

Buckeye Shadowing Club  
Constitution  
The Ohio State University

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

Section 1: The name of this organization shall be Buckeye Shadowing Club.

Section 2: The purpose of Buckeye Shadowing Club is to provide and facilitate shadowing opportunities for all pre-health students at The Ohio State University. We will have doctors come in-person or on Zoom for interactive sessions with our students. In these sessions, we will have speakers talk about their specialty, share their experience in medicine, provide case studies, and answer questions from students. Additionally, some weeks, we plan to bring in multiple doctors to talk about critical issues in medicine, such as accessibility and diversity among other topics. We also provide in-person shadowing opportunities to students.

Each year, Buckeye Shadowing Club will hold a large-scale conference centered on some important topic(s) within healthcare & medicine. The organization shall coordinate all necessary logistics in order to put on an event that works to enhance the experience of pre-health students at Ohio State and further the mission of modern medicine in the United States.

Section 3: 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 – Membership: Qualifications and Categories of Membership***

Section 1: Membership shall be open to all students interested in the field of medicine. All members shall be in good standing with the university. Members are expected to attend at least all but three meetings per full semester. Membership will be revoked at the end of each semester if a member misses more than three shadowing events that semester, and membership will be given back to that member in a following semester if he/she attends the required number of shadowing events in that respective semester. Membership is open to all students of The Ohio State University and is also open to non-students of the university.

Section 2: Members of Buckeye Shadowing Club will receive unique benefits such as the ability to attend meetings, social gatherings, and more. Only student members will be able to hold and run for office in the club. Additionally, members will be given access to small group sessions with physicians and other healthcare professionals.

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

Section 1: 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 two-thirds vote of the officers in consultation with the organization's advisor.

Section 2: Any elected officer of the chapter may be removed from their position for certain causes. Causes for removal include, but are 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 committee, and the same party has the ability to determine what additional actions may constitute removal from office.

After an officer is removed from his/her position, the general membership has the ability to write a letter to the executive committee, urging them to reconsider their decision and reinstate the removed officer to his position. After considering this letter, the executive committee may reinstate the removed officer with a two-thirds affirmative vote.

Section 3: 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***

#### Section 1: President

- a) The president shall be responsible for scheduling and presiding over all general member meetings.
- b) The president shall be responsible for scheduling and presiding over all executive board meetings.
- c) The president shall maintain a close affiliation between its members and advisor.
- d) The president shall be the main representative of the organization responsible for all external communications.
- e) The president shall oversee officer selections and transitions.

#### Section 2: Vice President

- a) The vice president shall be in charge of all outgoing correspondence for the organization to healthcare professionals.

- b) The vice president shall be responsible, upon absence of the president, for presiding over meetings (both general and executive board).
- c) In the case of presidential vacancy, the vice president shall become interim president until the vacancy is filled.
- d) The vice president shall work closely with the president and work to support any and all needs of the organization.

### Section 3: Secretary

- a) The secretary shall keep well-written notes during all meetings, making sure that they are typed with coherent wording and sent to consenting members after the meeting.
- b) The secretary shall be responsible for attendance. This includes bookkeeping and tracking membership requirements for members.
- c) The secretary shall be responsible for fulfilling all needs of the membership of the organization.
- d) The secretary shall be willing to step into the role of president or vice president should either be unable to perform his/her duties.
- e) The secretary shall work closely with the president and work to support any and all needs of the organization.

### Section 4: Treasurer

- a) The treasurer shall receive and transfer all funds for the organization.
- b) The treasurer shall keep an itemized account of all monetary transactions.
- c) The treasurer shall provide the executive board with a quarterly financial report.
- d) The treasurer shall submit a budget plan each semester by the first executive meeting to be approved by the executive board by a majority vote.
- e) The treasurer shall be in charge of all fundraising including, but not limited to, communication with businesses and sponsorships.
- f) The treasurer shall work closely with the president and work to support any and all needs of the organization.

### Section 5: Social Chair

- a) The social chair shall lead the planning of all social events for the organization.
- b) The social chair shall plan at least two social events for the organization each semester that promote the wellbeing and community of the club.
- c) The social chair shall lead the social committee.

### Section 6: Marketing Chair

- a) The marketing chair shall lead the marketing of the organization.

- b) The marketing chair shall organize external communications to all parties (excluding healthcare professionals) with the president.
- c) The marketing chair shall be in charge of creating graphics for events and managing all social media accounts, including but not limited to Instagram, LinkedIn, etc.
- d) The marketing chair shall maintain the organization website.
- e) The marketing chair shall lead the marketing committee.

#### Section 7: Co-Major Event Chairs (2 individuals)

- a) The co-major event chairs shall lead the planning of the yearly major event/conference, including but not limited to organizing logistics, catering, and marketing along with the marketing chair.
- b) The co-major event chairs shall lead the major event committee.

### ***Article V – Election / Selection of Organization Leadership***

Section 1: All organization leadership must be current students at The Ohio State University. All organization leadership must be members in good standing with the organization and the university. All organization leadership for the next year are selected yearly by the current executive board members based on applications submitted by interested parties. If a position is vacated by resignation, impeachment, or other special circumstance, the executive board will designate an interim while an application cycle is held. The normal application process will be held near the end of the academic year to begin their term in April of the school year prior to their term. All terms shall last one year from the current April to the following April. If not enough people apply, the current executive board will appoint a current executive board member to the position, while the board searches for new leadership.

