Constitution of the College of Medicine Cook With Communities

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***Article I ~ Name, Purpose and Non-discrimination Policy***

**Section 1: Name**

College of Medicine Cook With Communities (COMCWC) is a medical chapter of the Columbus-based non-profit Cook With Communities (CWC). CWC is a 501(c)(3) nonprofit organization aiming to improve nutrition in vulnerable communities through the use of interactive nutritional education, hands-on cooking classes, and raising food insecurity awareness in adjacent communities.

**Section 2: Purpose**

CWCCOM serves to elevate health in Franklin County by initiating various nutritional and culinary educational programs that are health focused, and evidence based. This purpose will be achieved using three mediums:

1. Connecting healthcare specialists with the community
   * Bridge the gap between healthcare providers and underserved populations
   * Facilitate community outreach programs led by students and specialists to raise awareness of nutritional health
2. Enhancing the expertise and utility of graduate students
   * Create opportunities for healthcare students to work with local organizations and community leaders
   * Build confidence in delivering clear, relatable messages about nutrition and cooking.
3. Initiating nutrition focused programs within multiple OSU-affiliated and health-related departments
   * Equip communities with access to expertise to improve culinary and nutritional empowerment
   * Empower healthcare workers to inspire healthier eating habits through practical cooking tips and nutrition education

**Section 3: Non-discrimination 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, College of Medicine Cook With Communities 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 and Recruitment***

Membership in this organization is limited to graduate students currently enrolled at The Ohio State University.Graduate students enrolled at The Ohio State University are welcome to join at any point during the school year. Voting rights are reserved for active members who are in good standing with the university. Only these members are eligible to run for office positions. Active members and the Executive Committee have the authority to make decisions about the membership status of community and other non-student members within the organization. These members may be temporarily suspended through a majority vote by the Executive Committee.

***Article III: Revocation***

If a member engages in behavior that harms the organization’s purpose, violates its constitution, the Code of Student Conduct, university policies, or any applicable law, they will be notified of potential membership revocation at least 72 hours before a vote is held. Membership will be revoked upon a 2/3 majority vote by the officers in consultation with the organization’s advisor or at the discretion of the Executive President or Advisor if deemed necessary. The organization also reserves the right to address disruptive or inappropriate behavior by members or event attendees that conflicts with its constitution. Revocation will remain in effect for three semesters.

***Article IV: Organization Leadership***

**Section I: Eligibility**

Required leadership positions include the President, Vice President, Treasurer, and any other positions deemed necessary for the proper functioning of the organization. Any member of the organization that is an Ohio State graduate student is eligible to run for Executive Board.

All Executive Board members are expected to be present at all Chapter meetings and can attend National Chapter Team Meetings

**Section II: Roles**

**President**

* **Term of Office**: One academic year, renewable upon re-election.
* **Type of Selection**: Elected by majority vote of active members.
* **Duties**:
  + Oversee all organizational activities and ensure alignment with the mission and vision.
  + Represent the organization in official capacities and act as the primary spokesperson.
  + Lead the development of strategic goals and initiatives.
  + Coordinate with other executive members to ensure efficient operations.
  + Facilitate decision-making processes and address conflicts.

**Vice President**

* **Term of Office**: One academic year, renewable upon re-election.
* **Type of Selection**: Elected by majority vote of active members.
* **Duties**:
  + Coordinate between various organizational chapters (nonprofit, undergraduate, COM).
  + Lead executive committee meetings in the President's absence.
  + Create and promote opportunities for organizational growth and new initiatives.
  + Ensure that the mission and vision are upheld across all organizational activities.

**Secretary/Service Chair**

* **Term of Office**: One academic year, renewable upon re-election.
* **Type of Selection**: Elected by majority vote of active members.
* **Duties**:
  + Serve as the primary organizer for volunteer programming.
  + Plan and coordinate events with established and new community partners.
  + Organize and recruit volunteers for events and programming.
  + Collaborate with other organizations and groups for the delivery of cooking classes and educational programs.
  + Maintain meeting records, communicate updates to members, and manage the membership roster.

