**First-Generation Pre-Physician Assistant Platform**

**CONSTITUTION**

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

**Section 1** First-Generation Pre-Physician Assistant Platform

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

**Section 1**

Representation matters, and while it is desirable by most to strive to be a flawless Pre-Physician Assistant (PA) undergraduate student and applicant to Physician Assistant school, it is extremely difficult, especially for those students who are first-generation—a term that is used to describe a person who is the first in their family to break barriers such as finishing high school, attending college, or applying to PA school. Motivated to establish a platform for those who do not have immediate access to a Physician Assistant mentor and those exclusive resources, the “First-Generation Pre-Physician Assistant Platform” is an Instagram, Youtube, and Spotify Podcast platform that acts as a 24/7 mentorship service for pre-PA students from Ohio State University and beyond. Answered by well-known, resilient, empathetic, and experienced first-generation certified Physician Assistants, PA students, and PA mentors, this platform will reveal the resources and answers to our most common pre-PA fears, which are usually not posted publicly, as we start our pre-PA journeys. This platform’s hope to assure the spiraling worries of the first-generation pre-PA students and to provide them constant access to pre-PA mentorship podcasts, videos, and other forms of resources that will always alleviate their anxieties throughout their journeys. Creating these collections of resources for these pre-PA communities, this platform will increase the access to the resources and treat the necessity of first-generation pre-PA students having a mentor and community to confide in. There, truly, is no greater feeling–community support is a necessity. So within these platforms, we encourage vulnerable conversation from Pre-PA students, PA-S's, and PA-C’s on their personal, non-traditional, first-generation journeys into the Physician Assistant profession. This 24/7 mentorship platform is dedicated to bringing attention to these resources in order to increase the number of underrepresented students interested in medicine. By acknowledging the disparities and setbacks that being first-generation has on collegiate students, this organization has proven that what once seemed impossible, is now becoming reality for first-generation students everywhere.

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

**Section 1** Any student interested in the field of medicine or the Physician Assistant profession who is currently enrolled at The Ohio State University shall be eligible for membership.

**Section 2** The First-Generation Pre-Physician Assistant Platform is an open membership organization and thus does not require a formal application.

**Section 3** As an active member of the First-Generation Pre-Physician Assistant Platform, 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 Pre-Physician Assistant Platform 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 Pre-Physician Assistant Platform 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 at least once per semester, unless excused by the President for a variety of circumstances.

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

**Section 6** The Instagram Content Creators are responsible for notifying members of the dates and location of all General Body meetings, as well as uploads within all of the social media platforms (Instagram, Youtube, and Spotify Podcast) and on the GroupMe.

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

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

1. All 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 Pre-Physician Assistant Platform.
3. All Executive Board Members must be active in The First-Generation Pre-Physician Assistant Platform (e.g., attend meetings, attend events…).
4. Initial applications for Executive Board positions will be screened and approved by the Faculty Advisor (who may recruit Alumni Ambassadors to help with this screening process).
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 and the Executive Board will transition starting the Monday following Spring Break week. 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 overall maintain the Instagram, Spotify, GroupMe, and Youtube on an active basis. This should include checking both social media platforms at least three times weekly (more is preferred), replying to any incoming messages, or delegating message responses to an appropriate Executive Board member. As well, the President will be responsible for the aesthetics of the Instagram posts and making the Instagram posts with the Instagram Content Creator’s information and resources. They will also ensure that the Podcast Director is on time with the podcast schedule and their posts, with the help of editing.
2. 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 the Executive Board at least 24 hours prior to the meeting.
	2. If the Faculty Advisor is unable to attend an Executive Board meeting, the President will serve as the Chair.
	3. Following each Executive Board meeting, the President will work with the Vice President to finalize meeting notes, agenda items, and ‘action items,’ which will be sent via email to all Executive Board members and stored on the shared drive.
3. 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 Vice President/email and Director of Outreach and Podcast Engagement) 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 make 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.
4. 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 of Internal Affairs.
		* As necessary, they may create a sub-committee for Involvement Fair planning. The Internal Affairs Chair should sit on this committee.
		* 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, Carmen page). 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).
5. 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.
6. 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 the Executive Board and stored on the share drive.
7. 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 (e.g., Internal, External, Social Media).
	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 maintain any group messaging platforms (e.g. GroupMe, Instagram DMs) to ensure member communication is seen and reviewed; this may include delegating responses to appropriate Executive Board members. They will specifically work with the First-Generation Physician Assistant Student Association group to advance organization goals, presence on campus, and networking. 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. They will also help the Podcast Director with editing if needed.
2. 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.
3. 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).
4. The Vice-President will communicate with each position of the 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.
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 will attend and complete the requisite annual Treasurer Training, as mandated for all OSU student organizations.

