**Military Medicine Interest Group Constitution**

***Article l - Name, Purpose, Location and Non-Discrimination Policy of the Organization.***

**Section 1.1 - Name:**

The name of this organization is the Military Medicine Interest Group (MMIG).

**Section 1.2 - Location:**

This organization will be located in Columbus, OH on the campus of The Ohio State University College of Medicine.

**Section 1.3 - Purpose:**

The purposes of the Military Medicine Interest Group are:

1. To support the personal and professional development of students who are interested in pursuing careers in military medicine.
2. To promote the dissemination of information relative to students who have been awarded or who are interested in applying for the Health Professions Scholarship Program (HPSP) award through the United States Army, Navy, or Air Force.

**Section 1. 4 - Non-Discrimination Policy:**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio tate University, the Military Medicine Interest Group 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 II - Membership: Qualifications and categories of membership.***

**Section 2.1 - Membership Qualifications**

The Military Medicine Interest Group is open to all currently enrolled Ohio State students who are interested in pursuing careers in military medicine. There shall only be one category of membership within the organization, and there shall be no limitation on the maximum number of members the organization may have at any one time.

**Section 2.2 - Membership Eligibility**

In order to be eligible for Membership in the Organization an individual must:

1. 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 who has previously or is currently serving in the United States Armed Forces.
2. Respect the principles and ideas the organization stands for
3. Complete the membership form

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

***Section 3.1 - Removal of General Body Members***

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

***Section 3.2 - Removal of Executive Officers***

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.

**Section 3.3 - Temporary Suspension of Membership**

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, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

***Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

**Section 4.1 - Executive Leadership Roles**

The Executive Committee of the Board will consist of:

\*President of the Board

\*Vice President of the Board

\*Board Treasurer (Chief Financial Officer)

An Executive Board member may only hold one position at a time.

If a position is vacant the Board of Directors will make every effort to fill that position quickly, but no member shall hold two positions simultaneously.

\*Must be filled in order to be recognized as an organization by The Ohio State University Union.

**Section 4.2 - The Role of the President of the Board**

The President shall have the general powers and duties, including, but not limited to, the following:

1. In conjunction with the Executive Committee he/she will develop and implement projects and services related to the mission of the Organization.
2. He/she will make recommendations to the Board for activities and projects in keeping with the goals of the organization.
3. He/she will visit activities or projects being implemented and observe the effectiveness of the programs, and the proper use of funds.
4. He/she will represent the organization at meetings and functions.
5. He/she will review all financial records of the Organization to insure the proper use of funds, and will serve as a co-signatory on drafts, checks, notes, orders or other undertakings for the payment of money on the organization treasury and to sign all records and documents whereunto his or her signature shall be lawfully required.
6. He/she will establish committees and appoint Chairs to head these committees.

**Section 4.3 - The Role of the Vice President of the Board**

The Vice President shall have the general powers and duties, including, but not limited to, the following:

1. In the absence or disability of the President, he/she will perform all the duties of the President, and shall supervise the affairs of the Organization.
2. In addition, the Vice President will oversee activities of committees working on special projects.
3. The Vice President shall also perform any duties delegated by the President.

**Section 4.4 - The Role of the Treasurer of the Board**

The Treasurer shall have the general powers and duties, including, but not limited to, the following:

1. The duty to countersign drafts, checks, notes, orders or other undertakings for the payment of money on the organization treasury and to sign all records and documents whereunto his or her signature shall be lawfully required.
2. He/she will maintain all financial records, prepare monthly financial reports to the Board and make available at monthly meetings all bank statements for inspection by the President and Executive Director of the organization.
3. He/she will assist in negotiating contracts for the organization and when applicable assist the organization in contracting with auditors.

**Section 4.5 - Length of Terms for Elected Officers**

Each elected officer will serve 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 4.6 - Resignations.**

Any Officer or Chair may resign at any time by delivering a written resignation to the President or the Secretary.

**Section 4.7 - Authorized Financial Agents for the Executive Committee**

The following Executive Committee Members will be authorized to conduct banking business on behalf of the Organization:

The President of the Board

The Board Treasurer (CFO)

**Section 4.8 - Standing Committees *(if needed): Names, purposes, and composition.***

These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the organization leadership.

