

Constitution

Arab Medical Society

Article I - Name, Purpose, and Non-Discrimination Policy

Section 1 - Name:

The name of this student organization shall be the Arab Medical Society at The Ohio State University, hereinafter referred to as "AMS".

Section 2 - Purpose:

The Arab Medical Society (AMS) provides an inclusive space for Arab-identifying students at The Ohio State University (OSU) seeking to promote positive awareness of health and well-being in Arab communities through service, education, and organized events. As a community of dedicated students with aspirations to pursue careers in medicine, members will have opportunities to network and acquire valuable skills to be resilient leaders in their future endeavors. AMS is open to all students interested in learning more about Arab health disparities, challenges in medical representation, and barriers to healthcare access. Undergraduates and graduate students are encouraged to join the effort.

Section 3 - Non-Discrimination Policy:

AMS shall 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.

Section 4 - Sexual Misconduct Policy:

The Arab Medical Society (AMS) 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 - General Body Membership

Section 1 - Qualifications and Method of General Body Membership:

AMS provides open general body (hereinafter referred to as "GB") membership to currently enrolled Ohio State students. Other non-student members, such as faculty, alumni, professionals, etc., may become GB members, but only as non-voting associate or honorary members and are not eligible to hold any officer position.

Prospective GB members may join through any promotional means (links, QR codes), may speak with an AMS officer (Executive Board or Committee Officer) or may email AMS or an AMS officer.

Section 2 - Removal of General Body Membership:

AMS requires that the GB abide by the rules that govern this constitution. 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 Executive Board in consultation with the organization's advisor.

GB members are subject to receiving warnings without the advisor's consultation for reasons including but not limited to: failure to promote an inclusive and discrimination and harassment-free environment; inappropriate and unwarranted commentary and behavior towards any member of the student organization or visiting guests; interference with operational activities of the student organization. GB members who receive warnings will be notified of: the reason(s) for their warning; other rights, if applicable, reserved to them (or withdrawn) within the student org following their warning; the corrective action that should be taken after the fact.

For as long as the student org is active, a total of 3 warnings will be issued for GB members after which removal is considered and enacted upon. The Executive Board holds the power to absolve warnings issued to GB member(s) should evidence prove substantial and supportive on their behalf.

Removal and warnings are not in hierarchical ranking and may be initiated based on the nature of the case per discretion of the Executive Board.

Article III - Leadership

Section 1 - The Executive Board:

The Executive Board serves as the primary leadership of AMS and will oversee all activities of the programming committee and subcommittees.

The Executive Board represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. This Executive Board is composed of the organization leaders, chairpersons of the programming committees, and sometimes ex officio positions from related student organizations.

III.1.a. Primary President (Co-President) and Secondary President (Co-President)

- The primary president will coordinate with the secondary president over all matters and both will hold equal responsibility over org affairs and operations.
- Both Co-Presidents are expected to preside over GB meetings, and supervise activities conducted by the organization and oversee the rest of the executive board and committees.

- Both Co-Presidents will preside over officer meetings and coordinate with the rest of the executive board and committees to plan, revise, and facilitate the successful operation and regulation of events.
- Both Co-Presidents shall maintain an appropriate and respectful relationship with all faculty (affiliated or not) and the advisor.
- Both Co-Presidents shall update the advisor as deemed necessary and meet regularly (at least once) with the advisor during each regular academic semester.
- Both Co-Presidents are expected to facilitate and sustain adequate internal and external communication with officers, GB members, and other affiliated parties.
- The primary president is expected to complete all documents and training necessary to maintain active status of the org.

III.1.b. Vice President

- In the absence of both Co-Presidents or per request of both Co-Presidents, the Vice President will preside over GB meetings and officer meetings.
- The Vice President upholds the responsibility to be informed of all matters related to the org and will be required to obtain the information at their own disposal.
- The Vice President shall delegate tasks and co-head the Events Programming Committee; they shall also communicate with their programming committee and hold meetings where they will be presiding.
- The Vice President shall regularly update the Co-Presidents of decisions made without their presence.

III.1.c. Treasurer

- The Treasurer shall maintain accurate and the most up-to-date record of org finances.
- The Treasurer is responsible for creating a budget and applying for grants every semester or per request of both Co-Presidents.
- The treasurer shall keep an itemized record of monetary transactions and submit audits.
- The Treasurer is required to submit a financial report before the end of each semester outlining the incoming and outgoing funds related to each event.
- The Treasurer shall delegate tasks and co-head the Finance Programming Committee; they shall also communicate with their programming committee and hold meetings where they will be presiding.
- The Treasurer shall regularly update the Co-Presidents of decisions made without their presence.

