# Power in Neuroscience Constitution 

## Article 1

## Section 1: Name

I. The name of this organization shall be Power in Neuroscience or referred to as PIN.

## Section 2 - Purpose

I. Power in Neuroscience (PIN) is an interdisciplinary organization of leaders that work to advocate for and support vulnerable populations within the Columbus community and broader through aiding underprivileged students, under resourced students from low-income backgrounds, and students with disabilities or debilitating medical conditions in high school with our annual initiatives. We execute our mission by running specific, but not limited to, events: Mentoring focused on these student groups in order to maximize their financial aid, coordinating a multiannual event directly exposing \& educating them about the field of neuroscience (with the support of OSUCOM and health professionals), and lastly coordinating and providing them access to competitive neuroscience opportunities, which can further empower their careers. Our focus is on long-term and dedicated positive impact.
i. Our official mission is to primarily drive lasting positive change within high school student communities with disabilities, from lower-income backgrounds, or underserved areas in Columbus (and broader) through impactful and annual service and neuroscience initiatives.
ii. We adhere to 5 essential values, these are explained on our website more in depth: Freedom with direction, Tradition to Serve, Progress \& Innovation, Socializing \& Fun, and Power in Initiative. PIN operates first under the direction of these values and to serve by our project's visions. We partner with the Ohio Union as a student-led group and seek to be independent.

## Section 3 - Non-Discrimination Policy

I. Power in Neuroscience 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.
II. As a student organization at The Ohio State University, Power in Neuroscience 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.

## Article II - Membership

I. Power in Neuroscience's voting membership should be limited to currently enrolled Ohio State students who are of 'active' status within the club or appropriately excused by executive board. Others nonstudent members, such as faculty, alumni, professionals, etc., may become secondary members, but only as non-voting associate, experienced members, or other means.
II. Power in Neuroscience has closed membership with a comprehensive application process that takes place in the fall. Waitlist may be opened if the opportunity arises and the active body of PIN members are aware. Members can only join after the President and VP of Internal Engagement accepts their application after a comprehensive and thorough review, factors that must be weighed are mentioned in application review instruction with the executive board.
III. Primary participation in any of PIN's signature events is only granted to students who have been approved through our application process.
IV. Secondary participation must be decided upon decision by President \& VP of External Operations, which can only include smaller tasks to help promote additional impact of our signature events for community. Secondary participation is not membership to club of PIN, but a gateway to more collaboration with other organizations and partners.
V. Members of PIN are among a small cohort of student leaders that all have a stake in our programming to make meaningful change. All members are expected to have roles where they can potentially use their passion and knowledge to make an original change or addition.
VI. "Experienced" member status is given to members who have been active for two complete semesters. They are granted more control over their own trial projects under President \& VP of External Operations guidance, and to take a leave of absence as long as time period is communicated with the Executive Board.
VII. Absentee status can only be given during extreme emergency leave and must be approved by the President. If a member will not be participating for the rest of the semester and has not been active for more than one semester, the President can decide to put them on the waitlist.
VIII. Sufficient activity is defined by activity that is allegiance with membership requirements outlined in Article II and the overall constitution. This includes a dedication towards weekly engagement and activity within the organization (from project role, time of project phase, and nature of project) in accordance with the design meeting agenda by the project director. This expectation is more intensive for sitting executive board members. Any executive who breaks the commitment is subject to special removal from their position by the OUAB, advisory board, or community board.
IX. All executive board positions must be necessary for the function and continuation of the organization, if it is discovered that a role is unnecessary it may be either instantly removed by the President or voted out by $2 / 3$ vote of the executive board. There is no repeal process, however re-votes can take place after the consecutive election.

