

# **Constitution of the Military Medical Student Association**

## **Medical University of at Toledo Chapter**

### **Article I: Name**

The name of the organization shall be the Medical University of Ohio Chapter of the Military Medical Student Association.

### **Article II: Affiliations**

This chapter is affiliated with the Military Medical Student Association, the Henry M. Jackson Foundation, and the Medical University of Ohio.

### **Article III: Principles and Goals**

Goals:

1. Develop lines of communication within the military medical student community across the United States.
2. Serve as an information source for military medical students and others with an interest in military medicine.
3. Develop pride, teamwork, and esprit de corps among military medical students.

Principles of Operation:

1. Maintain organizational control at the student level.
2. People are important. We respect the individual. Each individual is unique and capable of making significant contributions.
3. Commitment to excellence. Everything we do must be of the highest quality possible.
4. Strive to increase membership, but only grow as fast as we can effectively manage.
5. The MMSA is a member of the Henry M. Jackson Foundation. As a member we are committed to the stated goal of our parent organization, "the advancement of military medicine."

### **Article IV: Membership**

Regular membership in the MMSA is open to all those MCO medical and allied health students who have paid current dues. Associate membership is available to other interested parties who have paid dues. Honorary members may be selected with approval of chapter membership.

### **Article V: Officers**

The officers of this chapter will consist of President, Vice President, Treasurer, Secretary, Publicist, and Risk Management Coordinator. Each officer will serve for a term of one calendar year. The Executive Committee shall consist of the first four named officers and will plan all regular business meetings.

### **Article VI: Advisor**

The chapter will have a non-student advisor employed full time by MCO. The advisor will be selected by the executive committee and will serve for one calendar year.

**Article VII: Quorum**

Quorum will be the minimum number of regular chapter members present needed to exceed fifty percent of the full regular chapter membership.

**Article VIII: Meetings**

Regular business meetings will be held as determined by the Executive Committee. Executive Committee will meet as determined by any committee member. The executive committee will hold an open policy meeting annually.

**Article IX: Referendum and Recall**

Business and motions may be brought by any member of the MMSA. Voting on any motion will be limited to Regular Chapter Members. Any motion on regular business may pass by a simple majority vote if quorum has been reached.

**Article XI: Ratification**

This constitution and all subsequent amendments must be ratified by a two thirds majority vote of all regular chapter members.

# **By-Laws of the Military Medical Student Association**

## **Medical University of Ohio Chapter**

These by-laws shall in no way conflict with the policies or purposes of the Military Medical Student Association or Medical University of Ohio. All business meetings will be held in accordance with Roberts' Rules of Order.

### **I. Membership**

- A. Membership will be defined in three categories, Regular Members, Associate Members, and Inactive Members.
- B. Regular Membership
  - 1. Regular Membership is open to all MCO Medical and Allied Health students.
  - 2. Regular Members must pay dues as outlined in these by-laws.
  - 3. Regular Members will have voting privileges in the active chapter.
- C. Associate Membership
  - 1. Associate Membership is open to all in the MCO community with an interest in military medicine.
  - 2. Associate Members will be required to pay dues as outlined in these by-laws.
  - 3. Associate Members are eligible to participate in all chapter activities, but do not have voting privileges in the active chapter.
- D. Inactive Membership
  - 1. Inactive Membership is given to all those Regular and Associate Members that have not paid their dues to the chapter.
  - 2. Inactive Members are not eligible to participate in chapter events and do not have voting privileges.
  - 3. Inactive Members may return to previous membership status upon payment of dues and approval of the Chapter Sponsor and the Executive Committee.
  - 4. Members may not be voted into Inactive status.

### **II. Dues**

- A. Dues will be determined at the end of each academic year for the next academic year.
- B. Dues will be determined by the Executive Committee based upon national dues and the needs of the chapter.
- C. Dues must be paid to achieve or retain membership status in the chapter.
- D. Deadline for payment of dues will be determined by the Executive Committee, but will be no later than 30 September.

### **III. Officers**

- A. President
  - 1. The president chairs the meetings of the organization. This is a key role in ensuring that business gets done in a fair, orderly manner, so it requires some skill and knowledge. The president must have leadership and organizational ability in order to keep meetings on track. He or she must be able to treat every member objectively and impartially, and needs a good working knowledge of the organization, its goals, policies and by-laws. It is also necessary for the president to have a solid understanding of the basic rules of order your organization has adopted. It is also the ultimate responsibility of the president to follow all the rules and procedures set forth in this manual.

He/she will take full responsibility for all sanctions that may be imposed on an organization. It is his/her job to make sure the club is following the rules.

