**Remote Area Medical**

**The Ohio State University Campus Chapter**

**Official Constitution**



# Section 1: Purpose

The core purpose of the RAM Ohio State University Campus Chapter (“Organization”) is to address health care issues in communities for a better and healthier future, while giving students the chance to participate in Remote Area Medical (RAM) clinic trips focused on providing free services to those who are unable to afford medical care themselves and for those who do not have access to hospitals or healthcare facilities in their area. We strive to aid in free life changing healthcare through partnering with Remote Area Medical. Through this Organization, members will have the opportunity to help their community, volunteer, and travel to RAM clinics across the nation, as well as plan clinics in Columbus. In addition, this will be a valuable experience to enhance the education of students at The Ohio State University. Overall, this Organization will promote quality healthcare both locally and nationally to the fullest of its abilities, promote student development and growth, and embody the principles and values of RAM which are listed below.

## Principles

1. **Mission**: To prevent pain and alleviate suffering by providing free quality healthcare to those in need.
2. **Vision**: To be the best at operating clinics which enhance quality of life through the delivery of competent and compassionate health care to those who are impoverished, isolated, and underserved.
3. **Philosophy**: Our Organization is part of a larger effort to bring people together to address health care issues in their community and see those communities transformed for a better and healthier future.

## Values

1. **Compassion:** We dedicate our lives to true transformation in our community and world. It is only with compassion and cooperation that we can succeed.
2. **Respect:** Valuing and respecting those we serve helps empower and equip them to improve their lives and the lives of others.
3. **Integrity:** We maintain high standards by only enlisting volunteers who deliver exceptional service. We strictly utilize entrusted resources to prevent pain and alleviate suffering.

# Section 2: Membership

1. **Membership shall be divided into general body and CHG members.**
2. **All general body and CHG members shall be at least Half-time, officially registered undergraduate students at The Ohio State University.**

1. **RAM Ohio State University Campus Chapter is an Open organization, meaning:**
   1. All active members must maintain a GPA of at least 2.8.
      1. If the GPA is not a 2.8, the member must explain the circumstance, develop a plan to reach the requirement, and decisions on membership will be determined on a case by case basis.
   2. The Executive Board is in charge of managing, registering, and keeping track of members.
2. **Active Membership**
3. Active membership will be determined based on dues and meeting attendance.
4. An active member must obtain at least 2 points per semester and have paid yearly dues of $25.
5. Points will be determined by hours spent participating in club activities; i.e. an hour-long meeting is equal to one point, while participating in a fundraising event is worth 1/2 points, depending on the fundraiser. All events that count for points must be approved by the Executive Board.
6. RAM Clinic Trip hours will not be counted toward the 2-point requirement to become an active member but will be noted as part of a separate point system.
7. Any member who has paid dues and is in good standing can apply to go on a RAM Clinic Trip; however, active members and those with a strong point history by the time of the RAM Clinic Trip application, will be given preferential treatment to be chosen. Attendance on these trips can benefit the members by giving them 1 clinic point, which will be considered in the selection process for future RAM Clinic Trip applications and leadership positions.
8. Active Membership status is held for both the semester the status was acquired and for 1 semester following.
9. Points towardacquiring active membership status reset at the beginning of each academic year.
10. If a currently active member fails to acquire 2 points for a semester, their active membership status will be removed at the start of the next semester until they achieve 2 points.
11. All past point histories and Clinic Points shall be kept and recorded diligently.
12. Only at least currently half-time registered undergraduate students are eligible for active membership. Only active members may hold office, vote, preside, or officiate.
13. **CHG Membership**
    1. CHG (Community Host Group) membership will be based on CHG committee meeting selection & attendance.
    2. An active member must obtain 5 points per semester & have paid general membership dues of $25.
    3. Points will be determined by meetings attended and contributions to fundraising; i.e. an hour-long meeting is equal to one point, while participating in a fundraising event is worth 1/2 points, depending on the fundraiser. All events that count for points must be approved by the Executive Board.
    4. Active CHG Membership status is held for both the semester the status was acquired and for 1 semester following.
    5. Points towardacquiring active membership status reset at beginning of each academic year.
    6. If a currently active member fails to acquire 2 points for a semester, their active membership status will be removed at the start of the next semester until they achieve 2 points.
    7. All past point histories and shall be kept and recorded diligently.
    8. Only at least currently half-time registered undergraduate students are eligible for active membership. Only active members may hold office, vote, preside, or officiate.
    9. There will be a limit of 25 +/- 5 members in the CHG, which includes the executive board (those who wish to be involved), plus general members to fill the remaining spots.
       1. General members will fill out an application for selection, to be made by the President.
       2. This limit can be changed by vote of the President, Vice President, and Director of CHG.
       3. Removal from CHG follows the process outlined in Section 8.

