**First-Generation Medical Student Association  
CONSTITUTION**  
*Last Revision: May 25, 2022*

***ARTICLE I:*** *NAME*

**Section 1** First-Generation Medical Student Association

***ARTICLE II:*** *PURPOSE*

**Section 1** The First-Generation Medical Student Association is an organization which aims to provide support and guidance to first-generation medical students at OSUCOM. The goal of this organization is to create a safe space and community for first-generation medical students where they can receive guidance through medical school and into residency. It serves as a networking tool for first-generation medical students to connect with each other and with faculty members as well, in hopes of creating mentorship opportunities. It also provides opportunities for first-generation medical students to mentor other first-generation pre-medical undergraduates at OSU. With only a small percentage of medical students being first in their family to attend college, it can be challenging for first-generation students to access career information and navigate higher education in medicine due to its competitive nature. Because of this, it is important to create a dedicated community for first-generation students where they can share knowledge with one another and foster an environment of support.

***ARTICLE III:*** *MEMBERSHIP*

**Section 1** Any medical student who is currently enrolled at The Ohio State University College of Medicine shall be eligible for membership.

**Section 2** The First-Generation Medical Student Association is an open membership organization and thus does not require a formal application.

**Section 3** As an active member of the First-Generation Medical Student Association, it is required that all members be within “good standing” as outlined in the By-Laws.

***ARTICLE IV:*** *NON-DISCRIMINATION POLICY*

**Section 1** The First-Generation Medical Student Association 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.

**Section 2** *As a student organization at The Ohio State University, The First-Generation Medical Student Association, 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 V:*** *MEETINGS*

**Section 1** The Executive Board shall decide the location and dates of all Executive Board and all General Body meetings every semester.

**Section 2** Executive board members must be present at all Executive Board and General Body meetings unless excused by the president.

**Section 3** The Executive Board shall meet at least monthly. Meetings can be held immediately before, after, or on a different date than the General Body meeting.

**Section 4** The general body shall meet once every two weeks of the academic year, unless excused by the President for a variety of circumstances.

**Section 5** The Secretary is responsible for notifying all members of the dates and location of all Executive Board and General Body meetings.

**Section 6** The social media/marketing chairpersons are responsible for notifying members of the dates and location of all General Body meetings on the groupme and all social media platforms.

***ARTICLE VI:*** *EXECUTIVE BOARD*

**Section 1** Overview of all Executive Board Positions:

1. Since this is the first year for this student organization, the President and Vice President may remain in their board positions for at least two years, in order to make sure that the organization is successful before transitioning leaders. All other Executive Board positions will be renewed annually via member-voted elections. Any incumbent (i.e., current holder of the position) who would like to remain in the position will have to re-run for the following academic year and is not guaranteed their seat. Organizational members will now have the option to run for any Executive Board position annually.
2. All Executive Board Members must be in good standing with the First-Generation Medical Student Association.
3. All Executive Board Members must be active in the First-Generation Medical Student Association (e.g., attend meetings, attend events…).
4. Initial applications for Executive Board positions will be screened and approved by the Faculty Advisor, President, and Vice President
5. All Executive Board Members are expected to attend all Executive Board meetings
6. All Executive Board Members are expected to attend all General Body meetings
7. All Executive Board Members (non-President) will be expected to meet monthly with the Vice President and provide a status report on position updates and initiatives.
8. All Executive Board Members will be elected in the week/s prior to Spring Break annually. All old and new Executive Board members will be expected to join Executive Board meetings for the remainder of that academic year. Old and new Executive Board positions will work together to create a written transition plan outlining key responsibilities for each position, including annual or upcoming deadlines and ‘action items’ for the following academic year. These will be submitted to the Faculty Advisor prior to the end of the academic year.

