

**The Ohio State University College of Medicine Student Council  
Constitution**

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**Our Mission Statement**

To enrich medical education and student life through advocacy, collaboration, open communication, policy, and leadership.

**Our Vision Statement**

To foster a diverse and inclusive learning community where students can thrive as future physicians and leaders.

**Article I: Statements of Intent**

To represent, advocate, and amplify the voices of medical students of The Ohio State University's College of Medicine in the realms of:

A. Academics

1. To create a curriculum that trains well-rounded physicians, future leaders, and healthcare advocates
2. To advocate for the ideas, desires, and positions of the student body
3. To represent the student experience in medical education at curricular committees

B. Student Life

1. To establish a welcoming community through inclusive social events and student support
2. To maintain medical student spaces and provide college merchandise
3. To establish a budget and financially support our student organizations.

C. Diversity, Equity, and Inclusion

1. To enhance and encourage an inclusive environment through promotion of diversity within our student body, organizations, and experiences.
2. To create a medical education curriculum centered around cultural and structural competencies
3. To create a supportive, equitable environment for all students

### **Article II: Membership**

- A. Council members shall be students of The Ohio State University College of Medicine (hereafter referred to as OSUCOM).
- B. Membership shall be classified as follows:
  1. Non-Voting Members: All students currently enrolled in the Ohio State University College of Medicine shall maintain the status of non-voting member.
  2. Voting Members: Each of the four classes shall elect eight members (as is outlined below) to serve a one-year term as voting members and hence shall have the authority to vote on all matters of this organization. Four MD/PhD students will be elected (as outlined below) to serve a one-year term as voting members of the organization. One Primary Care Track student will be elected (as outlined below) to serve a one-year term as voting members of the organization. Two Non-MSTP leave of absence students will be elected (as outlined below) to serve a one-year term as voting members of the organization. Additionally, the six elected Executive Committee members and the Advisor shall hold voting status.
- C. The Advisor of Student Council will be the Associate Dean for Student Life at OSUCOM. He or she will serve to inform the council regarding organization activities and administrative policies.
- D. 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 State University, OSUCOM Student Council 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](mailto:titleIX@osu.edu).

### **Article III: Organization of the Council**

- A. The Student Council shall consist of Representatives from each class, the MD/PhD program, the primary care track program, and Non-MSTP leave of absence students. It shall be overseen by an Executive Committee.
- B. The Executive Committee shall consist of a President, Vice President, Secretary, Treasurer, Outreach and Events Chair, and Diversity and Inclusion Chair.
- C. Each class will have a President and Vice President.

- D. All Student Council members will participate in at least one committee. Med 1 Student Council members will participate in at least two committees
- E. The President will oversee the Yearbook Committee.
  - 1. The Yearbook Committee shall create a yearbook for the graduating class. Amongst the representatives on the Yearbook Committee, one will be appointed or volunteer to serve as the chair of the Yearbook Committee and contact for the administration in all yearbook matters.
- F. The Vice President will oversee the Academic Committee.
  - 1. The Academic Committee will gather student feedback on academic issues and provide appropriate student representatives to the LSI Part I, LSI Part II, and LSI Part III Academic Planning Committees, as well as the Executive Curriculum Committee.
- G. The Secretary will oversee the Facilities Committee.
  - 1. The Facilities Committee shall oversee the functioning of the Med Student Canteen, Wellness Room, Meiling Fitness Room, Humanities Lounge, and Prior 3 Kitchen. They will also serve as a liaison for any construction projects, Health Science Library requests or needs, and any other appointed facilities-related issues for the COM.
  - 2.
- H. The Treasurer will oversee the Merchandise Committee.
  - 1. The Merchandise Committee shall work to provide College of Medicine merchandise to students, staff, faculty, and alumni.
- I. The Outreach and Events Chair will oversee the MedProm Committee, Trips Committee, Outreach Committee.
  - 1. The MedProm Committee will plan and execute the yearly MedProm.
  - 2. The Trips Committee shall plan trips for the College of Medicine.
  - 3. The Outreach Committee shall be responsible for outreach to the College, University, and greater Columbus community.
  - 4. The Diversity and Inclusion Committee shall be responsible for promoting diversity of race, gender, sexual orientation, and thought for the College of Medicine.
- J. The Diversity and Inclusion Chair will oversee the Diversity and Inclusion Committee and a subcommittee within the Academics Committee focused on promoting diversity and inclusion.
  - 1. The Diversity and Inclusion Committee will work with the Dean of Student Life, Associate Dean of Diversity and Inclusion, OSUCOM Office of Diversity and Inclusion, University Office of Diversity and Inclusion, and diversity-focused student organizations to plan events focused on promoting diversity and inclusion.
  - 2. The Academics subcommittee will work to create a more holistic educational experience, increase diversity of lecturers and patient panelists, add didactics and discussion sessions on caring for vulnerable populations, continue the diversity Part 1 selective, and integrate Implicit Bias training prior to entry into Part 2.
- K. The President may establish or dissolve Ad Hoc Committees pending approval by the Council. Each committee will have one chairperson appointed by the President and other Executive Committee members.

