

Constitution: Medical Innovations Club

Article I – Name, Purpose and Non-Discrimination Policy of the Organization

Section I: The name of this organization will be the "Medical Innovations Club".

Section II: The objectives of the club shall be to:

1. Promote awareness of developments being made in the medical fields through research projects and collaborations with faculty members.
2. Foster networking opportunities between students and the medical/biomedical engineering communities.

Section III: – *Non-Discrimination Policy:*

This organization does not discriminate 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 bases under the law, in its activities, programs, admission, and employment.

As a student organization at The Ohio State University, the Medical Innovations Club expects its members to conduct themselves in a manner that maintains an environment free from sexual misconduct. All members are responsible for adhering to University Policy 1.15, which can be found here: <https://hr.osu.edu/public/documents/policy/policy115.pdf>.

If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <http://titleIX.osu.edu> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II – Membership: Qualifications and categories of membership

Section I: Membership is open to anyone interested in becoming a member, regardless of race, gender, sexual orientation, or religion. There is no application process for becoming a member, but members are expected to uphold The Ohio State University's Code of Student Conduct. Members who do not uphold this standard may be temporarily suspended through a majority vote of the executive board.

Section II: As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Article III – Methods for Removing Members and Executive Officers

Section I: If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor.

Section II: Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

Section III: In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV – Organization Leadership

Organization leaders represent the Executive Committee and general membership and are elected or appointed from the ranks of the organization's voting membership.

Section I: The executive officers include the President, Vice President of Project Management, Vice President of Programing, Treasurer, and Secretary. The President, Vice Presidents, Treasurer, and Secretary will hold their positions for a period of two years following the initial activation of the club. In the years following, an election will take place each year during the spring semester.

Section II: In the event of resignation or impeachment of an executive officer, an application and election process will be held to fill the opening position. This process will be carried out by the executive committee.

Section III:

President: The President of the Medical Innovations Club will be responsible for the organizing, scheduling, and planning of general body meetings. The President will represent the organization when pursuing projects and meeting with clients. In starting a project for the club to work on, the President will develop a reasonable timeline for general body members to work on the project. The President will delegate tasks to project members and offer assistance when needed. They will make sure all project members are on schedule to complete the project. The President will also schedule guest lecturers to speak to club members. The President is responsible for working with the Vice Presidents, Treasurer, Secretary, and Advisor to ensure the club is running smoothly and must complete their responsibilities (including yearly training) in a timely manner.

Vice President of Project Management: The Vice President of Project Management will be responsible for helping the President pursue clients who are interested in working with the Medical Innovations Club. The Vice President of Project Management will meet with potential clients if possible and work with the client and President to create a timeline for the completion of the project. They will also assist the various projects when needed and regularly check-in with club members to ensure projects are on

schedule for completion. The Vice President of Project Management will work with the Vice President of Programming to schedule rooms for organization meetings to take place.

Vice President of Programming: The Vice President of Programming will be responsible for helping the President pursue guest speakers to speak to club members about their line of work. They will work with the guest lecturer and President to schedule a time and date for guest lecturers to speak. The Vice President of Programming will work with the Vice President of Project Management to schedule rooms for club meetings to take place.

Treasurer: The Treasurer of the Medical Innovations Club will be in charge of keeping track of funding within the organization. This includes, but is not limited to, the organization, recording, and keeping of club funds. The Treasurer may also be involved in fundraising for the club and must follow the protocols listed by The Ohio State University concerning payments, refunds, dues, and other financial responsibilities for the Treasurer. The Treasurer may be involved in sponsorship outreach and will assist the President coordinate events. If a potential client is interested in funding the organization, the Treasurer will be responsible for setting up a meeting between involved members of the Executive Committee and the client. The Treasurer must complete their responsibilities (including yearly training) in a timely manner.

Secretary: The Secretary of the Medical Innovations Club will be responsible for communicating organizational events to the community in a timely manner. This will be done through the email list, social media, flyers, and other promotional activities. The Secretary will be responsible for forwarding important information to other members of the Executive Committee.

Advisor: The Advisor of the Medical Innovations Club will be decided upon by the executive officers of the organization. The Advisor must be a member of the University faculty or staff. Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as the signatory on the organization's bank account. Responsibilities of the Advisor may be extended further should the advisor desire more involvement within the organization.

All Executive Officers will assist in the recruitment of students and raise campus awareness of the club. The Executive Committee of the Medical Innovations Club are each responsible for fulfilling their respective duties and responsibilities in a timely manner and will uphold the organization's purpose, integrity, and future.

Article V – Election/Selection of Organization Leadership

Section I: Upon the initial activation of the club, the Executive Committee will retain their roles for 2 years to ensure the stability of the club. After these two years have ended, an application and election cycle for the Executive Officer positions will be held each year during the spring semester. The current executive board will oversee the application and election process, and officers will be selected by a majority vote of all active members. Each member may vote only once. The President and Vice President

positions may only be held by members who have served on the Executive Committee for at least one year.

Section II: Officers will be elected by a majority vote of all active members. In the event of a tie, any Executive Committee members not running for the position in question will conduct a tie-breaking vote. In the event that this process leads to another tie, the advisor will be the tie-breaking vote.

Section III: In the event of a resignation or impeachment within the first two years of the organization's initial activation, an application/interview process will be conducted to fill the opening position. In the event of a resignation or impeachment after the first two years, an emergency application/election process will take place. Current Executive Officers are eligible to fill the opening if they have expressed interest in the role, but they are responsible for holding an application/election process for the open position. In the event more than one current Executive Officer is interested in the opening position, executive officers not running for the position will vote. The person with the majority vote will take the position.

Section IV: Members must be an active member in order to hold an Executive Position. An active member includes, but is not limited to, a member who has attended meetings regularly and has demonstrated a clear interest in preserving the integrity and purpose of the Medical Innovations Club.

Article VI – Executive Committee

The Executive Committee includes the President, Vice President of Project Management, Vice President of Programming, Treasurer, and Secretary.

Article VII – Standing Committee

Executive officers will have the option to create additional standing committees under a specified position or area. The standing committee will not be considered executive and will function under the guidance of an executive officer.

Committee members will be selected based on criteria for the desired position. The lead committee executive officer will have the option to select committee members based on qualifications.

Article VIII – Advisor: Qualification Criteria

The Advisor of the Medical Innovations Club will be decided upon by the executive officers of the organization. The Advisor must be a member of the University faculty or staff. Responsibilities of the Advisor are to complete the advisor training every two years, submit online approval of the organization registration every year, submit online approval of the organization goals every year, and be listed as the signatory on the organization's bank account. Responsibilities of the Advisor may be extended further should the advisor desire more involvement within the organization. A Co-Advisor may be recruited if the Executive Officers deem necessary.

Article IX – Meetings and events of the Organization

General Body meetings must take place at least two times per semester. Additional project meetings may be held outside of the general body meetings, and these will be scheduled with the help of the Vice Presidents. Contents of the project meetings must be discussed with the Executive Officers.

To remain an active member in the club, students must attend two general meetings per semester.

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, the Code of Student Conduct, university policy, federal, state or local law.

Article XI – Method of Amending Constitution

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should require a majority vote of the general body or a majority vote of the executive officers. The constitution should not be amended easily or frequently.

Article XII – Method of Dissolution of Organization

The organization will only be dissolved if active membership falls to five members. Assets will be transferred over to the current advisor's department. Debts will be paid in full before the organization can be dissolved; the executive board is responsible for overseeing this process.