III.1.d. Secretary

- The Secretary is required to take detailed notes during executive board meetings and keep record of them.
- The Secretary shall regularly check the org's official email and respond to inquiries in a timely manner.
- The Secretary shall send out listservs after GB meetings and regularly throughout the semester to keep the GB updated.
- The Secretary shall keep track of an event's calendar and update it regularly.
- The Secretary shall keep track of org membership and attendance at all events.

- The Secretary shall post updates for upcoming events in the delegated communication platform.
- The Secretary shall assist and coordinate with the Director of Marketing.

III.1.e. Director of Marketing

- The Director of Marketing is required to facilitate recruitment efforts at the start of every semester.
- The Director of Marketing shall maintain and manage the org's social media presence.
- The Director of Marketing is required to oversee public relations and marketing efforts.
- The Director of Marketing will be in charge of hosting recruitment events as well as attending the involvement fair to promote the org,
- The Director of Marketing will design and create marketing material and will also post up fliers for events.
- The Director of Marketing is responsible for managing the org's website, social media accounts, and any other relevant platforms.
- The Director of Marketing shall collaborate with the Secretary to initiate and execute recruitment efforts and beyond.
- The Director of Marketing will assist the Vice President and the Events Programming Committee in setting up social events.

The general duties of all Executive Board members includes: written report and record of their activities, plans and event management, any informational meeting where they are the standing org representative; they shall also keep track of important paperwork and other necessary information that will be passed on to their successor. Additionally, all officers shall keep their work organized, ensuring to categorize documents in their respective files. All officers are in charge of upholding the org's reputation and image.

Executive Board members will oversee all officer selection (applications, interviews, etc.) and expedite a seamless transition at the time of their leave.

Section 2 – Programming Committees and Subcommittees:

The Programming Committees and Subcommittees will hold Committee Officer positions that entitle them the privilege to participate in the leadership transition process.

Additionally, they may be asked, per request of the Executive Board, to attend and present at GB meetings and/or Executive Board or Committee meetings. At least one Committee Officer from each programming committee and subcommittee are required to take meeting minutes at Committee meetings.

III.2.a. Events Programming Committee

The Events Programming Committee, supervised by the Vice President and both Co-Presidents, serves as a broad term, consisting of two significant subcommittees that will create, propose, and collaborate to put in effect service opportunities, professional development, and social events for GB members.

- Resources Subcommittee

This subcommittee will devise educational opportunities for the GB including but not limited to: contacting and inviting speakers (MD, DO, PA's, RNs, etc.) and panelists (medical students, residents, graduate students, others pursuing professional careers in medicine).

This subcommittee will also create and implement career development opportunities for the purpose of enhancing and fostering soft skills for the GB and includes but is not limited to: workshops (mock interviews, MCAT guidance, other graduate admission tests, AMCAS informational session, personal statement review, gap year informational session); research recruitment efforts to invite researchers to present and recruit GB members; mentorship program wherein medical students, graduates, and/or upperclassmen will serve as mentors for GB members to develop connections and network.

- Extracurriculars Subcommittee

This subcommittee will plan social engagement events where GB members can interact with one another to form relationships and includes but is not limited to: "Dining with Docs" in which officers will work with the finance committee to provide catering and other means necessary to fulfill requirements of this event, de-stressing events involving creative means for GB members to relieve stress before finals which may involve competitive games and rewards.

This subcommittee will seek out and connect to external parties to put together shadowing opportunities, volunteering opportunities, and community service opportunities for the GB.

III.2.b. Finance Programming Committee

The Finance Programming Committee, supervised by the Treasurer and both Co-Presidents, will assist the Treasurer in writing and submitting grant proposals, initiating and executing fundraising efforts, and other activities that deal with expanding org funds.

This programming committee will not have a subcommittee.

Article IV - Leadership Removal

Any holding officer of AMS 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 removal process depends on the duties of the officer's position and will be outlined below:

Section 1 – The Executive Board:

Executive Board members may be removed for failure to fulfill their respective duties and hindering the progression of org affairs and for cause mentioned above.

The removal process entails that the Executive Board member in question will be fully informed of the reason(s) for their removal. Removal is a two step process that ensures a fair and impartial ruling: (1) in a meeting of at least 15 minutes, all members of the Executive Board and the advisor will preside to hear from the Executive Board member in question, whom will provide substantial proof in their defense to continue upholding their position. (2) By a two-thirds affirmative vote in consultation with the organization's advisor, the Executive Board member in question shall be removed. However, the two-thirds affirmative vote for removal may be overridden by the advisor with reasons stated. The Executive Board member in question will correct their behavior and return to their duties as normal and shall not be subject to disrespectful treatment from their Executive Board members and others.

