

# **PARKINSON'S TOGETHER CONSTITUTION**

## **ARTICLE I- NAME**

The name of the organization shall be Parkinson's Together.

**CONDENSED for SAB Application:** Parkinson's Together provides students with hands-on, interdisciplinary opportunities such as (1) conducting research studies, (2) goal-driven service, (3) and holding and attending major medical conferences and events to learn about Parkinson's disease while serving patients and cultivating healthcare literacy and promoting mental health.

## **ARTICLE II- PURPOSE**

Parkinson's Together is a collaborative, innovative, and inclusive service and research-based organization for students to serve the community, explore inequalities in healthcare, integrate various disciplines into personalized approaches to medicine while learning about Parkinson's disease in hands-on methods. The mission of the Parkinson's Together program is to foster a safe and collaborative environment for students to learn about Parkinson's disease and conduct service-based research that provides emotional and mental health support for patients with Parkinson's disease and their caregivers through innovative approaches such as holding and attending unique, collaborative conferences, events, and symposiums inside and outside of Cincinnati. Involvement in Parkinson's Together will help improve students' interpersonal and research skills as well as heighten students' awareness of the emotional and mental health of patients with Parkinson's. We do this by working with local settings (ie. neurological clinics, retirement homes, and hospice facilities) specializing in neurological disorders to design and conduct projects (ie. outreach events, research projects), attending and holding conferences/symposiums whose goals are to improve quality of life for patients with Parkinson's disease. In order to achieve these goals and mission, Parkinson's Together will hold major fundraising for patient and professional events, as well as bonding events for members to preserve wellness and facilitate the togetherness in working towards a better future for patients in Parkinson's Together's creation of events and initiatives, but will require funding support from the University for travel, stay, and event operations. This organization is for anyone with an interest in service, research, innovation, and neurodegenerative disorders.

## **ARTICLE III -MEMBERSHIP**

3.1 There shall be two (2) classes of members; voting and honorary.

3.2 Voting membership shall be open to any full/part-time graduate and undergraduate students.

3.3 This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

3.4 Non-voting membership shall be open to any student, and any member of the University faculty or administrative staff.

3.5 Honorary membership shall be open to any person desiring such membership, elected to such membership by a majority of the voting members.

3.6 There shall be no limit on the size of the membership of Parkinson's Together, provided, however, that the number of the non-voting and honorary members together, shall not exceed the number of voting members.

#### **ARTICLE IV- OFFICERS**

4.1 The officers of Parkinson's Together shall be a President, Vice President, Treasurer, Secretary, Social Media Chair, and officers that are elected on the governing nonprofit board as Parkinson's Together University of Cincinnati was the starting branch of the governing Parkinson's Together 501(c)3 which now runs chapters across the world.

4.2 (1) In order to run for office, the member must have a 2.3 or above accumulative GPA.

(2) While in office the officer must maintain a cumulative 2.5 GPA and must not have below 2.3 for more than one semester.

(3) Officer must be a matriculated student and be in good standing with his or her college.

4.3 All Officers serve for a term of one (1) year or until their successors shall be duly elected and qualified.

4.4 Any Officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a matriculating undergraduate/graduate (exception University organizations) student maintaining a 2.5 GPA, in good academic and disciplinary standing with their respective college, shall be removed from his/her office and a replacement shall be elected.

#### **ARTICLE V- MEETINGS**

5.1 Regular meetings of Parkinson's Together shall be held at (minimum) at least once a month, the time for such meetings shall be determined by the Executive Board, with the approval of the voting members.

5.2 Special meetings of Parkinson's Together may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

#### **ARTICLE VI- UNIVERSITY ADVISOR**

Parkinson's Together shall have a University Advisor who shall be a full- or part-time member of the University faculty, staff, or administration. The University Advisor shall be selected by the Executive Board.

#### **ARTICLE VII- AMENDMENTS**

7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the Parkinson's Together following notice of such proposed amendment to the voting members. Such notice shall be given within one week of the time any such amendment is proposed. Changes to the Bylaws are permitted to be made by the President and Vice President at the time of RESET if those changes were discussed with the rest of the board and this occurrence is able to be confirmed by a minimum of three other board officers.

7.2 Amendments to this Constitution shall be by the affirmative vote of two- thirds (2/3) of all voting members and with the approval of the Executive Board.

