**BIOMEDICAL SCIENCES GRADUATE PROGRAM**

**CONSTITUTION FOR THE**

**BIOMEDICAL SCIENCES GRADUATE STUDENT ORGANIZATION**

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

**Section 1** - Name: Biomedical Sciences Graduate Student Organization at The Ohio State University (henceforth referred to as the BSGO)

**Section 2** - Purpose: The primary mission of the Biomedical Sciences Graduate Program Student Organization (BSGO) is to offer comprehensive support to both current and incoming students within the Biomedical Sciences Graduate Program. Among its responsibilities are assisting in recruitment and interviews for the program, aiding in the onboarding/transition of the incoming cohort, and establishing a communication network for all incoming students. The BSGO will also strive to inform, interact with, and serve the community in ways related to biomedical research and education. Additionally, the BSGO may choose to undertake philanthropic opportunities related to biomedical research. Lastly, the BSGO will serve as a communication channel between its members and the BSGP faculty, staff, and administration, in collaboration with the Communications and Relations Organization (CRO). After the first year, officers will continue to serve their cohort by promoting community-building events and conveying student concerns.

**Section 3** - Non-Discrimination Policy: The organization will not discriminate against any person or group of persons based on 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 basis in accordance with the University’s guidelines.

*Article II - Membership: Qualifications and categories of membership*

Membership will be open to all students in the Biomedical Sciences Graduate Program (BSGP), and those who are members of the M.D./Ph.D. program associated with the BSGP. All BSGP students are eligible members of the organization but may choose whether or not to be involved in the organization. However, officers are encouraged to continue fostering community-building events beyond their first year. Honorary membership is extended to all OSU faculty, staff, and alumni.

All eligible members who wish to join the organization may do so by attending meetings organized by the Executive Committee. These meetings can and will be communicated in advance to eligible members seeking to attend.

*Article III - Organization Leadership: Titles, terms of office, Executive Committee (size and composition), and duties of the leaders*

The organization leaders will be the President, Vice President, Secretary, Treasurer, Community and Outreach Chair, Social Chair, and International Student Chair. These positions comprise the Executive Committee. The purpose of the Executive Committee will be to represent the organization as a whole in issues related to the well-being of the student body, specifically for their cohort and the incoming/first-year cohort.

The leaders will be nominated, either by the voting body or by self-nomination, and a vote will be conducted to appoint the positions, as outlined in *Article V*. All executive members must receive the majority of votes. The office terms are one year long from the date of officer appointment. Former Executive Committee members remain active in the organization in subsequent years, serving their cohort by voicing concerns to program leadership and organizing community-building events. They may also choose to help volunteer during interviews and recruitment for the program, though this is optional.

Below are the general responsibilities of each officer:

**President:**

* Represents the BSGO to the University at large
* Chairs and conducts meetings of the main body and Executive Committee, and sets the agenda for each meeting
* Ensures that Officers and Committee heads are fulfilling their job descriptions
* Ensures that the Organization is abiding by the rules and regulations of the University, of this Constitution, and that of the Office of Student Activities (OSA)
* Is responsible for ensuring that all trainings and documentation of the organization are completed by the deadline set by the OSA
* Is responsible for long-term organizational planning outside of recruitment/interviews
* Has the ability to make executive decisions if an immediate decision is necessary, and no other executives can be reached. This power excludes all matters that require a vote of the general body or Executive Committee, such as amendments and dissolution of the Organization, etc.
* Serves on the BSGP-CRO alongside the Vice President and International Student Chair. At least one of these BSGO members must attend all BSGP-CRO meetings.
* Is jointly responsible, along with the Vice President, for working with the BSGP Coordinator to facilitate recruitment weekends and delegate tasks to the Executive Committee
* Is jointly responsible, along with the Treasurer, for managing the organization checking account for organizational funds
* Is jointly responsible, along with the Community and Outreach Chair, for any service/outreach and philanthropic events

**Vice President:**

* Aids the President at all general/Executive Committee meetings and serves in the President's place when absent
* Is jointly responsible, along with the President, for working with the BSGP coordinator to facilitate recruitment weekends
* Coordinates and disperses semesterly cohort survey to identify student concerns and receive feedback on areas in need of attention as well as gather opinions about potential cohort social and service events to be planned
* Coordinates the program’s annual apparel sale, which occurs during both the Spring and Fall term
* Serves on the BSGP-CRO alongside the President and International Student Chair. At least one of these BSGO members must attend all BSGP-CRO meetings.

