

## **Section I – General Overview**

- **SPF STARS (Sun Protection and Fundamentals of Skincare for Teens: Awareness, Resources, and Support)**
- Purpose: Our purpose is to bring awareness and education to young teenagers about the importance of sun protection, skin care, and recognizing common skin conditions and cancer.
- 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.
- Sexual Misconduct Policy: As a student organization at the Ohio State University, SPF STARS 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>

## **Section II - Membership**

- To join SPF Stars, you can contact us at our organization email, [spfstars.osu@gmail.com](mailto:spfstars.osu@gmail.com), and we can provide more information about current and upcoming events. There is not a selection process for new members, and membership will be based on interest and your availability.
- 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 Committees can make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be suspended with a majority vote of the Executive Committee.
- Non-student members, such as residents and faculty, are welcome but will be non-voting members of the organization.

## **Section III – Methods for Removing Members and Executive Officers**

- 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 executive board in consultation with the organization's advisor.
- 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.
- 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.

## **Section IV – Organization Leadership**

- President: responsibilities include overseeing functioning of organization and actions and/or events coordinated by executive board, electing subsequent year of executive

board members, acting as mediator of decisions and disagreements within the executive board and member groups.

- Vice President: responsibilities include outreach as well as organization and coordination of student events, and assisting other members of the group as needed.
- Treasurer: Will be in charge of potential organization fundings for events, organization bank account, and tracking possible expense and budget throughout the year.
- Community Outreach Coordinator: responsibilities include reaching out communities and community organizations and fostering relationships with these groups in order to implement community health education programs focused on informing young teenagers on skin protection, skin practices, and skin cancer and conditions.
- Curriculum Coordinator: Develop curriculum and create presentations for the different topics of interest (skin care, sun protection, common skin/cancer conditions and presentations).
- Advisor: Oversee the events of the organization while offering advice and direction for executive board positions and members.
- Member: participate in organizational activities and provide feedback for the group for the benefit of future events and group interactions. Creation of organization financial accounts as well as organization and application for grants

#### **Section V – Elections**

- Each year elections will occur in January. The current executive board will create an application that will be sent to 1<sup>st</sup> – 3<sup>rd</sup> year medical students for all four positions. Only fourth year students will participate in selecting the next class of executive board members so that all applicants have a fair chance of election. Prior executive board members may be given higher consideration as long as they displayed substantial efforts in their prior year of executive board membership.
- Eligibility for office: medical student who is finishing their first, second or third year of medical school.
- Nominating process: decision making falls upon fourth year medical students who cannot reapply for positions with the executive board. Should the voting be split, the advisor may be consulted for resolution of this decision.

#### **Article VI – Executive Committee**

- Please refer to Section IV
- The Executive Committee should represent 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.

#### **Section VII – Advisor**

- 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.
- Advisors are responsible for overseeing the organization and specifically providing advice for the executive board and mediating decisions which cannot be agreed upon by acting executive board.

#### **Section VIII – Meetings and Events of the Organization**

- Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

- Section IX – Attendees of Events
- 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.
- Such attendee or member can be asked by any one of the executive members to dismiss themselves from the event.

#### **Section X – Method of Amending Constitution**

- 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.

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

- Should the SPF STARS (Sun Protection and Fundamentals of Skincare for Teens: Awareness, Resources, and Support) need to be dissolved, this process should be undertaken by the current president with the help of his/her executive board and advisor(s).
- Any means or debts should be discussed with Ohio State University College of Medicine and resolved prior to dissolution.
- Upon official dissolution of the organization, Student Activities staff must be contacted to remove organization information from the website.