Section 2 – The Committee Officers:

The Committee Officers may be removed for failure to fulfill their respective duties and hindering the progression of org affairs and for cause mentioned above.

The removal process entails that the Committee Officer in question will be fully informed of the reason(s) for their removal. Removal is a two step process that ensures a fair and impartial ruling: (1) in a meeting of at least 15 minutes, a minimum of three Executive Board (one of which is the Co-President or Vice President) will preside to hear from the Committee Officer in question, whom will provide substantial proof in their defense to continue upholding their position. (2) By a two-thirds affirmative vote of the presiding Executive Board members, the Committee Officer in question shall be removed. However, the two-thirds affirmative vote for removal may be overridden by at least one of the Co-President with reasons stated.

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 GB member or executive/committee officer.

Article V - Selection of Leadership

AMS will follow an application-based procedure for electing Executive Board members and Committee Officers to hold positions. Applications will be sent out late February and interviews will be conducted during March. This ensures incoming Executive Board and Committee Officers are given time to adjust and transition into their role before the end of the Spring registration window. Application format, details and requirements, as well as the interviews will be conducted at the discretion of the serving Executive Board of that academic term.

Executive Board members holding officer positions wishing to change their position may do so by indicating their interest to the rest of the Executive Board. If more than one Executive Board member wishes to fill the same position, then an agreement must be reached, or a two-thirds vote by the rest of the Executive Board will be enacted to mediate.

However, should elections be conducted, then, rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Article VI - Line of Succession and Leadership Term

Section 1 - Absence and Vacancies:

Should the Co-Presidents be absent to attend any meeting or event for whatever reason, the Vice President shall serve in their position to officially conduct org affairs as normal. After the Vice President, the remaining Executive Board shall follow as such: Treasurer, Secretary, Director of Marketing.

Should both Co-President roles be vacant, the Vice President shall become the interim Co-President. A two-thirds affirmative vote by the Executive Board will officially promote the Vice President as the serving Co-President. The other vacant Co-President role shall be filled by an application-based and interview procedure at the time of selection of prospective Executive Board members during the Spring term.

Should any other Executive Board position be vacant prior to the time window for selection of Executive Board, only Committee Officers may step up to fill the vacancies and will be given priority when applying to the same position they filled.

If the Secretary is not present at any meeting, the Treasurer shall be next in line to take meeting minutes. Next, the Director of Marketing will retain the responsibility if the Treasurer is absent. Afterwhich, the Vice President and Co-Presidents will collaborate to ensure meeting minutes are recorded.

Section 2 - Term Length:

All Executive Board members and Committee Officers may serve for as long as they want until they graduate or when they have been removed from their positions.

Article VII - Qualifications and Expectations of Advisor(s)

The serving advisor(s) will be required to uphold responsibilities as defined by the University, listed here:

https://activities.osu.edu/involvement/student_organizations/requirements/advisors/#Role

Among these responsibilities, AMS may also ask the serving advisor to: attend meetings, serve as a panelist, meet individually with Executive Board members when necessary, assist in planning a budget, provide advice and consultation of org affairs, mediate between interpersonal conflicts,

review and edit org paperwork and promotional material, and support org activities by providing connections and resources that will facilitate event planning and execution.

AMS fully expects that the serving advisor will meet with at least one of the appointed Executive Board members to be briefed on current goals, future plans, and summary of past org activities at the beginning of every semester.

AMS grants the serving advisor(s) the right to override the two-thirds vote required to remove an Executive Board member(s) in question.

Article VIII – Meetings and Events

General body meetings will be held at least once per month and the location, date, and time shall be designated by the Executive Board.

Executive Board meetings shall be held at least once per month.

Committee Officer meetings, presided by Co-heads, shall be held at least once per semester.

Article IX – Attendees of Events of the Organization

AMS 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 and may take proper action as deemed fit.

Article X – Method of Amending Constitution

Upon initial introduction, the proposed amendments should be read in the Executive Board meeting and communicated to the Committee Officers, with their opinions respected and acknowledged. A majority or two-thirds of the Executive Board members, present or not, is required to approve new amendments or remove existing ones. The constitution shall be amended and edited as deemed fit to reflect the nature of the org's mission, activities, and dynamic adjustments. Revision and minor edits may be undertaken at any time by the Co-Presidents as deemed necessary and must be fully communicated with the exact change revealed to the Executive Board members.

Article XI – Method of Dissolution of Organization

AMS may be dissolved upon a consensus-based vote by the Executive Board. Operating funds that were not used will be returned to the Council on Student Affairs. All profits and assets shall be donated to a charity or a related non-profit organization. Outstanding debts, if existing following dissolution, shall be the entire Executive Board's equal responsibility to settle. Upon the official

dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

Constitution Rev.
5/1/23