

Partnership for Ongoing Developmental Educational and Medical Outreach Solutions



Definition of terms

In this document, unless otherwise noted, the following terms will be used for clarity and brevity. “The Ohio State University” may be referred to as “OSU” or “the University”. “Partnership for Ongoing Developmental Educational and Medical Outreach Solutions” may be referred to as “PODEMOS” or “the organization” or “this organization”. The term “season” is applied to indicate the passing of one academic year.

ARTICLE I. NAME OF ORGANIZATION

Title of Organization

The name of this organization shall be Partnership for Ongoing Developmental Educational and Medical Outreach Solutions, hereafter referred to as PODEMOS

ARTICLE II. ORGANIZATION PURPOSE

The mission of PODEMOS is the immersion of OSU College of Medicine students in the task of building a health centered relationship with the community of Siete De Abril and the wider community of Honduras. We hope to be partners in identifying the medical needs of the population through contentious participatory research and to help meet those needs by complimenting the resources of the community with the professional and technological resources available at OSU. This relationship will serve both as a learning experience as it exposes students to the health needs of the developing world and will encourage students to employ the art of medicine in the advocacy for the human rights of the patient. The development of creative solutions to the primary care needs of the community will benefit the people of the local Honduran communities we serve and spur innovation in the treatment of domestic patients. Additionally, we will establish future programs including health related educational programs, coordination with better local healthcare sources, and management of chronic medical conditions.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

PODEMOS 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 these guidelines.

Section B. Hazing

PODEMOS 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

PODEMOS 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 these constitutional 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 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 in PODEMOS is open to any individual who expresses interest in the organization. Membership is voluntary, and individuals must choose to join. Members are free to leave and disassociate from the organization at any time without fear of retribution, retaliation, or harassment.

Section B. Member Selection

Membership in PODEMOS is voluntary and open to any individual who chooses to join. No person is granted automatic membership. All members may freely leave and disassociate from the organization at any time without fear of retribution, retaliation, or harassment.

PODEMOS offers two categories of membership:

Non-Voting Membership:

Non-voting membership is open to any interested individual, including but not limited to faculty members, alumni, professionals, and non-students.

Voting Membership:

Voting membership is limited to students currently enrolled at The Ohio State University.

To become a voting member, a student must complete the following process:

1. Submit an Official Membership Application:

The student must complete and submit an official membership application form to the Executive Committee. The purpose of this application is solely to verify current enrollment at The Ohio State University. Applications may only be denied on the following grounds:

- Falsification of applicant information.
- Lack of current enrollment at The Ohio State University at the time of application submission.
The Executive Committee serves as the decision-making body responsible for verifying eligibility.

2. Attend One Full General Assembly Meeting:

The student must attend at least one general assembly meeting in its entirety. Attendance must be documented by an official attendance sheet. Voting rights are not granted during or at the conclusion of the first meeting attended.

Upon completion of both requirements, the student will be recognized as a voting member.

Section C. Membership Timeline

Membership is open on a rolling basis throughout the academic year. Students may apply for voting membership at any time during the academic year.

Voting membership remains active for one academic year and expires annually on September 1. To renew voting membership, a student must resubmit the membership application and verify continued enrollment at The Ohio State University. Applications for renewal may only be denied for falsification of information or lack of current enrollment. Individuals who do not meet renewal requirements will be designated as non-voting members.

Section D. Member Removal

A voting member may be removed if they are determined to be in direct violation of the organization's policies.

Establishing Cause for Removal:

Cause for removal includes, but is not limited to:

- Falsification of information submitted in membership documentation.
- Lack of current enrollment at The Ohio State University.
- Conduct determined to be in direct violation of PODEMOS organizational policies.

Removal Process:

1. **Petition Submission:**

Any member of PODEMOS, including a non-voting member, may initiate removal proceedings. A written petition outlining arguments for removal must be submitted to the Executive Committee and must be signed by no fewer than three verified voting members.

