



The Vision and Voice of Women in Medicine

## American Medical Women's Association

### Student Organization Constitution

#### **ARTICLE I. NAME OF ORGANIZATION**

The Name Of This Organization Shall Be The Ohio State University Undergraduate Branch Of The American Medical Women's Association, Inc.

#### **ARTICLE II. ORGANIZATION PURPOSE**

The purposes shall conform to those of the American Medical Women's Association: To bring together those in medicine and health-related fields to promote women's health and to support members' professional and personal development.

#### **ARTICLE III. UNIVERSITY REGULATIONS**

##### **Section A. Harassment and Discrimination, including Sexual Misconduct**

The Ohio State University Undergraduate Branch Of The American Medical Women's Association, Inc. *agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

##### **Section B. Hazing**

The Ohio State University Undergraduate Branch Of The American Medical Women's Association, Inc. *agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

##### **Section C. Bylaws**

The Ohio State University Undergraduate Branch Of The American Medical Women's Association, Inc. *retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require*

*approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility and Timeline**

Students enrolled in accredited medicine and health-related graduate programs are eligible for active student membership. Students enrolled in undergraduate degree programs who share AMWA's concerns for the improvement of the health of women are also eligible for active student membership.

### **Section B. Member Selection**

Members may join at any point in the academic term. Members must be enrolled students at The Ohio State University. Only active students are allowed to vote and must be in good standing with the university to be permitted to run for office. Faculty, alumni, professionals, etc. are welcome to become members of the American Medical Women's Association at The Ohio State University but are ineligible to vote.

### **Section C. Membership Timeline**

Once dues are paid and events are attended regularly, a student is considered a member.

### **Section D. Member Removal**

Failure to attend at least 3 meetings without notice, as well as failing to meet the requirement of attending at least 3 AMWA-sponsored events after joining the organization will result in inactive membership which is subject to renewal through repayment of dues. Members that engage 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, may be removed through a majority vote of the officers in consultation with the organization's advisor.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

Acts as support and aide to all members, including executive board members, as AMWA strives to accomplish their purpose

### **Section B. Advisor Term**

Must be an employee of The Ohio State University and still want to bring together those in medicine and health-related fields to promote women's health and to support members' professional and personal development

### **Section C. Advisor Selection**

Must be an employee of The Ohio State University and be related to the healthcare field.

### **Section D. Advisor Replacement**

Leaving advisor will work with members of executive board to find a replacement.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

President: The AMWA President will serve for one academic school year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the President position for the following year. The President's duties include the following:

- Meeting with the executive board member on a regular basis.
- Presiding over AMWA General Body and Executive Leadership meetings.
- Supervising the internal operations of the organization.
- Serving as the final decision-maker, along with the Advisor, in the organization.
- Serving as the liaison between AMWA members, The Ohio State University Office of Student Life, the national AMWA branch, and external contacts.
- Actively engaging external communications and relations.
- Ensuring the adherence of AMWA activities and operations to the Purpose (article 1, section 2 noted in the Constitution).
- Ensuring proper communication both internally and externally.
- Ensuring proper management of organizational finances and fundraising. The President will be more actively involved in facilitating external communications and serving as a direct liaison between the AMWA organization and The Ohio State University.

Treasurer: The AMWA Treasurer will serve for one year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the Treasurer position for the following year. The Treasurer's duties include the following:

- Planning fundraisers and applying for grants, if applicable.
- Collecting Member dues and facilitating purchase of apparel for the organization.
- Keeping detailed records of all available funds for AMWA and updating them into a spreadsheet shared with the President, Vice President, and Advisor.
- Managing the organization bank account, including depositing checks and paying for bills.
- Applying for Operating Funds and Programming Funds through the Ohio Union, serving as the main point of contact between the Union and the organization for audits for these funds.

- Meeting with the executive board member on a regular basis.
- Attending all General Body and Executive Leadership meetings.

Secretary: The AMWA Secretary will serve for one year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the Treasurer position for the following year. The secretary's duties include the following:

- Taking meeting minutes of all meetings of AMWA.
- Informing members of upcoming meetings via email and GroupMe messaging services.
- Maintaining a list of active members with current contact information and participation.
- Corresponding with the AMWA Executive Board to remain up to date on information that should be communicated with others.

Fundraising Chair: The AMWA Fundraising Chair will serve for one year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the Treasurer position for the following year. The fundraising chair's duties include the following:

- Organizing fundraising opportunities.
- Working closely with the AMWA Treasurer to organize funds from fundraising efforts.
- Tracking communication with fundraiser and forwarding receipts and documents to AMWA Treasurer
- Leading sale-type fundraisers (e.g. bake sale) and organizing location, items for sale, and volunteers.

Service Chair: The AMWA Service Chair will serve for one year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the Treasurer position for the following year. The service chair's duties include the following:

- Maintaining long-term volunteer contacts (e.g. YWCA) and serving as a liaison.
- Creating volunteer opportunities with partnerships around the community to expose members to various types of service.
- Tracking all service events, items needed, and volunteers to host a successful volunteer initiative.
- Communicating with AMWA Treasurer on any ride-share funds, volunteer supplies, and items necessary for hosting a successful volunteer initiative

Marketing Chair: The AMWA Marketing Chair will serve for one year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the Treasurer position for the following year. The marketing chair's duties include the following:

- Utilizing technical photography/videography skills to create media for AMWA meetings and events.
- Creating an active social media platform via Instagram and Facebook.
- Collaborating with the OSU Student Life Marketing to request free services for graphics, video, photography, promotional items, digital advertising, etc.

Social Chair: The AMWA Social Chair will serve for one year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the Treasurer position for the following year. The social chair's duties include the following:

- Creating a community environment that mirrors OSU Diversity and Inclusion efforts.
- Promoting social events and initiatives to strengthen member relationships, recruitment, and retention.
- Communicating with AMWA Treasurer on any supplies or items necessary for hosting a successful social event

National Liaison Chair: The AMWA National Liaison will serve for one year upon election process described above and subsequent interviews conducted by the outgoing executive leadership team. Any voting member of the organization is eligible to apply for the Treasurer position for the following year. The national liaison's duties include the following:

- Responsible for keeping E board updated on general information from AMWA's national branch
- Responsible for applying for chapter awards
- Responsible for OSU chapter renewal
- Responsible for information/planning an event for the national conference

#### **Section B. Officer Eligibility**

Any current members of the organization are eligible to apply.

#### **Section C. Officer Selection Process**

Any members of the organization are eligible to apply for officer positions via internet application.

#### **Section D. Officer Removal**

This process shall occur within and by the members of the executive board. The action will occur through a unanimous vote by the officers to terminate an Officer's term prematurely to the completion of a full academic term. Within 24 hours of the termination the general body must be informed. Within 7 days of termination the position must be refilled.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

All executive board members and advisor unanimously vote to dissolve the organization/

### **Section B. Dissolution Procedures, including Assets and Debts**

Members of the executive board will decide on assets and debts with the President and Advisor having final say.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

These Bylaws may be amended at any regular meeting by a majority vote of the members present, provided a quorum is present, and provided that notice has been given to members at least 30 days prior to the meeting. Branch Bylaws may be changed by a vote of 2/3 of members present if a quorum is established.

These Bylaws duly shall be sent to the National Office for approval of the Student President of the American Medical Women's Association, Inc. One copy shall be returned to the branch and one copy retained in the National Office for permanent records.