**Buckeyes Without Borders Constitution**

**Article I- Name, Mission, and Non-Discrimination Policy**

**Section 1**-**Name:** The organization shall be known as “Buckeyes Without Borders” (BWB), at The Ohio State University.

**Section 2-Mission:** Buckeyes Without Borders is a 501c3 non-profit organization that strives to foster global health awareness and teach healthcare students from The Ohio State University and partnering universities the benefits of an interdisciplinary healthcare team on positive patient outcomes. This mission is accomplished through outreach and education in underserved communities domestically and abroad, where we identify and treat the medical needs of their populations.

**Section 3**-Nondiscrimatory 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 bases under the law, in its activities, programs, admission, and employment.

**Article II- Membership: Qualifications and Categories of Membership**

**Section 1-Executive Board:** The executive board must meet all requirements of the voting membership, plus remain compliant to their specific duties as defined in Article III Section 6. The executive board is made up of 10 positions which includes President, President-elect, Treasurer, Treasurer-elect, Vice President of Communications and Marketing, Vice President of Fundraising, Vice President of Outreach and Advocacy, P1 Liaison, and two Honduras Trip Chairs.

**Section 2**-**Voting Membership**: All members eligible to vote in elections of the executive board  of Buckeyes Without Borders must complete a membership application and pay dues by the predetermined date set by the executive board, be in good academic standing with their respective college within The Ohio State University, and support the mission of BWB.

**Section 3- Non-voting Membership:** Faculty, alumni, and other professionals may be active in the group as non-voting members or honorary members. Non-voting members must still complete an application and pay dues on an annual basis.

**Article III- Organization Leadership: Titles, Terms of Office, Type of Selection, and Duties of the Leaders**

**Section 1**-Executive Board Positions: Seven elected officers (President-elect,  Treasurer-elect, Vice President of Communications and Marketing, Vice President of Fundraising, Vice President of Outreach and Engagement, Honduras Trip Chairs (2) ) will be elected yearly from a majority vote of the voting membership of the organization.  One officer (P1 liaison) will be appointed by the Executive Board. The positions of president-elect and treasurer-elect will transition into the roles of president and treasurer, respectively, during the second academic year of their terms.

**Section 2**-Positions Terms and Voting Timeline: Each elected member of the Executive Board will serve a one year term (May 1-April 30), except for the positions of President-Elect and Treasurer-elect, who will serve a one year term as President-Elect and will transition into President for a second year term or serve a one year term as Treasurer-elect and will transition into Treasurer for a second year term, respectively.  Elections will occur during spring semester, in the month of March or April, to elect officers for the following academic year. Any positions not filled will be open for re-application at the beginning of the succeeding school year and will be appointed by the executive board by October 1 of that same year.  The appointment of P1 liaison will occur during autumn semester for that academic year, and an appointment will be made by October 1 of that year.

**Section 3**-Executive Board Application Process: Any student aspiring to be elected to an executive board position of BWB must be a health-professional student of The Ohio State University in good academic standing and must maintain this status throughout the lifetime of their term. Students must complete the executive board application by the deadline set by the current executive board. All students who complete their application by the deadline must be present at the election meeting to give a 2-minute speech to the voting members on why they believe they are the best candidate for the position.

**Section 4**-Election Order: Election of officers will proceed in order of President-Elect, Treasurer-elect, Vice President of Communications and Marketing, Vice President of Fundraising, Vice President of Outreach and Engagement, Honduras Trip Chairs.  A person may run for multiple positions but must run for the highest-ranking position first. A person can only hold one elected position except in the case where one of the Honduras Trip Chair positions is not filled, then **one** person may hold an elected position + Honduras Trip Chair.

**Section 5**-**Voting Process**: The voting members will be notified to their university email the GBM at which elections will take place at least two weeks prior to voting day. The voting membership will be sent the executive board applications at least 1 week prior to voting. Voting will occur through written ballot for election of officers during a GBM. The current president will be in charge of the election meeting, including but not limited to, ensuring candidates meet all qualifications, all eligible candidates are present to give a speech, that all ballots are pre-prepared and accounted for after the meeting, and that all candidates and voting members are notified of the results. Voting members running for an elected position are unable to vote for the position in which they are running for. In the event of a tie, the faculty advisor(s) may vote.

**Section 6- Officer Responsibilities:**

**i. President**: shall act as the main contact person for the organization and facilitate the development and administrative management of the organization.

 Duties:

* To be familiar with all operations of BWB and serve as a spokesperson for the organization
* To set expectations for the executive board and make sure they are met
* To arrange (book rooms), attend, and lead executive board and general body meetings
* To enforce and promote enforcement of the BWB Constitution
* To facilitate election of incoming executive board members during the Spring and ensure communication between incoming and outgoing officers occurs in a thorough and timely manner
* To work in close contact and communication with chapter members, officers, and advisors to develop and meet goals for the chapter
* To keep the Buckeyes without Borders mission, goals, and members in mind at all times
* To include the President-Elect in pertinent activities and duties to prepare them for their transition into President
* Attend Dean’s Lunch on behalf of BWB
* Annual constitution review by October 1
* Attend Student Union Organization training
* To be flexible in assisting other board members in fulfilling tasks if necessary

**ii. President-Elect:** shall act as the secondary contact person in the absence of the president. They will serve as a go-to for guidance and support for the other executive board positions and assist the president in holding all executive positions accountable for their duties.

