

Buckeyes Raising Awareness in Neuroscience

Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Buckeyes Raising Awareness in Neuroscience

ARTICLE II. ORGANIZATION PURPOSE

The mission of Buckeyes Raising Awareness in Neuroscience is to provide support to those affected by neurological injuries and illnesses while increasing awareness and education within the Ohio State and Central Ohio community. Our goal is to create awareness to students at the Ohio State University and the general public through social media, our website, and educational activities. We hope to recruit students throughout The Ohio State University who show an interest in neuroscience or creating awareness.

- 501(c)3 Clause: The organization's purpose is to exclusively to further charitable, educational, or scientific contributions under Section 501(c)3 of the Internal revenue code, or corresponding section of any future federal tax code.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

Buckeyes Raising Awareness in Neuroscience 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

Buckeyes Raising Awareness in Neuroscience 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

Buckeyes Raising Awareness in Neuroscience 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 all students enrolled at the Ohio State University that are interested in learning about the brain and creating awareness.

Section B. Member Selection

Members are expected to attend meetings, volunteer at events, and contribute ideas. Others, such as faculty, alumni, professionals, etc., are encouraged to become members. Members who attend 50% of general body meetings and participate in one club activity per month are considered Full Members. Full Members are eligible to run for Executive Board Positions and will have other benefits determined by the Executive Board. All members who do not meet this criterion are considered Associate Members. Club activities include, but are not limited to, attending NeuroNights sessions, volunteering with BRAIN, working on 5K activities, and sharing club events on social media. The Executive Board will be responsible for deciding what additional activities qualify. All members are also required to pay dues on an annual basis as determined by the Executive Board.

Section C. Membership Timeline

Members are welcome to join at any time throughout the school year.

Section D. Member Removal

If a member engages in behavior that is detrimental to advancing the purpose of this organization, violates the organization's constitution, or violates the Code of Student Conduct, or university policy, the member may be removed through a majority vote of the Executive Board in consultation with the organization's advisor.

ARTICLE V. ADVISOR

Section A. Advisor Duties and Responsibilities

The advisor is a full-time member of the faculty or staff at The Ohio State University. The advisor's duties are to support the organization and give recommendations to improve and attain its goals.

Section B. Advisor Term

The advisor's term lasts for a full semester.

Section C. Advisor Selection

The advisor will be approved by the executive board of Buckeyes Raising Awareness in Neuroscience by a simple majority vote.

Section D. Advisor Replacement

If the Executive Board deems it necessary, they will have a vote on the new advisory committee, with the majority vote determining the new members.

ARTICLE VI. ORGANIZATION LEADERSHIP

Section A. Officer Positions

Executive board:

President:

- Run meetings + oversee slide making for the meetings
- Plan events
- Management of the Executive Board
- Oversee the website, Facebook, and other social media accounts
- Oversee all aspects of the organization
- Dedicate 20+ hours/ week to the organization
- Meet with members and our advisor
- Work with all chairs

Vice President:

- Assist the President with his/her responsibilities
- Prepare to dedicate 20+ hours/ week to organization
- Work with all chairs
- Assist in managing the website, Facebook, and other social media accounts

Treasurer:

- Oversee all financial aspects of the organization
- Prepare to dedicate 15+ hours/ week to managing the budget
- Contact sponsors, organize fundraisers, and fill out required forms
- Work with the fundraising chair directly
- Filing taxes for our organization
- Ordering apparel, etc.

Secretary

- Oversee all communication aspects of the organization
- Prepare to dedicate 15+ hours/ week to the organization
- Distribute emails and flyers before meetings and events
- Organize club information
- Track attendance and record notes at meetings
- Work with the marketing chairs

NeuroNights Director

- Coordinate with CBI to plan monthly NeuroNights sessions
- Oversee all financial aspects of NeuroNights
- Attend planning sessions with NeuroNights partners
- Organize Brain Injury Awareness Community Day

5K Operations Director

- Plan and organize logistics of annual Brain Injury Awareness Race

- In charge of financial aspects of Brain Injury Awareness Race
- Coordinate with Columbus Running Company and RPAC staff to ensure successful event

5K Marketing Director

- Plan and organize the annual Brain Injury Awareness Race
- Contact sponsors to provide support for the run
- Manage advertising and marketing efforts

Standing Chairs:

Fundraising Chair

- Responsible for planning and organizing at least one fundraiser per semester to raise money for the club.
- Works with the Treasurer.
- Initiatives include restaurant fundraisers and bake sales

Service Chair

- Responsible for developing service opportunities for club members to engage with during general body meetings
- Advertises individual volunteer opportunities for members to participate in at general body meetings
- Responsible for finding service opportunities for members to engage with outside of meeting time
- Coordinates collaborations with outside organizations to facilitate volunteering experiences

Social Media Chair

- Responsible for creating marketing material including flyers and social media content for our various events.
- Manages all social media accounts, as well as taking pictures and documenting club events to share online.

Videography/Photography Chair

- Responsible for taking videos and creating Instagram Reels and TikToks for the club
- Responsible for taking videos and photos at all club events

Community Day Chair

- Work directly with the NeuroNights Director to help fundraise and organize the Brain Injury Community Day Carnival

5K Operations Chair

- Responsible for obtaining sponsors for the 5K and maintaining communication with them leading up to the race.
- Coordinates booths for the day of the event and is the primary person of contact for attendees.

5K Marketing Chair

- In charge of marketing initiatives for the 5K including reaching out to newsletters, other student orgs, and community partners to advertise the race

Gala Chair

- In charge of marketing and fundraising for the Gala
- Work closely with the panel of representatives from CBI to help plan the Gala

Section B. Officer Eligibility

Only Full Members are eligible to run for Executive Board and Chair Positions.

Section C. Officer Selection Process

Officers for Buckeyes Raising Awareness in Neuroscience will be elected through membership voting and will serve a term equivalent to one academic year.

Section D. Officer Removal

In the case of Leadership Team members (Executive + Chairs), a majority wins voting process will take place. However, the board member in question will not get to vote. The voting will be done digitally and anonymously. Appropriate actions will be taken based on voting results. Our organization has a 2-step process for grounds for removal of an officer:

1. A verbal warning initiated by a member of the Executive Board and agreed upon by the majority. In most cases, this will be communicated by the President. In the case of the President, this will be communicated by the Vice President.
2. Automatic consideration for impeachment via the voting process mentioned above.

ARTICLE VII. ORGANIZATION DISSOLUTION

Section A. Dissolution Requirements

The Executive Committee proposes and approves the dissolution through majority vote for the organization's dissolution.

Section B. Dissolution Procedures, including Assets and Debts

Before dissolution, all organization debts must be paid, if applicable. Assets shall be distributed for one or more exempt purposes within the meaning of 501(c)3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government for public purpose; to be decided upon by member vote.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

Proposed amendments will be in writing and read at the meeting in which they are proposed. A simple majority agreement among the Executive Committee is required for the amendment to pass. The constitution is not intended to be amended easily or frequently.