Section 2: The process of the selection of the next executive board shall be led by the current president (or highest ranking non-reapplying executive board member) with all non-reapplying executive board members being part of the selection committee that will run the selection process of the next executive board. If all current executive board members are applying for the next executive board, the advisor shall lead the selection process. Anyone in the organization can apply for any position on the executive board. If not enough people apply for the executive board, interim board members shall be appointed by the executive board until the unfilled positions are filled.

All applicants shall complete an application that includes a ranking of their preferences on positions for which they are running. After all applications are read, interviews shall be given to those deemed the best candidates. After interviews are completed, the selection committee shall decide which candidate will be selected for each position and shall notify all chosen candidates promptly. Upon all chosen candidates accepting their positions, the time from their selection to the end of the academic year shall be used by the former executive board members to train the

new executive board on their positions. The new executive board shall officially take office on the day of the final shadowing meeting each spring.

***Article VI – Executive Committee: Size and composition of the Committee.***

Section 1: The Executive Committee shall contain the positions of President, Vice President, Secretary, Treasurer, Social Chair, Marketing Chair, Co-Major Event Chairs, and the Advisor. The student members of the executive committee, the executive board, shall meet at the discretion of the executive board to discuss pertinent matters and the direction of the organization; the advisor may join this weekly meeting if he/she chooses to.

***Article VII – Standing Committees: Names, purposes, and composition.***

Section 1: Social Committee

- a) The social committee, led by the social chair, shall help in the planning of social events to enhance the wellbeing and community of the organization.

Section 2: Marketing Committee

- a) The marketing committee, led by the marketing chair, shall help in the marketing of the organization to external parties, in addition to other marketing needs determined by the executive board.
- b) The main purpose of the marketing committee shall be to increase the visibility on campus and in the Columbus community.

Section 3: Major Event Committee

- a) The major event committee, led by the co-major event chairs, shall help in the planning of the major event/conference at the discretion of the co-major event chairs.

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

Section 1: The Advisor must be a faculty member or a member of the Administrative and Professional staff at The Ohio State University. If the advisor is not a faculty member, a co-advisor that follows the above guidelines shall assist the advisor.

Section 2: The advisor shall be given the following duties

- a) The advisor shall be an effective and timely communicator, working especially closely with the president and other executive committee members.
- b) The advisor shall be willing to attend meetings if requested by the executive board.
- c) The advisor shall give guidance on the organization's goals and assist in the completion of them when needed.
- d) The advisor shall assist the executive board in recruitment of physicians, if requested.

***Article IX – Meetings and events of the Organization: Required meetings and their frequency.***

Section 1: General body meetings are highly encouraged meetings to be held at least once per semester at the beginning of the semester, but may be increased in frequency as needed. These meetings will be led by the executive board and will focus on an agenda for the upcoming semester along with the goals and expectations of the organization.

Section 2: Shadowing meetings shall be attempted to be held each week, likely every Monday night at 7pm. These meetings will be led by one or multiple members of the executive board in conjunction with the physician(s) present. These meetings will consist of the physician speaking about his/her speciality, experiences in medicine, case studies in his field, etc. at the discretion of the physician.

Section 3: Small-group sessions shall be attempted to be held if approved by the physician, likely either before each shadowing meeting at 6:30pm or after each shadowing meeting at 8pm. A group of members, likely between 5-20 members, shall be notified at least a few days before the Monday event that they were selected for that respective small-group session. These students shall be selected because of their interest in that physician's speciality.

***Article X – Attendee Conduct.***

Section 1: Attendees of events must conduct themselves in a responsible manner that reflects well to the organization and university. This includes being respectful of all students, faculty, staff, and property. Behavior that violates this organization's constitution, the Code of Student Conduct, university policy, or federal, state or local law will result in disciplinary action determined by the executive committee. This discipline can result in removal from the event and expulsion from the club, following the guidelines set previously.

***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements.***

Section 1: Amendments to this Constitution can be made during executive board meetings. An amendment shall be motioned by one of the executive committee members and seconded by another. At this point, the amendment will go to a vote. A passing vote of two-thirds of the executive board will ratify this amendment, and it shall be added to the Constitution in a timely manner. Organization members wishing to make an amendment shall present their amendment at an executive board meeting, gaining two executive board members' approval for a vote to occur: once again needing two-thirds approval of the executive board for the amendment to pass. Members may veto any amendment with a three-quarters vote in opposition to the vote of the executive board.

***Article XII – Method of Dissolution of Organization***

Section 1: Dissolution of the organization requires a unanimous vote by the executive committee along with 80% of all active organization members. Any remaining funds will be proportioned back out to the members who contributed to the fund pool. If the funds were acquired through the university or other organizations, effort shall be taken to disperse the funds back to those parties. If this is not possible, the funds will be donated to any organization aimed at bettering the health of the Columbus community. Any remaining merchandise may be distributed however the executive board and remaining active members see fit. Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organizational information from their website.