**Buckeyes Raising Awareness in Neuroscience**

***Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.***

**Section 1: Name**

Buckeyes Raising Awareness in Neuroscience

**Section 2: Purpose**

The mission of Buckeyes Raising Awareness in Neuroscience is to provide support to those affected by neurological injuries and illnesses while increasing awareness and education within the Ohio State and Central Ohio community. Our goal is to create awareness to students at the Ohio State University and the general public through social media, our website, and educational activities. We hope to recruit students throughout The Ohio State University who show an interest in neuroscience or creating awareness.

**Section 3: Non-Discriminatory Policy**

This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, or admission.

***Article II - Membership: Qualifications and categories of membership.***

Membership is open to all students enrolled at the Ohio State University that are interested in learning about the brain and creating awareness. Members are also expected to attend meetings, volunteer at events and contribute ideas. Others such as faculty, alumni, professionals, etc., are encouraged to become members.

***Article III – Methods for Removing Members and Executive Officers***

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution, or violates the Code of Student Conduct, or university policy, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

In the case of officers, a similar voting process will take place. However, the board member in question will not get to vote. The voting will be done digitally and anonymously. Appropriate actions will be taken based off voting results.

***Article IV - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

Officers for Buckeyes Raising Awareness in Neuroscience will be elected through membership voting, and will serve a term equivalent to one academic year.

President:

- Run meetings

- Plan events

- Management of the Executive Board

- Long-term vision

- Manage the website, Facebook, and other social media accounts

- Oversee all aspects of the organization

- Dedicate 20+ hours/ week to the organization

- Meet with members and our advisor

- Work with the social committee

Vice President:

- Assist the president with his/ her responsibilities

- Prepare to dedicate 20+ hours/ week to organization

- Work with the kindness and service committees

- Manage the website, Facebook, and other social media accounts

Treasurer:

- Oversee all financial aspects of the organization

- Prepare to dedicate 15+ hours/ week to managing the budget

- Contact sponsors, organize fundraisers, and fill out forms

- Work with the fundraising committee

Secretary

- Oversee all communication aspects of the organization

- Prepare to dedicate 15+ hours/ week to the organization

- Distribute emails and flyers before meetings and events

- Recruit new members

- Track attendance and record notes at meetings

- Work with the marketing and media committees

Advisor

- Support the organization

- Provide recommendations to improve the organization

***Article V – Election / Selection of Organization Leadership***

All general members are eligible to run for an executive committee or standing committee position. Members of the current Executive Committee will hold an election for the next generation of student leaders by the spring of each year. In the case of a resignation or impeachment, voting for the available leadership position will take place within one month of resignation or impeachment.

***Article VI - Executive Committee (if needed): Size and composition of the Committee.***

The executive committee is comprised of the President, Vice President, Treasurer, and Secretary.

***Article VII - Standing Committees (if needed): Names, purposes, and composition.***

The standing committees are comprised of a committee leader and committee members. The committee leaders will be voted on by organization members, and committee members will be appointed by the executive committee and committee leaders based upon member interest.

Fundraising Committee

- Plan and organize at least 2 fundraisers per semester

Social Committee

- Plan at least 2 social events per semester for organization members

Service Committee

- Contact the organizations that we volunteer with

- Plan and organize monthly service events

- Track and record the contributed service hours of each member in the organization

Marketing Committee

- Manage all social media accounts

- Promote meetings and events

- Recruit new members

Media Committee

- Taking photographs and video recordings at meetings and events

- Manage all social media accounts

Kindness Committee

- Promote kindness within the organization

- Select and honor a “Member of the Month”

***Article VIII – Advisor(s) or Advisory Board: Qualification Criteria.***

The advisor is a full-time member faculty or staff at The Ohio State University. The advisor will be approved by Buckeyes Raising Awareness in Neuroscience. The advisor’s duties are to support the organization and give recommendations to improve and attain its goals.

***Article IX – Meetings of the Organization: Required meetings and their frequency***

General member meetings will be held once every other week. Two general meetings and attendance at 50% of events is required each academic term except summer.

***Article X – Attendees of Events of the Organization***

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

***Article XI – Method of Amending Constitution: Proposals, notice, and voting requirements***

Proposed amendments will be in writing, and read at the meeting in which they are proposed. A simple majority agreement among the Executive Committee is required for the amendment to pass. The constitution is not intended to be amended easily or frequently.

***Article XII – Method of Dissolution of Organization***

The Executive Committee proposes and approves the dissolution through majority vote for the organization’s dissolution. Before dissolution all organization debts must be paid, if applicable. Members must vote to decide what should become of the remaining assets, if applicable.

**By-Laws**

*Article I – Parliamentary Authority*

The rules contained in the constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II – Membership*

Any undergraduate student of the Ohio State University may be a member by successfully completing the requirements defined by the Executive Committee, if any. To be considered a member of Buckeyes Raising Awareness in Neuroscience the member must express interest and a have high attendance rate.

*Article III - Election / Appointment of Government Leadership*

Members of the current Executive Committee will hold an election for the next generation of student leaders by the spring of each year. In the case of a resignation or impeachment, voting for the available leadership position will take place within one month of resignation or impeachment.

*Article IV- Executive Committee (if needed)*

The executive committee will consist of at least four members. The President, Vice President, Treasurer, and Secretary. The committee is responsible for overseeing the organization as well as planning meetings and events.

*Article V - Standing Committees (if needed): Names, purposes, and composition.*

The standing committees are comprised of a committee leader and committee members. The committee leaders will be voted on by organization members, and committee members will be appointed by the executive committee and committee leaders based upon member interest.

*Article VI - Advisor/Advisory Board Responsibilities*

The Advisor is responsible for providing guidance and support for the student organization leaders.

*Article VII - Meeting Requirements*

At least three members of the Executive Committee must be present for any meeting to propose an amendment or change to the bylaws or constitution.

*Article VIII - Method of Amending By-Laws*

Proposed amendments will be in writing, and read at the meeting in which they are proposed. An agreement of both Executive Committee and the Advisor is required for the amendment to pass.