

## **Cultural Awareness, Representation, and Education (CARE) Constitution**

### **Article 1: Name, Purpose, and Non-Discrimination Policy**

#### **Section 1.1 - Name:**

The name of this organization shall be Cultural Awareness, Representation, and Education (CARE).

#### **Section 1.2 - Purpose:**

Cultural Awareness, Representation, and Education (CARE) seeks to enhance medical training by bolstering cultural competency among the next generation of physicians. CARE is aimed at addressing gaps in current medical education with a focus on race, gender, sexuality, culture, and health equity. Our current subcommittees span a diverse array of topics, ranging from identifying skin disorders on dark skin to increasing accessibility to healthcare among minoritized populations. By hosting workshops in these clinical areas, we aspire to promote cultural competency and arm medical students with the knowledge required to adequately treat patients from all walks of life.

#### **Section 1.3 - Mission:**

Our mission is to work with health professionals to provide clinical workshops that seek to train medical students to become more culturally competent physicians. Our current committees include *Diversity in Medicine* (including racial diversity in healthcare, LGBTQ Health, immigrant and refugee health) and *Health Equity, Accessibility, and Awareness* (including accessibility in medicine, stigmatized Health, and spreading awareness about marginalized groups in medicine). Through CARE, students can engage in interactive, hands-on workshops that will increase exposure to nontraditional themes in medicine in an effort to promote this education outside of the formal medical school curriculum.

#### **Section 1.4 - 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.

### **Article II - Membership**

#### **Section 2.1 - Eligibility and Voting Rights**

OSUCOM Cultural Awareness, Representation and Education membership is open to all medical students who wish to engage in themes of cultural competency and health equity. In order to be eligible for membership, an individual must be a student enrolled at The Ohio State University College of Medicine.

#### **Section 2.2 - Voting Rights**

Each Member shall be entitled to one (1) vote on items submitted to the Membership at its meetings. Voting membership is limited to currently enrolled Ohio State students. Others such as faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associates or honorary members.

## **Article III - Methods for Removing Members and Executive Officers**

### **Section 3.1 - Removal of Members and Executive Officers**

**3.1.a** If at any time a general body 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/temporarily suspended through a majority vote of the executive officers in consultation with the organization's advisor.

**3.1.b** If an Executive Board officer 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 officer may be removed/temporarily suspended with a two-thirds majority vote of the other Executive Board members in consultation with the organization's advisor.

**3.1.c** 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.

**3.1.d** 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 will consult Ohio State's Student Organization Services to plan a proper removal. Details of the situation will remain confidential.

## **Article IV - Organization Leadership**

### **Section 4.1 - Make-up and Roles of the Executive Board**

**4.1.a President (Primary Leader)** - The president must act as the figurehead of the organization. Responsibilities include, but are not limited to: general oversight of the organization and acting as a liaison between CARE and The Ohio State University, and the general Columbus community. The President will organize meetings and assist with workshops, ensure all other officers complete tasks on time, and communicate with the faculty advisor. The President will serve for one academic year and will be eligible for re-election at the next voting time. The President will be voted on by current members of the executive board on an application basis.

**4.1.b Vice President (Secondary Leader)** - The Vice President oversees the Treasurer and Committee Chairs, while supporting the efforts of the President. The Vice President will work closely with the President to assist organizing meetings and workshops, hold subcommittee chairs to their assigned tasks,

and facilitate other organization-specific events. The Vice President will serve for one academic year and will be eligible for re-election at the next voting time. The Vice President will be voted on by current members of the executive board based on the applications that are received.

**4.1.c Treasurer** – The Treasurer will apply for all Ohio State University provided funds as needed for the organization, as well as manage funds raised through events. They will also be in charge of assuring that event expenses do not exceed the allotted semester budget, and will be responsible for reserving spaces and ensuring that refreshments and other goods are available for our events. The Treasurer will serve for one academic year and will be eligible for re-election at the next voting time. The Treasurer will be voted on by current members of the executive board based on the applications that are received.

**4.1.d Secretary** – The Secretary will recruit students, send all emails and correspondence regarding the organization, and keep records of student attendance and events held.

**4.1.e Committee Chairs (2 for each committee)** – Committee Chairs will oversee each of the two committees — Diversity in Medicine and Health Equity, Accessibility, and Awareness. Chairs will be responsible for planning workshops in their assigned committee and holding committee members accountable to their tasks. Each committee chair must hold at least one workshop in an academic year. The Committee Chairs will serve for one academic year and will be eligible for re-election at the next voting time. The Chairs will be voted on by current members of the executive board based on the applications that are received.

**4.1.f Advisor** - The advisor will oversee the function of the organization through direct consultation with the Executive Board. The advisor will act as a liaison between the organization and Ohio State and will fit other roles as needed. The advisor will serve a two-year term, at which point the advisor will be eligible to continue on for an additional term or step down. The Executive Board will be responsible for finding and onboarding a faculty advisor should the advisor step down.

#### **Section 4.2 Authorized Financial Agents for the Executive Board**

The President, Vice President, and Treasurer are the only board members authorized to conduct banking business on behalf of the Organization.

#### **Section 4.3 Length of Terms for Elected Officers**

Each elected officer will have a one-year term. A second-year term may be held if legally nominated by the General Body and a majority vote is obtained at the election meeting. A member shall not serve more than two (2) terms in the same position unless the Executive position would otherwise go unfilled.

#### **Section 4.4 Decisions by the Executive Board**

For all actions, at least half plus one of the Executive Board members must vote affirmatively to approve any actions.