**Treasurer**

* **Term of Office**: One academic year, renewable upon re-election.
* **Type of Selection**: Elected by majority vote of active members.
* **Duties**:
  + Develop and manage the organization’s budget.
  + Organize financial records and ensure transparency in financial dealings.
  + Raise funds and identify financial resources to support programming.
  + Serve as a liaison for grant applications and funding opportunities.

**Community Outreach Chair**

* **Term of Office**: One academic year, renewable upon re-election.
* **Type of Selection**: Elected by majority vote of active members.
* **Duties**:
  + Build and maintain relationships with community organizations
  + Lead outreach initiatives between programming committees
  + Provide grant-writing support and collaborate with the Treasurer on funding.
  + Ensure seamless communication between outreach efforts and financial planning.

**Research Chair**

* **Term of Office**: One academic year, renewable upon re-election.
* **Type of Selection**: Elected by majority vote of active members.
* **Duties**:
  + Delegate writing of Institutional Review Board (IRB) proposals among the research team.
  + Field questions and provide guidance to the research team.
  + Coordinate with the IRB advisor to ensure ethical research practices.
  + Schedule and lead meetings to discuss research progress.
  + Ensure all research aligns with organizational goals and priorities.

**Faculty Advisor**

* **Term of Office:** Appointed annually with the possibility of renewal based on mutual agreement between the advisor and the organization.
* **Type of Selection:** Selected and approved by the Executive Committee, with input from active members.
* **Duties:**
  + Provide guidance and support to the Executive Committee in achieving the organization’s mission and goals.
  + Ensure organizational activities align with university policies and ethical standards.
  + Offer expertise in program planning, research, and community engagement efforts.
  + Serve as a liaison between the organization and university administration or affiliated departments.
  + Advise on grant applications, budgeting, and other funding opportunities.
  + Participate in key organizational meetings, providing feedback and mentorship to leaders.
  + Support conflict resolution within the organization when necessary.
  + Assist with maintaining compliance for research-related activities, such as Institutional Review Board (IRB) protocols.

***Article V: Election/Selection of Officers***

**Section 1: Eligibility for Office**

* Any active member in good standing with the organization and The Ohio State University is eligible to run for an officer position.
* Candidates must have demonstrated active participation in the organization’s activities prior to the election.

**Section 2: Nominations**

* Nominations for leadership positions will open at least two weeks prior to the scheduled election.
* Members must self-nominate via application and interview process with the Executive Board
* All nominations must be submitted to the current Secretary, who will verify eligibility.

**Section 3: Election Process**

* Elections will be held annually half-way through the academic year (January/February) to ensure a smooth leadership transition before the next school year.
* Selection of new officers will be decided via majority vote amongst the current Executive Board.
* A simple majority vote (50% + 1) is required to elect each officer. In the event of a tie, a runoff election will be held between the tied candidates.

**Section 4: Term of Office**

* Elected officers will serve for one academic year, beginning at the start of the summer semester following their election.
* Officers are eligible for re-election for subsequent terms.

**Section 5: Special Circumstances**

* **Resignations:**
  + If an officer resigns, the Executive Committee will appoint an interim officer to serve until a special election can be held.
  + A special election must take place within one month of the resignation.
* **Impeachments:**
  + Any officer may be impeached for failure to fulfill their duties, conduct detrimental to the organization, or violation of university policies.
  + A written request for impeachment must be submitted to the Faculty Advisor and signed by at least 1/3 of the Executive Board.
  + The officer in question will be given an opportunity to present their case to the Executive Board and the Faculty Advisor.
  + Removal requires a 2/3 majority vote of the Executive Board.
* **Vacancies:**
  + In the event of an unfilled position after elections, the Executive Committee may appoint a qualified active member to serve in that role until the next election cycle.

**Section 6: Ratification of Results**

* Election results will be reviewed and ratified by the current Executive Board.
* Newly elected officers will be announced to the membership immediately following ratification.

***Article VI – Executive Committee***

**Section 1: Size and Composition**

The Executive Committee shall consist of the following elected officers:

* President
* Vice President
* Secretary/Service Chair
* Treasurer
* Community Outreach Chair
* Research Chair

**Section 2: Purpose and Responsibilities**

* The Executive Committee represents the general membership and serves as the primary decision-making body of the organization.
* It is responsible for conducting organizational business between general membership meetings.
* The committee shall plan and implement activities, oversee the organization’s operations, and ensure alignment with the mission and vision.
* The committee will report all actions and decisions at the general membership meetings.