## Article III - Methods for Removing Members and Executive Officers

I. For a member to be removed, they must have been previously grey-listed and a sitting officer must suggest such action with accurate reasoning. The only exception is when the executive board rules that the most appropriate response is removal despite not being grey listed.
a. If the party in question has never made any attempt to connect with club or contribute after acceptance, they can be placed immediately into waitlist by President, even with no grey list.
b. If the party in question is responding, the executive board will meet with them to hear their case.
c. If the party in question cannot meet initially, they may reschedule once.
d. If they miss the initial meeting and do not answer to rescheduling, the executive board opens up on their own. This decision can only be overturned if the party in question was under extreme ramifications that prevented them from being present.
II. Executive members will then vote to keep the member, suspend the member, or remove the member from the entirety of the organization. Majority rules. A member can only be suspended once, further violation(s) result in a removal for the rest of their term at Ohio State.
a. Example reasons for removal:
i. Constantly missing the three required events each semester
ii. Failure to sign up for significant annual events
iii. Failure to give appropriate notification of absence or notice more than once a year for a required event or meeting
iv. Exhibiting disrespect to affiliates within the organization or individuals from the community
v. Lack of contribution or significance in signature events without a sufficient reason, issues which were brought up to the President and thoroughly reviewed \& investigated to determine next course of action.
vi. Inviting/abetting students not affiliated with the organization to do or participate in primary tasks within our signature events, even though they were not vetted through our application process
vii. Lack of collaboration or communication with their assigned partners at our events
III. 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.
IV. Any elected officer of the chapter may be removed from their position for causes specified in executive board section. 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. Provision and process on impeachment are discussed in a separate article of the constitution.
V. 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), the executive board, in consultation with the organization's advisory board, may vote to temporarily suspend a member or executive officer.
VI. VP of Internal Engagement is responsible for grey-listing members of the organization (essentially giving them a warning), all grey-listing must be reported \& recorded with the executive board aware. Members are allowed to repeal a grey list within an academic year through the same process in section II.
VII. VP of Internal Engagement can freeze (or 'role arrest') a member's contributions to or activity in an event to ensure their contributions match the corresponding project roles. The VP of Internal Engagement can also dismiss a member from their role entirely for a duration of time, after the approval of the President or the advisory board. This can be repealed from a decision made between the President and advisory board simultaneously.
VIII. Portions of the community board affiliated with a project (primary, secondary, or consecutively passed over tertiary projects) can request to dismiss an individual from a project role not meeting the expectations, supporting sustainability, or growing the innovation of the project. These requests must be decided based on the VP of Internal Engagements judgement, and a unanimous agreement between affiliate community board members.

Article IV - Organization Leadership: Leadership are changed once per year between March and April. The exact timing in that period can vary based on decision of the current executive board.