**7. The Organization shall have at least 10 active undergraduate student members at all times.**

1. **Expulsion: The Organization reserves the right to expel a general or CHG member who is not following its policies by a majority vote of the Executive Board members - Additionally:**
2. In the event of a tie vote of the Executive Board the President’s vote shall be the deciding vote.
3. The advisor shall reserve the right to expel any member on just grounds without a vote of the Executive Board.
4. An expelled member shall not be entitled to a refund of any dues paid.

1. **In the case of violations of constitutional policies and/or a conflict between members within the Organization, the highest-ranking officer that is not involved in the conflict, with the assistance from the advisor (if applicable), will facilitate an informal mediation procedure** 
   1. The mediator shall:
      1. Arrange for a mediation meeting outside of the regular Organization business meeting
      2. Explain their role as the impartial party and the objectives of the mediation
      3. Set ground rules
      4. Allow each party to express their views by allowing the conversation to go where the parties wish it to go, without talking over each other and without any hostility or aggressive language or behavior;
      5. Collect any available resources that might assist in the resolution (financial documents, emails, photos, etc.)
      6. As a third party, do not suggest resolutions but rather leave the responsibility for the resolution with the parties involved
      7. Facilitate goal setting to reach a win-win resolution
   2. In the event resolution cannot be reached, the issue will be brought before the advisor and the resolution shall be up to his**/**her discretion.
2. **New Membership and Recruitment** 
   1. Any and all new members will be given full disclosure during recruitment, including but not limited to the disclosure of the following:
      1. Schedule of New Member Events and Activities (if applicable)

ii. Guidance to read the University Hazing policy, prescribed by Policies and Rules for Student Organizations, which is available upon request by the Office of Student Activities.

* 1. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
  2. Any and all interaction/activity between members and/or new members will be limited to guidelines stated by university policy, as well as local, state, and federal laws.

# Section 3: Officers

# Undergraduate candidates must be at least half-time officially registered active student members to be selected as officers at the time of the appointment or election.

# Executive Officers

# The President is the spokesperson for the Organization. The President runs general body, executive board, and CHG operations and operations in accordance with this constitution. The President is responsible for all administrative tasks, including, but not limited to, coordinating committees, conducting elections and ensuring the success of the Organization. The President and Vice President, with the aid of the Executive Board, shall be in charge of reviewing RAM Clinic Trip applications. The President is also the direct point of contact with RAM.

# The Vice-President shall serve as President when the President is unable to do so. Her/his responsibilities also include delegating tasks among officers and ensuring the completion of those tasks. She/he must assist the President however possible with larger tasks and decisions. The Vice-President is also in charge of organizing, budgeting, and planning the RAM Clinic Trips. They must obtain each participant’s personal contact and emergency contact information, as well as provide all necessary forms and documentation, before departure. The Vice-President directly reports to the President.

