**U.N.O.O.**

**UNDERGRADUATE NEUROSCIENCE OUTREACH ORGANIZATION**

**Constitution**

**BY-LAWS**

**of the**

**Ohio State University**

**Undergraduate Neuroscience Outreach Organization (U.N.O.O.)**

**ARTICLE I --NAME**

The name of this organization shall be Undergraduate Neuroscience Outreach Organization (U.N.O.O.).

**ARTICLE II--PURPOSE**

The purpose of Undergraduate Neuroscience Outreach Organization shall be to: (1) create a community of undergraduate students with a passion for Neuroscience; (2) provide current advancements and opportunities in the field of Neuroscience to members, such as possible research, internship, and volunteering opportunities; (3) build networks by connecting students in the Neuroscience community; (4) spread awareness by partnering with various organizations dedicated to Neuroscience advancements; (5) encourage intellectual and social interaction between students, faculty, and professionals in neuroscience and related fields

**ARTICLE III—MEMBERS**

**Section 1. Eligibility**

A. Membership is open to all undergraduate students currently enrolled at the Ohio State University.

B. Discrimination against any individual based upon protected status, which is defined as age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

**Section 2. Active Status**

A. In order to be considered an active member, a student may not miss more than four regularly scheduled meetings in a full academic year.

I. Exceptions may be made after an individual has had 4 absences, if the absence can be attributed to extenuating circumstances. Judgement is left to the discretion of the Secretary.

**Section 3. Methods for Removing Members and Executive Officers**

A. 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, federal, state, or local law, the member may be removed through a majority vote of the officers in consultation with the organization’s advisor.

B. 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.

**ARTICLE IV--OFFICERS**

**Section 1. Eligibility requirements for Officers**

A. Officers must be active members of Undergraduate Neuroscience Outreach Organization, be registered as at least part-time students or have recently graduated from OSU, and be in good academic standing with the university both at the time of the election and while serving as an officer. With regard to recent graduates from OSU, they can serve as officers up to half a year after their graduation date and only if they started serving as an officer while being at least a part-time student. Confer section 4, letter J of article IV.

B. Officers must perform the duties of the office at a satisfactory level.

C. Officers serving the President, Vice President, Secretary, and Treasurer roles will be selected by those currently holding the position. Those candidates who have already served in committee chair positions will be eligible only.

**Section 2**. **Officers and Collective Responsibility**

A. The principal officers (Executive Board) of this chapter shall be the President, Vice President, Secretary, and Treasurer. Additional officers, such as outreach chair, social media chair, etc. (see below, Section 3. E-J.), may be elected at the discretion of the members.

B. The officers shall perform the duties prescribed by these bylaws and shall fulfill such other duties and requirements as may be determined by executive board members and faculty.

**Section 3. Officers and Duties**

**Executive Board**

A. President—shall lead the Chapter, preside over regular and executive meetings, coordinate group activities, represent the organization at university functions, and communicate with the officers and advisor(s) on all matters.

B. Vice President—shall assist the president, preside over meetings, and represent the organization at university functions, and fulfill the roles of the President in his/her absence.

C. Secretary— shall check attendance at meetings, keep permanent records (including membership log), and correspond on behalf of the organization.

D. Treasurer—shall, consistent with the rules of the College/University, maintain a checking (or other) account exclusively for the organization, collect dues, pay bills, oversee other monetary transactions including fundraising, and prepare, maintain, and present a budget and financial report at least once per year.

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**Chair Positions**

E. Outreach Chair—shall coordinate participation of the members in service activities, maintain records of service activity, and approve/ disapprove service activities substituted for missed meetings.

F. Social Chair—shall coordinate social activities for the organization – including those associated with regular meetings and annual banquets (if applicable).

G. Webmaster—shall be responsible for maintaining and updating the webpage, including the posting of a calendar of events.

H. Other officers as deemed necessary by the executive board.

All officers are responsible for transferring materials relevant to their office to the newly elected officers and for providing guidance to the new officers.

**Section 4. Election Process**

A. In order to be eligible for an Executive Board position or Chair Position an individual must meet all the criteria for membership stated in Article III.

B. The Executive Board shall be elected from those who have served a chair position in previous term(s).

C. The Executive Board shall decide, as a unit, the board for the following year, with the approval of the organization’s faculty advisor.

D. Chair positions shall be voted upon by members of the organization in a simple majority vote. E. Candidates for chair positions will self nominate to the member body at a regularly scheduled meeting.