#### **ARTICLE VIII- RATIFICATION**

Ratification by two-thirds (2/3) of the charter members of Parkinson's Together shall be sufficient to establish this Constitution.

# **BYLAWS OF THE UNIVERSITY OF CINCINNATI PARKINSON'S TOGETHER**

## **SECTION 1 - STUDENT OFFICERS**

*1(1) The President shall be the Executive Officer of Parkinson's Together and shall preside over all meetings of the Executive Board. They shall be an ex-officio member of all standing committees. They shall also create the agenda and slides for board meetings, lead board meetings, brainstorm projects, seek resources for projects, resolve any conflicts between members, lead goal-setting, delegate tasks to meet goals, answer any member questions within 48 hours of request via email and text message, and take responsibility for any issues relating to the organization within reason. They shall also explore other potential opportunities to improve the impact Parkinson's Together has on the community. They shall also find creative ways to promote mentorship and community among the students, patients, caregivers, and healthcare professionals.*

*1(2) The Vice President, in the absence of the President, shall preside at all meetings of the Executive Board. The Vice President shall also perform such other duties as are assigned by the President of the Executive Board. They shall work to keep the Board and members accountable for deadlines, commitments, and responsibilities, oversee the training and transition process of new Parkinson's Together Board Directors and members. The Vice President shall lead Board meetings & Student Organization meetings at the absence of the President and/or the Director of Student Affairs. The Vice President shall at any time organize temporary committees to meet goals and carry out projects.*

*1(3) The Secretary shall also oversee meeting minutes, email reminders to members regarding events, and meeting notes. They shall also be the primary contact between external facilities and Parkinson's Together. The Secretary shall respond to internal & student organization emails within 48 hours at the most. They shall coordinate scheduling of meetings by adding events to the organization's Google calendar, send reminder text messages at least two hours before the meetings/events to officers regarding student org-related meetings/events, schedule board meeting rooms, & create student org-related Zoom meeting links within 48 hours of request at maximum, send reminder emails to board officers and university advisor, and other internal affiliates, split logistical coordination of individual organization projects evenly with non-profit secretary, proofread emails before they are sent from official organization email account, and maintain organization of the Parkinson's Together Google drive folder. They shall be responsible in conjunction with the Vice President, for documenting service hours to the University of Cincinnati Center for Community*

*Engagement for participating Parkinson's Together members. They shall keep the records of the membership and the minutes of the meetings of Parkinson's Together and the Executive Board. They shall make a report at the annual meeting of Parkinson's Together and at such time as the President or the Executive Board may direct.*

*1(4) The Treasurer shall be responsible in conjunction with the University Advisor, for all fiscal matters of the student organization.*

*(a) The Treasurer shall collect and receive all funds paid to Parkinson's Together and shall deposit them in the official depository.*

*(b) The Treasurer, in conjunction with the University Advisor, will have final approval of all Parkinson's Together expenditures. The Treasurer will co-sign all checks with the University Advisor in payment of bills.*

*(c) The Treasurer will abide by all Policies and Guidelines set down by their respective Funding Board (Undergraduate Funding Board).*

*(d) The Treasurer is responsible for educating his/her successor on the obligations of this position.*

*(e) The Treasurer will keep the accounts and books which, at all times, must be open to inspection by the President, Executive Board, Funding Board, or any authorized auditor.*

*(f) The Treasurer will make reports at the Parkinson's Together meetings and at other such times as the President or Executive Board may direct.*

*(g) Failure to abide by these aforesaid policies will result in Financial Probation of the Student Organization as defined by their respective Funding Board.*

*1(5) The Student Organization Social Media Chair shall serve to establish and enact means of outreach to the university and local community. The Student Organization Social Media Chair shall work to coordinate and generate interest among the local community through social media, both interactive and informational content, minimum once per week that cultivates Parkinson's Together-related literacy. They shall oversee Instagram, LinkedIn, Twitter, and Facebook presences and ensure that each Parkinson's Together is photographed and/or recorded. The Social Media Chair will be requested to post one piece of content maximum three times verbally or in written correspondence by any other executive member of the Student Organization*

*Board or Nonprofit Board of Officers (instant messaging or email). If they are having to be told three times on more than three separate occurrences by any of the aforementioned officers, the situation will be escalated to discussion at a board meeting on the subject of voting on a new Social Media Chair. The previous Social Media Chair is still welcome to be a part of the General Body.*