#### **Article IV: Powers and Duties of Council**

- A. The Council shall elect or appoint representatives to various organizations that are internal or external to The Ohio State University College of Medicine.
- B. The Council shall be the outlet of information regarding internal College issues from the administration to the student body.
- C. Administration of Funds to the Student Body
  - 1. In August of each school year, the Council receives a sum of money from the College of Medicine Office of Student Life, the sum of which is determined by that office each year.
  - 2. The purpose of this money is to fund student events. These include, but are not restricted to, social events, meetings and presentations as well as student group activities. The use of these funds is at the discretion of the Council.
  - 3. In order to fairly and properly disburse these funds, the Council has empowered the Treasurer to handle and propose budget requests. The procedure of these requests is as follows:
    - a. A budget request form shall be filled out by the student groups requesting funds. These are to be turned in to the Student Council mailbox, or other method determined by the Treasurer and made apparent to the rest of the student body.
    - b. The treasurer will review the requests to ensure that the student group is eligible for funding.
    - c. Approved funds will be disbursed by reimbursement only, except by special permission of the Treasurer. Original paid receipts must be presented to the Office of Student Life for reimbursement.
    - d. Groups may receive funding disbursements in an amount not to exceed that which has been established as a maximum amount per group per academic year.
  - 4. The financial guidelines are included as an addendum at the end of the Constitution document.
- D. The Council shall have two voting positions on the Executive Curriculum Committee fulfilled by four student council members. The President or a representative selected at the President's discretion will hold one of these positions. The second, third and fourth representatives are to be appointed at the discretion of the Academic Committee at the beginning of each academic year for a one-year term as a member of this committee.
- E. The President of the Executive Committee and the Vice-Presidents and President of each class shall partake in a monthly (or at the discretion of the Associate Dean of Student Life) Associate Deans meeting. All other Executive Committee Members, LOA, PCT, and MSTP Representatives are invited but not obligated to attend these monthly meetings.

#### **Article V: Qualifications and Duties of Executive Committee Officers**

##### Qualifications

- 1. Nominees for all Executive Committee Officer positions shall be either a current or previous voting member and shall have attended at least six regular meetings in one year by the time of nomination.

2. Nominees for all Executive Committee Officer positions shall be either a current student within the college of medicine in good standing or a college of medicine student on

A. Qualifications of Executive Committee Officers

1. Nominees for all Executive Committee Officer positions shall be either a current or previous voting member and shall have attended at least six regular meetings in one year by the time of nomination.
2. Nominees for all Executive Committee Officer positions shall be either a current student

B. President

1. Nominees for Student Council President shall be voting members and shall have attended at least six regular meetings in one year by the time of nomination.
2. The President shall be the chief executive of the Student Council.
3. The President shall serve as the Elections Official, provided they are not running for any executive position. If they are running, the Executive Committee shall appoint an alternate Elections Official.
4. The President shall appoint Ad Hoc Committees as required. This action is subject to Student Council approval.
5. The President shall have power to make executive decisions at the advice of the Executive Council during the interim periods between meetings. Included is the power to approve the spending of up to \$200.00 of Council funds. If more than \$200.00 total needs to be spent, the President must obtain at least a 2/3 vote from the entire Student Council. These decisions are subject to the approval of the full Council at the next meeting.
6. The President shall have a seat on the Executive Curriculum Committee of the college.
7. The President shall be an ex-officio member of all committees.
8. The President shall oversee the Yearbook Committee.
9. The President cannot concurrently serve as a class officer of his/her respective class.
10. The President may sign all Council-authorized written contracts or obligations.

