

Undergraduate Anatomy Club Student Organization Constitution

ARTICLE I. NAME OF ORGANIZATION

Undergraduate Anatomy Club

ARTICLE II. ORGANIZATION PURPOSE

To promote and foster community, leadership, and scholarship within the undergraduate Division of Anatomy and undergraduate student body of OSU.

ARTICLE III. UNIVERSITY REGULATIONS

Section A. Harassment and Discrimination, including Sexual Misconduct

The Undergraduate Anatomy Club *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

The Undergraduate Anatomy Club *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

The Undergraduate Anatomy Club *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 to 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 Ohio State.

Section B. Member Selection

There are no fees to gain membership. Prospective members must speak to an executive board member, join the club GroupMe, and show up to at least 3 meetings and/or events per semester.

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 organization is negotiable between the advisors and student leaders. An effective advisor should talk with the leaders of the organization and come to a mutual understanding about how much or how little the advisor will be involved. However, the Faculty Advisors will hold the following responsibilities:

- 1) Explain university policies when relevant to the discussion.
- 2) Recommend programs, speakers, seminars, etc.
- 3) Objectively mediate conflicts that arise within the organization.
- 4) Approve the organization's online registration. (yearly)
- 5) Review and approve an organization's annual goals. (yearly)
- 6) Sign off on operating and programming funding requests.
- 7) Sign off on reservations of university space and equipment, as requested by the university department granting the reservation.
- 8) Attend an advisor certification training session. (every two years)

Section B. Advisor Term

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

Section C. Advisor Selection

There shall be 1-2 faculty advisors, who will be selected by the Executive Board. The nominated advisor must choose to accept the offered position.

Section D. Advisor Replacement

In the event that an advisor replacement becomes necessary, the Executive Board will decide together on a selection for a new advisor. The nominated advisor must choose to accept the offered position.

ARTICLE VI. ORGANIZATION LEADERSHIP

Selection A. Officer Positions

President – Serves as the chief executive officer of the organization, presiding at all executive board and general member meetings. The President will also hold the following responsibilities:

- 1) Provide leadership and direction to all activities of the organization, and keep the club on track with annual goals.
- 2) Communicate directly with the Faculty Advisor all organizational matters.
- 3) Serve as a liaison between the Faculty Advisor and student members.
- 4) Coordinate all monthly meetings; running meetings when appropriate
- 5) As an official Ohio State University Executive Board Title, the President is required to attend a one (1) hour training session at the Union each year.

Vice President – Serve as the second in command executive officer of the organization. The Vice President will also hold the following responsibilities:

- 1) Serve as the acting President, should the President-Elect be unavailable.
- 2) Coordinate and attend all regular meetings; keeping notes of meetings and events to be shared with the president and other executive board members.
- 3) Assist in keeping the club on track with annual goals.
- 4) Assist in communication with club advisors.

Treasurer – Oversees and manages the organization's financial matters. The Treasurer will also hold the following responsibilities:

- 1) Responsible for all deposits, withdrawals, and reimbursements associated with the organization.
- 2) Receives and makes club payments.
- 3) Works with CSA to receive annual and program funding
- 4) Receives fundraising funds from the Fundraising Chair and places it appropriately.
- 5) Communicates with the president for approval on statements and decisions.
- 6) As an official Ohio State University Executive Board Title, the Treasurer is required to attend a one (1) hour training session at the Union each year.

Activity Chair(s) - Serves as the coordinator for all social or educational activities within the club. The Activity Chairperson(s) will also hold the following responsibilities:

- 1) Book rooms or spaces for club activities/events other than meetings.
- 2) Brainstorms and presents upcoming activities to the Executive Board and other members.
- 3) Oversees activities or delegates overseer when needed.
- 4) Communicates with the President and Vice President regularly.
- 5) Communicates with Social Media Chair(s) about spreading information about events/activities.

Social Media Chair(s) - Maintains the organization's social media page in order to promote various service and social activities. The Social Media Chairperson(s) will also hold the following responsibilities:

- 1) Maintains social media accounts on decided platforms.
- 2) Pre-activity/meeting: Posts updates with information about upcoming events.
- 3) Post-activity/meeting: Posts recaps of events with highlights and/or photos.
- 4) Communicates with President, Vice President, and Activity Chair(s) regularly

Fundraising Chair(s) - Serves as the coordinator for fundraising events/activities. The Fundraising Chairperson(s) will also hold the following responsibilities:

- 1) Primary person(s) responsible for planning fundraisers.
- 2) Communicates with the Treasurer about funds needed from fundraisers and how they will be handled.
- 3) Delivers fundraising funds to the Treasurer safely and openly.
- 4) Communicates with the President and Vice President regularly.
- 5) Communicates with Social Media Chair(s) about spreading information about fundraisers.

Connections Chair(s) – Serves as the liaison between UAC's mentor graduate club, FOSA. The Connections Chairperson(s) will also hold the following responsibilities:

- 1) Communicates closely with Dr. Mosley and other representatives from FOSA to keep the UAC interacting with FOSA.
- 2) Plans activities/events with FOSA members.
- 3) Uses FOSA as a mentor for the UAC's club ideas and activities.
- 4) Communicates with the President, Vice President, and Activity Chair regularly.

Volunteer Chair(s) – Serves as the coordinator for volunteer events/activities. The Volunteer Chairperson(s) will also hold the following responsibilities:

- 1) Responsible for planning/seeking volunteer opportunities for the UAC.
- 2) Coordinates volunteers within the UAC for the Anatomy Outreach Program.
- 3) Communicates with Social Media Chair(s) about spreading information about volunteer events.
- 4) Communicates regularly with the President and Vice President.

Section B. Officer Eligibility

To become an officer of the club, an individual must either be a Human Anatomy minor or have been a member of the club for 1 semester.

Section C. Officer Selection Process

The Executive Board shall be elected by a simple majority of the membership present when a quorum exists in the spring semester. Elections will be by ballot vote. Members will have one week following nominations to 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

The Undergraduate Anatomy Club may be dissolved only by a vote of at least two-thirds (2/3) of the active membership in a meeting called for that purpose. Notice of the proposed dissolution and its date shall be given in writing to all active members at least fourteen (14) calendar days in advance of the meeting at which the vote will be held.

Section B. Dissolution Procedures, including Assets and Debts

Prior to dissolution, the Club shall settle or make reasonable provisions for all outstanding debts, liabilities, contracts, and obligations, including any owed to The Ohio State University or its entities. Under no circumstances shall the Club allow any debts to be left to the University. Any assets remaining after all debts and obligations have been satisfied shall be transferred to the Office of Student Life's Student Organizations Office (or other university-recognized entity) for use in support of student organizations consistent with university policies. No portion of the remaining assets shall be distributed to individual members.

ARTICLE VIII. CONSTITUTIONAL AMENDMENTS

Section A. Amendment Process

These By-Laws may be amended by a 2/3 majority vote of the members in good standing. All members shall receive advance notice of the proposed amendments in writing at least five days prior to the meeting of the members.