**Section 2** The ***President*** shall meet the following requirements in order to assume their role:

1. The President will co-chair all Executive Board meetings with the Faculty Advisor.
   1. They will work with the Faculty Advisor prior to each meeting to set an agenda, schedule the meeting (i.e., book the room or create the Zoom/calendar invite), and send a reminder to Executive Board at least 24 hours prior to the meeting.
   2. Following each Executive Board meeting, the President will work with the Secretary to finalize meeting notes, agenda items, and ‘action items,’ which will be sent via email to all Executive Board members and stored on the share drive.
2. **The President will chair and call all General Body meetings.** 
   1. They will work with the Executive Board prior to each meeting to set a topic and agenda, schedule the meeting (i.e., book the room or create the Zoom/calendar invite), and send a reminder to General Body members (this may also be a reminder to the Secretary/email and Social Media Chair) one week and one day prior to a set meeting.
   2. The President will lead the General Body meeting unless otherwise specified by topic (e.g., guest speaker, delegated to the Faculty Advisor or other Executive Board member). This may include introducing guest speakers and/or the topic for that meeting and leading discussion panels or group presentations.
      * For guest speakers or discussion panels, unless otherwise delegated to another Executive Board member, the President will prepare questions and discussion topics for these meeting events at least one week in advance of the meeting date.
      * The President will confirm all guest speakers (suggested: one week and one day in advance) and making sure they have meeting details (location or Zoom link).
      * The President will send a thank you to all guest speakers on behalf of the organization within 48 hours of each meeting.
   3. Following each General Body meeting, the President will work with the Secretary to finalize meeting notes, which will be stored on the share drive.
3. The President will act as the representative and spokesperson for any external functions.
   1. Involvement Fairs: The President will lead the preparation and implementation of the Fall and Spring Involvement Fairs and should recruit the assistance from the rest of the executive board.
      * As necessary, they may create a sub-committee for Involvement Fair planning.
      * The President will work with Executive Board members to create marketing materials (Social Media + Marketing) and staff the event. Materials and plans should be fully prepared no more than 48 hours prior to these events.
      * The President is expected to attend the event unless there is a pressing excused absence (approved by the Faculty Advisor).
      * Following each event, the President will work with the Secretary to onboard new members (email listserv, social media, GroupMe). This will be done no more than one week following the event.
        + Updated member sign-ups will also be entered into the OSU Student Organization website (at least 2x/annually following each involvement fair).
4. The President will attend the yearly President Training.
   1. The President will update the status of the organization annually, which includes ensuring all Executive Board members have been updated in the student organization portal.
   2. The President will work with the Faculty Advisor to make sure that the organization is renewed annually and by the appropriate deadline.
5. The President will work with the Vice President and the Faculty Advisor to ensure that the organization is fulfilling its goals and that Executive Board members are appropriately fulfilling their responsibilities.
   1. This will include three meetings per semester (President, Vice President, Faculty Advisor): start, mid-way, end.
   2. The President will finalize an organizational status report for each semester based on these meetings, which will be reviewed and approved by Executive Board and stored on the share drive.
6. The President will be accountable for the organization’s communication, although the actual responsibilities should be shared with and delegated to both the Secretary and appropriate Chair positions.
   1. This will include actively maintaining communication with the organization via the Gmail account. The President will work out a schedule with the Secretary for checking and answering emails sent to the organization.
   2. The President will also oversee any group chats and communication platforms (e.g. GroupMe, social media direct messages, member emails) for the onboarding of new members or organization inquiries. They may delegate the onboarding itself to the Secretary and additional communication (i.e., follow up) to Social Media.

