**The NeuroTech Club Constitution**

**Article l** - Name, Purpose, and Non-Discrimination Policy of the Organization.

**Section I: Name:** The NeuroTech Club

**Section II - Purpose:**

*The NeuroTech club is aimed at developing new technologies related to neuroscience applications such as medical devices or virtual reality systems designed specifically with mental health care in mind. These types of tools could greatly benefit patients suffering from various neurological disorders by providing them with innovative solutions tailored to their individual needs while simultaneously helping healthcare professionals diagnose problems more accurately than ever before possible. Outside of medicine, the organization aims to explore hobbies, research, entertainment, industry, and other applications of neurotechnology.*

**Section III - Non-Discrimination Policy:**

*“The NeuroTech 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, The NeuroTech Club 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*](mailto:titleIX@osu.edu)*.”*

**Article II - Membership:** Membership to the club is open to all those who attend meetings but members will be divided into two sections as follow:

**Section I** – Voting Members: These members together form the Member Voting Block(MVB). All voting members are given one vote in all elections involving the MVB.

**Section I.a.** – Qualifications: For a member to be given the status of a voting member, they must meet at least one of following qualifications:

1. Is listed in the original Spring 2023 roster of the club.
2. Has participated in at least one club project.
3. Has regularly attended club meetings and events for a minimum of three months.

**Section I.b.** – Disqualification:

1. A voting member who is not on the original Spring 2023 roster of the club or has not participated in a club project will lose their voting rights and voting member status if they have not attended the club for 6 months.
2. A voting member will immediately lose their voting rights and voting member status along with their right to attend the club if they are found in violation of Article I Section III.

**Section II** – Members: These members are allowed to take part in all club activities and projects. They do not have the right to take part in voting of any kind. The only requirement to be a member is that they have to be an undergraduate student at the Ohio State University

**Article III** – Methods for Removing Members and Executive Officers.

**Section I** – Removal of a Member: Removal of s member starts with a formal petition that requires the signature of 1/3rd of voting members with a valid cause for complaint. 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 organization leadership decides whether the cause of complaint is valid. If valid a vote is held among a joint voting body of all executive board members and all voting members except the member in question, in consultation with the organization’s advisor. The member will be removed upon a two-thirds affirmative vote.

**Section II** – Removal of Executive Officer: Any executive officer of the chapter may be removed from their position for cause. Removal starts with a formal petition that requires the signature of 1/3rd of voting members with a valid cause for complaint. 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 organization leadership decides whether the cause of complaint is valid. If valid a vote is held among a joint voting body of all organization leadership and all voting members, in consultation with the organization’s advisor. The executive officer will be removed for their position upon a two-thirds affirmative vote.

**Section II** – FERPA: In the event that the reason for member removal is protected by the Family Educational Rights and Privacy Act (FERPA) or cannot otherwise be shared with members (e.g., while an investigation is pending), {00312468-1} the executive board, in consultation with the organization’s advisor, may vote to temporarily suspend a member or executive officer.

Article IV - Organization Leadership: All organization leadership is elected by a majority vote of the Voting Member Block and serve a term of one year after which they may stand for re-election. Voting is conducted in the second club meeting at the start of the spring semester.

Section I - Organization leadership positions:

1. Primary Leader (President): The President of the club is the head of the Executive Committee and Organization Leadership and is responsible for all club management. They are responsible for upholding the constitution of the club and to ensure the club stays true to its meaning.

2. Secondary Leader: The Secondary Leader of the club supports the functioning of the President and the Treasurer Advisor.

3. Treasurer Advisor: The Treasurer Advisor is responsible for managing all club funds. All use of club funds must be approved by the Treasurer Advisor. If the Treasurer Advisor wishes to use club funds they must gain approval from the club President.

4. Outreach Director: The Outreach Director is responsible for attracting new members and planning club events.

Section II – Removal of Organization Leadership: Any organization of the chapter may be removed from their position for cause. Removal starts with a formal petition that requires the signature of 1/3rd of voting members with a valid cause for complaint. 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 club advisor decides whether the cause of complaint is valid. If valid a vote is held among a joint voting body of all organization leadership, except the organization leader in question, and all voting members, in consultation with the organization’s advisor. The organization leader will be removed for their position upon a two-thirds affirmative vote. The organization leader will be given the status of voting member as long as they are not found in violation of Article I Section III.

Article V- Election / Selection of Organization Leadership Elections rules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).: All Organization Leadership is elected by a simple majority vote of the Voting Member Block. Elections will take place in the second club meeting at the beginning of the spring semester of each year.

**Section I** – Eligibility: To stand for election for any position a member must be a part of the Voting Member Block.

**Section II** – Election:

**Section II.a.** – Nomination Process:

1. Any member of the Voting Member Block can participate for any office of Organization Leadership.
2. The former president and club advisor may nominate a candidate of their choice to stand for election in case no members willingly stand. The chosen candidate maintains the right to refuse the nomination.
3. Each member can stand for one and only one position.

**Section II.b.** – Election Process: All voting members submit an anonymous ballot with categories for each position and a candidate name (refer to Article V Section II.c.), only one name can be listed in each category and they must be from the list of nominees.

