**Middle Eastern North African Students in Medicine Constitution**

**Article 1: Name, Purpose, and Non-Discrimination Policy**

**Section 1.1 - Name:**

The name of this organization shall be Middle Eastern and North African Students in Medicine (MENAM).

**Section 1.2 - Purpose:**

Middle Eastern and North African Students in Medicine is an organization that aims to address issues important to Middle Eastern and North African (MENA) medical students. We aim to provide and address education to students and faculty on issues, challenges, and obstacles prevalent among MENA medical students, physicians, patient populations, and communities. We will promote the research of MENA-specific issues in post-graduate training, work-life, and unique circumstances in receiving and providing appropriate health services. Similarly, we strive to contribute scholarship on MENA patient populations to medical school curricula to ensure that students working toward a career in medicine are well versed in these patient populations. Middle Eastern and North African Students in Medicine will provide opportunities for medical students to serve individuals of Middle Eastern and North African descent in underserved areas, in hopeful partnership with existing initiatives that do so already.

**Section 1.3 - Mission:**

Our mission is to create a welcoming and supportive community of MENA medical students at the Ohio State University College of Medicine (OSUCOM) wherein professional excellence can be fully expressed. We are committed to strengthening the recruitment and retention of MENA students into health professions. We will sponsor programs for MENA youth to encourage their entrance into the health professions, while also boosting camaraderie and creating more inclusive spaces for students from these backgrounds.

**Section 1.4 - Non-Discrimination Policy:**

This organization and its members shall not discriminate against any individual(s) for reasons 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 basis.

**Article II - Membership**

**Section 2.1 - Eligibility and Voting Rights**

OSUCOM Middle Eastern and North African Students in Medicine membership is open to all who wish to make a difference and a unique contribution to the health and well-being of people of MENA descent. In order to be eligible for membership, an individual must be a student matriculating at The Ohio State University College of Medicine, a pre-medical student attending the Ohio State University, or a physician located in the Central Ohio Area.

**Section 2.2 - Voting Rights**

Each Member shall be entitled to one (1) vote on items submitted to the Membership at its meetings. Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associates or honorary members.

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

**Section 3.1 - Removal of Members and Executive Officers**

**3.1.a** If at any time 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.

**3.1.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.

**3.1.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.

**3.1.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**

**Section 4.1 - Make-up and Roles of the Executive Board**

**4.1.a President** - 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 Middle Eastern and North African Students in Medicine and 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. The President will serve for one academic year and will be eligible for re-election at the next voting time. The President will be voted on by current members of the executive board based on the applications that are received.

**4.1.b Vice President of Administration (Secondary Leader)** - The Vice President of Administration oversees the Treasurer, Research Coordinator(s), Outreach Coordinator(s), and Event Coordinator(s) as well as serving as second in command to the president. The Vice President will serve for one academic year and will be eligible for re-election at the next voting time. The Vice President will be voted on by current members of the executive board based on the applications that are received.

**4.1.c Treasurer** – The treasurer will apply for all Ohio State University provided funds as needed for the club, as well as manage 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 serve for one academic year and will be eligible for re-election at the next voting time. The Treasurer will be voted on by current members of the executive board based on the applications that are received.

**4.1.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. The Research Coordinator(s) will serve for one academic year and will be eligible for re-election at the next voting time. The Research Coordinator(s) will be voted on by current members of the executive board based on the applications that are received.

**4.1.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. The Event Coordinator(s) will serve for one academic year and will be eligible for re-election at the next voting time. The Event Coordinator(s) will be voted on by current members of the executive board based on the applications that are received.

**4.1.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 serve for one academic year and will be eligible for re-election at the next voting time. The Secretary will be voted on by current members of the executive board based on the applications that are received.

**4.1.g Outreach Chair(s)** – In charge of recruiting members for the club, as well as advertising all events and fundraisers. The outreach chair(s) is the main advertising source of the club, along with social media. The Outreach Chair(s) will serve for one academic year and will be eligible for re-election at the next voting time. The Outreach Chair(s) will be voted on by current members of the executive board based on the applications that are received.

