

Constitution and Bylaws of Health Link Society at The Ohio State University

Ratified on April 11, 2024

Article 1 NAME OF ORGANIZATION

- The name of this Ohio State University organization shall be “Health-Link Society” henceforth called “Health-Link Society at The Ohio State University” or “HLS Ohio State”. Thus, the acronym will be “HLS”.

Article 2 PURPOSE OF ORGANIZATION

- The purpose of this organization is to unite anyone interested in any health-related field. This will be done by organizing volunteering opportunities to directly benefit the community and encourage the creation of a peer-advising network to facilitate collaborations between members. Members will work together to result in an overall increase in awareness for issues in the community while also measurable increasing the quality of life for individuals said communities. Professionals in varying healthcare fields will also come speak at GBMs and events in order to better prepare all members for the futures they would like to pursue.

Article 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 4 SEXUAL MISCONDUCT POLICY

- As a student organization at The Ohio State University, Health Link Society at The Ohio State University 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 5 MEMBERSHIP

- Health-Link Society is an Affiliate: a chartered local group subject to the Constitution, Bylaws, Policies and Procedures of the national organization Health-Link Society. Additionally, all members of this student organization are subsequently members of the national organization.
- Health-Link Society allows any and all interested students to join the organization and does not discriminate on the basis of race, color, creed, ethnicity, national origin, religion, gender expression, sex, sexual orientation, marital status, veteran status, personal appearance, age, political affiliation, physical or mental disability, or on the basis of rights secured by the First Amendment of the United States Constitution.
- Active membership is limited to currently enrolled students at The Ohio State University who attend GBMs events.
- Associate membership is extended to members of faculty/staff, community members, and students from other schools.
- Honorary membership may include alumni or community members.
- Hazing of any form will not be tolerated by the Health-Link Society at The Ohio State University. Both aggravated hazing and organizational hazing are considered serious offenses that should be reported, investigated, and halted immediately. To reiterate, there is zero tolerance for hazing and appropriate action will be taken to remove members found guilty of hazing from the organization.
- Membership Requirements: Members must attend all general body meetings to remain in good standing. Attendance could be made-up following the current point-system. Members must also pay semesterly dues on time as outlined in Article Eight of this Constitution.

Article 6 **OFFICERS**

- The organization shall be structured into an Executive Board, consisting of:
 - President
 - The President shall act as president of and preside over meetings of the board and shall perform, to the extent consistent with the bylaws, such duties as may be conferred upon the president. The president will be responsible for ensuring the organization's progress and steady growth, while encouraging and supporting board members in their endeavor to improve upon the organization.
 - Vice President

- The vice president shall be a director and may perform the duties of the president upon the absence or disability of the president and will assist the president upon the president's request. The vice president will serve as a check and reminder of the president's duties.
- Director of Communications & Public Relations (Secretary)
 - The director shall have the responsibility for preparing meeting minutes and maintaining communication between the board member's general body. The director shall be in charge of promoting/advertising for any event the organization holds, which includes and is not restricted to warehouse trips, the annual banquet, social and fundraising events, and general body meetings. This position will include getting in touch with newspapers, news channels, and any local news outlet, as well as social media advertising, and/or communication with other organizations for collaboration.
- Director of Finances (Treasurer)
 - The director shall be the chief financial officer of the organization, The treasurer shall have the custody of all the money and securities of the organization and shall deposit the same in the name to the credit of the organization in such depositories, unless otherwise prescribed by the board. The treasurer shall also maintain the books of account and financial records and be responsible for submitting finance requests and applications to _____ University as well as relaying all necessary documentation to Nationals. All accounts will be transferred from the previous Director of Finances to the newly elected Director of Finances at the beginning of the new term.
- Director of Events and Fundraising
 - The director is responsible for planning all organization events except the annual gala. Such events include fundraising events for the general body. The director shall document explicit plans and descriptions for what is needed for such events as well as booking the desired facility. The director shall have a committee if desired to assist and ensure that at least one executive board member is present at all events when possible.
- Director of Outreach and Marketing
 - The director is responsible for marketing all organization events except the annual gala. Some things this can include

making flyers, contacting organizations to get our events on their e-mailing lists and working on the newsletters etc. They also communicate with other organizations to improve our advertising and allow for collaborations for our events.

- Director of Logistics and Coordination
 - The director is responsible for maintaining progress for STARS. Such progress is maintained through keeping up to date with on-going workshops, advisor check-ins and owl connect requirements. The director will also keep track of attendance for all members and encourage good standing.
- Director of Media and Presentations
 - This director is responsible for advertising all organization events except the annual gala. Such events include fundraising events, blood drives, food drives and clothing drives. The director shall utilize social media platforms for marketing purposes. The director will also be responsible for GBM presentations.
- In addition to the above officer positions, coordinator positions may be added upon the current executive board conducting merit based interviews. These coordinators will work alongside each director and the director is responsible for distributing the workload and mentoring the coordinator.
 - All coordinators will be responsible for working cooperatively with the director in their field. All coordinators are required to attend all general body meetings but not the weekly executive board meetings.

*All board members must have a minimum GPA of 3.0, and hold their position for a full academic year.