### **Article V - Election / Selection of Organization Leadership**

**Section 5.1** The new executive board will be voted on by all of the current executive board members. Interested candidates will go through an application process. Each board member will serve one academic year and will be eligible for re-election at the next voting time.

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

**Section 6.1.** The executive board for Cultural Awareness, Representation, and Education will consist of the president, the vice president, the treasurer, the secretary, and committee chairs.

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

**Section 7.1.** The advisor must be a full-time member of the University faculty or Administrative & Professional staff. 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. The advisor must be able to oversee and consult the executive board, adhere to University-outlined responsibilities, and have an interest in the organization's purpose.

#### **Article VIII – Meetings and events of the Organization**

**Section 8.1.** Attendance at one general meeting, all meetings for the assigned committees, and at least one hosted event is required for membership each academic term, not including summer.

**Section 8.2.** Executive Board members are expected to attend every Executive Board meeting, at least one meeting with each subcommittee, and all hosted events. Excused absences are permitted.

#### **Article IX – Attendees of Events of the Organization**

**Section 9.1.** All members, students, and non-students are welcome to participate in public workshops and awareness events conducted by Cultural Awareness, Representation, and Education.

**Section 9.2.** If any member, student or non-student, behaves in ways that are disruptive or do not align with this organization's constitution, the Code of Student Conduct, university policy, or federal, state, or local law, he or she will be removed from the event and sanctioned at the discretion of the executive board committee and the Ohio State University. 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**

**Section 10.1.** Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general

meetings and the general meeting in which the votes will be taken, and should either require a three-quarter majority of the entire voting membership of the organization, present or not.

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

**Section 11.1.** Upon the dissolution of the organization, should that be deemed necessary, all available monetary assets excluding University funding will be immediately transferred to OSUCOM. The organization's bank account will be closed and any possible debts will be resolved through OSUCOM.

**Section 11.2.** Upon the official dissolution of the organization, Student Activities staff will be contacted to remove organization information from the website.

## **Cultural Awareness, Representation, and Education (CARE) By-Laws**

### **Article I – Parliamentary Authority**

**Section 1.1.** 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**

**Section 2.1.** All majors/professional programs at the Ohio State Columbus campus can join at any time. The membership of this organization is unlimited to provide access to a safe space for those who need it and to allow maximal participation in events.

**Section 2.2.** Interested students can reach out to the executive board to join the organization. There are no dues for this organization but fundraising contributions are highly encouraged.

### **Article III- Election / Appointment of Leadership**

**Section 3.1.** The members of the executive board will serve for the start of the new fall semester in the year they are appointed, until early the following year in February when the club transitions.

**Section 3.2.** Elections will occur every year in February. The candidate with the most votes from the voting membership (executive board) will be awarded the position. All voting members are eligible to apply for an executive board position.

**Section 3.3.** The current E-board will ensure a smooth and successful transition with the newly elected E-board during the month of February.

**Section 3.4.** The new executive board will officially take control by March 1st following the completion of the transition period. Old officers are eligible to serve again. The next executive board will be elected in March of the next academic year and the cycle will continue.

**Section 3.5.** In the event that an executive board member has to leave campus for an extended period of time (due to illness, career opportunities, personal reasons) not related to conduct, they will continue to serve their role remotely if they are able. Should the President leave campus, the Vice President will act as the figurehead on campus as a point of contact, but the President will resume all other responsibilities. Should the Vice President also leave, the Treasurer will act in this role.

**Section 3.6.** In the event that an executive board member cannot continue his or her role for any reason, an immediate election will be held at the next general body meeting to fill that role. Only non-executive board officers are eligible candidates in this case.

**Section 3.7.** The impeachment process for an officer based on performance will be as follows:

**3.7.a.** Any voting member can file for an impeachment process.

**3.7.b.** The member must present a cause for impeachment to all officers. If the cause is protected by FERPA, the member must consult the Ohio State University for recommendation.

**3.7.c.** All officers must be present at the initial impeachment hearing and vote to continue the process. A three-fourths majority to continue proceedings is required.

**3.7.d.** If proceedings continue, a statement from the targeted officer may be constructed to share at the next general body meeting. The executive board will also provide a statement summarizing the cause.

**3.7.e.** All voting members present at that meeting will then vote on impeachment. A three-fourths majority is required.

**3.7.f.** Should the process prevail, an immediate election/appointment (E-Board vs. other officers) will be conducted.

#### **Article IV- Financial Procedures**

**Section 4.1.** The President, Vice President, and Treasurer will ensure that Cultural Awareness, Representation, and Education adheres to all operating and financial rules and procedures detailed in the Registration Guidelines for Student Organizations at Ohio State. CARE also accepts full responsibility for all activities that bear the organization's name as an official sponsor.

**Section 4.2.** The Council on Student Affairs Fiscal Coordinator has the right to audit the financial resources of the organization.

**Section 4.3.** Upon completion of the 13th week of each academic semester, the Treasurer for the upcoming semester will craft and propose a budget for the upcoming semester to the rest of the upcoming semester's executive board. All of the upcoming semester's executive board will have until the completion of the 16th week of that same semester to amend and approve the budget. The budget will be approved by a 2/3 vote from the upcoming semester's executive board.

**Section 4.4.** The Treasurer is the only officer with permission to submit funding requests to the Council on Student Affairs.

**Section 4.5.** The President, Vice President, and Treasurer are the only officers with permission to make financial transactions for the organization, as well as physically handle cash, checks, and other forms of money.