**The Constitution of the Surgery Interest Group**

**at The Ohio State College of Medicine & Public Health**

*Article 1- Name, Purpose, and Non-Discrimination Policy of the Organization*

Section 1. Name

Surgery Interest Group at The Ohio State College of Medicine & Public Health (SIG)

Section 2. Purpose

The main objectives of SIG are to (1) encourage interaction between medical students and the Department of Surgery faculty/staff, (2) provide information about the various surgical specialties, (3) organize educational workshops to meet such goals, and (4) help committed students with their application to a surgical residency.

Section 3. Non-discriminatory 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.

*Article II- Qualifications and Categories of Membership*

Voting membership is limited to currently enrolled medical student at The Ohio State University COM&PH who demonstrate active participation and attendance at SIG meetings as defined in the By-laws. Others are encouraged to become members, but as non-voting honorary or associate members.

*Article III- Organization Leadership*

Section 1. Titles, Terms of Office, and Duties

The SIG leadership, comprising the Executive Committee, shall consist of at least two (no more than five) sophomore medical students and at least one (no more than five) junior/senior medical students, all of whom share equal status as co-leaders. Terms of office will be limited only by academic status. The junior/senior co-leaders must have been co-leaders the previous year, and shall act principally as advisors. The sophomore co-leaders hold primary responsibility for the organization and execution of SIG programs and events.

Section 2. Officer Selection

The incoming sophomore co-leaders shall be selected from the voting membership by the current co-leaders through an application process if more than five students express interest in holding these positions. In the instance that no sophomore students wish to hold office, then the current Executive Committee may continue in their current roles until the sophomore positions are filled

Section 3. Officer Roles

President: Head of the organization and main communicator with the general student body. Organizes and schedules executive meetings, sets the agenda, and keeps other group members up to date on current goals and progress. Maintains communication with other group members to ensure the interest group's goals are being met. Helps to handle scheduling public events, working with speakers, setting up zoom calls, etc..

Vice President: Primarily responsible for overseeing the Surgery Mentorship Program. Sends reminders to mentees to complete their obligations. Stays in regular communication with mentors and mentees to ensure requirements are being met. Ensures all Surgery Mentorship related events are carried out. Assists the president and other members with their roles.

Treasurer: Manages funds for the group and applies for funds from the university. Handles all payments for the group for things such as food, podcast publishing subscriptions, etc. Assists other members with their roles. Helps to handle organizing and putting on public events.

Media Coordinator: Primarily responsible for maintaining the ScrubTalk podcast. Will help to identify surgeons to interview and work with other executive members to complete, edit, and upload these interviews. Assists other members with their roles.

Outreach Coordinator: Primarily responsible for coordinating and organizing shadowing hours between attending physicians and medical students. Ensures that students comply with organization specific requirements for shadowing (e.g., fluctuating COVID-19 regulations). You will not need to participate in all the board functions (if you do not wish) but can work solely on the ensuring organizational compliance with shadowing.

*Article IV- Standing Committees: Names, Purposes, & Composition*

None.

*Article V- Advisory Board: Qualification Criteria*

The advisor must be an attending surgeon who has completed a general surgery residency or a general surgery resident. If the advisor is not a full-time member of the University faculty (or Administrative & Professional staff), then a co-advisor who meets this criterion must also be designated.

Advisors/Co-advisors are selected each year by the Executive Committee during the summer quarter (no later than the last week in August). There are no limits to the number of years a person may serve as an advisor/co-advisor. Should the advisor/co-advisor step down or be unable to perform their role (as judged by the Executive Committee), then a new advisor/co-advisor shall be named.

In general, the advisor will help develop leadership skills among the Executive Committee and act as a link between The Ohio State University Department of Surgery (DOS) and the SIG. He/She shall assist the Executive Committee in obtaining support from the DOS for SIG activities, such as communicating with the Chairman and Chief of the department and soliciting support from the surgery residents. He/She will also advise the Executive Committee regarding guest speaker selection and workshop planning. Finally, the advisor shall attend at least two Executive Committee meetings per quarter.

*Article VI- Meetings of the Organization: Required Meetings and Their Frequency*

Two general meetings of the membership are required per semester, excluding summer. The Executive Committee shall meet every other week, or a minimum of every three weeks.

*Article VII- Method of Amending the Constitution: Proposals, Notice, and Voting Requirements*

Proposed amendments to the constitution should be in writing and should not be immediately acted upon, but read in the general meeting in which they are proposed, then read again at a specified number of subsequent general meetings, including the general meeting in which votes to approve or deny the amendments will be taken. Approval of the proposed amendments shall require a two-third majority vote of a quorum of present voting members or a two-thirds majority vote of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

*Article VIII- Method of Dissolution of the Organization*

The only requirement for dissolution of the organization is lack of qualified and interested student leadership. Lack of leadership is defined as less than three Co-leaders. Should there be an instance when all members of the Executive Committee are three months from graduation or all members of the Executive Committee resign their positions simultaneously, then the SIG must be dissolved. Before dissolution, the current Executive Committee must ensure that all SIG outstanding debts are paid and any funds remaining are returned to the University or donated to a local community charity as selected by the remaining voting membership. SIG funds coming from the University must be returned to the University. Other funds will be donated to charity unless otherwise specified by the organization granting the funds. Any assets will be returned to the organization(s) donating said assets or, if purchased with SIG funds, will be donated to another student interest group as selected by the remaining voting membership.

*Article IX- Removal of Members*

Section 1. Removal of General Members

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed by a majority vote of the voting membership (excluding the vote of the member to be removed) or by unanimous vote of the officers, with the consultation of the advisor.

Section 2. Removal of Officers

If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed by a majority vote of the voting membership or by unanimous vote of the other officers, with the consultation of the advisor.