F. The term of office shall begin at the end of the academic year.

G. In the event that an office is not filled, the President-Elect may appoint a member to that office or the executive board may decide to hold an election in which the general body votes.

H. In the event that no one receives a majority for a given chair, then the two candidates with the most votes shall enter a runoff election.

I. The number of positions available for each chair duty shall be decided by the Executive Board on an as needed basis for the term.

J. No member shall hold more than one office at a time, and no member shall serve more than two terms in the same office.

K. Should the office of President become vacant, it shall be filled by the Vice President. A vacancy in any other office shall be filled by way of appointment from the general membership by the Executive Board with the approval of the Chapter Advisor.

L. Any officer may be removed from office for failure to adequately perform their duties. Removal from office requires a majority vote of the Executive Board and the approval of the Chapter Advisor.

**ARTICLE V--MEETINGS**

**Section 1. Regular Meetings**

The Executive Board and the Advisor shall determine the number of regular meetings to be held during the year and shall distribute a schedule of these meetings.

**Section 2. Special Meetings**

Special meetings can be called by the President or the Executive Board. A special meeting may also be called by the written request of ten active members (or the majority of members – if membership is less than 10) of the organization. The purpose of the meeting shall be stated in the call, and business shall be limited to that which is stated in the call. Except in cases of emergency, at least three days’ notice shall be given.

**Section 3. Quorum**

No less than half of the officers shall be present to constitute a quorum for the transaction of business.

**ARTICLE VI—EXECUTIVE BOARD**

**Section 1.** The Executive Board shall consist of the principal officers of the Organization and the Faculty Advisor.

**Section 2.** The Executive Board shall have general supervision of the Organization between its business meetings, fix the hour and place of meetings, make recommendations to the Organization, and shall perform such other duties as are specified in these bylaws.

**Section 3.** Meetings of the Executive Board shall be called by the President or by any two members of the executive board.

**ARTICLE VII—FACULTY ADVISOR**

**Section 1.** The Organization shall have a Faculty Advisor who is a member of U.N.O.O. and a member of the faculty of the Ohio State University.

**Section 2.** The Faculty Advisor shall assist the organization in fulfilling its purpose and the bylaws stated in this document.

**ARTICLE VIII—COMMITTEES**

**Section 1.** Standing Committees (see below) and Special Committees may be established at the discretion of the Executive Board and the Chapter Advisor.

A. Outreach -- shall facilitate participation of the members in outreach and service activities.

B. Social-- shall facilitate social activities for the organization.

**ARTICLE IX—FINANCES**

**Section 1.** **Dues**

A. Dues shall be collected on an as-needed basis for special events and at the discretion of the Treasurer.

B. A member who fails to pay dues will not be allowed to participate in the event for which dues are being collected.

**Section 2. Banking**

A. U.N.O.O. monies obtained from a College/University will be handled as specified by the school. All other monies belonging to the U.N.O.O. shall be deposited and disbursed through a bank account established for this organization.

B. All funds must be deposited within one week after collection.

C. The Treasurer and the Advisor shall have check writing privileges. The Organization Advisor shall be listed on the account but will assume no financial responsibility for the maintenance of the accounts or payment of bills.

D. Within one month of the installation of new officers the signature of the new Treasurer shall be added to the signature card at the bank and the name of the outgoing Treasurer deleted.

**Section 3. Treasurer responsibilities**

A. The Treasurer shall keep a record of receipts and expenditures and a file for bank statements and other financial matters.

B. The Treasurer shall provide the Organization and the Faculty Advisor a financial statement at least once each semester.

C. The Treasurer shall collect dues in a timely manner and provide members with a receipt.

**ARTICLE X—PARLIAMENTARY AUTHORITY**

**Section 1.** The rules contained in Robert’s Rules of Order Newly Revised 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 XI—DISSOLUTION**

**Section 1.** A decision to dissolve the Organization shall require a two-thirds vote of the active Organization membership.

**Section 2.** In the event that the organization is dissolved, all moneys and possessions of the organization shall be donated to the Undergraduate Neuroscience Department at The Ohio State University.

**ARTICLE XII—AMENDMENT OF BYLAWS**

These bylaws may be amended at any meeting of the Organization by a two-thirds vote, provided the proposed amendment has been submitted in writing at a previous regular meeting or has been submitted in writing or email to all active members of the Organization at least two weeks prior to the meeting at which it is to be considered. Changes to the Bylaws must be consistent with the Constitution and Bylaws of the Organization.