**BIOMEDICAL SCIENCES GRADUATE PROGRAM**

**CONSTITUTION FOR THE**

**BIOMEDICAL SCIENCES GRADUATE STUDENT ORGANIZATION**

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

**Section 1** - Name: Biomedical Sciences Graduate Student Organization at The Ohio State University (further referred to as BSGO)

**Section 2** - Purpose: The main goal of BSGO is to support all students enrolled in the Biomedical Sciences Graduate Program at The Ohio State University. It will also provide professional and social opportunities outside of the BSGO for its membership. The BSGO will strive to inform, interact with and serve the community, and public at large in ways related to biomedical research and education. Among its primary responsibilities include assisting in recruitment and interviews for the program and setting up a communication platform for the incoming cohort. Officers will continue after the first year to serve their cohort and promote community-building events. The BSGO will also function as the communications vehicle between its membership and the faculty, staff, and administration of The Ohio State University in conjunction with the Communications and Relations Organization (CRO) of the Biomedical Sciences Graduation Program.

**Section 3** - Non-Discrimination Policy: The organization will not discriminate against any person or group of persons based on 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 [the guidelines](https://mcas-proxyweb.mcas.ms/certificate-checker?login=false&originalUrl=https%3A%2F%2Furldefense.com.mcas.ms%2Fv3%2F__https%3A%2F%2Factivities.osu.edu%2Fposts%2Fdocuments%2Fstudent-organization-registration-guidelines-updated-by-csa-02032020.pdf__%3B!!Cjnu1T6GFXg!-CML_5G6AYsdTp88TzKRNeu55YuI9NiolinWCycWL4jdVOYDY_6cAeINtya5ufC0FXv-Xb0%24).

*Article II - Membership: Qualifications and categories of membership*

Membership will be open to all students in the Biomedical Sciences Graduate Program (BSGP), and those who are members of the M.D./Ph.D. program associated with the BSGP. All members of BSGP are full members of the organization. Members may choose not to be affiliated with BSGO after the first year of study. Full members are required to attend at least one meeting each quarter. Honorary membership is extended to all OSU faculty, staff, and alumni.

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

The organization leaders will be the President, Vice-President, Secretary, Treasurer, Community and Outreach Chair, and Social Chair. The leaders will be nominated; either by the voting body or self-nomination, and a vote will be conducted to appoint the positions. All executive members must receive the majority of votes at the election meeting, held at the start of the Fall semester. The terms of office are on a one-year basis. All of the past year's Executive Committee, whose members are defined in Article IV, remain active members of the organization during the subsequent year(s). Any position is welcome to be the BSGO representative for the Bennet Society, Graduate Studies Committee, or OSUWMC Research Day, but it is not required.

**President:**

* Chair and conduct meetings of the main body and Executive Committee
* Represents the Organization to the University
* Ensure that Officers and Committee heads are fulfilling their job descriptions
* Ensure that the Organization is abiding by the rules and regulations of the university and of this Constitution
* Ensure that Office of Student Activities (OSA) forms and paperwork are completed and submitted by their specified deadlines
* Has the ability to make executive decisions in the event that an immediate decision is necessary, and no other executives can be reached. This power excludes all matters that require a vote of the general body or Executive Committee, such as amendments and dissolution of the Organization, etc
* Upon election, the President will be the organization's representative to the Council of Graduate Students
* Is jointly responsible for, along with the Vice-President, working with the BSGP coordinator to facilitate recruitment weekends

**Vice-President:**

* Aids the President at all general meetings and serves in the President's place when absent
* Oversee spending of finances
* Is jointly responsible for, along with the Treasurer, the management of a checking account for organizational funds
* Is jointly responsible for, along with the President, working with the BSGP coordinator to facilitate recruitment weekends
* Is a member of BSGP-CRO along with 1 other member of BSGO. One member of BSGO must be present at all BSGP-CRO meetings

**Secretary:**

* Is responsible for recording agenda/minutes from both the Executive Committee meetings and general body meetings, in addition to sending e-mail notices to the members of the BSGO
* Is responsible for creating and maintaining a membership list

**Treasurer:**

* Has the responsibility of overseeing all organizational finances and expenditures
* Maintains the accounting in such a manner that he/she will not be personally made vulnerable by the mishandling of any other member
* Will work with the President and Executive Committee to apply for club grants, as needed
* Is jointly responsible for, along with the Vice-President, the management of a checking account for organizational funds
* Must give quarterly reports to the Executive Committee concerning the state of the finances
* Responsible for year-end audit as well as any other reports, including any financial reporting to the IRS

