

# Music In Medicine

## Student Organization Constitution

### **ARTICLE I. NAME OF ORGANIZATION**

The Name Of This Organization Shall Be Music In Medicine

### **ARTICLE II. ORGANIZATION PURPOSE**

The purpose of Music in Medicine is to provide and coordinate volunteer opportunities for all students at The Ohio State University. We will coordinate with nursing homes in Columbus, to offer free, informal music lessons to interested individuals at the center, mainly focusing on instruments of the youth's interests. Volunteer trips will involve traveling to the site of service and offering casual, informal lessons on topics such as technique, reading sheet music, learning a specific song, or jam sessions. Club meetings will be held at least once a month to touch base with active volunteers to discuss what is going well, areas for improvement, larger goals within nursing homes and beyond, and to orient new members interested in serving. Additional meetings may be scheduled to host our advisor or other staff to cover topics such as teaching techniques or communication skills

### **ARTICLE III. UNIVERSITY REGULATIONS**

#### **Section A. Harassment and Discrimination, including Sexual Misconduct**

*Music In Medicine agrees that it will not engage in sexual misconduct nor any harassment or discrimination 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 basis in accordance with the Student Organization Registration Guidelines.*

#### **Section B. Hazing**

*Music In Medicine agrees to maintain a zero-tolerance policy for hazing, in compliance with Ohio State University and Collin's Law. All members must conduct themselves in a manner that supports an environment free from hazing. Hazing includes any activity, regardless of consent, that causes or creates a substantial risk of physical, mental, or emotional harm or humiliation to any individual as part of membership or affiliation with the student organization. If found responsible for hazing, members and/or the organization may face disciplinary actions.*

#### **Section C. Bylaws**

*Music in Medicine retains the right to maintain separate bylaws to outline the day-to-day operations of the organization and to clarify policies and procedures otherwise not included in the previous articles. Bylaws and/or other guiding documents may not take precedence over the requirements set forth by local, state, and federal laws, The Ohio State University's regulations, policies, and procedures, and the Council on Student Affairs (CSA) Student Organization Registration Guidelines. Organizations may make amendments and changes*

*to the bylaws without consulting the Ohio Union & Student Activities department, and changes to bylaws do not require approval. All elements of organizational bylaws shall be consistent with the organization's currently approved constitution on file and CSA constitution requirements.*

## **ARTICLE IV. MEMBERSHIP**

### **Section A. Membership Eligibility**

Membership is open to any currently enrolled Ohio State University student with a musical background who wishes to share their knowledge with others and learn teaching skills. Members must be in good standing with the university and comply with any required documentation, training, or other procedures necessary for volunteering at partner sites.

### **Section B. Member Selection**

1. Attend an Orientation: Prospective members must attend an introductory meeting to understand the mission, expectations, and service opportunities of the organization.
2. Complete Required Documents: This includes signing any forms or agreements required by partner nursing homes and the university.
3. Receive Training: Members must complete any mandatory training or orientation provided by the organization or volunteer sites.
4. Begin Participation: After completing steps 1–3, members may participate in volunteer sessions and club activities.

### **Section C. Membership Timeline**

Membership recruitment occurs on a rolling basis throughout the academic year.

- New members may join at any point by completing the steps outlined above.
- Returning members must renew their active status each semester by logging at least **7 volunteer events per full semester**.
- Members who do not meet this requirement will have **one grace semester** to regain active status.
  - If active status is not regained by the end of the grace period, the member will be moved to inactive status, and their volunteer record will be removed from official logs after one year.

### **Section D. Member Removal**

A member may be removed from the organization for any of the following reasons:

- Failure to meet active membership requirements after the grace period.
- Behavior that violates the organization's constitution, Code of Student Conduct, university policy, or local, state, or federal law.

- Conduct that is disruptive or detrimental to the organization or its mission, including inappropriate behavior during volunteer sessions.

### **Removal Procedure:**

1. Concerns about a member's conduct must be brought to the Executive Board.
2. The Executive Board, in consultation with the organization's advisor, will review the situation.
3. Removal requires a **majority vote of the Executive Board**.
4. If the reason for removal involves confidential matters such as FERPA-protected information or an active investigation, the member may be **temporarily suspended** while the matter is resolved.
5. A removed member may submit a written appeal to the Executive Board.
  - Reinstatement requires a **two-thirds affirmative vote** of the Executive Board.