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

The activities, affairs and property of the organization shall be managed, directed and controlled, and its powers exercised by, vested in, the Executive Committee of the Board. The positions of Board President, Vice President, Treasurer will be uncompensated (volunteer) positions. They will be elected from/by the General Board Membership.

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

**Section 6.1 - Qualifications of an Advisor**

The advisor of the MMIG must be a faculty or staff member at The Ohio State University College of Medicine who has previously or is currently serving as a member of the United States Armed forces.

**Section 6.2 - Advisor Responsibilities**

The responsibilities of the Advisor are as follows:

1. He/she shall oversee the executive committee and ensure the members are following the protocols outlined by the organization’s constitution and bylaws.
2. He/she shall aid in the personal and professional development of MMIG members by facilitating connections with Ohio State University Faculty members who have previously or are currently serving in the United States Armed Forces.

***Article IX – Meetings and events of the Organization***

**Section 9.1 - Required meetings and their frequency.**

The MMIG is required to host two events each year, with one of those events being an introductory meeting. The introductory meeting will be to introduce the executive board and provide general information about the HPSP scholarship requirements.

**Section 9.2 – Requirements of Event Attendees and General Body Members**

Executive Committee Members should make their best effort to attend all events hosted by the organization. There will be no required events for general body members.

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.***

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

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

Any person(s) wishing to dissolve the organization must write a formal petition of dissolution, clearly stating the reason for dissolution. The petition will first be presented, but not acted upon, at the next executive committee meeting. A copy of the petition must then be distributed to the executive committee by email or paper. At the next meeting of the executive committee, the committee will vote on their approval of the petition. If the petition is approved, it may then be read, but not acted upon, at the next general membership meeting. The petition must then be distributed to all members of the organization. The petition will be presented again at the next subsequent general membership meeting, and after the subsequent meeting, votes will be taken. The organization may be dissolved by a three-fourths majority decision of the entire voting membership who must be present for voting. Dissolution of the organization requires the approval of the faculty advisor of the group.

***Military Medicine Interest Group By-Laws***

***Article I – Parliamentary Authority***

The rules contained in the 12th edition of Robert's Rules 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 - Categories of Membership**

There shall only be one category of membership within the organization, and there shall be no limitation on the maximum number of members the organization may have at any one time.

**Section 2.2 - Membership Eligibility**

In order to be eligible for Membership in the Organization 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 who has previously or is currently serving in the United States Armed Forces. All members must complete a membership form containing their full name, professional position/title, and their contact information.

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

**Section 3.1 - Nominations and Elections**

The organization will solicit self-nominations from members for each role on the Executive Committee. All nominees must at least be in their second year of medical school training. In the event that there are multiple people interested in one position, nominees will submit a brief statement of interest.

Elections will take place during the annual Spring Quarter meeting. Voting will then take place via digital ballot. The President and an additional member of the board will tally the votes and the Officer will be selected by plurality vote. All votes will be conducted in this matter even if there is only one nominee.

If there is a vacancy in the Executive Committee at the end of normal elections a special election will be held at the Fall Quarter annual meeting.

The Officer elect must assume the duties of the Office as soon as possible, ensuring that all monies, books, records, documents, and other property of the organization has been turned over to his or her successor in good order within a two (2) week time frame.

**Section 3.2- General Voting Provision**

Unless otherwise required by law, each Member in good standing who is present shall be entitled to cast one (1) vote on any and all matters that shall come before any such meeting. It will be the joint responsibility of the Vice President, Treasurer and the Secretary to verify which members are in good standing.

At each meeting of the Members, all matters shall be decided by the affirmative vote of the majority of the Members viva voce of the Organization present at such meeting. If a vote is too hard to distinguish viva voce then a counted hand vote will be initiated, except in those matters otherwise expressly regulated by statute or by another specific section of these Bylaws.

In the event of a tie or invalid vote a second vote or ballot will be taken. If a definitive decision cannot be reached by a second vote then the item or election must been laid on the table until the next meeting.

