**The Constitution and By-Laws**

*Health Points: Pre-Health Connections & Volunteering*

*Written by: Michael K. Chung (Founder of Health Points)*

***Article I – Name, Purpose & Non Discrimination Policy***

*Section I:*

The Official Name: “Health Points: Pre Health Connections & Volunteering”

The Official Purpose: To provide the means for Ohio State Undergraduate pre-health students connect to their passions through faculty, practitioners, fellowship and community service.

*Section II:*

* Non-Discrimination Policy: It is the policy of Health Points, not to engage in discrimination against or harassment of any person involved or seeking membership with the club of Health Points 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 basis in accordance with [Student Organization Registration and Funding Guidelines](https://activities.osu.edu/posts/documents/student-organization-registration-guidelines-updated-may-2021.pdf), in its activities, programs, admission, and employment.

***Article II – Membership: Qualifications & Categories of a member***

Official Membership requirements: To be an established/official member, one must have attended at least two weekly meetings per month. Must be an undergraduate student of the Ohio State University

Membership Category:

Official Member: (For definition, see above). Has the right to vote in officer elections or run for an officer position.

Progressing Member: (One who is in the progress of becoming an official member). Free to attend any event/meetings of Health Points to work towards becoming an official member

Officer: (One who holds the position of President, Vice President, Secretary, Treasurer, and Webmaster) has the right to be called the representatives of Health Points. Each officer position will entail a specific duty and responsibility that must be met.

Removing an Member

A member can only be deemed unfit for his or her position with the president’s decision.

Once deemed unfit for membership by the president, the member in question can either relieve himself of his duties or ask to have an official vote among the Executive Board. The president must give a three-minute speech on the failures and faults of the member in question in front of the Board. The member in question has two minutes to respond/answer any & all questions. A two-thirds vote will officially remove the member in question.

***Article III – Leadership/Officer Positions Information***

*Section I – Officer Positions*

The officer positions of Health Points is comprised of a President, Vice President, Secretary, Treasurer, & Webmaster

*Section II – Responsibilities of an officer & Chain of Command*

The chain of command is as follows: The president directs and leads the entire club. When he or she is not present, the Vice President and Treasurer will lead the meetings in his stead. If both President and Vice president is absent, the Treasurer assumes command. If both President and Treasurer is absent, the Vice President assumes command. The secretary takes command if and only if all three upper leaders are absent.

President:

1. Must prepare for each weekly meeting to maximize efficiency within the club.
2. Must be in attendance for the majority of meetings (not necessarily events).
3. Must assist, train, and guide the other officers in their duties and responsibilities
4. Connect with the adviser often to relay necessary information to the members, and vice versa
5. Must respectfully represent Health Points in a professional manner
6. Work with other officers to manage the memberships of the club.
7. Is responsible for all other duties & responsibilities that are required as club progresses.

Vice President

1. Must be prepared to help the president at all times: If the president is not available to attend a meeting or event, he or she assumes the responsibilities to take over.
2. Must be in attendance for the majority of meetings (not necessarily events)
3. Is responsible for all other duties & responsibilities that are required as club progresses.

Treasurer

1. Must be prepared to help the president at all times: If the president is not present, he or she assumes responsibilities to take over.
2. Must be constantly reporting the status of organization funds to the president
3. Must give weekly updates during meetings of money spent
4. Has the right to approve funds for certain events/organizations AFTER approval by president.
5. Is responsible for all other duties & responsibilities that are required as club progresses.

Secretary

1. Must be organized in every members of the organizations, including names, emails, phone numbers, attendance, and be ready to file a weekly report on membership status to president.
2. Assist the treasurer in anything that is necessary.
3. Is responsible for all other duties & responsibilities that are required as club progresses.

Webmaster

1. Is responsible to creating and maintaining a professional website for the club.
2. The website will contain information of weekly meetings, service projects, and lecture information
3. Is responsible for all other duties & responsibilities that are required as club progresses.