*1(6) Committee Leads shall create, coordinate, and monitor the progress of meeting the goals of their respective committee, assigned by the executive board and approved by the President, including goals/timelines/progress. They shall consult with the President &/or VP regarding status, documentation, resources needed, and any changes to study timelines.*

*(a) A Committee Lead shall lead email and phone communications/outreach regarding their assigned study.*

*(b) A Committee Lead is responsible for assigning each team member tasks and roles, as well as making sure that team members are adhering to the timeline.*

*(c) A Committee Lead shall be responsible for leading activities such as team brainstorming and taking responsibility to ensure committee tasks are completed in event that the rest of the team is unable to complete the committee's assigned task/goal.*

*(e) A Committee Lead shall be responsible for creating team group chats to maintain communication regarding the project.*

*Committee Leads must hold meetings at least twice per semester to achieve assigned goals and attend two executive board meetings per month.*

## **SECTION 2 - ELECTIONS**

2(1) Elections will be held at the first board meeting in August or last month of the spring semester (must be spring semester) if the current officers are graduating or will no longer be attending the University of Cincinnati, or for any other reason in which they will no longer be in the Parkinson's Together Program.

2(2) All Officers shall be elected by a majority vote of those persons casting ballots. If there is a tie for a position, the decision will be left up to the Chief Nonprofit Advisor and University Advisor.

2(3) Officers will take office immediately following their election.

## **SECTION 3 - EXECUTIVE BOARD**

3(1) The Executive Board shall be composed of the elected officers of Parkinson's Together Student Organization Board and Nonprofit Board, the University Advisor, and the Chief Nonprofit Advisor, Dr. Alberto Espay, MD (Chair of Movement Disorders Division, University of Cincinnati Gardner Neuroscience Institute). Executive Board members may miss a maximum of 3 executive board meetings per semester, and missing any more of these meetings constitutes appropriate grounds for impeachment from the role in order to maintain the high-performing nature of Parkinson's Together. Attending an executive meeting consists of physically being present at the in-person meeting if that is the communicated format directed by the President of the meeting.

3(2) The Executive Board shall determine the policies and the activities of Parkinson's Together, discipline members, approve the budget and have general management of Parkinson's Together. In the case of a major internal dispute involving the Exec Board, such as the impeachment and removal of an officer, an ethical dispute, or conduct-related disagreement, the final course of action will be decided by the Chief Nonprofit Advisor Dr. Alberto Espay, MD.

3(3) The Executive Board shall meet regularly at least once each month and at the call of the President.

3(4) The immediate past President, to be a voting member of the Executive Board, must be at the present time a full/part-time student enrolled in any of the colleges, schools or divisions of the university, and maintaining a 2.3 semester GPA, and in good academic and disciplinary standing in his/her respective college, school or division.

#### **SECTION 4 - UNIVERSITY ADVISOR**

4(1) The University Advisor shall consult with the Student Organization and ensure that the activities of the Student Organization are consistent with the stated purposes of the organization.

4(2) The University Advisor is required to attend an Advisor Training sponsored by the Office of Student Activities and Leadership Development every two years.

4(3) The University Advisor has an obligation to know the rules and regulations governing the handling of all funds and to assist and advise the Treasurer in all financial matters and to co-sign checks.

#### **SECTION 5 - SPECIAL COMMITTEES**

5(1) Special Committees may be established by the Executive Board and shall perform such duties as defined in their establishment.

5(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson for each committee.

## **SECTION 6 - MEETINGS**

6(1) Meetings shall be held at such places as determined by the Executive Board.

6(2) The meetings of the Student Organization shall be given at least four days' notice of the place of the meetings.

6(3) At all meetings, a quorum shall be one-half (1/2) of the voting members of the student organization. A quorum is necessary for the organization to conduct official business.

6(4) All matters coming before Parkinson's Together which require the approval of the membership, and the election of Officers, shall be carried by the majority vote of the voting members present, providing that a quorum is present, except for business specified in the Constitution or Bylaws which require a specific number.

## **SECTION 7 – REVENUE**

7(1) A membership fee of \$0.00

This amount shall be paid to the Treasurer of the Student Organization upon application for membership.

7(2) The annual dues shall be \$0.00 as determined by Officers and University Advisor and is payable in 4 installments, on the first of October, January, April, and May.

