**The Infectious Diseases Institute Trainee Association (IDI-TA) Charter Bylaws**

**Name & Purpose Statement**

1. The name of this organization shall be the Infectious Diseases Institute Trainee Association (IDI-TA).
2. IDI-TA seeks to expand the interdisciplinary and diverse membership of, and advocate for, trainees within The Ohio State University Infectious Diseases Institute. Trainees hereafter refers to any individual researcher or student who conducts their work under the supervision of a senior investigator and includes but is not limited to undergraduate students, graduate students, professional students, postdoctoral researchers, and staff members. IDI-TA will provide opportunities for networking, as well as career advancement and development. It will also provide trainees a greater role in deciding the scope of opportunities related to infectious disease for students across campus. IDI-TA will host events and speakers in the area of infectious diseases in order to support the trainee membership’s goals and interests and to foster collaborative engagement across colleges and departments both within and outside of The Ohio State University.

**Non-Discrimination Statement**

1. The IDI-TA 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.
2. As a student organization at The Ohio State University, the IDI-TA 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****.***

**Membership**

Membership Qualifications

1. All trainees (postdoctoral fellows/scholars/scientists, clinical fellows, professional students, graduate students, undergraduate students and lab employees [e.g., research assistants/associates]) who belong to the Infectious Disease Institute (IDI) at The Ohio State University are automatically the eligible members for IDI-TA. Membership can be obtained by filling out a form on the IDI website. The URL for the membership page is <https://idi.osu.edu/engage>.

Membership Removal

1. 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.
2. 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 committee in consultation with the organization’s advisor.

**IDI-TA Steering Committee**

1. The IDI-TA Steering Committee will include the following members:
   * IDI-TA elected officers/representatives
   * One Faculty Advisor
   * One IDI Administrative Coordinator

2. The IDI-TA Steering Committee will meet regularly with a pattern established by the IDI-TA elected officers and on an ad hoc basis to address any emerging priorities.

**Officers and Duties**

1. The following officers will be elected by IDI-TA members and are mandatory positions to be filled each year: President, Vice-President and Treasurer. The following IDI-TA officer positions will also be elected by IDI-TA members but are not required to be filled: Postdoctoral Representative, Graduate/Professional Student Representative, Undergraduate Student Representative, Employee Representative, Networking and Professional Development Officer, Community Outreach Officer. Individuals may be responsible for more than one position (i.e. President may also serve as Outreach Chair), except for the mandatory positions which need to be filled by three different individuals.
2. The officer duties are as follows:
   * President – leads the organization by running monthly meetings and coordinating IDI-TA-sponsored programming in collaboration with IDI-TA officers. The President represents IDI-TA in interactions with IDI leadership and may serve on IDI committees, either permanently or on an ad hoc basis. Additionally, the President oversees strategic planning for the association and ensures alignment with IDI’s mission and trainee interests.
     1. The Vice-President will become the Interim President should the President be on leave or temporarily unavailable.
   * Vice-President – Assists the President in all IDI-TA functions and serves as the primary liaison for communication efforts. The Vice-President is responsible for managing the IDI-TA newsletter and website, with support from the IDI-TA Administrative Coordinator, ensuring that trainees stay informed about upcoming events and opportunities. The Vice-President may sit on IDI committees on a permanent or ad hoc basis.
   * Treasurer - oversees all financial aspects of the organization, including budgeting, financial planning, and tracking expenditures. The Treasurer ensures responsible use of funds and maintains financial records to support transparency and compliance.
     1. Will provide support to all other officers by managing financial transactions and purchasing necessary supplies for IDI-TA events and initiatives.
   * Postdoctoral Representative – serves as the primary advocate for postdoctoral researchers within IDI, ensuring that their concerns and needs are addressed. The Postdoctoral Representative acts as the main point of contact for the National Postdoctoral Association (NPA) and represents IDI-TA at the annual NPA meeting. Additionally, this officer organizes the annual “Postdoc Choice” speaker/seminar, selecting a speaker of interest to postdoctoral trainees.
   * Graduate/Professional Student Representative – represents the interests of graduate and professional students by advocating for their academic, research, and career development needs. This officer is responsible for planning and hosting the annual “Graduate/Professional Student Choice” speaker/seminar, ensuring that the event aligns with the interests of trainees at this level. The representative works to enhance engagement and support for graduate and professional students within IDI-TA.
   * Undergraduate Student Representative – serves as an advocate for undergraduate students involved in research at IDI, ensuring that their voices are heard within the organization. This officer works to create and promote research opportunities, supports undergraduate involvement in IDI-TA initiatives, and facilitates mentorship connections between undergraduate students and other trainees.
   * Employee Representative– represents the interests of IDI member employees, including individuals involved in graduate non-degree programs, continuing education (undergraduate), post-professional programs, and certificate programs. This officer ensures that these trainees have access to relevant opportunities, resources, and support within IDI-TA and advocates for their professional development needs.
   * Networking and Professional Development Officer – Leads the coordination of IDI-TA networking events and oversees the planning of professional development opportunities tailored to the needs of trainees. This officer works closely with other team members to ensure a diverse range of programming, including career panels, skills workshops, and networking sessions with industry professionals and alumni.
   * Community Outreach Officer– Develops and executes IDI-TA outreach initiatives, ensuring that trainees are informed about and engaged in community outreach activities. This officer recruits and encourages trainee participation in both external community-based events and internal outreach programs within IDI. The Community Outreach Officer works to strengthen IDI-TA’s impact by fostering collaborations with local organizations and educational institutions.

