VAW GLOBAL HEALTH ALLIANCES: OHIO STATE MEDICAL CHAPTER

Drafted on: 7/22/2018

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ARTICLE ONE

Section I: Name of Organization

* The name of this organization shall be VAW Global Health Alliances: Ohio State Medical Chapter, also known as VAW at OSU.
* VAW Global Health Alliances at The Ohio State University is affiliated with the international organization VAW Global Health Alliances, formerly known as Volunteers Around the World. VAW works by dissemination through universities. VAW branches within universities whereby the university VAW organization is the main body of business for the VAW international NGO. The student run organizations are the sole providers of financial means to obtain whatever is needed on the trips abroad (i.e. medical and dental supplies, means to teach population in question about proper health and nutrition)

# Section ii: Purpose of Organization

* VAW Global Health Alliances: Ohio State Medical Chapter is a student-run organization that serves to advance interests in the field of medicine, global health, and international volunteer work through the philanthropic promotion of health in countries across the world. Our focus is to provide communities with access to medical treatment, medication, and health education, while introducing students to real-life medical situations and the healthcare available to underserved populations in the world. This unique abroad experience permits students to gain invaluable first-hand knowledge of medicine and its practice in foreign countries as well as a chance to provide philanthropic services.
* The purpose of this organization is to provide students with access to an international program in which students travel, along with medical and dental supplies they have fundraised locally and perhaps nationally or even internationally, in order to provide basic medical care alongside health professionals and promote proper hygiene and nutritional security through workshops to developing nations.

Section iii: **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.

# ARTICLE TWO Membership

* All active members must be currently enrolled Ohio State students with a minimum academic achievement record defined as a cumulative grade point average of at least 2.0.
* There are two types of membership, Active and Associate. Active membership includes currently enrolled Ohio State University students who attend meetings/functions and pay trip dues when announced. Associate Membership includes members of faculty/staff, community members, alumni or students from other schools. All types of membership are required to pay the yearly (one-time) initial membership dues. Membership dues are required to be repaid every new academic year that begins in a fall semester.
* Active Members must attend all meetings and notify a member of the executive board if they will not be able to. Active members have a maximum of three non-excused absences before their membership is revoked. All members are expected to attend events as applicable and promote the club through marketing, volunteering, and/or fundraising for medical supplies to take abroad, especially if they plan on going on the trip. All members who decide to attend the trip must fill out all the correct paperwork and pay trip dues on time. Active Members may vote on matters such as trip location, amendments, elections, and fundraising/meeting logistics brought up during meetings.
* Associate Members must attend the mandatory meetings (which will be announced) especially if they plan on going on the trip. If the associate members cannot attend OSU chapter meetings, attending meetings at their own university will suffice. Associate members must help fundraise for medical supplies only if they are attending the trip. All associate members who decide to attend the trip must fill out all the correct paperwork and pay trip dues on time. Associate members may give opinions, ideas and suggestions about trip locations, amendments, and fundraising/meeting logistics brought up during the meetings but may not vote upon them.
* Membership will be revoked if a member fails to attend most meetings, fails to pay trip dues on time without reasonable excuse, or if they display inappropriate behavior during meetings or on the trip. Reinstatement of membership will be considered for the following academic semester.

## ARTICLE THREE

## Section I: Executive Officers

* The President is the student liaison between the national organization VAW Global Health Alliances and the student organization specific to The Ohio State University (this includes biweekly phone updates with supervisor and monthly conference calls with team leaders of other campuses). They are directly in contact with the Ohio State University administrative members and other student organizations. The President is in charge of recruitment of new members and the supervision of Executive Board and Chair members (managing applications, giving interviews). They will be required to speak at info sessions, as well as supervising all other aspects and operations the VAW Ohio State branch entails and appointing members to the executive board. The President is required to create a general syllabus that outlines what each semester will cover regarding material about trips, education days, language learning, etc. They must attend every meeting and oversee all positions as well as assign broad-based tasks.
* The Vice President directly assists the president in all matters (counsels and provides perspective). They will be the primary contact with the Ohio State University faculty advisor. The Vice President assists in the recruitment process (manage applications, giving interviews, speaker at info sessions) and must also attend all meetings. The Vice President is responsible for planning and hosting the annual involvement fair in the fall. In the event that no Secretary is elected, all duties will fall to the responsibility of the Vice President. The Vice President must be willing to perform other duties as assigned to help the President: syllabus planning, membership recruitment, etc. In the event that the President is unable to perform their responsibilities, or is absent from a meeting, they are responsible to fulfill the duties of the President.

