

Article I

Section 1: Name:

Health Education And Development Services for Underprivileged Populations (Heads Up)

Section 2 - Purpose:

Health Education Activities and Development Services for the Underprivileged Population (HEADS-UP) works with local nonprofits and public middle and high schools to develop a sustainable healthcare literacy curriculum for the students attending those schools/programs who are interested in medicine. The purpose of this program is to improve healthcare literacy by means of education, mentorship and resource support for children who are in an educationally, socially and economically disadvantaged position. This program also aims at increasing exposure in our underprivileged communities to medicine through activities and networking opportunities. HEADS-UP will aim to fill the gaps in health education that are not specifically addressed in the schools current academic curriculum. By doing so - we believe that we can establish a pipeline extending from medical school all the way into 1st grade. The mainstay of HEADS UP is our work with ETSS, a nonprofit focused on providing services to immigrant and refugee families of Columbus, OH. It is our goal to teach students of the ETSS Youth Summer Program how to build healthy habits that can be applied to their daily life by addressing subjects such as diet and nutrition, exercise, common diseases, and human anatomy. We also hope to provide these students with mentorship (with medical student volunteers) by fostering meaningful and long-lasting relationships through discussion and teaching.

Section 3 - Non-Discrimination Policy:

Heads Up 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, Heads Up 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: HEADS UP's voting membership is limited to currently enrolled Ohio State medical students. Others nonmedical students and nonstudent members, such as faculty, alumni, professionals, etc., may become members, but only as non-voting associate or honorary members. Please refer to the Guidelines for Student Organizations for more information at https://activities.osu.edu/involvement/student_organizations/resources

Benefits of being an active member include access to HEADS UP resources in planning activities, as well as being involved in the planning process of said activities. Non-member are more than welcome to volunteer at HEADS UP events, but they are unable to participate in planning, organization, and focus of these events.

II.a. 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: In order for a member to be removed, another elected officer must suggest such action and provide sufficient reasoning**. Following this suggestion, both the party in question will meet with the remainder of the executive board and plead their case as to why they should not be removed from the group. Executive board will then vote to keep the member, suspend the member, or remove the member. Majority rules. A member can only be suspended once, afterwards violation(s) will result in removal.

** Reasons for removal suggestion

- Constantly missing meetings and/or failing to keep up with position responsibilities
- Failure to sign up for HEADS UP Events
- Failure to show up to HEADS UP Events without giving prior notice
- Showing disrespect towards other volunteers, executive board members, or the communities with whom we are working

III.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, 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.

III.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.

III.c. 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: Leadership positions are changed once per year between October and December. The exact timing can vary based on the decision of the current executive board.

President

- Responsible for effectively communicating with the remainder of the executive board in regards to expectations, upcoming events and meetings, changes in HEADS UP, etc.
- Main point of contact with faculty and partner organizations
 - Anatomy Faculty
 - ETSS
 - Undergrad Organizations
- Involved in coordination of HEADS UP activities

VP

- Assis the president in organizing events
- Step-in for the president when they are unable to attend events, meetings, etc.
- Point of contact for coordinating with outside resources (e.g., obtaining animal specimens for dissections and gross anatomy)
- Involved in coordination of HEADS UP activities

Volunteer Coordinator

- Responsible for reaching out to volunteers at OSUCOM and beyond to provide information about volunteer opportunities
 - SNMA, APAMSA, StuCo, etc.
 - Undergraduate students
 - Students at surrounding schools
- Create google doc for activity sign ups
- Send reminder emails to volunteers of their upcoming shifts at HEADS UP

Secretary & Faculty Outreach

- Responsible for sending out internal emails for HEADS UP meetings
- Responsible for sending out external emails to publicize HEADS UP events
- Records meeting minutes
- Involved in communication with faculty and partner organizations

- Anatomy Faculty
- ETSS
- Undergrad Organizations
- Involved in coordination of HEADS UP activities

Data Analytics

- CHE: Responsible for finalizing pre and post tests and grading pre and post tests
- CHE: Involved in creation of Exit Survey for volunteers
- CHE: Data entry / Analysis of data
- Involved in coordination of HEADS UP Activities

Curriculum Coordinators x3

- Responsibly for maintenance and dissemination of current lesson plans
- Charged with creating new lesson plans if they are needed
- Puts together HEADS UP media for curriculum (ppts, flyers, etc.)
- Involved in coordination of HEADS UP activities

Social Media Chair

- Post HEADS UP events on social media
 - IG, Twitter, Facebook
- Puts together Heads Up Propaganda (ppts, flyers, etc.)
- Involved in coordination of HEADS UP activities

Treasurer

- Sign up with the Union as Heads Up Treasurer
 - Applying for funds through Union and Student Council
 - Making sure new members are updated with Union and Student Council
- Apply for outside funding
 - Grants, scholarships, etc.
 - This is not a requirement, but highly recommended and helpful**
- In charge of buying supplies for workshops - if needed

Undergraduate Liaison

- This is an undergraduate position created to better facilitate connection between the medical school and undergraduate college.

Article V

Election / Selection of Organization Leadership: Interested students can apply via Google Form. Executive board members will review the applications and decide accordingly. Positions of President, Volunteer Coordinator, and Curriculum Coordinator require a follow up interview

with the current executive board. An applicant can apply for up to three positions but will only be able to hold one of those positions.

Article VI

Executive Committee: Size and composition of the Committee. The executive committee is comprised of the above positions - totalling 10 positions.

Article VII

Standing Committees (if needed): In the current state of our organization, a Standing Committee is not needed.

Article VIII

Advisor(s) or Advisory Board: Qualification Criteria. Advisors of HEADS UP must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. Responsibilities and expectations include helping to manage Heads Up communication with faculty as it pertains to reserving rooms for HHEADS UP activities, requesting anatomy lab equipment, and providing mentorship to HEADS UP executive board.

Article IX

Meetings and events of the Organization: Attendance of all general meetings (unless a sufficient excuse is presented prior to the day of the meeting) and attendance at all or 50% of volunteer events hosted are required for executive members. At each event, there must be at least 2 executive members present.

Article X

Attendees of Events of the Organization: Behaviors during activities that are disruptive or do not align with the HEADS UP constitution, the Code of Student Conduct, university policy, or federal, state or local law may result in suggestion for removal from Heads Up. Once a suggestion is submitted, the person in question must appear before the Heads Up executive

board and state his/her case. See Article III for the specifics of this process. Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf.

X. 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:

XI. 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 either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XII – Method of Dissolution of Organization

Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website. (I had no clue about this one)

XII. Should the need for dissolution of Heads Up arise, the following steps shall be taken: 1) Debts shall be paid to their respective parties using the remaining funding. 2) Unused funds from grants shall be returned to their issuing institutions. 3) Funding from the Ohio State University College of Medicine student government shall be returned in accordance with College of Medicine policy. 4) Funding from the Ohio State University Student Union shall be returned in accordance OSU Student Union policy. 5) Other assets shall be donated back to the Ohio State University College of Medicine and/or the Ohio State University Student Union, whichever is most appropriate. 6) Upon final dissolution of the organization, the most recent president shall contact Student Activities staff to remove the organization information from the website.