

American Muslim Medical Student Association

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

Section 1.1 - Name:

The name of this organization shall be American Muslim Medical Student Association (AMMSA).

Section 1.2 - Purpose:

American Muslim Medical Student Association (AMMSA) is an organization that aims to address important issues relevant to Muslim medical students. We seek to provide and address education to students and faculty on issues, challenges, and obstacles prevalent among Muslim medical students, physicians, patient populations, and communities. We will promote the research of issues specific to the Muslim community in post-graduate training, medical careers, as well as unique circumstances in receiving and providing appropriate health services to people of the Islamic faith. Similarly, we strive to contribute scholarship on Muslim patient populations to medical school curricula to ensure that students working toward a career in medicine are well versed in these patient populations.

Section 1.3 - Mission:

Our mission is to empower American Muslim medical students by providing opportunities for excellence in spiritual growth, professional development, and community building. Through inclusive events and programming, we aspire to connect medical students with research, mentorship, and community engagement opportunities to create a robust network of virtuous leaders that uplift one another.

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 American Muslim Medical Student Association membership is open to all who wish to make a difference and a unique contribution to the health and well-being of Muslim people. In order to be eligible for membership, an individual must be a student matriculating at The Ohio State University College of Medicine 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 (Primary Leader) - 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 American Muslim Medical Students Association at OSUCOM, the general Columbus community, and the national AMMSA Chapter. 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 on an application basis.

4.1.b Vice President (Secondary Leader) - The Vice President of Administration oversees the Treasurer, Research Coordinator(s), Outreach Coordinator(s), Event Coordinator(s), and Secretary, 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 an application basis.

4.1.c Treasurer – The treasurer will apply for all Ohio State University provided funds as needed for the student organization, as well as manage funds raised through events. They will also be in charge of assuring that the club does not exceed the annual allotted budget, and will handle event expenses. 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 on an application basis.

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. They will also be responsible for consolidation research opportunities in the realm of Muslim health for members. 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, scheduling, purpose, and organization of other details regarding the event as needed. There may be anywhere from 1-3 event planners. 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 Outreach Coordinator(s) - In charge of recruitment of members and mentors, as well as advertising all events and fundraisers. The outreach coordinator(s) is the main advertising source of the club and will manage any social media channels created for the organization. The Outreach Coordinator(s) will serve for one academic year and will be eligible for re-election at the next voting time. The Outreach Coordinator(s) will be voted on by current members of the executive board based on the applications that are received.

4.1.g Service Coordinator(s) - In charge of planning community service and engagement opportunities. The Service Coordinator(s) will be responsible for partnering with other community-based service organizations to connect students with opportunities to engage in acts of service among the Muslim community. The Service Coordinator(s) will serve for one academic year and will be eligible for re-election at the next voting time. The Service Coordinator(s) will be voted on by current members of the executive board based on the applications that are received.

4.1.h 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 work closely with the Outreach Coordinator(s) to share organization information with the broader student body. 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.i 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. The advisor will serve a two-year term, at which point the advisor will be eligible to continue on for an additional term or step down.

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 the American Muslim Medical Students Association will consist of the president, the vice president, 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, not including the summer. Attendance shall be recorded by the Secretary to ensure all members maintain membership status.

Section 8.2. Executive Board members are expected to attend every Executive Board meeting and all hosted events. Excused absences are permitted, should circumstances arise that bar the executive board member from attending.

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 the American Muslim Medical Students Association.

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.