C. Vice President

1. The Vice President shall assist the President in all matters of the Council and perform the duties of the chief executive in the absence of the President.
2. The Vice President shall be an ex-officio member of all committees.
3. The Vice President shall oversee the Academic Committee.
4. The Vice President cannot concurrently serve as a class officer of his/her respective class.
5. The Vice President may sign all Council-authorized written contracts or obligations.

D. Secretary

1. The Secretary shall record the minutes of Council and Executive Committee meetings and e-mail the previous meeting's minutes to the Council prior to the next meeting.

2. The Secretary shall post notices and agendas prior to each regular meeting.
  3. The Secretary shall keep attendance at the meetings and shall record absences.
  4. The Secretary shall be charged with the holding and filing of all written documents pertaining to Council and must report at regular meetings the correspondence addressed to Council.
  5. The Secretary shall oversee the Facilities Committee.
  6. The Secretary cannot concurrently serve as a class officer of his/her respective class.
  7. The Secretary may sign all Council-authorized written contracts or obligations.
- E. Treasurer
1. The Treasurer shall record all Student Council debts and credits. Records shall be open for inspection by Council members at every regular Student Council meeting.
  2. The Treasurer must report at regular Council meetings all assets and liabilities of Council.
  3. The treasurer shall only disperse funds upon the following:
    - a. An approved motion of Student Council or the Executive Committee
    - b. An emergency decision by the President pending Council approval
  4. The Treasurer shall oversee the Merchandise Committee.
  5. The Treasurer cannot concurrently serve as a class officer of his/her respective class.
  6. The Treasurer may sign all Council-authorized written contracts or obligations.
- F. Outreach and Events Chair
1. The Outreach and Events Chair shall serve as a liaison between the Council and the College of Medicine students and administration.
  2. The Outreach and Events Chair will work to advertise Council efforts as well as the accomplishments of medical students as a whole.
  3. The Outreach and Events Chair shall oversee the MedProm, Trips, Outreach, and Diversity and Inclusion Committees.
  4. The Outreach and Events Chair cannot concurrently serve as a class officer of his/her respective class.
  5. The Outreach and Events Chair may sign all Council-authorized written contracts or obligations.
- G. Diversity and Inclusion Chair
1. The Diversity and Inclusion Chair shall serve as a liaison between the Council, the Office of Diversity and Inclusion, and diversity-focused student organizations.
  2. The Diversity and Inclusion Chair will work to plan events and initiatives focused on improving diversity and inclusion at OSUCOM.
  3. The Diversity and Inclusion Chair shall oversee the Diversity and Inclusion Committee and Academics Diversity and Inclusion subcommittee.
  4. The Diversity and Inclusion Chair cannot concurrently serve as a class officer of his/her respective class.
  5. The Diversity and Inclusion Chair may sign all Council-authorized written contracts or obligations.

## **Article VI: Meetings**

- A. All meetings of the Council shall be held at The Ohio State University in Meiling Hall whenever possible.
- B. All meetings shall be open to all students, staff, faculty, and administrators, except when the Council votes for a closed meeting by majority.
- C. There shall be at least one regular meeting each month unless the Executive Committee decides to adjust the meeting schedule.
- D. The Executive Committee may elect to meet more often, and this is at the discretion of the president.
- E. An agenda will be set for each meeting by the Executive Committee. Items must be submitted to the Secretary of the Executive Committee no less than 48 hours before the meeting in order to be placed on the agenda.
- F. A quorum must be present before Council action can occur and shall consist of a number of voting members equal to fifty-one percent (51%) of the total Council membership. In the event of an important resolution or vote, the Council shall be notified via e-mail of the importance of attendance. However, if at least 25% of voting members are present and there are no objections by voting members, then quorum rules may be suspended when voting is required. The proposal will then be passed by Student Council by majority vote.
- G. Attendance Requirements:
  - 1. A Council member must not miss in excess of two meetings. Each absence will be accounted for by the Secretary. Upon the third absence, the Council member will be excused from the position previously held in Student Council and will be ineligible for re-election for the following term. Reinstatement to the previously held office may be granted upon a 2/3 approval vote by the Council after a personal appeal. A second vote will then be held to determine eligibility to run for re-election for the following year; 2/3 approval is required for this as well.
  - 2. In exception to Section V.G.1 above, a Council member in their final year of medical school may be allowed an additional meeting absence, not to exceed three meetings. Upon the fourth absence, the Council member will be excused from the position previously held in Student Council. Reinstatement to the previously held office may be granted upon a 2/3 approval vote by the Council after a personal appeal.

