

# Constitution

Revised July 2023

## Article I: Name

**Section 1** The name of this organization shall be Universal Health Aid, a Chapter at The Ohio State University; henceforth referred to as UHA Columbus or UHAC.

## Article II: Mission

**Section 1** We are an innovative and progressive organization dedicated to improving universal health through preventive medicine, health education, and leadership development.

## Article III: Affiliation

**Section 1** We are first, and foremost, a chapter of our national organization Universal Health Aid, and operate under the direction of its Board of Directors.

**Section 2** We have formed a partnership with The Ohio State University through the Ohio Union as a student organization, seeking to be an independent and completely student run organization.

## Article IV: Membership

**Section 1** UHA Columbus shall not discriminate against persons 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 basis in accordance with these guidelines.

**Section 2** All currently enrolled undergraduate and graduate students in good academic standing at The Ohio State University (good academic standing defined as a Cumulative Point-Hour Ratio of at least 2.00) shall be eligible for membership.

**Section 3** Membership shall also be open to all faculty and employees at The Ohio State University. Any residents in the local community shall also be welcome to participate in an unofficial capacity with membership possibilities.

**Section 4** Any member of UHAC is expected to be in “good standing” within the organization, as outlined within the By-Laws.

**Section 5** The Vice President of the Internal Affairs and Development is responsible, along with the Chief of Membership, for ensuring that all members are in “good standing” and dealing with each situation on an individual basis as outlined by the By-Laws.

**Section 6** UHA Columbus and its members will adhere to the laws and policies of Title IX of the Education Amendments of 1972, as outlined by the Title IX compliance office at The Ohio State University. Any questions about Title IX and its affiliated policies in regards to UHA Columbus, should consult Universal Health Aid National or the Office of Title IX Compliance.

## Article V: Executive Board

**Section 1** There will be an Executive Board, consisting of the Vice President of Operations, the Vice President of Business Affairs, the Vice President of Internal Affairs and Development, the

Vice President of External Affairs, and the Vice President of Advocacy, chaired by the President of UHAC.

- Section 2** Voting members of the Executive Board shall be President, the Vice President of Operations, the Vice President of Finance, the Vice President of Internal Affairs and Development, the Vice President of External Affairs, and the Vice President of Advocacy. All additional persons on the Executive Board will be non-voting members.
- Section 3** Each member of the Executive Board shall have one vote. The President shall have veto power, which can be overruled by the Executive Board with a two-thirds majority and support from the Advisory Board.
- Section 4** Executive Board Members shall serve for a term of one calendar year and may reapply for an indefinite number of terms. This includes the founding members, who shall serve an indefinite term until resignation, but should still reapply for the betterment of the organization.
- Section 5** The President shall serve for a term of one calendar year, and may not reapply. This excludes the founding president, who shall serve for an indefinite term until resignation.
- Section 6** A general body member will be appointed to the Executive Board by the President, to serve as Secretary for one term.
- Section 7** The secretary shall have one vote in the Advisory Board, but will have no votes in the Executive Board. The secretary shall serve as an intermediary between the Executive and Advisory Boards and the General Body.
- Section 8** No members of the Executive Board may hold more than one office, nor may they serve as Chiefs or Coordinators.
- Section 9** Should there be a split vote in the Executive Board, the tie-breaking vote will go to the advisory board

**Article VI: Branches & Committees**

- Section 1** Each committee in existence, according to the By-Laws, will be composed of UHAC members, and chaired by a Chief.
- Section 2** The selection of committees and Chiefs occurs as outlined by the By-Laws.
- Section 3** One or more committees will be brought together, chaired by a Vice President to form a branch.

**Article VII: Officers**

- Section 1** The President shall call and chair all UHAC General and Executive Board meetings and act as the representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for general meetings and Executive Board meetings, while also acting as the liaison between the Universal Health Aid Organization (UHA) and the UHA Columbus General Body by staying in communication with the Universal Health Aid National Chapter, the advisory board, and the Executive board.
- Section 2** When the President is not available; the Vice President of Operations shall call and chair all general body and Executive Board meetings. In the event that the President is no longer capable of performing their duties, the Vice President of Operations shall assume the

position of the President and a new Vice President of Operations shall be chosen according to the By-Laws.

