



Medical Outreach at Ohio State: Constitution

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

Section 1: Name

Medical Outreach at The Ohio State University; hereby referred to as Medical Outreach.

Section 2: Purpose

The purpose of this club shall be to:

1. Collaborate with local patient-centered organizations to build a dedicated volunteer network.
2. Aid in the support and optimization of local clinics.
3. Serve the Columbus community in healthcare needs.
4. Establish relationships between pre-health students and local organizations.

Section 3: 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, Medical Outreach 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: Eligibility

Any registered student at The Ohio State University or non- student, such as faculty, alumni, professionals, etc., regardless 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, who has an interest in volunteering and health care.

Section 2: Makeup

As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Section 3: Dues

All members are subject to the payment of dues at the beginning of each semester in order to retain membership.

Section 4: Requirements

All members of Medical Outreach at the Ohio State University are required to adhere to the Constitution and Bylaws set forth.

Article III – Methods for Removing Members and Executive Officers

Section 1: Member Removal

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 officers in consultation with the organization's advisor.

Section 2: Executive Officer Removal

Any elected officer of the chapter 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 Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

Section 3: Member and Executive Officer Suspension

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: Election and Appointment

Those holding the role of Primary Leader, Secondary Leader, and Treasurer will have the option to retain their role for the following year if they choose. Otherwise, they will nominate three interested candidates. An election, if needed, will then be held in the spring to choose one of the three candidates, in which all members will vote and the candidate with the most votes will assume the role they were nominated for. Once the Primary Leader, Secondary Leaders, and Treasurer are established for the following academic year, they will reform the board (Marketing Chairs, Local Project Chairs, Outreach Chairs, and Fundraising Chairs) according to how they see fit.

Section 2: Titles

Primary Leader (1), Secondary Leader (2), Treasurer Leader (1), Advisor (1), Marketing Chairs (2), Local Project Chairs (2), Outreach Chairs (2), Fundraising Chairs (2)

Section 3: Length of Terms

The length of all terms is one year. Those with leadership roles are eligible to serve more than one term according to Section 1 of Article IV.

Section 4: Duties

Primary Leader:

- Maintains frequent communication with committees and organizational leadership as the presiding officer
- Supervises club activities as well as schedules and leads club meetings
- Helps treasurer in monetary record-keeping
- Completes annual Primary Leader training through the University and registers the club when needed
- Conflict mediator

Secondary Leaders:

- Assumes the role of Primary Leader in any situation where the Primary Leader is absent
- Secondary Leaders will oversee and directly lead the Local Projects and Outreach Committees
- Assists the Primary Leader with decision making and conflict mediation

Treasurer Leader:

- Maintains funds of the club
- Works with fundraising committee to establish events
- Manages tax documents, budget and funding requests, and collects dues from members
- Keeps monetary records of club balances
- Completes annual Treasurer Leader training through the University

Marketing Chairs:

- Responsible for maintaining the club's Instagram and other social media networks
- Creates posters and advertisements to spread the club's message throughout campus
- Leads the University's Student Involvement Fair

Outreach Chairs:

- Reaches out to new, local healthcare organizations who might be interested in establishing a partnership with the club

Local Project Chairs:

- Maintains relationships with organizations that the club is currently in collaboration with
- Oversees tasks with specific organizations

Fundraising Chairs:

- Organizes fundraising events
- Responsible for filing grant applications and getting club sponsorships

Article V- Election / Selection of Organization Leadership

Section 1: Office Eligibility

Those who have been a member of Medical Outreach for one year (two semesters) are eligible to be nominated for leadership positions.

Section 2: Nominating Process

Upon stepping down, those previously holding the role of Primary Leader, Secondary Leader, or Treasurer will nominate three eligible members to take over their position for the following year. Those nominating future leaders are encouraged to nominate members who are both interested in the position and have shown active participation and leadership during their membership.

Section 3: Design of Ballots

Ballots will be created and presented via an anonymous Google Form that asks the voter to select one candidate for the role they are nominated for.

Section 4: Balloting Procedures

The Google Form will be sent out to all club members and stay open for approximately three days. Members can submit their form one time throughout the three days.

Section 5: Ratification Procedures

The candidate with the most votes for the role they are running for will assume the position the following year. In the event of a tie, the organizational leadership at the time will cast a vote.

Section 6: Timing of Elections

Elections will occur at the end of Spring semester.

Section 7: Procedures for Special Circumstances

In the case of resignations, impeachments, or other special circumstances, the current organizational leadership will work together to replace the role as soon as possible.

Article VI - Executive Committee: Size and composition of the Committee.

The Executive Committee 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 Committee is composed of the organization leaders, including the Primary Leader, Secondary Leaders, Treasurer Leader, Marketing Chairs, Local Project Chairs, Outreach Chairs, and Fundraising Chairs.

Article VII - Standing Committees: Names, purposes, and composition.

Section 1: Local Project Committee

The Local Project Committee serves the organization leadership, the Executive Committee, and general membership. This committee is permanent and designed to oversee local project volunteering events and maintain contact with organizations that the club is working with. The chairperson of the Local Project Committee is one of the two Secondary Leaders, whose specific role is to be determined immediately following election. This Secondary Leader will work with the Local Project Chairs.

Section 2: Outreach Committee

The Outreach Committee serves the organization leadership, the Executive Committee, and general membership. This committee is permanent and designed to reach out to local healthcare organizations. The chairperson of the Outreach Committee is one of the two Secondary Leaders, whose specific role is to be determined immediately following election. This Secondary Leader will work with the Outreach Chairs.

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

Section 1: Eligibility

The advisor of Medical Outreach must be a full-time member of the University faculty or Administrative & Professional staff. If a chosen advisor is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications.

Section 2: Responsibilities and Expectations

The advisor is *required* to:

- Complete advisor training every two years
- Submit online approval of the organization's registration every year
- Submit online approval of the organization's goals every year

The advisor *may be required* to:

- Review and submit online approval for operating and programming funds requests
- Review and approve reservations of university space and equipment

The advisor *may be asked* to:

- Attend organization meetings and events
- Meet individually with organization members
- Facilitate officer transition activities
- Submit requests for university email services and other technology
- Help prepare the organization's budget
- Review and edit organization communications
- Interpret university policies and processes
- Provide historical context for the organization
- Share university information with members
- Mediate interpersonal conflict
- Assist in local networking

Section 3: Advisor Replacement

If it becomes necessary that a new advisor of Medical Outreach needs to be appointed, the executive board members will temporarily assume the advisor's responsibilities while immediately commencing the search for a new advisor. A new advisor shall be selected and appointed as soon as possible.

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

Section 1: Meeting and Event Attendance

Attendance of one general meeting per active semester may be required for membership.

Article X – Attendees of Events of the Organization: Required events and their frequency.

Section 1: Member and Event Attendee Behavior

The organization 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.

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

Section 1: Constitution Amendment

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XII – Method of Dissolution of Organization

Section 1: Medical Outreach Dissolution

Dissolution may occur when there is no adequate leadership, interest, or volunteering opportunities for the club. The executive board members are responsible for appropriately disposing and handling assets and debts. Upon the official dissolution of the organization, Student Activities staff shall be contacted to remove organization information from the website.