## Section One - Executive Board Roles

I. President
a. Coordinates and leads the organization based on their vision of upholding PIN's signature events, term goals, and agenda of all meetings, has the final say on when and where design meetings and signature projects occur.
b. Main spokesperson for the organization, including being an additional point of contact for external sources with VP of External Operations.
c. Approves decisions to implement additional programming to the club, with the intent to continue to uphold and innovate the impact of previous programming
d. Coordinates the official PIN events (both signature projects events and all design meetings) and ensures the other executive board members are executing their roles.
e. Operates website for student organization, responsible for keeping accurate information and updating the website before each application cycle.
f. Runs the application process and advertisement in the fall alongside the VP of Internal Engagement.
II. Vice President of Internal Engagement
a. Enforces policies as the official rules \& regulations representative for all events held by Power in Neuroscience.
b. Oversee approval for a rules \& regulation representative in trial projects (cannot be the event's director/leader). If no one is appointed, obligated to reject the event and prevent further development in PIN.
c. Keeps organization on track towards its agenda, enforces signature project protocols, has the jurisdiction to investigate violations in our signature project protocols (reports to advisory board \& President), dismisses members from their roles in projects if there is an issue, handles role arrests, takes requests to create new committees or roles at signature events, ensures primary and secondary projects have their rules \& regulations delegate.
d. Takes over presidency when necessary, during leave or emergency. When President in unavailable at a design meeting - takes their place in leading the meetings agenda.
e. Manages social media along with Chief of Design \& Retainment, works with the President on coordinating instructions for various roles at design meetings.
f. Supports the PIN application process and advertisement in the fall alongside the President.
III. Treasurer
a. Manages the official budget for PIN, applies for funds through Union and Student Council, works with President to make financial decisions for club.
b. Organizes spending and how much we can use to in accordance with clubs purpose, and if needed in charge of buying supplies necessary for signature event plans.
c. Spearheads and coordinates financial assistance initiatives for the sake of supporting others in community, as well as in charge of approving fundraising events.
IV. Vice President of External Operations
a. Operates the coordination, organization starting at an early date, and execution of various signature projects alongside the President, signature project spokesperson, responsibility of being their most active point of contact for external sources.
b. Responsible for setting up each type of our signature events using instructions passed down from each board, as well as innovating how to make even more positive impact then we have in the past.
c. Works with other board members in seeking more ways to provide positive and impactful experiences to the community at large.
d. Provide project status updates, significant changes to projects, and the impact of projects to all community board affiliates.
V. Chief of Community Survey
a. Drafts and disseminates impact-survey to each attendee from the community at our annual events, communicates directly with projects director, VP of External Operation, and the community representative on the execution of survey
b. Tracks objective measure of impact PIN makes within the community through our events and makes suggestions to VP of External Operations based on collected data.
c. Operates research projects (i.e., paper or poster, involving data entry and analysis) for effect of outreach on populations we engage after receiving permission of President, advisory board, and project-affiliated community representatives.
d. Any findings, analysis, or use on data for said project must be presented to the public via research forum.
VI. Chief of Design \& Retainment
a. Keeps track of member attendance \& participation at all of our events, tracks activity \& inactivity at design meetings, works directly with VP of Internal Engagement on how to boost participation
b. Delivers announcements through the President to the club members on event dates/times/locations, collects excerpts executive board members may want to provide regarding meetings.
c. Operates social media profiles on various outlets to a professional standard, associated PIN emails, and with Treasurer and President approval giveaways. Supports President \& VP of Internal Management with advertisements for club throughout fall and spring.
d. Designs, drafts, and creates the presentation slides needed for each design meeting.
e. If the VP of Internal Engagement has to preside as the Acting President (emergency or sudden leave), upholds an additional responsibility of being the acting rules and regulations representative for all Power in Neuroscience events.
VII. Post-President Advisor
a. Emeritus position to support the organization beyond their presidential term, dedicating all further activity towards a strong, innovative purpose to the organization, and use their experience and expertise to upskill the new executive team; Only a previous PIN President can be installed into this role, for one single time, if they aren't opposed by the newly elected President immediately after the election
b. Assuming this position requires informing the newly elected executive board in a written statement immediately following an election and creating an innovative plan to significantly contribute to expanding the message of Power in Neuroscience with this role.
c. Attends or assembles an executive board meeting at request of an executive board members, has no executive voting powers outside of impeachment (in which their vote counts as an executive board member).
VIII. Advisor
a. Official OSU faculty member who advises the organization. Ensures PIN's executive board and their President are upholding our essential values to serve the community.
b. Co-advisors and co-advocates are welcome as well upon executive board approval, each serving same rules in Article VIII. They fulfill the same role alongside the advisor.
c. Keeps the executive board in check of maintain PIN's values and systems.
d. At maximum 6 faculty or staff can sit in the PIN advisory board. The different types of advisors and roles are decided by the executive board. Specifying each type of advisor based on their expertise must be amended to the constitution in the future after a decision is made by the executive board.
IX. Additional smaller committee leadership board roles as the executive board dictates necessary.