A vote will be considered invalid if it is not properly motioned, seconded, and receives the majority vote.

**Section 3.3 - Length of Terms for Elected Officers**

Each elected officer will serve 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.

***Article IV- Executive Committee***

**Section 4.1 - Executive Leadership Roles**

The Executive Committee of the Board will consist of:

\*President of the Board

\*Vice President of the Board

\*Board Treasurer (Chief Financial Officer)

An Executive Board member may only hold one position at a time.

If a position is vacant the Board of Directors will make every effort to fill that position quickly, but no member shall hold two positions simultaneously.

\*Must be filled in order to be recognized as an organization by The Ohio State University Union.

**Section 4.2- The Role of the President of the Board**

The President shall have the general powers and duties, including, but not limited to, the following:

1. In conjunction with the Executive Committee he/she will develop and implement projects and services related to the mission of the Organization.
2. He/she will make recommendations to the Board for activities and projects in keeping with the goals of the organization.
3. He/she will visit activities or projects being implemented and observe the effectiveness of the programs, and the proper use of funds.
4. He/she will represent the organization at meetings and functions.
5. He/she will review all financial records of the Organization to insure the proper use of funds, and will serve as a co-signatory on drafts, checks, notes, orders or other undertakings for the payment of money on the organization treasury and to sign all records and documents whereunto his or her signature shall be lawfully required.
6. He/she will establish committees and appoint Chairs to head these committees.

**Section 4.3 - The Role of the Vice President of the Board**

The Vice President shall have the general powers and duties, including, but not limited to, the following:

1. In the absence or disability of the President, he/she will perform all the duties of the President, and shall supervise the affairs of the Organization.
2. In addition, the Vice President will oversee activities of committees working on special projects.
3. The Vice President shall also perform any duties delegated by the President.

**Section 4.4 - The Role of the Treasurer of the Board**

The Treasurer shall have the general powers and duties, including, but not limited to, the following:

1. The duty to countersign drafts, checks, notes, orders or other undertakings for the payment of money on the organization treasury and to sign all records and documents whereunto his or her signature shall be lawfully required.
2. He/she will maintain all financial records, prepare monthly financial reports to the Board and make available at monthly meetings all bank statements for inspection by the President and Executive Director of the organization.
3. He/she will assist in negotiating contracts for the organization and when applicable assist the organization in contracting with auditors.

***Article V- Standing Committees***

**Section 5.1 - Establishment of Standing Committees**

The Chapter Executive Committee from time to time may establish committees. Duties and duration of office of the standing committee will be predetermined by the Executive Committee.

**Section 5.2 - Rules and Procedures of Standing Committee Members**

The rules and procedures of all committees shall be determined from time to time by the Committee Chair, and be subject to all provisions mentioned in these bylaws. Any committee may be abolished or any member thereof removed with or without cause, at any time by the Chapter Executive Committee.

**Section 4.3 - Election of Standing Committee Members**

Committee Chairs for existing committees will be nominated and elected during the Spring semester . If a new committee is established outside of regular elections a Chairperson of that committee will be appointed by the President or Vice President of the Board, but the Chairperson will have to be approved by a majority vote of the General Body at the next Meeting of Members.

***Article V - Advisor/Advisory Board Responsibilities***

The advisor of the MMIG must be a faculty or staff member at The Ohio State University College of Medicine who has previously or is currently serving as a member of the United States Armed forces.

The responsibilities of the Advisor are as follows:

1. He/she shall oversee the executive committee and ensure the members are following the protocols outlined by the organization’s constitution and bylaws.
2. He/she shall aid in the personal and professional development of MMIG members by facilitating connections with Ohio State University Faculty members who have previously or are currently serving in the United States Armed Forces.
3. He/she shall attend the introductory meeting and/or event. Outside of the introductory meeting, there shall be no requirement for the number of MMIG events the advisor must attend.

***Article VI - Meeting Requirements***

**Section 6.1 - Meeting of General Body Members**

The General Body Members shall conduct an initial meeting of the members within the first month of the fall quarter, or as close to that time as is suitable for the General Body. At each meeting of the Members the President of the Organization or, in the case of his/her absence, the Vice-President shall preside as the Chairperson of the meeting.