# The Treasurer shall be charged with handling all of the Organization’s finances. This includes determining budgets, collecting dues, obtaining sponsorship funding, and maintaining the bank account and not for profit documents. The Treasurer also deals exclusively with local sponsors and directs donations and sponsorships. He/She must keep a detailed, accurate, and organized account of all financial transactions. The Treasurer shall aid the Fundraising Committee and CHG Sponsorship Chair, and directly reports to the President.

# The Secretary shall be charged with recording meeting minutes at Executive Board and student body meetings. The secretary keeps records of the Organization’s membership and meeting attendance, reserves meeting rooms, and maintains the email account and email list. The Secretary also keeps track of the point system and manages the membership status of all members. The Secretary shall aid the Marketing Committee, and directly reports to the President.

# The Executive Board consists of the President, Vice President, Treasurer, and Secretary.

# Committee Chairs/Committees

1. Fundraising Committee
   1. There shall be two Fundraising Committee Co-Chairs in charge of the Fundraising Committee.
   2. The Fundraising Committee is tasked with funding all Organization activities and events. They will actively develop, organize, and plan fundraising events while also gathering and maintaining relations with any sponsors.
   3. The Fundraising Committee reports directly to the Treasurer.
2. Marketing Committee
   1. There shall be two Marketing Committee Co-Chairs in charge of the Marketing Committee.
   2. The Marketing Committee is tasked with advertising RAM OSU. They are also in charge of maintaining relations with the University and being a liaison with the community.
   3. The Marketing Committee reports directly to the Secretary.
3. CHG Committee Chairs
   1. There shall be one CHG Sponsorship Chair in charge of finding and writing applicable grants, emailing and meeting with donors, and thinking of creative fundraising opportunities within their committee.
   2. There shall be one CHG Advertising Chair in charge of printing out flyers, spreading the word of Columbus clinics on social media, and corresponding with different organizations who wish to have informational representative booths at the clinic.
   3. There shall be one CHG Hospitality Chair in charge of finding food and lodging for all Columbus clinic RAM volunteers, be it through donations or purchases.
   4. There shall be one CHG Recruitment Chair in charge of securing adequate clinical and nonclinical volunteers to staff Columbus clinics.
   5. There shall be one CHG Clinic Logistics Chair in charge of ensuring all Columbus clinic-day essentials are secured, such as securing parking, security, biohazard waste disposal, portable restrooms, and other related tasks.
   6. All CHG chairs will report directly to their respective CHG Junior Leads.
4. The Committee Chairs manage all members in their committee. The Committee Chairs organize all efforts of their committee in pursuit of their goals and responsibilities. Each executive member serves as a link/guide between the Committees and the Executive Board.
5. Membership into a committee is on a voluntary basis.

1. **Removal of an Executive Officer or Committee Chair** 
   1. Removal of a Committee Chair can be done at any point through a majority vote of the President, Vice President, Treasurer, Secretary.
   2. Removal of an Executive Board member, including the president, can be accomplished at the discretion of the Advisor and one other executive member.
   3. The Committee Chair or Executive Board member who is in question, must be given a directly communicated warning before he/she can be removed from office.

1. **Filling vacancies:** 
   * 1. Under circumstances where on office is left vacant, for any reason, an application will be sent out to all Campus Chapter members to apply for the open position. Selected applicants will receive an interview run by the President and Vice President. Following, it is the President and Vice President’s responsibility to nominate 2-4 applicants to the Executive Board and Committee Co-Chairs to vote for the best candidate. In the event of a tie vote the President shall be the tie breaker.
     2. An announcement and application should be sent out at the meeting following the vacancy. The position should be filled within 30 days.
     3. If the Vacancy is the Vice-President, the President is solely in charge of the application process and approval of prospective Vice President.
     4. If the Vacancy is the President, the Advisor shall conduct the approval and selection process for prospective presidential candidates, as the Vice President temporarily takes over the responsibilities of the President in addition totheresponsibilities as the Vice-President. If deemed appropriate by the advisor, the Vice President will permanently take over Presidential responsibilities, and the Vice President role will be filled via discussion & vote of the existing executive board and advisor approval.

