

The Ohio State University
Office of Diversity and Inclusion
The Minority Association of Pre-Medical Students

Article 1

The name of this student organization, for the time being, shall be
“The Minority Association of Pre-Medical Students”

Purpose

Our purpose as a student organization at the Ohio State University is to foster focus, motivation, insight, and cultivate a service based attitude for minority students aspiring to go to medical school. We plan to achieve this purpose by creating an avenue for fellowship through team focused service based activities for the betterment of our community, and providing mentorship to incoming students to aid them early in their journey through Medicine.

Non-Discrimination Policy

- This organization and its members shall not discriminate against any individual(s) for reasons 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 basis in accordance with [the guidelines](#).

Article 2 – Membership

- ❖ All prospective healthcare students at The Ohio State University and Columbus area are welcome to obtain membership.
- ❖ All members shall be entitled to vote in the conduct of official business except upon matters that fall within the authority of the state or The Office of Diversity and Inclusion.
- ❖ All members shall be entitled to be nominated for and elected to an office according to provisions set forth in the constitution and by-laws.

Article 3 – Organization Leadership

Organization leaders signify the Executive Board and general membership and are elected by the body of eligible voting members. Each officer shall serve a term of office for one year. All Executive Board members are involved in the planning of events within the organization.

President

- ❖ The president shall preside over all regular and special meetings.
- ❖ The president in conjunction with another member of the executive board shall appoint any office left vacant by termination or resignation before the end of the term.

- ❖ The President shall keep the Executive board updated and informed on all business of the organization.
- ❖ The President will keep the advisor updated and informed on all business of the organization.
- ❖ If E-Board approval permits it , MAPS may operate under a Co-President system.

Vice President

- ❖ The Vice President shall assist the president in carrying out his/her duties and preside in the absence of the president.
- ❖ For whatever reason, in the case that the office of president is left vacant, the vice president shall resume all duties and responsibilities of the president.

Treasurer

- ❖ The treasurer is responsible and accountable for the receipts, deposits, withdrawals, and disbursements of all funds of the organization with the supervision of the President and the Secretary.
- ❖ The Treasurer is also responsible for scheduling fundraising events each semester.
- ❖ The treasurer is responsible for organizing donation requests.

Secretary

- ❖ The secretary will be the primary contact for all general members of the organization.
- ❖ The secretary will document minutes for all executive board meetings held.
- ❖ The secretary must keep a log of all the documents for the organization. (flyers, emails, etc.)
- ❖ The secretary will set proper meeting times for Executive Board meetings and e-mail reminders respectively
- ❖ The secretary is responsible for submitting chapter information requested by SNMA.

Media / Marketing Chair

- ❖ The Social Chair will promote all the events that are held for organization members.
- ❖ The Social Chair is in charge of the Facebook, Twitter, and Instagram account.
- ❖ The Social Chair is responsible for recruiting membership with the help of the Executive Board (ex. Involvement fair, early arrival programs, and orientation)
- ❖ The Social Chair has creative control over the marketing aspect of the organization (with the consent of the President)
- ❖ Responsibilities are split between two people with one handling social media and another handling the website

Outreach Chair

- ❖ The Outreach Chair works in close conjunction with the President in meeting with persons of interest for the organizations.

- ❖ The Outreach Chair works in close conjunction with the general members to gain insight for better programming and needs.
- ❖ The Outreach Chair is responsible for peer leaders and helping them establish connections with incoming students.
- ❖ The Outreach Chair is responsible for researching and marketing individual opportunities for our members that will improve their competitiveness when applying to medical school such as internships, research opportunities, scholarships, shadowing, etc.

Service Chair

- ❖ The Service Chair is responsible for attending and planning service events.
- ❖ The Service chair should have events plan that better the community at large an OSU institution.
- ❖ The Service Chair should have a minimum of 4 events planned each academic year.
- ❖ The responsibilities will be split between two people to increase number and diversity of service events possible

Article 4 – Advisors

- ❖ Advisor(s) shall be a full-time member of The Ohio State University administrative or professional staff, affiliated with the Office of Diversity and Inclusion or Scholarship Services.
- ❖ Advisor(s) shall be the contact for the bank account of the organization and must be notified of all exchanges of monies within the organization.

- ❖ Advisor(s) shall be present at needed meetings held. The president of the executive board must provide minutes from the meeting to the advisor.

- ❖ Advisor will aid the Executive Board with advice, meeting with persons of interest, and give genuine opinion on direction of the organization

Article 5 – *Meetings of the Organization*

- ❖ Executive board meetings will be held at least twice a month and all executive board members are responsible for attending. If one or more members of the executive board can't attend the meeting they must notify the president or vice president as soon as possible.

- ❖ The president of the organization may request a meeting if he/she sees fit once a month in addition to the general executive board meetings.