***Article IV – Process of Election***

*Section I – Electing an officer*

1. The previous president will oversee all election processes.
2. Any candidate wishing to run for an officer position must let the president know a week before the announced election date (election date must be announced 3 weeks before)
3. No persons can run for more than one position.
4. Each candidate for each position will have 2 minutes of speech time and 3 minutes of question time.
	1. If the speech is over 2 minutes, he or she will be immediately cut off
	2. If the speech is less than 2 minutes, there will be no additional question time
	3. If the president deems the speech inappropriate or unfit for the organization, the candidate will immediately be rejected from the ballot.
	4. Each candidate will be randomly chosen for order of presentation
5. After speech & questions, there will be a vote for each officer positions: Majority Vote
	1. If there are only one candidate for a position, the candidate will immediately be considered the winner of the position, unless the president deems him/her unfit for a specified reason.
	2. If there are two candidates for a position, whoever earns the higher vote count wins.
	3. If there are more than 2 candidates for a position, the person with the highest number of votes MUST have at least 1.5 times more votes than the person with the second highest number of votes.
		1. If not, the top two candidates will once again be on a new ballot with just the two of them, and vote will be cast again; person with higher vote count wins.

*Section II – Removing an Officer*

An officer can only be deemed unfit for his or her position with the president’s decision.

Once deemed unfit for his or her position by the president, the officer in question can either relieve himself of his duties or ask to have an official vote among the Executive Board The president must give a three minute speech on the failures and faults of the officer in question in front of the Board. The officer in question has two minutes to respond/answer any & all questions. Two-thirds vote will officially remove the officer in question.

A president can be deemed unfit and be voted to be removed if the Executive Board votes among themselves to do so. Once they agree, the president must be notified, and be called forth by the Board for questioning. He will be subject to a 5 minute questioning. Afterwards, the Board will cast a vote: two-thirds vote will officially remove the president

***Article V: Executive Board, Volunteer Committee & Connections Committee***

*Section I: Volunteer Committee*

1. The requirement to be a part of the Volunteer Committee involves being an official member. He or she must also submit a letter (email) of intent to the president explaining why and what he or she could bring to the team.
2. The Volunteer Committee will focus on contacting and preparing a volunteering event for the club as a whole at least once a month.
3. The Volunteer Committee will elect a Volunteer Committee Representative.
4. The Volunteer Committee representative will be responsible for relaying all information and progress that occurs within the club to the president
5. The Volunteer Committee representative will partake in all Executive Board meetings

*Section II: Connections Committee*

1. The requirement to be a part of the Connections Committee involves being an official member. He or she must also submit a letter (email) of intent to the president explaining why and what he or she could bring to the team.
2. The Connections Committee will focus on contacting a diverse group of influential and helpful speakers for the club as a whole at least once a month. (Ex: Surgeon, professor, etc.)
3. The Connections Committee will elect a Connections Committee Representative
4. The Connections Committee representative will be responsible for relaying all information and progress that occurs within the club to the president
5. The Connections Committee representative will partake in all Executive Board meetings

*Section III: Executive Board*

1. The Executive Board consists of the President, vice president, treasurer, secretary, webmaster, connections committee representative, and volunteer committee representative. (adviser may be present with the presidents discretion)
2. Executive Board will have a monthly meeting and each member present will be responsible for giving a detailed summary of what each has done to contribute to the club
3. Details of the Executive Board meetings can vary from month to month and the president will oversee the dates in advance.

***Article VI: Advisors: Qualification***

1. The advisor of the organization must be ready to commit a decent amount of time in aiding the students reach their goals and projects. He or she must be prepared to approve of all projects/funding or discuss why he or she will not approve of said project/funding.
2. The advisor is not required to attend meetings. However, when present, he or she will be recognized as such.
3. The advisor must be a faculty member at the Ohio State University, or administrative & professional staff
4. The advisor is encouraged to get to know the officers well, and is always invited to come to the executive board meetings

***Article VII: Amendments to the Constitution***

1. Proposed amendments should be in writing, should not be acted upon but read in the general meeting in which they are proposed, should be read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken.
2. Approval should require at least two-thirds of voting members present (and to conduct any business an organization should have quorum present at a business meeting, which is at minimum 50% + 1 of total organization members).
3. The constitution should not be amended easily or frequently.