# Section 4: Meetings

1. The Organization will have general member meetings once a month, CHG member meetings twice a month, and executive board meetings twice a month, alternating with CHG meetings.
2. Adequate advance notice of meetings, at least a half week prior to the meeting, must be given to all active members whenever possible.
3. Members shall be notified of meetings by e-mail and an alternative form of communication (i.e. group messaging).
4. The President, with the consent of the Vice President or a majority (50%+1) of the Officers, may change meeting frequency.
5. The President may call special meetings should they see fit.
6. The President reserves the right to determine all meeting times and location.

# Section 5: Voting

1. Only active members may vote.
2. Quorum for all voting shall be **fifteen** percent (15%) of the active membership.

a. If a vote must be cast by the Executive Board, all members of the Executive Board must be present for the vote.

1. A simple majority of an established quorum shall be necessary for all voting. This majority shall be derived from the active members present.

# Section 6: Finances

1. All Organization funds are to be deposited and handled exclusively through the Treasurer.
2. This Organization shall not have any undisclosed accounts.
3. Dues collected for active membership are $25 per academic school year unless changed by the Treasurer with consent of the President.
4. Dues are to be collected within the first month of the beginning of fall and spring semesters for members. New members have one month from attending his/her first meeting to pay dues in order to be considered active.
5. The cost of RAM events such as RAM trips shall be determined at the discretion of the Executive board.

# Section 7: Elections

1. Elections shall take place at a general body meeting within 3-4 months into the spring semester.
2. The elections shall be publicized, by email and meeting announcements, at least 2 weeks prior to the elections.
3. **Election codes:**
   1. Applications for any of the 14 leadership positions are available to all active members and shall be sent out at least 2 weeks prior to elections.
   2. Applications are due the meeting prior to the elections meeting and applicants must be recognized by the club President. Active members may apply for up to 3 positions along a rolling election. The appearance of positions along the rolling election are as follows: Treasurer, Secretary, CHG Sponsorship, Advertising, Recruitment, Hospitality, Clinic Logistics Chairs, Fundraising Committee Co-Chairs, and Marketing Committee Co-Chairs.
   3. All available positions up for election will be advertised via an informational document of some kind, in which each leadership member giving up their seat will detail the duties of role.
   4. At the election meeting, all candidates shall deliver a speech on their qualifications and strengths for no more than 1.5 minutes. This shall be followed by questions from any active member for no more than 1.5 minutes.
   5. After the speeches, the active members shall cast secret ballots for the candidate of their choice. Each active member shall vote for their top nominee. An Officer who is unable to attend the elections, may submit an absentee ballot prior to the election. The candidate with the most votes will be selected for their role.
   6. If 2 or more nominees receive the same number of points, active members shall vote again. If there is still a tie between 2 candidates, the Executive Board alone must vote for the best candidate, with the President’s vote being determinative upon a tie vote.
   7. Th**e** above process applies to all Officers and Committee Co-Chairs, except for the President and Vice-President position.
   8. The President and Vice President (VP) shall be chosen together by the current President and Vice President (VP) and specifically trained one semester before the departure of the current President and Vice President (VP).
4. This new President/VP should be trained and made well aware of the roles and duties in managing the club.
5. This training includes transferring all current resources, connecting the President/VP with RAM, shadowing the current President/VP, embodying the role of club leader and imparting the ideals and values of RAM which should already be very present in the candidates.
6. The new President/VP shall be announced once chosen.
7. Training/guidance shall begin as soon as the Candidates are chosen and will last for one semester.
8. All Officers and Chairs, including the President, serve for a term of one year, beginning themeeting following elections.
   1. Officers must be present on or near campus during at least the Autumn and Spring semesters of their term to the following year. Any unexpected vacancies will follow the protocol outlined in Section 3(5).
9. Once a term is up, Officers and Committee Co-Chairs may choose to keep their position or step down. This provides continuity and stability into the roles and decreases mistakes and difficulties resulting from shuffling leadership. Any Officer or Committee Co-Chair who wishes to remain in office for another term must notify the President and Secretary of their intent no later than sixty (60) days before the next upcoming election.
10. There is no limit to the number of terms an Officer or Committee Co-Chair may serve; however, they must vacate the position 1 semester before they plan to leave the Organization to provide adequate time to choose and train their successor.