**Secretary:**

* Is responsible for…
	+ recording minutes during Executive Committee meetings
	+ managing the BSGO email account and regularly monitoring it for internal and external communications
	+ sending emails to the program to promote social events or professional development opportunities
	+ sending pre- and post-interview emails to the program’s interviewees
	+ establishing a communication platform for the incoming cohort

**Treasurer:**

* Has the responsibility of overseeing all organizational finances and expenditures
* Maintains the accounting in such a manner that he/she will not be personally made vulnerable by the mishandling of any other member
* Applies for club and organization grants as needed, in conjunction with the President and Executive Committee
* Is jointly responsible, along with the Community and Outreach Chair, for raising funds for a biomedical charitable organization
* Manages of a checking account for organizational funds in conjunction with the President
* Submitts audit documentation to the Office of Student Activities (OSA) as well as any other reports declared/required by the OSA, including any financial reporting to the IRS
* Gives quarterly reports to the Executive Committee concerning the state of the finances

**Social Chair:**

* Organizes and advertises social events for the incoming cohort, as well as their current cohort
* Is responsible for, along with the rest of the BSGO Executive Committee, updating the BSGO Orientation Slide Show (“Life in Columbus”)
* *Social events are open to all BSGO members*

**Community and Outreach Chair:**

* Creates opportunities for BSGO members to be involved in community service/philanthropic activities (ex. Science Day at Hamilton STEM Academy in May)
* Is jointly responsible, along with the Treasurer, for raising funds for a biomedical charitable organization (ex. Bake Sale for Pelotonia in September)

**International Student Chair:**

* Is not explicitly required to help with recruitment and interviews, but may, based on program and organizational needs, and personal interest
* Attends BSGP’s Fall Orientation for Fall-start/International students as a BSGO representative
* Answers relevant questions for incoming international students
* Checks in regularly with international students and communicate current concerns to program leadership
* Updates the International Student FAQ document, as needed
* Serves on the BSGP-CRO alongside the President and Vice President. At least one of these BSGO members must attend all BSGP-CRO meetings.

Any officer may serve as the BSGO representative for the Bennet Society, Graduate Studies Committee, or OSUWMC Research Day, though this is optional. These roles help maintain connections and foster networking within the College of Medicine.

*Article IV - Standing Committees: Names, purpose, and composition (Ad-Hoc committees)*

There are no standing committees within this organization. Ad-hoc committees will be established on a need-based basis to help plan and organize special events.

*Article V - Method of Selecting and/or Removing Officers and Members*

The organization is open to all students who are active graduate students in the Biomedical Sciences Graduate Program (BSGP) which is part of The Ohio State University’s College of Medicine. It is also open to students who are M.D./Ph.D. students and also accepted in the BSGP.

The current Executive Board will present available positions to the incoming class by the first Friday of September. Nominations, including self-nominations, will be accepted for one week via a Google Form distributed through the BSGO email. The following week, nominees will be notified and asked to submit campaign materials, which will then be shared with the first-year cohort for voting. Each student may cast one vote per position. Campaigns may include short videos or written statements explaining the candidate qualifications and reasons for running.

Officers can be removed from their positions at any time by a majority vote of the first-year graduate students. In the event of a tie, the faculty advisor will make the final decision. Once removed from the organization that person cannot rejoin. The removed officer may appeal this decision with the faculty advisor, who will decide if this person can continue partaking in organization events. Officers can also be asked to step down by the faculty advisor.

