

## Undergraduate Genetic Counseling Club Constitution

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

#### *Section One- Name:*

Undergraduate Genetic Counseling Club

#### *Section Two- Mission:*

To offer a central place for undergraduate students interested in genetic counseling to learn more about the profession from peers and mentors and to provide opportunities for members to develop as professionals through education, leadership, community service, and networking support.

#### *Section Three- 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.

### Article II- Membership

#### *Section One- Categories and Requirements:*

Membership in the Undergraduate Genetic Counseling Club (UGCC) is open to all registered students in good standing with university without regard to race, religion, gender, sexual orientation, or politics. A student must complete a registration form to become a member of UGCC.

Active members will be given priority when there are limits placed on the number of people that can attend an event or take advantage of a particular opportunity. Active members are defined as those who attend 50% of meetings and events during an academic semester and attend one community service event.

Faculty, alumni, professionals, etc. are encouraged to become members but as non-voting associate or honorary members.

#### *Section Two- Termination of Membership:*

Members who do not fulfill the requirements in Article II, Section One will be put on a semester-long probation and must meet with a member of the Executive Committee and/or Faculty Advisor. If the problem persists after the probationary period, the member can be asked to resign from the organization.

### Article III- Officers

#### *Section One- Descriptions:*

Executive officer positions include, but are not limited to, the following:

#### President

- Schedule Speakers
- Room Reservations
- All speaker communication including reminders and follow-ups

- Oversee all other positions
- Plan executive board meetings
- Communicate with club advisors
- Lead general body meetings

#### Vice President

- Plan community service events – at least 2 per semester
- Organize food & drinks for meetings
- Assist with presidential responsibilities

#### Secretary

- Record member attendance for meetings and events
- Record meeting minutes
- Manage member registration & listserv
- Send meeting minutes to members via email
- Create calendar of events

#### Treasurer

- Create a semester budget
- Complete an audit for university funding, also responsible for W-9 and I-9
- Attend Treasurer Orientation and UBC & USG Finance meetings
- Organize fundraising events (at least 2 per semester)
- Research other funding opportunities (grants, etc.)
- Purchase any club materials

#### Communications Coordinator

- Manage Social Media (Facebook, Twitter, Instagram)
- Distribute paper flyers (bulletin boards, libraries, lecture halls)
- Take pictures throughout the semester
- Arrange a booth for involvement fair

#### Membership Relations Chair

- Plan social events - at least 2 per semester
- Leads bonding and social activities

#### *Section Two- President and other Executive Officers selection:*

The current President shall let all members in good standing with the organization know of the opportunity to become the President for the next year. Only members who have previously held executive board positions are eligible to run for President. All prospective presidential candidates, not excluding the current President, must be elected by a majority vote of the members during an election, which will be held during spring semester. Any current executive board member may run for and hold the same position in consecutive or multiple years. All other Executive Officer positions follow the same process as President. Members wishing to run for Executive Office in the fall election must have been an outstanding member the previous semester.

#### *Section Three-President and other Executive Officers removal:*

If any member of the executive board fails to complete their duties as outlined in the constitution, they may be subject to removal by a majority vote of the current executive board.

#### Article IV- Advisor

The advisor must be a full-time member of The Ohio State University faculty or Administrative and Professional Staff. The advisor must have training or a special interest in

issues concerning genetic counseling. If deemed necessary, a second person can be appointed to serve as co-advisor to the chapter.

Responsibilities of the advisor include, but are not limited to, the following:

1. Attend organizational meetings
2. Meet periodically with the Executive Board to review chapter membership, activities, and finances.
3. Assist the chapter in assessing campus and community resources, including financial support from the university and the community when possible

If for some reason a new advisor must be chosen, the advisor will be appointed by the College Buddy Director on recommendation of the chapter members.

#### Article V- Chapter Meetings

UGCC will provide members with opportunities to attend:

1. Professional meetings: These are meetings in which members can discuss with genetic counselors and peers important issues and can develop important skills relating to genetic counseling
2. Special events: These are larger events intended to further promote the ideals of UGCC. These events will be community service, social, fundraising and alumni networking events.

#### Article VI- Method of Amending the Constitution

Any constitutional amendments must be proposed in writing. The proposed amendments should be presented first to the Executive Board and then to the general membership. Any active member can propose amendments. The executive board will complete the following voting procedure: A motion to vote on the amendments must be made and seconded before they are brought to a vote. The amendments cannot be voted on until the meeting following the meeting in which the amendments are proposed. The proposed amendments must be read again prior to vote. Each amendment must be voted on individually. To ratify an amendment there must be a two-thirds majority of voting members present at the meeting (a quorum being present). Constitutional amendments cannot conflict with any policies of The Ohio State University or any policies of the UGCC.

#### Article VII- Method of Dissolution of Organization

Upon the dissolution of the Ohio State chapter of the UGCC, all debts must be disposed of with any funds left in the bank account. Any organization assets must be donated to an organization decided upon by the club.