**Section 3** The ***Vice President*** shall meet the following requirements in order to assume their role:

1. The Vice-President will co-chair and co-lead all General Body meetings.
   1. If the President is unable to attend the General Body meeting, the Vice President will Chair and lead in their place and assume all General Body meeting responsibilities as outlined for the President.
2. The Vice-President will act as a representative and co-spokesperson for any external functions.
   1. Involvement Fairs: The Vice-President will assist in the preparation and implementation of the Fall and Spring Involvement Fairs.
      * As necessary, they may work with the President to create and serve on a sub-committee for Involvement Fair planning.
      * The Vice-President is expected to attend the event unless there is a pressing excused absence (approved by the Faculty Advisor).
3. The Vice-President will communicate with each position of Executive Board on a monthly basis. This may be in-person or virtual.
   1. The Vice-President will schedule these meetings in advance (at least 48 hours although one week is preferred; book a room or schedule a Zoom), take notes during the meetings, and record meeting minutes.
   2. The Vice-President will keep a running document of meeting minutes and this will be housed and kept up-to-date on the share drive.
   3. In the event that an Executive Board member cannot attend an Executive Board meeting, the Vice-President will be in charge of providing updates, agenda items, or action items for that position.
   4. The Vice-President will work with Executive Board members to create sub-committees to organize needed internal or external affairs/events and will co-chair those committees with the position holder.
4. The Vice President will assist the President and Faculty Advisor in organizing yearly elections and communicating with organization members.
   1. This may include providing instructions for election applications, schedule, timeline, and results.
   2. This should be provided via the email listserv, as well as social media and any group messaging platforms (e.g., GroupMe).
5. The Vice-President will work with the President and the Faculty Advisor to ensure that the organization is fulfilling its goals and that Executive Board members are appropriately fulfilling their responsibilities.
   1. This will include three meetings per semester (President, Vice President, Faculty Advisor): start, mid-way, end.
   2. The Vice-President will be responsible for bringing written status updates for each Executive Board position from their previous monthly meetings, as well as meeting minutes for review.
6. The Vice-President may assist the President in overseeing communication for the organization (e.g., Gmail, GroupMe), although this accountability will ultimately fall to the President.

**Section 4** The ***Treasurer***shall meet the following requirements in order to assume their role:

1. The Treasurer will attend and complete the requisite annual Treasurer Training, as mandated for all OSU student organizations.
2. The Treasurer will manage and be responsible for the entirety of the organization’s finances, budgets, bank accounts, sponsorships, and income.
3. The Treasurer will manage all membership dues, including the collection process.
   1. They should keep all documentation and receipts (member payments, transfers, etc.) in the share drive.
4. The Treasurer will manage all financial collections for member events or initiatives not otherwise paid for by the organization (e.g., club t-shirts). This will include contacting members for payment, receiving that payment, and documenting that payment.
5. The Treasurer will authorize disbursements (along with one other officer).
6. The Treasurer will deliver a report of financial activity quarterly (2x/semester) at Executive Board meetings.
7. If any sub-committees are formed that require financial activity, the Treasurer will sit on those committees and track all budgets related to that activity.
   1. They will work with the sub-committee Chair to plan the budget for said activity, manage the financial aspects of that project, and track all payments, receipts, and/or reimbursements. All documentation should be kept on the share drive.
8. The Treasurer will provide a speaker honorarium or reimbursement (e.g., for parking) to any guest speakers at General Body meetings. As they can, they will acquire this reimbursement prior to the meeting, or within one week of that meeting.
9. As wanted/needed (decided upon by Executive Board and approved by the Faculty Advisor), the Treasurer will submit any applications for additional organization funding.

**Section 5** The ***Secretary***shall meet the following requirements in order to assume their role:

1. The Secretary will assist the President as the primary liaison for organization communication.
   1. The Secretary will help the President maintain emails on an active basis. This should include checking the email at least once weekly (more is preferred), replying to any incoming messages, or delegating message responses to an appropriate Executive Board member.
   2. The Secretary will maintain any group messaging platforms (e.g. GroupMe) to ensure member communication is seen and reviewed; this may include delegating responses to appropriate Executive Board members.
2. The Secretary will record all minutes at both Executive Board and General body meetings.
   1. These meeting notes will be posted on the drive and will be sent out no more than one week after each Executive Board and General body meetings (with a goal of <48 hours) with agenda items, meeting minutes, and any ‘action items’ for Executive Board members.
   2. Either a running document or a folder containing individual documents will be maintained actively on the share drive.
   3. The Secretary will also maintain any meeting content (e.g. internally developed powerpoints or presentations led by Executive Board members) on the share drive in an organized fashion.
3. The Secretary will take attendance at all Executive Board and General Body meetings.
   1. Attendance should be tracked and uploaded to the share drive.
   2. Attendance metrics will be presented by the Secretary at the final Executive Board of each semester.
4. The Secretary will manage and update contact information for all members.
   1. Onboarding new members: This should be done actively as members are added, and following recruitment events (e.g., Involvement Fairs).
      * Names and contact information will be provided to the Vice President who will assist with the onboarding: Onboarding new members will include adding them to the email listserv, and any group messaging platforms.
   2. Maintaining active membership: The Secretary will work to maintain active membership across communication platforms. This includes, but is not limited to, the email listserv and GroupMe.

