

Constitution and By-Laws Guidelines for Student Organizations

Constitution

Section 1: All About Anesthesia

Section 2 - Purpose:

This organization will consist of a group of medical-oriented student leaders who are dedicated to anesthesia care, pain management, and critical care medicine. This organization is intended to provide supplemental information, learning opportunities, and activities for students interested in specializing in anesthesia. Various graduate programs for anesthesiologists, anesthesiologist assistants and certified registered nurse anesthetists will present either in-person or on Zoom. This will allow students to gain a better understanding of what the graduate programs have to offer and how to better prepare their application.

Section 3 - 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.

As a student organization at The Ohio State University, All About Anesthesia 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 II - Membership: Qualifications and categories of membership.

The organization's voting membership should be limited to currently enrolled Ohio State students. Others non- student members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members.

For educational and leadership development reasons, student organizations are to be student initiated, student lead, and student run. Please refer to the Guidelines for Student Organizations for more information at https://activities.osu.edu/involvement/student_organizations/resources. In addition to defining membership, Article II should explain the benefits for student members of the organization will receive and, if your organization allows non-student members, the difference in benefits for non-members and guests.

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student

members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Article III – Methods for Removing Members and Executive Officers

III.a. If a 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 through a majority vote of the officers in consultation with the organization's advisor.

III.b. 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.

III.c. 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, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership:

Required leadership positions: Primary Leader (President), Secondary Leader (Vice President), Treasurer, Advisor. Terms of re-election occur every December at the conclusion of Fall semester and changes are to go into effect beginning the following January upon the start of Spring semester. The type of selection for the re-election process is majority vote.

President / Primary Leader (1): Oversees the organization under the supervision of the advisors of the organization. Coordinates meeting information and enforce policy, while monitoring goals for the club and searching for opportunities for club members. If possible, potential President candidates during December elections should be current executive members.

Vice president / Secondary Leader (1): Assists the President in overseeing the organization. Coordinates meeting information and enforce policy, while monitoring goals for the club and searching for opportunities for club members.

Faculty Advisor (1): Stands as the connection between the student organization and the university, and serves as a system of checks and balances to ensure that the organization is running fairly and smoothly. Oversees the executive board.

Treasurer (1): Responsible for keeping a running tab on what is being spent and money that is coming into this organization. Organizes transactions made by the organization.

Secretary (1): Sends out biweekly emails to keep members up to date on club events and upcoming meetings. Creates a summary to share with club members after each meeting of the main points discussed and any announcements made.

Volunteer Chair (1): Seeks out volunteer opportunities to present at each meeting for club members to gain local/community outreach experience.

Media Officer (1): Manages organizations social media sites (Instagram, etc.). Create media to engage new members to join our organization and come to our events.

Guest Speaker Liaison (1): Responsible for reaching out to potential guest speakers for club meetings throughout the semester. Speakers may include practicing anesthesia professionals, healthcare organizations, or anesthesia school representatives.

Article V- Election / Selection of Organization Leadership

The election procedure will take place with a student presentation from all potential candidates followed by a majority vote by the general body. If a tie occurs, the primary leader has final say. To be eligible to run for office, the student must be a general member for at least 1 year and obtain a GPA of 3.0. Elections occur every December at the conclusion of Fall semester and changes are to go into effect beginning the following January upon the start of Spring semester. Those interested in running for a position must be able to commit to the full year of service (not graduating during their term). 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. A special meeting of the club members may be called to discuss and vote on the impeachment.

Article VI - Executive Committee: Size and composition of the Committee.

The Executive Committee is made up of the primary leader, secondary leader, treasurer, and advisor. The committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership.

Article VII - Standing Committees (if needed): Not needed.

Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.

Advisors of student organizations must be full-time members 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.

Article IX – Meetings and events of the Organization: Required meetings and their frequency.

Two mandatory general meetings each semester and attendance at events hosted is optional, but highly recommended.

Article X – Attendees of Events of the Organization: Required events and their frequency.

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. A special meeting of the club members may be called to discuss and vote on the removal of the member.

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

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 two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XII – Method of Dissolution of Organization

Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.

By-Laws

Article I – Parliamentary Authority

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

All Ohio State Students are eligible to become a member. They may do so by joining our email list. If a 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 through a majority vote of the officers in consultation with the organization's advisor.

Article III- Election / Appointment of Government Leadership

The election procedure will take place with a student presentation from all potential candidates followed by a majority vote by the general body. If a tie occurs, the primary leader has final say. To be eligible to run for office, the student must be a general member for at least 1 year and obtain a GPA of a 3.0. Elections will occur every January at the start of spring semester. 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. A special meeting of the club members may be called to discuss and vote on the impeachment.

Article IV- Executive Committee

Specific duties of the Committee and its responsibilities to the membership. The executive committee will work together in order to lead club meetings and obtain structure to make sure goals of the club are reached.

Article V- Standing Committees (if needed)

Not Needed

Article VI - Advisor/Advisory Board Responsibilities

The advisors' duties are to serve as the connection between student organizations and the university. The advisor is required to meet with the executive committee monthly, but is not required to attend club meetings.

Article VII - Meeting Requirements

Before a vote is given to the general body, 50% of the executive body must be in agreement. There must be 75% attendance of the general members in order for votes to be valid.

Article VIII - 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).

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