## **ARTICLE V. ADVISOR**

### **Section A. Advisor Duties and Responsibilities**

The advisor serves as a mentor and guide to ensure the organization remains in good standing with the university and continues to fulfill its mission. Specific responsibilities include:

1. Providing guidance to the Executive Board on organizational goals and long-term strategy.
2. Maintaining open and timely communication with the President and other officers.
3. Assisting with external connections, including university faculty, administrative staff, and community partners.
4. Attending meetings when requested by the Executive Board.
5. Supporting leadership transitions and organizational growth, including identifying opportunities for program expansion.

### **Section B. Advisor Term**

- The advisor must be a current **faculty member** or **Administrative and Professional staff member** at The Ohio State University.
- If the advisor is not a faculty member, a co-advisor who meets this requirement must be appointed to fulfill the faculty advisor role.
- The advisor term length is **one academic year**, with renewal upon mutual agreement between the advisor and the Executive Board.
- Advisors are expected to serve continuously during their term and provide notice if they are unable to continue their role.

### **Section C. Advisor Selection**

- The incoming Executive Board will review potential advisor candidates at the end of each academic year or whenever a vacancy occurs.
- Candidates may be nominated by any member of the organization or by the current advisor.
- Final selection requires a **majority vote of the Executive Board**.
- Once selected, the advisor will confirm their role in writing with the organization and the university.

### **Section D. Advisor Replacement**

- If an advisor steps down or is unable to fulfill their duties, the Executive Board will immediately begin a search for a replacement.
- An interim advisor may be appointed by the Executive Board to maintain compliance with university policies until a permanent advisor is chosen.
- The same process outlined in **Section 3: Advisor Selection Process** will be followed to select and confirm the new advisor.

## **ARTICLE VI. ORGANIZATION LEADERSHIP**

### **Section A. Officer Positions**

#### **A. President**

1. Schedule and preside over all general body and executive board meetings.
2. Serve as the primary representative of the organization for all external communications.
3. Maintain close collaboration with the advisor and community partners.
4. Oversee officer selection and leadership transitions.
5. Manage outgoing correspondence with volunteer sites and service centers.

#### **B. Vice President**

1. Record clear, organized minutes during all meetings and distribute them to consenting members.
2. Maintain attendance records and track member participation and active status.
3. Address the needs and concerns of general members.
4. Preside over meetings in the President's absence.
5. Assume the role of interim President if the President position becomes vacant.

#### **C. Treasurer**

1. Manage all organization funds, including collection and distribution.
2. Maintain accurate, itemized records of financial transactions.
3. Present quarterly financial reports to the Executive Board.
4. Submit a semester budget proposal for approval by the Executive Board.
5. Lead fundraising efforts, including sponsorship outreach and external partnerships.

#### **D. Site Director**

1. Coordinate and oversee all on-site volunteer activities at assigned locations.
2. Connect new volunteers to their respective sites and ensure smooth onboarding.
3. Confirm that all required training and orientation steps are completed for volunteers.
4. Serve as the primary point of contact between the organization and site volunteer coordinators.

#### **Section B. Officer Eligibility**

- All officers must be **current Ohio State University students** in good academic and disciplinary standing.
- Officers must be active members of the organization, meeting all volunteer and participation requirements.
- No individual may hold more than one Executive Board position at a time.
- Officers must commit to serving for **one academic year** (April to April).

#### **Section C. Officer Selection Process**

##### **1. Nomination Process**

- Any current member may submit an application for one or more officer positions during the annual application cycle.
- Applications must include a ranked list of preferred positions.

##### **2. Review and Interviews**

- Applications are reviewed by the current Executive Board.
- Selected candidates will be invited for an interview with the non-reapplying members of the Executive Board.
- If all current officers are reapplying, the advisor will lead the selection process.

##### **3. Selection and Announcement**

- Officers are chosen by a **majority vote of the selection committee** (the non-reapplying Executive Board members or advisor-led committee).
- Chosen candidates will be notified promptly and must accept their position to finalize the appointment.

##### **4. Transition Period**

- From the date of acceptance until the final meeting of the academic year, outgoing officers will train incoming officers.
- The new Executive Board officially assumes duties at the last meeting of the spring semester.