## Section Two - Executive Board Rules

I. Each role on the leadership board is an additional duty to the already existing status \& responsibilities of PIN membership. All executive board members are expected and encouraged to continue to design, implement, and participate in design meetings \& signature projects.
II. Impeachment of any executive board member requires $2 / 3$ votes of executive board members and $2 / 3$ vote of advisory committee. An impeachment can be reasoned when an executive board member obstructs the university code of conduct, fails to fulfill their duties/responsibilities, fails to uphold the constitution, or for additional professional reasons not specified. If the subject of impeachment is on the failure of the executive board to execute a minimum of 3 signature projects (or to appropriately incorporate primary or secondary projects in executive boards vision) with at least two or more members on the board, the community board votes in place of the executive board during impeachment proceedings effective immediately. In the event this occurs, experienced members are expected to volunteer and assist the community board in presiding at design meetings.
III. If impeachment decision is divided between executive board and advisory, 3 randomly selected non-executive active experienced members (through a transparent live process)
must be picked for impeachment duty. They will be given statements of both the executive board and advisory boards sides, and vote, and then announce their verdict (majority rules) at a design meeting. If these three votes to agree on impeachment, the advisory board votes again and majority rules, or can unanimously choose to side with the three members. If these three do not agree on impeachment, the impeachment process is over.
IV. All votes of the executive board must be taken into account when ruling is by specified $2 / 3$ of executive board or majority vote of executive board.
V. If an executive board member is completely inactive, even after fair warning, the President has the responsibility to waitlist them and alert the advisory board. The advisory board has the power to repeal their decision by a $2 / 3$ majority vote. Complete impeachment must go through regular system.

## Article V- PIN Election \& Selection of Organization Leadership

I. An election process involves a nomination announcement, workshop on to explain various executive board positions, a fair length of time to collect nominations, an announcement on ballots received shared with active members, a comprehensive ballot application for those accepting their nomination, and then a live election.
II. The President is required to announce when PIN will accept nominations.
III. Only members of PIN with sufficient activity can self-nominate or be nominated for an executive board position.
IV. The President and VP of Internal Engagement reviews ballot applications and can share them with the VP of External Operations for their opinion on coordinating-specific acknowledgements.
V. The President and VP of Internal Engagement have the right to schedule interviews with members interested in running to gauge and learn more about their interests. Interviews are not mandatory, and only purpose is to clarify information for section VI.
VI. All applications must provide sufficient reasoning and have sufficient activity in the organization to apply for leadership positions. If little is given, either President of VP of Internal Engagement can deny their application or request a re-submission.
VII. If roles are not occupied by the end of an election, the President reserves the responsibility of these positions, or temporarily delegates them to other executive members.
VIII. To determine who occupies a role that was not run for during election, members interested in chief positions will be voted in by a small executive voting decision, and members interested in Vice President positions will be voted in through an additional election. If the President was not selected, elections will continue to be held until a final decision is made or the duty is given to the advisory board to settle.
a. The newly elected President, VP of Internal Engagement, and Post President Advisor are responsible for opening an application process to elect Chief positions. In case of a tie, the President has the final say.
b. The newly elected President is responsible for opening a renewed, open ballot for the Vice President positions which must be voted in by the organization through an additional election (unless uncontested in a fairly accessible election process). If there was not a President elected, responsibility is delegated to one of the newly elected executive members. If they choose among themselves, must have majority vote approval of advisory board.
IX. In the post-academic year, in case of emergency with a strong cause the executive board can make necessary shifts that all parties agree too in the executive board. Final approval coming down to the sitting President. Alterations come down to the natural leadership structure.

Article VI - Power in Neuroscience Executive Leadership
The executive committee is comprised of a total of 6-8 official positions, noted above.

## Article VII - Power in Neuroscience Standing Committees

I. In the current state of the organization, a Standing Committee is unnecessary.
II. If necessary, the VP of External Operations may get permission from President \& VP of Internal Engagement to open the Operations committee.
III. These students will serve as junior external operation members with the duty to support and divide the workload of the VP of External Operations.
IV. No more than 5 students can join a committee. These students must also have been approved from our comprehensive application process. It is not recommended to have these.
V. If a committee's activity dwindles consistently or the committee is deemed unnecessary, the Chief of Design and Retainment has the power \& responsibility to shut that committee down. There is no repeal process.