## **Article VII: Elections**

- A. Election of Class Representatives
  - 1. The following procedures apply to all classes with the exception of the Med 1 Class Representatives, MD/PhD, and Non-MSTP Leave of Absence Representatives.
  - 2. Each April, the Elections Official will make a general open call for nominees from each class for the Class Representative positions for the following year. This nomination period will last for at least one week. Nominees will be asked to submit a brief essay detailing why they wish to be elected and their qualifications.
  - 3. The election official will post the nominees' names and essays online to a source to which the entire class has access (i.e. Qualtrics or VITALS), and a general election in that class will be held. The election should not be open for voting for more than a one-week period.

4. During voting for Class Representatives, each student will first vote for their top 4 nominees. A second question on the ballot will ask each student to select one of those 4 selected nominees to serve as class president. The eight nominees with the most votes will be elected Class Representatives to the Council.
  5. The office of Class President shall be offered to the student with the most votes for class president per the second question on the ballot. If he or she declines the position, then it shall be offered to the nominee with the second most votes for class president. This will be followed by a similar process to determine the Vice President, with the nominee with the next most votes for President being offered the position, and so-on.
  6. In the event of a tie for the last spot, a runoff will take place, in which the candidates who tied for the last spot will be voted upon by the class.
  7. If there is a tie for the President, then the two students who tied will be Co-Presidents.
  8. If there is a tie for Vice-Presidents, a runoff will take place, in which the candidates who tied for Vice-President will be voted upon by the class.
  9. These newly elected members will assume their duties at the May council meeting. Regardless of class size, there will be eight representatives from each class on the council.
  10. In the event that a newly elected representative changes their standing in the college (i.e. to pursue a dual degree (MBA/MPH) etc.), then that person shall have the opportunity to remain in their elected position for that year. If that person happens to be the Class President, then he or she must step down from that post, and the position is offered to the Vice President of the class.
- B. Election of Med 1, MD/PhD, Primary Care Track, and Non-MSTP Leave of Absence Class Representatives
1. Med 1 Class Representatives will be elected via the same guidelines as posted above, with the election to be overseen by the Elections Official. These new members are to be elected in time to attend the October meeting of the Council.
  2. MD/PhD Representatives will be elected via the same guidelines discussed above with the election to be overseen by the Elections Official. Elections for three MD/PhD Representatives will be in April during the same time period as the other Class Representatives. One Med 1 MD/PhD Representative will be elected with the Med 1 Representatives in time for them to attend the October meeting. This allows for a total of four MD/PhD Representatives, with one from the incoming Med 1 class and 3 from any other year of the program (Med II/III/IV, LOA).
  3. Primary Care Track Representative will be elected via the same guidelines discussed above with the election to be overseen by the Elections Official. Elections for one PCT Representative will be in April during the same time period as the other Class Representatives. One Med 1 PCT Representative will be elected with the Med 1 Representatives in time for them to attend the October meeting. This allows for a total of two PCT Representatives, with one from the incoming Med 1 class and 1 from any other year of the program (PCT 2 and PCT 3).
  4. Non-MSTP Leave of Absence Representatives will be elected via the same guidelines discussed above with the election to be overseen by the Elections Official. Election of two Leave of Absence Representatives not involved in the



MD/PhD program will be completed in time for them to attend the October meeting. Their term will be one year in length.

