**Palliative Medicine Interest Group Constitution**

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

**Section 1 - Name:**

Palliative Medicine Interest Group (PMIG)

**Section 2 - Purpose:**

The purpose of the Palliative Medicine Interest Group is to educate, inform, and provide opportunities to medical students at The Ohio State University regarding the world of Palliative Medicine including research, patient simulations, and seminars with physicians.

**Section 3 -** **What We Do:**

The Palliative Medicine Interest group hosts casual and professional events such as information sessions, seminars with physicians, and patient panels in order to promote exposure to and information about Palliative Medicine. We will also engage in fellowship events to foster connections and communication regarding experiences in the world of Palliative Care.

**Section 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 State University, The Palliative 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 1 - Categories of Membership**

 General Members

* General Members are full-time medical students at The Ohio State University, or are on a LOA with the intention to return to the university.
* General Members are permitted to attend any and all events run by the organization.
* General Members must follow an inclusive environment for all ages, disabilities, gender identities or expressions, national origin, ethnicities/races, religions, sexes, sexual orientations, veteran status, and/or specialty choice.

**Section 2 -** **Executive Board and Terms of Office:**

The Executive Board shall be made up of three Officers: the President, the Vice-President, and the Treasurer. The Executive Board shall represent the entire organization and its general membership. These Officers are elected from the ranks of the organization’s voting membership. Term length for any and all Officers shall be limited to one year post-election. Officers are eligible for re-election the subsequent year, granted that they continue to be enrolled as a full-time student in good standing with the University. All Executive Board members must have been Voting Members at the time of their nomination.

**Section 3 -** **Titles and Duties of Leaders:**

Committees:  Committees shall consist of any Members of the club (General, Voting, and/or Alum) and may be created or disbanded by the Executive Board as they see fit.

Executive Board:

President:

* Must stay up to date on the happenings of all executive officers and committees by holding check-ins with each officer on a basis determined by the President at the beginning of the semester.
* Must communicate efficiently and effectively with Faculty Advisor at all times.
* Be the primary student representative to the college (including the University Program).
* Create a meeting agenda and share with the club prior to General Body Meetings held by the President.
* Head and preside over all General Body Meetings and Executive Board Meetings.
* Be in charge of the strategic planning and developmental tools of the club.
* Be the steward of an updated budget and financial plan and the development of the financial calendar.
* Must regularly read each Secretary’s notes as well as remain up to date on each Committee’s affairs.
* Be in charge of the strategic planning and developmental tools of the club.
* Help organize large events and aid in overseeing the events created by other area heads.
* Ensure that all other Officers maintain the Transitional Guide for their own position to aid with training and transitioning future Officers.
* Aid in the orientation and training of both new Executive and General members.

Vice President:

* Assist president in day to day operations as needed and substitute for other executive board members when they are unable to perform their respective duties.
* Be the secondary student representative to the college (including the University Program). This would include accompanying the president and otherwise substituting for them when they cannot reasonably attend to represent the club.
* Assist in the creation of a meeting agenda for the monthly General Body Meetings held by the President.
* Be in charge of the strategic planning and developmental tools of the club.
* Be the steward of an updated budget and financial plan and the development of the financial calendar.
* Help organize large events and aid in overseeing the events created by other area heads.
* Aid in the orientation and training of both new Executive and General members.
* Perform the work of a Secretary for maintaining meeting minutes.

Treasurer:

* Create, maintain, and upkeep a projected budget for all transactions and events for their term, with the budget being approved by at least two-thirds of the Executive Board.
* Approve all transactions made by the organization and keep a log of receipts and reasons for each transaction.
* Ensure all payments are made on time.
* Keep record of inventory for all objects in the club’s possession.
* Head and preside over Financial Branch meetings.
* Organize and manage fundraising events throughout the school year to benefit the club as a whole.
* Strive to keep expenditures as minimal as possible, even in the event of excess capital.
* Work with the president on any dealings with federal agencies, including but not limited to the IRS, etc.
* Never use the Club’s money for personal use of themselves nor any of the members.
* Report improper use of club funds to Faculty Advisor.