2. The president calls the meetings to order, makes sure that a quorum is present, guides the organization through the order of business, and adjourn meetings. He/she must make sure that all the rules of order are observed and that time is used efficiently. If procedural questions or “points of order” arise, the president decides them. He/she recognizes speakers, makes sure motions are clearly stated, presides over debate, and calls for votes. It is recommended that the president not exercise the right to vote while occupying the chair unless the vote will change the outcome.
3. Other common duties of the president include representing the organization in public, to the media, and at official functions. He/she may report at meetings (during the officers’ reports) and may address the organization on broader issues at annual meetings. **Although the secretary is usually responsible for preparing meeting agendas, many presidents prefer to do this themselves because it helps them plan effective meetings.**
4. The current President will be responsible for submission of the Annual Report Form to the OSL no later than the last day of spring semester. Failure to submit the form will result in sanctioning of the organization.

#### B. Vice-President

1. The vice-president’s primary function is to assume the duties of the president when the latter is absent. In addition, he/she often has the job of preparing **committee chairs** for their roles of coordinating their activities. The organization by-laws may assign further roles to this office.
2. Should the President have to step down from office the Vice-President will assume the duties of the President.

#### C. Secretary

1. The secretary works closely with the president and is responsible for maintaining all the official records of the organization.
2. The secretary is responsible for submitting the official membership roster to the OSL after the first official business meeting.
  - a. This form will be used to validate membership eligibility for students voting or running for office. It will also establish the right of a student to be eligible to travel as a member of an organization.
  - b. Any student not listed on the roster will not be considered a member of the club and therefore not eligible for all the rights and privileges afforded to members.
3. During meetings the secretary is expected to answer all questions that arise about facts and procedures of the organization, so at every session he/she should have on hand all the important documents of the group:
  - a. The Charter, by-laws and rules
  - b. A current membership list
  - c. Past minutes and other official records
  - d. Copies of the most recent minutes and the current agenda
  - e. A list of committees and their current rosters
4. The Secretary will be held responsible for recording and submitting all minutes to the advisor prior to submission to the OSL. The minutes must be submitted to the OSL within 5 working days of the business meeting. They may be hand delivered or e-mailed. Failure of the secretary to fulfill this requirement can result in the sanctioning of the club.

5. Minutes are very important: they are the formal, legal, permanent record of all the business you conduct at meetings. Nothing should be erased from minutes: corrections should be made in the margin, and deletions indicated by strikeouts.
6. The minutes are a summary of actions taken. The format for minutes, and how much detail they include, may vary from group to group. Here is a list of the minimum information that minutes should include:
  - a. The kind of meeting being held: regular, special (e.g., annual)
  - b. The name of your organization
  - c. The time, date and place of the meeting
  - d. The names of the secretary and presiding officer serving at that meeting
  - e. The names of all members present and a list of those absent
  - f. Approval of the previous minutes, and any corrections
  - g. Exact final wordings of all main motions, with the names of the movers
  - h. The results of votes on main motions
  - i. Motions that have been tabled or postponed
  - j. Points or order raised and appeals made, with the chair's ruling on each
  - k. Announcements
    - l. The time of adjournment
    - m. The signature of the secretary
7. Most of the time, minutes will be approved without a formal vote. Upon approval the secretary writes the date, and his or her initials at the bottom.
8. The secretary will be responsible for submitting all request forms when there is no chair, i.e. Travel Request Forms.

#### D. Treasurer

1. The reason for having a treasurer's report at every meeting is to provide members with reliable, up-to-date financial information so they can make appropriate decisions. The treasurer will be required to keep accurate records regarding all expenditures of the organization. For every event held the treasurer should have a report available to the organization membership. If an outside account is maintained it will be the responsibility of the treasurer to submit quarterly reports to the OSL on the status of this outside account. The treasurer will also be responsible for reporting to the president the final balances for the annual financial report to be submitted by the last day of the spring semester to the OSL.
2. The treasurer is responsible for all the finances of the organization. The treasurer drafts the budget of every event for submission on the Pre-Event/Program Request Form or Travel Request Form.
3. At every scheduled business meeting he/she should make a full financial report including expenses and reimbursements from the General Fee Monies as well as the Foundation Account if applicable.
4. The treasurer will be responsible for filing all reimbursement forms to the OSL. The OSL will only accept reimbursement requests from the treasurer of each organization.
5. Failure of the treasurer to submit the requests according to the rules and policies set forth in this manual may result in vendors or students not being paid. The organization will be responsible for payment under these circumstances.

6. When collecting dues he/she should provide receipts or the equivalent
7. The president, secretary, and the OSL should receive a copy of the treasurer's report.