Members can also be removed from the organization at any time by a majority vote of the first-year graduate students. In the event of a tie, the faculty advisor will make the final decision. Once removed from the organization that person cannot rejoin. The removed member may appeal this decision with the faculty advisor, who will decide if this person can continue partaking in organization events.

*Article VI - Advisor(s) or Advisory Board: Qualification Criteria*

The advisor(s) for BSGO will be a director or instructor of the Biomedical Sciences Graduate Program or a director or instructor of the M.D./Ph.D. program. If the same person fulfills both positions, then there will only be one advisor.

An advisory panel, composed of the Executive Board of the previous year, will be available to offer thoughtful insight to the members of the current Executive Board regarding executive duties and general operational concerns. The President of the previous year’s Executive Board will serve as the student liaison between the current Executive Board and the advisory panel. The advisory panel will not have voting authority. Any and/or all members of the advisory panel may attend executive meetings at the request of the current Executive Board based on their availability.

*Article VII - Meetings of the Organization: Required meetings and their frequency*

General meetings of the organization will be dictated by program leadership, such as the BSGP Town Hall forums. The Executive Committee will meet at least one week prior to a general meeting to discuss issues to be presented to the general body and its membership. If an issue arises during an interim period, the Executive Committee may call additional meetings.

The BSGO President, Vice President, and International Student Chair are required to attend monthly BSGO-CRO meetings, which are on the first Monday of every month. During these meetings, they will have an opportunity to discuss current plans and student concerns with program leadership. Attendance by other BSGO members is not required but may be beneficial while planning for recruitment/interviews.

During recruitment/program interviews, the Executive Committee will need to schedule regular meetings to follow up on deadlines and tasks.

*Article VIII - Method of Amending Constitution: Proposals, notice, and voting requirements*

**Section 1** - **Submission of Proposals:** Any BSGO member may submit amendments. Proposed amendments must be in writing and submitted to the BSGO Executive Committee. The Executive Committee will meet to determine the details and language of the proposed amendment and vote on the final version to be presented. A majority vote (four out of seven Executive Committee members) approving the proposal is required to proceed to the process laid out in Article IX Section 2.

**Section 2** - **Voting:** The Executive Committee will present the amendment proposal to the main body (BSGP first-year students) in writing (email is acceptable) and a voting date will be announced at least a week prior to voting. Voting may take place at a BSGO meeting or via a suitable absentee method. A vote of at least two-thirds of the main body is required for the amendment to pass.

*Article IX - Method of Dissolution of Organization*

The Executive Committee has the authority to begin the disbanding of BSGO. The said motion must first pass the Executive Committee unanimously. If said vote is successful, the main group must also pass the motion by a three-fourths vote. If the group decides to dissolve, the Executive Committee is responsible for taking care of all debts incurred by the group through the solicitation of donations and/or fundraising activities.

*Article X - Financial Management and Bank Account Governance of Organization*

The Executive Committee shall maintain a bank account to manage the organization's funds. All funds in the account shall be used solely for BSGO activities, including but not limited to social event expenses, recruitment efforts, and operational costs.

The Treasurer shall be the primary officer responsible for managing the bank account, including tracking income and expenses, maintaining financial records, and preparing budget reports, while the President shall also have account access to ensure oversight.

All transactions will be documented and reported to the Executive Board at regular meetings. Expenditures exceeding $100 requires prior approval from the Executive Committee. All reimbursements for organizational expenses require a receipt and must be approved by the Treasurer and the President. Funds shall not be used for personal expenses or any activity outside the scope of BSGO’s mission and goals.

During the annual transition of BSGOs, the Treasurer and the President will ensure a smooth transition to incoming officers by updating bank records and providing training on financial procedures. Outgoing officers will submit a final financial report and transfer all necessary documents to incoming officers before relinquishing account access.

In the event of BSGO’s dissolution, all remaining funds will be donated to a select biomedical charity as approved by the Executive Board and faculty advisor.