 Duties:

* To act as a general representative of BWB including attending Pharmacy Council meetings
* Take meeting notes at executive and general meetings and update the BWB Google Drive
* To coordinate the Membership Drive and maintain the member ListServ alongside the VP of Communications and Marketing
* Must attend at least one brigade abroad prior to transitioning into the position of president (this can be done prior to being elected president-elect)
* Assists the Honduras trip chairs in writing to companies who produce medications and medical devices as well as local businesses for donations for our brigade
* Assists the VP of fundraising in letter writing to obtain donations
* Must be familiar with all above duties of the president prior to transition into role of president
* To attend all BWB executive board and general body meetings
* To be flexible in assisting other board members in fulfilling tasks if necessary

**iii. Treasurer:** shall keep track of all funds acquired/spent by the organization and be in charge of applying for organizational and event funding from the university and other sources. The Treasurer shall work with and train the Treasurer-elect on all projects.

 Duties:

* To propose a fundraising goal and budget at the start of the fiscal year and maintain the accuracy of the budget throughout the year
* To collect and manage funds from all sources including but not limited to annual Operating Funding from the Student Union and IPC Funding from the Interprofessional Council
	+ Operating Funding - application can be done Fall or Spring semester
	+ IPC Funding - proposal in Fall semester, forms completed in Spring Semester
* To work alongside the VP of Fundraising to coordinate events
* To approve and request funds for the organization and oversee all financial activities
* To record all itemized receipts and account disbursements
* To maintain BWB bank account and provide financial updates to executive board
* To maintain the Venmo payment account as needed for sales and fundraisers
* To maintain Kroger Reward and AmazonSmile status
* To ensure BWB 501c3 non-profit organization status and related tax filing by May
* To attend all BWB executive board and general body meetings
* To be flexible in assisting other board members in fulfilling tasks if necessary

**iv. Treasurer-Elect:** shall work together with the Treasurer to keep track of all funds acquired/spent by the organization in preparation to take the role of Treasurer the following year. This requires learning the roles and responsibilities of the Treasurer and how to run and organize the monetary aspect of a non-profit organization. The Treasurer-Elect shall partner with the VP of Fundraising to help plan and run fundraising events for the organization.

Duties:

* Please see the above treasurer duties
* Also be familiar with the duties of the VP of Fundraising to help assist with events
* To attend all BWB executive board and general body meetings
* To be flexible in assisting other board members in fulfilling tasks if necessary

**v. Vice President of Communications and Marketing:** will be a liaison between the officers and advisor to members of the organization.

Duties:

* To maintain the organization website and Facebook page
* To maintain the BWB email account along with the President
* To send out communications to members/other parties via email, social media, phone, etc.
* To ensure announcements are submitted to PharmD Newsletter in a timely fashion
* To make at minimum biweekly posts to social media platforms and website promoting our organization, our mission in Honduras, and current events and the status of health in Honduras
* To send out bi-weekly updates of news and events to the BWB listserv through chapter gmail account and maintain a shared calendar for the executive board
* To market fundraisers on campus and social media
* To design and order apparel for the current Buckeyes without Borders members
* To attend all BWB executive board and general body meetings
* To be flexible in assisting other board members in fulfilling tasks if necessary

**vi. Vice President of Fundraising:** will be responsible for organizing fundraising events.

Duties:

* To serve as the general manager for all fundraising & social events
* To organize multiple fundraising projects throughout the year and to make sure they are implemented adequately and managed efficiently
* To ensure BWB meets its fundraising goals by working with the Treasurer and Treasurer-Elect
* To attend all BWB executive board and general body meetings
* To be flexible in assisting other board members in fulfilling tasks if necessary
* Fundraising events include but are not limited to an annual silent auction, bake sales, dine to donate, producing and selling college merchandise per OSU brand guidelines

**vii. The Vice President of Outreach and Advocacy:** will be responsible for promoting the organization on campus and in the community throughout the year.

 Duties:

* Survey upcoming involvement fairs and outreach events to represent BWB. At minimum this includes: COP involvement fair, COM involvement fair, and OSU Graduate and Professional School involvement fair
* To actively develop and foster partnerships with other service organizations to provide our members opportunities to serve locally
* Establish at least one event per semester that can be counted towards community health service or co-curricular hours
* Communicate with all members of the executive board, general members, and trip participants to sustain involvement in BWB events including but not limited to volunteering and fundraisers
* Work directly with the Graduate Level Health Sciences College Liaison to increase awareness of BWB outside of the CoP
* Update the shared calendar of all events related to outreach and engagement
* Function as Advocacy Chair to fulfill and develop responsibilities as outlined by the new Pharmacy Council requirements of 2019-2020
* To attend all BWB executive board and general body meetings
* To be flexible in assisting other board members in fulfilling tasks if necessary

**viii. P1 Liaison:** will relay information from the Executive Board to the members to the first-year pharmacy class and work on projects assigned by the Executive Board.

