**Constitution of the Catholic Medical Student Association**

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

Section 1- Name: Catholic Medical Student Association

Section 2 - Purpose: To provide spiritual and emotional support for medical and other professional students

who are Catholic; to educate students about Catholic teaching on various medical issues and to discuss these topics objectively between members.

Section 3 - 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 registration guidelines for student organizations at the Ohio State.*

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

Voting members must be currently enrolled Ohio State students. The majority of members will include, but is not limited to, students in the College of Medicine. Affiliation with the Catholic Church is not necessary; however we ask that members respect the teachings and practices of the Catholic faith.

*Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.*

President: The president will serve a 1 year term beginning in April of the Med 1 year and ending at the end of the Med 2 year (approximately April). The president should be a practicing Catholic. Selection is determined by the current president, vice presidents and Advisor. Candidates will be asked to submit a declaration of candidacy to the current leadership including intent, ideas, and other relevant information. Current leadership and advisor will deliberate and appoint a candidate to serve for the next term. The main duties of the president include organizing events, sending emails and setting up speakers and guests and providing resources and support for members. In addition, it is essential that the president be a good representative of the Catholic faith.

Vice President(s): Each term, 1-2 vice presidents will be appointed (number depends on the number of members who express interest in a leadership position). The vice president(s) will serve a 1 year term beginning in April of the Med 1 year and ending at the end of the Med 2 year (approximately April). The vice president(s) should be a practicing Catholic. Selection is determined by the current president and vice presidents. Candidates will be asked to submit a declaration of candidacy to the current leadership including intent, ideas, and other relevant information. Current leadership will deliberate and appoint a candidate(s) to serve for the next term. The vice president(s) will assist the president in planning events and other duties. In addition, the vice president will also serve as the treasurer for the organization. Finally, it is essential that the vice president(s) be a good representative of the Catholic faith.

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*Article IV– Method of Selecting and/or Removing Officers and Members.*

Officers will be appointed by the current president and vice presidents after submitting a paragraph summary describing why they would like the position and ideas about Catholic Medical Student Association events and support. We ask that officers be practicing members of the Catholic faith and follow the teachings of the Catholic Church. In the event that one of the officers is not fulfilling his or her duties, or is not conducting him or herself appropriately, the other officers and the Catholic Medical Student Association Adviser will discuss that officer’s removal and ask the officer to step down. If the officer is the president, one of the vice presidents will assume the role of president and the officers will select a new vice president from the general membership. Membership is open to anyone who wishes to attend a meeting or events. Thus, there is no selection process for members. However, in the event that a member is not conducting him or herself appropriately or is blatantly disrespectful of another’s belief, the officers will approach the member and if the behavior continues, the member will be asked not to return.

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

The advisors of Catholic Medical Student Association must be a member of the College of Medicine faculty and a practicing Catholic. The advisor is expected to assist with administrative needs and be willing to host at least one event in his or her home. The advisor will provide advice and support to the officers who will execute the majority of the responsibilities of the group.

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

Meetings will generally consist of one Friday evening gathering/discussion per month and one Saturday evening dinner per month, although flexibility is permissible. Additional meetings are planned with the discretion of officers. There are no required meetings for Catholic Medical Student Association; however attendance at least every few months is suggested to get the optimal benefit of membership.

*Article VII – Method of Amending Constitution: Proposals, notice, and voting requirements.*

Proposed amendments will be in writing and are not to be acted upon but read in the general meeting in which they are proposed. The proposal will be read again at two subsequent general meetings and the general meeting in which the votes will be taken. Approval requires at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members). The constitution may not be amended more than once per academic year.

*Article VIII – Method of Dissolution of Organization*

Catholic Medical Student Association will be dissolved in the case that there is no member to step up as an officer for the next academic year. As this is a small, event-based organization, no procedure is required. Meetings will cease. Assets will be transferred to the Christian Medical and Dental Association for its programing as many members of the Catholic Medical Student Association are also involved in CMDA.

**By-Laws of the Catholic Medical Student Association**

*Article 1 – Parliamentary Authority*

The rules contained in Robert’s Rules 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 is open to anyone who wishes to attend a meeting or events. Thus, there is no selection process for members. Participants will ask to be added to the email list and can attend whatever events they wish. There are no dues for membership; however members are asked to contribute food, beverages or paper products for each event. Contributions will vary between events and specifics will be detailed in event emails. In the event that a member is not conducting him or herself appropriately or is blatantly disrespectful of another’s belief, the officers will approach the member and if the behavior continues, the member will be asked not to return to Catholic Medical Student Association events.

*Article III- Election / Appointment of Government Leadership*

Leadership is appointed every year between January and February. Officers will take over duties the subsequent April when the Med 2 year is completed and will serve a year term. Officers will be rising second years at the medical school and should have been an active participant in the previous year. In the event that a second year does not step up to be considered, a rising first year or dental or pharmacy student may be appointed. Nominations can be self-nominations or nominations of other students. Officers will be appointed by the current president and vice presidents after submitting a paragraph summary describing why they would like the position and ideas about Catholic Medical Student Association events and support. We ask that officers be practicing members of the Catholic faith and follow the teachings of the Catholic Church. In the event that one of the officers is not fulfilling his or her duties, or is not conducting him or herself appropriately, the other officers and the Catholic Medical Student Association Adviser will discuss that officer’s removal and ask the officer to step down. If the officer is the president, one of the vice presidents will assume the role of president and the officers will select a new vice president from the general membership.

*Article IV- Advisor/Advisory Board Responsibilities*

The main expectations of the advisor are to support and guide the officers. Attendance at events is suggested but not required as we recognize the advisor is generally a physician with a busy schedule. However, we do ask that the advisor host the annual Christmas party in his/her home. The advisor will also serve as a second signer on checks.

*Article V - Meeting Requirements*

Meetings are generally faith-based events. Decisions are mostly made by the officers and are about meeting dates and times. There are no specific meeting requirements; however two events per month are suggested, with attention to the Med 1 and Med 2 academic schedules. In the event that a meeting to make organizational decisions is necessary, members will be notified of importance of attendance in order to have enough members present for a vote.

*Article VI - Method of Amending By-Laws*

By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present).

*Constitution created 7/2011*