

Constitution

Undergraduate Ultrasound Program at Ohio State

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

Section 1: Name: Undergraduate Ultrasound Program at Ohio State

Section 2 - Purpose: The purpose of this organization is to allow prospective ultrasound students to learn more about the ultrasound program here at OSU. This organization promotes knowledge of ultrasound and allows students to learn more about the program before applying. This organization creates a space where anyone is welcome to discover what the OSU ultrasound program has to offer. Students who are interested in ultrasound will have a chance to get hands on experience in the lab.

Section 3 - Non-Discrimination and Sexual Misconduct Policy

Non-Discrimination Policy: This club's non-discriminatory policy is in accordance with The University's non-discrimination statement outlined in the Affirmative Action, Equal Employment Opportunity & Non-Discrimination/Harassment (1.10) (<https://hr.osu.edu/public/documents/policy/policy110.pdf>) is as follows:

“The Ohio State University is committed to building and maintaining a diverse community to reflect human diversity and to improve opportunities for all. The university is committed to equal opportunity, affirmative action, and eliminating discrimination. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of law”.

The Undergraduate Ultrasound Program at Ohio State 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.

Sexual Misconduct Policy:

As a student organization at The Ohio State University, Undergraduate Ultrasound Program at Ohio State 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.

The organization is student-initiated, led, and run, with voting membership limited to currently enrolled Ohio State students. Non-student members, such as faculty, alumni, and professionals, may join as non-voting associate or honorary members. All students can join by completing an interest form, with no GPA or prerequisite requirements, while non-student members must apply through a separate form for review by an executive member.

II.a. As required by the Guidelines for Student Organizations, 90% of the membership of a student organization must include current Ohio State University students. Active members and Executive Committee are able to make decisions regarding the membership of community and other non-student

members of an organization. Community or other non-student members may be temporarily suspended with a majority vote of the Executive Committee.

Student members vs Non-members

Student members have the ability to vote on decisions for the organization including new executive board members, issues regarding the organization, and new policies being implemented. Their feedback will be taken into consideration in regards to making changes that benefit the club as a whole. Student members can attend all meetings and events. Non-student members may attend meetings and events approved by the executive board. Non-student members may not participate in any voting processes.

Article III – Methods for Removing Members and Executive Officers

Members and executive officers that are engaging in behavior that places the reputation of the organization in danger will not be tolerated. Members and executive officers are expected to be professional and maintain an adequate reputation of the organization. Executive officers must collectively decide to remove a member of the organization and provide an explanation why the action is occurring.

Reasons for membership termination:

III.a. If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution or by-laws, or violates the Code of Student Conduct, university policy, or federal, state or local law, the member may be removed through a majority vote of the officers in consultation with the organization's advisor. The termination process will occur within a month period from the time of the incident.

Reasons for officer termination:

III.b. Any elected officer of the chapter may be removed from their position for cause. Cause for removal includes, but is not limited to: violation of the constitution or by-laws, failure to perform duties, or any behavior that is detrimental to advancing the purpose of this organization, including violations of the Student Code of Conduct, university policy, or federal, state, or local laws. The Executive Committee may act for removal upon a two-thirds affirmative vote of the executive board in consultation with the organization's advisor.

III.c. In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), the executive board, in consultation with the organization's advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership: *The leadership board of a student organization works together by collaborating on key tasks, supporting each other's roles, and ensuring that the group operates smoothly.*

Required leadership positions:

- Primary Leader (President)
 - Length of term: one year
 - Responsibilities: Set the tone and vision for the organization, ensuring it aligns with the group's mission and goals. Chair general meetings, executive board meetings, and other group gatherings, ensuring effective communication and decision-making. Promote the organization's mission and activities through social media, posters, newsletters, or campus-wide events.
 - Election: voted by majority
- Secondary Leader (Vice President)
 - Length of term: one year

- Responsibilities: Record keeping of the minutes during group meetings, serve as a point of contact for internal and external communication, send out meeting reminders to club members, and help coordinate and schedule meetings
- Election: voted by majority
- Treasurer
 - Length of term: one year
 - Responsibilities: Track income and expenses, maintain accurate financial records and provide regular financial updates to members and prepare annual reports
 - Election: voted by majority
- Advisor
 - Length of term: Renew every two years
 - Responsibilities: Guide and support club leaders and members, advise on policies, rules, and legal requirements, help with leadership transitions, and serve as a link between the club and administration

Article V- Election / Selection of Organization Leadership

Elections for President, Vice President, and Treasurer are held annually during the spring semester, with all student members eligible to run and vote. Candidates present themselves before members vote via paper ballot, with the majority vote determining the winners. A month-long training period follows, where the outgoing administration mentors the new officers. If a resignation or impeachment occurs, an emergency meeting will be held to elect a replacement, with the majority vote deciding the outcome. Impeachment requires agreement from the administrative board and advisor.

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

The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. This Committee is composed of the organization leaders, chairpersons of the standing committees, and the club advisor.

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

These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the organization leadership.

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

Advisors of student organizations must be full-time members of the University faculty or Administrative & Professional staff. If a person is serving as an advisor who is not a member of the above classifications, a co-advisor must be chosen who is a member of these University classifications. The advisor's responsibilities include mentorship, oversight, and facilitation of the organization. They guide the student leaders in their roles, ensure compliance with institutional policies, assist with event planning, help resolve conflicts, and foster long-term sustainability. Advisors are expected to be available, engaged, and knowledgeable while respecting students' autonomy and promoting their growth and development.

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

There will be at least two general meetings a semester and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

Article X – Attendees of Events of the Organization: Required events and their frequency.