2. **Verification:**

The Executive Committee will verify the voting status of the petition signatories.

3. **Presentation and Deliberation:**

The matter will be addressed at the next general assembly meeting at which the member in question is present. The discussion must occur before voting on any other business. The Executive Council will determine the format for presentation of arguments for revocation and for the member's defense.

4. **Decision and Vote:**

A simple majority vote of registered voting members present is required to revoke voting membership. If the motion passes, the individual's voting membership will be revoked and they will thereafter be considered a non-voting member.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

PODEMOS shall have one chief advisor. The chief advisor shall be selected by the Executive Committee. The advisor must be a full-time member of the University faculty or Administrative & Professional staff. It is the responsibility of the chief advisor to answer questions presented by the Executive Committee and to represent the organization

at events when needed. The chief advisor needs to attend University training as deemed necessary by the University.

The Advisor of PODEMOS shall serve as a resource person and provide advisory support to the officers and members of the organization. The Advisor shall not vote in organizational matters, hold office within the organization, or exercise decision-making authority reserved for student members.

The Advisor's responsibilities include, but are not limited to:

- Providing guidance and institutional knowledge to support organizational continuity and leadership development.
- Advising officers on planning programs, events, and initiatives in alignment with the organization's mission and university policies.
- Assisting the organization in understanding and complying with university regulations, risk management policies, and financial procedures.
- Offering mentorship to student leaders and supporting conflict resolution when necessary.
- Completing all required university certification processes to maintain the organization's registered status.

If the organization appoints co-advisors, co-advisors may assist in fulfilling these responsibilities. However, the Primary Advisor retains responsibility for completing all required university certification processes. Co-advisors may provide additional mentorship, institutional support, and subject-matter expertise as needed but shall not vote or hold office within the organization.

Section B. Advisor Term

The Primary Advisor of PODEMOS shall serve a term of one academic year. Advisors may be reappointed for successive one-year terms upon mutual agreement between the advisor and the organization. Reappointment will occur through the standard advisor selection process outlined below.

Section C. Advisor Selection

The Primary Advisor must be a current member of the faculty or administrative and professional staff at The Ohio State University and must complete all required university certification processes for the organization to maintain registered status. Classified civil service employees, graduate associates, and emeritus or retired faculty/staff may serve as

co-advisors; however, the Primary Advisor must meet the university's eligibility requirements.

Decision Makers:

The Executive Committee is responsible for overseeing the advisor selection process. Final approval of the advisor requires a vote of the voting membership at a general assembly meeting.

Candidate Identification:

If a vacancy occurs or a new advisor is needed, the Executive Committee will:

1. Identify potential candidates who are eligible faculty or administrative and professional staff members at The Ohio State University.
2. Reach out to prospective advisors to assess interest and availability.
3. Present the qualified candidate(s) to the voting membership at a general assembly meeting.

Members may also recommend eligible faculty or staff for consideration to the Executive Committee.

Consensus/Margin of Approval:

After the presentation of the candidate, voting members present at a general assembly meeting will vote on the appointment. A simple majority vote of registered voting members present is required to approve the Primary Advisor.

Section D. Advisor Replacement

An advisor may be removed from their position for cause to ensure the effective functioning and integrity of the organization.

Establishing Cause:

Cause for removal may include, but is not limited to:

- Failure to fulfill advisor responsibilities.
- Conduct that violates university policies.
- Conduct inconsistent with the mission or standards of PODEMOS.
- Inability or unwillingness to complete required university certification processes.

Decision Makers:

The removal process may be initiated by the Executive Committee or by a written petition signed by at least three voting members. The Executive Committee will review the concerns and present the matter to the voting membership at a general assembly meeting.

Consensus/Margin of Approval:

Removal of an advisor requires a simple majority vote of registered voting members present at a general assembly meeting. Upon removal, the Executive Committee will initiate the advisor selection process outlined in Section C to appoint a replacement.

