

Constitutions of Muslim Students in Healthcare (MSH) at Ohio State, Columbus, Ohio**Article I - *Name, Purpose, and Non-Discrimination Policy of the Organization.***

Section 1: Name: The Official name of the organization, appearing on all documents, shall be “Muslim Students in Healthcare at Ohio State”. The Official abbreviation of the organization’s name shall be “MSH-OSU”.

Section 2 - Purpose: Muslim Students in Healthcare at Ohio State aims to create a supportive and inclusive community for Muslim students pursuing careers in healthcare. Our mission is to empower students with educational opportunities, resources, and mentorship while fostering cultural competence and diversity within the healthcare field. Our goals are to unify Muslim Students in Healthcare and provide networking opportunities for students in pre-health academic programs and majors in the healthcare pathways. Our events will consist of Panel discussions and speakers, volunteering, mentorship, and more.

Section 3 - Non-Discrimination Policy:

1. MSH-OSU and Its members 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.
2. As a student organization at the Ohio State University, Muslim Students In Healthcare 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>.
3. 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.*

1. As required by the Guidelines for Student Organizations, 90% of the membership of MSH must include current Ohio State University students. MSH encourages students pursuing a degree in healthcare or related fields to join. Active members and the 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.

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

1. If a member of MSH 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.
2. Any elected officer of MSH 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.

III.c. 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*

Duties:

1. President:
 - a. Setting goals and a vision for the organization
 - b. Effectively representing the organization to the community
 - c. Ensuring the organization stays aligned with its mission
 - d. Running and scheduling leadership team or general body meetings
 - e. Communicating with the organization members, leaders, and advisors
 - f. Facilitating leadership transitions
 - g. Completing most of the annual registration requirements
2. Secondary Leader:
 - a. Serves as a key support to the President
 - b. Assisting in organizing events
 - c. Coordinate with members and oversee initiatives
 - d. They may also step in the President's absence and collaborate closely to ensure the organization's mission and objectives are effectively fulfilled.
3. Treasurer:
 - a. Setting a financial vision for the organization
 - b. Acting ethically and spending funds for the benefit of the organization as a whole
 - c. To achieve this leadership role, your primary tasks include:
 - d. Approving and monitoring the spending of the organization
 - e. Maintaining accurate and timely budget and bank records

- f. Applying for funding from the university and/or non-university sources
 - g. Leading fundraising efforts
4. Advisor:
- a. Complete an advisor training session once every two years.
 - b. Review and Approve the organization's online registration information each year, thereby also agreeing to serve as the advisor for another year.
 - c. Review and Approve the organization's goals.
 - d. Review and Approve/Deny the organization's CSA funding requests, if and when they are submitted.
 - e. Review and Approve reservations of space or equipment, as requested by the University department granting the reservation.
 - f. Objectively mediate interpersonal conflicts that arise between members
 - g. Ensure the organization's members receive relevant announcements from the university

Other Roles

1. Event Chairperson:
 - a. Responsible for planning events
 - b. Will coordinate with the team to set budgets for events and to send out information about events.
2. Social Media Chairperson:
 - a. Will work closely with the Recruitment chair and Event chair.
 - b. They will operate the organization's social media.
3. Service Chairperson
 - a. Will oversee the planning and execution of community service initiatives.
 - b. They will collaborate with healthcare institutions for volunteer opportunities in the healthcare sector.
4. Secretary
 - a. Maintaining accurate records of meetings
 - b. Managing correspondence
 - c. Ensuring effective communication among members.
 - d. Assisting in organizing events and managing administrative tasks
5. Recruitment Chair
 - a. Oversees the identification and engagement of prospective members
 - b. Strategize recruitment efforts
6. Undergraduate College/Program Chairpersons (i.e.: Pre-med, Pre-dental, Nursing, Radiologic Sciences, Respiratory Therapy, Social Work, etc.)
 - a. They will be responsible for disseminating information about their field to the interested members.
 - b. We hope to have graduate chairpersons (i.e.: Medicine, Dental, NP, Physical Therapy, Pharmacy, etc) to serve as a resource and guidance for the undergraduate

individuals who are interested in those fields. We also hope for mentorship through these opportunities.

