

The Ohio State University Chapter of NORD Students for Rare

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

Section 1: National Organization for Rare Disorders: Students for Rare

Section 2: NORD is dedicated to improving the lives of people with rare diseases by providing education, support, and resources. We focus on raising awareness, advocating for better healthcare policies, funding research, and connecting patients and caregivers with the help they need. Our goal is to find treatments and cures for rare diseases while building a strong, supportive community.

Section 3a: 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.

Section 3b: As a student organization at The Ohio State University, the National Organization for Rare Disorders: Students for Rare 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://policies.osu.edu/sites/default/files/documents/2024/09/Policy-NDH-Sexual-Misconduct.pdf>. If you or someone you know has been sexually harassed or assaulted, you may find the appropriate resources at <https://equity.osu.edu/title-ix> or by contacting the Ohio State Title IX Coordinator at titleIX@osu.edu.

Article II: Membership: Qualifications and Categories of Membership

Membership in the organization shall be open to those regularly-enrolled The Ohio State University. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. This organization shall have associated members who are non-The Ohio State University students or who do not meet the above criteria. Associated members shall have all membership privileges. No more than 20 percent of the membership shall be individuals who are not The Ohio State University students (e.g., community members, students at other colleges, etc.).

Article III: Methods for Removing Members and Executive Officers

All members of The Ohio State University Chapter of NORD Students for Rare are expected to adhere to the NORD Students for Rare Policies and Procedures. Members are expected to uphold the rules and regulations of The Ohio State University Code of Conduct and adhere to the policies and procedures set for in The Ohio State University Student Organization Policies. If at any time a volunteer is found to be in violation of any of the policies and procedures, or is not

carrying out the responsibilities as set forth in the Constitution & Bylaws accepted at point of acceptance, NORD is at-will to remove them from the position. Three attempts will be made to resolve the situation without dismissal. Executive officers may be removed for not doing their duties, breaking club or university rules, or acting in ways that harm the club. To remove an officer, a motion to remove an officer must be made by another executive officer. The officer being removed must be given notice at least 30 days before the next executive meeting. The officer can speak in their defense at an executive meeting, a vote is taken, and a two-thirds majority is needed to remove the officer. If the vote passes, the officer is removed immediately or as decided in the vote.

Article IV: Organization Leadership:

The officers of The Ohio State University Chapter of NORD Students for Rare shall be a President, Vice-President, Secretary and Treasurer. In order to run for office in the NORD Student Chapter at The Ohio State University, members must have a minimum cumulative grade point average (GPA) of 2.5. While in office officers must maintain a 2.5 GPA and must not have below 2.5 for more than one semester. Officers must be enrolled at The Ohio State University and be in good standing with his or her college. All officers serve for a term of TWO (2) YEARS or until their successors shall be duly elected or qualified. At least one officer must be an underclassman to ensure the sustainability of the chapter.

The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties and may be prescribed by the organization. The Vice President shall preside at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of the President if the office becomes vacant. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization. The Treasurer shall keep an account of all moneys received and expended for the use of the chapter. The Treasurer shall be responsible for collecting and monitoring all funds collected as part of a fundraiser.

Article V: Election / Selection of Organization Leadership

The club will elect the following leaders: President, Vice president, Secretary, and Treasurer. To be eligible for a leadership position, members must be an active member for at least 2 months and meet any other requirements set by the club. Nominations will be accepted 10 days before the election. Members can nominate themselves or be nominated by others. Voting will take place during a meeting at the end of the academic year. Voting will be by a secret ballot. A simple majority wins. Leaders will serve for a minimum of one (1) year and up to two (2) years or until a re-election takes place.

Article VI: Executive Committee: Size and composition of the Committee

The executive committee should consist of a President, Vice President, Treasurer, and Secretary. Any events or meetings should be reported to the National Organization for Rare Disorders administration.

Article VII: Standing Committee

There shall be no standing committee.