**Officer Elections & Removal**

1. Elections will be held annually for all officers. The term for incoming officers will be from January 1 – December 31 of the following year.
   1. Candidate requirements
   2. IDI-TA President – must be a former IDI-TA Steering Committee member unless permission to run for President is granted by the IDI-TA steering committee prior to the election.
   3. A call for candidates will be sent to all members.
   4. All candidates will have the opportunity to introduce themselves to the general IDI-TA membership.
   5. Voting will occur by all IDI-TA members for a designated length of time.
   6. If an officer position has only one candidate, an election will not be held for that position.
   7. If an officer position has zero candidates, the duties of that position will be divided amongst the remaining officers.
2. Officers are expected to serve as advisors to their successors for three months following the conclusion of their term. The advising role preferably means IDI-TA meeting attendance but may be carried out by electronic and/or phone communication if necessary. An officer shall provide advance warning to fellow officers when they will not be able to perform their duties.
3. IDI-TA officers may have no more than two absences per year from the monthly meetings.
4. If an officer does not fulfill their duties, the Steering Committee has the authority to terminate the officer. Officer termination requires a majority vote.
5. Interim elections will be held at the discretion of the Steering Committee to fill vacant IDI-TA officer positions.

**Faculty Advisors**

1. The main responsibilities of the faculty advisors’ will be to oversee the organization’s decisions & support its success however necessary.
   1. Responsibilities of the advisors include but are not limited to attending IDI-TA meetings, supporting the renewal of IDI-TA as a student organization & serving as a liaison between IDI-TA and IDI.
2. IDI-TA Advisors will serve three years on the Steering Committee. When an advisor’s term is complete, the two advisors can be renewed once.
3. Advisors will be required to have membership within IDI.

**IDI Administrative Coordinator**

1. The main responsibilities of the administrative coordinator will be to support the organization’s decisions & its success however necessary.
   1. Responsibilities of the administrative coordinator include but are not limited to attending IDI-TA meetings, managing IDI-TA website, providing support for IDI-TA hosted events & serving as a liaison between IDI-TA and IDI.
2. IDI-TA Administrative Coordinators will be chosen by IDI & will serve indefinitely at the IDI’s discretion.

**Conduct of Steering Committee Meetings**

1. The IDI-TA President will call the meeting to order.
2. Order of subsequent business will be as follows per the agenda:
   * Unfinished business from previous meeting
   * New business
   * Announcements. The IDI-TA President may make or call upon others to make announcements.
3. Voting
4. Voting motions can be made by any member when the IDI-TA President considers it appropriate.
   1. Voting members are all IDI-TA officers.
5. A Faculty Advisor must be present for any votes.
6. The IDI-TA President will preside over the discussion/debate on the voting motion.
7. A voting quorum of at least half of the IDI-TA officers must be met for legitimacy.
8. All voting will take place at the monthly IDI-TA meetings.
9. Decisions shall be made by majority vote. In the case of a tie vote, the Faculty Advisors shall cast one joint consensus vote.

**Review of Bylaws**

1. The bylaws can be reviewed by the IDI-TA at any time.
2. Proposed changes to the bylaws can be made by any member or the IDI Executive Committee, with a minimum of 1 week review by the Steering Committee before the voting on proposed changes takes place. The review of bylaws shall follow the same voting procedure as seen above.