

STEM in Medicine Constitution

Article I – Name, Purpose, Non-Discrimination Policy

Name:

STEM in Medicine

Purpose:

To provide support and resources for students and clinicians who are interested in STEM in medicine. Our primary goal is to help students develop and apply their STEM knowledge to address challenges in medicine. By addressing these challenges we hope to achieve our second goal of facilitating the interaction of the technology and medical communities. Lastly, our tertiary goal is to promote STEM in medical education through outreach.

Non-Discrimination Policy:

This organization and its members shall not discriminate against any individual(s) for reasons of age, 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 basis in accordance with [Student Organization Registration and Funding Guidelines](#).

Article II - Membership

Voting membership is currently enrolled students in The Ohio State University College of Medicine (OSUCOM). Students will be able to join the organization at any time. In the event that a member is exceedingly disruptive, their removal can be discussed by the officers who will then vote on whether or not the student may remain a member of the organization.

Article III - Organization Leadership

Co-Presidents – executive members listed below will serve the organization in the capacity of co-president, amongst whom all internal responsibilities of communication, planning, organization, logistics, presiding, recruitment, and leadership transition are equally shared. There will be at least two but no more than three co-presidents serving at a time. One will fulfill the role of Primary Leader for OSU’s Activities board, and one will fulfill the role of Treasurer for OSU Activities Board, each with unique external responsibilities as is required by the University. When there is a third Co-President, they will be on the OSU Student Organization roster as a Secondary Leader with no external responsibilities unique to that position.

- Co-President Serving as Primary Leader – In addition to the responsibilities listed under *Co-Presidents* above, the Co-President Serving as Primary Leader will attend one University President’s training at the university in the Spring each year they serve. The Primary Leader will maintain the roster with the organization’s current members, including Advisor. The Primary Leader is also listed as the contact for the organization on OSU Activities Board website and will be the one to field communications from the university and the community. For purposes of selecting new leadership, their vote will ‘break the tie’ between disparate votes between two or three Co-Presidents. They will make themselves available to help the entire executive board that succeeds them during the transition period.
- Co-President Serving as Treasurer – In addition to the responsibilities listed under *Co-President* above, the Co-President Serving as Treasurer will attend one University

Treasurer training at the University in the Spring each year they serve. They will manage the funds for group activities, are responsible for setting an appropriate budget for events, and ensuring that all payments are made to any parties applicable. They will have deference in financial decisions, as well as maintain the Organization's bank account. They will take point on processes related to reimbursement for expenses or be the one to lend advice on how to do so. They will put forth any applications for funds from any available mechanism when applicable. They will make themselves available to help the Co-President Serving as Treasurer that succeeds them during the transition period.

All leaders will be responsible for maintaining appropriate communication with the group to help further its goals.

Organization officer terms will each last for one year. Current members can apply for a leadership position near the end of the term, and the current officers will decide on the future leadership.

Article IV – Selection/Removal of Officers

If an elected officer fails to fulfill their duties on multiple occasions or fails to maintain appropriate communication with the group, the remainder of the current officers, along with the Organization's Advisor on record, can decide on the offending officer's removal. If this takes place, the removed officer may remain a member of the group.

If there are two Co-Presidents remaining on the Executive Board, no action will be taken except the following:

- The Co-President Serving as Secondary Leader will acclimate to Co-President Serving as Primary Leader, if vacant. If necessary, the Advisor-On-Record and the University will be contacted to see these changes reflected in the roster and the proper Student Organization Portal access given to the new Primary Leader and to seek their advice on training.
- The Co-President Serving as Secondary Leader will acclimate to Co-President Serving as Treasurer, if vacant. The Primary leader will reflect these changes in the roster, and if necessary, the Advisor-On-Record and the University will be contacted to seek their advice on training and transference of the Organization's bank account and financial documents.

If there is only one Co-President remaining on the Executive Board, a special application process to fill the vacant spot must be promptly initiated. The remaining Co-President will remain in their role. The University will be contacted for advice on training and transferring bank accounts or Student Organization Portal access, where applicable and/or necessary.

- The remaining Co-President will review the applications. Any applications that were turned down for service for the current term can be re-evaluated if the applicant is still interested, but all Organization members will be allowed to apply anew for equal consideration.

This organization's non-discrimination policy protects members from removal based on the listed statuses.

Article V – Advisors

The advisor may be any faculty or staff member at the Ohio State University. Background and expertise, in STEM or in Medicine will be considered as especially qualifying for the role, but interest and capacity to carry out their duties as Advisor is most important.

Article VI – Meetings of the Organization

This group will have at least 1 meeting per semester and additional meetings as needed to plan events and projects.

