

Constitution
of the
Medical University of Ohio Pathology Club

Article I: Name

The official name of the organization will be “Medical University of Ohio Pathology Club.”

Article II: Affiliation

No national affiliation. We are affiliated with the Medical University of Ohio Department of Pathology.

Article III: Purpose

The primary purpose of the Medical University of Ohio Pathology Club will be to educate the student body about options in the Pathology field. The Pathology Club will also provide information about residency programs, summer opportunities, and Pathology Fellowship Program at Medical University of Ohio. The Medical University of Ohio Pathology Club will also provide an opportunity for students with common interests in Pathology to come together and learn from each other.

Article IV: Membership

Membership is open to all of the students at the Medical University of Ohio, which includes all four colleges.

Article V: Officers

Officer Positions will include the following:

- President
- Vice President
- Secretary
- Treasurer
- Risk Assessment Coordinator
- Librarian/Historian
- Publicity/Public Relations
- First Year Representative
- College of Nursing Representative
- College of Health Sciences Representative
- College of Graduate Studies Representative

Elections will be held according to OSL student organization policy manual at the last business meeting of the year. Officers will serve a one-year term beginning at the end of the spring semester and ending at the end of the following spring semester. All first year positions and vacant officer positions will be filled at the second business meeting of the next academic year. The officers will determine how many first year rep positions will be elected. All candidates for each position will give a short speech on the day of election, and must submit a statement of intent prior to the election. Officers will be elected by

secret ballot by active members of the organization. The candidate who receives a plurality of votes will become the officer, and a runoff vote will be held in case of a tie.

Article VI: Faculty Advisor

A faculty or staff advisor will be selected by the organization's officers to serve a one-year term.

Article VII: Quorum

A quorum of 5 active members (including officers present) is required for the conduction of business.

Article VIII: Meetings

Business meetings will be held as needed with at least two per semester. Special meetings to address immediate concerns in a timely manner may be called by the president or vice president. Officers' meetings will be held in addition to the general business meetings, and frequency will be at the combined discretion of the officers.

Article IX: Amendments

Any active member may propose an amendment to the constitution. Proposals for amendments must be submitted in writing to the president at least two weeks prior to the next business meeting, in order to be considered at that meeting. The proposal will be read at that business meeting with a recommendation from the President. A quorum of 5 members must be present to amend the constitution, and a majority is required for approval of a constitutional amendment.

Article X: Ratification

A majority vote of the active membership in attendance is necessary in order to adopt this constitution.

By-Laws of the Medical University of Ohio Pathology Club

1. Membership

In order to be considered an active member with full voting privileges, one must be a Medical University of Ohio student and attend a minimum of two business meetings per semester. An active member has the right to vote on organizational business, propose amendments to the constitution and/or bylaws, run for office, and serve on committees. Membership is limited to students because the organization is funded by student general fees. An active member can withdraw membership from the Pathology Club by providing written notification to the president. Active members have the responsibility to participate as much as they can in club activities.

2. Dues

There are no dues to become a member of this student organization.