**Section 6** The ***Medical Mentorship Chair*** shall meet the following requirements in order to assume their role:

1. The Medical Mentorship Chairwill be responsible for overseeing all communication with upperclassmen (M3/M4s) and resident phyisicians.
   1. The Medical Mentorship Chairshould familiarize themselves with and introduce themselves to the first-generation upperclassmen and resident physicians and faculty members who are interested in mentoring medical students.
2. The Medical Mentorship Chairwill work with their counterpart to initiate and maintain a Medical Mentorship program in which medical students will be paired with (a) M3s, M4s, resident physicians, and faculty members interested in mentoring.
   1. At the beginning of the academic year, Medical Mentorship Chairwill work together to solicit medical mentors and the names of medical students interested in being paired with a mentor.
   2. They will create mentorship pairings and communicate these with each mentorship cohort.
   3. They will work together create Peer Mentorship program events (these can include happy hours/ small group meetings, etc. They will plan and implement these.
   4. The Medical Mentorship Chair will revisit the mentorship groups at the start of second (Spring) semester and assign or re-assign any members to cohorts as needed or desired, with the help of their undergraduate counterpart.
   5. The Medical Mentorship Chair will present a summary of the Peer Mentorship program (metrics, activities, feedback) during an Executive Board meeting at the end of the academic year (prior to Executive Board transition).
3. The Medical Mentorship Chair will accrue, organize, disseminate, and update opportunities and resources to first-generation medical students.

**Section 7** The ***Pre-Med Mentorship Chair***shall meet the following requirements in order to assume their role:

1. The Pre-Med Mentorship Chair will be responsible for overseeing all communication with the First-Generation Pre-Medical Student Association.
   1. The Pre-Med Mentorship Chair should familiarize themselves with and introduce themselves to the Pre-Medical Student Association exec board and general body members
2. The Pre-Med Mentorship Chair will work with their counterpart to initiate and maintain a Peer Mentorship program in which medical students will be paired with (a) member/s of the First-Generation Pre-Medical undergraduate organization.
   1. At the beginning of the academic year, Pre-Med Mentorship Chair will work with the First-Generation Pre-Medical Ambassador to solicit medical student peer mentors and the names of undergraduate members interested in being paired with a mentor.
   2. They will create mentorship pairings and communicate these with each mentorship cohort.
   3. Meeting notes with the undergraduate premedical student Executive Board meetings will be kept up to date and on the share drive.
   4. They will work with their undergraduate pre-medical counterpart to create Peer Mentorship program events. They will plan and implement these.
   5. The Pre-Med Mentorship Chair will revisit the mentorship groups at the start of second (Spring) semester and assign or re-assign any members to cohorts as needed or desired, with the help of their undergraduate counterpart.
   6. The Pre-Med Mentorship Chair will present a summary of the Peer Mentorship program (metrics, activities, feedback) during an Executive Board meeting at the end of the academic year (prior to Executive Board transition).
3. The Pre-Med Mentorship Chair will accrue, organize, disseminate, and update opportunities and resources to first-generation pre-medical organization members.
   1. This will include, but is not limited to: clinical/healthcare opportunities, research opportunities, scholarship/academic opportunities for first-generation pre-medical students.