E. Publicist

1. The publicist will be responsible for all advertisement pertaining to an event.
  - e. Submitting all flyers to the OSL for approval
  - f. Requesting all print shop orders and pick up and distribution of all flyers, this can be done via a committee if necessary
  - g. Submission of a mass e-mail requests to the OSL for approval and then sending of those e-mails
  - h. Requesting all media coverage from the OSL via the Media Coverage form
  - i. Updating and maintaining all web pages of the organization
  - j. Submitting a summary of the club activities to the Yearbook Editor in the Office of Student Affairs for publication in the MCO yearbook

F. Risk Management Coordinator

1. The Risk Management Coordinator is essentially the leader for the risk management effort within the organization.
  - a. He/she must be an regular member of the organization, and his/her role is to create an organizational focus on risk management.
  - b. He/she is responsible for facilitating discussion within the organization on risk management issues pertaining to all event/programs and travel that is undertaken by the organization.
  - c. He/she is the point of contact for the organization on risk management issues, and should ensure that communication is happening between the organization, the advisor and the OSL.
  - d. He/she is responsible for assessing the risk in which any organization is involved.
  - e. He/she must fill out the Risk Assessment Form (# 014) and submit it to the Chair of the event or secretary for submission to the OSL within the time frame specified on the individual request form.
  - f. The OSL will notify the Risk Assessment Coordinator via e-mail upon approval of the Risk Assessment.
  - g. The Risk Assessment Coordinator will notify the chair or the secretary that it is okay to proceed with final plans.
  - h. After approval has been received he/she is responsible for collecting waiver forms from all participants in all club event occurring on or off campus.
  - i. Is responsible for taking attendance at all events or should assign another person to fulfill this responsibility.
  - j. The attendance sheet must be submitted to the event chair.
  - k. Failure to have Risk Assessment approval from the OSL may result in the sanctioning of an organization.

IV. Elections

- A. Positions of office can only be held by students who are in good academic standing as defined by their degree program. The student must be enrolled at MCO or in an undergraduate Physical Therapy or Nursing program at BGSU or UT.
- B. All elections must be held and results submitted to OSL no later than the last day of spring semester.

- C. An official business meeting previously announced to all membership must be scheduled to seek candidates for office
  - 1. Post a copy of the duties of each position
- D. Deadline for nominations must be publicized
- E. Candidates are required to submit a letter of intent to run to the person responsible for elections
- F. Election Request Form (# 012) must be submitted to OSL for verification and approval to the OSL 2 weeks prior to the election date Candidates are required to submit a letter of intent to run to the person responsible for elections
- G. OSL will verify the validity of the nominees within 5 working days of receipt of the nomination form. Should a nominee not be qualified to run, OSL will notify the nominee and the advisor.
- H. Upon notification by the OSL that a nominee is not in good academic standing the nominee may submit a request for exemption form grade deficiency (Form # 018) within 24 hours of notification.
- I. It is the nominee's responsibility to withdraw their nomination prior to the election should they become ineligible or decide not to run.
- J. Upon approval of the Election Request Form it is the organization's responsibility to announce the date, place, and time of the election to the membership.
- K. Only those members whose names appear on the organization's roster on file with OSL will be allowed to vote.
- L. Voting
  - 1. A responsible official will make up a ballot and present it to the OSL for approval and printing.
  - 2. All ballots must have organization name, nominee name, date, and position clearly stated on one ballot.
  - 3. There must be only one vote cast in order to elect all positions.
  - 4. In no instance will hand or voice voting decide elections.
- M. Ballot Counting
  - 1. All votes must be cast by a written ballot by those members present at a convened election meeting.
  - 2. Ballots may be counted by the election chair/committee and results announced immediately.
  - 3. Should there be a position with no nominees, another written vote could be taken which could include anyone who was not elected on the original ballot.
  - 4. Any person elected to an office by a write in vote will not be official until academic standing is verified by the OSL.
  - 5. Final ballots, minutes from the meeting and the Post Election Form must be submitted to the OSL no later than 24 hours after the election.
- N. The results of the election will be placed on each organization's bulletin board no later than 5 academic days after the election.

V. Procedures for filling unexpired terms of office, removal from office

- A. Vacancy in office.
  - 1. The process for filling a vacancy in office will be similar to the process of regular elections.
  - 2. The timeline for filling any vacancy will be determined by the Executive Committee and the Chapter Advisor.
- B. Removal from Office
  - 1. Removal from office may be for the following reasons.
    - a. Academic Ineligibility

- b. Failure to exercise duties of office.
- 2. Academic Ineligibility
  - a. Academic standing is determined by the MCO administration.
  - b. If academic ineligibility occurs, the procedures for a vacancy in office will be followed.
- 3. Failure to exercise duties
  - a. If membership feels that an officer has not fulfilled their duties, than a petition may be submitted to the Executive Committee for removal procedures.
  - b. The Executive Committee will investigate the petition and if appropriate, call a motion for removal.
  - c. The removal motion must pass by a two thirds majority of all regular members of the chapter.
  - d. If the motion passes, the procedures for a vacancy in office will be followed.

#### IV. Ratification and Amendment

- A. These By-Laws must be approved by a two thirds majority of regular members of the active chapter.
- B. Amendments
  - 1. Amendments must be submitted to the Executive Committee for approval.
  - 2. Upon approval, the amendment will be presented to the active chapter for revision.
  - 3. The active chapter will vote on approval of the amendment at the next business meeting.
  - 4. The amendment must be approved by a two thirds majority of the regular members of the active chapter.

#### VII. Revisions

- A. These by-laws must be reviewed and revised at a minimum of every two years.
- B. The Executive Committee may propose revisions to these by-laws as they see necessary at yearly policy meetings.