Duties:

* Communicate between executive board and P1 class all pertinent announcements, events, fundraising to raise awareness of organization within the new class via the class’s Facebook page and all other available mediums of communication
* Encourage member engagement and participate in recruitment
* To attend all BWB executive board and general body meetings
* Become familiar with executive board/organization operations with intention to apply for future executive board position(s)

**ix. The Honduras Trip Chairs**: shall communicate with The Ohio State University, students, providers, and representatives in our destination country to organize the medical brigade on behalf of Buckeyes Without Borders

Duties:

* To facilitate the communication between our host country/organization and BWB
* To recruit providers for the trip
* To facilitate the trip application and student selection process along with the President
* To book rooms for all meetings related to the trip
* To update the google calendar of all trip meetings and deadlines related to the brigade
* Notify brigade members of IPC funds for reimbursement
* To make sure trip members meet all the travel requirements through both the university and the host organization
* To order medications for the brigade in consultation with the President and trip providers through a variety of avenues which includes but is not limited to Blessings International, pharmacies in Columbus and surrounding areas, and pharmacies in the destination country
* To make sure trip members are informed of trip expectations
* To make sure all brigade participants complete all payments, applications, and waivers to the host country/organization and/or the university by the appropriate deadline
* To ensure all brigade participants book proper flights at least 2 months prior to the brigade
* To ensure all materials and supplies are prepared prior to the trip
* To take inventory before and after the trip
* To collect & analyze patient data daily after clinic to ensure supplies are rationed for the week
* To stay up to date with the host country/organization’s mission plans, changes, and requirements
* To arrange travel insurance for all members
* To complete risk waiver petition to the OSU office of international affairs prior to every brigade
* To attend all BWB executive board and general body meetings
* To be flexible in assisting other board members in fulfilling tasks if necessary

All decisions and actions made by the Executive Board must be made in the spirit of the mission of the organization.

**Article IV- Method of Removing Officers and/or Members**

**Section 1-** If an executive board member does not fulfill their respective duties, the executive board and advisor can vote to remove that person from their position.  The officer shall be notified to their university e-mail no less than one week prior to the vote and has the right to give a statement prior to the vote.  Two thirds vote of the executive board to remove is necessary.

**Section 2-** If an officer misses more than one executive board meeting per semester without 48 hours prior notice or in the event of an emergency, the other officers and advisor can vote to remove that person from their position.  As defined by article IV section one.

**Section 3-** A voting member of the organization may be removed from the organization if they are no longer an active full or part time student within their respective college.  They may also be removed if they fail to complete the requirements of membership for the year.

**Article V- Advisors**

**Section 1**- The primary advisor must be a member of The Ohio State University Faculty or Administrative & Professional Staff, which meets the requirements of student organizations advisors set by the College of Pharmacy. Any licensed medical professional currently employed by The Ohio State University or affiliated Medical Centers or an alumni of a health sciences program of The Ohio State University may serve as a co-advisor of this organization.

**Section 2**- Advisor expectations and responsibilities will be to guide the direction and activities of the organization. This includes remaining compliant with university requirements for student organization advisors; serving as a resource for guidance in organization activities including, but not limited to, fundraising, recruiting students and providers for the brigade, raising awareness of our cause, trip planning, and coordinating communications with our host country/organization; serving as a person of contact between the students of Buckeyes Without Borders and the University and Medical Center; and a willingness to participate in Buckeyes Without Borders events, which includes but is not limited to, executive board meetings, general body meetings, outreach events, fundraising events, and the medical brigade.

**Article VI– Method of Amending Constitution**

**Section 1**- Proposed amendments to the organization’s constitution should be submitted in writing via email to the university emails of the voting members of the organization. The proposal shall be read at the next general meeting and all voting members present shall have the opportunity to comment on the proposed amendment.

**Section 2**-  All voting members will then be notified of the final draft of the proposed amendment to their university emails and final voting on the proposal will then take place at the general body meeting subsequent to the meeting at which the proposal was first read (i.e. the 2nd general meeting after the proposal was submitted). A two-thirds majority of votes received by a pre-determined deadline shall be required to approve the amendment.pro-recovery.org

**Article VII- Meetings of the Organization**

**Section 1**- A minimum of one general body meeting of the membership is required each academic term, excluding summer term.

**Section 2**- The dates, times and frequencies of general organizational meetings will be decided by the organization’s officers at the beginning of each academic semester, and this information will be made available to all current members of the organization at that time.

**Article VIII- Method of Dissolution of Organization**

**Section 1**- Should it become necessary to dissolve the organization; a meeting of the organization’s officers shall be held to discuss the exact procedures for said dissolution.

**Section 2**-Should any assets exist, they shall be donated to an organization decided upon by the officers at the time of dissolution.

**Section 3**- No debts should be allowed to accrue during the existence of the organization, as defined in the roles and responsibilities of treasurer, and thus a method for disposing of such debts is not necessary.