**Section 8** The ***Chair of Social Media and Marketing*** shall meet the following requirements in order to assume their role:

1. The Chair of Social Media and Marketing will maintain and update all social media pages actively (to date: Instagram and Twitter).
   1. They will have the login information to these accounts in conjunction with the President and Faculty Advisor.
   2. They should post relevant content at least once per week (more is encouraged) to each platform.
   3. They should maintain an active and appropriate list of following/followers, including new and all members, relevant OSU organizations, and relevant medical education leadership both internally and nationally.
   4. The Chair will monitor all comments, communication, and direct messages across social media platforms and direct any issues or harassment to the Faculty Advisor, or any new member onboarding to the Secretary.
   5. The Chair will work with Executive Board and the Vice-President to continue to develop social media campaigns, such as “Member of the Month” to highlight continued involvement by Executive Board and General Body members.
2. The Chair of Social Media and Marketing will promote all organization events.
   1. This includes, but is not limited to: Member meetings, service/volunteer/social events, Involvement Fairs, and presence of members at campus events.
   2. This will also include posting General Body meeting reminders to social media platforms one week and 24 hours prior to the event.
   3. It is suggested that they also do this for non-meeting events (e.g., service, volunteer, social).
3. The Chair of Social Media and Marketing should work with the President to create marketing materials for the Involvement Fairs. This should be done in advance with final materials ready at least one week prior to each event.
4. The Chair of Social Media and Marketing should maintain a working calendar of events and opportunities for members. This should be sent to the Secretary to distribute via email listserv and posted to social media.

**Section 9** The ***Transition to Medical School Chair*** shall meet the following requirements in order to assume their role:

1. The Transition to Medical School Chair will serve as a point of communication for incoming first-generation M1 students at OSUCOM.
   1. The Transition to Medical School Chair will specifically work with the incoming M1 class to help answer questions, familiarize students with campus, provide academic support, and provide a listening ear to their concerns.
   2. The Transition to Medical School Chair will offer advice about the medical school interview process to medical students who will be interviewing at OSUCOM during the interview cycle (this includes conducting mock interviews/ answering questions, etc).

**Section 10** The ***Admin Liaison Chair*** shall meet the following requirements in order to assume their role:

1. The Admin Liaison Chair will serve as a point of communication for the student organization and the faculty members at OSUCOM and will work to bridge the gap between students and administrators.
   1. The Admin Liaison Chair will specifically work with faculty (including OSUCOM’s director of admissions, director of student life, and our deans of education), and will form an established connection with the College of Medicine to relay the needs of first-generation medical students.
   2. The Admin Liaison Chair will work to develop a network of faculty who represent as first-generation, as it is important and essential to find faculty who understand the unique struggles and needs of first-generation medical students.

**Section 11** In the event that an Executive Board member is absent, the Vice President shall assume the duties of the respective office position.

1. Long term absence or discontinuation of the President position shall be assumed by the Vice President.
2. Long term absence or discontinuation of the any other office position shall filled upon an emergency election (called for by the President within 14 days of after vacancy of the office), carried out by the President. During the time while the position is vacant, the Vice President shall assume all roles.

**Section 12** The President holds the power to veto votes in necessary circumstances. The veto can be overruled by a two-thirds majority vote and support from the Advisory Board.

***ARTICLE VII:*** *ELECTIONS*

**Section 1** Elections and appointments shall be conducted in the spring semester.

**Section 2** The Vice President shall announce (via e-mail) elections and election procedures one month prior to Election Day.

**Section 3** Nominations of candidates shall be motioned by an organization member or shall be motioned by the individual interested in running.

**Section 4** Nomination procedures will be conducted by the Vice President and Secretary.

**Section 5** A nominated candidate shall confirm their candidacy by submitting an application one week prior to election.

**Section 6** In the event that there are one or fewer nominees, the Executive Board will recommend and approach additional candidates at the Election Day meeting. If nominees are chosen, elections will follow at the next meeting—all normal election procedures will be followed, but will take place at a later date.

**Section 7** Spring elections shall be conducted in the last full week of March. Absentee voting shall only be permitted under special circumstances as approved by the President. If approved, an absentee voter may submit their ballot to the Secretary and Vice President via e-mail only.

**Section 8** If a standing executive board member wishes to stay in their current position on the board, they will automatically be reinstated for their original position regardless of any opposition. If a standing executive board member chooses to run for another position and does not win that position, they are allowed to keep their original position on the board.