- Section 3** The Vice President of Internal Affairs & Development shall be in charge of all organizational growth and membership development, events that are within the mission of UHA Columbus to serve the University Community, as well as overseeing research for the betterment of the organization and anything else as outlined in the By-Laws.
- Section 4** The Vice President of Operations shall be in charge of all day-to-day operations of the organization as well as overseeing all of the events and logistics.
- Section 5** The Vice President of Business Affairs shall be responsible for and manage the entirety of the finances, budgets, bank accounts, oversee sponsorships and income, and oversee all aspects of UHAC's marketing efforts.
- Section 6** The Vice President of External Affairs shall oversee all communications outside of the organization and be in charge of helping with community outreach, as well as managing UHAC official communications such as the website.
- Section 7** The Secretary shall generate weekly reports of all the committee meetings and shall help the President oversee administrative tasks and be the liaison for all emails, as well as help the Vice Presidents as needed. The Secretary will also be responsible for taking minutes at General Body meetings and Executive Board Meetings as well as ensuring that meetings follow the agenda, start and end on time, and move efficiently. The Secretary shall also generate an annual report with the President. Finally, the Secretary is responsible for any revisions made to the Constitution and By-Laws.
- Section 8** The Vice President of Advocacy shall oversee all matters pertaining to policy and research into the needs of the community.

**Article VIII: Elections, Appointments, & Impeachment**

- Section 1** Elections and appointments shall take place in the spring semester.
- Section 2** The President shall appoint new Executive Board Members at the end of their term. The Board of Advisors must approve all appointed Board Members. In case of any unexpected openings, the President shall appoint a new member with a majority vote of the Advisory Board.
- Section 3** At the end of their term, The Executive Board Members shall nominate the Presidential candidate for the following term. The Advisory Board must approve the candidate with a two-thirds majority vote at least one month before the end of the academic year, along with a majority within the General Body.
- Section 4** The impeachment of an executive board member requires a two-thirds majority vote of the rest of the Executive Board. The Advisory Board or the Universal Health Aid Organization must approve this decision with a two-thirds majority vote. Impeachment proceedings may be undertaken in the event that a member fails to execute their duties, including, but not limited to, violating university codes of conduct.
- Section 5** The impeachment of the President must require a two-thirds majority vote of the rest of the Executive Board. The impeachment must also be approved by the Universal Health Aid Organization. Impeachment proceedings may be undertaken in the event that a member

fails to execute their duties, including, but not limited to, violating university codes of conduct.

**Section 6** The President has the authority to impeach a secretary with a two thirds majority approval of the Executive Board.

**Section 7** The one year term will begin with a transitional period in the Spring semester following the appointment and end with a transitional period in the following Spring semester; a February/March to February/March term.

**Article IX: Advisory Board**

**Section 1** An advisory board will consist of University professors, faculty, and students to provide the Executive Board with advice and information in their fields of expertise. The following advisors shall constitute the membership of the advisory board: Medical Advisor, Public Health Advisor, Legal Advisor, Management or Business Advisor, & a General Advisor.

**Section 2** The Executive Board shall be responsible for seeking and appointing advisors to the Advisory Board.

**Section 3** Each Advisory Board Member shall serve an indefinite term, until resignation or impeachment.

**Section 4** The impeachment of an advisory board member must require a two-thirds majority vote of the Executive Board. The Advisory Board must approve this decision with a two-thirds majority vote amongst the rest of the board. Impeachment proceedings may be undertaken in the event that a member fails to execute their duties, including, but not limited to, violating university codes of conduct.

**Section 5** In the event of a resignation or impeachment, the Executive Board shall appoint a new Advisory Board member.

**Section 6** Additional members may be added to the Advisory Board, should the Executive Board feel that it would be a benefit to the organization. Non-voting members may also be appointed to the advisory board for deeper connections within the greater Columbus community.

**Article X: Meetings**

**Section 1** The Executive Board shall decide the location and dates of Executive Board and all General Body meetings. The Chiefs should decide the location and dates of their meetings with project leads.

**Section 2** Executive board members must be present at all executive board meetings and general body meetings unless excused by the president.

**Section 3** Executive board members must be present at all of their respective project lead meetings.

**Section 4** Executive board members should hold their respective committee meetings at least once every two weeks, or must send out a weekly update.

**Section 5** The Executive Board shall meet at least every two weeks and send out a weekly update.

**Section 6** The general body should meet once a week of the academic year, unless excused by the President for a variety of circumstances.

**Section 7** The Secretary is responsible for notifying all members the dates and locations of all Executive Board and General Body meetings.

**Section 8** A simple majority of the voting membership in “good standing” shall constitute a quorum for voting purposes at a meeting of the entire general body.

**Article XI: Amendments**

**Section 1** Only the Executive board has the power to make amendments to the constitution. It requires a two-thirds majority to do so, along with a majority approval from the advisory board.

**Section 2** The Executive Board has the authority to amend Articles I-X, with the exception of Article V Sections 3, 4, and 5, & Article VIII 4 and 5. All amendments shall require the approval of the Universal Health Aid Organization (UHA).

**Section 3** Any amendments that are received from the UHA must be implemented immediately.

**Section 4** All constitutional amendments must be approved by the Universal Health Aid Organization prior to implementation.

