

Constitution of the
Syrian American Medical Society (SAMS)
The Ohio State University Chapter

Article I: Name

The official name of the organization shall be: Syrian American Medical Society - The Ohio State University Chapter.

Preamble: We, the members of the Syrian American Medical Society (SAMS) OSU chapter, in order to develop and maintain effective support systems and resources for students interested in international medical aid opportunities at The Ohio State University do hereby establish this Constitution. This student organization is dedicated to inspiring students to participate in service mission trips, fundraising initiatives, research endeavors, and outreach activities while fostering professional development and raising awareness about various global health crises.

Article II: Affiliation with other groups

SAMS is affiliated with the global medical relief organization the “Syrian American Medical Society” (SAMS) as an educational outreach effort to provide opportunities and education to interested students starting at the undergraduate level.

Article III: Purpose, vision, mission, aims, and functions of the organization. SAMS was established for the purpose of providing a community of healthcare-interested students to engage themselves with educational and volunteering opportunities that can extend to service mission trips to Turkey or Jordan. SAMS understands and is committed to abiding by the Ohio State University policies and procedures.

Article IV: Membership

Section 1. Active membership shall include: Active membership is open to any persons involved as student, faculty, or staff. The following requirements are necessary to constitute active members:

- a) Active members must comply with payment in full of dues and all financial obligations as determined by SAMS. Dues are to be \$0 (zero) dollars.
- b) Officers and committee members are required to attend SAMS-sponsored meetings and events unless they notify the officer board of extenuating circumstances. Additionally, officers must pay the SAMS member fee of \$50 annually.
- c) Upon joining the organization, all members agree not to undermine the purpose or mission of SAMS. SAMS is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in its membership or activities unless permitted by university policy for gender-specific organizations.

Section 2: Joining the organization: Interested individuals may join the organization by attending a meeting/event, requesting to join the SAMS GroupMe, contacting a

member/official, emailing the group, or joining an event committee. To be considered active, the individual must meet the requirements outlined in Article IV, Section 1.

Section 3: Withdrawing from the organization: A member may voluntarily withdraw from SAMS at any time by rescinding membership on CampusGroups.

Article V: Officers

- 1) Officer Positions of the Organization shall be:
 - a. Co-Presidents
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. M1 Representative
 - f. Events Chair/Social Media Chair
- 2) If the SAMS-MSS membership and current elected board consider it appropriate, any officer position may be shared by two individuals (e.g. Co-President)
- 3) Powers and duties of the officers shall be:
 - i) Co-Presidents: Oversee all organization projects, lead executive officers, ensure a link to SAMS-MSS, update national SAMS leaders with new President(s) and recruiting chair after elections, meet with other OSU groups when organizing special events, submit organization registration and update Constitution annually, attend recruitment training at the annual conference or take webinar training; support the event, community service and fundraising chairs, make contact with state/regional MSS chairs before each school year, inform chapter members of State, Regional and National Conferences through chapter communications (I.e. secretary & list serve), updates board and membership of voting results at conferences, this position may be held by any member including those holding another position in the chapter.
 - ii) Vice-President: Assist President(s) in all duties; support events, community service, and fundraising chairs.
 - iii) Secretary: Clerical duties excluding treasury, maintaining group email account, maintaining membership list, submitting or supporting submission of event notices following Student Affairs rules, creating monthly chapter email that compiles all relevant information from the OSU chapter, and facilitating attendance. Documents meeting minutes during board meetings, and taking meeting notes.
 - iv) Treasurer: Maintain chapter financial records and reimbursement, attend CSA meetings to request funding, ensure all event chairs have created a budget before an event, and submit a projected vs actual budget within 2 weeks after an event. Organizes at least one non-CSA funded fundraiser per academic year, per CSA rules, publicizes events following Student Affairs/CSA rules & works with M1 rep to consider when announcements are best.
 - v) Outreach: Assist executive board in internal and external outreach by

promoting awareness of the chapter, fostering partnerships, and collaborating with organizations, to increase the effectiveness of our OSU SAMS chapter.