Article VII – Method of Amending Constitution

All general members will have access to the most current Constitution and By-Laws and general members are encouraged to suggest amendments to the Constitution as Co-Authors. However, only the Executive board can author Constitutional Amendment proposals. Written proposed Amendments will not be acted upon but instead emailed to those OSUCOM students who have RSVP'd affirmatively to attend the next scheduled meeting not fewer than 3 days in advance. Approval requires a 'yea' vote from at least two-thirds of voting members present. Quorum is defined as all Executive Board members and 10 total voting members present. All votes must be made in person. At the ratification meeting, the Author(s) will present all the Amendments each has proposed, followed by discussion and questions and answers for the Author(s) and Co-Authors, if present. Minor additions can be discussed and made for syntax and clarity at the ratification meeting and voted on. After discussion, a vote will first be taken to approve all of the amendments writ large. Should a vote for approval fail, A single motion can be made to call a vote on each Amendment specifically. Votes will be taken by a 'show of hands' unless a motion is made for written ballot votes to be cast.

Article VIII – Method of Dissolution of Organization

Dissolution of the group will follow Ohio State Union and College of Medicine guidelines.

By-Laws

Article I – Event/Operation Leadership Delegated to General Members

The Executive Board will consistently invite and encourage general members to take the lead on planning, organizing, and the logistics of specific events and meetings. Those members who wish to lead an event or meeting will be expected to attend meetings of the Executive Board during the period that is necessary to plan before or debrief after the event. They will work with the Co-President Serving as Treasurer to budget the planned event or meeting.

Article II – Executive Meetings

On an as-needed basis, the Executive Board will meet alone to discuss and plan future events and meetings, as well as handle internal housekeeping such as University compliance and training as appropriate. Executive meetings need not be planned or announced to the general body, but they will be open for general members to attend, except those in which deliberation on officer applications takes place. The Executive board need not take minutes, but the agenda and results of meetings will be announced to the general body at meetings when appropriate. Any general member who asks for agendas or results of Executive Board meetings shall be wholly entitled to truthful and thorough answers.

Article III – Executive Cross-Training

All Co-Presidents are encouraged to attend the University training for both Presidents and Treasurers, if possible in addition to the ones that are required of them. This facilitates transparency, cohesion, and efficiency among the leadership, and makes simpler the process of acclimation to other positions, should the need arise.

Article IV – Executive Decision Making

For day-to-day decisions about planning events and meetings such as which ones to execute, time and place, etc., and for selecting the new Executive Board, a consensus among Co-Presidents will always be sought. Where there are irreconcilable differences in opinion between two Co-Presidents, the Co-President Serving as Primary Leader will be given deference, except if the decision is purely a financial matter, such as food provided for a meeting where cost is the main factor in deciding, in which case the Co-President serving as Treasurer will be given deference. The Co-President Serving as Primary Leader will be given deference in a three-way-tie with three divergent decisions among Co-Presidents but will be abjectly out-voted in a two-to-one tie, except in purely financial matters as described above, in which the Co-President serving as Treasurer will be given deference in both three-way-ties and if opposed two-to-one. Put differently and more succinctly, the Co-President serving as Treasurer has deference in all purely financial matters but will in good faith first attempt to garner agreement among other Co-Presidents by providing all relevant financial information and be open to suggestions and compromise.

Article V – Stewardship of Documents

All documents will be kept centrally online and edit access will be free and unrestricted among all Executive Board members. Online storage such as *Google Drive* is recommended and is the current online storage service. All meeting RSVP spreadsheets, officer application forms, executive notes, presentation slides, email drafts, etc. shall be kept indefinitely along with previous versions as curated by the online storage service chosen. Unless critically necessary, no documents will remain only local to an Executive Member's machine. Physical Documents will be scanned and

stored as with other documents. Read-only, current, versions of most of these documents will be available for General members who request them. Appropriate edit access will be given to Executive Board members during the transition and edit access will be given to General Members given leadership roles for events or meetings as appropriate. Edit access for all documents, including meeting RSVP sheets, can be withheld from General Members. Documents kept specifically for notes can also be withheld from General Members who request them, but for transparency, they must be faithfully paraphrased in written or verbal form for requests.

Article VI – Consistency in communication

Upon the selection of the new Executive Board in the Spring, the new Board will choose among themselves the main person who will prepare and send out emails on behalf of the Organization, for the purposes of consistency and easy identification. This can be any of the Co-Presidents so long as there is an agreement. In selecting the person, the Co-President acting as Primary Leader can break a three-way tie among three Co-Presidents who all want to do it themselves or if they and one other person volunteers and can break a two-to-one vote. They may also break a tie in picking among the two other Co-Presidents if they both volunteer, but not if the case is that neither one volunteers. The Co-President acting as Primary Leader can only refuse this responsibility if there is at least one other volunteer for the role. When necessary or in unique circumstances, any of the Co-Presidents may send out a communication on behalf of the Organization.

