

The Pre-Medicine Club at Ohio State

Student Organization Constitution

Article I, Name of Organization:

The name of this organization shall be the Pre-Medicine Club at Ohio State.

Article II, Purpose Statement:

The purpose of the Pre-Medicine Club at Ohio State shall be: to offer academic support and encouragement to members, host events that better prepare members for acceptance into an accredited post graduate program, and give back to The Ohio State University and the surrounding community.

Article III, University Regulations:

Section A. Harassment and Discrimination, including Sexual Misconduct

The Pre-Medicine Club at Ohio State *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 Pre-Medicine Club at Ohio State *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 Pre-Medicine Club at Ohio State *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

Membership shall be open to anyone interested in the field of medicine. A member must be associated and in good standing with the Ohio State University.

Section B. Membership Selection

Each member shall be expected to pay an annual membership fee of \$15.00. Members shall be considered unofficial until they meet criteria under this section (Section B).

Section C. Membership Timeline

Members will be able to join at any point during the school year in autumn and spring semesters.

Section D. Member Removal

If a member conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the other voting membership or unanimous vote of the officers, with the consultation of the advisor.

Article V, Advisor:

Section A. Advisor Duties and Responsibilities

The Advisor will serve to support the executive board in decision making when needed, and support the club members with connection to resources. Guidance and collaboration through club conflicts shall also be a duty of the Advisor.

Section B. Advisor Term

The Advisor shall serve until their resignation.

Section C. Advisor Selection

Advisors shall be selected based on familiarity with the pre-medicine track and current affiliation with the Ohio State University. Candidates will be identified by the current executive board members. The executive board will then vote, and the advisor shall be determined by majority rule.

Section D. Advisor Replacement

If the Advisor needs to be replaced, the executive board shall meet to discuss potential candidates for the next advisor and proceed to communicate with potential candidates to determine mutual interest. Voting amongst executive board members will then take place, with the new advisor being determined by majority rule.

Article VI, Organization Leadership:

Section A. Officer Positions

The following positions shall be a part of the Pre-Medicine Club at Ohio State's executive board:

President:

- a) The president shall be responsible for scheduling and presiding over all general member meetings.
- b) The president shall be responsible for scheduling and presiding over all executive board meetings.
- c) The president shall maintain a close affiliation between its members and advisor.
- d) The president shall be the main representative of the organization responsible for all external communications.
- e) The president shall oversee officer selection and transition at the end of the year.

Vice President:

- a) The vice president shall be responsible for taking attendance and recording Minutes of all general and executive meetings.
- b) The vice president shall be in charge of all outgoing correspondence for the organization to the members (i.e. minutes, upcoming events, meetings).
- c) In the case of presidential vacancy, the vice president shall take over as president.

Treasurer:

- a) The treasurer shall be responsible, upon absence of the president, for presiding over meetings.
- b) The treasurer shall receive and transfer all funds of the organization.
- c) The treasurer shall keep an itemized account of all monetary transactions.
- d) The treasurer shall provide the president with a semester financial report.
- e) The treasurer shall submit a budget plan each semester by the first executive meeting to be approved by the executive board.

Professionalism chair:

- a) The professionalism chair shall schedule speakers and workshops that involve ethics and professionalism with an altruistic view of the medical field throughout the year.
- b) The professionalism chair shall oversee an ethics and professionalism committee.

Volunteering chair:

- a) The service chair shall seek out community service opportunities related to the medical field
- b) The service chair shall formulate community out-reach and service opportunities.

- c) The service chair shall contact outside volunteer organizations and research projects.
- d) The service chair shall preside over a services committee.

Fundraising chair:

- a) The fundraising chair shall develop and create ideas and events to raise funds for the organization.
- b) The fundraising chair shall preside over a fundraising committee.

Social chair:

- a) The social chair shall update the website and obtain photographs of members participating in events and discussions.
- b) The social chair shall oversee public relations and marketing to Ohio State and the surrounding community, specific to the Pre-Med purpose.
- c) The social chair shall have a collaborative recruitment effort between events and membership.

Membership chair:

- a) The membership chair shall keep records of membership status: voting and nonvoting.
- b) The membership chair shall keep records of events and hours performed by each member.
- c) The membership chair shall oversee an application committee.

Section B. Officer Eligibility

To be eligible to run for an officer position, a candidate must be a current Ohio State University undergraduate student and a paying, official member of the Pre-Medicine Club at Ohio State.

Section C. Officer Selection Process

Officers shall be selected during the second week of April in the spring semester by paying, official members of the Pre-Medicine Club at Ohio State. Voting will be held in-person and each candidate must give a speech for the position they want. New term officers will be decided by majority vote from current officers and paying, official general body members. Voters can only vote for one candidate per position, and are allowed to vote for themselves if they're running for said position.

Section D. Officer Removal

Any officer who is no longer a current Ohio State undergraduate student or who is no longer in good standing with the university shall be removed. If an officer conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is delinquent in performing their officer duties, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote from the club officers with consultation of the advisor, or majority vote from paying, official general body members if the officer vote ties/isn't conclusive.

Article VII, Organization Dissolution:

To determine dissolution, reasons for potential dissolution shall be presented to the current executive board and advisor, and discussion will ensue concerning potential solutions. Voting to dissolve the organization or not will take place after discussion.

Section B. Dissolution Procedures, including Assets and Debts

Upon dissolution of the club, debts will first be paid off using any existing club assets. Remaining assets will be distributed amongst other pre-medical professional clubs for the purpose of furthering pre-medical education, unless assets are personal belongings of an executive board member or advisor, in which case that asset will be returned to them directly. Appropriate Ohio State Student Activities contacts will be let known about the dissolution of the club to remove the Pre-Medicine Club at Ohio State's information from student organization websites.

Article VIII, Constitutional Amendments:

Section A. Amendment Process

Proposed amendments to the constitution should be submitted to an executive board member before the next general meeting, at least a week before. The proposal shall be presented electronically via email to general membership. The proposal should be read at the next general meeting in which the issue will be discussed. Votes will be collected by the membership chair via email and will require a two-thirds majority of voting members of the organization. The committee for membership shall establish the timeline for receiving the votes electronically.