## Article VIII - Power in Neuroscience Advisory Board

I. Advisors of student organizations must be full-time members of the University faculty or Administrative \& Professional staff.
II. If a person is serving as an advisor who is not a member of the above classifications, a coadvisor must be chosen who is a member of these University classifications.
III. Advisors of PIN responsibility is to vote when necessary issues are brought up from the executive board (outlined in this constitution), support the organization in university affairs, impart advice \& information from their field of expertise, and to lastly keep each newly elected President in check of having grounded plans on how to support the community more effectively than has previously been done before.
IV. Only the President can make changes to the advisory board. If an advisor willingly chooses to step down the President must be informed.
V. Each advisor has a two-year term which can always be renewed. Advisors cannot be removed until the end of their two-year term, emergency leave, or when impeached by $2 / 3$ vote of executive board.
VI. The advisory board keeps the balance of the executive board on track of PIN's values and goals. The advisor helps ensure that a balance between service and neuroscience events for high school students with disabilities or with debilitating medical needs, from low-income areas, or under resourced must be maintained by every executive board.

## Article IX - Power in Neuroscience Community Board

I. Community Board members are individuals from the Columbus area or broader that with the intention to advocate for the organization and its involvement in their community, represent different fields and perspectives from their backgrounds, and help us deliver greater social change.
II. The Executive Board is responsible for seeking and appointing representatives for the community board. The following roles are within this board: General (Non-Voting) Representative, Impact Representative, Social Issue Representative, and Benefits Representative.
III. Each community board member reserves an indefinite term, unless impeached or willingly resigns.
IV. The impeachment of a community board member requires $2 / 3$ vote of the executive board. Impeachments may be taken in case a member fails to execute their duties or violates the university's code of conduct. Impeachments must be agreed upon by the rest of the community board via majority vote.
V. Community board members can be officially 'affiliated' with a project when they are actively working to support it, exact activity requirement for their role determined by the project's current director. All project-affiliations must be recorded by the executive board.
VI. If necessary to keep the organization focused on it's goals, community board members vote on final decisions of PIN's involvement in their community for an upcoming event. VP of

External Operations handles voting and final decision process. These decisions take into factor ultimate social good, best community-building practices, and intended project vision.
VII. If an active member has an issue, they have a right to raise it with a community board member. Once a decision has been made, it cannot be appealed.