# Section 8: Amendments to the Constitution

1. Any member may introduce a constitutional amendment at the conclusion of any meeting. At that meeting or the following meeting, the active members shall vote on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the Office of Student Activities for approval.
2. All amendments are subject to the approval of the Office of Student Activities to ensure that they align with University policies and rules.

# Section 9: Parliamentary Authority

1. “Robert’s Rules of Order, Newly Revised” by Sarah Corbin Roberts shall be used in all cases not covered by this Constitution.

**Section 10: Accessibility of this Constitution**

1. Copies of this Constitution shall be made available to anyone upon request.

# Section 11: Advisor

1. This Organization must retain an advisor at all times. The advisor will be a full-time Faculty or Staff member of The Ohio State University, and will be chosen by the Organization.
2. The main responsibility of the Advisor is to aid and guide the trajectory of the Organization.
3. This Organization will choose an Advisor through a majority vote of the Executive Board.
4. The Advisor may remove and/or reinstate any Executive Officer, Committee Chair or member with due cause. The Advisor has the power to reinstate any Officer or Committee Co-Chair at the Advisor’s discretion.

**Section 12: Non-Discriminatory Clause**

1. 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.

**Section 13: Dissolution:**

1. This Organization may be dissolved by a ¾ majority vote by all active members.
2. The Advisor reserves the exclusive right to disband and restart the Organization should any of the three (3) following circumstances arise with RAM HQ approval:
   1. The Organization overall does not strive to fulfill or fails its **Purpose**, **Principles** and **Values** orviolates several of the points of this Constitution, any law, or any university policy.
   2. The Organization as a whole encounters too many difficulties or obstacles to proceed as a functioning Organization striving to fulfill its purpose and uphold its principles and values.
   3. The Organization may directly or indirectly inflict damage to an individual or group of individuals.
3. In the event of dissolution of this Organization, the residual assets of the Organization will be turned over to Remote Area Medical. Any assets not directly owned by the Organization shall be returned to their respective owner.

# Section 14: National Organization Recognition

1. This The Ohio State University Remote Area Medical Campus Chapter has been recognized by Remote Area Medical headquarters as evidenced by the Campus Chapter Agreement dated \_\_\_9/24/19\_\_\_.

1. The Campus Chapter Agreement affirming recognition by Remote Area Medical has been provided to the Office of Student Activities.

# Section 15: Affiliation with Columbus Community Host Group (CCHG)

# Affiliation: Remote Area Medical at The Ohio State University (RAM-OSU) is partnered with a specialized sub-entity known as the Columbus Community Host Group (CCHG). CCHG functions as a separate financial and legal entity, deriving volunteers from RAM-OSU.

# Purpose: CCHG is dedicated to the organization, planning, and execution of medical clinics within the Columbus area, thereby extending the outreach and humanitarian objectives of RAM-OSU.

# Board Membership and Election: The Board of CCHG is constituted by members who are identified and nominated through the electoral processes of RAM-OSU. Candidates elected to roles within RAM-OSU are subsequently voted into official positions on the CCHG Board.

# Governance: A synergetic relationship between CCHG and RAM-OSU is promoted, fortified by shared objectives, continuous communication, and collaboration in the spirit of community service and medical volunteerism.

# Review and Accountability: The interrelationship between RAM-OSU and CCHG shall be routinely reviewed to ascertain the effectiveness of the collaboration, ensuring mutual accountability and a sustained alignment with the evolving missions and visions of both entities.