**4.1.h Advisor** - The advisor will oversee the function 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.

**Section 4.2 Authorized Financial Agents for the Executive Board**

The President, Vice President, and Treasurer are the only board members authorized to conduct banking business on behalf of the Organization.

**Section 4.3 Length of Terms for Elected Officers**

Each elected officer will have a one-year term. A second-year term may be held if legally nominated by the General Body and a majority vote is obtained at the election meeting. A member shall not serve more than two (2) terms in the same position unless the Executive position would otherwise go unfilled.

**Section 4.4 Decisions by the Executive Board**

For all actions, at least half plus one of the Executive Board members must vote affirmatively to approve any actions.

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

**Section 5.1** 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**

**Section 6.1.** The executive board for Middle Eastern and North African Students in Medicine will consist of the president, the vice president of administration, the secretary, the treasurer, the event coordinator(s), the outreach chair(s), and the research coordinator(s).

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

**Section 7.1.** The advisor must be a full-time member 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**

**Section 8.1.** Attendance at one general meeting and at least one hosted event is required for membership each academic term except for summer.

**Section 8.2.** Executive Board members are expected to attend every E-Board meeting, but excused absences are permitted.

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

**Section 9.1.** All members, students, and non-students are welcome to participate in public fundraisers and awareness events conducted by Middle Eastern and North African Students in Medicine.

**Section 9.2.** If any member, student or non-student, behaves in ways that are 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**

**Section 10.1.** 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 three-quarter majority of the entire voting membership of the organization, present or not.

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

**Section 11.1.** 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.

**Section 11.2.** Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organization information from the website.

**Middle Eastern and North African Students in Medicine By-Laws**

**Article I – Parliamentary Authority**

**Section 1.1.** 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**

**Section 2.1.** 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.

**Section 2.2.** 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**

**Section 3.1.** The founding members of the executive board will serve for the first year active on campus (2022), as well as the following academic year until elections take place in February (2023).

**Section 3.2.** The first election for a new executive board will be held in February of 2021. Subsequent elections will occur every year, once a year in early February. The candidate with the most votes from the voting membership (executive board) will be awarded the position. All voting members are eligible to apply for an executive board position.

**Section 3.3.** Once a new executive board is elected, they will serve their pre-existing roles in the organization until April 1st while concurrently shadowing the relevant existing executive board member. This transition period ensures the success and stability of the next executive board.

**Section 3.4.** The new executive board will officially take control on April 1st following the completion of the transition period. Old officers are eligible to serve again. The next executive board will be elected in early February of that fall semester and the cycle will continue.

**Section 3.5.** 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 Outreach Chair role upon training completion.

**Section 3.6.** 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.

**Section 3.7.** The impeachment process for an officer based on performance will be as follows:

**3.7.a.** Any voting member can file for an impeachment process.

**3.7.b.** 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.

**3.7.c.** 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.

**3.7.d.** 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.

**3.7.e.** All voting members present at that meeting will then vote on impeachment. A three-fourths majority is required.

**3.7.f.** Should the process prevail, an immediate election/appointment (E-Board vs. other officers) will be conducted.

**Article IV- Financial Procedures**

**Section 4.1.** The President, Vice President, and Treasurer will ensure that Middle Eastern and North African Students in Medicine adheres to all operating and financial rules and procedures detailed in the Registration Guidelines for Student Organizations at Ohio State. Middle Eastern and North African Students in Medicine also accepts full responsibility for all activities that bear the organization’s name as an official sponsor.

**Section 4.2.** The Council on Student Affairs Fiscal Coordinator has the right to audit the financial resources of the organization.

**Section 4.3.** 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.

**Section 4.4.** The Treasurer is the only officer with permission to submit funding requests to the Council on Student Affairs.

**Section 4.5.** The President, Vice 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 money.

**Article V – Executive Members**

**5.1.a President** - 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 Middle Eastern and North African Students in Medicine and 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. The President will serve for one academic year and will be eligible for re-election at the next voting time. The President will be voted on by current members of the executive board based on the applications that are received.

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**Article VI – Advisor Regulations**

**Section 6.1.** The advisor must be a full-time member 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.

**Section 6.2.** 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**

**Section 7.1.** 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-thirds majority of the entire voting membership of the organization, present or not.