

ALCSI at The Ohio State University

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be The American Lung Cancer Screening Initiative at The Ohio State University, hereinafter referred to as ALCSI at OSU.

ARTICLE II. ORGANIZATION PURPOSE

The American Lung Cancer Screening Initiative (ALCSI) at The Ohio State University chapter aims to raise awareness about lung cancer, the leading cause of cancer death in the United States, and promote screening among individuals at risk. As a chapter of the national ALCSI, our goal is to educate students, healthcare providers, and the broader Columbus community about the importance of early detection, particularly in underserved and minority populations who face disproportionate barriers to screening. By creating opportunities for students to engage in advocacy, outreach events, and collaborative research, we aim to create a campus culture that prioritizes preventative health and empowers students to contribute meaningfully to public health efforts. This mission aligns closely with Ohio State's commitment to community engagement, diversity, and translating research into impact. Our chapter will partner with campus organizations and local health institutions to host educational workshops, tabling events, advocate for equitable screening policies, and connect students from all disciplines with service opportunities that address real health disparities. Through these efforts, we strive to embody Ohio State's values by preparing future leaders who are not only knowledgeable about public health challenges but are also actively working to solve them in our local community.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

ALCSI at OSU 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

ALCSI at OSU agrees to maintain a zero-tolerance policy for hazing, in compliance with The 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

ALCSI at OSU 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 is open to all enrolled undergraduate students at The Ohio State University. Graduate students and non-students may participate as honorary members, but they may not vote or hold office.

Section B. Member Selection

Students may gain membership by completing an interest form, joining the organization's communication platform, and attending meetings or events.

Section C. Membership Timeline

Membership is rolling throughout the academic year. Interest lists are updated each semester through forms distributed during events, tabling, and social media outreach.

Section D. Member Removal

A member may be removed for:

- Violating OSU policy
- Engaging in discriminatory, harmful, or disruptive behavior
- Repeated failure to uphold organizational values

The Executive Board will review concerns, notify the member, and allow them to respond. Removal requires a majority vote of the Executive Board.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor will support organizational development, provide guidance on university policies, and may attend Executive Board meetings. Advisors do not vote.

Section B. Advisor Term

The advisor serves on an annual basis, renewable by mutual agreement between the advisor and the organization.

Section C. Advisor Selection

Advisors are selected based on interest, experience, and willingness to support ALCSI at OSU. The President initiates advisor outreach, and the Executive Board approves selection by majority vote.

Section D. Advisor Replacement

If an advisor steps down or becomes inactive, the Executive Board will identify and approve a new advisor using the process outlined above.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

ALCSI at OSU shall maintain the following Executive Board positions:

1. President

- Serves as the primary leader and representative of ALCSI at OSU
- Coordinates with ALCSI National and oversees all organizational initiatives
- Leads Executive Board meetings and ensures progress toward goals
- Represents the organization in external meetings and collaborations

2. Vice President

- Assists the President in managing operations and internal coordination
- Oversees communication between directors and committees

- Helps plan events and supports overall execution of initiatives
- Acts on behalf of the President when needed

3. Director of Finance (Treasurer)

- Manages all budgeting, financial reporting, fundraising, and funding requests
- Ensures compliance with OSU financial guidelines
- Maintains transparent and accurate financial records

4. Secretary

- Maintains meeting minutes, attendance records, and organizational documents
- Manages communication with members
- Coordinates scheduling and archives important materials

5. Director of Communications

- Manages all social media platforms, marketing, and public-facing communication
- Designs awareness campaigns and promotes events across platforms

6. Director of Engagement

- Organizes meetings, volunteer activities, and awareness events
- Encourages campus involvement and maintains member engagement

7. Director Of Membership

- Develop onboarding materials for new members
- Track active membership and engagement levels
- Coordinate mentorship or leadership development initiatives

8. Director of Outreach

- Builds partnerships with local organizations, nonprofits, and health departments
- Coordinates community service projects, presentations, and advocacy events

9. Director of Education

- Develops educational materials and presentations on lung cancer screening
- Leads workshops and collaborates with schools and community groups

Section B. Officer Eligibility

Officers must be:

- Undergraduate students at OSU
- In good academic and conduct standing
- Active members of ALCSI at OSU

Section C. Officer Selection Process

- Elections are held annually in April.
- Officers run for only one position per election cycle.
- Candidates must submit a position statement one week prior to elections.
- Elections require at least a 50% active membership quorum and are conducted anonymously.
- A simple majority determines the winner; tie procedures follow existing rules in the current constitution.

Section D. Officer Removal

An officer may be removed for:

- Violating OSU policy
- Neglecting duties
- Misconduct or behavior inconsistent with organizational values

The President and one Executive Board member may initiate a review. Removal requires a two-thirds vote of active members at an open meeting.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

Dissolution of ALCSI at The Ohio State University may occur by:

1. A majority vote of all active members at a scheduled meeting; or
2. Failure to maintain the minimum requirements established by The Ohio State University for registered student organizations.

Section B. Dissolution Procedures

If dissolution is approved or required, the Executive Board will be responsible for coordinating all steps of the dissolution process. The Executive Board, led by the President and Treasurer, shall ensure that:

1. All organizational assets (funds, materials, property) are transferred to ALCSI National or to a nonprofit organization focused on lung health, as determined by a majority vote of the Executive Board.
2. All outstanding debts or financial obligations are settled in accordance with The Ohio State University policies.
3. All organizational records, including financial documents and archives, are collected and submitted to the organization's Advisor for preservation or final reporting, if required by university policy.
4. A final dissolution report is completed if requested by Student Activities or other university offices.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Amendments may be proposed by any active member and must be discussed in an open meeting. Voting will occur one week after the initial proposal. Amendments require a majority vote of active members.