1. The Treasurer will manage and be responsible for the entirety of the organization’s finances, budgets, bank accounts, sponsorships, and income. They should plan and keep track of the budgets within the organization, collect, deposit, keep track of funds, and provide financial reports regularly to the rest of the club leadership. These funds may be used for club activities, events, t-shirts, or other merchandise, etc. The treasurer will also make estimates for the funding required for these expenses, as well as devise ways to raise the necessary funds. This could be through fundraisers, selling merchandise, etc. They can also help plan the logistics of (possible) in person events.
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 the Executive Board and approved by the Faculty Advisor), the Treasurer will submit any applications for additional organization funding.

**Section 5** The ***Director of Outreach and Podcast Engagement*** shall meet the following requirements in order to assume their role:

1. The Director of Outreach and Podcast Engagement reaching out to PA-S’s and PA-Cs within OSU/Ohio and out of state. They will specifically work with the First-Generation Physician Assistant Student Association group to advance organization goals, presence on campus, and networking. As allowed and approved by Executive Board, the Director of Outreach and Podcast Engagement may create and distribute flyers and/or posters to the student body at OSU as well as in appropriate locations around campus (e.g., residence halls, lecture halls, bulletin boards, student union) in an effort to promote either the organization or an event. **Though the Director of Outreach and Podcast Engagement is reaching out to PA-S’s and PA-C’s, the entire Executive Board should also utilize their connections and relationships to other Physician Assistants/programs/students and direct them here.**
2. The Director of Outreach and Podcast Engagement will serve as a Liaison for the organization for relevant student organizations on campus. They will facilitate and manage organizational growth and membership development. They should work directly with the Vice President to maintain the Gmail, Carmen Canvas site, and any group messaging platforms (e.g., GroupMe) with up-to-date and active members.
3. They will organize and assist in running any recruiting events and information sessions for interested members.
	1. This may include, but is not limited to, each semi-annual Involvement Fair.
	2. Although the President will be accountable for the planning and running of this event, it is expected that the Chair of Internal Affairs will assist as needed, including sitting on any planning committees and participating day-of.
	3. The Chair of Internal Affairs should also collect member contact information at any recruitment event and work with the Secretary to onboard these members.
4. The Director of Outreach and Podcast Engagement will organize events for the social development of members in the organization.
	1. They will plan at least one social event per semester, including planning and organizing that event and any associated logistics (e.g., booking a room, coordinating members or transportation, etc.).
	2. They will plan at least one volunteer or service event per semester, including planning and organizing that event and any associated logistics (e.g., booking a room, coordinating members or transportation, etc.).
	3. The Director of Outreach and Podcast Engagement will specifically work with The First-Generation Pre-Physician Assistant Platform group to advance organization goals, presence on campus, and networking.
	4. The Director of Outreach and Podcast Engagement will attend all Executive Board (and may attend General Body) meetings of The First-Generation Pre-Physician Assistant Platform, will take meeting notes, and will report back at our Executive Board meetings.
	5. Meeting notes from The First-Generation Pre-Physician Assistant Platform Executive Board meetings will be kept up to date and on the share drive.
	6. This will include planning the meeting (content, speakers) and working with the President to get meeting logistics to all speakers.
	7. They will also work with the Treasurer if any reimbursement or honorarium is needed.
	8. They will work with the Instagram Content Creators to cross-promote and document the event.