 All Members of the Executive Board Shall:

* Adhere to all responsibilities and duties set forth by the Constitution.
* Be a Voting Member of the Palliative Medicine Interest Group.
* Attend Executive Board Meetings unless there is an excused absence, with Executive Board Members keeping each other accountable for meeting attendance.
* Serve as a mentor and actively train incoming Executive Board members post-voting and acceptance of role.
* Maintain and update transitional guides to aid leadership transition between terms.
* Work to create and promote an inclusive environment for all ages, disabilities, gender identities or expressions, national origin, ethnicities/races, religions, sexes, sexual orientations, veteran statuses, and specialty choices.
* Aid in the resolution of conflict between officers, staff, and other members.
* Assist in monitoring Voting Member Status of all members in the club.

**Section 4 - Removal of Members**

The Palliative Medicine Interest Group will remove, by majority vote of executive board members, any members that violate the non-discrimination policy of the organization, The Ohio State University College of Medicine policies, or conduct themselves in a manner unbecoming of a professional student.

**Article III - Faculty Advisor**

**Section 1 - Faculty Advisor:**

This organization shall maintain a Faculty Advisor position to be held only by a faculty member or administrative professional staff member of The Ohio State University. If the Faculty Advisor’s position becomes vacant, a new Faculty Advisor will be appointed by a unanimous decision among the Executive Board.

**Section 2 - Responsibilities:**

The general duties of the Faculty Advisor shall be to advise the Executive Board and organization when necessary. The Faculty Advisor shall serve as the final arbiter for any irresolvable disputes, and any approval not requiring a representative from The Ohio State University can be conducted through email.

**Article IV - Method of Selecting and/or Removing Officers.**

**Section 1 - Executive Board Elections and Method of Selecting Officers:**

The Executive Board elections are to be held once per academic school year, at least one month prior to the end of Spring Semester. Every Executive Board Officer position will be up for election and/or re-election. Executive Board Elections shall take place via application to the current executive board, with the former President presiding over the collection of applications. The President shall provide an application to students via email at least 1 month prior to the end of Spring Semester, and will organize an Executive Board meeting for discussion and selection of the new executive board within 2 weeks of applications being open.

Title Transfer: Once the Election has concluded, all current Executive Board members shall transfer their Officer titles to the newly elected Executive Board members. Each position is responsible for going through the appropriate Transition Guide and training the newly elected Officer in their position.

**Section 2 - Method of Removing Officers:**

Should any member of the Executive Board be judged to be deficient in their duties, an appeal for evaluation may be made by a member of the Executive or Minor Board to the other members of the Executive Board and/or Faculty Advisor. The Executive Board and Voting Members of the club, assuming at least two-thirds are present for the vote, may remove the Officer from office upon reaching a two-thirds approval vote. Officers will then run a special election to fill that vacancy, as detailed in Article IV Section 4.

**Section 3 - Executive Board Vacancies:**

Vacancies in leadership shall be filled as soon as possible by a special election under the same procedure of normal elections, should an Officer resign or be removed during the school year. If an Officer decides to resign during the year, they must notify the rest of the Executive Board with two weeks and aid in the selection and transition of the member to take their position.

**Article V - Meetings**

**Section 1 - General Body Meetings:**

General Body Meetings will primarily be called by the President. In the case that the President is unable to hold the meeting, meetings shall be run by the next highest ranking officer as ranked in Article Article II, Section 2. The set dates and times for each meeting shall be established at the beginning of each semester.

**Section 2 - Executive Board Meetings:**

Executive Board Meetings, consisting of the Executive Board and any other members as decided by the President, are to be hosted once per month, at the minimum.

**Section 3 - Special Meetings:**

Special Meetings may be called at any time by the President and should include all members of the Executive Board and Voting Members.  Special Meetings should only be called on urgent whole-club measures, including but not limited to Executive Board impeachment, a financial crisis, or amendment voting.

**Article VI - Amendments**

**Section 1 - Proposal:**

Proposed amendments should be in writing and read during the Executive Board Meeting in which they are proposed. They should be read again at the subsequent meeting and then voted upon by the Executive Board and Voting Members. Proposals should be made available to members for review following the meeting in which they are proposed.

**Section 2 - Voting Requirements:**

This Constitution can only be amended by two-thirds approval among the Executive Board, granted that at least two-thirds of the Executive Board are present to vote. If a quorum, defined by two-thirds, cannot be reached within three consecutive Executive Board Meetings, then there will be a mandatory absentee vote.

**Section 3 - Amendments Made**

None