**ARTICLE VIII:** *IMPEACHMENT OF AN EXECUTIVE BOARD MEMBER*

**Section 1** The impeachment of an Executive Board member may be considered under any of the following circumstances:

1. Failure to meet requirements and/or responsibilities of the represented office
2. Failure to comply with The Ohio State University Code of Ethics as related to the First-Generation Medical Student Association and officer responsibilities.
3. Violation of any student conduct policy pertaining to The Ohio State University

**Section 2** The impeachment of an Executive Board member requires two-thirds majority vote of the rest of the Executive Board. In addition to a two-thirds majority vote, the advisor must approve the decision of impeachment. Impeachment of an Executive Board member may be undertaken in the event that the officer fails to execute his or her duties, including, but not limited to, violating university codes of conduct.

**Section 3** The impeachment of the President requires a two-thirds majority vote of the rest of the Executive Board. In addition to a two-thirds majority vote, the advisor must approve the decision of impeachment. Impeachment of the President may be undertaken in the event that the officer fails to execute his or her duties, including, but not limited to, violating university codes of conduct.

**Section 4** The President has the authority to impeach a secretary with a two-thirds majority approval of the Executive Board and support from the Advisory Board.

***ARTICLE IX:*** *APPOINTMENTS*

**Section 1** The one-year term will begin with a transition period at the end of the Spring semester following the appointment and end with a transitional period in the following Spring semester; a March/April to March/April term.

**Section 2** Executive Board Members shall serve for one calendar year (as outlined in Article IX, Section 1) and may reapply for an indefinite number of terms.

**Section 3** The President shall only serve for a term of one calendar year, and may not reapply. The President can, though, reapply for another Executive Board position.

**Section 4** No members of the Executive Board shall occupy more than one office during the same term.

***ARTICLE X:*** *ADVISORY BOARD: QUALIFICATION CRITERIA*

**Section 1** Advisors must be a faculty, administration, or professional staff of The Ohio State University. Responsibilities and expectations are as follows:

1. Attend bi-annual University advisory training.
2. Offer guidance and support to organization members.
3. Actively participate in at least five events, programs, or meetings per semester.
4. Serve as the co-signer on the First-Generation Medical Student Association bank account.

***ARTICLE XI:*** *FUNDS*

**Section 1** Occasionally the First-Generation Medical Student Association may need to collect money from its members for special events. This money collected shall be approved by a majority of the members at a General Body meeting.

**Section 2** When necessary, the First-Generation Medical Student Association shall fundraise money through a variety of means both on campus and off-campus.

**Section 3** Funds raised shall be used for organizational purposes only and shall not be used in circumstances including, but not limited to, the following: purchase of illegal substances, alcoholic beverages, and other personal items.

***ARTICLE XII:*** *AMENDMENTS*

**Section 1** The Executive Board holds the power to make amendments to the constitution. An amendment requires a two-thirds majority vote during a General Body meeting. The advisor must also approve of the proposed amendment.

**Section 2** A proposed amendment shall be discussed to General Body members by the Executive Board. Votes shall then be cast on a paper ballot, stating the approval or disapproval of the members.

***ARTCILE XIII:*** *RATIFICATION*

**Section 1** This constitution shall take effect immediately upon its approval by the First-Generation Medical Student Association’s founder (Kerestina Khalil).

**Section 2** The Constitution shall be officially adopted on Wednesday, May 25th, 2022.

**First-Generation Medical Student Association  
By-Laws**  
*Passed Wednesday, May 25th, 2022*

***ARTICLE I:*** *MEMBERSHIP INTEREST*

**Section 1** In order to gain membership into the First-Generation Medical Student Association, interested students must complete the following:

* 1. Attending a First-Generation Medical Student information session.

Contacting the Secretary (cc the President and Vice President—required protocol when conducting any email within the organization) expressing interest.

The Secretary will then contact the interested member via email with any necessary information about their status as a becoming a member.

