**Constitution**

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

**Section 1: Name**: From the Page to the Bedside

**Section 2 - Purpose:** To offer monthly literature seminars led by a diverse group of faculty members, administrators, and peers centering around literary works that engage with medicine, humanism, and the arts. In doing so, discussion and reflection will aim to widen student’s understanding of narrative medicine and expand their perspectives on humanism in medicine as they pursue careers as health professionals.

**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, From the Page to the Bedside 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.eduor by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu**.**

***Article II - Membership: Qualifications and categories of membership.***

Membership in From the Page to the Bedside is limited to currently enrolled Ohio State students. Qualification for membership in From the Page to the Bedside is expressed interest in, or having attended, From the Page to the Bedside programming. Faculty and staff may not become members of From the Page to the Bedside, but are welcome and encouraged to attend programming.

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***

General members may become ineligible for future From the Page to the Bedside seminars after obtaining three strikes via any of the following methods:

1. Grace will be given for a late seminar reflection followed by attendance at the respective seminar. Subsequent late or missed reflections will qualify for one strike.
2. A missed seminar without notification of absence in a reasonable amount of time (determined by executive leadership) after committing to attendance will qualify as one strike.

A general member will be notified of their future ineligibility for seminars by Membership Relations executive leader.

Executive leadership of From the Page to the Bedside is required to attend ten of the twelve seminars held annually. If at the end of an executive leadership year (March – February), this requirement is not met, an executive member may not be invited back to their executive leadership role if the majority of other executive leadership is in agreement.

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:*** *Titles, terms of office, type of selection, and duties of the leaders.*

Executive leaders of From the Page to the Bedside will fulfill their roles and responsibilities from March of their appointment year through February of the subsequent year. Executive leadership will be appointed by the current From the Page to the Bedside executive leadership following an application process that should take place within the first two months of the calendar year. Duties of leadership roles are as follows:

Seminar Management (Primary Leader): Responsible for notifying the general population of From the Page to the Bedside opportunities including but not limited to seminar date, location, and discussion topic details; and executive leadership opportunities.

Treasurer: Responsible for maintaining the organization and utilizing funds for From the Page to the Bedside progamming, including but not limited to coordinating dinner for in-person seminars and submitting appropriate documentation in a timely fashion for utilization of university programming funds.

Senior Seminar Coordinator: Responsible for surveying interest from the general membership in leading a From the Page to the Bedside seminar, creating the annual schedule of monthly seminars, and holding seminar leaders accountable for their commitments as a seminar leader. This role is limited to an executive leader who had previously held the role of seminar coordinator.

Seminar Coordinator (Secondary Leader): Responsible for surveying interest from the general membership in leading a From the Page to the Bedside seminar, creating the annual schedule of monthly seminars, and holding seminar leaders accountable for their commitments as a seminar leader. This role is open to any executive leader.

Logistics and Archives: Responsible for coordinating location reservations for From the Page to the Bedside programming and maintaining documentation including, but not limited to programming attendance and previous discussion topics.

Reflection Management: Responsible for reminding From the Page to the Bedside members of seminar attendance reflection requirements and compiling member reflections to disburse to executive leadership and seminar leader(s).

Membership Relations: Responsible for communicating with members who do not meet the seminar attendance requirements and notifying members of ineligibility for future seminars.

Advisor: Responsible for assisting in facilitation of lesson planning and discussion for From the Page to the Bedside seminars, in addition to annual duties and goals of the organization.

***Article V- Selection of Organization Leadership***

Executive leaders of From the Page to the Bedside for an upcoming year (March – February) will be appointed by the current From the Page to the Bedside executive leadership following an application process that should take place within the first two months of the calendar year. The application will be determined by the current leadership and will be open to currently enrolled Ohio State students. Newly appointed executive leaders will be notified of their appointment and asked to accept or respectfully decline.

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

The executive committee will consist of the organization leadership detailed in Article IV.

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

The advisor of From the Page to the Bedside, must be full-time members of the University faculty or Administrative &

Professional staff, in accord with university student organization guidelines. 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. Advisor responsibilities include but are not limited to assistance in creation of lesson planning and facilitating discussion for From the Page to the Bedside seminars, and consulting on annual duties and goals of the organization.

