

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

Section 1: Name: Child and Adolescent Psychiatry Student Interest Group (CAPSIG)

Section 2 - Purpose:

The purpose of the Child and Adolescent Psychiatry Student Interest Group (CAPSIG) is to expose and garner interest in the dynamic field of Child and Adolescent Psychiatry for medical students while enhancing understanding of the intricacies involved in addressing mental health disorders among pediatric populations. Through direct engagement with faculty members from the department of Child and Adolescent Psychiatry at Nationwide Children's Hospital, participants will receive invaluable mentorship, access to case conferences and journal clubs, and guidance on different pathways to pursue a career in CAP. Additionally, our group will expose students to volunteer opportunities, research initiatives, and shadowing experiences within CAP, with the overarching goal of nurturing the development of future child and adolescent psychiatrists and fostering well-informed future physicians.

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, the Child and Adolescent Student Interest 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.

The organization's voting membership is limited to currently enrolled Ohio State College of Medicine students. Others non- student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

II.a. 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.

Article III – Methods for Removing Members and Executive Officers

III.a. 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.

III.b. 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.

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: Members will apply for leadership during the spring registration period to be decided on by majority vote from the executive board and Advisor. Each role will have a term of 1 year, however officers may serve more than one term.

President: The duties of the President include primary leadership of the organization including organizing meetings, sending information to members, responsibility delegation, communication with advisor, and overall point of contact for organization. The President is responsible for completing the appropriate president training within the registration window.

Vice President: The duties of the Vice President include assisting the president in organizing meetings, helping schedule outside speakers, monitoring membership attendance at meetings, and beginning all meetings when the President is unable to do so. The VP is responsible for running social media accounts for the organization. *The VP will serve as note-taker and historian for the organization and will take attendance at every meeting, assist the President in drafting emails, and send out meeting minutes after every exec board meeting.*

Treasurer + Outreach Chair: Treasurer duties include being the responsible manager of the organization bank account and spending. They will manage all expenses for the organization, apply for funding, manage fundraising efforts, and lead anything that involves money. The Treasurer is responsible for completing the appropriate treasurer training within the registration window. *Outreach responsibilities include working with community leaders to coordinate volunteer opportunities for the members of the organization. They will be the primary contact for all events regarding philanthropy and may designate other executive board members or general members to assist in advertising, fundraising, and coordination of volunteer experiences.*

Research Chair: The duties of the Research Coordinator include scheduling speakers, finding/sharing research topics at meetings, leading journal clubs, and assisting general members interested in research to find appropriate CAP mentors.

Advisor: The duties of the Advisor include overseeing the functioning of the organization through direct consultation with the Executive Board. The advisor will act as a liaison between the organization and Ohio State and will fit other roles as needed. The Advisor is responsible for completing the advisor training annually within the registration window.

Article V- Election / Selection of Organization Leadership

Executive board applications will be sent out annually in Jan/Feb for leadership transitions to be completed in the spring. The new executive board will be decided by the current President and Advisor. Any OSU medical student in good standing is eligible to hold a leadership position. Current executive members will be responsible for orienting and transitioning the new executive member taking over their role. Each executive member will serve a one year term and will be eligible for repeat terms if desired.

In the event of a resignation or impeachment, the entire executive board will vote on the new executive board and designate roles by majority vote. If an executive board member resigns or is impeached, they will no longer be eligible to serve on the board in future years however they may participate as a general member as decided by the rest of the executive board.

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

The Executive Committee consists of the President, Vice President, Treasurer, Secretary, Volunteer Coordinator, Research Coordinator, and Advisor.

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

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities and expectations of advisors include communicating with the executive board at least twice a year, attending meetings as availability permits, providing advice and support, and completing the advisor training as required by the university.

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

Members are expected to attend as many meetings/events as desired.

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

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

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, voted on at a subsequent meeting, and requires a majority vote from the executive board to pass.

Article XI – Method of Dissolution of Organization

Upon the dissolution of the organization, should that be deemed necessary, all available monetary assets excluding University funding will be immediately transferred to OSUCOM. The organization's bank account will be closed and any possible debts will be resolved through OSUCOM.

Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.