*In the event that the position of President, Vice President, or both, are not occupied after an election cycle, the former officers may nominate members to become Co-Presidents.*

* The Secretary is responsible for taking minutes and notes of board and team meetings. The Secretary is responsible for pre-meeting and post-meeting emails weekly, as well as specific reminders for trip due dates. They are also expected to keep track of member attendance, organize the officer drive, and keep a detailed and updated calendar. They must have good organizational skills and update the contact list of all members. In the event that no secretary is elected, all duties will fall to the responsibility of the Vice President.
* The Treasurer is in charge of the accounts and works closely with the Fundraising Chair. They maintain a budget (as approved by the executive board) and keep track of the club's financial assets. They help plan all fundraising events and help to maintain online donor presence to raise money for medicines as well as reduce trip fees. The Treasurer also allocates all funds raised to areas needed (cost of medication and supplies to take on trip, costs to maintain club, possibly mitigate program fees for committed team members, etc.). Requires previous experience with treasury and good communication skills.
* The Team Leader(s) is responsible for recruiting a team of interns for a yearly medical internship abroad. The Team Leader(s) must be selected by the incoming/outgoing President and Vice President and must apply and be approved by the national organization of VAW Global Health Alliances. As Team Leader, they are responsible for selection of interns, attending online training and meetings, and preparing their team for their internship trip abroad. They are responsible for coordinating flight purchases with a travel agent recommended by VAW in order to have their team travel together. They are responsible for appointing Trip Leads (Marketing, Linguistics, Education Day), and planning meetings with these leads to prepare them for their responsibilities abroad. They must communicate frequently with their interns and ensure that everyone is prepared for their internship.

Section ii: **Chair Positions**

* The outgoing and incoming Presidents may choose to have co-chairs for any position that they see fit. No position requires co-chairs to be successful.
* The Marketing Chair is in charge of advertising, recruitment and increasing program exposure on campus. They are expected to assist all officers in spreading information to the general campus population and help plan events. The Marketing Chair must maintain an online presence and upload all information (i.e. pictures, events) on our Instagram, Linktree, etc. The Marketing Chair is expected to attend meetings to take pictures for social media posts or send another member to take pictures. Flier approval and distribution will be handled and carried out primarily by the Marketing Chair. They will have the ability to nominate Marketing Leads for each trip. The Marketing Chair must be able to communicate effectively and convincingly.
* The Clinical Chair organizes and plans medically related subjects for each team meeting, which includes training interns on basic vitals, the medicine we will be fundraising for and bringing to the country, planning mock clinics, and organizing guest speakers. They help out the entire cabinet as needed and are resourceful in methods of teaching information.
* The Linguistics Chair organizes and plans language related topics for each team meeting, including basic grammar, phrases we will need to know, and medically related topics we may need to know for work in the clinic. They can work with other students in the club who are proficient in the language of the country being traveled to in order to help organize and assist in topics. They help out the entire Executive Board as needed and are resourceful in methods of teaching information. The Linguistics Chair will have the ability to nominate at least one Linguistics Lead if the organization is taking more than one trip at the end of the academic year. Must be taking advanced language classes or speak a second language bilingually. This position will require outside sources such as faculty members, language experts, etc., to be brought into organization meetings to help teach the language of interest.
* The Fundraising Chair is responsible for hosting all fundraising activities held by the club. The Fundraising Chair will work closely with the Treasurer to coordinate all fundraising activities. At least three fundraising events must occur per semester. This position requires independence and management skills.
* The Social Chair will be responsible for increasing and maintaining member attendance through organization of interactive games and events. They must attend all meetings and social events, unless discussed prior with the President, and enjoy interacting with the general body members. They will be expected to help other officers as needed and work with the Volunteering and Marketing chairs closely.
* The Volunteering Chair will be responsible for setting up consistent, entry-level volunteering opportunities for members as well as coordinating drivers for each. They should have a priority on community connections and work closely with the Social and Marketing Chairs.