**Elections will be held annually either in the Spring or Fall depending on when the chapter was founded. It is expected that once a chapter begins holding elections during either the Spring or Fall term, they will continue to conduct them during that term in perpetuity unless otherwise discussed with a representative from Nationals.

ADVISOR

- The advisor shall be selected upon their enthusiasm for the organization, the mission of the organization, as well as the ability to offer guidance and assist the officers in carrying out their tasks.
- The primary advisor shall be a full-time member of the faculty of staff at The Ohio State University.

- The advisor may offer guidance and support for the Health-Link Society, but may not have a vote.
- The advisor will be removed if duties are not being carried out successfully in regard to the officers' requests. The advisor may be removed if 60% of the executive board agrees the advisor is not being effective and/or helpful. In this case a new advisor would be found to ensure that the organization has sufficient guidance and support.

Article 7

ELECTIONS

- Elections will take place annually during the spring semester.
- Nomination of officers will be determined by the current board and members of the organization. Officers will be decided by elections and all general body members can vote per position.
- Secret ballot will be the method of voting.
- If voting ends in a tie, interviews will be conducted for the two candidates and a runoff election will occur.
- Current officers will allow new officers to shadow them for the remainder of the year and will get assistance from them throughout the process of learning their position.
- The President and Vice President positions will be decided based on a majority decision from the executive board. Candidates must hold an executive board position for at least one year before they can be considered for these positions. If no one on board fulfills the one year requirement then other candidates can be considered.

Article 8

IMPEACHMENT OR RESIGNATION

- Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from the Executive Board.
- Elected individuals seeking to resign from their position shall provide 30 days written notice to the President and Vice President of the organization. In the case of the Vice President and President, the written notice shall be provided to all Executive Board members.
- Should a current officer resign from their elected or appointed position or should a current officer be impeached or removed from their position, a new officer will be elected by an election committee consisting of the president, vice president, and up to two other experienced individuals from the executive board of the

chapter. The election process involves an initial round of written applications distributed by the executive board to the student body followed by interviews for the best candidates and a collective decision to select the best candidate by the election committee.

- Should an issue involving a member persist or should the member's performance prove inadequate in relation to their agreed upon responsibility, a probation period for said member will ensue. The president/vice president will conduct a meeting with the member in question, during which the reasoning behind the probation will be shared with the member. Over the following 3 weeks, the member in question will have the opportunity to correct his/her behavior. After the probation period, a second meeting will be held to assess whether or not the member should continue their assigned role in the student organization.

Article 9 MEETINGS

- The Executive Board of the chapter shall meet weekly at a time convenient for all members.
- Attendance will be mandatory for all members of the Executive Board.
- The meeting will be led by the President and Vice President and meeting minutes shall be recorded by the Secretary.
- Executive board will hold monthly meetings for the general body which are mandatory for all members. In the event that the chapter appoints coordinators, they will be responsible for organizing the monthly general body meetings.

Article 10 FINANCES

- Health-Link Society will finance the activities it engages in by the following means:
 - A fundraising event: bake sales, bingo boards, etc. (held once a semester)
 - Grant applications to funding bodies affiliated with The Ohio State University
 - All funds, whether student generated revenue or institutional funding, will be deposited/kept in the Health-Link Society's university affiliated PNC bank account.
 - Any purchases to be made by the organization using allocations will be approved by the funding board at The Ohio State University.
- **National Dues:** Semester dues, payable to the National organization, shall be determined on a semester basis by the National Executive Board through discussion with each chapter's executive board. Each member will be required to

submit the dues to the respective chapter no later than two weeks after the first general body meeting of each semester unless otherwise discussed with a representative from Nationals. The Director of Finances or “Treasurer” will then ensure all dues are transferred to the Nationals bank account along with a list of all active members that have paid said dues. Methods of transfer can include direct transfer or use of Zelle. The list of active members will be created by the Director of Logistics or “Secretary.” All signed and completed general membership contracts are also expected to be sent to Nationals by this time if they have not already been sent over and completion of the agreement along with payment of dues for each member will be cross-referenced with the list of members being sent to us. It is an expectation that all members pay on time in order to remain in good standing and to have access to all of the benefits that come along with being a member of Health-Link Society. Any student not paying dues will not be recognized by the organization and considered expelled, and in the event that the former member would like to return, future membership will be determined on a case-by-case basis through discussion with the chapter officials and Nationals representatives.

Article 11 **AMENDMENTS**

- The executive board may propose amendments to the constitution.
- Health-Link Society Nationals must review and approve all proposed amendments before they can be ratified and added to the constitution.

Article 12 **RATIFICATION**

- This constitution shall become effective upon approval by a 2/3 vote of the executive board and a National Branch representative.

Article 13 **INTERPRETATION**

- The Executive Board will have the authority to interpret this constitution should any ambiguity arise. A majority of the Executive Board (60%) must agree on a decision that is not explicitly outlined in the Constitution. Health-Link Society Nationals has the authority to suspend activities at its discretion by deeming actions as unconstitutional in the event that the interpretation of the constitution strays from its original intent.

Constitution Ratified on April 11, 2024.