

# UHA Columbus

## Student Organization Constitution

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

UHA Columbus

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

UHA Columbus is an innovative and progressive organization dedicated to improving universal health through preventive medicine, health education, and leadership development.

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

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

*UHA Columbus 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**

*UHA Columbus 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**

*UHA Columbus 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 shall be open to any undergraduate student at the Ohio State University.

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

There is no selection process to gain membership of the club. There are also no club fees to gain membership. Prospective members should reach out to an executive board member and join the club GroupMe to receive updates on club meetings.

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

Membership is open all school year.

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

In the event it becomes necessary to remove a member because they are not meeting the expectations agreed upon and set forth in this document, the executive board will convene to discuss potential remedy or removal of the member. If a unanimous vote is reached, the executive board will submit a formal recommendation to the advisor for removal. The advisor will make the ultimate decision to remove the member. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status. This discrimination policy will be firmly adhered to during the removal process.

## **ARTICLE V. ADVISOR**

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

The advisors' roles within the organizations is to work with one another and the student leaders to ensure the success of the club and maintains its good standing with the university. These are the following roles of the advisors:

1. Approve the organization's annual online registration
2. Review and approve the organization's annual goals for registration set forth by the President.
3. Provide approval for operation and programming funds requested by the Treasurer on a semester basis.
4. Sign off on the Space Use Agreement and provide approval on reservations of university space and equipment.
5. Attend an advisor training session every two years.
6. Objectively mediate any conflicts that arise within the organization.

Role Description

## **Section B. Advisor Term**

The selected advisors will serve a 2 year term. A faculty advisor may hold any number of consecutive terms.

## **Section C. Advisor Selection**

There will be at least 1 faculty advisor and another staff of the university. The advisors will be selected by the executive board. The nominated advisor has the choice of whether they would like to accept the position. The advisor will be chosen by votes provided by the executive board and the decision will be based on simple majority.

## **Section D. Advisor Replacement**

In the event that an advisor needs to be replaced, the executive board will come together to select a new advisor. The nominated advisor has the choice of whether they would like to accept the position. The advisor replacement will be chosen by votes provided by the executive board and the decision will be based on simple majority.

# **ARTICLE VI. ORGANIZATION LEADERSHIP**

## **Section A. Officer Positions**

President:

Call and chair all UHAC General and Executive Board meetings and act as the representative and spokesperson in all external functions. The responsibilities of the President also include setting the agenda for general meetings and Executive Board meetings, while also acting as the liaison between the Universal Health Aid Organization (UHA) and the UHA Columbus General Body by staying in communication with the Universal Health Aid National Chapter, the advisory board, and the Executive board. The president should also complete the annual registration process required by the university and attend their training sessions.

VP of Operations:

Primarily responsible for organizing and coordinating annual health screening and working with their chief officers. When the President is not available; the Vice President of Operations shall call and chair all general body and Executive Board meetings. In the event that the President is no longer capable of performing their duties, the Vice President of Operations shall assume the position of the President and a new Vice President of Operations shall be chosen according to the By-Laws.

VP of Business Affairs:

They will be performing the role of the treasurer and are responsible for managing the entirety of the finances, budgets, bank accounts, overseeing sponsorships and income, and all aspects of UHAC's marketing efforts.

VP of Internal Affairs:

Shall be in charge of all organizational growth and membership development, events that are within the mission of UHA Columbus to serve the University Community, as well as overseeing research for the betterment of the organization and anything else as outlined in the By-Laws.

VP of External Events:

Shall oversee all communications outside of the organization and be in charge of helping with community outreach, as well as managing UHAC official communications such as the website. They will also be responsible for connecting the club to other student organizations and finding various volunteer opportunities or events from outside organizations throughout the year.

VP of Advocacy:

Shall oversee all matters pertaining to policy and research into the needs of the community. Formulate creative events and presentations to educate the club members on current issues, bring in speakers that can speak on advocacy related topics, and provide a chance for members to think and engage in policy.

Executive Assistant:

Shall generate weekly reports of all the committee meetings and shall help the President oversee administrative tasks and be the liaison for all emails, as well as help the Vice Presidents as needed. The Secretary will also be responsible for taking minutes at General Body meetings and Executive Board Meetings as well as ensuring that meetings follow the agenda, start and end on time, and move efficiently. The Secretary shall also generate an annual report with the President. Finally, the Secretary is responsible for any revisions made to the Constitution and By-Laws.

## **Section B. Officer Eligibility**

To become an executive board member, a member must have maintained membership for 1 school year.

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

To apply for Vice President or chief positions, interested applicants must give a 2 minute speech and create an accompanying visual slide. To apply for the President position, interested applicants must give a 4 minute speech and create an accompanying visual slide. The decisions will be made by the executive board and individuals will be elected by a simple majority vote.

## **Section D. Officer Removal**

In the event it becomes necessary to remove an officer because they are not meeting the expectations agreed upon and set forth in this document, the executive board will convene to discuss potential remedy or removal of the officer. If a unanimous vote is reached, the executive board will submit a formal recommendation to the advisor for removal. The advisor will make the ultimate decision to remove the officer. This organization and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race,

religion, sex, sexual orientation, or veteran status. This discrimination policy will be firmly adhered to during the removal process.

## **ARTICLE VII. ORGANIZATION DISSOLUTION**

### **Section A. Dissolution Requirements**

In the event that the club needs to be dissolved, a 2/3 majority vote will be required by the entire executive board. All executive board members will receive a written notice at least 2 weeks in advance to inform them of this possibility and to call a meeting to hold voting.

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

Before dissolution, UHA Columbus will make provisions for all outstanding debts, liabilities, and obligations. Under no circumstance will the club leave any outstanding debts to the Ohio State University or its entities. Any assets will be provided to the Office of Student Life and will not be provided to individual club members.

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

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

Any amendments made should be presented to the executive board and must be approved by a 2/3 majority vote. Following the decision, the planned amendment should also be approved by the advisors to go into effect. All members will be informed in writing at least 5 days before the amendment goes into effect.