Article VII – Use of roster/email list for communication

As stated in the Construction, voting membership is extended to all enrolled students at OSUCOM and students can officially join the Organization and become added to the roster at any time. The roster and email list curated at the beginning of each year and maintained throughout the year will be used for communications about information, events, and meetings of specific interest to those active members. Examples of such events include BMES mentorship, BME Seminar announcements, Research opportunities, officer application, etc., things that a general OSUCOM student not involved in the Organization may find bothersome. It will also be used to invite active interested members to limited-capacity or in-demand meetings or activities first, before extending the invitation to OSUCOM at large. Examples include COSI or other field trips. The annual first interest meeting and most other general meetings, events, and activities, like discussions and speakers/panels, will be communicated to OSUCOM at large.

Article VIII – Officer Application and Selection

In the Spring academic term, the Executive board will release the Officer Application to the general body for students to apply. The current Executive board will choose a date after which applications will be closed and deliberate on them. After selecting the new Board, the current Board will work on smooth and efficient transition of the new Board, including attendance of the appropriate Spring University officer training. The application itself will allow for applicants to select all positions they are interested in and will only be considered for them at first. Should the need arise, the current Executive Board must first reach out to applicants to ask that they fill another role before assigning them to a position to which they didn't originally apply. Any applicant can be rejected for any position with a 'no-confidence' vote from all current Exec members.

Current Executive Board Members may complete applications to serve a subsequent term.

If there are three or more applications not including those from any current Exec Board members, and all three Exec Board Positions can be filled. no current Executive Board member will be considered for any Executive Board positions for a subsequent term.

If there are two Executive Board applications not including those from any current Exec Board members or both mandatory Exec positions can be filled with the two applications leaving no eligible applications. Those applications submitted from Current Exec Board Members will be considered for Secondary Leader only for those who indicated an interest in the original application. The current Executive Board will select and install the two applicants into Primary Leader and Treasurer positions. Thereafter, the new Board will deliberate on who among the outgoing Exec Board's applicants to install as Secondary Leader if there is more than one, barring a unanimous vote of 'no-confidence'.

If only one application not including those from any current Exec Board members is received before the end of the application window or only one mandatory Exec position can be filled with no remaining eligible applications. the current Executive Board will prepare to install the sole applicant to the role they most want to fill, barring a unanimous vote of 'no-confidence' among the current Exec. Then the current Board will re-open applications extending the application period for the other open mandatory position for 7 days. If no applications are received or no applicants can fill the vacant role, then the Current Exec member currently in place for the vacant position can choose to reprise their role. If there is no interest, then the current Exec member currently in place of the other mandatory position, soon to be filled, may choose to acclimate to the role. Finally, if there is yet no interest, the current Secondary Leader may choose to acclimate to the vacant mandatory position. As a last resort, the Exec Board can stage an urgent search for interested students and directly appoint non-applicants on a first-found-first-appointed basis without voting.

Article IX – Annual Events

The Executive Board will decide on all events and activities for the Organization for the year. Annually, the Organization will represent themselves at the Student Involvement Fair in the Fall. It will also hold an interest/intro meeting in the fall. Per the requirements of the Constitution, it will hold at least one event or meeting in the Spring. This Article shall be amended to include popular events that ought to be held on a recurring and annual basis after getting feedback from General membership.

Article X - Method of Adding/Amending By-Laws

All general members will have access to the most current Constitution and By-Laws. They are encouraged to write and propose Amendments or Additions to current By-Laws as Authors by submitting them to the Executive Board. After submission, the Executive Board may offer editions before proposal with the Author's approval, but all Amendments must be brought to a meeting to be voted upon. Written proposed Amendments will not be acted upon but instead emailed to those OSUCOM students who have RSVP'd affirmatively to attend the next scheduled meeting not fewer than 3 days in advance. Approval requires a 'yea' vote from at least half of the voting members present excluding the Executive Board, and a 'yea' decision from the members of the Executive Board as discussed in Article IV of the By-Laws. Quorum is defined as all Executive Board members, the Author(s) of the proposed Amendments, and 10 voting members present excluding the Author and the Executive Board. Voting must be done in person. At the ratification meeting, the Author(s) will present all the Amendments each has proposed, followed by a

discussion and questions and answers for the Author(s). Minor additions can be discussed and made for syntax and clarity at the ratification meeting and voted on. After discussion, a vote will first be taken to approve all of the amendments writ large. Should a vote for approval fail, A single motion can be made to call a vote on each Amendment specifically. Votes will be taken by a 'show of hands' unless a motion is made for written ballot votes to be cast.