Section iii: **Leadership Roles Terms and Conditions**

* The length of an officer’s term is one year. One year annually begins after Memorial Day observance, aligning with The Ohio State University’s first day of new student orientation. Please refer to the Registrar’s website for a specific date for new student orientation.
* An officer may be removed from their position if they do not carry out their duties or attend meetings or is deemed unfit for the position. Chairs are expected to make the majority of club body meetings as well as their own events and directly inform the President and Vice President of conflicts in advance. Chair attendance will be monitored by the President and Vice President, and they will be removed if they are deemed unable to fulfill the position. Executives are expected to make all body meetings. Executives will be given one official warning after three missed meetings and will be removed if they do not change their behavior. This will be at the discretion of the President and Vice President, with the power sequentially going to the Treasurer, then Secretary if one of the presidents’ attendances is under review. It will be the responsibility of the President and Vice President (or see sequential order above) to opt to re-elect or take on the responsibility of the position themselves.

Section iv: **Advisor**

* The primary advisor shall be a full-time member of the faculty or staff at Ohio State. They may offer guidance and support for their organization but may not have a vote.
* The advisor is selected based on their interest in the club and how those interests line up with VAW’s goals. Ideally, the advisor would teach a subject that would help the members of VAW. The advisor must be able to help students with Ohio State University specific questions and be able to help with the approval of yearly trips. The advisor does not always have to be present for meetings, only the mandatory meetings. An advisor may be removed if they do not carry out their duties and help out when necessary.

## ARTICLE FOUR Elections

* At the end of each academic year, active members of the organization and current executive board members may apply to be part of the executive board. If a member is applying to be part of the executive board, their attendance and participation will be evaluated along with their application.
* After the application, an election night meeting is held. Candidates have an opportunity to provide a three minute or less pitch to the general body. After each candidate for a position gives their pitch, voting is done anonymously. The current President oversees the voting and counting of votes. If the current President is re-running for a position, the Vice President oversees voting, followed by Secretary and then Treasurer.
* The candidate with a majority of the votes is elected. If there is no majority, a revote of the top two candidates are held.
* Transitioning of current and new officers will involve a short shadow period in which new officers are familiarized with operating procedures and necessary paperwork.
* It is required that those applying for executive board positions only need at least one-year experience/involvement with the organization prior to applying.
* Executive board members need to be filled prior to the election of new chair positions.
* Interviews for new chair positions consist of both the old President and new President, or in the case of a second-year president, the President and new Vice President.

## ARTICLE FIVE Meetings

* VAW will have weekly chapter meetings that will be announced at the beginning of each semester. The President or Vice President must always be present at meetings; the rest of the Executive Board must also be present but may be excused with reason up to three times a semester. Absence beyond this will warrant an investigation by the President and Vice President as explained in Section III: Leadership Roles, Terms, and Conditions.
* The President presides over meetings, and in their absence, the Vice President.
* Attendance will be taken at every meeting, regardless of whether mandatory or not to determine whether or not a member is active. The quorum consists of a simple majority of the active membership, the President or Vice President, and the majority of the board.
* Special meetings may be called or proposed by any Executive Board member to reassess fundraising strategies or prepare for the trip. In this case, emails and social media reminders will be sent out. It is the responsibility of the member to check for these. Special meetings may be called 48 hours in advance.
* The executive board will meet every week on the same day at the same time. This meeting time and place will be decided annually based on the schedules of the board but may be reassessed semester-wise if needed. Attendance is mandatory for the entire Executive Board unless valid excuse is given ahead of time.
* The executive board and chair positions will meet with the President and Vice President bi-monthly at a time set by the President, Vice President, and officer. Officers are expected to have an updated list of completed and future tasks, as well as questions for the President. Failing to attend the meeting will require a rescheduling.
* State parliamentary rules of order that will be used (usually the latest edition of Robert’s Rules of Order)\*\*\*

ARTICLE SIX **Finance**

* There will be dues ($15) collected for the VAW chapter of the Ohio State University. Purchases using the dues will be kept track of by the Treasurer. Active and Associate members are expected to pay these dues.
* Each student pays for trip dues established by the national VAW organization. Any extra money collected that exceeds our fundraising goal will be split based on a point system amongst the students traveling. The treasurer is responsible for keeping track of the point system with input from the fundraising chair.

ARTICLE SEVEN **Amendments**

* If an amendment or change of rules is proposed during a club meeting or an executive board meeting, the person who proposed it will submit an official written proposal, and the executive board as a whole will discuss and decide on whether or not to include the amendment. A vote will decide whether the amendment is to be accepted. 2/3 of the executive board must agree in order for the amendment to pass.
* The Office of Student Involvement must review all amendments in the same manner as a completely new constitution.

ARTICLE EIGHT **Ratification**

* This constitution shall become effective upon approval by a ¾ vote of the membership, and the Assistant Director for Student Organizations.