**Buckeyes Raising Awareness in Neuroscience**

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

**Section 1: Name**

Buckeyes Raising Awareness in Neuroscience

**Section 2: Purpose**

The mission of Buckeyes Raising Awareness in Neuroscience is to provide support to those affected by neurological injuries and illnesses while increasing awareness and education within the Ohio State and Central Ohio community. Our goal is to create awareness to students at the Ohio State University and the general public through social media, our website, and educational activities. We hope to recruit students throughout The Ohio State University who show an interest in neuroscience or creating awareness.

* 501(c)3 Clause: The organization’s purpose is to exclusively to further charitable, educational, or scientific contributions under Section 501(c)3 of the Internal revenue code, or corresponding section of any future federal tax code.

**Section 3: Non-Discriminatory 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.

As a student organization at The Ohio State University, Buckeyes Raising Awareness in Neuroscience 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 II - Membership: Qualifications and categories of membership.***

Membership is open to all students enrolled at the Ohio State University that are interested in learning about the brain and creating awareness. Members are also expected to attend meetings, volunteer at events and contribute ideas. Others such as faculty, alumni, professionals, etc., are encouraged to become members. Members that attend 50% of general body meetings and participate in one club activity per month are considered Full Members. Full Members are eligible to run for Executive Board Positions and will have other benefits determined by the Executive Board. All members that do not meet this criterion are considered Associate Members. Club activities include, but are not limited to, attending NeuroNights sessions, volunteering with BRAIN, working on 5K activities, sign up for a Member Monday, and sharing club events on social media. The Executive Board will be responsible for deciding what additional activities qualify. All members are also required to pay dues on an annual basis as determined by the Executive Board.

***Article III – Methods for Removing Members and Executive Officers***

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization’s constitution, or violates the Code of Student Conduct, or university policy, the member may be removed through a majority vote of the Executive Board in consultation with the organization’s advisor.

In the case of Leadership Team members (Executive + Chairs), a similar voting process will take place. However, the board member in question will not get to vote. The voting will be done digitally and anonymously. Appropriate actions will be taken based off voting results. Our organization has a 2-step process for grounds for removal of an officer:

1. A verbal warning initiated by a member of the Executive Board and agreed upon by the majority. In most cases, this will be communicated by the President. In the case of the President, this will be communicated by the Vice President.

2. Automatic consideration for impeachment via the voting process mentioned above.

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

Officers for Buckeyes Raising Awareness in Neuroscience will be elected through membership voting and will serve a term equivalent to one academic year.

President:

- Run meetings + oversee slide making for the meetings

- Plan events

- Management of the Executive Board

- Oversee the website, Facebook, and other social media accounts

- Oversee all aspects of the organization

- Dedicate 20+ hours/ week to the organization

- Meet with members and our advisor

- Work with all chairs

Vice President:

- Assist the President with his/her responsibilities

- Prepare to dedicate 20+ hours/ week to organization

- Work with all chairs

- Assist in managing the website, Facebook, and other social media accounts

Treasurer:

- Oversee all financial aspects of the organization

- Prepare to dedicate 15+ hours/ week to managing the budget

- Contact sponsors, organize fundraisers, and fill out required forms

- Work with the fundraising chair directly

- Filing taxes for our organization

- Ordering apparel, etc.

Secretary

- Oversee all communication aspects of the organization

- Prepare to dedicate 15+ hours/ week to the organization

- Distribute emails and flyers before meetings and events

- Organize club information

- Track attendance and record notes at meetings

- Work with the marketing chairs

NeuroNights Director

- Coordinate with CBI to plan monthly NeuroNights sessions

- Oversee all financial aspects of NeuroNights

- Attend planning sessions with NeuroNights partners

- Organize Brain Injury Awareness Community Day

5K Operations Director

- Plan and organize logistics of annual Brain Injury Awareness Race

- In charge of financial aspects of Brain Injury Awareness Race

- Coordinate with Columbus Running Company and RPAC staff to ensure successful event

5K Marketing Director

- Plan and organize the annual Brain Injury Awareness Race

- Contact sponsors to provide support for the run

- Manage advertising and marketing efforts

Advisor

- Support the organization

- Provide recommendations to improve the organization

***Article V – Election / Selection of Organization Leadership***

All members are eligible to run for a Chair position. To be eligible to run for an Executive position the member must be under Full Member status for the semester they are running. Members of the current Executive Committee will hold an election for the next generation of student leaders in the Fall of each year. In the case of a resignation or impeachment, voting for the available leadership position will take place within one month of resignation or impeachment.