**Article XII: Relationship with National Wing of Universal Health Aid Organization**

**Section 1** This chapter is required to follow orders and agenda from the UHA.

**Section 2** In case of conflict, President of Executive Board and the General Advisor must negotiate with the Board of Directors of the UHA.

**Section 3** Our chapter must submit an annual plan to UHA for approval at the end of the summer. In addition, our chapter must send a final report of the year’s activities to the UHA.

**Article XIII: Statement of Compliance**

**Section 1** Our organization will comply with university rules and regulations.

**Section 2** Our organization will comply with federal and state law.

**Section 3** Our organization will comply with the rules of the Universal Health Aid Organization.

**Article XIV: Adoption**

**Section 1** The Constitution shall be officially adopted on April 19th, 2016.. It shall take effect upon the granting of a charter or approval by the Board of Directors of the Universal Health Aid Organization.

# UHA Columbus By-Laws

Passed June 2016 / Revised April 2021

## Article I: Membership Interest

- Section 1** In order to officially gain membership into UHA Columbus, interested students must complete the following:
- A. Register for UHA Columbus's email listserv by one of the following:
    - 1) Attending the UHA Columbus booth at a student involvement fair
    - 2) Attending an UHA Columbus information session
    - 3) Attending another recruiting event not previously listed
    - 4) Contacting the Vice President of Internal Affairs and Development
  - B. Complete the UHA Columbus interest survey to indicate desired membership status
  - C. Officially accept membership status through email within 48 hours upon following receiving notification from the Executive Board
- Section 2** The Vice President of Internal Affairs and Development, with assistance from the President, will be responsible for recording official UHA Columbus interest survey responses and the sorting of interested students into their desired membership status.

## Article II: Membership Status

- Section 1** Every UHA Columbus member who is not a part of the Leadership Team is required to choose between General Member Status or Volunteer Membership Status.
- Section 2** Members are only permitted to change membership status upon entrance into the organization and for the duration of the first two weeks of each semester.
- Section 3** Every UHA Columbus member is expected to be in "good standing" with the organization, as dictated by the status of their membership.
- Section 4** Failure to comply with all listed membership expectations could result in the removal or alteration of membership status as dictated by the Executive Board. Final decisions of membership will be made at the discretion of the Vice President of Internal Affairs and Development.
- Section 5** General Member Status expectations that make up criteria for "good standing" shall include, but not limited to the following:
- A. Must be assigned to a committee according to their preference as indicated on the interest survey and Executive Board discretion
  - B. Must attend all committee meetings unless otherwise excused by Chief of their committee or by the Vice President of Internal Affairs and Development
  - C. Must fulfill committee expectations set by their designated committee Chiefs
  - D. Must attend all general body meetings unless otherwise excused by the President or by the Vice President of Internal Affairs and Development
  - E. Must attend at least one screening related event each semester unless otherwise excused by the the Vice President of Internal Affairs and Development.
  - F. Must attend one other volunteer event each semester unless otherwise excused by the the Vice President of Internal Affairs and Development

G. Must pay dues as outlined by the Executive Board and the Vice President of Business Affairs upon entrance to the organization and subsequently upon the start of the autumn semester

**Section 6** Members may be excused from certain expectations as listed above, at the discretion of the Vice President of Internal Affairs and Development, including, but not limited to a scheduled class, an exam, or other reasons determined excusable.

**Section 7** Members who cannot attend UHA Columbus general body meetings due to conflicts with scheduling of academic courses will be granted Class Excuse through the submission and approval of a Class Excuse Form due to the Vice President of Internal Affairs and Development

**Section 8** Members wishing to remove themselves from the organization, should notify the Vice President of Internal Affairs and Development.

**Section 9** All private information obtained through the roster or for UHA Columbus related events should be used for communication in the scope of UHA Columbus and its activities.

**Section 10** Should a situation of member misconduct arise, the Executive Board shall conduct a two week investigation to analyze all factors, while leading with the utmost confidentiality. During this period, the member(s) in question will be prohibited from all UHAC events and meetings. The Executive Board will determine if any consequences are necessary, which will vary on a case by case basis.

#### **Article III: Volunteer Membership Status**

**Section 1** Volunteer Membership Status is an available option for individuals interested in loosely being involved with UHA Columbus and volunteering at our events.

**Section 2** Those wishing to be on volunteer status will be regularly notified of volunteer opportunities and programs by members of the Leadership Team.

**Section 3** In order to be considered in “good standing” with UHA Columbus, volunteer members are expected to do the following, including, but not limited to:

- A. Attending at least one volunteer program each academic year
- B. Attending select general body meetings as dictated by the UHA Columbus Executive Board

#### **Article IV: Interim Membership Status**

**Section 1** Students who cannot fulfill the membership expectations as outlined in Article II or Article III may declare Interim Membership Status in order to remain on the UHA Columbus membership roster and receive UHA Columbus updates.