7 (3) Registered student organizations can generate revenue from sources (fundraisers, bake sales) other than those defined in this section as determined by the University Advisor, Executive Board and approved by the general body of Parkinson's Together. The funds generated through fundraising must be used to further the student group's mission, programmatic efforts, or their support of philanthropic efforts.

7(4) The disbursement of said revenue shall be determined by the Executive Board with the approval of Parkinson's Together and in accordance with University policies.

7(5) The Treasurer shall be responsible for the accountability of Parkinson's Together's monies and shall report to the Executive Board and Parkinson's Together.

## **SECTION 8 - DISCIPLINE**



8(1) Any member charged with conduct not in accordance with the purposes of Parkinson's Together and against who such charges are sustained after due and proper hearing before the Executive Board and hearing from Chief Nonprofit Advisor, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board

8(2) Any student whose membership in Parkinson's Together has been terminated in any manner shall forfeit all interest in any funds or other property belonging to Parkinson's Together and may not use the organization's name in connection with any further activities.

8(3) Appeal process: Any member whose membership in Parkinson's Together has been terminated by action of the Executive Board of the organization may appeal his/her expulsion, in writing, and within two weeks of the Executive Board's action to Parkinson's Together' respective governing board if the expulsion is upheld by the governing board or Chief Nonprofit Advisor, the student may appeal to the Student Organizations and Activities Office in writing, and within two weeks of the governing board's action.

## **SECTION 9 – IMPEACHMENT**

9(1) Petition Executive Board with signatures of one-third (1/3) of all voting members petition should state reason for removal.

9(2) Executive Board shall then notify Officers and call for removal vote within fourteen (14) days of the filing of the petition.

9(3) Members shall be notified at least one (1) week prior to the removal vote meeting.

9(4) At the meeting for removal, the petition's stated grievances shall be made public and the Officer charged shall be allowed to respond to the charges of the petition verbally or in written correspondence.

9(5) Removal from office shall require a vote of two-thirds (2/3) of all voting members and a decision from the Chief Nonprofit Advisor.

## **SECTION 10 - VACANCY OF OFFICE**

10(1) In case of resignation or removal of any Officer, an Interim Acting Officer shall be appointed by the Executive Board.

10(2) The President shall call for an election within fourteen (14) days after vacancy of any office.

10(3) Election shall be conducted as stated in the Bylaws.

10(4) Should the office of President become vacant, the Vice President(s) of Membership should complete the President's unexpired term and call for an election for Vice President(s) of Membership consistent with the provisions of Section 10(2).

## **SECTION 11 - RULES OF ORDER**

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these By-Laws.

## **SECTION 12 - AMENDMENTS OF BYLAWS**

12(1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of Parkinson's Together following notice of such proposed amendment to the voting members, such notice shall be given within one (1) week of the time any such amendment is proposed.

12(2) Amendments to these Bylaws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the Executive Board.

## **Section 13-DISSOLUTION**

13(1) Upon the dissolution of the Parkinson's Together Program for any reason, all work, funds, and property controlled by the organization will be transferred to the University of Cincinnati or to an organization that models the organization's purpose.

13(2) The University Advisor and Executive Board of Parkinson's Together will oversee the dissolution process.

## **Section 14-NON-HAZING CLAUSE and NON-DISCRIMINATION**

14(1) The laws of the state of Ohio and the University of Cincinnati policies concerning hazing shall be observed.

14(2) Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or administration into, or continued affiliation with, a University organization is directly or indirectly conditional upon performing the activity. In no event shall the willingness of an individual to participate in such an activity serve as defense in cases of hazing.

14(3) Actions and activities, which are explicitly prohibited, include, but shall not be limited to the following:

- a. Any activity that creates a substantial risk of physical or mental harm.
- b. Paddling, beating, or hitting individuals.
- c. Wearing anything designed to be degrading or to cause discomfort.
- d. Depriving individuals of the opportunity to obtain a minimum of six (6) hours of sleep per day, proper and adequate means, or access to means, of maintaining body cleanliness.
- e. Activities that interfere with an individual's academic efforts by causing exhaustion or loss of reasonable study time.

14 (4) The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, except for religious qualifications which may be required by organizations whose aims are primarily sectarian, national origin, ancestry, medical condition, genetic information, marital status, parental status (including status as a foster parent), sex, age, sexual orientation, military status (past, present, or future), or gender identity and expression in its programs and activities.