C. Election of Executive Committee Officers

1. The Student Council shall elect by majority an Executive Committee consisting of a President, Vice President, Secretary, Treasurer, Outreach and Events Chair, and Diversity and Inclusion Chair.
2. Nomination of Executive Committee officers shall occur at the regular March meeting. An open call for nominations shall be made one month prior to the March meeting and up until one week before the March meeting.
3. The election of Council officers shall occur at the regular March meeting and will be presided over by the Elections Official unless s/he is running for office, in which case another person will be appointed by the current Executive Committee.
4. Voting members, including the outgoing Executive Committee officers, but excluding those running for the office being selected, are qualified to cast ballots in the election. No absentee or proxy ballots will be accepted for election of the Executive Committee.
5. The Executive Committee officers will be elected in the following order: President, Vice President, Secretary, Treasurer, Outreach and Events Chair, and Diversity and Inclusion Chair, unless otherwise determined by the Elections Official.
6. Floor nominations will be accepted only if there is no candidate for an office, or if a candidate loses an election for one office and wishes to be considered for another office. Floor nominations must be made by Council members who have voting status by the March meeting.
7. During the March meeting, the nominees for each position will have a certain amount of time (to be determined by the Elections Official) to discuss their plans for the coming year in that position and their qualifications. The current Student Council will then be given the floor to ask any questions of each nominee. The vote will be made by silent ballot and the results are to be tabulated by the Elections Official immediately following the vote, and the results will be read aloud to the council.
8. Newly elected officers shall share their offices with the out-going officers for the time between the March and April meetings. The new executive committee will assume all responsibilities of their offices by the April meeting.
9. The newly elected officers are exempt from the Class Representative voting to take place the following month. The newly elected Executive Committee automatically has a spot on the next academic year's Council and does not need to place their names in the class election process.
10. Officers shall serve for one academic year, from the time of election until elections for their positions are held for the following year.
11. All representatives who wish to be eligible to vote in executive elections must be reinstated at a meeting prior to the March elections meeting. No reinstatements are to take place at the March meeting.

**Article VIII: Procedures**

A. Impeachment

1. A Council member may be removed for cause by 2/3 vote of the quorum after nomination and seconding of the motion by general council members.
2. Following such removal, a new Representative shall be elected from that class within one week.
3. If the position was an Executive Committee position, the Council shall vote to fill that spot. The Elections Official shall supervise such elections.
4. No absentee ballots or proxy votes will be accepted for impeachment of a Student Council member.
5. Possible reasons for impeachment may include, but are not limited to:
  - a. Three unexcused absences from council meetings.
  - b. Honor code violations (as outlined in the student handbook).
  - c. Non-academic violations of the student handbook.
  - d. Any action deemed to be unbecoming to the council, the College, or the University not otherwise specified.
6. If a member is impeached, he or she is not eligible for re-election.

#### B. Resignation

1. In order to resign from one's elected position, the Executive Committee or Class Representative must submit a written resignation to the Student Council.
2. Following resignation, a new member shall be elected for the position either at the next meeting for replacement of an Executive Committee officer or within one week for replacement of a Class Representative. The Elections Official shall supervise such elections. No absentee ballots or proxies will be accepted.
3. If the Elections Official resigns from his/her position, the Executive Committee shall appoint a Council member to supervise the election.

#### C. Contracts

1. Any contracts that are to be signed by a member of the Council must be reviewed by at least two members of the Council prior to signing this contract. Preferably, one reviewer should be a member of the Executive Committee.

#### D. Amendments

1. Amendments shall be presented to Council members in written form stipulating the article and paragraph to be amended and containing the substance of the amendment.
2. For a vote to be called then the amendment must be made available to the counsel at a minimum of 48 hours before the meeting.
3. Each amendment shall and must be voted upon within the next two regular meetings either to accept or defeat the amendment.
  - a. An amendment may be brought to a vote at time of presentation if at least 2/3's of the council is in attendance. If the vote is unanimous, then the amendment passes. No absentee ballots shall be accepted for the passing of an amendment.
4. A 2/3 vote of the Council quorum as defined is necessary to pass an amendment. No absentee ballots shall be accepted for the passing of an amendment.

#### E. Revision of the Constitution

1. Revision of the Constitution should take place at the beginning of each even-numbered academic year.

