities, and other events to facilitate increased interest in pediatrics.

**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"*

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

The Pediatric Interest Group's voting membership is limited to medical students at the Ohio State University College of Medicine. Undergraduate and faculty members may be accepted on a case-for-case basis, however these members will not be eligible for voting. The Pediatrics Interest Group is a student-led, student-initiated and student-run organization.

*"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**

Voting members reserve the right to remove individuals from a leadership position or membership based upon a violation of these criteria:

*"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.*

*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.*

*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), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer."*

#### **Article IV- Organization Leadership**

**Primary Leader:** The primary leader should develop a strategic plan and overarching messaging strategy for PIG with both long-term and year-long goals. They should send out mass emails, , organize record-keeping, complete yearly organization training with OUAB, delegate tasks which do not fall under a specific role's jurisdiction, and represent the organization at OUAB and College of Medicine activities. The primary leader will also be responsible for scheduling and facilitating transition meetings for officers in the Spring and introductory meetings for new members in the Fall. They will also assist in management of the PIG Twitter account.

**Secondary Leader:** Manage resources for PIG Interest Group Members. This includes the research portal and summer opportunity listings as well as organization and distribution of any clinical materials or guidelines we collect .Coordinate with PIGPen author to ensure uniform messaging. Assist in management of the PIG Twitter account. The secondary leader may also be responsible for ensuring events are listed in appropriate forums for publicity (MD2B, Student Council Events Calendar, etc).

**Treasurer:** Complete yearly treasurer training with OUAB. Communicate with OUAB regarding funding and reserve rooms for events. Manage Ohio Union resource room funding and communicate opportunities to utilize this funding to the PIG Executive Board.

**Outreach Coordinator:** Communicate with physicians and medical students to organize events.

**Section on Pediatric Trainees (SOPT) Delegate:** Register on AAP to be our school's pediatric delegate. Send out monthly PIGPen Newsletters to PIG Members, communicate national opportunities to members.

**Advisor:** Attend transition meetings, meet twice a year with organization leadership, and provide general advice over email for event planning and implementation of new ideas.

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

Leadership will be determined by application and selection by the previous committee and approval by faculty advisor. All students in the College of Medicine are eligible to apply for a leadership position. Final leadership selection will be determined based on interest and commitment to the group and its goals. New leadership will be selected at the transition of each calendar year.

Members may be impeached and, if convicted, may be expelled from membership by two-thirds majority of the voting members on the basis of not fulfilling the mission of the organization. Advisors may be impeached and removed by the same process. 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. Resignations of members and advisors may be made at any time with proper notice to other members and advisors.

#### **Article VI - Executive Committee**

The Executive Committee will consist of four board members who are students at the Ohio State University College of Medicine and two faculty advisors with appointments at the Ohio State University Wexner Medical Center and Nationwide Children's Hospital.

#### **Article VII - Standing Committees**

This organization does not have standing committees.

#### **Article VIII – Advisor(s) or Advisory Board**

Advisors of the organization must be full-time members of the University faculty or Administrative & Professional staff. Advisors may have joint appointments at Nationwide Children's Hospital. Advisors will be responsible for general oversight of the organization and aiding in the goals of the group.

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

The organization hosts meetings monthly. These meetings are open to all members of the College of Medicine and do not have set attendance standards. Members of the organizations' executive board are expected to be at all meetings and events unless discussed with other members of the board.

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

All attendees of the organizations' events should act in accordance with standards of the College of Medicine and The Ohio State University. Attendees should be respectful of all participants and speakers in events.

*"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**

*"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***

Should the organization need to be dissolved, it should be done in conjunction with faculty advisors and NCH. All students who participate in the organization should be in agreement of this decision.

*“Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.”*

## **Bylaws**

### ***Article I- Parliamentary Authority***

*"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***

Membership in the Pediatrics Interest Group is open and includes no fees. Individuals may become members by signing up to our ListServ or contacting the Primary Leader directly. Termination of membership occurs either upon graduation, or a request to the Primary Leader to be removed from the ListServ.

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

Elections are to be conducted via a vote on potential candidates from current executives with input from advisors. Applicants must be first-year medical students, and will respond to a survey asking why they would like to lead the organization, the positions they are interested in (based on descriptions on the form) and new ideas they have for the upcoming year. The leadership transition will be accomplished via an in-person or zoom meeting in January.

### ***Article IV- Executive Committee***

The Executive Committee will consist of four board members who are students at the Ohio State University College of Medicine and two faculty advisors with appointments at the Ohio State University Wexner Medical Center and Nationwide Children's Hospital.

### ***Article V- Standing Committees (if needed)***

N/A

### ***Article VI- Advisor/Advisory Board Responsibilities***

Advisors of the organization must be full-time members of the University faculty or Administrative & Professional staff. Advisors may have joint appointments at Nationwide Children's Hospital. Advisors will be responsible for general oversight of the organization and aiding in the goals of the group.

### ***Article VII- Meeting Requirements***

Regular meetings are held monthly and vary in topic. Special events include the Pediatrics Interest Group Picnic in the fall. Other events may be incorporated throughout the year. Meeting size is dependent on interest and capacity availability of location and activity. Should a quorum be necessary, a majority vote is sufficient on all topics placed before the general membership, executive, and standing committees.

### ***Article VIII- Method of Amending Bylaws***

Bylaws may be changed with greater frequency than the constitution, and should changes need to be made, the changes can be proposed and brought up at the end of any general meeting.

*“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).”*