

**CHAPTER BYLAWS
OF
PRE-HEALTH CONSTELLATION OF THE OHIO STATE UNIVERSITY**

ARTICLE 1. NAME AND PURPOSE

1.1 Name

- The name of this chapter shall be “Pre-Health Constellation of The Ohio State University” of Pre-Health Constellation, hereinafter referred to as "the Chapter."

1.2 Purpose

- The purpose of the Chapter is to further the mission of Pre-Health Constellation by engaging in group volunteering and fundraising events, partnering with local volunteer organizations to provide members with ample opportunity, and facilitating professional development among its members.

ARTICLE 2. MEMBERSHIP

2.1 Eligibility

- Membership is open to students of The Ohio State University who demonstrate an interest in the Chapter's mission and are in good academic standing.

2.2 Dues

- Members shall pay annual dues as determined by the National Organization. The dues must be paid each semester by the second General Body Meeting each academic year.

2.3 Rights and Responsibilities

- Members have the right to participate in Chapter activities, vote in elections, and run for executive board positions. They are expected to uphold the Chapter's values and adhere to its policies.

2.4 Eligibility to Run for Executive Board Positions

- To run for executive board positions (other than the founding executive board), members must have been active members for at least two semesters.

2.5 Member Removal Process

- A member may be subject to removal from the Chapter for the following reasons:
 - Consistent failure to meet participation requirements without valid justification.
 - Conduct that is harmful to the Chapter’s mission, members, or reputation.

- Violation of university policies, Chapter bylaws, or the Code of Conduct established by the National Organization.
- Any Chapter member or Executive Board member may submit a written concern regarding another member's conduct to the Chapter President or Vice President. The concern will be reviewed by the Executive Board within one week of submission.
- If the Executive Board determines the concern warrants further action, the member in question will be notified in writing and given the opportunity to respond in person or in writing within seven (7) days of notification.
- After the response period, the Executive Board will deliberate and vote. A two-thirds (2/3) majority of the Executive Board is required to approve removal. The decision must be documented and communicated to the member.
- The member may appeal the decision in writing to the National Organization within seven (7) days of notification. The National Organization will review the appeal and issue a final decision.
- A removed member may request reinstatement after one full semester, pending approval by both the Chapter Executive Board and the National Organization.

ARTICLE 3. EXECUTIVE BOARD

3.1 Composition

- The Executive Board shall consist of the following 15 members: President, Vice President, Treasurer, Volunteer Program Manager, Volunteer Outreach Coordinator, Media Manager, Director of Marketing, Enrollment Manager, Director of Recruitment, Director of Transportation, Event Coordinator, Professional Affairs Coordinator, Member Involvement Chair, Director of Fundraising, and Secretary.

3.2 Term of Office

- Executive Board members shall serve a one-year term, beginning on May 31 and ending on May 30 the following year.

3.3 Duties

3.3.1 President

- Provides overall leadership, presides over meetings, and serves as the primary liaison with the National Organization.

3.3.2 Vice President

- Assists the President and assumes their duties in their absence; oversees chapter operations.

3.3.3 Treasurer

- Manages chapter finances, prepares budgets, and maintains accurate financial records.

3.3.4 Secretary

- Records meeting minutes, manages chapter documentation, and maintains chapter records.

3.3.5 Volunteer Outreach Coordinator

- Develops partnerships with local organizations and identifies new volunteer opportunities.

3.3.6 Volunteer Program Manager

- Coordinates volunteer activities and ensures member participation in volunteer programs.

3.3.7 Director of Transportation

- Arranges transportation for chapter events, including volunteering activities.

3.3.8 Director of Fundraising

- Develops and implements fundraising strategies to support chapter initiatives.

3.3.9 Director of Recruitment

- Organizes recruitment events and campaigns to attract new members.

3.3.10 Enrollment Manager

- Manages member recruitment, retention, and maintains the membership database.

3.3.11 Director of Marketing

- Develops marketing strategies to promote chapter events and initiatives.

3.3.12 Media Manager

- Manages the chapter's social media presence and ensures effective communication with members.

3.3.13 Member Involvement Chair

- Encourages member engagement and participation in chapter activities.

3.3.14 Event Coordinator

- Plans and executes chapter events, including fundraising and social events.

3.3.15 Professional Affairs Coordinator

- Organizes professional development activities and workshops for members.

3.4 Election

- Elections for Executive Board positions shall be held annually in April. Nominations shall be submitted two weeks prior to the election. Interviews and voting will be conducted by the National Organization.

