

OSR Constitution and Bylaws *Adopted August 24, 2005*

Article I: NAME

The organization shall be known as the Organization of Student Representatives (OSR) at Quillen College of Medicine.

Article II: PURPOSE

The purpose of this organization will be to serve as a liaison between the student body and administration, and promote camaraderie among the classes. To keep abreast of student needs and serve as change agents/troubleshooters.

Article III: MEMBERSHIP

The membership shall consist of appointed and elected members.

Section 1: Appointed Members

The president from each medical class shall serve a one-year term.

Section 2: Elected Members

Two members at large from second-, third-, and fourth-year medical classes shall serve a term equal to the duration of their time in medical school. In the event an elected member of OSR becomes class president, they will either appoint or hold a class election to select a member of their class to hold a temporary appointment on OSR during their tenure as class president.

Two members from the first-year class will be elected to serve one-year terms on OSR. In their second year, students will vote again to elect two members to serve three-year terms.

In the event an OSR member resigns *or is removed**, the president of his/her class will hold a class election to select a member of their class to serve on OSR for the resignee's remaining term of service.

Section 3: Invitation for Additional Service Time*

In the event an OSR member is not re-elected for a subsequent term by his/her classmates, the committee holds the right to extend an invitation for a one year, non-voting OSR position to the respective member.

This position expires after the duration of one year. The committee maintains the right to again invite the respective member for a subsequent one year, non-voting position.

Members invited to return in a non-voting position shall be eligible to be elected as an officer within OSR. If elected, they will then become a voting member for the duration of their office.

Invitations may only be offered to former OSR members having sat on the committee for no less than one year.

Invitations may only be offered when approved by a quorum, as defined in the OSR bylaws.

Section 4: Removal of Members*

Should any member fail to fulfill his/her responsibilities, the OSR members can accomplish their removal by a vote of three fourths of the membership.

** Amendment October 1, 2007*

Article IV: OFFICERS and REPRESENTATIVES

Section 1: Officers*

The officers of the Organization of Student Representatives at Quillen College of Medicine shall be the president, vice president and secretary.

Section 2: Duties of Officers*

1. President: The president shall preside at all meetings of the Organization of Student Representatives and shall represent the organization on both a College of Medicine level and East Tennessee State University level, attending all meetings necessary to the function and responsibility of that office. The president shall be responsible for all monies available to the Organization of Student Representatives and appropriating funds to the various projects and activities of the organization. The president shall work with the Chapter Advisor to draw up an agenda for each OSR meeting.
2. Vice President: The vice president shall substitute for the president when the president is unable to perform the responsibilities of the office, and assist the president as needed in accomplishing the goals of the organization.
3. Secretary: The secretary shall be primarily responsible for recording the minutes of each meeting and submitting them to be posted on the OSR website. Additional duties include aiding the president and vice president as needed in accomplishing the goals of the organization.

**Amendment October 1, 2007*

Section 3: Representatives

1. AAMC Representative: OSR members shall make a recommendation to the Dean of an OSR member to serve as an AAMC representative. The AAMC representative will receive monthly AAMC mailings and disseminate information as needed to OSR and other in the College of Medicine, and attend AAMC meetings.

Amendment: August 10, 2006

OSR shall allow one AAMC Representative for the College of Medicine. Three alternate AAMC Representatives shall be chosen from each class (except the class with the current AAMC Representative). Alternative AAMC Representatives shall be designated by the OSR President (subject to final approval from Dean of COM).

Amendment: April 23, 2007

OSR Primary Representative Term of Office: The term of the OSR Primary Representative to the AAMC shall be one year. It will commence prior to the spring OSR Regional Meeting and end prior to the following year's spring meeting.

Section 4: Election of Officers and AAMC Representatives

1. The officers and representatives of OSR shall be elected annually during the spring semester through a majority vote of the members. The term for each officer shall be one year commencing at the beginning of the summer semester and terminating at the end of the spring semester.
2. The office of president shall be held by someone who has been an OSR member for at least one year.
3. Officer elections shall be held prior to May 1.

Section 5: Removal of Officers

1. Should any officer fail to fulfill the responsibilities of their position, the OSR members can accomplish their removal from office by the vote of three fourths of the membership. Any vacant office created by the removal of an officer would be filled through a majority vote of the membership.

Article V: FACULTY/STAFF ADVISOR

The Assistant Dean for Student Affairs shall serve as an advisor for OSR. The advisor shall serve as a resource person and guide the members in formulation of programs and policies. The advisor will meet with OSR officers to help with planning and implementing chapter activities. The advisor may designate other staff members to assist in the programs of the organization. The advisor will designate a staff member to take and distribute the minutes of all meetings of the OSR, and maintain accurate, up-to-date record of all the decisions, actions, and programs of the organization.

Article VI: MEETINGS

- A. The OSR shall meet at least once during each semester.
- B. Committees and task force groups may meet as deemed necessary.

Article VII: COMMITTEES

- A. Standing committees may be formed as deemed necessary by the president with approval of the OSR members.
- B. Ad hoc committees may be established as deemed necessary by the president. Membership in OSR is not necessary to serve on an ad hoc committee.
- C. Committees shall designate a member to take notes at their meetings, document committee activities, and keep the advisors and OSR officers abreast of their activities.
- D. The president shall appoint chairs of standing and ad hoc committees for one-year terms.

Article VIII: QUORUM

- A. A minimum of one-half of the membership shall be required to transact official business of the OSR.

- B. A simple majority of those present at any meeting shall be required to pass any business.

Article IX: FINANCE

The OSR shall receive seed money from the Student Government Association and some funding from QCOM Office of Student Affairs. However, OSR activities, projects and programs should be self-supporting or supported by monies generated through OSR fundraising activities.

Should the OSR dissolve, any funds remaining in their treasury will be distributed to the Quillen College of Medicine Office of Student Affairs.

Article X: AMENDMENTS

This constitution may be amended as deemed necessary.

- A. Proposed amendments may be submitted by any member of OSR.
- B. Two-thirds of the votes cast by OSR members shall be required to amend this constitution.

Article XI: ADOPTION

Upon a favorable majority of votes cast by at least two-thirds of the OSR members, this constitution shall become the official constitution of the Organization of Student Representatives at Quillen College of Medicine.

Amendment: November 29, 2006

Article XII: AUTHORITY AND SUPREMACY CLAUSE

This organization is subject to the policies and procedures of ETSU and the Tennessee Board of Regents.