## Article X - Power in Neuroscience Meetings \& Projects

I. Club meetings will always involve the focus on a signature project from Power in Neuroscience. The meetings will either be one of three: At a community event we run as a group, meetings where we work amongst ourselves synchronously, or for assembled social events.
II. Every member of PIN must be involved/contribute in three different types of signature events each semester created by the club, and only in the situation when all the spots are filled seek ways to still contribute under permission of VP of External Operations. It is the duty of the executive board to ensure that within an academic year there be three separate signature projects fully executed (failure to complete this is subject for removal), starting with foundational.
III. Every PIN member must also be involved in the production of signature projects, at least $50 \%$ of the productivity events the executive board creates, unless of absentee status. Members are under no obligation to work on unregistered signature projects or events.
IV. There are 3 types of signature project types in Power in Neuroscience. Each type is either pre-determined or set by the executive board member. The closer to foundational, the more weight the project has in the President's decision in creating a vision.
a. Foundational Projects. This status never changes, these are original projects that hold and represent the core of Power in Neuroscience's mission and our organizations promise to uphold them in the community. These projects cannot be removed or exchanged under any circumstances. No other project than the Neuroscience Outreach Project, FAFSA Mentorship, or PIN Brain Olympiad can be foundational. Weight is equal to a Primary Project in timing decisions.
b. Primary Projects. These are projects developed our organization which only executive board members or experienced members can lead. The executive board can revise the project's protocols after a unanimous vote before each planning phase without affecting its intended project vision.
c. Secondary Projects. These are developed or relatively new projects in our organization that can be entrusted onto new members to lead while under strict supervision. The executive board can make revisions to the projects protocols after a majority vote before each planning phase.
d. Tertiary Projects. These are all the trial projects approved by the VP of Internal Engagement. Each project must have a rules \& regulations delegate. The trialing process will be cancelled if no rules \& regulations delegate are chosen, the project is inactive, or the director chooses to end it. Projects with no rules \& regulations delegate cannot be worked on during design meetings or in affiliation with PIN. Founding Project Director has permission to revamp the entire signature project application submission throughout trial process to fit their vision, their consecutive director can adjust protocols or additional notes.
V. At each event held in the local community, there must be at minimum 2 executive members present.
VI. Each event from Power in Neuroscience must be an event based on a signature project which leaders from the organization direct (or have official directing permissions) or a social event, if it is not either of those than it is not a Power in Neuroscience event.
VII. At each design event, synchronous participation is highly suggested as certain aspects will need to be discussed for each type of signature event. Aspects that could also include what individuals want to put out there for the community to see.
VIII. Club members who come to these design events will have more authority over club members who do not, unless it is a necessary piece agreed to stay by majority members at these events. The President \& VP of External Operations are the only members who can otherwise change this based on their vision and needs of the community.
IX. Required meetings and events and their number should be specified in the governance documents and should reflect the organization's expectations for all members.
X. New signature events must first be registered and approved for 'trialing' by VP of Internal Engagement through the signature project application (divided between purpose, protocols, and additional notes), and then later after more than two semesters of trialing be voted into secondary status by full consensus of the current executive board and full consensus of project-affiliated community board members. Within that span of time and with more engagement, may be voted into primary with full consensus of current executive board and full consensus of advisory board with the sitting President's final call. Any active member can register a project. Attendance or participation in trial projects is not mandatory. New primary/secondary signature events must be explained on the website before each starting year by Chief of Design \& Retainment and clarified to the members involved that the project is of trial status.
XI. Primary projects can only be removed during an advisory-board authorized emergency or full consensus of the existing executive board members. In both cases, project-affiliated community board members must give a unanimous approval to the decision, otherwise it will not be removed. Current members of PIN can appeal to executive board for returning a signature project, must have signatures of at least 7 members \& plan of action on how their ideas will change the project. Members can only make a single appeal each year, and once a project is appealed once another decision cannot be made until after the next election. Community board members can repeal as well and hold hearings at design meetings under an appropriate amount of time.
XII. In case a signature project is removed due to emergency authorization, the President is allowed to immediately approve a trial project into full signature project status. It is recommended to consult with the VP of External Operations before finalizing a decision.
XIII. The VP of External Operations and a projects' Rules \& Regulation delegate both have the power to delay the project in case of an emergency or necessary maintenance.
XIV. The President determines handles project status transitions from primary, secondary, and tertiary. They are responsible for ensuring that the process runs smoothly. All votes effective community.
XV. Former project directors choose and inform newly elected VP of External Operations of who will take their position after elections. Otherwise, it is the duty of the VP of External Operations to make that choice.

## Article XI - Attendees of Events of the Organization

I. If a member of PIN's behavior during activities is disruptive or does not align with the PIN constitution, the Code of Student Conduct, university policy, or federal, state or local law any member can suggest their complete removal from Power in Neuroscience organization. Removal process specified in Article III.
II. 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 XII - Method of Amending Constitution

I. The Founding President drafts the original constitution during the organizations' first year and passes it on to be further developed by consecutive executive boards.
II. Only the executive board has the power to make amendments to the constitution. It requires a $2 / 3$ vote to make changes, and complete approval from members of the advisory board.
III. All articles may be amended except Article I, Article II - sections I-IV, IX, and VIII or Amendment VII, Article III (unless more reasons need to be stated or greater punishments need to be used), Article IX - sections I, III, IV, and VI, Article XI, Article X - sections I-II, IV, VI, VII, and X, Article XII, Article XIII, and lastly Article XIV. Amendments that ask for agreeance with university code of conduct policy cannot be removed. This only changes by XIV.
IV. All constitutional amendments made must be noted within the President's document by the current residing President of PIN, with their name next to amendment.
V. Any amendments approved must be applied effective immediately, and President is responsible for updating the constitution.

## Article XIII - Method of Dissolution of Organization \& Addendum on Merging of Organization

I. Should any PIN assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. If the executive board needs guidance, contact Student Activities staff.
II. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website.
III. PIN will not merge with other organizations or merge projects in a way that violates protocols or intended vision.

## Article XIV - Method of Expanding Organization

I. If a national organization is created from past or present leaders of the university organizations, permission, execution, and roles must be discussed \& finalized with the Founding President. At this point, all articles are subject to revision.