Article V- *Election / Selection of Organization Leadership*

1. Individuals who express interest in these positions will be nominated as long as they are members of MSH. The decision will be voted on by 2/3rd of the present membership.
2. In the case of a resignation or impeachment, an emergency meeting will be held in order to appoint a member to the vacant position
3. All leadership positions will be held for a full academic year. Elections will take place at the end of the spring semester to prepare for the autumn semester.
4. Primary Leader (President): They will be appointed through an election by the organization leaders with the help of the general body. Anyone is eligible as long as they express interest in the position and are a member of the organization. The individual being elected must showcase qualities necessary for the role as determined by the rest of the board.
5. Secondary Leader (vice president): This position will be selected/elected in a similar manner to the president. If the Primary leader position is vacant for a reason, the secondary leader can act as the primary leader until an individual is appointed.
6. Treasurer: This position will be selected/elected in a similar manner to the previous two positions. This individual should be someone who is making financial decisions that are beneficial for the organization.
7. Advisor: The current advisor will serve as the organization's advisor until they express not wanting to no longer be an advisor for this organization.

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

1. The Executive Committee will consist of the Primary Leader, Secondary Leader, Treasurer, and Secretary. They will represent the general membership, conduct business of the organization between general meetings of the membership, and report its actions at the general meetings of the membership

Article VII - *Standing Committees (if needed):*

1. MSH will not need a Standing Committee at this time.

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

1. The role of an MSH advisor necessitates full-time membership within the University's faculty or Administrative and professional staff. To ensure up-to-date guidance, advisors are committed to completing required training every two years. Advisors of MSH must be full-time members of the University faculty or Administrative and professional staff.

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

1. Meetings will occur biweekly. Membership requires attendance at a minimum of one general meeting and one event per academic term, excluding summer.

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

1. MSH 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.*

1. 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 one subsequent general meeting and the general meeting in which the votes will be taken, and will either require a two-third majority of voting members 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*

1. Dissolution decisions will be made through a formal vote by the active members of the organization. A vote from 2/3 will need to be met for the vote to be valid. Upon the decision for dissolution, all members will be notified officially. Any existing assets or debts held by the organization will be addressed in accordance with the guidelines set forth by the Student Activities Management. The Student Activities staff will be promptly contacted to initiate the removal of the organization's information from the website and other official platforms.

By-Laws

Article 1 – *Parliamentary Authority*

1. The rules contained in Robert's Rule of Order shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II- *Membership*

1. An individual can become a member of MSH by reaching out through our email or social media. They can also become a member by attending at least one event or meeting.
2. Membership is open throughout the year.
3. There will be no dues.
4. The members must

Article III- Election / Appointment of Government Leadership

1. All executive board members will be in office for a full academic year. The election for new executive members will take place at the end of the spring semester in preparation for the autumn semester. Individuals must be members of the organization in order to get elected for any executive board positions. The current executive members can be re-elected. In the event of resignation or impeachment, a general meeting will be held in order to appoint another member to the position. Individuals who are members of the organization will be nominated for the position.

Article IV- Executive Committee

1. The specific duties of the Executive Committee and its responsibilities to the membership are leadership, planning and execution, overseeing, financial management, policy adherence, conflict resolution, communication, representation, and succession planning.

Article V- Standing Committees (if needed)

1. MSH does not necessitate a standing committee at this time.

Article VI - Advisor/Advisory Board Responsibilities

1. The advisor will serve as a vital support system for the organization. They will serve as liaisons between the organization and the university, ensuring alignment with university policies while upholding the organization's purpose.

Article VII - Meeting Requirements

1. Meetings will be held biweekly. Members must attend at least one general meeting and one event to be considered a member of MSH. A $\frac{2}{3}$ majority vote will be required for a decision placed before the general membership and executive.

Article VIII - Method of Amending By-Laws

VIII.a. By-laws will be amended by proposing in writing and reading the change at a general meeting of the membership and then bringing the proposed change up for a vote at the next general meeting with a $\frac{2}{3}$ majority vote of the membership present.