***ARTICLE II:*** *MEMBERSHIP STATUS*

**Section 1** Every member of the First-Generation Medical Student Association is expected to be in “good standing” with the organization. The criteria for being considered as “good standing” includes, but is not limited to the following:

1. Must attend all meetings. In the event that attendance is not possible, the secretary should be notified (being sure to cc the president and vice president).
2. Greater than 3 unexcused meeting absences per semester will result in removal from the organization.
3. The following circumstances may also detriment the status of a “good standing” member and merit removal from the organization:
4. Failure to comply with The Ohio State University Code of Ethics as related to the First-Generation Medical Student Association.
5. Violation of any student conduct policy pertaining to The Ohio State University
6. Must attend at least one event per semester aside from the Executive Board and General Body meetings.
7. Must pay dues before the due date.

**Section 2** Members may be excused, at the discretion of the President, from the expectations listed above due to specific circumstances including, but not limited to: class conflicts, work conflicts, exam conflicts, and personal life issues that merit an absence.

**Section 3** A Class Excuse will be granted to members who are unable to attend Executive Board and/or General Body meetings. An excuse from said meetings will be reviewed by the President via submission of a Class Excuse Form.

**Section 4** Members who wish to remove themselves from the First-Generation Medical Student Association must notify the President.

***ARTICLE II:*** *INTERIM MEMBERSHIP STATUS*

**Section 1** Students who are unable to fulfill membership expectations, outlined above in Article II, must declare Interim Membership Status in order to remain as a member on the roster and to receive from the First-Generation Medical Student Association updates.

**Section 2** Interim Membership Status shall be granted via submission and approval of the Interim Membership Request Form, sent before the second week of the semester to the President.

***ARTICLE II:*** *ELECTIONS*

**Section 1** Elections of Executive Board members will be conducted as outlined in Article VII of the Constitution.

**Section 2** Election day will begin with five minute speeches from the Presidential candidates, followed by two minute speeches by the Vice President, Treasurer, Secretary, and the rest of the executive chair members. All other candidates of the respective position will be removed from the room while each candidate gives their speech. Upon the conclusion of each speech, members of the organization will have time to discuss their thoughts about each respective candidate. Members will then cast their vote via paper ballot, and the candidates will reenter the room.

***ARTICLE III:*** *ADVISORY BOARD*

**Section 1** The Advisory Board will be governed as outlined by Article X of the Constitution.

**Section 2** The Executive Board may appoint additional members to the Advisory Board with a two- thirds majority vote at a General Body meeting. Additional appointments shall be approved by the existing Advisory Board.

**Section 3** The Advisory Board shall be chaired by the Primary Advisor.

***ARTICLE IV:*** *FINANCES*

**Section 1** Only the Treasurer holds the power to create the preliminary budget, with the help of the rest of the Executive Board. This preliminary budget shall be created no later than one week prior to the academic year. The Treasurer may edit the entire budget or specific budgets for events throughout the year.

**Section 2** The bank account for the First-Generation Medical Student Association shall only be accessible to the President, Treasurer, and Primary Advisor.

**Section 3** Spending requests must be approved by the Treasurer first. This procedure for this approval is at the discretion of the Treasurer; however, all spending requests must be recorded and kept on file.

**Section 4** The Treasurer is responsible for performing all audits of the organization as requested by The Ohio State University, IRS, etc.

**Section 5** The Treasurer shall be responsible for reimbursing approved spending of members.

**Section 6** In order to be in “good standing” with the First-Generation Medical Student Association, every member must pay their dues on time each semester as outlined by Article XI of the Constitution.

**Section 7** Any requests for a change in the amount for dues shall be presented by the Treasurer to the Executive Board no later than two weeks before the start of the semester. Approval must consist of a two-thirds majority vote by the Executive Board. Following such an amendment, Article XI of the Constitution shall be amended.

***ARTICLE V:*** *Amending the By-Laws*

**Section 1** The Executive Board holds the power to the By-Laws as needed, except for Article V.

**Section 2** Amendments shall be presented to the Executive Board and must be approved by a two-thirds majority vote. Following approval, the amendment shall then be approved by the general body with a two-thirds majority vote as well. Lastly, all amendments must be approved by the Advisory Board.

**Section 3** All amendments from the First-Generation Medical Student Association shall be implemented immediately upon its full approval.