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

The Ohio State University Chapter of NORD Students for Rare shall have a faculty advisor who will be a full- or part-time member of the college or university faculty. The faculty advisor should be available to assist in events as needed and approve goals. The advisor is not required to attend meetings unless requested. The current advisor is Dr. Sarah Ball.

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

Meetings should be held every other week (every 2 weeks) unless the club grows excessively. If that should occur, meetings should switch to monthly (every 4 weeks). All executive members must attend each meeting unless, and general members should attend at least half of the meetings to uphold an active membership status.

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

A mandatory event takes place on Rare Disease Day (late February) where the executive members can choose how to spread awareness for rare diseases. There should be an additional two to three (2-3) events per academic year, including a fundraiser of some sort. General members should attend at least two of the events, and executive members should attend all events.

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

Process of amendment proposal goes as follows: initial formal written proposal of amendment including any other desired adjuncting documents that aid in presentation of the proposal. The proposal is to be presented at the subsequent general body meeting immediately followed by a vote to pass. A minimum of two-thirds majority is needed of the voting membership body to ratify the amendment.

Article XII: Method of Dissolution of Organization

To initiate dissolution, a resolution must be passed by the executive members with specifics regarding the distribution of organization assets and/or debts. Non-liquid assets that are property of the organization should be liquidated to pay any outstanding debts or liabilities if necessary. Excess funds if eligible should be donated to the parent organization or university, whichever is most applicable. After proper filings are complete and the organization reaches official dissolution, Student Activities at The Ohio State University should be contacted to complete the process.

Bylaws

Article I: Parliamentary Authority

The rules contained in this 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

Membership in the organization shall be open to those regularly-enrolled The Ohio State University. Eligibility for membership or appointed or elected student officer positions may not be limited on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability. This organization shall have associated members who are non- The Ohio State University students or who do not meet the above criteria. Associated members shall have all membership privileges. No more than 20 percent of the membership shall be individuals who are not The Ohio State University students (e.g., community members, students at other colleges, etc.).

Article III: Election/Appointment of Government Leadership

Government leadership appointment begins with applications filled out for forecasted executive member vacancies by those interested general body members or executive members interested in a different vacant position. Applicants are judged on both involvement and their written applications. Position appointments are then made by the acting President to fill the vacancies. In the case of a Presidential vacancy, preference is given for the acting Vice President to fill said vacancy.

Article IV: Executive Committee

There shall be four (4) executive members: a President, Vice President, Secretary, and Treasurer. The President shall serve as the chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings. The President shall appoint all committees and committee chairs. The President shall have other powers and duties and may be prescribed by the organization. The Vice President shall preside

at organization meetings in the absence of the President. The Vice President shall perform all legal duties assigned by the President. The Vice President shall assume the office of the President if the office becomes vacant. The Secretary shall take minutes at all meetings of the organization, keep these on file, and submit copies to organization members upon request. The Secretary shall be responsible for all organization correspondence and shall keep copies on file. The Secretary shall maintain membership records for the organization. The Treasurer shall keep an account of all moneys received and expended for the use of the chapter. The Treasurer shall be responsible for collecting and monitoring all funds collected as part of a fundraiser.

Article V: Standing Committee

There shall be no standing committee.

Article VI: Advisor/Advisory Board Responsibilities

The Ohio State University Chapter of NORD Students for Rare shall have a faculty advisor who will be a full- or part-time member of the college or university faculty. The faculty advisor should be available to assist in events as needed and approve goals. The advisor is not required to attend meetings unless requested. The current advisor is Dr. Sarah Ball.

Article VII: Meeting Requirements

Meetings should be held every other week (every 2 weeks) unless the club grows excessively. If that should occur, meetings should switch to monthly (every 4 weeks). All executive members must attend each meeting unless, and general members should attend at least half of the meetings to uphold an active membership status.

Article VIII: Method of Amending By-Laws

Proposed amendments may be submitted by active members or executive members. Any amendment submissions will be read at a general body meeting and voted on by members. If there is a two-thirds vote, the amendment will be immediately changed.