There will be an annual meeting of the Members in the middle of Spring Quarter in which members will conduct elections of the Executive Committee. They will also conduct other business as may properly come before them to prepare for the next year. The Members can also choose to conduct monthly meetings if it pleases the General Body and if there is sufficient business to warrant the meetings. All meetings will be publicized via email to the members, including date, time and location. This publication will be at least one week prior to the meeting. The location can be any venue suitable to accommodate the membership.

**Section of 6.2 - Special Meeting of Members**

Special meetings of the members of the Organization may be called at any time by order of the Chapter Executive Committee, or by a petition signed by not less than two-thirds (2/3) of the Members of the Organization. The petition must be submitted to the President, Vice President of the Organization.

Such special meetings will be publicized via email to the members with the date, time and location set forth and the reason(s) for the special meeting at least 72 hours prior unless urgent business must come before the members that cannot wait 72 hours.

***Article VII - Financial Procedures of the Organization***

**Section 7.1 - Deposit of funds**

All funds of the Organization not otherwise employed shall be deposited in such banks, trust companies or other reliable depositories as the Chapter Executive Committee from time to time may determine.

**Section 7.2 - Checks, etc.**

All checks, drafts, endorsements, notes and evidence of indebtedness of the

organization, and all endorsements for deposits to the credit of the organization, shall be signed by such Officers as previously laid down in the Constitution, or by an agent or agents of the organization and in such a manner as shall from time to time be determined by resolution of the Chapter Executive Committee.

In the absence of such determination by the Chapter Executive Committee, such instruments shall be signed by the Treasurer or President.

**Section 7.3 - Allocation of Funds**

Any member of the Executive Committee or Chair of a subcommittee can request an allocation of funds from the Organization to conduct projects, programs, events, activities, etc. that relate to the Purpose, Mission, and Vision of the MMIG. The proposal must provide a description of the activity, an explanation of how the funds will be used, and a proposed budget. The Executive Committee will review the proposal and decide whether to allocate the funds by majority vote. Once approved, the member requesting funding must submit all receipts to the Board Treasurer within one (1) week after the event to receive reimbursement.

If the Organization decides to sponsor an event by allocating a lump sum, all receipts still must be provided by the member requesting funding and any unused funds must be returned to the organization.

Any fundraising efforts must be submitted to the Treasurer within three (3) days from the time of collection.

General expenses from the Executive Committee and subcommittee Chairs incurred by the organization (i.e. food for meetings, office supplies, advertising and printing expenses, etc.) that are not associated with a special project or event do not need to be voted upon. These requests will be approved at the discretion of the President and Treasurer of the Board ensuring that such expenses do not exceed fifty (50%) of the annual budget.

**Section 7.4 - Loans**

No loans or advances shall be contracted on behalf of the organization, and no note or other evidence of indebtedness shall be issued in its name, unless and except as authorized by the Chapter Executive Committee and in accordance with provisions of these bylaws.

**Section 7.5 - Contracts**

The President, Vice-President, or another Officer specifically authorized by the Chapter Executive Committee, may, in the name of and on behalf of the

organization, enter into those contracts or execute and deliver those instruments that are specifically authorized by the Chapter Executive Committee. Without the express and specific authorization of the Chapter Executive Committee, no Officer or other agent of the organization may enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization.

***Article VIII - Method of Amending By-Laws***

Except as otherwise provided herein, and subject to the power of the Members to change or repeal the Bylaws, these Bylaws may be amended or repealed and a newBylaw or new Bylaws may be enacted by two-thirds (2/3) vote of the General Body Members under the following circumstances:

1. The notice for the meeting clearly indicated that an amendment to

the bylaws would be voted upon.

1. At two weeks prior to the meeting another duly noticed

meeting was held at which the amendment(s) were proposed and

discussed.

1. The proposed and discussed amendments are specified and mailed

or emailed to each member.

1. At the amendment meetings all questions must be answered to the

satisfaction of a majority of the members present.

1. And finally, a majority of the members present vote affirmatively to amend the bylaws.