If a member's behavior disrupts the club or violates the constitution, student conduct code, university policies, or laws, the organization reserves the right to address this behavior. The incident will be reviewed by club leadership and documented. The member will be given an opportunity to address the issue, and corrective

action, such as a formal warning, suspension, or removal, may be taken. For serious violations, the matter will be referred to university authorities or relevant legal bodies for further action.

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

Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, one following meeting, then read again at the general meeting in which the votes will be taken, and should either require three-fourth voting members, or a majority of the entire voting membership of the organization, present or not. The constitution should only be amended for the greater good of the organization and improve club efficiency and qualification. It should not be amended frequently.

Article XII – Method of Dissolution of Organization

To dissolve the organization, a majority vote must be held, and Student Activities must be notified to remove the club's information from university records. Any remaining assets will be donated or used according to the organization's mission, and all debts must be settled. A final report outlining the assets, liabilities, and dissolution process will be submitted to Student Activities.

By-Laws

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending. Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed. By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

Article I – Parliamentary Authority

Though the minority shall be heard and absentees protected, The rules contained in *The Undergraduate Ultrasound Program at Ohio State 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

This organization is student initiated, lead, and run. The organization's voting membership is limited to currently enrolled Ohio State students only. Non-student members, such as faculty, alumni, and professionals may become members, but only as non-voting associate or honorary members. Only enrolled Ohio State students, Ohio State alumni, and Ohio State employed faculty are able to officially join the organization. All students are able to join this organization if interest is shown. There are no GPA, or prerequisite requirements. Students must fill out an interest form to be initiated into the club by an executive member. Non-student members must apply through a separate interest form that needs to be reviewed by an executive member before initiation.

Article III- Election / Appointment of Government Leadership

Elections will be held in the late spring semester of each year during a general club meeting specified before the meeting is held. All student members are able to run and vote for the following positions (President, Vice President, and Treasurer). During the meeting, each candidate will have an opportunity to present about themselves and why they are running for the position. After all candidates have an opportunity to present, each

student member will be given a piece of paper to write down their vote for each position. The papers will be collected by the current administration and counted at that same meeting. The majority rules for each position voted on. The winners will be announced and the new administrative training period will begin. There will be a month-long period where the old administration trains the new administration and helps them run meetings. The newly appointed officials will be in charge for the rest of the term, until the next election. If members choose to resign from their position for any reason, an emergency meeting will be held within the club. Any interested student members can run for the position. The student members will vote and the candidate with the majority of votes will win. If an administrative member needs to be impeached from their position, all other members on the administrative board and the advisor need to agree. A new election will also be held after the old member is released from office.

Article IV- Executive Committee

The Executive Committee represents the general membership, conducts business of the organization between general meetings of the membership, and reports its actions at the general meetings of the membership. This Committee is composed of the organization leaders, chairpersons of the standing committees, and the club advisor. This committee is only activated if needed. Each new administration can decide if they want to activate this committee for the next year.

Article V- Standing Committees (if needed)

These committees serve the organization leadership, the Executive Committee, and general membership. Standing committees are permanent and designed to carry out the basic functions of the organization. Often chairpersons of these committees are appointed by the organization leadership. This committee is only activated if needed. Each new administration can decide if they want to activate this committee for the next year.

Article VI - Advisor/Advisory Board Responsibilities

According to institutional policy, advisors must be full-time members of the university faculty or Administrative & Professional staff. In instances where an advisor is not part of these classifications, a co-advisor who meets the qualifications must be appointed to ensure compliance with this requirement. The advisor's responsibilities extend well beyond basic oversight and include key aspects of mentorship, guidance, and facilitation. Advisors are entrusted with helping student leaders develop the skills and confidence they need to manage the day-to-day functions of the organization. This includes providing advice on leadership practices, decision-making, conflict resolution, and communication strategies. Advisors also play a critical role in ensuring that the organization is aligned with the university's mission, policies, and values. They must ensure that the student organization adheres to institutional guidelines, both in terms of administrative policies (such as budget management, event planning, and risk management) and academic or ethical standards.

In addition to operational oversight, advisors are expected to assist student leaders in navigating the logistical aspects of running an organization, such as event planning, budgeting, fundraising, and coordinating with university departments. Their knowledge of university procedures is invaluable, helping student organizations avoid potential pitfalls and capitalize on available resources. Advisors also serve as a liaison between the student organization and the broader university community, including administrators, faculty, and other student groups.

Advisors must be available and actively engaged in the organization's activities, attending meetings, and offering guidance on key decisions. However, a critical aspect of their role is to balance their support with respect for the autonomy of the student leaders. Advisors are not meant to control or micromanage the organization's decisions but to empower students to take ownership of their roles and responsibilities.

In doing so, advisors foster an environment of collaboration, trust, and mutual respect, ensuring that the organization remains student-driven while benefiting from the advisor's experience and expertise.

Article VII - Meeting Requirements

To maintain active membership in the organization, each member is expected to attend at least **two general meetings per semester**. These meetings will be scheduled and communicated in advance, and attendance is important for staying informed about the organization's activities and decisions. In addition to the general meetings, members may be required to attend **at least one of the events** hosted by the organization each academic term (excluding summer). Events may include workshops, volunteer activities, guest speaker presentations, or other group functions that contribute to the goals and mission of the organization. Failure to meet the attendance requirement may result in a member being considered inactive, and could affect their ability to vote in elections, hold office, or participate in certain organizational privileges. However, **reasonable accommodations** will be made for members who are unable to attend due to academic, personal, or other extenuating circumstances. Members in these situations should inform the executive board ahead of time, and the board will work with them to ensure continued active membership status.

Article VIII - Method of Amending By-Laws

By-laws may be amended by a student member or elected official offering a proposal in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present). By-laws should be easier to amend than the Constitution and allow more flexibility for change in the organization.