

**BY-LAWS OF THE:
Undergraduate Anatomy Club (UAC)
(UPDATED 11.10.2024)**

ARTICLE I: NAME AND PURPOSE

Section A: Name

The name of this organization shall be known as the Undergraduate Anatomy Club (UAC).

Section B: Affiliation

UAC is not affiliated with any National or State organization. UAC is affiliated with the Ohio State University Division of Anatomy.

Section C: Purpose

1. To promote and foster community, leadership, and scholarship within the undergraduate Division Of Anatomy.
2. To promote Anatomy on the OSU campus.
3. To provide social and professional interaction with anatomists and related professionals.

ARTICLE II: MEMBERSHIP AND DUES

Section A: Eligibility

Membership shall be open to any undergraduate student.

Section B: Restrictions

1. The members shall be OSU students.
2. This organization is prohibited from discriminating on the basis of age, race, color, religion, handicap, national origin, or sex.

Section C: Dues

There shall be no annual dues for members.

ARTICLE III: OFFICERS

Section A: Officers

The officers shall consist of a president, vice-president, a treasurer, an activity chairperson(s), a social media chairperson(s), a fundraising chairperson(s), a connections chairperson(s), and a volunteer chairperson(s). They shall be known as the Executive Board.

Section B: Eligibility

The Executive Board must be current OSU students in the Anatomy undergraduate minor program.

Section C: Election

The Executive Board shall be elected by a simple majority of the membership present when a quorum exists in the spring semester. Election will be by ballot vote. Members will have one week following nominations to vote.

Section D: Term

The officers shall serve for one year and their term shall commence at the end of the academic spring semester. Students may hold the same executive board position for no more than two (2) consecutive years.

Section E: Vacancy

If a vacancy occurs in the Executive Board there shall be a special election within two weeks of the vacancy. Nominations will be taken from the floor and a general election shall take place by ballot.

Section F: Removal

In the event it becomes necessary to remove an officer or member because they are not meeting the expectations agreed upon and set forth in this document, the executive board will convene to discuss potential remedy or removal of the officer or member. If a unanimous vote is reached, the executive board will submit a formal recommendation to the advisor for removal. The advisor will make the ultimate decision to remove the officer or member. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. This discrimination policy will be firmly adhered to during the removal process.

ARTICLE IV: DUTIES OF THE EXECUTIVE BOARD

Section A: Duties

President – Serves as the chief executive officer of the organization, presiding at all executive board and general member meetings. The President will also hold the following responsibilities:

- I. Provide leadership and direction to all activities of the organization, and keep the club on track with annual goals.
- II. Communicate directly with the Faculty Advisor all organizational matters.
- III. Serve as a liaison between the Faculty Advisor and student members.
- IV. Coordinate all monthly meetings; running meetings when appropriate
- V. As an official Ohio State University Executive Board Title, the President is **required** to attend a one (1) hour training session at the Union each year.

Vice President – Serve as the second in command executive officer of the organization. The Vice President will also hold the following responsibilities:

- I. Serve as the acting President, should the President-Elect be unavailable.
- II. Coordinate and attend all regular meetings; keeping notes of meetings and events to be shared with the president and other executive board members.
- III. Assist in keeping the club on track with annual goals.
- IV. Assist in communication with club advisors.

Treasurer – Oversees and manages the organization's financial matters. The Treasurer will also hold the following responsibilities:

- I. Responsible for all deposits, withdrawals, and reimbursements associated with the organization.
- II. Receives and makes club payments.
- III. Receives fundraising funds from the Fundraising Chair and places it appropriately.
- IV. Communicates with the president for approval on statements and decisions.
- V. As an official Ohio State University Executive Board Title, the Treasurer is **required** to attend a one (1) hour training session at the Union each year.

Activity Chair(s) - Serves as the coordinator for all social or educational activities within the club. The Activity Chairperson(s) will also hold the following responsibilities:

- I. Book rooms or spaces for club activities/events other than meetings.
- II. Brainstorms and presents upcoming activities to the Executive Board and other members.
- III. Oversees activities or delegates overseer when needed.
- IV. Communicates with the President and Vice President regularly.
- V. Communicates with Social Media Chair(s) about spreading information about events/activities.