**Section II.c.** – Ballot Design:

1.President – [Name]

2. Secondary Leader – [Name]

3. Treasurer Advisor – [Name]

4. Outreach Director – [Name]

Section III – Abdication: In the event that a member of the organization leadership decides resign reason from their position or cannot continue to fulfill their duty for any the process described the Article V Section II will take place over the next 2-3 club meetings. During this time the departing member will hold onto their position, if this is not possible the club advisor may appoint a member to temporarily take the duties of the organization leader in this time.

Article VI - Executive Committee: The Executive Committee consists of organization leadership, all voting members and the club advisor. The president of the club will also act as the chairperson of the executive committee and can call a meeting of the Executive Committee whenever deemed fit.

Article VII – Advisor(s) or Advisory Board: The club advisor is responsible for guiding any/all club members in their club projects. They will be expected to occasionally hold seminars to discuss topics of their choice. They will provide consultation in all club decisions.

Article VIII – Meetings and events of the Organization: Required meetings and their frequency. Required meetings and events and their number should be specified in the governance documents and should reflect the organization’s expectations for all members. For example: IX. Two general meetings and attendance at all or 50% of events hosted may be required for membership each academic term except for summer.

Article IX – Attendees of Events of the Organization: Required events and their frequency. Explain the process that will be implemented if any member, student or non-student, behave in ways that is disruptive (i.e., behavior that interferes with students, faculty, or staff and their access to an appropriate educational or work environment) or do not align with your organizations constitution, the Code of Student Conduct, university policy, or federal, state or local law. Additional information and resources on assisting disruptive or distressed individuals can be found at: oaa.osu.edu/assets/files/documents/911handout.pdf. For example: X. The organization reserves the right to address member or event attendee behavior where the member or event attendee’s behavior is disruptive or otherwise not in alignment with the organization’s constitution. {00312468-1}

Article X – Method of Amending Constitution: Proposals, notice, and voting requirements. Include the method for amending the constitution here. Define the process for proposing an amendment, providing notice to the organization or executive board, and the exact voting procedure for approving the amendment. XI. Any proposed amendments should be presented to the organization in writing and should not be acted upon when initially introduced. Upon initial introduction, the proposed amendments should be read in the general meeting, then read again at a specified number of subsequent general meetings and the general meeting in which the votes will be taken, and should either require a two-third or three-quarter majority of voting members (a quorum being present) or a majority or two-thirds of the entire voting membership of the organization, present or not. The constitution should not be amended easily or frequently.

Article XI – Method of Dissolution of Organization Requirements and procedures for dissolution of the student organization should be stated. Should any organization assets and debts exist, appropriate means for disposing of these assets and debts should be specified clearly and unequivocally. Upon the official dissolution of the organization, Student Activities staff must be contacted to remove organization information from website. {00312468-1}

**By-Laws**

By-laws contain the standing (permanent) rules of procedure of an organization. Items in the by-laws may be covered in appropriate detail in the constitution. However, most groups keep the two separate because by-laws usually contain more detail and are subject to change more than that of the constitution and, therefore, may require different procedures for amending. Provision for amendment of the by-laws should be somewhat easier than that of the constitution as rules of procedure should adapt to changing conditions of the student organization. When amending the by-laws, as with the constitution, previous notice of any changes are usually required to be given to the membership and should not be changed in the same meeting in which proposed. By-laws are more permanent, however, than passing a general motion, which may require only a simple majority vote of voters present at a general meeting of the membership (a quorum being present). By-laws cannot run contrary to the constitution.

Article 1 – Parliamentary Authority Most organizations use Robert’s Rule of Order to govern their organization’s decision making except when these rules are inconsistent with their constitution or by-laws of the organization. These rules are of Western cultural origin, and based on the premise that “though the minority shall be heard and absentees protected, the majority will decide.” A recommended wording is “The rules contained in [specify the source for parliamentary practice] 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 Procedures for becoming a member, which may vary by membership category, amount of dues, if any, and how often they should be paid, termination of membership, and so on should be described in detail.

Article III- Election / Appointment of Government Leadership Electionsrules and procedures, including eligibility for office, the nominating process, design of ballots and balloting procedures, and so on should be specified as well as appointment and ratification procedures. The timing of elections and/or appointments should be specified along with procedures to cover special circumstances (resignations, impeachments, etc.).

Article IV- Executive Committee Specific duties of the Committee and itsresponsibilities to the membership.

Article V- Standing Committees (if needed) Specific duties of each committee and their responsibilities to the organization leadership, Executive Committee, and general membership.

Article VI - Advisor/Advisory Board Responsibilities Expectations of the advisor in the organization (e.g., availability, meeting attendance, support, etc.)

Article VII - Meeting Requirements Regular, special, size and determination of quorum (number of voting members required to vote on decisions placed before the general membership, executive, and standing committees).

Article VIII - Method of Amending By-Laws Method should be similar to amending the constitution, however, by-laws are apt to change more often than the constitution, thus amending should be somewhat easier. By-laws may be amended by proposing in writing and reading the change at a general meeting of the membership and then bring the proposed change up for a vote at the next general meeting with a 2/3 majority vote of the membership present (a quorum being present). {00312468-1} Some organizations desire a structure that is fundamentally different from the guidelines presented here. The goal would be to incorporate basic principles important to the University while promoting those of the organization.