ARTICLE VI. ORGANIZATION LEADERSHIP**Section A. Officer Positions**

PODEMOS shall maintain the following Executive Committee officer positions: President (Primary Leader), Vice President (Secondary Leader), Treasurer, Liaison for Student Affairs, and Liaison for Non-Student Affairs. The Executive Committee may also include non-voting chairpersons and advisors as deemed necessary.

No individual may hold more than one Executive Committee officer position at the same time. Officers are expected to support one another in the fulfillment of their duties when necessary.

President (Primary Leader)

The President serves as the chief executive officer of the organization and is responsible for:

- Moderating General Assembly meetings.
- Representing PODEMOS at events and functions within and outside the University.
- Calling emergency Executive Committee meetings when necessary.
- Coordinating and communicating with other organizations, including non-student organizations, with assistance from the Liaisons.

Vice President (Secondary Leader)

The Vice President supports the President and is responsible for:

- Assuming the duties of the President in their absence. If the President is absent indefinitely, resigns, or loses voting membership, the Vice President shall assume

the role of President until a new President is elected.

- Reserving rooms for Executive Committee and General Assembly meetings.
- Securing necessary equipment and supplies for meetings.

Treasurer

The Treasurer oversees all financial matters and is responsible for:

- Managing, balancing, and tracking the organization's budget.
- Coordinating with the University regarding financial affairs.
- Overseeing the processing of funding outside the University, including grants, scholarships, and donations.
- Recording and distributing minutes for Executive Committee and General Assembly meetings.

Liaison for Student Affairs

The Liaison for Student Affairs is responsible for:

- Creating and distributing communications to students regarding meetings, events, and activities.
- Leading student recruitment efforts, including activity fairs and presentations.
- Serving as a point of contact for student concerns and communicating relevant matters to the Executive Committee.
- Coordinating logistics for abroad trips in collaboration with the Liaison for Non-Student Affairs.

Liaison for Non-Student Affairs

The Liaison for Non-Student Affairs is responsible for:

- Assisting with communications as needed.
- Supporting financial coordination involving non-student individuals or organizations.
- Recruiting non-student supporters, including healthcare professionals, faculty, affiliated and non-affiliated organizations, and international partners.

- Maintaining communication with non-student supporters.

Registered student organization requirements are met as follows: the President (Primary Leader) and Treasurer must be enrolled as full-time students. The Vice President (Secondary Leader) and other officers must be students in good standing.

Section B. Officer Eligibility

To be eligible to serve as an officer, an individual must:

- Be a current voting member in good standing.
- Be enrolled as a student at The Ohio State University at the time of election and throughout their term.
- Meet university requirements for student organization leadership.
- For the roles of President and Treasurer, be enrolled as full-time students.

Loss of voting membership automatically results in ineligibility to continue serving as an officer.

Section C. Officer Selection Process

Timeline:

Elections for Executive Committee positions shall occur annually no sooner than February and no later than March. The Executive Committee is responsible for initiating and overseeing the election process.

Candidate Identification:

Candidates may be identified through:

- Self-nomination.
- Nomination by another voting member, with the nominee's consent.

Decision Makers:

All registered voting members present at a properly convened General Assembly meeting serve as the decision-making body.

Procedures:

- Elections are conducted during a General Assembly meeting.
- Nominees may present statements or qualifications prior to voting.
- Voting shall occur in accordance with procedures established by the Executive Committee and consistent with organizational bylaws.

Consensus/Margin of Approval:

A simple majority vote of registered voting members present is required to elect an officer. If no candidate achieves a simple majority, additional rounds of voting may occur between the leading candidates until a majority is reached.

Officers serve terms that conclude on September 1 following their election unless re-elected, removed, or resigned.

Section D. Officer Removal

An officer may be removed from their position to preserve the integrity and functioning of the organization.