**Section 3: Meetings**

* The Executive Committee shall meet at least once a semester to discuss organizational progress and address issues requiring immediate attention.

***Article VII – Standing Committees***

**Section 1: Names and Purposes**

The organization will have the following standing committees, each chaired by an elected officer or appointed chairperson:

1. **Outreach and Community Engagement Committee**
   * **Purpose**: Build relationships with community partners and coordinate both outreach efforts and volunteer programming.
   * **Composition**: Chaired by the Community Outreach Chair and comprised of members committed to fostering community connections.
2. **Research and Evaluation Committee**
   * **Purpose**: Oversee research projects, write IRB proposals, and ensure ethical and effective research practices.
   * **Composition**: Chaired by the Research Chair and comprised of members involved in organizational research initiatives.

**Section 2: Committee Operations**

* Each committee will meet as needed and report their progress to the designated Executive officer leading the committee

***Article VIII – Advisor(s) or Advisory Board***

**Section 1: Qualification Criteria**

* The Faculty Advisor must be a full-time member of The Ohio State University faculty or Administrative & Professional staff.
* A co-advisor may be appointed if the primary advisor does not meet these criteria.

**Section 2: Responsibilities and Expectations**

* Provide guidance and mentorship to the Executive Committee and general membership.
* Assist with strategic decision-making.
* Ensure organizational compliance with university policies and standards.
* Support the organization in grant applications, funding opportunities, and research activities as needed.
* Act as a liaison between the organization and university administration.
* Mediate conflicts and provide advice on issues that may affect the group’s operation or mission.

***Article IX – Meetings and Events of the Organization***

**Section 1: General Membership Meetings**

* The organization shall hold at least one general membership meetings each academic term, excluding summer.
* General membership meetings will include updates from the Executive Committee, discussions on upcoming events, and opportunities for member input.

**Section 2: Executive Committee Meetings**

* The Executive Committee shall meet bi-monthly, or as needed, to conduct organizational business.

**Section 3: Required Events**

* Members are expected to attend events hosted by the organization each academic term, according to personal schedules and availability.
* Required events include general meetings.

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

* College of Medicine Cook With Communities reserves the right to address the behavior of any member or event attendee that is disruptive or not aligned with the organization’s constitution, the Code of Student Conduct, university policies, or federal, state, or local laws.
* Disruptive behavior includes, but is not limited to, interference with other attendees’ access to a safe and appropriate environment during events or meetings.
* If a member or attendee engages in such behavior:
  1. They will receive a formal warning from the Executive Committee or Faculty Advisor.
  2. If the behavior persists, the individual may be asked to leave the event immediately.
  3. For repeated or serious infractions, the individual’s participation in future events or membership in the organization may be suspended or revoked following a majority vote of the Executive Committee.

***Article XI – Method of Amending Constitution***

**Section 1: Proposal Process**

* Any member may propose an amendment to the constitution by submitting the proposal in writing to the Executive Committee.
* The proposal must include the specific changes and rationale for the amendment.

**Section 2: Notice Requirement**

* Proposed amendments will be read and discussed at a general membership meeting or via electronic communication.
* The amendment will then be voted upon, either in the meeting or via polling system

**Section 3: Voting Procedure**

* A two-thirds (2/3) majority vote of active members is required to approve the amendment
* Upon approval, the amendment becomes effective immediately unless otherwise specified in the proposal.

**Section 4: Restrictions**

* Amendments to the constitution should not be made frequently and must align with the organization’s mission and values.

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

* The organization may be dissolved by a two-thirds (2/3) majority vote of active members present at a general membership meeting
* Upon dissolution, all organization assets will first be used to settle any outstanding debts.
* Any remaining assets will be donated to a nonprofit organization chosen by the Executive Committee and approved by the Faculty Advisor.
* The Faculty Advisor and the Executive Committee must ensure that all financial accounts are closed, and all organizational records are properly archived or destroyed.
* The **Student Activities** staff at The Ohio State University must be notified to remove the organization’s information from official university records.