ARTICLE 4. SENIOR EXECUTIVE BOARD

4.1 Composition

- The Senior Executive Board shall consist of former Executive Board members who have completed their one-year term and have demonstrated outstanding performance in their roles.

4.2 Term of Office

- Senior Executive Board members shall serve a one-year term with the possibility of reappointment each year until they graduate. Reappointment is based on performance and contribution to the Chapter.

4.3 Duties

- Senior Executive Board members shall mentor and advise current Executive Board members in their respective roles. They shall assist in the transition of responsibilities and provide continuity within the Chapter.
- Senior Executive Board members shall also have the opportunity to participate in national-level activities and may be considered for roles within the National Organization.

4.4 Election and Reappointment

- Election and reappointment to the Senior Executive Board shall be determined by the Chapter President and Vice President in consultation with the current National Organization, based on the individual's performance and contribution to the Chapter.

ARTICLE 5. MEETINGS

5.1 Chapter Meetings

- Regular Chapter meetings shall be held once a month. The President shall provide an agenda for each meeting, and the Secretary shall record minutes.
- Additionally, a second general body meeting shall be held two weeks after the first general body meeting each month.

5.2 Executive Board Meetings

- The Executive Board shall meet at least twice a month to discuss chapter operations, events, and strategies. A quorum for Executive Board meetings shall be a majority of the board members.

5.3 Senior Executive Board Meetings

- The Senior Executive Board shall meet at least once a month to provide guidance and support to the current Executive Board. Meetings may be held jointly with the Executive Board as needed.

5.4 Special Meetings:

- Special meetings may be called by the President or a majority of the Executive Board members as needed. Notice of special meetings shall be given at least 24 hours in advance.

ARTICLE 6. FINANCES

6.1 Dues and Budget

- The Chapter shall collect membership dues as determined by the National Organization. The Treasurer shall prepare an annual budget, which must be approved by the Executive Board.

6.2 Financial Reporting

- The Treasurer shall present a financial report at each chapter meeting and submit an annual financial report to the National Organization as required.

6.3 Expenditures

- All expenditures must be approved by the Executive Board. The Treasurer and President must co-sign for expenditures exceeding \$100.

ARTICLE 7. ELECTIONS AND TRANSITION

7.1 Elections

- Elections for Executive Board positions shall be held annually in April. Interviews and voting will be conducted by the National Organization.

7.2 Transition

- Outgoing Executive Board members, including those not selected for the Senior Executive Board, shall provide training and support to incoming officers during a transition period of two months.

7.3 Vacancies

- In the event of a vacancy on the Executive Board, the National Organization shall appoint a replacement, subject to the approval of the Chapter President.

ARTICLE 8. AMENDMENTS

8.1 Amendment Proposals

- Amendments to the Chapter Bylaws may be proposed by any chapter member. Proposed amendments must be submitted in writing to the Executive Board.

8.2 Adoption

- Amendments to the Chapter Bylaws must be approved by a two-thirds majority vote of the chapter membership, as well as the National Organization.

ARTICLE 9. NON-DISCRIMINATION

9.1 Non-Discrimination Policy

- The Chapter does not discriminate on the basis of race, gender, sexual orientation, religion, national origin, disability, or any other protected status in its programs, activities, or membership.

ARTICLE 10. DISSOLUTION

10.1 Dissolution

- In the event of the Chapter's dissolution, all remaining assets shall be transferred to the National Organization.

11.2 Signatures

- The following individuals acknowledge and affirm their acceptance of these bylaws and their commitment to uphold them:

Chapter President

Signature: _____

Name: _____

Date: _____

Chapter Vice President

Signature: _____

Name: _____

Date: _____

Chapter Treasurer

Signature: _____

Name: _____

Date: _____

Secretary

Signature: _____

Name: _____

Date: _____

Volunteer Outreach Coordinator

Signature: _____

Name: _____

Date: _____

Volunteer Program Manager

Signature: _____

Name: _____

Date: _____

Director of Transportation

Signature: _____

Name: _____

Date: _____

Director of Fundraising

Signature: _____

Name: _____

Date: _____

Director of Recruitment

Signature: _____

Name: _____

Date: _____

Enrollment Manager

Signature: _____

Name: _____

Date: _____

Director of Marketing

Signature: _____

Name: _____

Date: _____

Media Manager

Signature: _____

Name: _____

Date: _____

Member Involvement Chair

Signature: _____

Name: _____

Date: _____

Event Coordinator

Signature: _____

Name: _____

Date: _____

Professional Affairs Coordinator

Signature: _____

Name: _____

Date: _____

Faculty advisor??

ARTICLE 2. X

2.1 X

- X

2.2 X

- X

2.3 X

- X

2.4 X

- X