- ❖ Meetings for the general members should occur at least once a month and service initiatives twice a month. The format of the meeting will change depending on what purpose the meeting is serving.

Article 6 – *Method of Amending Constitution*

- ❖ Proposed amendments must be first presented to the Advisor of the organization and general advising on possible impact of new amendment must be given.
- ❖ Proposed amendments must be presented in writing, and shall not be acted upon but read in a general meeting of the executive board.
- ❖ Proposed amendments shall be read again at two subsequent general meetings. At the general meeting designated for votes to be taken, the amendment must gain 75% of general member's vote and 75% of the executive board's vote to become an official amendment to the constitution.

Article 7 – Method of Dissolution of Organization

- ❖ This organization may be resolved after dissolution is approved by consent of advisor and a $\frac{3}{4}$ majority of the executive board and a separate $\frac{3}{4}$ vote by the general members as well, provided that notice of a vote on dissolution is furnished to the members at least sixty (60) days prior to the vote.
- ❖ Upon dissolution, the officers shall utilize the assets of the organization, including those arising from dissolution and distribution. The balance, if any, shall be utilized for a farewell event for all general members and executive board. Any debts will be paid equally by the executive board. Any other possible assets or debts will split evenly among Executive Board members.

By-Laws

Article I – *Parliamentary Authority*

- ❖ The above stated Articles in the constitution will be used to govern the organization unless there is a discrepancy between the articles and the by-laws. In that case the executive board will make a “majority rule” decision on the matter that created the discrepancy.
- ❖ In the event of a tie in any decision being made by the executive board, the president has the authority to break the tie by having his/her vote count for two votes instead of the usual one vote.

Article II – *Membership*

- ❖ Students shall sign up for organization membership through recruitment functions, invitations, or by contacting the department affiliates.
- ❖ An individual is considered an active member based upon attendance at meetings, volunteer activities, and participation in other areas, events, and payments of dues.
- ❖ Dues of the organization are and amount to \$20 dollars.
- ❖ Prospective members must fill out an interest form stating their: name, year, major, gpa, career goals, prior involvement, phone number, and residence.

- ❖ Active membership includes 65% participation in all events and service activities.

Article III – *General Membership Removal*

- ❖ Members can be nominated for removal from the organization for the following reasons: unsatisfactory conduct during an organization event, failure to pay dues, lack of participation in events that are RSVP only, and any other behavior that is deemed unsatisfactory by the Executive board's deliberation.
- ❖ If a member has been nominated for removal from the organization he/she has to attend a mandatory meeting with three executive board members to discuss the nature of their infraction. Failure to attend this meeting will result in immediate removal from the organization.
- ❖ The executive board members that met with the member that was nominated for removal will report back to the other executive board members at the following executive board meeting and after the member has been discussed the executive board will vote on whether the member is removed from the organization or if they are placed on probation for a month before being granted full membership again.
- ❖ Probation will last for one month after the decision of the executive board and any violation of the rules in the constitution will result in immediate removal from the organization.

Article III – *Election/Appointment of Government Leadership*

- ❖ Eligible candidates for executive board offices shall be active members.
Executive Board members will elect incoming officers and winner of offices shall be those of majority vote.
- ❖ The president shall appoint any office left vacant by termination or resignation before the end of the term.
- ❖ For whatever reason, in the case that the office of president is left vacant, the vice president shall resume all duties and responsibilities of the president.
- ❖ In the case that an officer is not fulfilling their duties and responsibilities that are designated for their office, their office may be terminated after fulfilling a one month probation period.
- ❖ Probation period shall be initiated by a three-fourths vote of the executive board, as well as the approval by the advisor. There must be substantial claims as presented by documentation and progress.
- ❖ Officers on probation shall have one month to re-establish their position. The process includes a meeting with the president and advisor to discuss areas of deficiency and an action plan for improvement. In the case that progress is not fulfilled, the officer shall be terminated.

- ❖ In the case that the president is not fulfilling their duties and responsibilities, the probation process will be rendered by the vice president and advisor.

Article V – Election Criterion

- ❖ General members must meet a specific set of standards before they can be nominated to hold any position on the executive board.
- ❖ A prospective executive board member must attend at least five meetings by the end of the academic school year.
- ❖ A prospective executive board member must attend 4/5 of the events sponsored by the organization for that year.
- ❖ A prospective executive board member must have a GPA of at least 3.0 to be considered for election.

Article VI – Meetings

- ❖ General meeting format will be dependent on what the purpose of the meeting will be. (attendance may fluctuate)
- ❖ A quorum of $\frac{3}{4}$ of the entire student organization must be in attendance for any meeting that may result in a change to the constitution.

Article VII – Amending By-laws

- ❖ Potential amendments to by-laws shall be presented in writing at a general meeting.
- ❖ The amendment shall be voted on at the subsequent general meeting, a 2/3 vote is required to pass an amendment to the by-laws.