***Article VI - Executive Committee (if needed): Size and composition of the Committee.***

The Executive committee is comprised of the President, Vice President, Treasurer, Secretary, NeuroNights Director, and 5K Director.

***Article VII - Standing Chairs (if needed): Names, purposes, and composition.***

The following chairs will be voted on by organization members in the beginning of each Fall semester, serving the equivalent of a 1-year term.

Fundraising Chair

* Responsible for planning and organizing at least one fundraiser per semester to raise money for the club.
* Works with the Treasurer.
* Initiatives include restaurant fundraisers and bake sales

Social Chair

* Responsible for putting together at least two social events per semester with the occasional social activity during meeting.
* Previous events include annual pumpkin painting, gingerbread house making, etc.

Outreach Chair

* Responsible for reaching out to guest speakers and inviting professionals to general body meetings
* Coordinates professionals panel and organizes professional development workshops

Internal Service Chair

* Responsible for developing service opportunities for club members to engage with during general body meetings
* Advertises individual volunteer opportunities for members to participate it in at general body meetings

External Service Chair

* Responsible for finding service opportunities for members to engage with outside of meeting time
* Coordinates collaborations with outside organizations to facilitate volunteering experiences

Digital Marketing Chair

* Responsible for creating marketing material including flyers and social media content for our various events.
* Manages all social media accounts, as well as taking pictures and documenting club events to share online.

Video Marketing Chair

* Responsible for taking videos and creating Instagram Reels and TikToks for the club

5K Operations Chair

* Responsible for obtaining sponsors for the 5K and maintaining communication with them leading up the race.
* Coordinates booths for the day of the event and is the primary person of contact for attendants.

5K Marketing Chair

* In charge of marketing initiatives for the 5K including reaching out to newsletters, other student orgs, and community partners to advertise the race

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

The advisor is a full-time member faculty or staff at The Ohio State University. The advisor will be approved by Buckeyes Raising Awareness in Neuroscience. The advisor’s duties are to support the organization and give recommendations to improve and attain its goals.

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

General member meetings will be held once every other week. 50% attendance of general meetings and one club engagement activity per month is required each academic term except summer to be a Full Member. Associate Members do not have a requirement.

***Article X – Attendees of Events of the Organization***

The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution.

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

Proposed amendments will be in writing and read at the meeting in which they are proposed. A simple majority agreement among the Executive Committee is required for the amendment to pass. The constitution is not intended to be amended easily or frequently.

***Article XII – Method of Dissolution of Organization***

The Executive Committee proposes and approves the dissolution through majority vote for the organization’s dissolution. Before dissolution all organization debts must be paid, if applicable. Assets shall be distributed for one or more exempt purposes within the meaning of 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to federal government, or to state or local government for public purpose; to be decided upon by member vote.

**By-Laws**

*Article I – Parliamentary Authority*

The rules contained in the constitution shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

*Article II – Membership*

Any undergraduate student of the Ohio State University may be a member by successfully completing the requirements defined by the Executive Committee, if any. To be considered a member of Buckeyes Raising Awareness in Neuroscience the member must express interest and a have high attendance rate.

*Article III - Election / Appointment of Government Leadership*

Members of the current Executive Committee will hold an election for the next generation of student leaders by the spring of each year. In the case of a resignation or impeachment, voting for the available leadership position will take place within one month of resignation or impeachment.

*Article IV- Executive Committee*

The executive committee will consist of at least four members. The President, Vice President, Treasurer, and Secretary. The committee is responsible for overseeing the organization as well as planning meetings and events.

*Article V - Standing Committees (if needed): Names, purposes, and composition.*

The standing committees are comprised of a committee leader and committee members. The committee leaders will be voted on by organization members, and committee members will be appointed by the executive committee and committee leaders based upon member interest.

*Article VI - Advisor/Advisory Board Responsibilities*

The Advisor is responsible for providing guidance and support for the student organization leaders.

*Article VII - Meeting Requirements*

At least three members of the Executive Committee must be present for any meeting to propose an amendment or change to the bylaws or constitution.

*Article VIII - Method of Amending By-Laws*

Proposed amendments will be in writing and read at the meeting in which they are proposed. An agreement of both Executive Committee and the Advisor is required for the amendment to pass.

*Article IX - Requirements to be exempt as an Organization described in section 501(c)(3) of the Internal Revenue Code*

*Adopted on 8/1/2019*

Section 1. Said organization is organized exclusively for charitable, educational, or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in section 1 hereof and in article IX of this constitution’s by-laws.

Section 3. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 5. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.