**Section 6** The ***Instagram Content Creators*** shall meet the following requirements in order to assume their role:

1. The Instagram Content Creators will be responsible for overseeing the most asked for Pre-PA topics to create informative posts on; this may be through GroupMe polls, Instagram polls, or most frequently asked Pre-PA questions in general. They will then relay this information to the President (who will be making and finalizing the Instagram content and posts alongside you) and the Podcast Director (who will be interviewing PA-S’s and PA-C’s) as a foundation of information. As well, they will accrue, organize, disseminate, and update opportunities and resources to organization members. This will include, but is not limited to: clinical/healthcare opportunities, research opportunities, scholarship/academic opportunities. **Though the Instagram Content Creator is curating a list of informative topics to post, the entire Executive Board should also utilize their experiences to come up with commonly asked questions that they, or other Physician Assistants/programs/students have, and direct them here.**
2. The Instagram Content Creators will be responsible for overseeing all communication outside of the organization.
	1. The Instagram Content Creators should familiarize themselves with and introduce themselves to other organizations on campus (such as BuckeyeFirst or PhiDE).
3. The Instagram Content Creators will accrue, organize, disseminate, and update opportunities and resources to organization members.
	1. This will include, but is not limited to: clinical/healthcare opportunities, research opportunities, scholarship/academic opportunities.
	2. They should maintain a working document (e.g., Excel) to be housed on the share drive and updated actively (once per month).
	3. Any new or timely opportunities should be sent on a weekly basis to the President/Vice President/Director of Outreach and Podcast Engagement to be communicated to members.
	4. The Instagram Content Creators may solicit opportunities and resources from members of the Executive Board or the organization.
	5. These working opportunities should be reviewed with the Vice-President at their monthly meetings.
	6. The Instagram Content Creators will work with the Secretary to put appropriate opportunities and resources on the Carmen Canvas page.

**Section 7** The ***Podcast Director(s)*** shall meet the following requirements in order to assume their role:

1. The Podcast Director(s) will be the person who interviews PA-S or PA-C’s and edits the podcast (with additional assistance from President and Vice President). They will do research on the PA-S or PA-C, come up with relevant first gen PA questions/personal PA journey questions, and plan a podcast “script” or guideline to reference. They will also ensure that the podcast/Youtube video is posted, and will follow up with the Physician Assistant speaker with a thank you from the student organization for their time. **This role can also be passed along and be put on a rotating schedule to anyone on the Executive Board who would also want to lead and host a podcast episode!**

**Section 8** 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 any other office position shall be 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 9** 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.

**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 email 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 Pre-Physician Assistant Platform 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 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 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 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 Pre-Physician Assistant Platform bank account.

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

**Section 1** As we are first starting, membership will be free.

**Section 2** Occasionally The First-Generation Pre-Physician Assistant Platform 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 3** When necessary, The First-Generation Pre-Physician Assistant Platform shall fundraise money through a variety of means both on campus and off-campus.

**Section 4** 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.

***ARTICLE XIII:*** *RATIFICATION*

**Section 1** This constitution shall take effect immediately upon its approval by The First-Generation Pre-Physician Assistant Platform’s founder (Tiffany Nguyen).

**Section 2** The Constitution shall be officially adopted on August 22, 2022.

**The First-Generation Pre-Physician Assistant Platform’s**

**By-Laws**

*Passed Wednesday, August 22, 2022*

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

**Section 1** In order to gain membership into The First-Generation Pre-Physician Assistant Platform, interested students must complete the following:

1. Attending a First-Generation Pre-Physician Assistant Platform information session.

Contacting The Director of Outreach and Podcast Engagement or (cc the President and Vice President—required protocol when conducting any email within the organization) expressing interest.

The Director of Outreach and Podcast Engagement 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 Pre-Physician Assistant Platform 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 Director of Outreach and Podcast Engagement 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 Pre-Physician Assistant Platform.
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.

**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 Pre-Physician Assistant Platform 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 Pre-Physician Assistant Platform 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, Podcast Director(s), Director of Outreach and Podcast Engagement, and Instagram Content Creators candidates. 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 re enter 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 Pre-Physician Assistant Platform 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.

***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 Pre-Physician Assistant Platform shall be implemented immediately upon its full approval.