3. Duties of Officers

Specific duties of officers

- **President:** The president will call meetings to order and maintain a productive atmosphere throughout the meeting. The president will assume responsibility for being familiar with the policies and procedures of the organization and of the Office of Student Life (OSL), and for any sanctions that might result from breaches in those policies. The president will also represent the organization in public, to the media, and at official functions. The president must also attend the monthly officers' meetings required by the OSL, or appoint a representative to attend in his/her place. The president will also have ex-officio right to serve on committees at his/her discretion. The president will also be responsible for notifying the Medical University of Ohio community of meeting times via email.
- **Vice President:** The vice president will assume the duties of the president when the latter is absent. Additionally, he/she will be responsible for preparing committee chairs for their roles of coordinating events and activities.
- **Secretary:** The secretary will maintain all official records of the organization, including accurate meeting minutes, a current membership list and attendance records, and event reports. The secretary must maintain all these records in good working condition for passage to the next secretary. The secretary must submit all meeting minutes to the OSL within 5 working days of the business meeting, via hand delivery, e-mail, or US mail. The secretary will help the president determine if a voting quorum is present, and will serve as temporary chair if the president and vice president are absent. The secretary is also expected to be familiar with the constitution and bylaws of the organization, to be able to answer any procedural questions that may arise during meetings. The secretary must have on-hand all pertinent documents relating to the organization's procedures and policies. Lastly, the secretary will write and mail all notices and correspondences.
- **Treasurer:** The treasurer will receive and maintain funds, and pay money out on behalf of the organization. The treasurer will prepare the organization's annual budget. In addition, a full financial report will be prepared once a year, with informal interim reports presented at every business meeting. The treasurer will be responsible for filing all reimbursement forms to the OSL. Authorization for ordinary transactions related to everyday operations of the organization is granted to the treasurer, but special matters must be authorized by a vote in a business or special meeting. The treasurer must maintain accurate financial records regarding all expenditures of the organization.
- **Risk Assessment Coordinator:** The risk assessment coordinator will be responsible for assessing the risk of activities that the club is participating in and filling out the risk assessment form for submission to the OSL. The officer will also be responsible for any other paperwork associated with the position.
- **Librarian/Historian:** The librarian/historian will be responsible for the creation and maintenance of a 3-D display for the student activity fair and

other community and school events. This officer will also collect information about current events and opportunities in Pathology and maintain a binder containing this information for use by the officers and members.

- **Publicity/Public Relations:** The publicity/PR officer will be responsible for posting flyers with information about meeting times, events, and fundraisers. He/she will also be responsible for chairing a publicity committee when the organization runs public education campaigns.
- **First Year Representative:** The first year representative will be the liaison to the first year class, and will be responsible for making announcements to the first year class. The first year rep will also actively solicit ideas and suggestions from the first year members.
- **College of Nursing Representative, College of Health Sciences Representative, College of Graduate Studies Representative:** These officers will serve as liaisons between the executive board and the students of their respective colleges. They will be responsible for actively soliciting ideas from the students in their respective programs, and for bringing concerns specific to their academic programs to the attention of the executive board.

4. **Filling Vacant Officer Positions:** In the event that an unexpired term of office becomes vacant, the executive board officers will offer the position to the active members for nomination. A new officer will be elected according to OSL student organization policy manual, and that officer will fulfill the rest of the unexpired term. This person may also be eligible for the same term the following year, if he/she wishes to re-run. He/she must go through standard procedure to be elected again, however. In the event that there is no one to fulfill the vacant office, the vice president will act as interim officer. If the office of vice president becomes vacant and cannot be filled, the treasurer will serve as interim officer.

Removal from Office: In the event that an officer does not fulfill his/her responsibilities of office as defined by the constitution and bylaws, a 2/3 majority of members (quorum of 5) may vote to remove that officer. To remove an officer, an active member must submit a written complaint explaining why the officer should be removed to one of the officers not in question. The officer will be allowed to defend himself/herself and the complaint will be read before the vote. The officer can still remain an active member if removed from the office. A replacement may be elected according to the procedures described above.

5. Committees for special events and campaigns will be formed as needed by the executive board. Chairperson positions will be filled on a voluntary basis, and committee chairs will be responsible for organizing the work of the committee and reporting back to the executive board. Committee chairs will be responsible for calling committee meetings as needed. Committees will be disbanded after all of the paperwork and reports related to the event are completed.
6. Standard agenda for meetings will include the following:
 - Call to order
 - Roll call/sign in sheets
 - Reading and approval of minutes

- Reports of officers and special committees
 - Old business
 - New business
 - Adjournment
7. Voting quorum for business is 5 active members, which includes the officers. For approval of the constitution and bylaws, and for approval of an amendment to either document, a quorum of 5 active members, which includes the officers, is required. All votes will be decided by a majority of the votes. Votes for officers must be done on paper, but votes for the constitution and by-laws may be done orally or by a show of hands. The vote of the President will only be counted if there is a tie.