- vi) Events Chair/Social Media Chair: assist in arranging speaker presentations, panels, or workshops of interest to the SAMS-MSS membership; these events may be in collaboration with other student groups; requests CSA funding with treasurer as needed; publicizes events following Student Affairs/CSA rules; works with outreach director(s) to consider when announcements are best; is in charge of social media and producing appropriate posts to promote events.

Article VI: Advisor

The advisor of the SAMS chapter will be Dr. Nabil Alzaeim. This advisor shall attend events as requested by the SAMS, provide counsel to the executive committee, and advise the organization on decision-making and community event organizing. The advisor shall not vote on official organization business.

Article VII:

Section 1: Voting Eligibility: Those members of the executive committee who fulfill their responsibilities as set forth in Article V, will be granted voting privileges.

Section 2: a) All officers shall be elected by a majority vote of the eligible voting members of SAMS (previous year executive committee). All elections will be held on an annual basis during the month of May. Incoming officers will assume their positions one month after elections are held. b) The outgoing President(s) will take nominations from the executive committee, the nomination process must be closer and the movement seconded. The nominated parties will be allowed to vote. c) All voting shall be done by secret ballot to be collected and tabulated by the outgoing President(s) and one other voting member of SAMS, decided by the executive committee.

Section 3: All meetings will occur on a bi-weekly basis at a time selected by the executive committee and will follow the procedure set forth below: i) Attendance ii) Introduction to Agenda by the President(s) iii) Committee Reports on Event Planning iv) Vote on all committee motions/decisions v) Any Other Business vi) Dismissal by the President(s)

Section 4: Term Conditions and Election of Officers

- 1) Founding officers may serve until graduation. All future officers may serve a term of one academic year and can re-apply to serve an additional year in annual elections.
- 2) To qualify for officership, one must be a member of the national SAMS Organization. The positions of Co-Presidents, Secretary, Treasurer shall be held by members who have been involved in the SAMS OSU Chapter for at least one year unless otherwise indicated; M1 Representatives shall be M1 students; Other positions may be held by members of any year.
- 3) The prescribed election procedure will be as follows:
 - a. Nominated individuals write a statement of intent, interest, and qualifications.

- b. Statements will be submitted to the Executive Board.
- c. Candidates will be voted into the positions listed in Article IV – 1 as the OSU SAMS Officers for the following year.
- 4) The terms of office shall be for one academic year.
- 5) Should vacancies occur before the completion of a term of office, they will be filled by a consensus vote of the executive officers.

Article VIII: Finances

SAMS will finance the activities it engages in by the following means: a) CSA funding, b) Applying to funding grants from University departments, schools, colleges, offices, or other official organizations, and c) Donations from outside sources, when approved by the SAMS.

Article IX: Quorum

75% of the active members must be present to constitute a quorum for elections and official business that requires a vote.

Article X: Removal of Members and Officers:

Section 1: any officer of SAMS in violation of SAMS' purpose, constitution, or who fails to fulfill their responsibilities as outlined in Article V, may be removed from office by the following process: a) A written request by at least three members of the organization, b) A unanimous vote of eligible voting members is necessary to remove the officer.

Section 2: Removal of Membership Any member of SAMS in violation of SAMS' purpose, constitution, or who fails to meet the membership requirements as outlined in Article IV, may have their privileges as a member revoked through the following process: a) A written request by at least three members of the organization must be sent to the executive committee, b) A unanimous vote by the executive committee members, in consultation with the advisor, to remove the member from the organization.

Article XI: Ratification

This constitution must be ratified by 75% of all executive committee officers to take effect.

Article XII: Statement of Compliance

SAMS has read and agrees to fully comply with the University's policies. We understand that the organization's registration is contingent on the acceptance of these policies.

Article XIII: Sexual Misconduct Policy

The OSU SAMS chapter 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 XIV: 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 events.