**Constitution of the Center for Cognitive and Behavioral Brain Imaging Student Organization (CCBBI Student Group)**

***Article l - Name, Purpose, and Non-Discrimination Policy of the Organization.***

Section 1- Name:

*The name of our organization is “Center for Cognitive and Behavioral Brain Imaging Student Organization”.*

Section 2 - Purpose:

*The purpose of this organization is to foster a community of students at The Ohio State University interested in learning and sharing knowledge about the utilization of brain imaging techniques. Objectives in the organization include: 1) to share knowledge about experimental design, data processing, and data analysis, and 2) to provide a forum where students may present their ideas and create collaborations with other researchers.*

Section 3 - 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: Qualifications and categories of membership.***

*The organization is open to all students, faculty, alumni, trainees and professionals involved with The Ohio State University. Voting membership, as well as leadership positions will be restricted to student members only. Each voting member will have one vote.*

***Article III - Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders.***

Section 1 – Titles of officers

*The organizations officer titles are: President, Vice President, Treasurer, Technical Director, and Outreach Director.*

Section 2 – Terms of office and type of selection

*All of the officers will serve one year. The selection of officers will be on a voluntary basis, unless there is more than one potential candidate, which will result in an election process by the voting members of the organization. Selection/elections of the officers for the following year will occur at the end of the spring semester of each year.*

Section 3 – Duties of the officers

*The President will lead monthly student organization meetings, announce when the monthly meetings will be held, manage voting procedures, manage correspondence with organization members, and schedule external and internal speakers. The Vice President will assist the President, preside in meetings when the president is absent, and assist with introducing speakers during meetings. Assist with brainstorming and oversee team events. Manage web presence by keeping the org website up to date (e.g., schedule of upcoming meetings and workshops, and information from past events).The Treasurer will maintain an accurate record of money that has been received or spent, receive and distribute money, share current financial status with other officers and members when requested, and apply for financial assistance through the University and other avenues when available. The Technical Director will assist speakers and help with their presentations, as well as manage obtaining consent for recordings and uploading presentations. The Outreach Director will be responsible for organizing, scheduling, and promoting group social events. Serve as an assistant to ensure the successful operation of the CCBBI SG research events. Collect feedback from the student group community for various CCBBI initiatives and events. Send out group announcements and manage the email listserv and org roster.*

***Article IV – Method of Selecting and/or Removing Officers and Members.***

Section 1 – Selection and/or removal of officers

*The officers may volunteer themselves for office at the end of the spring semester for the following year. If only one individual volunteers themselves, they will take the role. In the case that multiple individuals volunteer to hold a position, the President will hold a formal voting procedure to select the officer. The officers of the organization will be required to fulfill their duties and conduct themselves in a professional manner, respecting other members of the organization and those in the community. If these standards are not upheld, the members of the organization may vote to remove the officer from their position.*

Section 2 – Selection of and/or removal of members

*Any student, faculty, alumni, or professional may join the university. Only students will be voting members. The members of the organization will be required to respect other members. If a member is being disrespectful to other members, there will be a warning submitted. If there is continued complaint, the individual may be subject to removal from the organization. As the organization’s non-discrimination policy states, a member will not be removed based on age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.*

***Article V– Advisor(s) or Advisory Board: Qualification Criteria.***

*The Advisors of the student organizations must be a member of the University faculty or Administrative & Professional staff*. *Their responsibilities include: 1) assisting the officers when problems or concerns arise within the organization, and 2) assisting the treasurer with the management of finances.*

***Article VI – Meetings of the Organization: Required meetings and their frequency.***

*The meetings will be held monthly. Members will be required to attend one per semester.*

***Article VI– Method of Amending Constitution: Proposals, notice, and voting requirements****.*

*The proposed amendments will be in writing, will not be acted upon but read in the monthly meeting in which they are proposed, and will be read again at one additional meeting before being voted on in the subsequent meeting. Approval will require at least two-thirds of voting members present and to conduct any business we will have quorum present.*