**Social Chair:**

* Is responsible for organizing/publicizing social events open to all BSGP members

**Community and Outreach Chair:**

* Creates opportunities for BSGO members to be involved in community service/philanthropic activities
* Responsible for raising funds towards a biomedical charitable organization

**International Student Chair:**

* Answer relevant questions for incoming international students
* Communicate the current concerns of international students with program leadership

*Article IV - Executive Committee: Size and composition of the Committee*

The Executive Committee comprises the President, Vice-President, Secretary, Treasurer, Community and Outreach Chair, and Social Chair. The purpose of the Executive Committee will be to represent the organization as a whole in issues related to the well-being of the student body. The Executive Committee will meet at least one week prior to a general meeting to discuss issues to be presented to the general body. One example of a general meeting would be BSGP Town Hall meetings

An advisory panel, composed of the Executive Board of the previous year, will be available to offer thoughtful insight to the members of the current Executive Board regarding executive duties as well as general operational concerns. The President of the previous year’s Executive Board will serve as the student liaison between the current Executive Board and the advisory panel. The advisory panel will not have voting authority. Any and/or all members of the advisory panel may attend executive meetings at the request of the current Executive Board based on their availability.

A presentation of the executive positions by the current Executive Board will be made on the 1st Friday of September to the incoming class. Nominations for executive positions will be made by email to the current President or Google Form distributed through the BSGO email, and are due the following Thursday at 5:00 pm. Voting will then be held on the 2nd Friday of September.

*Article V - Standing Committees: Names, purpose, and composition (Ad-Hoc committees)*

There are no standing committees within this organization. Ad-hoc committees will be established on a need-based basis to help plan and organize special events.

*Article VI - Method of Selecting and/or Removing Officers and Members*

The organization is open to all students who are active graduate students in the Biomedical Sciences Graduate Program (BSGP) which is part of The Ohio State University’s Medical School. It is also open to students who are MD/PhD students and also accepted in the BSGP. Members are not selected nor removed as long as they are students of the BSGP.

Officers are selected by an election vote during the Fall Semester by the first-year graduate students in BSGP. Students can nominate themselves or others for positions. If multiple students are nominated for the same position then an election will be held. The first-year students will vote for which candidates should have which positions.

Officers can be removed from their positions at any time by a majority vote of the first-year graduate students. Officers can also step down at any time if they have a replacement for the position that the first year graduate students agree to elect into the position. Officers can also be asked to step down by the faculty advisor.

If a general member needs to be removed because of misconduct, an election will be held amongst the officers of the club. A majority vote will decide if the member is to be removed from the organization. In the case of a tie, the faculty advisor will make the final decision. Once removed from the organization that person cannot rejoin. They can appeal this exiled status to the faculty advisor who will decide if this person can partake in organization events.

*Article VII - Advisor(s) or Advisory Board: Qualification Criteria*

The advisor(s) for BSGO will be a director or instructor of the Biomedical Sciences Graduate Program or a director or instructor of the M.D./Ph.D. program. If the same person fulfills both positions, then there will only be one advisor.

*Article VIII - Meetings of the Organization: Required meetings and their frequency*

General meetings of the organization will be held at a minimum of one time per quarter including the summer semester. If an issue arises during an interim period, the Executive Committee may call additional meetings.

*Article IX - Method of Amending Constitution: Proposals, notice, and voting requirements*

**Section 1** - **Submission of Proposals:** Any BSGO member may submit amendments. Proposed amendments must be in writing and submitted to the BSGO Executive Committee. The Executive Committee will meet to determine the details and language of the proposed amendment and vote on the final version to be presented. A majority vote of four out of six Executive Committee members approving the proposal is required to proceed to the process laid out in Article IX Section 2.

**Section 2** - **Voting:** The Executive Committee will present the amendment proposal to the main body (BSGP first-year students) in writing (email is acceptable) and a voting date will be announced at least a week prior to voting. Voting may take place at a BSGO meeting or via a suitable absentee method. A vote of at least two-thirds of the main body is required for the amendment to pass.

*Article X - Method of Dissolution of Organization*

The Executive Committee has the authority to begin the disbanding of BSGO. The said motion must first pass the Executive Committee unanimously. If said vote is successful, the main group must also pass the motion by a three-fourths vote. If the group decides to dissolve, the Executive Committee is responsible for taking care of all debts incurred by the group through the solicitation of donations and/or fundraising activities.