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

General members of From the Page to the Bedside are not required to attend a minimum number of meetings. However, if a general member has committed to attending From the Page to the Bedside programming, they will be held accountable to the seminar requirements outlined in Article X.

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

Attendance at From the Page to the Bedside programming is not required for general members. However, members will be asked to commit to attendance approximately one month in advance for From the Page to the Bedside seminars and will be held accountable for adhering to attendance requirements for this event, outlined in the event details. Failure to adhere to these requirements may result in penalty or ineligibility for future events outlined in Article III.

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 in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the meeting, then read again the subsequent meeting in which the votes will be taken, and should require a two-third majority of voting members (a quorum being present). The constitution should not be amended easily or frequently.

***Article XI – Method of Dissolution of Organization***

Should dissolution of the organization occur, any existing assets in the form of university funding will be returned to the university. The organization will only utilize university funds for programming, therefore no debts shall exist. Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organization information from website.

**By-Laws**

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered

in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain

more detail and are subject to change more than that of the constitution and, therefore, may require different procedures

for amending.

Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure

should adapt to changing conditions of the student organization. When amending the by-laws, as with the

constitution, previous notice of any changes are usually required to be given to the membership and should not be

changed in the same meeting in which proposed.

By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote

of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to

the constitution.

*Article 1 – Parliamentary Authority*

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*

Membership in From the Page to the Bedside is limited to currently enrolled Ohio State students. Qualification for membership in From the Page to the Bedside is expressed interest in, or having attended, From the Page to the Bedside programming. No membership dues are required.

*Article III- Appointment of Government Leadership*

Executive leaders of From the Page to the Bedside for an upcoming year (March – February) will be appointed by the current From the Page to the Bedside executive leadership following an application process that should take place within the first two months of the calendar year. The application will be determined by the current leadership and will be open to currently enrolled Ohio State students. Newly appointed executive leaders will be notified of their appointment and asked to accept or respectfully decline.

*Article IV- Executive Committee*

Duties of executive committee leadership roles are as follows:

Seminar Management (Primary Leader): Responsible for notifying the general population of From the Page to the Bedside opportunities including but not limited to seminar date, location, and discussion topic details; and executive leadership opportunities.

Treasurer: Responsible for maintaining the organization and utilizing funds for From the Page to the Bedside progamming, including but not limited to coordinating dinner for in-person seminars and submitting appropriate documentation in a timely fashion for utilization of university programming funds.

Senior Seminar Coordinator: Responsible for surveying interest from the general membership in leading a From the Page to the Bedside seminar, creating the annual schedule of monthly seminars, and holding seminar leaders accountable for their commitments as a seminar leader. This role is limited to an executive leader who had previously held the role of seminar coordinator.

Seminar Coordinator (Secondary Leader): Responsible for surveying interest from the general membership in leading a From the Page to the Bedside seminar, creating the annual schedule of monthly seminars, and holding seminar leaders accountable for their commitments as a seminar leader. This role is open to any executive leader.

Logistics and Archives: Responsible for coordinating location reservations for From the Page to the Bedside programming and maintaining documentation including, but not limited to programming attendance and previous discussion topics.

Reflection Management: Responsible for reminding From the Page to the Bedside members of seminar attendance reflection requirements and compiling member reflections to disburse to executive leadership and seminar leader(s).

Membership Relations: Responsible for communicating with members who do not meet the seminar attendance requirements and notifying members of ineligibility for future seminars.

*Article V - Advisor/Advisory Board Responsibilities*

Duties of the From the Page to the Bedside advisor(s) are as follows:

Responsible for assisting in facilitation of lesson planning and discussion for From the Page to the Bedside seminars, in addition to annual duties and goals of the organization.

*Article VI - Method of Amending By-Laws*

Any proposed amendments should be presented in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the meeting, then read again the subsequent meeting in which the votes will be taken, and should require a two-third majority of voting members (a quorum being present).