

Surgical Student Association

Article I - Name, Purpose and Non-discriminatory policy

Section 1: Name: Surgical Student Association

Section 2: Purpose:

- To arrange meetings with undergraduate students to gain more understanding of pre-health pathways for individuals and specifically focus on surgery
- To foster a community of eager individuals to explore the vast realm of surgery in which individuals are able to network within themselves, alumni, faculty and professional leaders in the community
- To give various opportunities to individuals for shadowing, volunteering, hand-on experiences, collaboration with other individuals, to further their educational pathway

Section 3: Non-discriminatory policy

This organization will not discriminate towards anyone on the basis of their 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 of university policies.

Article II - Membership

Section 1: Definition of Members

General body members: Current general body members will be limited to current Ohio State students who have attended at least 3 biweekly meetings and one event in the semester. These members will have general member voting status.

Associate members: Members who have attended at least one biweekly meeting or event or are other individuals such as faculty, alumni, professionals or other individuals in the Columbus area encouraged to take part in meetings and events as non-voting members.

Executive members: Executive members will have board applications and be initiated in the board each spring. They will be a part of the Executive Board and be responsible for events and weekly programs. Board applications consist of year, major, and time with SSA as well as some written questions and applicants will be interviewed and then accepted.

Section 2: Requirements

All members of [Club Name] will have to accept and follow the constitution.

Section 3: Membership Fees

Membership fees will not be taken.

Section 4: Removal of a Member

The Executive Board can remove any associate member or a general body member who is in violation with the Constitution, any conduct in opposition to the OSU Student Conduct, state or federal law or conduct that hurts the image of the organization (Removal process is listed in Article III).

Article III - Methods for Removing Members and Executive Officers

Section 1:

If an Associate member or general body member conducts themselves in a manner deemed detrimental to this organization as stated in Article II, Section 4, they can be removed with a majority vote from the other general body members or from a unanimous vote from the Executive Board.

Any elected officer of the chapter may be removed for sufficient cause including violation of the constitution or any conduct deemed prejudicial to the best interests of the organization. Prior to a vote on the removal of the officer, the Executive Board Members shall hold a formal hearing. The officer shall have the opportunity to personally appear at the formal hearing or to be represented by counsel to prepare and present any defense before final action is taken. The officer may be released from their position from a $\frac{2}{3}$ majority vote from the remaining executive board members.

Article IV - Organization Leadership: Titles and Duties

Section 1: Titles

- The President of the Association
- The Vice-President of the Association
- The Treasurer of the Association
- The Secretary of the Association
- The Events Chair
- The Marketing and Media Chair

Section 2: Responsibilities of Each Executive Board Member

President:

- ❖ Has control over the biweekly general body and executive board meetings
- ❖ Will create an agenda and goals for the semester
- ❖ Will collaboratively plans, implement, and assess programs
- ❖ Will ensures that the club operates in accordance with OSU policies, regulations, and guidelines
- ❖ Effectively communicates with the rest of the board members for events and meetings
- ❖ Works with executive board to allocate the budget
- ❖ Facilitates and organizes general body meetings

Vice President:

- ❖ Will work with president to run the club
- ❖ Has the responsibility to reach out to other clubs for collaboration
- ❖ Will be prepared to assume the role of the president in their absence
- ❖ Assists in maintaining effective communication within the club
- ❖ Help with the recruitment of new members by promoting the club and its activities to the broader student body
- ❖ Will contribute to the development of long-term goals and strategies for the club's growth and success
- ❖ Will be responsible for reaching out to different facilities for shadowing opportunities and such

Treasurer:

- ❖ Will allocate the money to certain events after working with the programming chair
- ❖ Will keep an accurate total of the club's budget
- ❖ Will serve as a backup for the president in case the president and the vice president is absent
- ❖ Will work with the executive board to write money forms for programs that require additional funds
- ❖ Will collect and manage membership dues (maybe), keeping accurate records of payments and ensuring compliance with established policies
- ❖ Responsible for exploring opportunities for securing grants, sponsorships, or donations to support the club's financial needs

Secretary:

- ❖ Will keep meeting notes from each of the meetings
- ❖ Responsible for working collaboratively with the president to create meeting agendas, ensuring the important topics are covered and time is allocated efficiently
- ❖ Handles club correspondence, including emails, announcements, and communication with external entities
- ❖ Maintain an updated contact information of the club members and membership status (including missed meetings)

- ❖ If necessary, will assist vice president in reaching out to other clubs or external sources for collaboration
- ❖ Will engage with external entities to secure and manage reservations for venues and facilities required for the club's activities

Events/Programming Chair:

- ❖ Will take the lead in planning and organizing the events, workshops, or any other activities
- ❖ Will work with other executive board members to execute club events
- ❖ Will oversee logistical details such as equipment, supplies, catering, and any other requirements for successful event execution
- ❖ Will work closely with other club members to ensure a collaborative approach to event planning and execution
- ❖ Maintain a detailed records of each event, including budgets, attendance, and any challenges faced, for future reference and improvement

Marketing/Media Chair:

- ❖ Will be focused on marketing the club on a club Instagram and keep general body members posted on the GroupMe
- ❖ Will be responsible for all the social media activities
- ❖ Will be responsible for designing and producing promotional materials, such as posters, flyers, banners, to advertise clubs events and initiatives
- ❖ Will capture high quality photos and videos during club events for promotional purposes
- ❖ Essential for creating a strong online and offline presence of the club through communication skills and creativity - might be unnecessary to have this

All Executive Board Members:

- ❖ Attend biweekly general body and executive board meetings as well as events put together by the club
- ❖ Assist the group with planning, developing, funding, and executing events
- ❖ Members are responsible for communicating and giving notice if they are not able to attend a meeting

Article V - Special Committee

If deemed necessary, the Executive Board can appoint general body members as members of the special committee. The purpose of this special committee shall be to advise and aid members of the Executive Board with certain tasks pertaining to the biweekly meetings or events. This committee will be disbanded whenever the Executive Board deems necessary.

Article VI - Advisor

Section 1: Qualifications

The organization advisor(s) must be a full-time member of university faculty or Administrative or Professional staff.

Section 2: Responsibilities

The advisor(s) must provide guidance to the Executive Board for running the organization as well as respond to organization matters within a timely manner. If necessary, they must also serve as liaison between professional organizations and Executive Board members.

Article VII - Meetings of the Organization

Section 1: Meetings

Meetings will be held on a weekly or biweekly basis, the scheduling of which will be done by support of the Executive Board after a review of member schedules at the start of every academic term.

Section 2: Attendance

For an Executive Member, each member must attend all the meetings in a given academic term. If they are unable to attend with prior knowledge, they must let the rest of the Executive Board know in a week's notice.

For a General Body Member, they must attend at least 3 biweekly meetings and one event to be considered a member in an academic term. If they do not meet that requirement, they are known to be an Associate Member.

Article VIII - Method of Amending Constitution

Section 1: Procedure

Amendments of the Constitution can be proposed at least 15 days in advance of the enactment of the amendment. Each of the proposals must be enacted with at least a two-thirds majority of the voting members present or not. Each amendment must have a separate voting.

Article IX - Method of Dissolution of Organization

In the event that the University, CSA, OUAB or the organizational advisor revokes the rights of the organization, the organization must follow all procedures necessary to comply with the dissolution.

In the event that the Executive Board seeks to dissolve the organization, a vote must be held in which a two-thirds majority from voting members present or not will determine dissolution.