## 5. Interim Vacancies

- If a position becomes vacant mid-year, the Executive Board will appoint an interim officer.
- A formal application cycle will then be held to permanently fill the position.

## Section D. Officer Removal

### Cause for Removal

An officer may be removed for:

- Violation of the organization's constitution or by-laws.
- Failure to perform assigned duties.
- Conduct detrimental to the mission or reputation of the organization.
- Violation of the Code of Student Conduct, university policies, or federal, state, or local laws.

### Removal Procedure

1. A concern must be submitted to the Executive Board in writing.
2. The Executive Board will review the matter in consultation with the advisor.
3. A **two-thirds vote** of the Executive Board is required to remove an officer.
4. The removed officer may submit a written appeal to the Executive Board.
  - Reinstatement requires a **two-thirds affirmative vote**.
5. If confidential matters (e.g., FERPA-protected information or ongoing investigations) are involved, the officer may be **temporarily suspended** until the issue is resolved.

## ARTICLE VII. ORGANIZATION DISSOLUTION

### Section A. Dissolution Requirements

#### Process to Determine Dissolution

1. **Proposal for Dissolution:**
  - A motion to dissolve the organization must be introduced at an Executive Board meeting by any officer.
  - The proposal must be seconded by another officer to move forward.
2. **Executive Board Vote:**

- Dissolution requires a **unanimous vote of the Executive Board**.
- If the motion passes, the proposal moves to the general membership.

### 3. **Membership Vote:**

- All active members will be notified at least **two weeks in advance** of the vote.
- Dissolution requires the approval of **80% of active members** present at the vote.

### 4. **Notification to University:**

- Upon passing, the Executive Board must immediately notify the **Ohio State University Student Activities staff** to officially remove the organization from university records.

## **Section B. Dissolution Procedures, including Assets and Debts**

### **Actions Including Handling Assets and Resolving Debts**

#### 1. **Debt Resolution:**

- Before dissolution is finalized, the Treasurer must ensure that **all outstanding debts** or financial obligations are resolved.
- If debts remain, the Executive Board will work with Student Activities staff to develop a repayment plan.

#### 2. **Distribution of Assets:**

- Any remaining funds will be returned to the original sources whenever possible:
  - University-allocated funds will be returned to Ohio State University.
  - External funds (e.g., donations, sponsorships) will be returned to their donors if feasible.
- If direct return is not possible, remaining funds will be **donated to a local nonprofit organization** that promotes the health and well-being of the Columbus community, chosen by a majority vote of the Executive Board.

#### 3. **Merchandise and Physical Assets:**

- Physical assets, such as instruments or supplies, will be distributed as follows:
  - Priority given to active members who contributed significantly to acquiring them.
  - Remaining items donated to local community organizations or service centers aligned with the mission of Music in Medicine.

#### 4. **Final Report:**

- The Treasurer and President will jointly prepare a **final report** documenting the resolution of debts, distribution of assets, and final dissolution steps.

- This report will be submitted to the advisor and the Student Activities office for official closure.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

### **Section A. Amendment Process**

#### **Section 1: Proposal of Amendments**

1. Any **active member** may propose an amendment to the constitution by submitting it in writing to the Executive Board.
  2. The proposal must include:
    - The exact language of the proposed change.
    - A brief explanation of the purpose and need for the amendment.
  3. At least **two Executive Board members** must agree to sponsor the amendment for it to move forward to discussion.
- 

#### **Section 2: Review and Notification**

1. The Executive Board will review the proposed amendment at their next scheduled meeting.
  2. If approved by a **simple majority vote** of the Executive Board, the amendment will be presented to the general membership.
  3. Members must be given **at least one week's notice** before the vote occurs, with the full amendment text shared electronically or in writing.
- 

#### **Section 3: Voting Requirements**

1. Amendments require a **two-thirds vote of the Executive Board** to pass.
  2. After passing at the Executive Board level, the amendment must then be ratified by a **two-thirds vote of the active membership** present at the general meeting.
  3. If either vote fails, the amendment does not take effect and may be revised for future consideration.
- 

#### **Section 4: Recording and Implementation**

1. Once ratified, the Secretary or Vice President must update the official constitution within **seven days** of approval.
2. The updated constitution must be shared with all members and the advisor.

3. A copy of the revised constitution must be submitted to the **Student Activities office** to remain in compliance with university policies.