**Constitution of the University of Cincinnati *Medical Innovation in Education***

**September 25, 2023**

**Article I – Name**

1.1 The name of this organization is Medical Innovation in Education also referred to as MINE.

**Article II – Purpose**

2.1 Medical Innovation in Education (MINE) is an organization which works to help students who are interested in innovation in healthcare learn more about it, get involved, and finally gain hands-on experience in innovation within the realm of healthcare. MINE, works to create a community of students who are interested in all aspects of innovation in healthcare such as biotechnology, bioinformatics, biomedical engineering, and many more topics in order to allow students to gain a deeper understanding of innovation in healthcare and what it brings to the field as well as give students the opportunity to gain experiences in which they are able to broaden their understanding, develop their skills, and work to dream and put into reality healthcare innovative projects to help the general public.

**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 MINE, 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 MINE shall be President, External Vice Presidents (2), Internal Vice Presidents (2), Treasurer, Fundraising chair, and Public Relations whose duties are described herein.

4.2 Each executive officer will be a voting member on decisions made by the organization.

4.3 All officers will serve a term of one full year or until their successors shall be elected and qualified

**Article V – Meetings**

5.1 MINE will hold regular bi-weekly meetings during the Fall and Spring semesters (excluding times of campus closure). The time of these meetings will be determined by the executive board with the approval of all voting members.

5.2 Executive Board will have separate board meetings to discuss projections and status of the club.

**Article VI – Advisor**

6.1 MINEshall have a University Advisor who shall be a full-time member of the University, faculty, staff, or administration.

**Article VII – Amendments**

7.1. Amendments to this Constitution may not be voted upon during the same meeting, or sooner than one week after it is proposed.

7.2 A two-thirds (2/3) vote shall be required for approval of the amendments

**Article VIII – Ratification**

8.1 Ratification by two-thirds (2/3) of the voting members of MINE shall be sufficient to establish this Constitution.

**Bylaws of the University of Cincinnati *Medical Innovation in Education***

**SECTION 1 - STUDENT OFFICERS**

1(1) The President shall be the Executive Officer of MINE and shall preside over all meetings of MINE and the executive board. He/she shall be an ex-officio member of all standing committees. They shall work on all student-led projects apart of the MINE organization, provide assistance to the MINE members and oversee operations of the organization.

1(2) The Co-External Vice Presidents are responsible of helping MIND navigate ways of reaching out to new organizations, work to develop connections to those of the 1819 innovation lab, as well as innovative labs at UC Health for projects, guest speakers, and . They also have the responsibility of working with Public Relations to increase our general body and focus on retention of general body. The External Vice Presidents are comprised of two individuals where selection is up to the unanimous discretion of the Presidents. The External Vice President shall also perform other duties as are assigned to him/her by the Presidents of the executive board.

1(3) The Co-Internal Vice Presidents are in charge of working within the organization and its general body to maintain general body retention, work to set groups of students to any projects we get, and take a lead role on all general body meetings whether that is a guest speaker or an interactive field trip/hands-on learning. The External Vice Presidents are comprised of two individuals where selection is up to the unanimous discretion of the Presidents. The External Vice President shall also perform other duties as are assigned to him/her by the Presidents of the executive board.

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 MINE and shall deposit them in the official depository.

(b)The Treasurer, in conjunction with the University Advisor, will have final approval of all MINE 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 Co-President, Executive Board, Funding Board, or any authorized auditor.

(f) The Treasurer will make reports at MINE meetings and at other such times as the Co-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) Public Relations (PR) shall serve to establish and enact means of outreach to the university and local community. The PR shall work to coordinate and generate interest among the local community through, but not limited to, social media, on-campus tabling, and other on-campus related activities that cultivate MINE-related literacy. The PR shall work with the Treasurer to coordinate any outreach events that require expenditure, whether through grants, UFB, or the Non-profit treasury.

**SECTION 2 - ELECTIONS**

2(1) Elections will be held at the first meeting in September or last meeting of the 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 MINE.

2(2) All Officers shall be elected by a majority vote of those persons casting ballots.

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 MINE and the University Advisor.

3(2) The Executive Board shall determine the policies and the activities of MINE, discipline members, approve the budget and have general management of MINE.

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

3(4) The immediate past Co-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, and schools or divisions of the university, 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 MINE shall be given at least one weeks’ 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 the MINE Initiative 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 MINE. 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 and in accordance with University policies.

7(5) The Treasurer shall be responsible for the accountability MINE monies and shall report to the Executive Board and MINE.

7(6) In case of dissolution of the Chapter and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be distributed in accordance with the provisions of disbursement statement of these By-Laws.

**SECTION 8 - DISCIPLINE**

8(1) Any member being two months in arrears in the payment of dues shall stand suspended and shall be notified immediately, in writing, by the PR. Such member, upon payment, and upon making application for reinstatement to the Executive Board within thirty (30) days of such notice may be reinstated by two-thirds (2/3) vote of the entire Executive Board. In the event such member is not reinstated he/she shall be dropped from membership and shall be notified, in writing by the PR

8 (2) Any member charged with conduct not in accord with the purposes of the MINE Initiative and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board.

8(3) Any student whose membership in the Student Organization has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Student Organization and may not use the organization's name in connection with any further activities.

8(4) Appeal process: Any member whose membership in the Student Organization 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 the Student Organization's respective governing board If the expulsion is upheld by the governing board, 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 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 days of the filing of the petition.

9(3) Memberships shall be notified at least one week prior to 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.

9(5) Removal from office shall require a vote of 2/3 of all voting members.

**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 Co-President shall call for an election within fourteen days after vacancy of any office.

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

10(4) Should the office of Co-President become vacant, the PR should complete the President's unexpired term and call for an election for Co-President 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 MINE 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 (student organization) 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 Advisor and executive officers of the student organization will oversee the dissolution process.

**Section 14-NON-HAZING CLAUSE AND ANTI-DISCRIMINATION CLAUSE**

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(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.