Establishing Cause:

Cause for removal includes, but is not limited to:

- Violation of organizational or university policies.
- Failure to fulfill the responsibilities of the office.
- Loss of voting membership or student eligibility.
- Conduct inconsistent with the mission or standards of PODEMOS.

Decision Makers:

Removal proceedings may be initiated by:

- The Executive Committee, or
- A written petition signed by at least three voting members.

The matter shall be presented at a General Assembly meeting where the officer in question is given an opportunity to respond.

Consensus/Margin of Approval:

A simple majority vote of registered voting members present at a General Assembly meeting is required to remove an officer.

Vacancies:

If an officer resigns, is removed, or becomes ineligible:

- The Vice President shall assume the duties of the President in the case of a presidential vacancy until a new election is held.
- The Executive Committee may temporarily appoint a qualified voting member by unanimous decision to serve in the vacant role until a formal election is conducted.
- A formal election to permanently fill the vacancy must be held within one calendar month.
- Alternatively, the Executive Committee may temporarily redistribute responsibilities among its members without granting additional voting rights until an election occurs.

ARTICLE VII. ORGANIZATION DISSOLUTION**Section A. Dissolution Requirements**

PODEMOS shall be considered for dissolution if the organization falls below the minimum threshold of four registered voting members at any point during the academic season. The Executive Committee shall monitor membership rosters to determine when this threshold has been breached. Once it is confirmed that fewer than four voting members remain, the organization will be deemed terminated. The Executive Committee is responsible for documenting the membership count and verifying that the threshold for dissolution has been met.

Section B. Dissolution Procedures, Including Assets and Debts**Responsible Party(s):**

The most recent Executive Committee in which the organization operated is responsible for executing the dissolution procedures. This includes resolving outstanding debts and managing any organizational assets.

Assets:

- Any remaining organizational assets shall first be used to cover outstanding debts.

- After all debts are satisfied, any remaining assets shall be donated to a university-affiliated program or charitable organization aligned with PODEMOS's mission, as determined by a simple majority vote of the most recent Executive Committee.

Debts:

- All outstanding debts shall be managed and resolved by the most recent Executive Committee.
- If the organization's assets are insufficient to cover all debts, the Executive Committee members shall coordinate with the University to ensure that creditors are informed and obligations are addressed in accordance with university policies.

This procedure ensures that all financial responsibilities are addressed responsibly, even in the event of organizational dissolution.

ARTICLE VIII: CONSTITUTIONAL AMENDMENTS

Decision Maker(s):

Amendments to the PODEMOS Constitution may be proposed by any voting member. Each proposed amendment must be submitted in writing and accompanied by a petition signed by at least three voting members. Signatures indicate submission for review only and do not imply support for the amendment.

Procedure:

1. The proposed amendment must be read aloud exactly as written by a member of the Executive Committee at the next available General Assembly meeting.
2. The Executive Committee oversees the amendment proceedings, including any discussion, modifications, and defense of the amendment.
3. At least three minutes shall be allotted during the General Assembly for the author of the amendment to present arguments in favor of the amendment and respond to arguments against it.
4. If the amendment is altered after submission, the Executive Committee may choose to:
 - Immediately resubmit the amendment for consideration in the current General Assembly, or

- Wait until the next General Assembly meeting to resubmit the amendment.

Consensus/Margin of Approval:

- A minimum of half of the registered voting members must be present at the General Assembly meeting for the vote to be valid.
- Adoption of the amendment requires a two-thirds (2/3) majority vote of the voting members present, following the procedures established in Section 3.4.

Implementation:

- Approved amendments shall be immediately incorporated into the PODEMOS Constitution.
- If leadership transitions or amendments occur between registration cycles, the articles in effect will remain operative until the revised constitution is submitted and approved by the Ohio Union and Student Activities Department.
- Submission for approval of the amended constitution must occur within 30 days of adoption.