Social Media Chair(s) - Maintains the organization's social media page in order to promote various service and social activities. The Social Media Chairperson(s) will also hold the following responsibilities:

- I. Maintains social media accounts on decided platforms.
- II. Pre-activity/meeting: Posts updates with information about upcoming events.
- III. Post-activity/meeting: Posts recaps of events with highlights and/or photos.
- IV. Communicates with President, Vice President, and Activity Chair(s) regularly

Fundraising Chair(s) - Serves as the coordinator for fundraising events/activities. The Fundraising Chairperson(s) will also hold the following responsibilities:

- I. Primary person(s) responsible for planning fundraisers.
- II. Communicates with the Treasurer about funds needed from fundraisers and how they will be handled.
- III. Delivers fundraising funds to the Treasurer safely and openly.
- IV. Communicates with the President and Vice President regularly.
- V. Communicates with Social Media Chair(s) about spreading information about fundraisers.

Connections Chair(s) – Serves as the liaison between UAC's mentor graduate club, FOSA. The Connections Chairperson(s) will also hold the following responsibilities:

- I. Communicates closely with Dr. Mosley and other representatives from FOSA to keep the UAC interacting with FOSA.
- II. Plans activities/events with FOSA members.
- III. Uses FOSA as a mentor for the UAC's club ideas and activities.
- IV. Communicates with the President, Vice President, and Activity Chair regularly.

Volunteer Chair(s) – Serves as the coordinator for volunteer events/activities. The Volunteer Chairperson(s) will also hold the following responsibilities:

- I. Responsible for planning/seeking volunteer opportunities for the UAC.
- II. Coordinates volunteers within the UAC for the Anatomy Outreach Program.
- III. Communicates with Social Media Chair(s) about spreading information about volunteer events.
- IV. Communicates regularly with the President and Vice President.

ARTICLE V: FACULTY ADVISOR

Section A: Selection

There shall be two faculty advisors, who will be selected by the Executive Board. The nominated advisor must accept the offered position.

Section B: Duties

The advisors' roles within the organization is negotiable between the advisors and student leaders. An effective advisor should talk with the leaders of the organization and come to a mutual understanding about how much or how little the advisor will be involved. However, the Faculty Advisors will hold the following responsibilities:

- I. Explain university policies when relevant to the discussion.
- II. Recommend programs, speakers, seminars, etc.
- III. Objectively mediate conflicts that arise within the organization.
- IV. Approve the organization's online registration. (yearly)
- V. Review and approve an organization's annual goals. (yearly)
- VI. Sign off on operating and programming funding requests.
- VII. Sign off on reservations of university space and equipment, as requested by the university department granting the reservation.
- VIII. Be listed as a signatory on the organization's checking account.
- IX. Attend an advisor certification training session. (every two years)

Section C: Term

The selected advisors will serve a two (2) year term. A faculty advisor may hold any number of consecutive terms.

ARTICLE VI: EXECUTIVE COMMITTEE MEETINGS

Section A: Responsibility

Management of the UAC shall be vested in this committee, and they are responsible to the entire membership to uphold the By-Laws.

Section B: Membership

This committee shall consist of the officers as listed in Article III, and the faculty advisor as listed in Article V.

Section C: Meetings

The Executive Committee shall meet prior to the first regular meeting of the organization, and whenever necessary throughout the year to plan the agenda for the following meetings.

Section D: Quorum

A quorum shall consist of 2/3 members of the Executive Committee if possible.

ARTICLE VII: MEETINGS OF THE MEMBERSHIP

Section A: Meetings

The Executive Board will call regular meetings with dates and times posted at least one week in advance. These meetings shall be to conduct the necessary business of the organization and to have a presentation or guest speaker. (Meeting Example in Section E, Article VII)

Section B: Special Meetings

1. May be called by the Executive Board.
2. May be called by the President at the request of any member

Section C: Quorum

A quorum shall consist of 2/3 of the members in good standing.

Section D: Parliamentary Authority

Robert's Rules of Order Newly Revised, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws.

Section E: Example Meeting Agenda

Meetings would take place once a month, with time and date to be determined by the current members. A typical meeting would have the following format:

- I. General Membership Announcements
 - A. Department News and Updates (from President and/or Vice President)
 - B. Finance Report (Treasurer)
 - C. Upcoming Events
 - D. Student Updates; all members are welcome to share news, events, and achievements.
- II. Special Event (any of the following or more)
 - A. Speaker
 - B. Community-building activity

ARTICLE IX: AMENDMENTS

Section A: Vote

These By-Laws may be amended by a 2/3 majority vote of the members in good standing.

Section B: Notice

All members shall receive advance notice of the proposed amendments in writing at least five days prior to the meeting of the members.

ARTICLE X: NON-DISCRIMINATION POLICY

This organization and its members shall not discriminate against any individual(s) for reasons 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.