**Section 2** Interim Membership Status will be granted through the submission and approval of an Interim Membership Request Form, sent prior to the second week of the semester to the Vice President of Internal Affairs and Development

#### **Article V: Elections & Appointments**

**Section 1** Appointments of Executive Board members will occur as dictated by Article VIII Section 2 of the Constitution. Appointments will occur based on the discretion of the President, along

with the advice of the general body. Executive Board candidates will submit their interest starting one week before the vote, along with other materials as decided by the President. The vote will occur with a two-minute speech from each candidate and a ballot vote from the general body. Official appointments will occur following a simple majority vote from the general body with a margin deemed acceptable by the outgoing Executive Board.

**Section 2** Appointment of the President will occur as dictated by Article VIII Section 3 of the Constitution. Following the nominations from the Executive Board, a vote will occur with a four-minute speech from each candidate and a ballot vote from the general body. With the guidance from all previous parties, the current President will then recommend a candidate to the Universal Health Aid Organization based on a majority vote from the general body within a margin deemed acceptable by the outgoing President.

**Section 3** Appointments of Chiefs will occur as follows. Candidates will notify the Executive Board-elect of their candidacy one week before a vote, by however means is decided by the Board-elect. Candidates should prepare a minute and a half speech, and present it on an individually to the Executive Board-elect. Executive Board members will then appoint each Chief with a two-thirds majority, with the President-elect acting as a tiebreaker.

#### ***Article VI: Committees***

**Section 1** Committees will be structured as dictated by Article V of the Constitution.

**Section 2** Establishes committees and their Chiefs as follows:

- A. Membership Recruitment
- B. Membership Engagement & Professional Development
- C. Research
- D. Logistics
- E. Medical Relations
- F. Finance
- G. Marketing and Publication
- H. Community Outreach
- I. Public Policy
- J. Research

**Section 3** Chiefs will hold office for a term of one calendar year, beginning at the end of spring semester.

**Section 4** Any UHAC member may hold the office of no more than two Chief positions, with one being the general expectation in the majority of circumstances.

**Section 5** In the event that any Chief fails to execute their duties, the Vice President of the branch of the Chief in question, should present the issue to the Executive Board. Following the presentation, a recommendation of action between the Vice President and the Chief in question should occur, with an appropriate follow-up date set. Upon the follow-up date, if the issue is not resolved, the Chief should appear in front of the Executive Board to discuss the situation, with a vote on any further action taken. Any further follow-ups or actions can be put to a vote at the discretion of the President.

**Section 6** In the event that any Chief violates any rules including, but not limited to, violating university codes of conduct, removal proceedings may be undertaken as follows. The Chief



should appear in front of the Executive Board to discuss the violations, with a vote on any appropriate action to immediately follow.

**Article VII: Advisory Board**

- Section 1** The Advisory Board will be governed as dictated by Article IX of the Constitution.
- Section 2** The Executive Board may appoint new members to the Advisory Board, with a two-thirds majority, on a rolling basis. Appointments should also be approved by the current Advisory Board.
- Section 3** The Advisory Board will be chaired by the General Advisor.

**Article VIII: Finance**

- Section 1** Only the Vice President of Business Affairs should create a preliminary budget, with the help of the Executive Board, no later than a week before the start of the academic year. The Vice President of Finance can edit the budget throughout the year whether it be the entire budget of UHAC or a budget for an individual event sponsored by UHAC.
- Section 2** The bank account for UHAC can only be accessed by the President, Vice President of Business Affairs, General Advisor, and the Universal Health Aid Board of Directors.
- Section 3** All spending requests must first be approved by the Vice President of Business Affairs. The manner in which spending requests are approved is at the discretion of the Vice President of Business Affairs, however, records of all spending requests must be kept.
- Section 4** The Vice President of Business Affairs is responsible for performing all audits of the organization as requested by the Ohio State University, Universal Health Aid, IRS, etc.
- Section 5** The Vice President of Business Affairs is responsible for reimbursing approved spending of members.
- Section 6** To be in “good standing” with UHAC, each member must pay the dues required for the specific year of membership.
- Section 7** The Vice President of Business Affairs must present to the Executive Board the amount for dues, no later than two weeks before the start of the academic year. The Executive Board must approve the amount with a two-thirds majority.

**Article IX: Amending the By-Laws**

- Section 1** The Executive Board can amend any of the By-Laws as needed, with the exception of Article IX.
- Section 2** Any amendments should be presented to the Executive Board and must be approved by a majority vote. Following its approval, the amendment should receive approval from the general body with a majority vote. Finally, all amendments must be approved by the Advisory Board.
- Section 3** Any amendments from the Universal Health Aid must be implemented immediately.